

**WARSAW UNIVERSITY OF TECHNOLOGY**

**Regulation no. 55/2023  
of the Warsaw University of Technology Rector  
of 15 September 2023**

**on the introduction of Regulations for benefits for students of Warsaw University of Technology in the academic year 2023/2024**

Pursuant to Art. 95, section 2 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2023 item 742, as amended), Art. 281, section 2 of the Act of 3 July 2018 – Regulations implementing the Act – Law on Higher Education and Science (Journal of Laws of 2018, item 1669, as amended) and in agreement with the PW Student Self-Government and the PW Doctoral Students Council, it is hereby determined as follows:

§ 1

1. Regulations for benefits for students of Warsaw University of Technology in the academic year 2023/2024, hereinafter referred to as “Regulations”, which are set out as an annex to the decision, are hereby introduced.
2. These Regulations shall apply accordingly to doctoral students who commenced their doctoral study before the academic year 2019/2020.

§ 2

The decision enters into force on 1 October 2023.

RECTOR

Professor Krzysztof Zaremba

**REGULATIONS FOR BENEFITS FOR STUDENTS OF THE WARSAW  
UNIVERSITY OF TECHNOLOGY IN THE ACADEMIC YEAR 2023/2024**

**Section I  
General provisions**

**§ 1**

Regulations for benefit payments for students of Warsaw University of Technology determine the procedure of calculating the value of a benefit, detailed criteria, and the mode of granting and payment, the manner of documenting a student's material situation and the manner of establishing scholarship committees, and the manner of allocating accommodation in halls of residence of the University.

**§ 2**

1. Financial aid from the State budget, which the University has at its disposal, can be obtained by a student or doctoral student who meets the requirements specified in the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), hereinafter also referred to as the "Act" and these Regulations.
2. The following rules must be observed when granting financial aid to students and doctoral students:
  - 1) equality of access to financial aid benefits;
  - 2) transparency of actions and effective protection of personal data.
3. A student can apply for financial aid in the form of:
  - 1) social scholarship;
  - 2) scholarship for persons with disability;
  - 3) Rector's scholarship;
  - 4) relief.

4. Benefit payments referred to in section 3, are granted to students of first-cycle and second-cycle, as well as long-cycle Master's degree programmes.

The total period for which the benefit payments listed in section 3 are due shall not exceed 12 semesters, regardless of their receipt by the student. Within the 12-semester benefit period, the following sub-periods are valid:

- 1) in the case of first-cycle degree programmes – no longer than 9 semesters;
- 2) in the case of second-cycle degree programmes – no longer than 7 semesters.

The total period when the benefit payments may be granted is extended by no more than 2 semesters in the case of long-cycle Master's degree programmes, which last for either 11 or 12 semesters, as laid down in the legislation.

All of the commenced semesters, including semesters that overlap with periods of leave from classes, with the exception of semesters spent at subsequent first-cycle study that were commenced or began after obtaining a professional title of BSc or equivalent are counted as part of that period during which the benefits may be granted. Where several fields of study are pursued, the semesters running simultaneously are counted as a single semester.

5. In case a student's disability occurred at the time of study or after obtaining a professional

title, a student can receive the benefit referred to in section 3, point 2, for an additional period of 12 semesters. The provisions of section 4 apply accordingly, except for the extension of the period during which the benefits may be granted by 2 semesters.

6. Benefit payments referred to in section 3 are not granted to a student with a professional title of:
  - 1) MA, MSc or equivalent;
  - 2) BA, BSc or equivalent, if a first-cycle degree programme is re-taken.
7. The provisions of sections 4 also apply to persons who were educated or acquired professional titles abroad. Financial aid does not apply to students or doctoral students who are suspended. Benefits are not granted to students referred to in Art. 447 of the Act - Law on Higher Education and Science.
8. The decision to grant financial aid referred to in section 3, points 1-3, on a given field of study expires on the last day of the month in which:
  - 1) the student lost the right for benefits due to obtaining a professional title referred to in sections 6;
  - 2) the student has been struck through a final decision off the list of students of the field of study where the benefit was obtained;
  - 3) time referred to in sections 4 and 5 has elapsed;
  - 4) loss of a student status of this field caused by a field of study change.Expiry of the decision to grant financial aid shall be stated through an administrative decision.
9. A student obtaining financial aid is obliged to inform the University immediately about the occurrence of circumstance referred to in sections 4-6 resulting in the loss of right to financial aid.
10. A student studying in several fields simultaneously can receive social scholarship, scholarship for persons with disability, relief and Rector's scholarship only in a single chosen field of study.
11. Scholarships are granted in a given academic year for the period of up to 10 months. In case when the last academic year lasts for 1 semester, for the period of up to 5 months.
12. In case of students who begin study in the summer semester, benefits referred to in section 3, sections 1-3, are granted for the period of up to 5 months (beginning from March) and the running of time limits refers to the beginning of the summer semester.
13. Scholarships are paid monthly from October to February inclusive in the winter semester and from March to July inclusive in the summer semester, whereby the first payment may occur in the consecutive months of the current semester.
14. Financial aid is paid solely to a bank account, the number of which the student is obliged to provide in the benefit application.
15. Scholarships are granted on the basis of a student's documented application submitted within 2 weeks from the beginning of the academic year or the beginning of semester in case of students who began their study in the summer semester and in case of the decision referred to in §24, section 5, on granting Rector's scholarships for the period of 5 months, whereas students of the Faculty of: Physics, Mathematics and Information Science, and Mechatronics shall submit applications for the Rector's scholarship in the third week after the beginning of the academic year or the beginning of the summer semester, in the USOSWeb system. The beginning of the academic year and the beginning of the summer semester shall be accepted in accordance with the schedule of classes, laid down in the Rector's regulation. The deadline of application submission is kept if the application has

been submitted in accordance with the rules determined in Article 57, §5, section 2-6, of the Act of 14 June 1960 on Administrative Procedure (Journal of Laws of 2023, item 775, as amended).

16. In case of submitting an incomplete application, a student is summoned and obliged to correct the specified defects within deadlines set. Failure to correct defects will result in leaving the application unprocessed.
17. A student who failed to submit the application for social scholarship or scholarship for persons with disability within the date specified in section 15, can apply for the scholarship during the academic year, but the scholarship may be granted from the following month from the date of submitting the application.
18. The truthfulness of documents submitted together with the application for financial aid and the truthfulness of information included is certified by the student's handwritten signature.
19. If there are grounds for revoking or changing the decision, for stating the invalidity of the decision or for resumption of the proceedings towards granting financial aid, in particular if there arise new significant factual circumstances or new evidence existing on the day of issuing the decision and unknown to the scholarship committee when the decision was made, the committee shall immediately decide to stop the payment of the granted benefit.
20. If a student provides false data in their application for a scholarship or fails to provide data which may impact their eligibility for the scholarship, the scholarship committee granting financial aid shall be obliged to take up action in order to eliminate decisions which are against the law, and then to pursue the return of unduly paid benefits by the University, in accordance with the provisions of the Act of 16 April 1964 – Civil Code (Journal of Laws of 2023, item 1610) on unjust enrichment, after prior written summons of the student to return the unduly received benefit.
21. Regardless of the actions specified in sections 19-20, the Scholarship Committee which made the decision to stop the benefit payment shall inform the relevant University bodies of the possibility of occurrence of the premise to initiate disciplinary proceedings. Initiation of disciplinary proceedings towards the student shall not exclude the application of criminal justice provisions towards the student.
22. Granting funds referred to in section 3, and a refusal to grant them occur by means of an administrative procedure.
23. The decision of a Faculty Scholarship Committee may be appealed against by the student within 14 days from the date of delivery of administrative decision, through the intermediary of the Faculty Scholarship Committee. The Rector, by means of administrative decision overrules the decision of the Faculty Scholarship Committee or the Appeals Scholarship Committee that is inconsistent with the rules of law.
24. The total monthly amount of the social scholarship and the Rector's scholarship cannot exceed 38% of a minimum base salary of a professor, established by the rules of remuneration of academic teachers.

## **Section II**

### **Rules of conduct in granting funds**

#### **§ 3**

#### **Procedures of granting funds**

1. 2 weeks before the inauguration of the academic year, the Rector determines and announces the maximum monthly income per person in a student's family, entitling to the social scholarship.
2. Within 2 weeks from the inauguration of the academic year, students and doctoral students submit applications for scholarships:
  - 1) Social;
  - 2) for persons with disability;
  - 3) Rector's, whereas students of the Faculty of: Physics, Mathematics and Information Science, and Mechatronics shall submit applications for the Rector's scholarship in the third week after the beginning of the academic year or the beginning of the summer semester, in the USOSWeb system.
3. Within 3 weeks from the inauguration of the academic year (1 week before the deadline for submitting applications), the dean is obliged to send the following to the Chancellor's Office:
  - 1) the number of students entitled to social scholarship in individual income ranges per 10 PLN;
  - 2) the number of students entitled to social scholarship in an increased amount;
  - 3) the number of persons with disability entitled to scholarship for persons with disability in individual categories;
  - 4) the number of students entitled to Rector's scholarship;
  - 5) a copy of the dean's decision regarding criteria for ranking lists.
4. Within 4 weeks from the inauguration of the academic year (1 week from sending the data from individual faculties to the Chancellor's Office), the Rector, in agreement with the PW Student Self-Government and the PW Doctoral Council, specifies and declares the amount for the Rector's scholarship, scholarship for persons with disability, maximum and minimum amount of social scholarship, and the increase in the amount for the social scholarship.
5. Within 5 weeks from the inauguration of the academic year (1 week from announcing the information mentioned in section 4), the deans send the final ranking lists to the Chancellor's Office.
6. Within up to six weeks from the inauguration of the academic year the deans send the pay-out list to the bursary. Other pay-out lists (for the current month) are made and sent to the Bursary until the 5<sup>th</sup> day of each month for the current month.
7. In case of applications for reliefs and applications for the social scholarships and for scholarships for persons with disability submitted after the deadline referred to in section 2, the decisions granting the benefits are made within one month from the date of submitting the complete application (without any deficiencies or after deficiencies have been remedied), excluding periods free from classes.
8. After the winter semester, the Rector, in agreement with the PW Student Self-Government and the PW Doctoral Students Council, can decide to change the amounts referred to in section 4. The Rector's decision results in an automatic rise or decrease of amounts to be received by the students. Students are informed about the Rector's decision in the form customarily accepted by the department.
9. The Rector may decide to extend the deadlines for submitting applications and creating ranking lists set out in these Regulations by no more than 2 weeks.

#### § 4

## **Administrative support**

1. The dean's office provides administrative support of Faculty Scholarship Committee referred to in § 5 and § 6.
2. The dean's office is obliged to:
  - 1) accept student's applications for financial aid; the applications (except for the application for the Rector's scholarship) are accepted at any time of the academic year, except holiday breaks;
  - 2) accept notices of appeal against the decision of the Faculty Scholarship Committee, and, after the Committee has delivered an opinion, refer them to the Chancellor's Office along with a certified copy of the application (including annexes) and decision made;
  - 3) while receiving the application, check its completeness and formal correctness and inform students about the possible need to correct or complete the application, and in case of an incomplete application, request the student in writing to correct the defects. The template of a request for correction of defects is included in Annex 11 of the Regulation;
  - 4) in case an application for the Rector's scholarship is received, verify student's weighted grade average based on credit protocol (for instance in the USOS system) or based on the documents provided by students studying at a different university in the previous semester (for example, based on a certificate from the university office or a diploma supplement);
  - 5) register every accepted application for a benefit and provide it with a date stamp and signature of the person receiving it;
  - 6) by a student's request, issue confirmation of application with a date stamp and signature of the person receiving it;
  - 7) print out administrative decisions issued by the Faculty Scholarship Committee;
  - 8) serve the students with the administrative decision of the Faculty Scholarship Committee and receive, on the copy of the decision remaining at the faculty, confirmation of receipt of the decision with a date stamp and the student's signature;
  - 9) accept applications along with documents regarding the gained and lost income, resignation from benefits, changes in the manner of receiving the payment, as well as other information necessary in the process of granting benefits;
  - 10) timely collect information referred to in §3 section 3 and complete a list of payments sent to the bursary by the 5<sup>th</sup> day of each month;
  - 11) store and archive applications and decisions on granting benefits;
  - 12) publish (on notice boards in close vicinity of dean's offices and on faculty internet sites) information about current rules, dates of submitting applications, amounts and types of benefit payments, templates of applications, and provide students with appropriate information;
  - 13) keep the information referred to in section 12 up-to-date, timely and accessible;
  - 14) make available to the Faculty Scholarship Committee and the Appeal Scholarship Committee the applications and other documents necessary in the process of granting funds of financial aid, with all data sent in confidence in accordance with the Act of 10 May 2018 on the Protection of Personal Data (Journal of Laws of 2019, item 1781) and the provisions of the Regulation of the European Parliament and Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons

- with regard to the processing of personal data and to the free flow of the data and repealing Directive 95/46/EC (Journal of Laws EU L 119/1 of 4 May 2016);
- 15) provide members of the Faculty Scholarship Committee the technical means necessary for the Committee's operation.
3. The Chancellor's Office provides administrative handling of Appeal Scholarship Committees referred to in §7-8.
  4. The Chancellor's Office is obliged to:
    - 1) receive appeals against the decision of Faculty Scholarship Committees from dean's offices;
    - 2) provide the members of Appeal Scholarship Committee technical means necessary for its operation;
    - 3) print out administrative decisions issued by the Appeal Scholarship Committees resulting from examining student appeals.

## **§ 5**

### **Establishing Faculty Scholarship Committees**

1. Within 1 week before the inauguration of the academic year, on the basis of submitted applications:
  - 1) of the relevant faculty-level PW Student Self-Government to establish the Faculty Scholarship Committee;
  - 2) of the dean to appoint designated employees to the Faculty Scholarship Committee, the Rector by means of a decision, sets up the Faculty Scholarship Committee, hereinafter referred to as the "Committee".
2. Any changes in the composition of the Committee are made by the Rector at the request of the relevant body of the Student Self-Government or dean.
3. The Committee takes decisions regarding granting, refusing to grant payments of financial aid referred to in §2 section 3, changing or revoking the decision, it decides to stop, suspend and resume payments, determines the amounts of unduly received means of financial aid and requests their return.
4. The Committee consists of students delegated by the relevant body of the Student Self-Government, as well as faculty employees.
5. The Committee consists of minimum five members.
6. Students constitute a majority in the Committee.
7. There can be a maximum of 5 students on the Committee.
8. The Committee chair and vice-chair are appointed by the Rector from amongst the faculty employees.
9. The Committee is established for 1 academic year.

## **§ 6**

### **Establishing Faculty Scholarship Committees for Doctoral students**

1. Within 1 week before the inauguration of the academic year, on the basis of applications submitted:
  - 1) by the Faculty Council of Doctoral Students to establish the Faculty Scholarship Committee for Doctoral Students;
  - 2) by the dean to appoint designated employees to the Faculty Scholarship Committee for Doctoral Students,

the Rector by means of a decision, sets up the Faculty Scholarship Committee for Doctoral Students, hereinafter referred to as the “Committee for Doctoral Students”.

2. The Committee for Doctoral Students takes decisions regarding granting, refusing to grant financial aid referred to in §2 section 3, changes or revokes decisions, decides to stop, suspend and resume payments, and determines the amounts of unduly received financial aid and requests their return.
3. The Committee for Doctoral Students consists of doctoral students delegated by the Faculty Council of Doctoral Students, as well as faculty employees.
4. The Committee for Doctoral Students consists of minimum 5 members.
5. Doctoral students constitute a majority in the Committee for Doctoral Students.
6. The chair and the vice-chair of the Committee for Doctoral Students are appointed by the Rector from amongst the faculty employees.
7. The Committee for Doctoral Students is established for 1 academic year.
8. Any changes in the composition of the Committee for Doctoral Students are made by the Rector at the request of the Faculty Council of Doctoral Students or dean.

## **§ 7**

### **Establishing the Appeal Scholarship Committee**

1. At the request of the relevant body of the PW Student Self-Government, the Rector, within 2 weeks from the inauguration of the academic year, appoints the Appeal Scholarship Committee to examine appeals against administrative decisions made by Faculty Scholarship Committees.
2. The Appeal Scholarship Committee consists of students delegated by the relevant body of the PW Student Self-Government, as well as University employees.
3. Students constitute a majority in the Appeal Scholarship Committee.
4. The chair and the vice-chair of the Appeal Scholarship Committee are appointed by the Rector from amongst the University employees.
5. The Committee is established for 1 academic year.
6. Any changes in the composition of the Appeal Scholarship Committee are made by the Rector on his own initiative or at the request of the relevant body of the PW Student Self-Government.

## **§ 8**

### **Establishing the Appeal Scholarship Committee for Doctoral Students**

1. At the request of PW Doctoral Student Council, the Rector, within 2 weeks from the inauguration of the academic year, establishes the Appeal Scholarship Committee for Doctoral Students to examine appeals against administrative decisions made by Faculty Scholarship Committees for Doctoral Students.
2. The Appeal Scholarship Committee for Doctoral students consists of doctoral students delegated by the PW Doctoral Students Council, as well as University employees.
3. Doctoral students constitute a majority in the Appeal Scholarship Committee for Doctoral students.
4. The chair and the vice-chair of the Appeal Scholarship Committee for Doctoral Students are appointed by the Rector from amongst the University employees.



5. The committee is established for 1 academic year.
6. Any changes in the composition of the Appeal Scholarship Committee for Doctoral Students are made by the Rector on his own initiative or at the request of the PW Doctoral Student Council.

## **§ 9**

### **Duties of Scholarship Committees**

1. The duties of the committees referred to in §5-8 are timely examinations of applications for financial aid benefits and appeals against decisions in these matters.
2. The duties of committee chairs are:
  - 1) convening committee meetings;
  - 2) informing committee members about these meetings;
  - 3) supervising the adequacy of proceedings for examining applications for granting benefits, as well as of kept documentation.
3. The chair determines, in written form, the duties and range of responsibilities of the vice-chairs, after the Committee has been consulted.
4. The Committee takes its decisions in session by simple majority of votes in the presence of at least half of its current composition. In case of equal number of votes, the chair's vote is decisive, and in case of his absence, the vote of the vice-chair.
5. Decisions made by committees are signed by the chair or the vice-chair authorised by the chair.
6. Committee meetings are recorded. The protocol is signed by all members of the committee present at the meeting. In the case described in section 11, the protocol is signed by the chair or the vice-chair authorised by the chair.
7. Committee members are excluded from participation in procedures of examining applications for benefits in cases referred to in Art. 24 of the Act of 14 June 1960 on Code of Administrative Conduct.
8. The Committee is excluded from proceedings of examining applications for benefits to Committee members, its chair and vice-chair in cases referred to in Art. 25 of the Act of 14 June 1960 on Code of Administrative Conduct. The appropriate body to resolve such matters is the Rector.
9. The Committee may issue a new decision, which overrules or changes the decision appealed, within 7 days from the day of receiving the appeal if the appeal made by a student is in whole allowable. The new decision may be appealed against.
10. The Committee is obliged to send an appeal together with documents its written opinion, through the intermediary of the dean's office, in order to send it to the relevant Appeal Scholarship Committee within 7 days from the day of receiving the appeal, if it has not made the decision to accept the appeal in full within this deadline.
11. Committee meetings can take place and decisions can be made by means of electronic communication, ensuring specifically:
  - 1) a real-time transmission of the meeting between the members of the Committee;
  - 2) multilateral communication in real time, during which the participants of the meeting can speak during the meeting, in keeping with the necessary security measures.

## **§ 10**

### **Supervising Committee work**

1. In the framework of his supervision, the Rector can:
  - 1) repeal the decisions of the Faculty Scholarship Committee, the Faculty Scholarship Committee for Doctoral Students, the Appeal Scholarship Committee and the Appeal Scholarship Committee for Doctoral Students, which do not comply with the rules of law, especially with these regulations or the Law on Higher Education and Science;
  - 2) call an extraordinary meeting of the Committee within 5 working days;
  - 3) suspend the operation of the Committee, if it fails to meet its obligations.
2. In case of suspending the activities of the Faculty Scholarship Committee, the Faculty Scholarship Committee for Doctoral Students, the Appeal Scholarship Committee and the Appeal Scholarship Committee for Doctoral Students, their rights and duties are taken over by the Rector, who is obliged to immediately inform the chair of the PW Student Self-Government or the chair of Doctoral Student Council about the fact.

### **Section III Social Scholarship**

#### **§ 11 General provisions**

1. Social scholarship can be obtained by a student in a difficult material situation, beginning from the first year of study.
2. The basis for the evaluation of the material situation is the amount of documented monthly income per person in the student's family, calculated according to rules specified in section IV of this regulation.
3. The amount of monthly income per capita in the student's family entitling to apply for a social scholarship may not exceed 1.6 of the sum of the amounts laid down in Art. 5 section 1 and Art. 6 section 2 point 3 of the Act of 28 November 2003 on family benefits (Journal of Laws of 2023, item 390, as amended).
4. The Faculty Scholarship Committee or the Appeal Scholarship Committee refuse to grant the social scholarship to a student, whose monthly income does not exceed the amount specified in article 8, section 1, point 2 of the Act of 12 March 2004 on Social Aid (Journal of Laws of 2023, item 901, as amended), if the student fails to attach to the application the certificate from the social welfare centre or a social services centre on using in the year of submission of the application financial benefits from social services by the student or their family member.
5. If the student referred to in section 4 or their family members do not use financial benefits from social services, the Faculty Scholarship Committee and the Appeal Scholarship Committee may grant a social scholarship to the student if the student documented the sources of income of the family.
6. The amount of the social scholarship is rounded up to 1 PLN difference between the maximum amount of the social scholarship and the income per person in the student's family. The amount of the lowest social scholarship is specified by the Rector in accordance with §3 section 4 of the Regulations.
7. In case when the material situation of a student changes as a result of a loss or gain of income of a student, or a student's family member, the amount of social scholarship undergoes changes, in accordance with the rules specified in Section IV of this regulation.

If the material situation causes cessation of right for the scholarship, it is terminated. The claim for including the lost or gained income should be submitted in the dean's office.

## **§ 12**

### **Increased social scholarship**

1. A student can receive an increased social scholarship in duly justified cases, especially:
  - 1) arising from the fact of residing in a hall of residence or in a place other than the hall of residence in the situation when commuting from the place of residence considerably hinders, or prevents, studying, and the average monthly income per person in the family does not exceed the amount quoted in article 8, section 1, point 2 of the act on social aid of 12 March 2004;
  - 2) in the case of a chronic disease of a student or a family member affecting the family's material situation.
2. A student can receive an increased social scholarship referred to in section 1 point 1 as a result of residing in a hall of residence or in a place other than a hall of residence, if accommodated in:
  - 1) a PW hall of residence;
  - 2) in a hall of residence of other university on condition that a relevant certificate is submitted;
  - 3) in another place, on condition of presenting a lease contract.
3. A student's situation serving as a basis for an increased social scholarship should be appropriately documented.
4. In case of a change in the life or material situation due to extra income gained by the student or their family member, causing cessation of right for an increased social scholarship, the payment is suspended. A student is obliged to immediately inform the dean's office about this fact and submit the application again. The rules of assessing and documenting income are specified in §15 of the Regulations.

## **Section IV**

### **§ 13**

#### **Rules of assessing and documenting income**

1. While assessing the amount of income qualifying for social scholarship application, the income gained by the following individuals is taken into account:
  - 1) the student;
  - 2) the student's spouse;
  - 3) the student's parents, legal or actual guardians;
  - 4) dependants of persons listed in points 1-3, i.e., under-age children, children up to the age of 26 remaining in education, and if they turn 26 in the last year of study, until graduation, and disabled children regardless of their age;
2. A student who submits a statement on not having a common household with any of the parents, legal or actual guardians, may apply for a social scholarship without providing information on the income of these persons, pursuant to Art. 88 section 2 of the Act of 20 July 2018 Law on Higher Education and Science.
3. In case when a family member gains income taxed according to rules specified in articles 27, 30b, 30c, 30e and 30f of the Act of 26 July 1991 on Personal Income Tax (Journal of

Laws of 2022, item 2647, as amended), the income is the revenue decreased by tax deductible costs, social security contributions, not included in the costs of obtaining revenue and health insurance contributions.

4. The application for social scholarship should be submitted along with the original or a copy of documents specified in section 4, and, in justified cases, authenticated copies of these documents. Authentication can be done by a dean's office worker, a Scholarship Committee member, a notary, or the issuer of the document.
5. In the procedure of calculating the income amount entitling to social scholarship, the following documents regarding the student and their family members are taken into consideration:
  - 1) certificates or statements certifying the amount of income including respectively:
    - a) for all adult family members – a certificate from the tax office concerning the amount of income subject to personal income tax on the basis specified in articles 27, 30b, 30c, 30e and 30f of the Act of 26 July 1991 on Personal Income Tax – including information about the amount of income, social security contributions subtracted from the income, and the amount of tax due for family members in the calendar year preceding the current academic year;
    - b) in the case of family members who pay their taxes on the basis of flat-rate tax rules from some income forms gained by natural persons – certificate from the head of the tax office including information about:
      - the form of tax paid;
      - the amount of income;
      - tax rate;
      - the amount of tax paidin the calendar year preceding the benefit period,
    - c) for all adult family members – declarations from family members of the amount of tax-free income in the year preceding the current academic year;
    - d) for all adult family members – declaration from the Social Security Office (ZUS) or a declaration from family members about the amount of health insurance contributions, in case of lack of income;
    - e) in the case of missing income declaration from the tax office due to the absence of income – also a zero income declaration;
    - f) a certificate from the appropriate gmina authority or an order of payment regarding the size of agricultural holding expressed in hectares of the general area of agricultural land in the year preceding the academic year;
    - g) a lease contract, when a part or whole agricultural land owned by the family is leased, based on the agreement made in accordance with the rules of social insurance for farmers, or in the case when the land is leased with regard to a pension specified in the rules of support for rural areas from the funds of European Agricultural Guarantee Fund (structural pension);
    - h) a contract in the form of notary act, when the agricultural holding is utilized by an agricultural production cooperative;
    - i) an enforceable copy of court ruling regarding alimonies for family members or persons outside the family or a copy of the minutes of the meeting with the content of court agreement, or the copy of agreement made in front of a mediator obliging for alimonies for family members or persons outside the family;

- j) in case when an authorised person did not receive alimonies or received them in the amount lower than the one ruled by court, court agreement, or the agreement made in front of the mediator:
  - a certificate from the body in charge of enforcement proceeding of a full or partial inefficiency of execution of alimonies, and of the amount of executed alimonies or
  - information from the appropriate court or institution about the actions taken by the authorised person to execute the enforcement abroad or not taking such action, especially resulting from the lack of legal basis or inability to indicate the place of residence by the authorised person of the alimony debtor abroad, if the debtor resides abroad;
- k) money transfers documenting the amount of paid alimonies, if family members are obliged to pay to a person from outside the family by court decision, court agreement or agreement made in front of the mediator;
- l) statement of the amount paid for a family member, residing in the year preceding the academic year, in an all-day care institution;
- m) a document confirming the loss of income and the monthly amount of lost income, if the family income decreased as a result of income loss of a family member, as specified in § 14;
- n) a document or statement specifying the amount of profit gained by a family member in the first full month in case of additional income gained, as specified in § 15
- o) in case of siblings: a copy of birth certificate or other official document confirming the child's age, or, if over 18, a certificate from school or college;
- 2) a copy of the death certificate of parents or a copy of a court decision ordering alimonies in case of a person remaining in education;
- 3) a copy of the final court sentence ruling a divorce or separation or a death certificate of the spouse or child's parent, in case of a single parent;
- 4) certificate of disability including the degree of disability, if there is a disabled adult person in the family;
- 5) a final sentence of the family court confirming adoption or adoption process, in case of a person in fact taking care of a child who claimed the adoption of the child.
- 6) a copy of the residence card, in case of a foreigner residing on the territory of the Republic of Poland based on the permanent residence permit, long-term residence permit in the European Union, temporary residence permit issued in circumstances specified in article 127 or article 186, section 1, point 3 of the Act of 12 December 2013 on Foreigners (Journal of Laws of 2023, item 519, as amended), or as a consequence of receiving a refugee status in the Republic of Poland or subsidiary protection, if they reside along with family members on the territory of the Republic of Poland;
- 7) a full copy of child's birth certificate, when the father is unknown;
- 8) a copy of sentence dismissing action to establish alimony payment;
- 9) a court sentence obliging one parent to bear full cost of a child's upkeep;
- 10) a certificate from the social care centre of the income and material situation of a student and their family, in case when the monthly income per person in the family does not exceed the amount specified in article 8, section 1, point 2 of the Act of 12 March 2004 on Social Care.

6. In case when circumstances influencing the right for benefits need to be certified by other documents than specified in section 5, the Faculty Scholarship Committee or the Appeal Scholarship Faculty Committee may require such a document.
7. In justified cases the Faculty Scholarship Committee or the Appeal Scholarship Committee have the right to require other documents certifying the income and take them into account in the proceedings.

## **§ 14**

### **Loss of income**

1. In case of the loss of income by a family member in the calendar year preceding the academic year or in the current academic year, the lost income is taken into account when calculating their income. The application to add the lost income should be accompanied by a document confirming the loss of income by a family member and the amount of the lost income.
2. In case of the loss of income and gaining another income in the calendar year preceding the current academic year, the family income should be reduced by the income lost in the part that was not funded by another income gained in the same calendar year and not lost until the date of submitting the scholarship application.
3. The loss of income referred to in sections 1 and 2 is understood as the loss of income caused by:
  - 1) acquisition of right to parental leave;
  - 2) loss of unemployment benefit or scholarship;
  - 3) loss of employment or other forms of remunerated work;
  - 4) loss of pre-retirement benefit or pre-retirement allowance, teacher's complementary allowance, pension, disability pension, family pension, social pension or parental complementary benefit referred to in the Act of 31 January 2019 on Parental Complementary Benefit (Journal of Laws of 2022, item 1051); or financial benefit granted on the basis of rules laid down in the act of 8 February 2023 on financial benefits granted to family members of professional soldiers or officers, who died on duty or when saving human life or health or property off duty (Journal of Laws item 658);
  - 5) deletion from the non-agricultural business activity register or suspension in accordance with article 16b of the Act of 20 December 1990 on Farmers' Social Insurance (Journal of Laws of 2023, item 208, as amended), or article 36aa, section 1 of the Act of 13 October 1998 on Social Insurance System (Journal of Laws of 2023, item 1230, as amended);
  - 6) loss of sick pay, rehabilitation allowance or maternal allowance the family member is entitled to after the loss of employment or other forms of remunerated work;
  - 7) loss of granted alimony benefits due to the death of the payer or the loss of financial benefits paid in case of ineffectiveness of alimony execution resulting from the death of the payer of the alimonies;
  - 8) loss of parental benefit;
  - 9) loss of maternal benefit, referred to in the rules of social insurance for farmers;
  - 10) loss of doctoral scholarship referred to in article 209, sections 1 and 7 of the Act of 20 June 2018 – Law on Higher Education and Science.

4. If the loss of income took place at the time of receiving the scholarship, its amount is corrected from the following month, starting from the date of submitting the documents confirming the loss of income.
5. The rules of the loss and gain of income do not apply to the income from job contracts or other forms of employment or the income gained by unregistering from, or starting a non-agricultural business activity, if a family member, student or a child in the care of a legal guardian lost their income in consequence and, within 3 months from the date of income loss, gained income from the same employer or contractor, or started again the non-agricultural business activity.

## **§ 15**

### **Gained income**

1. In case of income gained by a family member:
  - 1) in the calendar year preceding the academic year, the income is calculated and divided by the number of months in which the income was gained, if the income is gained on the day of examining the entitlement for a scholarship;
  - 2) after the calendar year preceding the current academic year, the income is calculated on the basis of income increased by the amount gained in the month following the month in which the income was gained, if the income is gained on the day of examining the entitlement for a scholarship.
2. The application should include a document confirming the income gained by a family member, along with the income amount, the period of income gain, and unambiguous information regarding the identity of the person who gained the income.
3. In case when the family income increased by the gained income causes the loss of entitlement for the scholarship, it will not be granted from the month following the first full month of income gain.
4. Income gain referred to in section 1 is understood as a gain resulting from:
  - 1) termination of parental leave;
  - 2) acquisition of an unemployment benefit or a scholarship;
  - 3) obtaining employment or other form of remunerated work;
  - 4) acquisition of a pre-retirement benefit, teacher's complementary benefit, pension or disability pension, family pension, social pension, parental complementary benefit referred to in the Act of 31 January 2019 on Parental Complementary Benefit; or financial benefit granted on the basis of rules laid down in the act of 8 February 2023 on financial benefits granted to family members of professional soldiers or officers, who died on duty or when saving human life or health or property off duty;
  - 5) beginning or resuming a non-agricultural business activity after the suspension period as specified by article 16b of the Law on Social Insurance for Farmers or article 36aa, section 1 of the Act of 13 October 1998 on Social Insurance System;
  - 6) acquisition of sick pay, rehabilitation benefit or maternal allowance the family member is entitled to after the loss of employment or other forms of remunerated work;
  - 7) acquisition of parental benefit;
  - 8) acquisition of maternal benefit referred to in the rules of social insurance for farmers;

- 9) acquisition of a doctoral scholarship specified in article 209, sections 1 and 7 of the Act on Higher Education and Science.
5. It is the student's obligation to register the fact of gaining an income by a family member within a month, pursuant to Art. 24 section 7 of the Act on Family Benefits.

## **§ 16**

### **Agricultural holdings**

1. In case when a family lives on an agricultural holding, the income is specified based on an average number of calculated hectares owned by the family in the calendar year preceding the current academic year.
2. The amount of income referred to in in section 1, is expressed as the product of agricultural area in calculated hectares and the average amount of income in individual agricultural holdings per 1 calculated hectare announced annually by the Chair of the Central Statistical Office, regarding the amount of average income in individual agricultural holdings from 1 calculated hectare.
3. In the calculation of income gained from an agricultural holding, the leased agricultural area is included into the basis of agricultural tax, except:
  - 1) a part of or the whole agricultural holding owned by the family, leased in accordance with the rules of social insurance for farmers;
  - 2) agricultural holding made available by a farmers' production cooperative;
  - 3) leased agricultural holding with regard to a pension from funds deriving from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund as defined in the rules on support for rural development and in the rules on support for rural development co-funded by the European Agricultural Fund for Rural Development.
4. In calculating the income of the family gained by the tenant of the agricultural holding leased according to the rules specified in section 3, the income gained from the agricultural holding is reduced by the rent paid arising from the lease contract.
5. In calculating the income of a family gained from an agricultural holding leased from the National Agricultural Support Centre (KOWR), the income is reduced by the rent paid arising from the lease contract.
6. The income gained from agricultural holding and from non-agricultural activity is aggregated.

## **§ 17**

### **Alimony benefits**

1. In case when a family member has alimony dues in regard to a person from outside the family, the income gained in the calendar year preceding the current academic year is reduced by the amount of alimonies paid in the calendar year preceding the current academic year.
2. In case when a family member has a confirmed alimony entitlement, but does not receive it or receives it in a reduced amount in relation to the amount ruled by the court or the court agreement, the income is increased by the actually received amount.

## **§ 18**

### **24-hour care facility provider**



In case when a family member resides in a 24-hour care facility, the family member residing in the 24-hour care facility is not included in the income calculation.

### **§ 19**

#### **Income abroad**

1. In case when a family member gains income outside the Republic of Poland, it is calculated on the basis of the average currency rate announced by the President of the National Bank of Poland on the last day of the calendar year preceding the current academic year, in which the average exchange rate was published.
2. In case when a family member gains income outside the Republic of Poland, which they did not gain in the calendar year preceding the current academic year, the calculation is done on the basis of the average exchange rate from the last day of publication for the full month in which the income was gained.
3. The income referred to in sections 1 and 2 is decreased by the due tax, obligatory social and health insurance contributions.

### **§ 20**

#### **Missing persons**

1. In case when a family member is missing, the person applying encloses a relevant report from the police station. In case of foreigners with citizenship of an EU country or a country of the European Economic Area, from an appropriate institution.
2. Income calculation does not include the income gained by the missing family member, and the missing person is not included in the per capita income calculation.

## **Section V**

### **§ 21**

#### **Scholarship for persons with disability**

1. A scholarship for persons with disability can be obtained by a student with a disability certificate, certificate of the degree of disability or the certificate referred to in Art. 5 and Art. 62 of the Act of 27 August 1997 on Professional and Social Rehabilitation and Employment for the Disabled (Journal of Laws of 2023, item 100, as amended).
2. A student applying for a disability certificate during an academic year should submit the application for the scholarship for persons with disability together with the copy of the application for disability certificate or a call for appearance in front of the appropriate committee in charge of verifying the disability degree. The application will be examined after submitting the certificate and the payment of benefit will include the period of the following month from the date of submitting the application.
3. In case when the disability certificate is issued for a specified time, the scholarship is granted until and including the month in which the certificate expires. In case of submitting the continued disability certificate within 3 months from the date of expiry of the previous one, the payment will be continued from the month following the discontinuation of payment. Exceeding the 3-month period will result in resuming the payment in the month of submitting the certificate.

4. The scholarship for persons with disability is granted in three categories, depending on the degree of disability. Category I scholarship is received by students with severe disability, category II scholarship is received by students with a moderate degree of disability, category III scholarship is received by students with a slight degree of disability.
5. A disability certificate or certificate of the degree of disability under Art. 23 of the Act of 9 March 2023 (Journal of Laws of 2023, item 852) on amending the Act on competition and consumer protection and some other acts, the validity period of which:
  - 1) would elapse on 31 December 2020 – shall remain valid until 31 March 2024;
  - 2) would elapse in the period from 1 January 2021 to December 2021 – shall remain valid until 31 March 2024;
  - 3) would elapse in the period from 1 January 2022 to the day preceding the date when this regulation enters into force – shall remain valid until 30 September 2024  
- but no longer than until the day of issuing a new final disability certificate or certificate of the degree of disability.

## **Section VI**

### **§ 22**

#### **Relief**

1. A relief can be granted to a student in a temporarily difficult living situation. A difficult living situation is understood as occurrence of events, beyond the student's control, which have a negative impact on the material situation of the student, making it difficult for them to study.
2. The relief application should be submitted immediately, but not later than 3 months from the date of the event entitling to granting the benefit.
3. A student can obtain the benefit starting from the first year of study, not more often than twice a year.
4. A student cannot obtain the benefit twice in relation to the same event.
5. The events justifying the application for obtaining relief are primarily:
  - 1) a serious disease of the student or their family member;
  - 2) death of a close family member;
  - 3) another event putting a student temporarily in a difficult material situation.
6. The application should be submitted together with appropriate documentation of events referred to in section 5, especially: death certificate, hospital information card, medical certificate of a disease or personal accident, named invoices confirming the costs incurred in relation to the event, certificates issued by authorised institutions confirming the occurrence of the event.
7. The amount of relief is calculated individually in all cases based on the documents submitted, in particular documented costs incurred by the student.

## **Section VII**

### **§ 23**

#### **Rector's scholarship**

1. Rector's scholarship can be granted to a student with outstanding results, academic or artistic achievements, or sports achievement on at least national level.

2. Rector's scholarship can be granted to a first-year student in the year of passing the matriculation exam, who is:
  - 1) a laureate of an international science contest or a laureate or a finalist in national-level school contests, referred to in the legal provisions on the education system;
  - 2) a medallist of a competition for the title of Polish Champion, referred to in the legal provisions on sport.
3. Points for Rector's scholarship in the section for academic performance can be scored by a student who meets the following criteria:
  - 1) they have met all the requirements of registration as specified for the first year of first-cycle study in §22 of Academic Regulations at the Warsaw University of Technology, constituting an annex to the resolution no. 363/XLIX/2019 of the PW Senate, hereinafter referred to as Academic Regulations at the Warsaw University of Technology;
  - 2) they received credits from all subjects necessary for the full registration to the next level of study in accordance with §22 of Academic Regulations at the Warsaw University of Technology.
  - 3) not later than by the end of the examination session, they scored the number of credit points (ECTS) compatible with the curriculum in the previous year of study (in the two previous semesters);
  - 4) they achieved in the previous year of study (in two previous semesters) the average grade not lower than 4.00, calculated up to two decimal places, being a weighted average of all total marks from all subjects with weights proportional to the number of points assigned. The average grade does not include marks from subjects repeated in the previous year of study. In case of students starting education on second-cycle degree study, the weighted grade average is calculated on the basis of marks scored within the last two semesters of first-cycle degree study excluding the mark from the diploma thesis and the diploma exam, and in case of students of the second semester of second-cycle degree study inaugurated in the summer semester, the weighted grade average is calculated on the basis of marks achieved during the first semester of second-cycle degree study and the last semester of first-cycle degree study, excluding the marks from the diploma thesis and the diploma exam.

Failure to meet one of the above requirements results in 0 points for the Rector's scholarship for academic achievements.

4. A student who scored extra ECTS points from the previous year of study in the past years and in the last year of study (in the last two semesters) at least 40 credit points (ECTS), can receive points for the Rector's scholarship in the section for academic achievements. The decision on meeting the condition referred to in section 3, item 3 is made by the dean.
5. A student who studied in a different faculty in the previous semester or made up for the missing subjects resulting from the curriculum difference, can acquire points for the Rector's scholarship for the academic achievement. The decision on meeting the condition referred to in section 6, points 2 and 3 is made by the dean.
6. A student who studied in a different faculty in the previous semester must enclose the confirmation of the last year's grade average, calculated according to the rules referred to in section 3, point 4.
7. Points for the Rector's scholarship for academic achievements, scientific achievements, sports achievement or artistic achievements can be acquired by a student who:

- 1) gained academic, or artistic achievements or succeeded in sports competitions on an international or national level;
  - 2) registered for the first year of study specified in §22 of Academic Regulations at the Warsaw University of Technology;
  - 3) registered for the next year or semester of study specified in §22 of Academic Regulations at the Warsaw University of Technology.
8. The Rector's scholarship is not available to the student whose date of submitting the diploma thesis was changed, on the basis of § 30, section 2 of Academic Regulations at the Warsaw University of Technology.

## **§ 24**

### **Conditions and procedures for granting Rector's scholarship**

1. Rector's scholarship is granted on the basis of a competition. Failure to submit the applications within the deadlines specified in §2 section 15 causes loss of the ability to take part in the competition.
2. Ranking lists are made separately at each faculty and cycle of study.
3. A ranking list contains the number of points achieved for academic, scientific, sports or artistic achievements. A student can score from 0 to 10 points for each achievement.
4. The Rector's scholarship is granted to the number not higher than 8% of all students from each field of study run by basic organisational units of the University. This rule does not apply to students listed in § 25, section 1.
5. The Rector's scholarship can be granted for a period of 5 months (1 semester) or for a period of 10 months (academic year)
6. Within 1 week from the inauguration of the academic year, or at the Faculty of: Physics, Mathematics and Information Science, and Mechatronics, within 2 weeks before the beginning of the academic year, the dean, by way of a decision, announces the criteria for making ranking lists, in agreement with the relevant body of PW Student Self-Government, especially:
  - 1) the period of scholarship granted in the given field of study and cycle of study;
  - 2) division of students into groups for awarding points for academic achievements, so that they can be calculated separately for specialisations, years, semesters, or forms of study.

In justified situations, upon the request of a relevant body of the PW Student Self-Government, the dean may change the decision.

7. Students of Faculties of: Physics, Mathematics and Information Science, and Mechatronics, within the period from 5 to 11 October 2023 and in the summer semester from 22 to 28 February 2024 shall check and verify in the USOSWeb system their grade average. In case of absence of the grade average or incorrect calculation of the grade average, the student shall submit a request to provide or recalculate the grade average, in the USOSWeb system.
8. Within 3 weeks from the inauguration of the academic year, the lists of students applying for the Rector's scholarship are announced. The lists contain student record book numbers together with the average grade and the number of points scored for academic, sports or artistic achievements.
9. Within 4 weeks from the inauguration of academic year (1 week from the date of announcing the list of students applying for the Rector's scholarship), at a student's written request submitted in the dean's office or via email (to the email address provided by the

dean), a correction can be made of average grade or number of points awarded for academic, sports or artistic achievements, except for students of Faculties of: Physics, Mathematics and Information Science, and Mechatronics, for whom corrections are made within 6 weeks from the beginning of the academic year in the USOSWeb system. The corrections only apply to obvious mistakes, especially to errors in entering marks into the protocols. The corrections are included in ranking lists.

10. Immediately after the deadline referred to in section 9 and the confirmation of the lists by the Rector and the Appeal Scholarship Committee, the dean announces the ranking lists, containing student record book numbers together with the total of points awarded arranged in descending order.

## § 25

### This year's secondary school graduates

1. A student accepted in the first year of study in the year of passing the matriculation exam must enclose the following:
  - 1) a secondary-school-leaving certificate;
  - 2) a certificate of achieving the laureate or finalist title of a science competition on the national or international level;
  - 3) a certificate from the appropriate sport federation of winning a medal in a competition for at least the title of the Polish Champion.

## § 26

### Rector's scholarship – academic achievements section

1. The procedure of assigning points for academic results is based on calculating a student's average grade into points according to the formula presented in the table below:

Criterion	Type of achievement, characteristics	Points	Documentation, manner of confirmation
<b>Grade average (max 10 points)</b>	The average of 4.0 (the lowest entitling) to 5.0 The number of points for grade average = (grade average – 4.00) x $W_{Si}^*$ + 1.00	<b>0-10</b>	Student credit card on the basis of which a dean's office staff member confirms the grade average and the date of obtaining credit for the year of study

\*  $W_{Si}$  coefficient is calculated separately for each list (depending on the mode of study/year/field of study)

$$W_{Si} = \frac{9}{(\max(average_i) - 4.00)} \text{ for } \max(average_i) > 4.00$$

$\max(average_i)$  – maximum average value on a given list (for the mode of study/year/field of study).

In case when  $\max(average_i) = 4.00$  the number of points for the grade average = 10.

## § 27

### Rector's scholarship – scientific achievements section

1. General rules for scoring points for scientific achievements:

- 1) a given achievement can be scored only once, e.g. in case of delivering the same presentation at numerous conferences, the one with the highest score should be submitted;
  - 2) points for scientific achievements are summed up, and the maximum number cannot exceed 10 points;
2. The number of points granted for scientific achievements and the method of documenting them are specified in the following table:

Criterion	Type of achievement, characteristics		Points	Documentation, manner of confirmation
<b>Scientific achievement (not included in the curriculum) (max. 10 points)</b>	Published science publications (one or two authors) (max. 10 points)	1) publication or translation of a science monography; 2) publication of an article in a science journal enclosed in the list of scored journals;*	8	The copy of the page with the name of the author, title of the publication, title of the book or journal, date of publication
		3) a chapter in a science monography 4) publication of an article in a science journal enclosed in the list of scored journals;**	5	
		5) publication of an article/report in a science/professional/expert research bulletin	3	
		6) publication of an article/report in a university journal of a student science circle, in a science/professional/research bulletin, publication in post-conference materials or in electronic form (e.g. on a website or physical medium)	2	
	Published science publications (more than two authors) (max. 10 points)	1) publication or translation of a science monography; 2) publication of an article in a science journal enclosed in the list of score journals;*	5	
		3) a chapter in a science monography; 4) publication of an article in a science journal enclosed in the list of scored journals;**	3	
		5) publication of an article/report in a research/professional/expert bulletin	2	
		6) publication of an article/report in a university journal of a student science circle, publication in post-conference materials or in electronic form (e.g. on a website or physical medium)	1	
	Active participation in a science conference* (max. 4 points)	participation with a presentation in international conferences	2	Conference materials – the copy of the page with the name of the author, the title of presented report, speech, name and the date of the conference or a confirmation from the organiser
		*making a presentation during a conference or at the poster session Participation with a presentation in national, university conferences	1	
	Participation in research work (max. 4 points)	participation in research projects	4	Confirmation of the research project manager with the information about a student's participation in the work of the research team
		obtaining a patent, industrial design, or utility model	4	Authorized copy of the certificate
patent application (regardless of the number of applications) industrial design or utility model application (regardless of the number of applications)		2	Authorized copy of the certificate	
A medal position in scientific competitions/festivals/contests and architectural and urban planning competitions	international	Individual participation	6	A certificate or a diploma from the organizer
		Participation in a team of students only	5	

	(max. 6 points)		Participation in a team consisting not of only students	<b>3</b>		
		national		Individual participation		<b>4</b>
				Participation in a team of students only		<b>3</b>
				Participation in a team consisting not of only students		<b>2</b>
		university		Individual participation		<b>2</b>
				Participation in a team of students only		<b>1</b>
				Participation in a team consisting not of only students		<b>0</b>
	Qualifying by elimination to the final of science competitions/ festivals/ contests and architectural and urban planning competitions (max. 6 points)	international		<b>3</b>	Certificate of qualification from the organizer	
		national		<b>1</b>		

**Points for scientific achievements add up, however, their total cannot exceed 10**

The evaluation of scientific articles, monographs or chapters in monographs is in accordance with the list of journals and publications included in the communication of the Minister of Education and Science on the list of scientific journals and reviewed materials from international conferences and the communication of the Minister of Education and Science on the list of publishers publishing reviewed scientific monographs valid on the last day of submission deadline for applications for the Rector's scholarship.

In the case of scientific articles:

**\*Regards articles with the number of points of at least 100.**

**\*\* Regards articles with the number of points not higher than 70.**

3. Examples of scientific achievements that will not be considered:

- 1) non-scientific publications (e.g. a conference coverage, everyday press article, a popular column);
- 2) articles or publications which have not appeared and are still reviewed or in print;
- 3) passive participation in symposiums, conferences and scientific sessions;
- 4) participation in open lectures, workshops or panel meetings, as well as meetings with representatives of businesses or institutions;
- 5) participation in science competitions, festivals and contests and in qualifications for competitions, festivals and contests;
- 6) awards or distinctions for presented scientific speeches and poster presentations;
- 7) other awards and distinctions for scientific performance and achievements (e.g. the Rector's or the dean's awards or awards from local authorities and foundations).

## § 28

### Rector's scholarship – sports achievements section

1. General rules of scoring points for sports achievements:

- 1) the evaluation of high sports achievements takes into account the results in sports with Polish sports associations, referred to in the Act of 25 June 2010 on Sport (Journal of Laws of 2022, item 1599, as amended), according to the current register present on the internet site of the Academic Sports Association (the communication of the Ministry of Sport and Tourism of 13 March 2023) and the disciplines in which national level championships are organised by the University Sports Association of Poland;

- 2) a student shall specify in the application one, the best sports result with the highest point value to be achieved;
  - 3) points for sports achievements are awarded for results obtained in the general classification of the competition;
  - 4) in the case of individual and team classification, which is the sum of the results in individual classification, the results of the individual classification are taken into account.
  - 5) If the competition is divided into stages (qualifying round, semi-final, final, etc.) or if it consists of a number of separate competitions, the student must participate in all stages, and the process of granting scholarships only involves the final ranking (general);
  - 6) In case of a league division other than I, II, III, the top three divisions are the basis for calculations.
2. The number of points assigned for positions won in the championships on at least the national level and the methods of documenting them are specified in the table below:

Criterion	Type of achievement, characteristics		Points	Documentation, manner of confirmation
<b>High sporting performance in international and national competitions (maximum 10 points)</b>	Olympic Games, World Championships, European Championships, World Universities Championships, Academic European Championship, Universiade or a competition of equal status for people with a disability	participation	<b>10</b>	A named certificate (including: name of the discipline, name, date and place of the competition and the position won) from the appropriate sports association (included in the register in the communication of the Minister of Sport and Tourism of 13 March 2023) in the case of Polish Championships and competitions of international importance;  Relevant Centre of the University Sports Association of Poland (AZS) in the case of Polish Universities Championships or international-level universities events.
	Polish Championships or a competition of equal status for people with a disability	medal positions	<b>9</b>	
		positions 4-10	<b>6</b>	
		participation	<b>3</b>	
	Polish Universities Championships or a competition of equal status for people with a disability	medal positions	<b>5</b>	
		positions 4-10	<b>3</b>	
		participation	<b>1</b>	
	National league class I participants		<b>6</b>	
	National league class II participants		<b>4</b>	
	National league class III participants		<b>2</b>	
<p style="text-align: center;"><b>The highest score is taken into account in the evaluation of sports achievements.</b>  <b>Students with achievements and the ones who represented the University at the Polish Universities Championships can acquire 0.5 point extra.</b></p>				

## § 29

### Rector's scholarship – artistic achievements section

1. General rules of obtaining points for artistic achievements



- 1) points are granted for achievements in the following fields: literature, music and dance, fine arts, theatre and film;
  - 2) in the case when a student obtained more than one artistic achievement, the points are granted for the one with the highest number of points;
  - 3) an international-level artistic event is regarded as such if at least 1/3 of its participants is from abroad;
  - 4) an national-level artistic event is regarded as such if at least 1/3 of its participants is from a voivodship other than the one hosting the event;
2. The number of points granted for positions for artistic events and the method of documenting them are specified in the table below:

Criterion	Type of achievements, characteristics		Points	Documentation, manner of confirmation	
<b>Artistic achievement (max. 10 points)</b>	Place 1-3 in events, competitions, and festivals	individual, at the following level:	international	<b>10</b>	A diploma or other document from the organizer confirming the participation in an event, date, position, the nature of the achievement.  A document containing the author's name, title of the piece or exhibition.
			national	<b>7</b>	
		team performance, at the following level:	international	<b>5</b>	
			national	<b>3</b>	
	Position 4-5 in events, competitions, and festivals	individual, at the following level:	international	<b>5</b>	
			national	<b>3</b>	
	Individual exhibition			<b>2</b>	
Participation in an exhibition			<b>1</b>		
<b>In case of many artistic achievements based on the same work of art, the one with the highest number of points should be submitted.</b>					

## Section VIII

### § 30

#### Scholarships for foreigners

1. Financial aid allowances, referred to in § 2 section 3 can be applied for by foreign students accepted at the university before 1 October 2019, who begin study according to rules applicable to Polish citizens, i.e.:
  - 1) foreigners with permanent residence permit;
  - 2) foreigners with a refugee status granted by the Republic of Poland;
  - 3) foreigners under temporary protection on the territory of the Republic of Poland;
  - 4) migrant workers, who are citizens of a European Union country, Swiss Confederation, or a member state the European Free Trade Association (EFTA) – a party to the Agreement on the European Economic Area, as well as their families if they reside on the territory of the Republic of Poland;
  - 5) foreigners granted the EU long-term residence permit on the territory of the Republic of Poland;
  - 6) foreigners who were granted temporary residence on the territory of the Republic of Poland in regard to the circumstance referred to in article 127; article 159, section

- 1; or article 186, section 1, points 3 and 4 of the Act of 12 December 2013 on Foreigners;
- 7) foreigners granted subsidiary protection on the territory of the Republic of Poland;
  - 8) citizens of a European Union country, Swiss Confederation, or a member state the European Free Trade Association (EFTA) – a party to the Agreement on the European Economic Area, as well as their families, who have permanent residence permit on the territory of the Republic of Poland;
  - 9) foreigners with a valid Pole’s Card (Karta Polaka), taking into account the communication of the Ministry of Education and Science of 9 June 2022.
2. Foreigners admitted to study before 1 October 2019, with a residence card and the ‘access to the labour market’ annotation, or a Schengen visa, national visa issued for the needs of professional work on the territory of the Republic of Poland, can undertake and pursue study, doctoral study and other forms of education, as well as participate in scientific research and development work on a paid basis. These persons are not entitled to social scholarship, scholarship for persons with disability, or relief.
  3. Financial aid allowances referred to in §2, section 3, point 1, can be applied for by the foreign students who were admitted to study from 1 October 2019, who:
    - 1) hold the status of a foreigner – citizen of a member of the European Union, the Swiss Confederation or a member state of the European Free Trade Association (EFTA) – a party to the Agreement on the European Economic Area, as well as their families, who have permanent residence permit on the territory of the Republic of Poland;
    - 2) hold the status of a foreigner – citizen of the United Kingdom of Great Britain and Northern Ireland referred to in Art. 10 section 1 letter b or Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community (EU Journal of Laws L 29 of 31.01.2020, page 7, as amended) and their family members living in the territory of the Republic of Poland;
    - 3) hold a permanent residence permit or are long-term residents of the EU;
    - 4) hold a temporary residence permit in regard to circumstances referred to in article 159, section 1, or article 186, section 1, points 3 and 4, of the Act of 12 December 2013 on Foreigners (Journal of Laws of 2021 item 2354, as amended);
    - 5) have refugee status granted by the Republic of Poland or are beneficiaries of temporary or subsidiary protection on the territory of the Republic of Poland;
    - 6) hold a certificate confirming the knowledge of the Polish language referred to in article 11a, section 2, of the Act of 7 October 1999 on the Polish Language (Journal of Laws of 2019, item 1480, as amended), at least at the level of C1.
    - 7) hold a Pole’s Card or a decision confirming their Polish origin;
    - 8) are a spouse or a relative in either the ascending or descending line of a Polish citizen residing on the territory of the Republic of Poland;
    - 9) hold a permit for temporary stay due to circumstances referred to in Art. 151 section 1 or Art. 151b section 1 of the Act of 12 December 2013 on Foreigners or reside in the territory of Poland in connection with scientist’s short-term mobility following the conditions laid down in Art. 156b section 1 of the Act, or hold a national visa in order to conduct research or development work.
  4. All foreigners who undertake and pursue study in Poland from 1 October 2019 are entitled to apply for financial aid benefits, referred to in § 2, section 3, points 2-4.

5. Documents required by these Regulations must be translated into Polish by a sworn translator.

## **Section IX**

### **§ 31**

#### **Scholarships for doctoral students**

Doctoral students are subject to the resolutions of § 2, except for section 4-5, and the resolutions of § 3-22 and § 30, however, the amount of each allowance granted to a doctoral student cannot be lower than 10% of the minimum salary of an assistant, specified by the rules of remuneration for academic teachers.

### **§ 32**

#### **Rules for granting Rector's scholarships for top doctoral students**

1. Scholarship for top doctoral students for academic, sports and artistic achievement can be granted to a doctoral student, who met at least one of the following conditions:
  - 1) in the previous academic year demonstrated documented sports or artistic achievements;
  - 2) is a student of the 2<sup>nd</sup> or higher year of doctoral study, and in the previous academic year met the following conditions:
    - a) obtained at least good results from exams included in the doctoral study curriculum,
    - b) proved achievements in academic work and progress in the preparation of their doctoral thesis,
    - c) proved exceptional commitment to teaching as part of their internships.
2. Within one week from the inauguration of the academic year, the dean, in agreement with the Faculty Council of Doctoral Students, announces, by way of decision, the detailed rules of point-based evaluation of doctoral students' achievements, excluding artistic and sports achievements. If a doctoral student meets both requirements listed in section 1, the evaluation of scientific activity of the doctoral student should constitute 60% to 80% of the total number of points scored by the doctoral student.
3. Within three weeks from the inauguration of the academic year, the dean makes and announces ranking lists for doctoral students.
4. The scholarship is granted by the appropriate body at the request of the doctoral student, after its evaluation by the doctoral student committee of the unit conducting the doctoral study, hereinafter referred to as the 'committee', appointed on the basis of separate rules.
5. The point-based evaluation for the scholarship for top doctoral students is carried out according to the following rules
  - 1) the total number of points is the sum of points for scientific, sports, and artistic achievements;
  - 2) the points for sports and artistic achievements are granted according to the regulations laid down in § 28 and § 29 of these Regulations.
6. The maximum number of points awarded for scientific achievements equals 20 and is granted to a doctoral student who scored the highest number of points based on the rules

referred to in section 2. Other doctoral students receive a proportionally lower number of points. The points are calculated to two decimal places.

7. In the case referred to in section 1 point 2, the application should contain a report including the doctoral student's achievements in the previous academic year, submitted at the latest together with the application for the scholarship for top doctoral students. It should meet the following conditions:
  - 1) contain the opinion of the thesis advisor or tutor about the how the doctoral student is fulfilling their duties, and their progress in scientific work;
  - 2) contain information about exam results and credits included in the curriculum of doctoral study, in accordance with the data on the doctoral student record card;
  - 3) contain information about the completed teaching hours, including student projects and diploma theses;
  - 4) contain information about articles, reports and the student's participation in research grants, projects and implementations;
  - 5) contain information about student's participation in conferences, training sessions, workshops, and their form;
  - 6) was signed by the doctoral student and their thesis advisor or tutor.
8. The report referred to in section 7 can be replaced by an annual report submitted by the doctoral student in the doctoral study manager's office.
9. The Rector, in agreement with PW Doctoral Student Council, specifies the number of scholarships for top doctoral students from each faculty for the current academic year. If the faculty makes separate ranking lists for individual years of study, the number of scholarships granted by the Rector in relation to the number of doctoral students at the faculty is specified by the percentage of individuals entitled to scholarships on each year of study. The total number of granted scholarships in the current academic year cannot exceed the number indicated by the Rector.
10. In duly justified cases, at the request of the manager of doctoral study, the Rector may consent to the evaluation of achievements from another period equal to 12 months of the students included in the ranking list.

## **Section X**

### **§ 33**

#### **Manner of allocation of accommodation in University halls of residence**

The manner of allocation of accommodation in University halls of residence, including the rules and criteria of accommodation are laid down in the Regulations on allocation of accommodation in Warsaw University of Technology halls of residence, included in an annex to Regulation no. 22/2023 of the PW Rector of 9 May 2023 on the introduction of the Regulations on allocation of accommodation in Warsaw University of Technology halls of residence and fees for accommodation.

## **Section XI**

### **§ 34**

#### **Information on the processing of personal data**

Pursuant to article 13 of Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data

and on the free movement of such data, and repealing Directive 95/46/EC – General Data Protection Regulation, hereinafter referred to as “GDPR”, the Warsaw University of Technology informs that:

- 1) the Warsaw University of Technology, with its registered office at pl. Politechniki 1, 00-661 Warszawa, is the administrator of your personal data.
- 2) the administrator appointed the Inspector of Personal Data Protection supervising the correctness of your personal data processing, who can be contacted on: [iod@pw.edu.pl](mailto:iod@pw.edu.pl).
- 3) your personal data will be processed in the form necessary for examining the applications for: social scholarship (including a scholarship in the increased amount), scholarship for persons with disability, Rector’s scholarship or relief; in order to determine the amount of financial aid and if the financial aid is granted, the process of paying out at the Warsaw University of Technology, and the return of such benefits in case of unduly received ones.
- 4) the basis for the processing of your personal data is Art. 6 section 1 letter c of GDPR and Art. 9 section 1 letter b of GDPR (in relation to personal data regarding health and disability) in connection with the Act - Law on Higher Education and Science.
- 5) providing your personal data is voluntary, but necessary for the process of examination of applications for financial aid, establishing the amount and the pay-out of financial aid. The consequence of failing to deliver personal data will be the inability to be included in the procedure of granting financial aid.
- 6) you have the right to access the contents of your personal data and the right to correct, to demand to delete and restrict the mode of processing, the right to object to processing the personal data. Since processing your personal data is not based on your consent, you are not entitled to transfer the personal data.
- 7) your personal data will not be made available to other entities (administrators), except for entities authorised by legal regulations.
- 8) your personal data can be accessed by the bodies to which the University outsourced the activities associated with processing personal data.
- 9) your personal data will be processed for the period compliant with the course of study of the person applying for financial aid and will then be archived.
- 10) the Warsaw University of Technology does not intend to forward your personal data beyond the European Economic Area.
- 11) you have the right to file a complaint to the supervisory body – the President of the Personal Data Protection Office (UODO), if you consider that the processing of personal data violates the rules of GDPR.
- 12) the Warsaw University of Technology does not use automated decision making towards you, including profiling you.

## **Section XII**

### **§ 35**

#### **Final and transitional provisions**

1. The rules regarding the dean, the faculty and the Faculty Scholarship Committee are applied to the college director, college and the Scholarship Committee of the college respectively.
2. Submitting by students and processing applications for scholarships for persons with a disability and applications for relief, take place via the University’s USOSWeb system.

Applications for other benefits are submitted and processed in the existing paper form, except for applications for the Rector's scholarship submitted by students at the Faculties of: Physics, Mathematics and Information Science, and Mechatronics in the USOSWeb system.

3. Applications for scholarships and reliefs for doctoral students are submitted and processed in the existing paper form.
4. Templates of statements and applications listed in points 1-11 are annexes no. 1-11 respectively to the Regulations:
  - 1) statement of a student's or student's family member on the amount of non-taxable income – Annex 1;
  - 2) statement on health insurance contribution paid in the previous calendar year – Annex 2;
  - 3) statement of no income in the previous calendar year – Annex 3;
  - 4) application for social scholarship – Annex 4;
  - 5) application for the Rector's scholarship for academic achievements, scientific achievements, sports achievement and artistic achievement – Annex 5;
  - 6) application for the Rector's scholarship for this year's secondary-school graduates – Annex 6;
  - 7) application for a scholarship for persons with disability – Annex 7;
  - 8) application for a benefit – Annex 8;
  - 9) application for the Rector's scholarship for top doctoral students – Annex 9;
  - 10) appeal against the decision of the Faculty Scholarship Committee – Annex 10;
  - 11) request to correct defects – Annex 11.