

ORDINANCE NO. 98/2023

OF THE RECTOR OF THE UNIVERSITY OF SZCZECIN

of 7 July 2023

on the adoption of the Rules & Regulations of awarding benefits  
to students and doctoral students of the University of Szczecin  
in the academic year 2023/2024

Pursuant to Article 95 Item 2 of the Law on Higher Education and Science Act of 20 July 2018  
(*Uniform text*: Journal of Law of 2023, Item 742, as amended), in agreement with the Student  
Government of the University of Szczecin, it is ordered as follows:

**RULES & REGULATIONS  
OF AWARDING BENEFITS TO STUDENTS AND DOCTORAL STUDENTS  
OF THE UNIVERSITY OF SZCZECIN  
IN THE ACADEMIC YEAR 2023/2024**

**SECTION AND – STUDENTS**

**Chapter I  
General provisions**

**§ 1.**

1. Every student of the University of Szczecin in Szczecin, hereinafter referred to as *the University*, subject to Item 2, 9, and 16-17, may apply for benefits from the funds allocated to the University for this purpose from the state budget, according to the rules set forth in these Rules & Regulations, hereinafter referred to as "the Rules & Regulations".
2. The rules for granting benefits and the schedule of payments for students following studies carried out within the framework of European Union projects shall be determined by separate ordinances of the Rector of the University.
3. The student benefits from the funds allocated for this purpose from the state budget shall include the following:
  - 1) Financial Assistance Scholarship;
  - 2) Disability Scholarship;
  - 3) Rector's Scholarship;
  - 4) Financial Aid.

4. A person admitted to the University shall acquire the student's rights upon taking the student's oath. The student's rights shall also be acquired upon transfer from another higher education institution or upon resumption of studies.
5. In accordance with the Rules & Regulations, the benefits listed in Item 3 may also be claimed by:
  - 1) a foreign national – a citizen of a member state of the European Union, the Swiss Confederation or a member state of the European Free Trade Agreement (EFTA) – a party to the Agreement on the European Economic Area, residing in the territory of the Republic of Poland, being a self-employed person or an employee referred to in Article 2 Item 5 and 7 of the Act of July 14, 2006 on the entry into, residence in, and departure from the territory of the Republic of Poland of nationals of the member states of the European Union and members of their families (*Uniform text: Journal of Law from 2021 Item 1697, as amended*), hereinafter referred to as *the Act on Entry into the Territory of the Republic of Poland*, who retains the right of residence in the cases referred to in Article 17 of the Act on Entry into the Territory of the Republic of Poland, having the right of permanent residence and members of his/her family, living within the territory of the Republic of Poland;
  - 2) a foreign national – a citizen of the United Kingdom of Great Britain and Northern Ireland referred to in Article 10 Item 1 letter b or d of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community (*Uniform text: The Official Journal of the EU L 29 of 31.01.2020, p. 7, as amended*), being a self-employed person or an employee referred to in Article 2 Item 5 and 7 of the Act on Entry into the Republic of Poland, who retains the right of residence in the cases referred to in Article 17 of the Act on Entry into the Republic of Poland, having the right of permanent residence, and members of his/her family, living within the territory of the Republic of Poland;
  - 3) a foreign national who has been granted a permanent residence permit or a long-term resident of the European Union;
  - 4) a foreign national who has been granted a temporary residence permit due to the circumstances referred to in Article 159 Item 1 or Article 186 Item 1 Item 3 or 4 of the Act of 12 December 2013 on Foreigners (*Uniform text: Journal of Law from 2023 Item 519, as amended*), hereinafter referred to as *the Act on Foreigners*;
  - 5) a foreign national with refugee status granted in the Republic of Poland or enjoying temporary protection or subsidiary protection within the territory of the Republic of Poland;
  - 6) a foreign national holding a certificate in Polish as a foreign language, as referred to in Article 11a Item 2 of the Act of 7 October 1999 on the Polish language (*Uniform text: Journal of Law from 2021 Item 672, as amended*), hereinafter referred to as *the Act on the Polish language*, at least at the C1 language proficiency level;
  - 7) a holder of *Karta Polaka* (Pole's Card) or a person who has been issued a decision on the determination of the Polish origin;
  - 8) a foreign national who is a spouse, an ascendant or a descendant of a citizen of the Republic of Poland, living within the territory of the Republic of Poland;

- 9) a foreign national who has been granted a temporary residence permit in connection with the circumstances referred to in Article 151 Item 1 or Article 151b Item 1 of the Act on Foreigners, or who is staying within the territory of the Republic of Poland in connection with the exercise of short-term mobility of a scientist under the conditions specified in Article 156b Item 1 of the Act, or who holds a national visa for the purpose of scientific research or development work.
6. A foreign national not listed in Item 5 may apply for the Rector's Scholarship, Disability Scholarship and Financial Aid.
7. As family members of the persons referred to in Item 5.1-2 shall be considered the persons listed in Article 2 Item 4 of the Act on Entry into the Republic of Poland.
8. In case of acquiring the rights indicated in Item 5 during the academic year, a foreign national shall acquire the right to apply also for Financial Assistance Scholarship, which may be granted starting from the month of submission of the application along with a complete set of the required documents, including the decision on the acquisition of rights referred to in Item 5.
9. The provisions of Item 5-8 shall apply to a foreign national beginning his/her education in the academic year 2019/2020 and in subsequent years. With respect to a foreign national who commences studies under the provisions of the Act on Higher Education of 27 July 2005 (*Uniform text*: Journal of Law from 2017 Item 2183, as amended), hereinafter referred to as *the Act on Higher Education*, the provisions of Item 10-15 shall apply.
10. Subject to Item 9, in accordance with the principles provided in the Rules & Regulations, the benefits listed in Item 3 may be also applied for by a foreign national who:
  - 1) has been granted a permanent residence permit;
  - 2) has been granted the refugee status in the Republic of Poland;
  - 3) is under the temporary protection within the territory of the Republic of Poland;
  - 4) is a migrant worker who is a citizen of a member state of the European Union, the Swiss Confederation or a member state of the European Free Trade Agreement (EFTA) – a party to the agreement on the European Economic Area, as well as members of his/her family, if they live within the territory of the Republic of Poland;
  - 5) has been granted the long-term residence permit of the European Union within the territory of the Republic of Poland;
  - 6) has been granted the temporary residence permit within the territory of the Republic of Poland in connection with the circumstance referred to in Article 127, Article 159 Item 1 or Article 186 Item 1, Item 3 or Item 4 of the Act on Foreigners.
  - 7) has been granted subsidiary protection within the territory of the Republic of Poland;
  - 8) is a citizen of a member state of the European Union, member states of the European Free Trade Agreement (EFTA) - parties to the Agreement on the European Economic Area or the Swiss Confederation and members of his/her family with the right of permanent residence.
11. A foreign national who holds *Karta Pobytu* (the Residence Card) with the *access to the labour market* annotation or a Schengen visa or a national visa issued for work within the territory of the Republic of Poland shall not be eligible for Financial Assistance Scholarship, Disability Scholarship, and Financial Aid.

12. A foreign national referred to in Article 43 Item 3.1 and 3.3 of the Act on Higher Education, holding the Residence Card the *access to the labour market* annotation or a Schengen visa or a national visa issued for work within the territory of the Republic of Poland shall not be eligible for Financial Assistance Scholarship, Disability Scholarship, and Financial Aid.
13. A citizen of a member state of the European Union, the Swiss Confederation or the European Free Trade Association (EFTA) – parties to the Agreement on the European Economic Area and members of their families, studying under the rules applicable to Polish citizens, shall not be eligible for Financial Assistance Scholarship, Disability Scholarship, and Financial Aid. However, if a student is admitted under the rules set forth in Article 43 Item 3 and 4 of the Act on Higher Education, the basis of admission shall be significant.
14. For a holder of a valid Pole's Card, the basis of admission shall be significant.
15. If a foreign national acquires the rights indicated in Items 10-14 during the academic year, he or she shall acquire the right to apply for the benefits to which he or she is eligible. Benefits may be granted starting from the month of submission of the application along with a complete set of the required documents, including the decision on the acquisition of rights referred to in Items 10-14.
16. A student who is a professional soldier, who has taken up studies on the basis of a referral by the competent military authority and has received assistance in connection with the pursuit of studies on the basis of the provisions of the Homeland Defence Act of 11 March 2022 (*Uniform text: Journal of Law from 2022, Item 2305, as amended*), hereinafter referred to as *the Homeland Defence Act*, shall not be eligible for the benefits specified in Item 3 and the accommodation (including for his or her spouse and child/ren) in a student dormitory.
17. A student who is a state service officer in candidate service or who is a state service officer who has taken up studies on the basis of a referral or an approval of the competent supervisor and has received assistance in connection with the pursuit of studies under the service regulations, shall not be eligible for the benefits specified in Item 3 and the accommodation (including for his or her spouse and child/ren) in a student dormitory.
18. A student receiving benefits who has received the assistance referred to in Item 16-17 during the academic year shall lose the right to receive benefits – the decision to grant benefits shall expire as of the month following the month of receipt of assistance in connection with the pursuit of education referred to in Item 16-17.

## § 2.

1. The Rector, in agreement with the Student Government, shall distribute the funds referred to in Article 365 Item 3 of the Higher Education and Science Act of 20 July 2018, (*Uniform text: Journal of Law from 2023 Item 742, as amended*), hereinafter referred to as *the Higher Education and Science Act*.
2. The funds referred to in Item 1 expended in a given year for the Rector's Scholarship shall be no more than 60% of the funds expended in a given year for the Rector's Scholarship, Social Scholarships and Financial Aid combined.
3. If the funds allocated for the benefits referred to in § 1 Item 3 of the Rules & Regulations are insufficient to cover all the benefits granted, the Rector, after consulting the Student

Government, may decide to reduce the amount of benefits and change the method of payment. The Rector's decision shall result in the initiation of appropriate proceedings in accordance with separate regulations for its implementation.

### § 3.

1. A student who pursues multiple fields of study at the same time may receive Financial Assistance Scholarship, Disability Scholarship, Financial Aid, and Rector's Scholarship only in one field of study indicated by the student.
2. The benefits, referred to in § 1 Item 3 of the Rules & Regulations:
  - 1) shall be available to students of first-cycle studies, second-cycle studies, and uniform master's studies;
  - 2) shall be available to students holding a vocational title of:
    - a) Master's (*magister*), Master's in Engineering (*magister inżynier*) or an equivalent title,
    - b) Bachelor's (*licencjat*), Engineer or an equivalent title, if he/she resumes the first-cycle studies.
3. The total period for which benefits are due, referred to in § 1 Item 3 of the Rules & Regulations, shall be 12 semesters, regardless of their collection by the student, provided that, within this period, benefits are due at:
  - 1) first-cycle studies – no longer than for 9 semesters;
  - 2) second-cycle studies – no longer than for 7 semesters.
4. The period referred to in Item 3 shall include all semesters started by the student in studies referred to in Item 2 Item 1, including semesters falling during the period of taking leaves of absence referred to in Article 85 Item 1 Item 3 of the Higher Education and Science Act, except for semesters in subsequent first-cycle studies started or continued after the first bachelor's, engineer's or equivalent degree. In the case of education in more than one field of study, semesters taken simultaneously shall be treated as one semester.
5. In the event that the disability arose during the course of study or after obtaining a degree, the benefit referred to in § 1 Item 3 Item 2 of the Rules & Regulations shall be provided for an additional period of 12 semesters. The provisions of Item 3-4 shall apply accordingly.
6. The provisions of Item 2.2, Item 3-5 shall apply *mutatis mutandis* to students who have studied or obtained professional degrees abroad..
7. The decision to grant benefits referred to in § 1 Item 3.1-3 of the Rules & Regulations shall expire on the last day of the month in which the decision to strike the student from the list of students became final or on the last day of the month in which the student graduated from the course in which he/she received the benefit or lost the right to benefits due to obtaining a professional degree, including another of the University referred to in Item 2.2 and Item 6, or the period referred to in Item 3 and Item 5 has expired..
8. A student applying for or receiving benefits shall immediately notify the Scholarship Committee of the occurrence of a circumstance resulting in the loss of eligibility to benefits under Item 2.2 and Item 3-6, under penalty of revocation or modification of the decision and obligation to return the benefits paid.

9. A student who has resigned from the studies shall lose the right to receive benefits. The decision to grant benefits shall expire on the last day of the month in which the student was served with the decision to withdraw.
10. In the event that a student receiving the benefit referred to in § 1 Item 3 of the Rules & Regulations is transferred to another field of study, the decision to grant benefits shall expire on the last day of the month in which the student studies in the field of study in which he/she receives the benefit. In this situation, a student, may submit a new scholarship application for the new field of study.
11. In case the student receiving benefits, referred to in § 1 Item 3.1-2 of the Rules & Regulations, is transferred to another field of study and intends to continue receiving benefits, he/she shall submit a statement of change of the field of study in which he/she will receive benefits. Thereupon, the Scholarship Committee shall amend the decision with respect to the field of study in which the benefit was granted.
12. A student, in the case of referral to a leave of absence, shall be eligible for collect the benefits specified in § 1 Item 3 of the Rules & Regulations during the period of leave.
13. In the event that a student, during the academic year, resigns from receiving the granted benefits, the Scholarship Committee shall revoke and amend the decision accordingly in whole or in part, i.e. from the month indicated by the student in his/her statement of resignation and if no date of resignation is indicated, from the month following the date of receipt of the resignation by the University. The benefit paid for the period from the month indicated by the student in the statement of resignation or the month following the date the resignation was received by Of the University is an undue benefit, and the student shall be obliged to return it. Reimbursement of benefits shall be made on the basis of a summons for payment within the period specified in the summons, not less than 7 days from the date of delivery of the summons.
14. In the event that a student resigns during the academic year from receiving the benefits granted, the Scholarship Committee shall revoke and amend the decision accordingly in whole or in part, i.e. from the month indicated by the student in his/her statement of resignation, and if no date of resignation is indicated, from the month following the date of receipt of the resignation by the University. The benefit paid for the period from the month indicated by the student in the statement of resignation or the month following the date the resignation was received by Of the University is an undue benefit, and the student shall be obliged to return it. Reimbursement of benefits shall be made on the basis of a summons for payment within the period specified in the summons, not less than 7 days from the date of delivery of the summons.
15. Subject to Item 17, in the event that the Scholarship Committee or the Scholarship Appeals Committee becomes doubtful about the circumstances affecting the student's eligibility to benefits, it shall immediately notify the student to submit an explanation of the case or to provide the necessary documents within a specified period of time, not less than 7 days from the date of service of the summons, and shall suspend payment of the scholarship until the explanation is submitted or the required documents are provided. If it is impossible or significantly difficult to meet the deadline indicated in the summons for reasons beyond the student's control, the student has the right to request an extension. This request requires justification. If the student fails to provide explanations or supplement the documents within

the specified time limit, the decision to grant benefits is revoked and amended accordingly by the Scholarship Committee. The benefit received becomes an undue benefit, and the student shall be obliged to return it. Reimbursement of benefits shall be made on the basis of a summons for payment within the period specified in the summons, not less than 7 days from the date of delivery of the summons.

16. On the basis of explanations submitted by the student or documents specified in Item 14, in a situation where there is no need to change the amount of benefits to which the student is eligible, payment of the suspended benefits shall be resumed from the month in which the explanation was submitted or the documents were supplemented with compensation. On the other hand, in a situation where it is necessary to change the amount of benefits to be paid or where the benefit will not be paid at all, the decision shall be revoked and amended accordingly, applying the provisions of Section 16 of the Rules & Regulations.
17. The benefit collected on the basis of false data shall constitute an undue benefit within the meaning of Article 410 of the Act of 23 April 1964 of the Civil Code (*Uniform text*: Journal of Law from 2022, Item 1360, as amended), hereinafter referred to as *the Civil Code Act* and shall be subject to reimbursement under the rules set forth by the provisions on unjust enrichment.
18. In the event that false data or concealment of data is revealed in the application or documents attached to the application, the competent authority may direct a request for the initiation of investigation proceedings against the student, and may notify the competent authorities of the above.

#### § 4.

1. The total monthly amount of scholarships, referred to in §1 Item 3.1, and Item 3.3 of the Rules & Regulations shall not exceed 38% of professor's salary.
2. A student whose total amount of scholarships, referred to in Item 1, exceeds 38% of professor's salary shall be paid the full Financial Assistance Scholarship in addition to the Rector's Scholarship up to the abovementioned amount.
3. A student shall be required to submit a statement on not receiving benefits in more than one course.
4. A student who has been granted benefits in more than one field of study of the University or in other higher education institutions shall be obliged to notify the authority that granted the benefit. In the event of failure to notify the competent authority, the Rector may direct a request for investigation of the student, and may notify the competent authorities of the above.
5. Scholarships, referred to in § 1 Item 3.1 and Item 3.3 of the Rules & Regulations shall be granted for an academic year except in the case where the final year of study according to the study plan lasts for one semester, subject to Item 7-8. Scholarships shall be paid monthly with the exception that the scholarship for October and November shall be paid no later than December, while for those starting their first year of study from the summer semester – scholarship for March shall be paid no later than April.
6. The condition for the payment of benefits shall be that the student submits online through the scholarship application processing system along with the scholarship application a

statement that he/she is not receiving benefits in another field of study, that he/she meets the prerequisites for receiving the scholarship, and that he/she indicates the field of study in which he/she will receive the benefit within 14 days from the date of receipt of the decision on granting benefits. If this prerequisite is not met, the authority shall declare the decision expired. A student with special needs who is unable to submit the statement using the scholarship application processing system shall immediately report this fact to the Scholarship Committee and establish an alternative way of submitting the statement.

7. A student beginning his/her first year of study during the summer semester of a first-cycle studies may apply for a:
  - 1) Financial Assistance Scholarship and Disability Scholarship:
    - a) during the first semester of study – summer semester,
    - b) during the second and the third semester of study – academic year,
    - c) during the fourth and the fifth semester of study – academic year,
    - d) during the sixth semester of study – winter semester;
  - 2) Rector's Scholarship – for a year of study.
8. A student beginning his/her first year of study during the summer semester of the second-cycle studies may apply for:
  - 1) Financial Assistance Scholarship and Disability Scholarship:
    - a) during the first semester of study – summer semester,
    - b) during the second and the third semester of study – academic year,
    - c) during the fourth semester of study – winter semester;
  - 2) Rector's Scholarship – for a year of study.
9. Subject to Item 10 the scholarship referred to in Item 7 and Item 8 shall be granted for, respectively:
  - 1) for a period from March to June in case of summer semester;
  - 2) for a period from October to February in case of summer semester;
  - 3) for a period from October to June in case of academic year;
  - 4) for a period from March to February in case of a year of study (with exclusion of the summer break).
10. In the academic year a student may receive the scholarship, referred to in § 1 Item 3.1-3 of the Rules & Regulations, for a period of up to 10 months, and when the year of study only one semester – for a period of up to five months, with exclusion of the summer break, subject to Item 9, 11 and 12.
11. Payment of the scholarship for the tenth month shall be decided by the Rector in agreement with the Student Government at the request of the Chairman of the Student Government, submitted to the Rector before the end of the month preceding the last month of payment of benefits, within the financial capacity of the fund.
12. The scholarship for the tenth month, subject to Item 11, shall be paid in July. This scholarship shall be available to a person who has the status of a student of the University in July.
13. A student who is studying abroad or domestically under "ERASMUS+" and "MOST" programmes may apply for the benefits referred to in § 1 Item 3 of the Rules & Regulations under the general rules contained in the Rules & Regulations. A student referred to study under "MOST" or "ERASMUS+" programmes does not lose the right to the benefits granted.



## **Chapter II**

### **Application submission procedure**

#### **§ 5.**

1. Benefits from the scholarship fund referred to in § 1 Item 3 of the Rules & Regulations, shall be granted upon student's request.
2. The application shall be submitted on the form along with the complete set of required documents.
3. When applying for the benefits specified in § 1 Item 3 of the Rules & Regulations, the student, after registering through his/her account in the program to handle scholarship applications, submits the application along with the complete set of required documents to the Scholarship Committee, by the deadline specified in § 6 Item 1-2 of the Rules & Regulations. Signed application, along with attachments, must be sent by the student through the scholarship application processing system.
4. Completion of documents in the course of the proceedings may be done by depositing the documents at the designated place at the University, via a postal operator, sending scans by e-mail in the domain of the University (from the address: Student's Book No. @stud.usz.edu.pl) or through the scholarship application processing system.
5. A student with special needs, who may not submit an application through the program to support scholarship applications, shall immediately report this fact to the Scholarship Committee and establish an alternative means of submitting the application.
6. Any statements submitted by a student or family member must include the signature of the person submitting the statement (handwritten signature or qualified electronic signature or trusted signature).
7. Application forms, referred to in Item 2, are annexes to of the Rules & Regulations:
  - 1) Attachment No. 1 – Application for Financial Assistance Scholarship;
  - 2) Attachment No. 2 – Application for Rector's Scholarship;
  - 3) Attachment No. 3 – Application for Rector's Scholarship for students of the first year of study of the first-cycle studies or the or the uniform master's studies;
  - 4) Attachment No. 4 – Application for Disability Scholarship;
  - 5) Attachment No. 5 – Application for Financial Aid.
8. In case of a minor student, the application for benefits should be signed by parents, legal guardians or other authorized persons, or by the student if the legal representative has given written consent to apply for benefits. In this situation, the student shall be required to attach to the application a copy of such consent.

#### **§ 6.**

1. A student applying for the benefits specified in § 1 Item 3 Item 1-2 of the Rules & Regulations shall submit an application along with the complete set of required documents justifying the granting of benefits within the following deadlines - subject to § 1 Item 4 of the Rules & Regulations:

- 1) From 11 September to 20 October;
  - 2) In case of students admitted to the first year of studies starting in the summer semester – From 1 March to 29 March.
2. A student applying for benefits as defined in § 1 Item 3 Item 3 of the Rules & Regulations shall submit an application along with the complete set of required documents justifying the granting of benefits within the following deadlines – subject to § 1 Item 4 of the Rules & Regulations:
- 1) From September 11 to October 20 (applications submitted by this date will be considered within the limit of 9% of the students in a given field of study; applications submitted from October 21 onward will be considered within the remaining limit – topping up shall be 10% of the students in a given field of study);
  - 2) In the case of persons who began their first year of study from the summer semester from March 1 to March 29 (applications submitted by this date will be considered within the limit shall be 9% of the students in a particular field of study for the summer intake; applications submitted from March 30 will be considered within the remaining limit in addition to 10% of the students in a particular field of study for the summer intake).
3. The student shall not be eligible for apply for the restoration of the deadline referred to in Item 1-2. In case of submission of an application along with the complete set of required documents after the deadline specified in Item 1-2, the benefit may be granted starting from the month of submission of the application. The above shall also apply in case of filing after the deadline specified in Item 1 the eligibility to receive the increase in Financial Assistance Scholarship specified in § 20 of the Rules & Regulations. In this situation, the increase in Financial Assistance Scholarship may be granted starting from the month of application for eligibility..
4. The application submitted in September will be considered no earlier than October.
5. The application of a person with special needs, referring to a medical condition shall be considered with the highest standards of confidentiality. Particularly complex cases may be considered in cooperation with the Department of Support for Persons with Disabilities..
6. In case of formal defects in the application for benefits specified in § 1 Item 3.1-4 of the Rules & Regulations, the student shall be requested to remove the defects within the prescribed period, no shorter than 7 days from the date of service of the request, under pain of leaving the application unprocessed. On the other hand, in case of submission of incomplete documentation along with the application, the student will be requested to complete the application within the specified period, not less than 7 days from the date of service of the request, under pain of considering the application on the basis of the documents and information available to The Scholarship Committee. Failure to meet the aforementioned deadlines shall result in leaving the application unprocessed or processing the application on the basis of documents and information available to The Scholarship Committee, respectively. If it is impossible or significantly difficult to meet the deadline indicated in the summons for reasons beyond the student's control, the student has the right to request an extension of the deadline. This request requires a Statement of Reasons.
7. In case of deficiencies formal deficiencies of an appeal submitted to the Scholarship Appeals Committee, the student shall be summoned to remedy formal defects within a specified time limit, which shall not be shorter than 7 days from the date of service of the summons, or else

the appeal will be declared inadmissible. inadmissibility of the appeal by way of a decision. However, in the case of incomplete documentation of incomplete documentation, the student shall be requested to complete the missing documents within a specified deadline, which may not be shorter than 7 days from the date of service of the summons. The ineffective expiry of the aforementioned deadline results in the consideration of the appeal based on the on the basis of the documents and information in The Scholarship Committee's possession. and information. If it is impossible or considerably difficult to meet the deadline indicated in the appeal. reasons beyond the student's control, the student has the right to request an extension of the deadline. This request requires a Statement of Reasons.

8. Documents, including applications and attachments, should be submitted in Polish. In case of documents in a foreign language, their translation into Polish made by a sworn translator should be submitted. It is also possible to submit documents translated by a person who is not a sworn translator. In such a case, the translation must be certified with the signature of an employee of the University who is qualified to confirm the accuracy of the translation.
9. During the proceedings, the student shall be obliged to inform the competent authority of any change of address or telephone number within 7 days of the change occurring.

#### **§ 7.**

1. Decisions regarding the award of benefits referred to in § 1 Item 3 of the Rules & Regulations shall be made in the first instance by The Scholarship Committee, in accordance with § 25 Item 1-2 of the Rules & Regulations.
2. The decision of the Scholarship Committee regarding the benefits referred to in § 1 Item 3 of the Rules & Regulations may be appealed to the Scholarship Appeals Committee within 14 days of the date of notification of the decision.
3. Supervision over the activities of the Scholarship Committee and the Scholarship Appeals Committee is exercised by the Rector.
4. The Rector, by means of an administrative decision, may overrule a decision of the Scholarship Committee or the Scholarship Appeals Committee which is inconsistent with the law.

### **Chapter III Financial Assistance Scholarship**

#### **§ 8.**

1. The Financial Assistance Scholarship may be awarded to a student in a difficult financial situation after meeting the criteria set out in the Rules & Regulations.
2. The basis for granting the Financial Assistance Scholarship shall be the monthly (net) income per one member of the student's family obtained in the calendar year preceding the academic year, taking into account income lost and gained, in accordance with § 17 and § 18 of the Rules & Regulations.
3. The amount of monthly per capita income in the student's family that entitles the student to apply for Financial Assistance Scholarship shall not exceed 1.6 of the sum of the amounts

specified in Article 5 Item 1 and Article 6 Item 2 and Item 3 of the Family Benefits Act of 28 November 2003 (*Uniform text: Journal of Law from 2023 Item 390, as amended*), hereinafter referred to as *the Family Benefits Act*.

4. Family income shall be understood as the sum of the income of family members.
5. Family income shall be understood as the average monthly income of a family member achieved in the calendar year preceding the academic year, subject to § 17 and § 18 of the Rules & Regulations.

### **§ 9.**

1. In determining the amount of income entitling a student to apply for a Financial Assistance Scholarship, the income earned by:
  - 1) The student;
  - 2) The student's spouse;
  - 3) The student's parents, legal guardians or actual guardians;
  - 4) Dependent persons referred to in Item 1 to 3: minor children, children in education up to the age of 26, and if the age of 26 falls in the last year of study - up to their graduation, and disabled children regardless of age.
2. The number of persons in the student's family shall be determined as at the date of application, subject to § 16 of the Rules & Regulations.
3. When determining the amount of income, the student's cohabiting partner (also in case of having a child together), the cohabiting partner of the student's parent, as well as the spouse of the student's parent who is not the student's parent in the legal sense (i.e. biological or adoptive parent), legal or de facto guardian of the student - even if he/she runs a joint household with the student or has joint children with the student's parent, grandparents, in-laws, distant relatives.

### **§ 10.**

The amount of monthly per capita income in the family of a student applying for a Financial Assistance Scholarship shall be determined in accordance with the principles provided in the Act on Family Benefits, taking into account § 9 of the Rules & Regulations and with the proviso that this income does not include the following:

- 1) The benefits referred to in Article 86 Item 1, Article 359 Item 1 and Article 420 Item 1 of the Higher Education and Science Act;
- 2) The scholarships received by pupils, students, and doctoral students under:
  - a) European Union Structural Funds,
  - b) Non-reimbursable funds derived from assistance provided by the Member States of the European Free Trade Agreement (EFTA),
  - c) International agreements or executive programmes drawn up to these agreements or international scholarship programmes;
- 3) Material assistance benefits received by students under the provisions of the Educational System Act of 7 September 1991 (*Uniform text: Journal of Law from 2022 Item 2230*), hereinafter referred to as *the Educational System Act*;

- 4) Scholarships of a social character awarded by other entities referred to in Article 21 Item 1.40b of the Personal Income Tax Act of 26 July 1991 (*Uniform text: Journal of Law* from 2022 Item 2647, as amended), hereinafter referred to as *the Personal Income Tax Act*.

### **§ 11.**

1. The student shall submit a separate certificate from the tax office of each member of the student's family about the income from the tax year preceding the academic year, if that member of the family has reached the age of 18 in the tax year preceding the academic year.
2. The provision of Item 1 also applies to persons who have the right of joint accounting.

### **§ 12.**

1. A student who does not have a joint household with any parent, legal guardian or de facto guardian may apply for the Financial Assistance Scholarship without proving the income earned by them and their dependent minor children, children in education up to the age of 26, and if the age of 26 falls in the in their final year of study, and disabled children regardless of age if they meet one of the following conditions:
  - 1) has reached the age of 26;
  - 2) is married;
  - 3) has dependent children, referred to in § 9 Item 1 Item 4 of the Rules & Regulations;
  - 4) has reached the age of maturity while in foster care;
  - 5) has a regular source of income and his average monthly income in the previous tax year and in the current year in the months preceding the month of submission of the statement referred to in Item 2 is greater than or equal to 1.15 of the sum of the amounts specified in Article 5 Item 1 and Article 6 Item 2.3 of the Family Benefits Act.
2. The student referred to in Item 1 shall submit a statement that he or she does not share a household with any parent, legal guardian or de facto guardian.
3. A constant source of income means an uninterrupted source of income per year, i.e. for the most recent tax year for 12 months in a year. In special cases, The Scholarship Committee may recognise a source of income as permanent, provided that in counting the student's monthly income, the income of the last tax year shall be treated as the income of 12 months.
4. In order to document a permanent source of income in the previous and current year, as referred to in Item 1 Item 5, along with the application, documents proving a permanent source of income, including information on the amount of income earned, must be submitted.
5. Where a student earns income from non-agricultural economic activity, an income statement signed by the student shall be taken into account when determining the current year's income.

### **§ 13.**

1. For the purposes of scholarships, income shall be considered to be the sum of the following incomes, after deducting the amounts of alimony paid to other persons:

- 1) The income subject to taxation pursuant to the provisions of Article 27, Article 30b, Article 30c, Article 30e and Article 30f of the Personal Income Tax Act, less tax deductible costs, personal income tax payable, social security contributions not deductible and health insurance contributions;
- 2) The income from activities subject to taxation pursuant to the provisions of the Act of 20 November 1998 on flat-rate income tax on certain income earned by natural persons (*Uniform text*: Journal of Law from 2022 Item 2540, as amended), hereinafter referred to as *the Flat-Rate Income Tax*;
- 3) Other income not subject to taxation under the provisions of the Personal Income Tax Act:
  - a) pensions as defined in the legislation on provision for war invalids and military invalids and members of their families,
  - b) pensions paid to repressed persons and members of their families, granted in accordance with the principles provided for in the legislation on provision for wartime and military invalids and military invalids and their families,
  - c) cash allowance, compensatory allowance and energy allowance as defined in the legislation on cash allowance and eligibility available to soldiers of alternative military service forcibly employed in coal mines, quarries, uranium ore plants and construction battalions,
  - d) veteran's allowance, energy lump sum and compensation allowance as defined in the legislation on veterans and certain persons who are victims of repression of war and the post-war period,
  - e) a cash benefit as defined in the law on pecuniary allowance due to persons deported to forced labour and imprisoned in labour camps by the Third German Reich or the Union of Soviet Socialist Republics,
  - f) energy allowances, pensions and annuities received by persons who lost their sight as a result of the warfare of 1939-1945 or the explosion of unexploded bombs and unexploded ordnance left behind after that war,
  - g) war invalidity pensions, the amount of provisions received by victims of war and members of their families, accident pensions of persons whose invalidity arose in connection with their forced stay as forced labourers in the Third German Reich from 1939 to 1945, received from abroad,
  - h) sickness benefits as defined in the regulations on social insurance for farmers and in the provisions of the Act of 13 October 1998 on the social insurance system (*Uniform text*: Journal of Law from 2022 Item 1009, as amended), hereinafter referred to as *the Social Insurance System Act*,
  - i) non-repayable foreign assistance funds received from foreign governments, international organisations or international financial institutions, derived from non-repayable assistance funds granted on the basis of a unilateral declaration or agreements concluded with these countries, organisations or institutions by the Council of Ministers, the competent minister or government agencies, including in cases where the transfer of these funds is carried out through an entity authorised to distribute non-repayable foreign assistance funds to entities which are to receive such assistance,
  - j) dues from the employment relationship or from a scholarship of natural persons residing in the territory of the Republic of Poland, staying temporarily abroad - in an

- amount corresponding to the equivalent of per diems for business trips outside the country established for employees in state or local government units of the budgetary sphere pursuant to the Labour Code Act of 26 June 1974 (*Uniform text*: Journal of Law from 2022 Item 1510 , as amended), hereinafter referred to as the Labour Code Act,
- k) monetary dues paid to police officers, soldiers, customs officers and employees of military units and police units deployed abroad to participate in an armed conflict or reinforce the forces of the state or allied countries, peacekeeping mission, action to prevent acts of terrorism or their effects, as well as monetary dues paid to soldiers, police officers, customs officers and employees serving as observers in peace missions of international organisations and multinational forces,
  - l) monetary dues from the service relationship received during candidate service by officers of the Police, the State Fire Service, the Border Guard, the Government Protection Bureau and the Penitentiary Service, calculated for the period in which they earned income,
  - m) income of members of agricultural production cooperatives from membership in an agricultural production cooperative, less social security contributions,
  - n) child maintenance payments,
  - o) amounts of allowances not subject to personal income tax received by persons performing social and civic duties,
  - p) monetary dues received for renting guest rooms in rural dwellings on farms to persons on holiday and received for catering those persons,
  - q) allowances for clandestine teaching as defined in the Teachers' Charter Act of 26 January 1982 (*Uniform text*: Journal of Law from 2023 r. 984 , as amended), hereinafter referred to as *the Teachers' Charter Act*,
  - r) income obtained from economic activity conducted on the basis of a permit in a special economic zone specified in the provisions on special economic zones,
  - s) cash equivalents for coal allowances laid down in the regulations on the commercialisation, restructuring and privatisation of Polskie Koleje Państwowe state enterprise (Polish State Railways),
  - t) allowances in respect of eligibility to free coal as specified in the regulations on restructuring of the hard coal mining industry for the years 2003-2006,
  - u) benefits specified in the provisions on the exercise of the mandate of a deputy and senator,
  - v) income from an agricultural holding ego,
  - w) income obtained abroad in the Republic of Poland, reduced by, respectively, the following paid abroad in the Republic of Poland: income tax and obligatory social insurance and obligatory health insurance contributions,
  - x) pensions defined in the regulations on support of rural development with funds from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund and in the regulations on support of rural development with funds from the European Agricultural Fund for Rural Development,
  - y) alimony advance as defined in the provisions on proceedings towards alimony debtors and alimony advance,
  - z) cash benefits paid in case of ineffective enforcement of alimony,

- za) doctoral scholarships awarded pursuant to Article 209 Item 1 and 7 of the Higher Education and Science Act and doctoral scholarships awarded pursuant to Article 200 Item 1 of the Law on Higher Education,
- zb) sport scholarships awarded under the Act of 25 June 2010 on sports (*Uniform text: Journal of Law from 2022 Item 1599, as amended*), hereinafter referred to as *the Act on Sports*,
- zc) other grants of a social character awarded to pupils or students,
- zd) amounts received pursuant to Article 27f Item 8-10 of the Personal Income Tax Act,
- ze) cash benefit as laid down in the Act of 20 March 2015 on anti-communist opposition activists and persons repressed for political reasons (*Uniform text: Journal of Law from 2023 Item 388*), hereinafter referred to as *the act on anti-communist opposition activists and persons repressed for political reasons*,
- zf) parental benefits,
- zg) maternity allowance provided for under the legislation on social insurance for farmers,
- zh) scholarships for the unemployed financed from the funds of the European Union or the Labour Fund, regardless of the entity that pays them,
- zi) income free from income tax under Article 21 Item 1 Item 148 of the Personal Income Tax Act, less social security contributions and health insurance contributions,
- zj) scholarships as defined in Article 212 of the Higher Education and Science Act,
- zk) income free of income tax under Article 21 Item 1 Item 152 lit. a, b and d and Item 153 lit. a, b and d of the Personal Income Tax Act, and Article 21 Item 1 Item 154 of that Act with regard to income from service relationship, employment relationship, contract work, co-operative employment relationship, from contracts of mandate, referred to in Article 13 Item 8 of the Personal Income Tax Act, maternity benefit referred to in the Act of 25 June 1999 on cash benefits from social insurance in the event of sickness and maternity (*Uniform text: Journal of Law from 2022 Item 1732, as amended*), hereinafter referred to as *the Cash Benefits from Social Insurance in the Event of Sickness and Maternity Leave Act*, less social insurance contributions and health insurance contributions,
- zl) income tax-free pursuant to Article 21 Item 1 Item 152c, Item 153c and Item 154 of the Personal Income Tax Act from non-agricultural business activity taxed pursuant to the rules set out in Article 27 and Article 30c of that Act, less social security contributions and health insurance contributions,
- zm) income from non-agricultural business activity taxed as a lump sum on registered income, referred to in Article 21 Item 1 Item 152(c), Item 153(c) and Item 154 of the Personal Income Tax Act, determined in accordance with § 14 Item 12 of the Rules & Regulations.

#### § 14.

1. Where a family member has maintenance obligations to a person outside the family, the amount of maintenance paid to that person in the calendar year preceding the academic year shall be deducted from the family member's income.



2. If a family member has an established right to alimony, but does not receive it or receives it in an amount lower or higher than the amount established by a judgment, court settlement or a settlement before a mediator approved by the court, the family income constituting the basis for determining the right to Financial Assistance Scholarship includes the amount of alimony received.
3. Where a student fails to produce a court maintenance order or a court settlement or a copy of a mediation agreement approved by the court, the income of the parents is included in the family income as of the date of production of these documents.
4. If a family member is placed in foster care or in an institution providing 24-hour maintenance, the per capita family income does not include the person in foster care or in an institution providing 24-hour maintenance. The following are considered to be 24-hour maintenance institutions: a social welfare home, a youth education centre, a shelter for minors, a reformatory, an investigative detention centre, a penal institution, a military school or another school, if these institutions provide full maintenance free of charge.
5. In the event that a family member earns income outside the Republic of Poland, it shall be converted into PLN on the basis of the average exchange rate of foreign currencies published by the National Bank of Poland on the last working day of the calendar year from which the income of family members constitutes the basis for determining the right to material assistance benefits.
6. In the case of a family member obtaining income outside the Republic of Poland, which was not obtained in the calendar year forming the basis for determining the right to material support benefits, the conversion of this income into PLN is made on the basis of the average exchange rate of foreign currencies on the last working day of the month following the month in which the income was obtained.
7. In the case of determining the income from an agricultural holding, it shall be assumed that from 1 ha of a conversion area, monthly income is obtained in the amount of 1/12 of the income announced annually by the President of the Central Statistical Office by way of a notice pursuant to Article 18 of the Act of 15 November 1984 on Agricultural Tax (*Uniform text*: Journal of Law from 2020 Item 333), hereinafter referred to as *the Agricultural Tax Act*.
8. When determining the family income derived from an agricultural holding, the area of the holding which is the basis for the assessment of agricultural tax shall be included in the area of the holding which is the basis for the assessment of agricultural tax, with the exception of:
  - 1) leased on the basis of a lease contract concluded in accordance with the provisions on social insurance for farmers, of all or part of an agricultural holding in the possession of the family;
  - 2) an agricultural holding brought into use by an agricultural production cooperative;
  - 3) an agricultural holding leased in connection with the receipt of an annuity defined in the provisions on support for rural development from funds originating from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund and in the provisions on support for rural development with the participation of the European Agricultural Fund for Rural Development.
9. In determining the family income received by a tenant of a farm let under the terms referred to in Item 8, the income received from the farm shall be reduced by the rent paid on the farm.

10. In determining the family income obtained from an agricultural holding leased from the National Agricultural Support Centre, the income obtained from the agricultural holding shall be reduced by the rent paid for the lease.
11. In case of obtaining income from an agricultural holding and non-agricultural income, the income shall be added together.
12. In case of determining income from activities subject to taxation pursuant to the provisions of the flat-rate income tax on some incomes earned by natural persons in the calendar year preceding the academic year, monthly income shall be assumed in the amount of 1/12 of the income announced annually by the minister competent for family matters in the Official Journal of the Republic of Poland *Monitor Polski* by 1 August each year.
13. The Scholarship Committee or the Scholarship Appeals Committee refuses to grant a Financial Assistance Scholarship to a student whose monthly income per person in his/her family does not exceed the amount specified in Article 8 Item 1 Item 2 of the Act of 12 March 2004 on social assistance (*Uniform text: Journal of Law from 2023 Item 901, as amended*), hereinafter referred to as *the Social Assistance Act*, if the application for a Financial Assistance Scholarship is not accompanied by a certificate issued by a social assistance centre or a social services centre on the use of benefits from social assistance in the year of submitting the application for social assistance benefits by him or her or by members of his or her family in the year of submission of this application.
14. If the student referred to in Item 13, or members of his/her family are not in receipt of social assistance benefits, the Scholarship Committee or the Scholarship Appeals Committee may award a Financial Assistance Scholarship to that student if he/she has documented sources of family support.
15. In case of determining the income from activities subject to taxation under the provisions of the flat-rate income tax on some incomes earned by natural persons in the calendar year preceding the academic year, the monthly income shall be assumed in the amount of 1/12 of the income announced annually by the minister competent for family matters in the Official Journal of the Republic of Poland "Monitor Polski" by 1 August each year.
16. The Scholarship Committee or the Scholarship Appeals Committee refuses to grant a Financial Assistance Scholarship to a student whose monthly income per person in his/her family does not exceed the amount specified in Article 8 Item 1 Item 2 of the Act of 12 March 2004 on social assistance (*Uniform text: Journal of Law from 2023 Item 901, as amended*), hereinafter referred to as *the Social Assistance Act*, if the application for a Financial Assistance Scholarship is not accompanied by a certificate issued by a social assistance centre or a social services centre on the use of benefits from social assistance in the year of submitting the application of social assistance benefits by him or her or by members of his or her family during the year of submission of this application.
17. If the student referred to in item 13, or members of his/her family not receiving social assistance benefits, the Scholarship Committee or the Scholarship Appeals Committee may award Financial Assistance Scholarship if he/she has documented sources of family support..

## **§ 15.**

1. The following documents are the basis for determining the income in a student's family:

- 1) a statement of the number of persons in the student's family included in the application;
  - 2) the statement issued by the student and by adult members of the family concerning the income earned at home and abroad from 1 January 2022 to the date of the application;
  - 3) a certificate on the income subject to personal income tax, in accordance with the principles set out in Article 27, 30b, 30c, 30e and 30f of the Personal Income Tax Act, of each member of the family, issued by the head of the competent tax office, containing information on the amount of:
    - a) income,
    - b) social security contributions deducted from income,
    - c) tax due;
  - 4) a certificate on the amount of health insurance contributions in the calendar year preceding the academic year;
  - 5) a certificate of the head of the tax office, concerning family members settling their accounts on the basis of the provisions of the Act on Lump Sum Income Tax on Certain Incomes Earned by Natural Persons, containing information, respectively, on:
    - a) the form of tax paid,
    - b) the amount of income
    - c) tax rate,
    - d) the amount of tax paid,
 in the calendar year preceding the academic year;
  - 6) a certificate documenting the amount of income other than income subject to personal income tax under the rules set out in Article 27, Article 30b, Article 30c, Article 30e and Article 30f of the Personal Income Tax Act, concerning each member of the family;
  - 7) a certificate from the tax office on the amount of income tax-free pursuant to Article 21 Item 1 Item 148 of the Personal Income Tax Act and the amount of social security contributions on this income.
2. The scholarship application must be accompanied by:
- 1) an abridged copy of the birth certificate of the student's or sibling's child or other document certifying age;
  - 2) a certificate of disability or a certificate on the degree of disability issued by a competent authority if there is a disabled child in the family;
  - 3) a certificate of school attendance of the student's or his/her sibling's child in case of their 18th birthday;
  - 4) a certificate from a higher education institution to the effect that a member of the student's family is studying;
  - 5) a certificate of a competent municipality authority or a payment order on the size of an agricultural holding expressed in conversion hectares of the total area in the calendar year preceding the academic year;
  - 6) a certificate on the amount of sickness benefits paid to farmers;
  - 7) a lease agreement, in case of a partial or a full lease of an agricultural holding in the possession of the family on the basis of a contract concluded in accordance with the provisions of the social insurance of farmers, or lease of an agricultural holding in connection with the receipt of annuities specified in the provisions on support for rural

development from the funds of the Guarantee Section of the European Agricultural Guidance and Guarantee Fund;

- 8) a land contribution agreement, in case of contribution of a farm to use by an agricultural production cooperative;
- 9) a copy of an enforceable court decision awarding alimony to persons outside the family, or a copy of the minutes of the meeting containing the contents of the court settlement, or a copy of a court-approved settlement reached before a mediator, or any other enforcement order originating or approved by the court, obliging to alimony to persons outside the family;
- 10) money orders or money transfers documenting the amount of alimony paid, if family members are obliged by a court decision, court settlement or settlement before a mediator, or other enforcement title originating or approved by the court to pay them to a person outside the family;
- 11) a copy of an enforceable court decision awarding alimony to a person in the family, or a copy of the minutes of the meeting containing the content of the court settlement or a copy of a court-approved settlement before a mediator or other enforcement order originating or approved by the court, obliging to pay alimony to a person in the family;
- 12) in the event that the eligible person has not received alimony or has received alimony in an amount lower than that established in the court decision, court settlement or settlement before a mediator or other enforcement title originating or approved by the court:
  - a) a certificate from the authority conducting enforcement proceedings on the total or partial ineffectiveness of alimony enforcement, as well as on the amount of enforced alimony,
  - or
  - b) information of a competent court or competent institution on the fact that the authorized person has taken measures related to the enforcement of the enforcement title abroad or has not taken such measures, in particular due to the lack of a legal basis for taking them or the inability of the authorized person to indicate the place of residence of the alimony debtor abroad, if the debtor resides abroad;
- 3) a certificate from an institution providing round-the-clock maintenance on the stay of a family member in the institution;
- 4) a document specifying the date of loss of income and amount and type of income lost;
- 5) a document specifying the date of income and amount and type of income received by the family member and the number of months in which the income was received - in case of receipt of income in the calendar year preceding the academic year;
- 6) a document specifying the date of income and amount and type of income received by a family member for the month following the month in which the income was received - in case of receipt of income after the calendar year preceding the academic year;
- 7) in case of a foreign national - documents confirming eligibility to benefits;
- 8) a copy of a final court decision pronouncing a divorce or separation, or a complete or abbreviated copy of the death certificate of the student's spouse or parent;
- 9) a complete copy of the birth certificate of the student, the student's child or siblings in case the father is unknown;
- 10) a copy of a final court decision dismissing an action for maintenance;

- 11) a copy of a final court decision obliging one of the parents to bear the full cost of child support;
  - 12) a copy of the student's abbreviated marriage certificate;
  - 13) a copy of a final court decision declaring adoption or a certificate from a family court or an adoption centre on ongoing court proceedings for adoption of a child;
  - 14) a court decision on the determination of the child's legal guardian;
  - 15) a copy of the court decision indicating that the child remains in alternate custody of both parents exercised in comparable and repeated periods;
  - 16) certificate from the competent authority (Social Security, KRUS, Military Pension Office) on the net amount of pension for the individual months in the calendar year preceding the academic year;
  - 17) other documents confirming income, referred to in § 13.
3. Where the circumstances of a case affecting the right to a scholarship require confirmation by a document other than those listed in Item 1-2, The Scholarship Committee or The Scholarship Appeals Committee may call for such a document.
  4. In cases referred to in Item 1.3-7, Item 2.3-5, 14-16, § 11 Item 1, § 12 Item 4, § 17 Item 4 and § 18 Item 5 of the Rules & Regulations, the required certificate may be replaced by an appropriate statement.
  5. In cases, referred to in Item 2.9-12, if the student makes it probable that he/she is unable to produce the required documents, the documents may be replaced by an appropriate statement.
  6. Statements, referred to in Item 4-5, shall be made under penalty of criminal liability for making false statements. The person making the statement shall be obliged to include the following clause: "I am aware of the criminal liability for making false statements". This clause replaces the authority's instruction on criminal liability for making false statements.
  7. The student shall be responsible for documenting the income and the material situation of the family. The student shall be obliged to provide a set of documents confirming the income and material situation of his/her family.
  8. A family member who does not show any income and is not registered in the labour office as an unemployed person shall be obliged to confirm this fact in the form of statements.

## **§ 16.**

1. The scholarship eligibility and the amount of benefits granted shall be determined again during the year in the event of:
  - 1) changes in family composition;
  - 2) student's child or sibling obtains a disability certificate or a certificate on the degree of disability;
  - 3) loss by the child or sibling of the student of a disability certificate or a certificate on the degree of disability due to the expiration of the period for which the certificate was issued;
  - 4) loss of income;
  - 5) gain of income;;
 if the above circumstances affect the amount of benefits granted.

2. In case of occurrence of circumstances referred to in Item 1, the student shall be obliged to notify the body that made the substantive decision on granting or refusing benefits of the aforementioned circumstances, and then submit a request to amend the decision within 7 days of their occurrence. If the decision has been issued by the Appeals The Scholarship Committee, the case shall be forwarded to the Scholarship Committee. After recalculation of the amount of benefits due, the scholarship shall be due from the month following the month in which the circumstance occurred, subject to § 18 Item 3 of the Rules & Regulations. The decision to grant or deny benefits shall be reversed and amended in whole or in part, as appropriate, by The Scholarship Committee.
3. In case of failure of the student to disclose circumstances referred to in Item 1, the Scholarship Committee may, ex officio, revoke and amend, as appropriate, in whole or in part, the decision issued (in accordance with the procedure specified in Item 2), and the Rector may request an investigation of the student and may notify the appropriate authorities. The benefit received becomes undue, and the student shall be obliged to return it. Reimbursement of benefits shall be made on the basis of a request for payment within the period specified in the request, not less than 7 days from the date of delivery of the request.
4. In case of notification of circumstances, referred to in Item 1, within more than 7 days from the date of their occurrence, if the change of situation has resulted in a reduction of income per person in the student's family, and consequently increase the amount of benefits received by the student, the benefit in the higher amount is due from the month following the month of notification by the student of the change in the situation in the family.
5. In case of notification of circumstances, referred to in Item 1, later than 7 days after their occurrence, if the change in the situation resulted in an increase in the amount of income per person in the student's family, and consequently a reduction in the amount of the scholarship received by the student or its loss, the scholarship shall not be granted or shall be granted in a lower amount from the month following the month in which the change in the situation in the family occurred, subject to § 18 Item 3 of the Rules & Regulations. The benefit received becomes undue and the student shall be obliged to return it. Reimbursement of benefits shall be made on the basis of a request for payment within the period specified in the request. The repayment of benefits shall be made on the basis of a request for payment within a period specified in the request, but not shorter than 7 days from the date of receipt of the request.
6. In a situation where the student has been denied benefits by a final decision due to the inability to calculate income resulting from failure to provide the required set of documents or due to inability to establish a difficult material situation, the student may submit a new application for Financial Assistance Scholarship along with a set of required documents.

## § 17.

1. In case of loss of income by a family member during or after the calendar year preceding the academic year, the lost income shall not be taken into account when determining his income.
2. During the academic year the scholarship eligibility shall start from the first month following the month in which the loss of income occurred, but not earlier than the month of application.

3. The loss of income referred to in Item 1 may only be caused by:
  - 1) obtaining the right to parental leave;
  - 2) loss of unemployment benefit or scholarship;
  - 3) loss of employment or other gainful employment;
  - 4) loss of pre-retirement benefit or pre-retirement benefit, teacher's compensation benefit, as well as old-age or disability pension, survivor's pension, social pension, parental supplementary benefit, as referred to in the Act of 31 January 2019 on parental supplementary benefit (*Uniform text: Journal of Law from 2022 Item 1051*), hereinafter referred to as *the Parental Supplementary Benefits Act*, or cash benefits granted in accordance with the principles provided in the Act of 8 February 2023. on the monetary benefit due to family members of officers or professional soldiers whose death occurred in connection with service or off-duty activities to save human life or health or property (*Uniform text: Journal of Law from 2023 Item 658*), hereinafter referred to as the act on monetary benefit for family members of officers or professional soldiers;
  - 5) deletion from the register of non-agricultural economic activity or suspension of its performance within the meaning of Article 16b of the Act of December 20, 1990 on social insurance for farmers (*Uniform text: Journal of Law from 2023 Item 208* , as amended), hereinafter referred to as "the Act on social insurance for farmers" or Article 36aa Item 1 of the Act on social insurance system;
  - 6) loss of sickness benefit, rehabilitation benefit or maternity benefit due after loss of employment or other gainful employment;
  - 7) loss of ordered alimony benefits in connection with the death of the person obligated to provide such benefits or loss of cash benefits paid in case of ineffective enforcement of alimony in connection with the death of the person obliged to provide alimony;
  - 8) loss of parental benefits;
  - 9) loss of maternity benefit as provided for in the regulations on social insurance for farmers;
  - 10) loss of doctoral scholarship as specified in Article 209 Item 1 and 7 of the Higher Education and Science Act and doctoral scholarship awarded pursuant to Article 200 Item 1 of the Higher Education Law;
  - 11) a reason other than those indicated in Item 1-10, if defined by separate provisions of generally applicable law.
4. In order to document the loss of income, the student shall be required to attach to the application:
  - 1) a certificate of employment or a certificate of the payer of income or other document confirming the fact of loss of income and the amount of lost income issued by the relevant authorities or institutions (e.g. employer, Social Security);
  - 2) in case of earning income from non-agricultural business activity - a statement of a family member on the amount of lost income and a certificate of deregistration or suspension of business activity.

## **§ 18.**

1. In case of receipt of income by a family member in the calendar year preceding the academic year, when determining the income of a family member, the income earned in that year shall be divided by the number of months in which the income was earned, if the income is earned during the period for which the right to the scholarship is established or verified.
2. In case of obtaining income by a family member after the calendar year preceding the academic year, his income shall be determined on the basis of income increased by the amount of income obtained for the month following the month in which the income was obtained, if this income is obtained during the period for which the right to this scholarship is established or verified.
3. In the event that the receipt of income results in the loss of the right to the scholarship or a reduction in its amount, the scholarship shall not be granted or shall be granted at a lower amount from the month following the first month after the month in which the income was acquired.
4. The acquisition of income may be due solely to:
  - 1) termination of parental leave;
  - 2) obtaining unemployment benefits or stipends;
  - 3) obtaining employment or other gainful employment;
  - 4) obtaining pre-retirement benefit or pre-retirement benefits, teacher's compensation benefits, as well as old-age or disability pension, survivor's pension, social pension, parental supplementary benefits referred to in the Parental Supplementary Benefit Act, or cash benefits granted in accordance with the principles provided in the Act on cash benefits due to family members of officers or professional soldiers;
  - 5) commencement of non-agricultural economic activity or resumption of such activity after a period of suspension within the meaning of Article 16b of the Act of December 20, 1990 on social insurance for farmers or Article 36aa Item 1 of the Act on the social insurance system;
  - 6) obtaining sickness benefit, rehabilitation benefit or maternity benefit due after loss of employment or other gainful employment;
  - 7) obtaining parental benefits;
  - 8) obtaining maternity benefit referred to in the regulations on social insurance of farmers;
  - 9) obtaining a doctoral scholarship as specified in Article 209 Item 1 and 7 of the Higher Education and Science Act and a doctoral scholarship awarded pursuant to Article 200 Item 1 of the Higher Education Act.
5. In order to document the receipt of income, the student is required to attach to the application:
  - 1) an employment contract or a certificate from the payer of income or any other document confirming the fact of obtaining income issued by the relevant authorities and institutions (e.g. employer, Social Insurance Authority (ZUS));
  - 2) a document specifying the amount of income earned by a family member and the number of months in which the income was earned - in the case of income earned in the calendar year preceding the academic year;
  - 3) a document specifying the amount of income earned by a family member for the month following the month in which the income was earned – in case of receipt of income after the calendar year preceding the academic year;
  - 4) in case of obtaining income from non-agricultural economic activity:



- a) a document confirming the fact of starting or resuming non-agricultural economic activity,
  - b) statement of a family member about the amount of earned income and the number of months in which the income was earned - in case of earned income in the calendar year preceding the academic year,
  - c) statement of a family member about the amount of earned income from the month following the month in which the income was earned - in case of earned income after the calendar year preceding the academic year.
6. The provisions on loss and gain of income shall not apply to income from employment or other gainful employment and income from de-registration or commencement of non-agricultural economic activity, if the student or family member has lost income from these titles and within three months, counting from the date of loss of income, has gained income from the same employer or principal or Committee of works or restarted non-agricultural economic activity.
  7. In case of granting the Financial Assistance Scholarship after taking into account the loss of income from employment or other gainful employment or income from non-agricultural economic activity after three months from the date of loss of income, the established right to benefits shall be verified taking into account Item 6. The student shall be obliged to report changes affecting the right to benefits within 7 days from the date of their occurrence.

#### **§ 19.**

The ranges of income per person in the family according to which the Financial Assistance Scholarship is awarded and adopted for each Financial Assistance Scholarship amount range are established by separate ordinance by the Rector in the agreement with the Student Government.

### **Chapter IV An Increase of Financial Assistance Scholarship**

#### **§ 20.**

1. In particularly justified circumstances, a student may receive an increase in Financial Assistance Scholarship.
2. The particularly justified circumstances entitling to an increase of Financial Assistance Scholarship include the following:
  - 1) residing in a student dormitory or in a hostel;
  - 2) orphanhood or semi-orphanhood;
  - 3) status as an alumni of an orphanage or foster family;
  - 4) special needs due to a medical condition;
  - 5) documented (e.g., *Niebieska Karta*) domestic violence.

3. The provisions of the Financial Assistance Scholarship shall apply *mutatis mutandis* to the determination of the student's financial situation and the determination of the rules for granting an increase in the Financial Assistance Scholarship.
4. The student shall be obliged to notify the body that awarded the benefit of changes affecting the right to increase the Financial Assistance Scholarship, and then submit a request to change the decision, within 7 days of the occurrence of changes. If the benefit has been awarded on appeal by The Scholarship Committee, the case is referred to The Scholarship Committee.
5. In case of loss of the right to increase Financial Assistance Scholarship, the increase shall not be granted from the month following the month in which the event causing the loss of the right to increase occurred. In such a situation, The Scholarship Committee shall revoke, repeal and amend its decision as regards an increase of Financial Assistance Scholarship.
6. In a situation when a student is receiving Financial Assistance Scholarship and during the academic year a premise entitling a student to an increase in Financial Assistance Scholarship occurs, the student may apply for its award.
7. In case of failure to disclose an event causing the loss of the right to an increase, the provision of § 16 Item 3 of the Rules & Regulations shall apply.
8. If a student receives an increase in the Financial Assistance Scholarship due to residence in a student dormitory, seminary, hostel or other place of residence and changes the place of residence, the student shall be obliged to inform the body that granted the benefit about this fact within 7 days from the date of the change of residence and to indicate the new address of residence.
9. The ranges of income per person in the family, according to which the increase in Financial Assistance Scholarship is granted and adopted for the individual ranges of the increase in Financial Assistance Scholarship are determined by a separate ordinance of the Rector in the agreement with the Student Government.

## **Chapter V**

### **Accommodation in student dormitories of the University of Szczecin**

#### **§ 21.**

The rules for granting places in student dormitories of the University of Szczecin are established by a separate ordinance by the Rector in the agreement with the Student Government.

## **Chapter VI**

### **Disability Scholarship**

#### **§ 22.**

1. Disability Scholarship may be awarded to a student who has a disability certificate, a certificate on the degree of disability or a certificate referred to in Article 5 and Article 62 of the Act of 27 August 1997 on vocational and social rehabilitation and employment of disabled persons (*Uniform text*: Journal of Law from 2023 Item 100, as amended), hereinafter

referred to as *the Vocational and Social Rehabilitation Act*. Other documents including medical documentation, and medical certificates or disability documents issued by an adjudicating authority in another country shall not be the basis for the award of this scholarship.

2. In case the ruling referred to in Item 1 is issued for a specified period of time, scholarship shall be granted to the date of expiration of such period, but no longer than for a period of 10 months, subject to § 4 Item 11-12 of the Rules & Regulations.
3. In case of expiration of the ruling referred to in Item 2, and obtaining a new ruling that is a continuation of the previous ruling, the scholarship eligibility shall start from the month following the month in which the previous ruling expired, provided that the student meets the conditions for granting the scholarship and submits a new application for Disability Scholarship along with a new ruling from the competent authority.
4. The continuation of the ruling referred to in Item 3 shall be understood as a ruling establishing the existence of the same type of disability regardless of its degree, but existing permanently, i.e. from the day following the expiration of the term of the disability specified in the previous ruling.
5. In a situation where a student has applied to the competent authority for a ruling referred to in Item 1, may apply for a Disability Scholarship without attaching the ruling in question. to the application, the student shall attach a document confirming the application for a ruling referred to in Item 1. In such a case, the Scholarship Committee shall suspend the proceedings for the award of a Disability Scholarship. Proceedings shall be resumed after the Disability Scholarship has been certified.
6. In case of occurrence of the circumstance referred to in Item 6, the student shall notify the body that awarded the benefit of this circumstance, and then apply for a change in the decision, within 7 days from the date of receipt of the decision on the change in the degree of disability. If the benefit was awarded on appeal by The Scholarship Committee, the case shall be referred to The Scholarship Committee. The scholarship in the new amount shall be entitled from the month in which the change in the degree of disability occurred, but not earlier than the month of application for the scholarship.
7. In case of notification of the circumstance referred to in Item 6, later than 7 days from the date of receipt of the decision on the change in the degree of disability, in a situation where the change in the degree of disability resulted in a consequent increase in the amount of the scholarship received, the benefit in the higher amount shall be entitled from the month following the month of notification by the student of the above change.
8. In case of notification of the circumstance referred to in Item 6, later than 7 days from the date of receipt of a decision on change in degree of disability, in a situation where the change in degree of disability resulted in a reduction in the amount of scholarship received, the benefit in a lower amount shall be due from the month following the month of change in degree of disability. The benefit received becomes undue, and the student shall be obliged to return it. Reimbursement of benefits shall be made on the basis of a request for payment within the period specified in the request, but no shorter than the period specified in the request. The repayment shall be made on the basis of a request for payment, within a period specified in the request, but not shorter than 7 days from the date of receipt of the request.

9. The amount of the Disability Scholarship is determined by a separate ordinance of the Rector in the agreement with the Student Government. The amount depends on the student's degree of disability, determined in accordance with the Act on Vocational and Social Rehabilitation.

## **Chapter VII Rector's Scholarship**

### **§ 23.**

1. The Rector's Scholarship may be received by no more than 10% of the number of students in each field of study conducted at Of the University.
2. Students admitted to the first year of study in the year of matriculation examination, who received the Rector's Scholarship, shall not be taken into account in determining the number of students receiving the Rector's Scholarship referred to in Item 1.
3. If the number of students in the field of study is less than 10, the Rector's Scholarship may be awarded to one student.
4. The detailed rules for awarding the Rector's Scholarship, the ranges of ranking points and the amount of scholarship rates in each range shall be determined by separate orders of the Rector in the agreement with the Student Government.

## **Chapter VIII Financial Aid**

### **§ 24.**

1. Financial Aid may be received by a student who is temporarily in a difficult life situation.
2. A student may receive Financial Aid no more than twice in an academic year.
3. A difficult life situation justifying the granting of Financial Aid shall be understood as the totality of material, family, social, health conditions in which the student has found himself, causing temporary problems in meeting material needs.
4. The causes of the student's difficult life situation may be, in particular:
  - 1) accident, serious illness or disability of the student or a member of the student's immediate family (parents, legal or actual guardians, child, spouse, siblings);
  - 2) death of a member of the immediate family (parents, legal or actual guardians, child, spouse, siblings);
  - 3) damage caused by another fortuitous event, e.g. fire, natural disaster;
  - 4) birth of a student's child;as long as they arose no earlier than 6 months before the date of application.
5. The student shall be required to document the reason that is the basis for applying for Financial Aid causing temporary hardship.
6. A student shall be eligible to receive Financial Aid once for one reason.
7. The granting of Financial Aid shall preclude a repeated granting of this benefit on the basis of the same facts already demonstrated or for the same reason already demonstrated in the

application and recognized by the authority regardless of the academic year for which the benefit was granted.

8. The maximum amount of one-time Financial Aid shall be established by a separate ordinance by the Rector in the agreement with the Student Government..

## **Chapter IX Scholarship Committees**

### **§ 25.**

1. At the request of the President of the Student Government, the Rector shall delegate the authority in terms of considering applications for benefits, referred to in § 1 Item 3 of the Rules & Regulations to the Scholarship Committee. With regard to the consideration of appeals against the decisions of the Scholarship Committee, the Rector delegates authority to the Scholarship Appeals Committee.
2. Benefits from the scholarship fund, referred to in § 1 Item 3 of the Rules & Regulations, shall be granted at the request of the student by the Scholarship Committee.

### **§ 26.**

1. The Scholarship Committee shall be appointed by the Rector from among employees Of the University and students delegated by 15 October by the Student Government, with students constituting the majority of its composition.
2. The function of the Chairman of the Scholarship Committee shall be performed by a student elected by the student government from among its members.
3. The function of vice-chairmen Scholarship Committee shall be performed by employees of the University delegated by the Rector.
4. Decisions, resolutions and other decisions made by The Scholarship Committee shall be signed by the chairman of the committee or acting under his written authorization vice-chairman. This rule also applies to summons and other letters sent in the processing of applications for benefits as defined in the Rules & Regulations.
5. The administrative support for the Scholarship Committee, including sending requests to supplement the documents, formal deficiencies and other documents attached to the application and other letters of information shall be provided by the organizational unit of the of the University organizational unit serving the body granting benefits.
6. The Scholarship Committee shall award welfare scholarships, scholarships for persons with disabilities, Financial Aid and Rector's Scholarship.
7. Meetings of the Committee Scholarship Committee shall be convened by the Chairperson or in his/her stead by the Vice-Chairman. Members of the Committee shall be notified of the date of the meeting no later than 7 days before the scheduled meeting.
8. Meetings of the Scholarship Committee shall be held at least once a month unless no new applications have been submitted to the Scholarship Committee.
9. At the request of the Chairman, meetings may be held, and decisions made, using electronic means of communication, ensuring, in particular, real-time transmission of the meeting

between its participants and multilateral real-time communication in which the participants of the meeting may speak during the meeting – with the necessary security rules.

10. Decisions, resolutions, and other determinations of the Scholarship Committee shall be made by a simple majority of votes in the presence of at least half of the body, and in case of equal number of votes, the vote of the chairman shall be decisive. The vote shall be open, unless in a particular case the Scholarship Committee decides otherwise.
11. A member of the Scholarship Committee, whose application has been referred to the Scholarship Committee, shall be subject to exclusion from making decisions on the matter.
12. In case of three unexcused absences from the meeting of the Scholarship Committee, the committee member shall be dismissed from the Scholarship Committee by the Rector.
13. In the situation referred to in Item 12, the student government shall delegate another student, and the Rector shall make his appointment to the Scholarship Committee.
14. Members of the Scholarship Committee shall be required to comply with the provisions of the Rules & Regulations and act in accordance with its rules.
15. Minutes of the meeting of the Scholarship Committee shall be taken. The minutes shall be signed by the chairman or vice-chairman of the commission.

#### § 27.

1. The Scholarship Appeals Committee shall be appointed by the Rector from among the staff of the University and students delegated by 15 October by the Student Government, with students constituting the majority of the composition.
2. The Scholarship Appeals Committee shall be chaired by a student elected by the Student Government from among its members.
3. The function of vice-chairs of the Scholarship Appeals Committee shall be performed by employees of the University delegated by the Rector.
4. Decisions, resolutions and other determinations of the Scholarship Appeals Committee shall be signed by the Chairman of the Committee or the Vice-Chairman acting under written authority. This rule also shall apply to summonses and other letters sent when considering appeals against decisions of the Scholarship Appeals Committee.
5. The administrative support for the Scholarship Appeals Committee, including sending requests for completion of documents, formal deficiencies, and other documents to be attached to appeals and other letters of information shall be provided by the organizational unit of the University serving the body.
6. The Scholarship Appeals Committee shall review appeals against decisions of the Scholarship Committee.
7. Meetings of the Scholarship Appeals Committee shall be convened by the Chairman of the committee or the Vice-Chairman in his/her stead. Members of the Committee shall be notified of the date of the meeting no later than 7 days before the scheduled meeting.
8. At the request of the Chairman, meetings may be held, and decisions may be made, by means of electronic communication, ensuring, in particular, real-time transmission of the meeting between its participants and multilateral real-time communication in which the participants of the meeting may speak in the course of the meeting – with the necessary security rules.

9. Decisions, resolutions and other determinations shall be made by a simple majority vote in the presence of at least half of the body, and in case of equal number of votes the Chairman shall have the casting vote. The vote shall be public, unless otherwise decided by the Scholarship Appeals Committee in a particular case.
10. In case of three unexcused absences from the meeting of the Scholarship Appeals Committee, a member of the Committee shall be dismissed from the Scholarship Appeals Committee by the Rector.
11. In the situation referred to in Item 10, the Student Government shall delegate another student, and the Rector shall make his appointment to the Scholarship Appeals Committee.
12. Appeals to the Scholarship Appeals Committee shall be submitted through the Scholarship Committee. Appeals are forwarded along with a copy of the complete set of documents to the Scholarship Appeals Committee.
13. Members of the Scholarship Appeals Committee shall be required to comply with the provisions of the Rules & Regulations and act in accordance with its rules.
14. Minutes of the meeting of the Scholarship Appeals Committee shall be taken. The minutes shall be signed by the chairman or vice-chairman of the commission.

## **Chapter X**

### **Payment of benefits**

#### **§ 28.**

1. Payment of benefits from the scholarship fund shall be made to the student's bank account maintained in PLN.
2. If the student does not have a bank account as of the date of application, he/she shall be required to open one and notify the appropriate Scholarship Committee on the appropriate form of the University at least 14 days before the scheduled date of payment of benefits.
3. No payment of benefits shall be made to bank accounts of persons other than the student.
4. Scholarship lists of benefit payments, referred to in § 1 Item 3 of the Rules & Regulations, shall be drawn up in the Scholarship and Reporting Section taking into account the deadlines adopted in the disbursement schedule, and then after being signed by the person preparing the list and the Rector or the Pro-Rector, they are forwarded to be implemented by the Financial Division Of the University.

## **SECTION II – DOCTORAL STUDENTS**

### **Chapter XI – XX**

#### **§ 29 – § 57**

## **SECTION III – FINAL PROVISIONS**

**Chapter XXI**  
**Final provisions**

**§ 58.**

Reviews of applications for scholarship shall be subject to the regulations in effect on the date of review.

**§ 59.**

1. Ordinance No. 111/2022 of The Rector of the University of Szczecin of 1 August 2022 on establishing of the Rules & Regulations for awarding benefits to students and doctoral students of the University of Szczecin in the academic year 2022/2023, Subject to Item 2, shall be repealed.
2. Internal legal acts of the University issued by the competent authorities of the University on the basis of Ordinance No. 111/2022 of The Rector of the University of Szczecin of 1 August 2022 on establishing of the Rules & Regulations for awarding benefits to students and doctoral students of the University of Szczecin in the academic year 2022/2023, as amended shall remain in force until the issuance of legal acts on the basis hereof.
3. The benefits, referred to in Section II – Doctoral Students, shall be available until indicated in Article 281 Item 2 of the Act of 3 July 2018 *The regulations introducing the Higher Education and Science Act (Uniform text: Journal of Law from 2018 Item 1669, as amended)*.

**§ 60.**

This Ordinance shall enter into force as of the date of signature with effect in the academic year 2023/2024.