



UNIwersytet
Warszawski

MONITOR
Uniwersytetu Warszawskiego

Item 211

**ORDINANCE No. 80
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 11 June 2026

**on the introduction of the Rules and Regulations for the award of financial aid
for doctoral students at the University of Warsaw**

Pursuant to Article 209a, section 2 of the Act of 20 July 2018 – the Law on Higher Education and Science (consolidated text: Journal of Laws of 2024, item 1571, as amended), it is hereby ordered as follows:

§ 1

The Rules and Regulations for the award of financial aid for doctoral students at the University of Warsaw, constituting an appendix to the Ordinance, are hereby introduced.

§ 2

The ordinance shall enter into force on the day it is signed.

Rector of the University of Warsaw: A. Z.
Nowak

**THE RULES AND REGULATIONS OF FINANCIAL AID FOR DOCTORAL
STUDENTS
AT THE UNIVERSITY OF WARSAW**

**Chapter 1
General Provisions**

§ 1

The Rules and Regulations for the award of financial aid for doctoral students at the University of Warsaw, hereinafter referred to as the “Rules and Regulations”, set forth:

- 1) detailed criteria and procedures for awarding financial aid, as well as the method of determining the amount of financial aid and its payment to a doctoral student as referred to in Article 209a of the Act of 20 July 2018 – the Law on Higher Education and Science (consolidated text: Journal of Laws of 2024, item 1571, as amended), hereinafter referred to as the “Act”;
- 2) the manner of documenting a doctoral student’s situation for the purpose of awarding financial aid;
- 3) the procedure for appointing and the composition of the Financial Aid Committee for Doctoral Students and the Appeals Financial Aid Committee for Doctoral Students.

§ 2

Terms used in the Rules and Regulations shall have the following meaning:

- 1) doctoral student – a doctoral student studying at a doctoral school at the University of Warsaw;
- 2) child – a doctoral student’s own child, whether from birth, adopted or under parental guardianship in a foster family, who is financially dependent on the doctoral student:
 - a) until the end of the year in which they reach the age of 18,
 - b) by the end of the year in which they reach the age of 25, if they continue their education at school, or at first-cycle, second-cycle or long-cycle studies until completion of their education, upon submission of a certificate confirming attendance at a school or pursuing studies at a university,
 - c) regardless of age, if they require permanent or long-term care and assistance of another person due to significantly reduced ability to lead an independent life resulting from disability, upon submission of a disability certificate or a certificate confirming the degree of disability;
- 3) financial aid authority – respectively, the Rector, the Financial Aid Committee for Doctoral Students and the Appeals Financial Aid Committee for Doctoral Students;
- 4) employee – an employee employed by the University of Warsaw under an employment contract;
- 5) University – the University of Warsaw;
- 6) USOS – the University Study-Oriented System;

- 7) USOSweb – the University Study-Oriented System available at <https://www.usosweb.uw.edu.pl/>;
- 8) Doctoral Students' Self-Government Board – the Doctoral Students' Self-Government Board of the University of Warsaw.

Chapter 2

Entitlement to Financial Aid

§ 3

1. A doctoral student may apply for financial aid.
2. Financial aid may be awarded to a doctoral student provided that the conditions set out in the Act and the Rules and Regulations are met.

§ 4

Financial aid may be awarded to a doctoral student who, as a result of circumstances beyond their control, has temporarily found themselves in a difficult life situation, causing significant and short-term difficulties in pursuing their education, in particular in the event of:

- 1) loss by the doctoral student, their spouse, or a parent, if the doctoral student is wholly dependent on that parent for support, of their permanent and primary source of income, except for the loss of entitlement to a doctoral scholarship;
- 2) the birth of a child to the doctoral student;
- 3) a sudden illness or accident affecting the doctoral student, their spouse or child, or a parent, if the doctoral student is wholly dependent on that parent for support;
- 4) a sudden necessity for the doctoral student to provide care for an ill spouse or child, or a parent, if the doctoral student is wholly dependent on that parent for support;
- 5) the death of the doctoral student's spouse, child or parent;
- 6) damage caused by fire, flooding, a natural disaster or another catastrophe;
- 7) military activities in the country of origin of the doctoral student or in the country where their spouse or child resides, or, if the doctoral student is wholly dependent on that parent for support, a parent resides;
- 8) the need for psychological or psychiatric assistance resulting from a sudden event.

§ 5

1. Financial aid may be awarded to a doctoral student no more than twice in an academic year.
2. Financial aid may not be awarded to the same doctoral student a second time on account of the same event.
3. Financial aid may not be awarded to a doctoral student on account of the same event if that event has already served as the basis for the award of financial aid from another source of funding.

§ 6

The maximum amount of financial aid shall be equal to the amount of the doctoral scholarship applicable after the month in which the mid-term evaluation was conducted.

§ 7

1. The right to financial aid shall cease upon the loss of doctoral student status.

2. The right to financial aid shall not apply during the period of suspension of a doctoral student's rights.

3. A doctoral student applying for financial aid shall immediately notify the competent financial aid authority of the loss of the right to financial aid pursuant to sections 1 or 2.

§ 8

A doctoral student may not apply to the University for another benefit on account of the same event if that event has served as the basis for the award of financial aid.

§ 9

A doctoral student shall be required to immediately repay any financial aid unduly received.

Chapter 3 Financial Aid Authorities

§ 10

1. Financial aid shall be awarded by the Rector, subject to section 2.

2. Upon a written request of the Doctoral Students' Self-Government Board, financial aid shall be awarded by the Financial Aid Committee for Doctoral Students, and appeals shall be considered by the Appeals Financial Aid Committee for Doctoral Students.

§ 11

1. The Financial Aid Committee for Doctoral Students is composed of:
1) doctoral students delegated by the Doctoral Students' Self-Government Board;
2) employees.

2. The Financial Aid Committee for Doctoral Students shall consist of three to five members, the majority of whom shall be members referred to in section 1, point 1.

3. The Financial Aid Committee for Doctoral Students shall be appointed by the Rector.

4. In justified cases, the Rector may dismiss the Financial Aid Committee for Doctoral Students or any of its members after obtaining the opinion of the Doctoral Students' Self-Government Board. The requirement to obtain such an opinion shall not apply to the dismissal of members referred to in section 1, point 2.

5. The work of the Financial Aid Committee for Doctoral Students shall be directed by its chairperson, designated from among its members by the Rector.

6. Upon the motion of the chairperson, the Financial Aid Committee for Doctoral Students shall elect a deputy chairperson from among its members.

§ 12

1. The Financial Aid Committee for Doctoral Students shall issue decisions in the presence of at least three members, including the chairperson or the deputy chairperson acting under the chairperson's authorisation.

2. Decisions shall be adopted by a simple majority of votes. In the event of a tie, the vote of the chairperson of the Financial Aid Committee for Doctoral Students shall be decisive, and in the chairperson's absence, the vote of the deputy chairperson.

3. Decisions issued by the Financial Aid Committee for Doctoral Students shall be signed by the chairperson or the deputy chairperson acting under the chairperson's authorisation.

4. The Financial Aid Committee for Doctoral Students shall issue decisions at its meetings.

5. Minutes shall be prepared for each meeting of the Financial Aid Committee for Doctoral Students and shall be signed by all members present at the meeting.

§ 13

1. A member of the Financial Aid Committee for Doctoral Students shall be excluded from participation in proceedings concerning the award of financial aid if:

- 1) has such a legal relationship with the doctoral student concerned that the outcome of the proceedings may affect that member's rights or obligations;
- 2) is or has been the spouse of the doctoral student concerned, is related to the doctoral student by blood or affinity up to the second degree, or is or has been in a cohabiting relationship with the doctoral student;
- 3) is or has been connected with the doctoral student by virtue of adoption, guardianship or curatorship;
- 4) there are other justified doubts as to the professional attitude, impartiality or objectivity.

2. If members of the Financial Aid Committee for Doctoral Students are excluded from participation in proceedings concerning the award of financial aid in a number that prevents the Committee from issuing a decision, the Rector shall act as the financial aid authority competent to decide the matter.

3. The Financial Aid Committee for Doctoral Students shall be excluded from deciding a case concerning the award of financial aid to one of its members. The provision of section 2 shall apply accordingly.

§ 14

No later than 15 February of each year, the chairperson of the Financial Aid Committee for Doctoral Students shall submit to the Rector a report on the Committee's activities during the preceding calendar year.

§ 15

1. The provisions of §§ 11-14 shall apply accordingly to the Appeals Financial Aid Committee for Doctoral Students, subject to section 2.

2. A member of the Appeals Financial Aid Committee for Doctoral Students shall also be excluded from participation in proceedings concerning the award of financial aid if that member participated in issuing the contested decision.

Chapter 4

Proceedings Concerning the Award of Financial Aid

§ 16

1. Financial aid shall be awarded upon a documented application submitted by a doctoral student.

2. The burden of credibly documenting compliance with the conditions for the award of financial aid shall rest with the doctoral student.

3. A doctoral student who has provided false or incomplete information with the intention of obtaining financial aid shall be subject to criminal and disciplinary liability.

§ 17

1. When applying for financial aid, a doctoral student may indicate only one of the events referred to in § 4.

2. When applying for financial aid, a doctoral student shall, in particular, be required to:

- 1) provide the first and last names of all persons living in the household, as well as the dates of birth of the children;
- 2) document the difficult life situation referred to in § 4, including demonstrating the existence of a causal link between the event concerned and the temporary difficult life situation resulting in significant short-term difficulties in pursuing education;
- 3) submit documents enabling an assessment of the doctoral student's financial situation for the purpose of determining the amount of financial aid, including, as appropriate:
 - a) a certificate from an employer other than the University stating:
 - the average income from employment for the last six months preceding the date of submission of the application, or
 - the amount of remuneration received under civil-law contracts for the last six months preceding the date of submission of the application,
 - b) a certificate issued by the competent municipality authority on the size of the agricultural holding expressed in equivalent hectares of the total area,
 - c) a decision or a certificate issued by the competent authority on the amount and period of receiving a maternity allowance, parental allowance, child allowance, family allowance, nursing allowance,
 - d) a decision or a certificate issued by the competent authority on the amount of the pension or disability pension,
 - e) in the case of an unemployed doctoral student or their spouse:
 - a certificate issued by the employment office confirming the unemployment, with or without entitlement to unemployment benefit, or
 - a certificate confirming coverage under health insurance provided by the University of Warsaw,
 - f) in the case where children over the age of 18 reside in the common household:
 - a certificate of attendance at school, or

- a certificate of pursuing first- or second-cycle studies, or long-cycle studies,
- g) in the case of applying for the financial aid referred to in § 4, point 6, certificates from entities authorised to confirm the occurrence of a fortuitous event,
- h) in the case of applying for the financial aid referred to in § 4, points 3, 4 or 8:
 - a medical certificate confirming a health status, or
 - a disability certificate or a certificate of the degree of disability, or
 - a certificate from a medical examiner of the Social Insurance Institution (in Polish: Związek Ubezpieczeń Społecznych) on incapacity for work or inability to live independently, or
 - a certificate of classification into one of the groups of disabled persons, or
 - a document confirming permanent or long-term incapacity for work in an agricultural holding, or
 - documents confirming medical expenses incurred during the twelve months preceding the submission of the application, in particular invoices or receipts containing the name and surname of the person incurring the expenses;
- 4) submit a declaration regarding the bank account to which financial aid is to be paid by, as appropriate:
 - a) confirming:
 - the bank account indicated in the SAP system for the payment of the doctoral scholarship, or
 - if no account referred to in the first indent has been indicated, the bank account indicated in USOS, or
 - b) providing details of a current bank account;
- 5) submit a declaration regarding the receipt of, or application for, financial aid from another source of funding.

3. In the declaration referred to in section 2, point 4, the doctoral student may confirm or indicate only their own bank account maintained in Polish zloty (PLN) by a bank operating in the territory of the Republic of Poland.

4. If a doctoral student comes from a country affected by military activities and is unable to document their financial situation due to military activities taking place in their country of origin, the competent financial aid authority may accept a written declaration concerning the doctoral student's financial situation, subject to § 23, section 3.

§ 18

1. Compliance with the conditions for the award of financial aid may be documented by means of photocopies, electronic documents or scans, subject to section 2.

2. At the request of the competent financial aid authority, the doctoral student shall submit, within the prescribed time limit, the necessary original documents or copies certified as true copies of the originals by a notary or by a representative acting in the case who is a lawyer or legal adviser.

3. In the case of documents drawn up in foreign languages, the doctoral student shall submit a certified translation into Polish, subject to section 4.

4. If the doctoral student comes from a country affected by military activities, the competent financial aid authority may waive the requirement to submit a certified translation of documents into Polish. In such a case, the competent financial aid

authority shall require the doctoral student to submit, within the prescribed time limit, a translation of part or all of a document drawn up in a language other than English.

§ 19

1. The Rector shall determine the form in which applications for financial aid are to be submitted in a given academic year.

2. Pursuant to section 1, the Rector may determine one of the following forms for the submission of applications:

- 1) the application shall be submitted in paper form, following prior registration of the electronic form in USOSweb, or
- 2) the application shall be submitted as an electronic document through USOSweb.

3. An application submitted in the form referred to in section 2, point 1 shall be signed by the doctoral student or by a person authorised by the doctoral student in writing.

4. An application submitted in the form referred to in section 2, point 2 shall be authenticated in a manner ensuring verification of the origin and integrity of the electronic data.

§ 20

1. An application for financial aid shall be submitted without undue delay, but no later than six months from the date of the event giving rise to eligibility for financial aid, unless the doctoral student credibly demonstrates and documents that, for reasons beyond their control, submission of the application within that period was impossible.

2. If the last day of the time limit for submitting an application falls on a day recognised by law as a day off work or a Saturday, the time limit shall expire on the next day that is neither a statutory day off work nor a Saturday.

3. The time limit for submitting an application shall be deemed to have been met if, before its expiry, the application was dispatched by post or submitted in one of the forms provided for in § 19, section 2, other than the form determined by the Rector pursuant to § 19, section 1.

§ 21

The date of initiation of proceedings concerning the award of financial aid shall be:

- 1) in the case referred to in § 19, section 2, point 1, the date on which the application in paper form is delivered to the competent financial aid authority;
- 2) in the case referred to in § 19, section 2, point 2, the date on which the application is submitted in the form of an electronic document through USOSweb.

§ 22

In the course of proceedings concerning the award of financial aid, the competent financial aid authority may require the doctoral student to submit, within the prescribed time limit, additional documents confirming compliance with the conditions for the award of financial aid. The provision of § 18 shall apply accordingly.

§ 23

1. The competent financial aid authority shall decide a case concerning the award of financial aid by issuing a decision.

2. In issuing a decision, the competent financial aid authority shall take into account the legal and factual circumstances existing on the date of issuance of the decision.

3. If the competent financial aid authority has received the written declaration concerning the doctoral student's financial situation referred to in § 17, section 4 and, by the date of the decision, the doctoral student has not submitted documents confirming their financial situation as at the date of submission of the application, financial aid shall be awarded on the condition, stated in the decision, that those documents are submitted within one month from the date on which the reasons preventing the documentation of the financial situation cease to exist. If the documents are not submitted within that period, the financial aid shall be deemed to have been unduly received. In justified cases, the competent financial aid authority may take into account documents submitted after the expiry of the time limit referred to in the first sentence.

§ 24

1. A request for reconsideration of the case may be lodged against a decision issued by the Rector within 14 days from the date of service of the decision.

2. An appeal against a decision issued by the Financial Aid Committee for Doctoral Students may be lodged with the Appeals Financial Aid Committee for Doctoral Students or, if no such Committee has been appointed, with the Rector, within 14 days from the date of service of the decision.

3. The Financial Aid Committee for Doctoral Students shall forward the appeal, together with the case file and its written opinion, to the Appeals Financial Aid Committee for Doctoral Students or, if no such Committee has been appointed, to the Rector, within seven days from the date on which it received the appeal, unless, within that period, it issues a decision granting the appeal in full.

§ 25

Decisions against which no appeal or request for reconsideration of the case may be lodged shall be final.

§ 26

The Rector shall set aside a final decision of the Financial Aid Committee for Doctoral Students or the Appeals Financial Aid Committee for Doctoral Students if it is contrary to the law.

§ 27

1. A decision awarding financial aid shall expire by operation of law on the last day of the month in which the doctoral student loses their doctoral student status.

2. In the event of suspension of a doctoral student's rights, section 1 shall apply accordingly.

Chapter 5

Payment of Financial Aid

§ 28

1. Financial aid shall be paid from funds allocated for that purpose in the University's financial plan.
2. Payment of financial aid shall be subject to the availability of funds allocated for a given year in the University's financial plan.

§ 29

1. Financial aid shall be paid in a single instalment on the basis of a final decision to the doctoral student's bank account indicated in the SAP system for the payment of the doctoral scholarship and confirmed in accordance with § 17, section 2, point 4, letter a, first indent.
2. If no bank account referred to in section 1 has been indicated, financial aid shall be paid to the doctoral student's bank account indicated in USOS and confirmed in accordance with § 17, section 2, point 4, letter a, second indent.
3. If the bank accounts referred to in sections 1 and 2 have not been confirmed, financial aid shall be paid to the doctoral student's current bank account indicated in accordance with § 17, section 2, point 4, letter b.
4. The provisions of § 17, section 3 shall apply accordingly to the bank account to which financial aid is paid.