



UNIwersytet  
Warszawski

MONITOR  
UNIwersytetu Warszawskiego

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Item 293

**ORDINANCE No. 108  
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 3 October 2024

**concerning the introduction of the Rules and Regulations for increasing  
the doctoral scholarship for the doctoral students studying at the doctoral  
schools of the University of Warsaw**

Pursuant to § 36, section 1, of the Statute of the University of Warsaw (UW Monitor, 2019, item 190, as amended), pursuant Article 209, section 5 of the Act of 20 July 2018, the Law on Higher Education and Science (consolidated text: Journal of Laws, 2023, item 742, as amended), it is ordered as follows:

§ 1

The Rules and Regulations for increasing the doctoral scholarship for the doctoral students studying at the doctoral schools of the University of Warsaw, hereinafter referred to as the "Rules and Regulations", constituting an annex to the Ordinance, are hereby introduced.

§ 2

Ordinance No. 147 of the Rector of the University of Warsaw of 5 October 2023 on the introduction of the Rules and Regulations for increasing the scientific scholarship for the doctoral students studying at the doctoral schools (Monitor UW of 2023, item 344, as amended) shall become ineffective.

§ 3

The Ordinance enters into force on the day it is signed.

UW Rector: *A. Z. Nowak*

Appendix

to Ordinance No. 108 of the Rector of the University of Warsaw of 3 October 2024  
on the introduction of the Rules and Regulations for increasing the doctoral scholarship for  
the doctoral students studying at the doctoral schools of the University of Warsaw

**THE RULES AND REGULATIONS FOR INCREASING THE DOCTORAL  
SCHOLARSHIP  
FOR THE DOCTORAL STUDENTS STUDYING AT THE DOCTORAL SCHOOLS  
OF THE UNIVERSITY OF WARSAW**

**§ 1**

1. An increase in the doctoral scholarship shall be awarded to doctoral students who have completed at least their first year of study, but no later than after their fourth year of study, and who receive a doctoral scholarship as referred to in Article 209 of the Act of 20 July 2018, the Law on Higher Education and Science, and who obtained at least one of the following academic achievements in the academic year preceding the academic year for which the scholarship increase is to be awarded:

- 1) acceptance for publication of a scientific article in a journal from the ministerial list or included in the SCOPUS database or in the peer-reviewed post-conference materials;
- 2) acceptance for publication of a monograph or a chapter in a monograph in a publication on the ministerial list;
- 3) presenting a paper at a scientific conference, which is not part of the programme of studies at the doctoral school of the University of Warsaw;
- 4) obtaining a patent related to the research carried out as part of the doctoral project;
- 5) submission of an application for an external grant which has passed formal assessment;
- 6) conducting a scientific activity for which applications from the funds of the "Excellence Initiative - Research University" programme for doctoral students pass the merit evaluation.

2. When applying for an increase in a doctoral scholarship, academic achievements referred to in section 1 may be demonstrated in one academic year only.

**§ 2**

1. An increase in the doctoral scholarship shall be granted for one academic year for which it is awarded.

2. The scholarship increase is paid no later than in December.

3. The scholarship can be paid in a single payment. The decision on the method of payment is determined by the Rector.

### **§ 3**

The amount of the scholarship increase is determined by the Rector, within the framework of funds earmarked specifically for this purpose in the financial plan of the University of Warsaw and taking into account the number of doctoral students proposed for an increase in the doctoral scholarship by the directors of the doctoral schools.

### **§ 4**

1. The list of the doctoral students entitled to an increase in the scholarship shall be prepared by the director of the doctoral school by 30 November, on the basis of doctoral students' applications submitted by 31 October via university electronic mail to the e-mail address indicated by the director of the school and announced on the school's website.

2. A template application for an increase in the scholarship is annexed to the Rules and Regulations.

3. The list referred to in section 1 shall be published without delay on the website of the doctoral school. The list is publicly available for a period of 21 calendar days.

### **§ 5**

1. A doctoral student who has not been included in the list of those entitled to an increase in the scholarship shall be entitled to a review of the case within 14 days of the publication of the list referred to in § 4, section 3. Where such a request is made by a doctoral student, the director of the doctoral school shall resolve the matter by issuing a decision.

2. In the event of a successful reconsideration, the payment deadline referred to in § 2, section 2 may be extended.

### **§ 6**

1. The entitlement to an increase in the doctoral scholarship shall cease upon the loss of a doctoral student status or the loss of the entitlement to a doctoral scholarship if that moment is later than the loss of a doctoral student status.

2. An increase in the doctoral scholarship shall not be paid during the period of suspension of studies. The awarded increase of the doctoral scholarship shall be paid at the doctoral student's request after the end of the suspension, not later than by the end of the academic year for which the increase of the doctoral scholarship was awarded.

*TEMPLATE*

**Application for an increase in the doctoral scholarship**

<b>Name of the doctoral school</b>	
<b>Doctoral student's name and surname</b>	
<b>Year of study at the doctoral school</b> (as at the date of application)	
<b>Supervisor's name and surname</b> (person confirming the scientific achievements)	

**Scientific achievements**

Scientific achievements for the year on which the increase the scholarship is applied for (tick as appropriate):

	acceptance for publication of a scientific article in a journal from the ministerial list or included in the SCOPUS database or in the peer-reviewed post-conference materials
	acceptance for publication of a monograph or a chapter in a monograph in a publication on the ministerial list
	presenting a paper at a scientific conference, which is not part of the programme of studies at the doctoral school of the University of Warsaw
	obtaining a patent related to the research carried out as part of the doctoral project
	submission of an application for an external grant which has passed formal assessment
	conducting a scientific activity for which applications from the funds of the "Excellence Initiative - Research University" programme for doctoral students pass the merit evaluation

Details of achievements (description allowing verification of the achievement)<sup>1</sup>

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(Signature of the doctoral student)

\_\_\_\_\_  
(Signature of the supervisor)

Statement by the doctoral student:

I declare that the described academic achievement was not the basis for receiving an increase of the doctoral scholarship in the academic year 20..../20.....

.....  
(Signature of the doctoral student)

\_\_\_\_\_  
**Director's endorsement:**

Date of application receipt:

The application entitles / does not entitle the applicant to an increase in the scholarship:

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Signature of the Director

\_\_\_\_\_  
<sup>1</sup> Confirmation of the achievement is provided by the signature of one of the supervisors or a corresponding certificate (acknowledgement)