

# **R E G U L A T I O N S**

## **on benefits for students of the Medical University of Warsaw**

Pursuant to Article 95 of the Act of 20 July 2018. Law on higher education and science (i.e. Journal of Laws of 2023, item 742) hereinafter referred to as the 'Act' and Article 281(2) of the Act of 3 July 2018. Introductory Provisions to the Law on Higher Education and Science, the Regulations on Benefits for Students of the Medical University of Warsaw, hereinafter referred to as the '**Regulations**', are established.

### **PART I**

### **RULES FOR GRANTING BENEFITS**

#### **CHAPTER 1**

#### **GENERAL PROVISIONS**

##### **§ 1.**

(1) The Regulations on benefits for students of the Medical University of Warsaw shall specify the type of benefits for students, the method of determining their amount, detailed criteria and procedure for granting benefits and accommodation in student dormitories, the method of documenting the student's material situation, the procedure for the appointment and composition of a scholarship committee and a scholarship appeal committee.

(2) The provisions of these Regulations shall not apply to doctoral students after 31 December 2023 in accordance with Article 281(2) of the Act of 3 July 2018. Provisions introducing the Law on Higher Education and Science.

(3) Doctoral students studying at the Doctoral School shall only be entitled to apply for a place in a student dormitory, for themselves and their spouse and child.

##### **§ 2.**

(1) A student of the Medical University of Warsaw, hereinafter referred to as the 'University' or 'MUW', may apply for scholarship benefits from funds allocated for this purpose from the state budget in the form of:

- 1) a scholarship for disabled persons;
- 2) Rector's scholarship;
- 3) social scholarship;
- 4) allowances.

(2) Independently of material assistance in the forms listed in section 1, a student may also apply for accommodation in student dormitories, hereinafter referred to as 'SD', in accordance with 'PART II' of the Regulations.

(3) The benefits referred to in section 1 shall be granted from the Scholarship Fund referred to in Article 409, section 1, item 1 of the Act.

(4) The subsidy disbursed in a given year for the rector's scholarships shall account for no more than 60% of the total funds disbursed in a given year for the rector's scholarships, maintenance scholarships and financial aid.

(5) In addition to material support in the forms referred to in section 1, hereinafter referred to as 'Benefits', a student may also apply for material support from the funds allocated for this purpose from the state budget in the form of the minister's scholarship for outstanding achievements. The detailed conditions and procedure for granting the minister's scholarship are specified in separate regulations.

(6) Benefits may be granted to students who fulfil the conditions laid down in the Act and these Regulations.

(7) Benefits at the University are awarded on the basis of the principle of equality in access to benefits and openness of the work of scholarship committees, while observing the regulations on personal data protection.

(8) The benefits listed in section 1 are exempt from personal income tax pursuant to Article 21, section 1, item 40 of the Personal Income Tax Act of 26 July 1991 (Journal of Laws of 2024, item 226).

### **§ 3.**

#### **RECTOR'S ANNOUNCEMENTS**

(1) The Rector, in consultation with the competent body of the Student Government, shall determine:

- 1) the distribution of grants for the benefits referred to in § 2, para. 1,
- 2) deadlines for the submission of applications referred to in §2, para. 1,
- 3) deadlines for submitting applications for a place in a student dormitory
- 4) the amount of the benefits referred to in § 2, para. 1,
- 5) the amount of the increase in the maintenance grant. 2,

(2) The arrangements referred to in section 1, items. 2-5 are published in the Rector's announcements.

(3) The duties and powers of the Rector referred to in these Regulations shall be exercised by the Vice-Rector responsible for student affairs by separate authorisation.

### **§ 4.**

#### **RIGHT TO BENEFITS FOR FOREIGNERS**

##### **Foreign students starting their studies in the academic year 2019/2020 and later**

(1) All foreigners starting their studies in the academic year 2019/2020 and later, regardless of the basis for admission to studies and the language in which they study, are entitled to apply for the rector's scholarship, a scholarship for the disabled, an allowance, a minister's scholarship. Only foreign students listed in paragraph 2 points 1-9 are entitled to apply for a social scholarship.

(2) Foreign student taking up and pursuing studies at the Medical University of Warsaw may apply for a social scholarship:

- 1) a citizen of a Member State of the European Union, the Swiss Confederation or a Member State of the European Free Trade Agreement (EFTA) – parties to the Agreement on the European Economic Area and members of their families, residing in the territory of the Republic of Poland;

- 2) a citizen of the United Kingdom of Great Britain and Northern Ireland, referred to in art. 10 sec. 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 (consolidated text: OJ EU. L.2020, item 29.7);
- 3) ) and members of his/her family, residing in the territory of the Republic of Poland;
- 4) who has been granted a permanent residence permit or is a long-term resident of the European Union;
- 5) who has been granted a temporary residence permit in connection with the circumstances referred to in art. 159 sec. 1 or art. 186 sec. 1 point 3 or 4 of the Act of 12 December 2013 on Foreigners (consolidated text: Journal of Laws of 2024, item 796);
- 6) who has refugee status granted in the Republic of Poland or benefits from temporary protection or subsidiary protection in the territory of the Republic of Poland;
- 7) who has a certificate confirming knowledge of Polish as a foreign language, referred to in art. 11a sec. 2 of the Act of 7 October 1999 on the Polish language (consolidated text: Journal of Laws of 2021, item 672), at least at the C1 language proficiency level;
- 8) who has a Polish Card or a person who has been issued a decision on determining Polish origin;
- 9) being a spouse, ancestor or descendant of a citizen of the Republic of Poland, residing in the territory of the Republic of Poland;
- 10) who has been granted a temporary residence permit in connection with the circumstances referred to in art. 151 sec. 1 or art. 151b sec. 1 of the Act of 12 December 2013 on foreigners, or residing in the territory of the Republic of Poland in connection with the use of short-term mobility of a scientist under the conditions specified in art. 156b sec. 1 of the Act or having a national visa for the purpose of conducting scientific research or development work.

(3) Applications must be submitted in Polish. Documents issued in a foreign language, attached to the application for the Benefits, must be translated into Polish by a sworn translator, in accordance with § 5, paragraph 6.

### **Foreign students starting their studies before the academic year 2019/2020**

(1) In accordance with the Act of 3 July 2018 - Provisions introducing the Act - Law on Higher Education and Science, persons who are not Polish citizens, who on the date of entry into force of the Act are pursuing studies, doctoral studies or other forms of education, continue these studies on the previous principles. Thus, foreigners who started education under the provisions of the previously applicable act, i.e. the Act of 27 July 2005 - Law on Higher Education, are entitled to financial assistance on the previous principles, specified in this act, until the completion of a given level of studies (i.e. respectively: first-cycle studies or second-cycle studies or uniform master's studies).

(2) Foreign students who undertake and pursue studies at the WUM under the rules applicable to Polish citizens may apply for the financial assistance referred to in paragraph 4:

- 1) who have been granted a permanent residence permit;
- 2) who have refugee status granted in the Republic of Poland;
- 3) who enjoy temporary protection in the territory of the Republic of Poland;
- 4) who are migrant workers who are citizens of a Member State of the European Union, the Swiss Confederation or a Member State of the European Free Trade Agreement

(EFTA) – parties to the Agreement on the European Economic Area, as well as members of their families, if they reside in the territory of the Republic of Poland;

5) who have been granted a long-term resident's permit for the European Union in the territory of the Republic of Poland;

6) who have been granted a temporary residence permit in the territory of the Republic of Poland in connection with the circumstance referred to in Article 127, Article 159 paragraph 1 or Article 186 paragraph 1 point 3 or 4 of the Act of 12 December 2013 on Foreigners;

7) foreigners who have been granted subsidiary protection in the territory of the Republic of Poland;

8) citizens of the Member States of the European Union, the 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 their families, who have the right of permanent residence.

(3) Students – holders of a valid Polish Card may receive benefits, provided they have undertaken studies under the terms applicable to Polish citizens.

(4) Students – citizens of European Union member states, the Swiss Confederation or member states of the European Free Trade Agreement (EFTA) – parties to the agreement on the European Economic Area and members of their families, who have the financial resources necessary to cover the costs of living during their studies, may receive the Rector's scholarship for the best students, provided they have undertaken and are pursuing studies under the terms applicable to Polish citizens. These persons are not entitled to a social scholarship, a scholarship for disabled persons and financial assistance.

(5) Students – foreigners who have a residence card with the annotation "access to the labour market" or a Schengen visa or a national visa issued for the purpose of working in the territory of the Republic of Poland may receive the Rector's scholarship and the Minister's scholarship, provided they have undertaken and are pursuing studies under the terms applicable to Polish citizens. These persons are not entitled to a social scholarship, a scholarship for disabled persons and financial assistance..

## CHAPTER 2 APPLICATION SUBMISSION PROCEDURE

### § 5.

- (1) All Benefits are granted upon the student's application, hereinafter referred to as the "application".
- (2) The acceptance of applications from students and the administrative support of the Scholarship Committee and the Appeal Scholarship Committee are carried out by an employee dedicated to handling social and living matters of students in each Dean's Office, hereinafter referred to as the "employee".
- (3) When accepting an application, the employee is obliged to check the completeness of the documents and the correctness of completing the application. If the application is incorrectly completed or the documentation is incomplete, the employee calls on the student to make the necessary corrections and additions, in accordance with the deadline specified in the Rector's Announcements, in accordance with § 3 sec. 1-3 of the Regulations. After exceeding the deadlines specified in the aforementioned announcement, the provisions of §8 sec. 2 of the Regulations shall apply.
- (4) After checking the completeness of the submitted applications, the employees of the Dean's Offices forward them to the body granting the Benefits through the Benefits Coordinator.
- (5) Copies of documents submitted by the student, upon presentation of the original, may be authenticated by an employee of the Dean's Office.
- (6) Applications must be submitted in Polish. All documents constituting attachments to the application, evidence in the proceedings, should be translated into Polish by a sworn translator. In the case of title pages of publications submitted with the application for the Rector's scholarship, a simple translation into Polish is sufficient, unless the Committee has doubts about the submitted simple translation, in which case it may request a sworn translation of the given page of the publication.

### § 6.

- (1) The basis for initiating the procedure for granting the benefit is the submission of an application by the student to the University.
- (2) Applications are submitted in two stages:
  - 1) **Stage I** – electronic registration of the application for the Benefit via the website of the Virtual University of Warsaw: <https://wd.wum.edu.pl> and
  - 2) **Stage II** – submission to the Dean's Office of a printed and signed application from the Virtual University of Warsaw along with the required attachments. In the event of submitting a copy of a document that is not notarized and is an attachment to the application, it is required to present the original document to the Dean's Office employee in order to certify the copy as a true copy.
- (3) Failure to participate in Stage II means resignation from applying for the Benefit.
- (4) The deadlines for submitting applications are established in the manner specified in §3 sections 1-3 of the Regulations by the Rector in consultation with the relevant body of the Student Government.
- (5) An application shall be deemed to have been successfully submitted if it has been submitted both in Stage I and Stage II and within the deadline referred to in paragraph 4.

(6) In a situation justified by objective reasons, i.e. circumstances that could not be foreseen or prevented, the deadline for submitting an application for a social scholarship or a scholarship for disabled persons may be reinstated.

(7) Due to the competitive nature of the scholarship, the deadline for submitting the application for the Rector's scholarship cannot be reinstated.

(8) Criteria for registering scholarship applications:

1) **for disabled persons** – a valid disability certificate,

2) **the rector's** – for first-year students of first-cycle studies or uniform master's studies: high results achieved in the Olympiads referred to in the provisions on the education system or a medal place in the competition for the title of Polish Champion in a given sport referred to in the provisions of the Sports Act (consolidated text: Journal of Laws of 2023, item 2048); for other students: outstanding academic results, scientific or artistic achievements, or sports achievements in competitions at least at the national level,

3) **social** - the amount of monthly income per person in the student's family entitling to apply for a social scholarship cannot exceed 45% of the minimum wage established from 1 January of the year preceding the academic year for which the social scholarship is awarded, on the basis of the Act of 10 October 2002 on minimum wages (consolidated text: Journal of Laws of 2020, item 2207). (the provision enters into force on 1 October 2024).

(9) Before registering the application, please familiarize yourself with the requirements of the Regulations regarding the granting of a given Benefit. The application must be completed honestly, with true information.

(10) The complete set of documents for verification consists of, separately for each type of scholarship, a printed and signed application for a scholarship, a signed information clause and, appropriately to the type of scholarship:

1) **for disabled persons** – a valid decision on the degree of disability,

2) **the rector's** – confirmation of the average grade, registered achievements and, in the case of students completing first-cycle studies at another university, confirmation of the average grade and the date of their completion,

3) **social** – documents confirming the composition of the family and the income of family members.

(11) A student applying for an allowance is obliged to document the difficult, temporary life situation described in the application.

(12) Applications for the granting of Benefits, submitted to the first meeting of the Committee in a given academic year, are accepted at the Dean's Office within the deadlines specified in the Rector's Announcement. The date of submission of the application to the Dean's Office or the date of the postmark in the case of sending the application together with a complete set of documents by registered mail is decisive.

(13) In the event of submitting an application after the deadline specified in the Rector's Announcement, the granting of Benefits is dependent on the funds available to the University for this purpose. The body granting the Benefits may refuse to grant them due to the allocation of funds. Submitting an application later than the deadline specified in the Rector's Announcement results in the granting of Benefits from the month in which the student submitted a complete application to the Dean's Office or received it at the University Secretariate.

**CHAPTER 3**  
**APPOINTMENT PROCEDURE AND WORK OF THE COMMITTEE**

**§ 7.**

(1) At the request of the relevant body of the Student Government, the Rector of the Medical University of Warsaw shall appoint the Scholarship Committee, hereinafter referred to as the "SC" and shall delegate to it the authority to grant the Benefits referred to in § 2 section 1 of the Regulations.

(2) At the request of the relevant body of the Student Government, the Rector of the Medical University of Warsaw shall appoint the Appeal Scholarship Committee, hereinafter referred to as the "ASC" and delegate to it the authority to consider appeals against decisions of the SC.

(3) The SC shall consist of seven members: two employees of the Dean's Office, the Coordinator for Benefits and four students, with the proviso that one candidate is delegated from each Faculty of the University.

(4) The ASC shall consist of five members: one employee of the Dean's Office and four students, with the proviso that one candidate is delegated from each Faculty of the University.

(5) In accordance with §86 section 3 of the Act, the majority of the members of the SC and ASC shall be students.

(6) The Chairmen and Vice-Chairmen are elected from among their members by the SC and ASC, respectively, by a majority vote.

(7) The term of office of the SC and ASC lasts 2 years. It begins on the day of appointment and ends on the day preceding the day of appointment of the committee of the next term, but no later than by 31 October of the following year.

(8) Members of the committees are excluded from participation in the procedure for granting Benefits referred to in §2, section 1, in the cases indicated in art. 24 of the Code of Administrative Procedure.

(9) At the invitation of the chairmen of the committees, managers of student houses, representatives of the councils of residents of student houses and other students and employees of MUW may participate in the meetings of the SC and ASC

(10) Within the scope of their competences, the SC and ASC adopt resolutions that are passed by a simple majority of votes in the presence of at least half of the members of the committees. In the event of an equal number of votes, the vote of the chairperson shall be decisive. Resolutions may take the form of an internal act or decisions taken in matters of Benefits referred to in §2, section 1. Decisions are signed by the chairperson of the relevant committee or a deputy chairperson authorized by him/her.

(11) Protocol is drawn up from the meetings of the SC and OKS, which are signed by the chairperson (or a deputy chairperson authorized by him/her) and the members of the SC and, respectively, the OKS present at the meeting.

**§ 8.**

(1) The first meeting of the SC in a given academic year shall be held in November. In the remaining months, the SC and ASC shall meet as needed at least once a month, no later than five working days before the end of the month, excluding July and August. The date of the SC/ASC meeting in a given month shall be decided by its chairman based on information from the Coordinator on the number of applications submitted.

(2) In the event that the application is incomplete or there are doubts as to the circumstances affecting the student's right to receive Benefits, the SC/ASC shall call upon the student to supplement the deficiencies in the application. The SC/ASC shall indicate the deadline and scope of supplementation by issuing a request to supplement the deficiencies in the application, hereinafter referred to as the "request". The student is obliged to supplement the application within the deadline and scope specified in the request. After the deadline for supplementing/clarifying all deficiencies in the application has expired without effect, the SC/ASC shall leave the application without consideration in accordance with the instructions set out in the request.

#### **§ 9.**

(1) In the case of Benefits referred to in § 2 sec. 1, students have the right to appeal to the ASC against the decision of the SC within 14 days of the date of receipt of the decision.

(2) The student may waive the right to appeal before the deadline. On the day of delivery of the declaration of waiver of the right to appeal, the decision becomes final and binding, and it cannot be appealed to the administrative court.

(3) In the case of filing an appeal via a domestic postal operator, the date of filing the appeal is the date of the postmark. 4. In the case of filing an appeal via a carrier other than the domestic postal operator, the date of filing the appeal is the date of receipt by the University office.

#### **§ 10.**

(1) Information on the date and place of collection of decisions made by the Committees is available after the SC/ASC meetings on the website [www.bss.wum.edu.pl](http://www.bss.wum.edu.pl)

(2) Decisions not collected by students within 14 days of their issuance are sent "with confirmation of receipt" to the correspondence address provided by the student in the application, and in the absence thereof - to the permanent address of residence.

(3) Uncollected parcels, notified twice, are considered effectively delivered.

#### **§ 11.**

(1) The Rector or an authorized Vice-Rector responsible for student affairs shall supervise the activities of the Committee.

(2) Within the framework of supervision, the Rector may revoke decisions of the Committee or decisions of the Student Council that are inconsistent with the provisions of the law.

(3) The following shall apply to decisions made by bodies granting Benefits: the provisions of the Act, the provisions of these Regulations, the provisions of the Code of Administrative Procedure and the provisions on appealing against decisions to an administrative court.

**CHAPTER 4**  
**GRANTING AND PAYMENT OF BENEFITS**

**§ 12.**

- (1) At the first session in a given academic year, Benefits are granted for nine months, except in the case when the last year of studies lasts one semester, then Benefits are granted to the student for a period of five months.
- (2) For students in the last year of the Faculty of Pharmacy, Benefits are granted for a period of six months.
- (3) The total monthly amount of the social scholarship and the rector's scholarship cannot exceed 38% of the professor's salary.
- (4) Benefits are paid monthly in advance, provided that funds from the Ministry of Health are received on time in the University's account. The dates of the first payment of Benefits in a given academic year will be provided in a separate announcement.
- (5) In the period from November to June, the SC and ASC grant Benefits from the month in which the student submits a complete application.
- (6) Payment of Benefits granted after submitting the Application in accordance with paragraph 5 shall begin the month following the Committee meeting.

**§ 13.**

- (1) The benefits referred to in art. 86 sec. 1 points 1-4. 1 of the Act are due to first-cycle studies, second-cycle studies and uniform master's studies.
- (2) Student studying several fields of study at the same time may receive the benefits referred to in sec. 1 only in one field of study indicated by him/her.
- (3) The benefits referred to in art. 86 sec. 1 points 1-4 of the Act are not due to a student holding a professional title:
  - 1) master's degree, master of engineering or equivalent;
  - 2) bachelor's degree, engineer or equivalent, if he/she resumes first-cycle studies.
- (4) The total period for which the benefits referred to in art. 86 sec. 1 points 1-4 of the Act are due is 12 semesters, regardless of whether the student receives them, provided that within this period the benefits are due to studies:
  - 1) first-cycle - for no longer than 9 semesters;
  - 2) second-cycle – no longer than 7 semesters.
- (5) The total period referred to in par. 4 is longer by 2 semesters in the case where the student has undertaken uniform master's studies, the duration of which is specified in the provisions of law as 11 or 12 semesters.
- (6) The period referred to in par. 4 and 5 includes all semesters commenced by the student in the studies referred to in par. 1, including semesters falling during the period of taking leave referred to in art. 85 par. 1 item 3 of the Act, with the exception of semesters in subsequent first-cycle studies commenced or continued after obtaining the first professional title of bachelor, engineer or equivalent. In the case of education in several fields of study, semesters taken simultaneously are treated as one semester.
- (7) In the case where the disability arose during studies or after obtaining the professional title, the benefit referred to in art. 86 par. 1 item 2 of the Act, is granted for an additional period of 12 semesters. The provisions of paragraphs 4 and 6 shall apply accordingly.

(8) When assessing the right to a scholarship for disabled persons in the next field of study, the time of occurrence of the disability is important, not the date of issue of the decision confirming this fact.

(9) The provisions of paragraphs 1-8 shall apply accordingly to students who studied or obtained professional titles abroad.

#### **§ 14.**

(1) The University pays students Benefits for the period indicated in the decision, subject to paragraph 3.

(2) Benefits are paid by transfer to a personal Polish bank account indicated in the application by the student.

(3) The decision to grant the Benefit referred to in art. 86 paragraph 1 points 1-4 of the Act expires on the last day of the month in which the student lost the right to the benefit due to obtaining the professional title referred to in art. 93 paragraphs 3 and 8 of the Act, was removed from the list of students in the field of study in which he or she received the benefit, or the period referred to in art. 93 paragraphs 4, 5 and 7 of the Act has elapsed.

(4) In the event of receiving dean's leave (including for health reasons), the payment of the granted Benefits is suspended, unless due to the special situation of the student, the Dean, at the student's request, agrees to the payment of the Benefits during this leave.

(5) In the event of receiving the Rector's scholarship and the lack of consent referred to in par. 4, the payment of the scholarship shall be resumed upon return from leave, in the amount to which the student was entitled before the leave. The total period of payment of the scholarship is equal to the period for which the scholarship was granted.

(6) A student receiving Benefits is obliged to immediately notify the Dean's Office and the latter the Coordinator for Benefits of resigning from studies, being removed from the list of students or early graduation. In the event that the student receives Benefits despite the circumstances specified in par. 3, the student is obliged to return the Benefits that he received as an unauthorized person. In the event of a refusal to return undue Benefits, the University is entitled to seek repayment of the unlawfully received Benefits in court.

(7) In the event of studying more than one field of study and being removed from the list of students in the field of study in which a social scholarship was awarded, the student may apply to the Dean of the Faculty where he/she is still a student to transfer the payment of the Benefit to the second field of study, provided that receiving the Benefit in the second field of study is permissible in accordance with paragraph 3.

(8) A student sent to study at other universities in the country and abroad (e.g. MOST, Erasmus) may receive all Benefits, provided that he/she meets the conditions necessary to receive these Benefits.

(9) The student is not entitled to receive Benefits after completing the course of study, this also applies if the student's diploma exam takes place after the end of the last academic year of his/her course of study.

(10) If it is determined that the student received the Benefit based on false data, the payment of the Benefit shall be suspended, and the body awarding the Benefit shall annul or declare invalid the decision issued in this matter.

(11) Benefits paid to a student for the period in which he or she lost entitlement to them or on the basis of erroneous premises or circumstances shall be returned to the Scholarship Fund pursuant to Article 410 of the Civil Code.

**CHAPTER 5**  
**SCHOLARSHIP FOR DISABLED STUDENTS**

**§ 15.**

- (1) A student may apply for a scholarship for a disability confirmed by a decision of the competent authority.
- (2) The amount of the scholarship for disabled persons for a given academic year is determined by the Rector in consultation with the competent authority of the Student Government in connection with the type of disability certificate and announced in the Rector's Announcement.
- (3) Before registering an application for a scholarship for disabled persons in the Virtual University, a certificate of the degree of disability must be registered in the Dean's Office.
- (4) Disability is documented by a decision of the competent authorities:
  - 1) a certificate of disability or
  - 2) a certificate of the degree of disability or
  - 3) a decision referred to in art. 5 and art. 62 of the Act of 27 August 1997 on vocational and social rehabilitation and employment of disabled persons (consolidated text: Journal of Laws of 2024, item 444), i.e. decisions issued by a Polish adjudicating authority.
- (5) The scholarship for disabled persons is paid:
  - 1) for an academic year (nine months) in the case of a permanent disability certificate;
  - 2) for a period shorter than an academic year – in the case of a fixed-term disability certificate, until the date specified in the certificate, taking into account special provisions.
- (6) After the deadline specified in the certificate has passed and the student has not submitted an application and a new certificate for the further period, the payment of the scholarship is suspended.
- (7) The scholarship for a given month is paid in full regardless of the day of the month in which the certificate expires or the day of the month in which the disability certificate was reissued.
- (8) The Committee awards the scholarship again from the month of submission of the application with a new certificate, subject to paragraph 9.
- (9) If the student, together with the new application, provides a copy of the application to the appropriate body, submitted immediately after the expiry of the previous decision and thus documents that he/she has completed the formalities on time, and has not submitted the application to the Commission in the month following the expiry of the previous decision due to the delayed receipt of the decision - the Commission may award a scholarship with compensation from the month following the expiry of the previous decision.
- (10) If the disability arose during studies or after obtaining a professional title, the student may receive the benefit referred to in art. 86 sec. 1 item 2, only in one subsequent field of study, but for no longer than 6 years.

**CHAPTER 6**  
**RECTOR'S SCHOLARSHIP**

**§ 16.**

- (1) The Rector's scholarship is awarded at the student's request.
- (2) The Rector's scholarship may be awarded to a student who has achieved outstanding academic results, scientific or artistic achievements, or sports achievements in competitions at least at the national level.

**§ 17.**

- (1) The Rector's scholarship is awarded to a student admitted to the first year of studies in the year of passing the matriculation examination, who is:
  - 1) a laureate of an international Olympiad or a laureate or finalist of a central level Olympiad, referred to in the provisions of the education system;
  - 2) a medalist of at least a sports competition for the title of Polish Champion in a given sport, referred to in the provisions of the Act on Sports.
- (2) A laureate of an international Olympiad or a laureate or finalist of a central level Olympiad, referred to in the provisions of the Education System and in par. 1 item 1, shall present a certificate in accordance with the model attached to the regulation of the Minister of National Education and Sport of 29 January 2002 on the organization and method of conducting tournaments and Olympiads (consolidated text: Journal of Laws of 2020, item 1036).
- (3) A medalist of at least a sports competition for the title of Polish Champion in a given sport, referred to in the provisions of the Act on Sports and in par. 1 point 2, shall present a certificate from the Polish Sports Association, referred to in the Act of 25 June 2010 on sports, in accordance with the current list posted on the website of the Ministry of Sport and Tourism.
- (4) Students admitted to the first year in the year of passing the matriculation examination and meeting the conditions indicated in par. 3 are awarded the Rector's scholarship obligatorily.

**§ 18.**

- (1) The following persons may also apply for the Rector's scholarship:
  - 1) students from the second year of first-cycle studies, students from the second year of second-cycle studies and students of uniform studies who, by the end of the previous academic year (preceding the academic year for which the scholarship is to be awarded), have passed all the subjects and internships required to pass a given year of studies in a given field and have been entered on the alphabetical list of students for the next academic year.
  - 2) students in the first year of second-cycle studies, commenced within 12 months of completing first-cycle studies, based on the average grade or achievements obtained in the last year of first-cycle studies, in the first term.

- (2) Students applying for the Rector's scholarship in accordance with the criteria of § 18 sec. 1, submit to the Dean's Office an application completed and printed from the Virtual University together with attachments documenting the achievements listed in § 19 sec. 11-13 (if they have them). The average grade from exams for the previous year of studies (in the case of applying for the Rector's scholarship for high academic results) and confirmation of passing all subjects required by the study plan for a given year are confirmed by an employee of the Dean's Office.
- (3) In the event that first-cycle studies were completed at a university other than the University, first-year students of second-cycle studies should attach to the application:
- 1) a certificate from the university where they completed first-cycle studies on the date of completion of first-cycle studies;
  - 2) a certificate from the university where they completed first-cycle studies on the average grade obtained from exams in the last year of first-cycle studies (the last 2 semesters), calculated in accordance with the criteria contained in § 19 of the Regulations
  - 3) certificates documenting other achievements (if they have them).
- (4) Student who completed a study program under the Erasmus+ program, hereinafter referred to as the "Programme" outside the home university in the previous academic year and has confirmation from the program coordinator that they have completed all subjects required in the individual study plan of the Program with the required sum of 60 ECTS points, may also apply for the Rector's scholarship.
- (5) In the case referred to in § 18 section 1, only exam grades from subjects consistent with the study plan of a given field and year at the University are used to calculate the grade point average.
- (6) Student transferred at the beginning of the academic year from another University, meeting the conditions required by the provisions of the Regulations, who was not obliged to make up for program differences at the time of application (submission of the application), may also apply for the Rector's scholarship

## **§ 19.**

### **SCORING AND CRITERIA FOR EVALUATING APPLICATIONS**

- (1) When assessing applications, the achievements achieved in the previous academic year are taken into account. A student who has passed the previous year of studies and has been entered on the list of students for the next academic year may apply for the Rector's scholarship.
- (2) In accordance with the Act, the following achievement criteria for the previous year of studies are taken into account:
- 1) outstanding academic results (average grades from exams, calculated in accordance with § 19 section 10);
  - 2) scientific achievements;
  - 3) sports achievements (1-3 individual and team places in competitions of international and national championship rank);
  - 4) artistic achievements (1-3 individual and team places in international and national competitions and festivals).
- (3) Documentation of the achievements referred to in section 2 is the responsibility of the applicant (student) regardless of the achievement criterion.

(4) Applications are assessed using the points method, i.e. a specified number of points is awarded for a high average grade and for each recognized scientific, artistic or high sports result.

(5) A necessary condition for applying for the Rector's scholarship is to achieve at least 80 points in one of the criteria listed in par. 2. Points obtained in individual criteria are added up.

(6) A given achievement may be scored only once (e.g. in the case of presenting the same paper at multiple conferences, the one with the highest score should be provided).

(7) The Rector's scholarship may be awarded to no more than 10% of all students registered for a given field of study, in full-time and part-time studies combined.

1) Separate rankings are created for first-cycle and second-cycle studies.

2) The number of all students necessary to calculate the 10% referred to in par. 7 is determined as of October 20 of a given academic year, based on the number of students on the alphabetical lists of students prepared by the Dean's Offices and approved by the Dean. Based on the lists, the numbers of students in individual fields of study are provided to the Coordinator in order to establish the limits of students who can receive the Rector's scholarship in a given academic year.

3) If the number of students in a field of study is less than ten, the Rector's scholarship for the best students may be awarded to one student.

4) Students referred to in § 17 sec. 1 are not included in determining the number of students receiving the Rector's scholarship referred to in sec. 7.

5) The ten percent limit of students who can receive the Rector's scholarship in a field of study is calculated from the total number of students in a given field of study reduced by the number of students who received a scholarship on the basis of § 17 sec. 1.

(8) At the first meeting in a given academic year, the Scholarship Committee establishes a point threshold for each field of study from which the Rector's scholarship is awarded.

(9) The Rector's scholarship is not available to students who receive a scholarship under the System of incentives to undertake and continue studies in selected medical fields and to take up employment in the profession for the years 2022-2026..

**(10) Academic achievement criterion:**

1) points for a high grade point average are calculated by multiplying by 20 the arithmetic mean of the grades from the first dates of all exams from the previous academic year, specified in the study plan for a given year,

2) in the event of obtaining an unsatisfactory grade on the first date of one or more of the above-mentioned exams, no points are awarded for the academic achievement criterion,

3) the minimum grade point average that allows for obtaining points for this achievement is 4.00, which is 80 points,

4) the maximum number of points that can be obtained for this criterion is 100 points,

5) the grade point average is calculated to two decimal places,

6) the grade point average does not include the result of the bachelor's exam,

7) the grade point average for academic achievement does not include grades from exams taken in schools other than higher education,

8) in the case of an Individual Study Program, the decision to calculate the grade point average for the previous academic year is made by the Dean, subject to point 6.

**(11) Scientific achievements criterion:**

- 1) only achievements realized under the affiliation of MUW are taken into account in the assessment of the application.
- 2) the student is responsible for documenting the achievements
- 3) verification of publications and Impact Factor is based on the website publikacje.wum.edu.pl. The applicant is obliged to submit an appropriate printout from the website together with the application.
- 4) for a publication in a journal listed in the unified list of scientific journals published by the Minister of Science and Higher Education, the number of points indicated in the list can be obtained.
  - I) in the case of an individual publication, the sole author receives the maximum number of points.
  - II) in the case of a collective work, the score is % of the number of points determined on the basis of a certificate from the first author of the work (or from the supervisor of the work if the first author is a student) on the contribution of the applicant and other co-authors; (on the certificate in accordance with the attached template) appendix no. 2.1 to the Regulations.
  - III) points are awarded based on the Announcement of the Minister of Science and Higher Education regarding the list of scientific journals valid on the date of issue of the Announcement of the Vice-Rector for Student Affairs and Education regarding the submission of applications for financial assistance benefits for a given academic year.
  - IV) abstracts will not be scored even if they are on the list published in the Announcement of the Minister of Science and Higher Education.
- 5) for a full book publication or in the form of a chapter or monograph:
  - I) 40 points are awarded for a reviewed book publication, and 10 points for a chapter in a book or monograph.
  - II) in the case of an individual publication, the sole author receives the maximum number of points.
  - III) in the case of a collective work, the score is % of the number of points determined on the basis of a certificate from the first author of the work (or from the supervisor of the work, if the first author is a student) about the contribution of the applicant and other co-authors.
- 6) for achievements at national or international conferences:
  - I) for a presentation at a national conference (including a poster presentation, the student receives 3 points, and at an international conference 5 points,
  - II) for an award or distinction at a national conference, the student receives 5 points, and at an international conference 10 points (including a poster presentation),
  - III) for presentations, awards and distinctions at conferences, the student may receive a total of no more than 20 points, taking into account § 19 section 6,
  - IV) If the work has co-authors, the points are awarded to the author presenting the work.
- 7) for participation in projects and research grants:
  - I) participation in a ministerial, European Union, international grant 15 points,
  - II) participation in a grant or research project in cooperation with other academic or scientific centers 10 points,
  - III) participation in a university grant, student mini-grant 5 points,
  - IV) management of a university grant, student mini-grant 10 points.

8) for applications/notifications submitted to the Polish Patent Office:

- I) documented obtaining of a patent 20 points,
- II) development of a utility model 20 points.

**(12) Sports achievements criterion:**

- 1) achievements in the case of sports disciplines or fields in which Polish sports associations operate are scored on the following principles,
- 2) when determining the number of points entitling to receive the rector's scholarship based on sports achievements, the one highest-scoring sports achievement is taken into account. Points for individual sports achievements are not added up.
- 3) the numbers of points for sports achievements from different disciplines are added up, with the proviso that the maximum number of points that can be obtained for this criterion is 100 points,
- 4) the student documents sports achievements with diplomas, medals (copies), the opinion of the AZS manager on the application or the opinion of the sports club to which the student belongs while practicing the discipline, and which is not represented in the university AZS;
- 5) in the case of team games, sports achievements apply to players playing in the basic line-ups of the teams,
- 6) for documented individual achievements:
  - I) for participation in: the Olympic Games, World Championships, European Championships, Universiade and competitions of this rank for the disabled – 100 points,
  - II) for taking place I-III at the Polish Championships – 95 points,
  - III) for taking place I-III at the World Academic Championships, European Academic Championships – 80 points,
  - IV) for taking place I-III at the Polish Academic Championships - 60 points,
  - V) for taking place I-III at the Polish Medical University Championships – 40 points,
- 7) for documented team achievements:
  - I) for participation in: the Olympic Games, World Championships, European Championships, Universiade and competitions of this rank for the disabled – 100 points,
  - II) for taking place I-III at the Polish Championships – 95 points,
  - III) for taking place 1-3 at the World Academic Championships, European Academic Championships – 80 points,
  - IV) for taking place 1-3 at the Polish Academic Championships: for 1st place – 60 points, for 2nd place – 50 points, for 3rd place – 40 points,
  - V) for taking place 1-3 at the Polish Medical University Championships: for 1st place – 40 points, for 2nd place – 30 points, for 3rd place – 20 points.

### **13. Artistic achievement criterion:**

A condition for submitting an application for the Rector's scholarship for artistic achievements is that the student presents their achievement to the MUW Student Parliament, which, with due diligence and care, assesses the achievements in accordance with the scoring contained in point 5).

- 1) The maximum number of points that can be obtained for this criterion is 100 points.
- 2) When scoring this criterion, the following are not taken into account: exhibitions, presentations, recordings. The only form of scoring is the achievements described in point 5.
- 3) In the case of team performances, points for artistic achievements are not divided.
- 4) In the case of artistic achievements that can be qualified for more than one category, points are awarded only once for the category with the highest score.
- 5) Points for artistic achievements are awarded:
  - I) for place I-III or distinction in a competition associated with the World Federation of International Music Competitions - 10 points.
  - II) for places I-III or distinctions in other international competitions/art festivals – up to 10 points.
  - III) for places I-III or distinctions in national competitions/art festivals – up to 8 points.

### **§ 20.**

#### **CRITERIA NOT INCLUDED ABOVE**

- (1) SC/ACS, upon written request of the student, may recognize scientific, artistic or sports achievements not included in the Regulations and award points, subject to paragraph 3.
- (2) The Committee may seek the opinion of appropriate persons, organizations or bodies on the rank or scope of the achievement or result presented by the student.
- (3) Achievements consisting of:
  - 1) participation in workshops, volunteering, training,
  - 2) obtaining a professional title, certificate,
  - 3) sports achievements at a level lower than national, in accordance with art. 91 sec. 1 of the Act,
  - 4) organizational achievements, in particular: membership in a scientific club, student organization, organization of a scientific conference, workshops, passive participation in a scientific conference, symposia, scientific sessions, organizational participation in research grants or scientific projects, etc.
  - 5) publications of a nature other than those listed in the Regulations, as well as publishing an abstract of a paper or poster in the book of abstracts, are not recognized.
  - 6) articles or publications that have not yet been published and are under review or in print.
  - 7) Medals in competitions other than those listed in the Regulations.
  - 8) Other awards and distinctions for scientific or artistic results or achievements (e.g. awards from the rector or dean, awards granted by local government authorities or foundations.
  - 9) Obtaining certificates, e.g. language or competence certificates.

## **CHAPTER 7 SOCIAL SCHOLARSHIP**

### **§ 21.**

#### **GENERAL PROVISIONS, INCOME DETERMINATION**

- (1) Social scholarship is available to students in a difficult financial situation.
- (2) The basic criterion for applying for a social scholarship is the monthly net income per person in the student's family. The basis for calculating this income is the income of the student and the student's family members from the tax year preceding the academic year for which the Benefit is to be granted, hereinafter understood as the base year.
- (3) The amount of the monthly net income per person in the student's family entitling to apply for a social scholarship does not exceed 45% of the minimum wage established from 1 January of the year preceding the academic year for which the social scholarship is granted, on the basis of the Act of 10 October 2002 on minimum wage and is provided in the Rector's Announcement.
- (4) Detailed list of documents necessary to document the composition of the family and the net income per person in the student's family is included in Annex No. 1 to the Regulations.
- (5) In the event of the impossibility of submitting certificates of the amount of income, income obtained or lost by himself or family members, especially in the case of a student from a country affected by a state of war, the student shall submit a statement of personal, family, income and property situation and an explanation of the obstacle due to which he was unable to submit the required documents. In the statement, the student is obliged to state the amount of income obtained in the calendar year preceding the academic year, subject to the provisions on the loss and obtaining of income referred to in §25-27.

### **§ 22.**

#### **METHOD OF DETERMINING INCOME**

- (1) The amount of the social scholarship is determined according to the amount of net income per person in the family, calculated on the basis of the base year, taking into account lost and gained income.
- (2) When determining the amount of income of a student applying for a social scholarship, the income earned by:
  - 1) the student - applicant,
  - 2) the student's spouse,
  - 3) parents, legal or actual guardians of the student,
  - 4) minor children supported by the persons referred to in points 1-3, children receiving education up to the age of 26, and if the 26th year of age falls in the last year of studies, until their completion, and disabled children regardless of age.
- (3) Only the persons listed in paragraph 2 are included in the student's family members. The composition of the student's family is determined on the day of submitting the application. When determining the composition of a student's family, the following are not taken into account:
  - 1) family members performing compulsory military service,
  - 2) family members studying in military schools as part of the military education system,
  - 3) family members residing in an institution providing 24-hour board, if the family does not incur any fees for their stay,

4) other persons living together with the student (e.g. grandmother, grandfather, partner in an informal relationship, etc.).

(4) The monthly amount of income per person in the student's family, entitling to apply for a social scholarship, is determined on the principles specified in the Act of 28 November 2003 on family benefits, taking into account paragraph 2, provided that the income does not include:

- 1) financial assistance benefits for students and doctoral students received pursuant to the provisions of the Act (Art. 86 sec. 1, Art. 359 sec. 1 and Art. 420 sec. 1),
- 2) scholarships received by pupils, students and doctoral students within the framework of:

- I) European Union structural funds,

- II) non-repayable funds from aid granted by EFTA member states,

- III) international agreements or implementing programmes drawn up for these agreements, or international scholarship programmes;

- 3) financial assistance benefits for pupils, received pursuant to the Act of 7 September 1991 on the education system;

- 4) social scholarships awarded by other entities referred to in Art. 21 sec. 1 point 40b of the Personal Income Tax Act of 26 July 1991, 5) non-taxable income that is not listed in the list in Annex 1 to the Regulations, because it does not constitute income within the meaning of the Family Benefits Act (e.g. family allowances, 800+ benefits, etc.).

(5) Student who does not run a joint household with any of the parents, legal or actual guardians and confirmed this fact in the submitted declaration, may apply for a social scholarship without disclosing the income earned by these persons and their minor children, children in education up to the age of 26 and, if the 26th year of life falls in the last year of studies, until their completion, and disabled children regardless of age, if they meet one of the following conditions:

- 1) they have reached the age of 26;

- 2) they are married;

- 3) they have children as referred to in paragraph 2 point 4;

- 4) has reached the age of majority while in foster care;

- 5) has a permanent source of income and his/her average monthly income in the previous tax year and in the current year in the months preceding the month of submitting the declaration that he/she does not run a joint household with any of the parents, legal or actual guardians, is higher than or equal to 40% of the minimum wage established from 1 January of the year preceding the academic year for which the social grant is awarded, on the basis of the Act of 10 October 2002 on the minimum wage for work. The amount of this income for a given academic year will be given in the Rector's Announcement.

(6) The right to a social scholarship is determined again during the academic year in the event of:

- 1) an increase in the number of family members;

- 2) a decrease in the number of family members, including due to the child in education who is supported by the parents reaching the age of 26;

- 3) loss of income;

- 4) obtaining income;

- 5) the student's siblings, regardless of their age, have obtained a certificate of disability or its equivalent, provided that these persons are supported by the student's family, and also in the event of the expiry of the certificate due to the expiry of the period for which the disability was certified or for other reasons.

(7) Student receiving a social scholarship is obliged to immediately notify the Committee of the circumstances referred to in paragraph 6.

### **§ 23.**

(1) Student whose monthly income per family member does not exceed the minimum amount specified in accordance with art. 8 sec. 1 item 2 of the Act of 12 March 2004 on social assistance (consolidated text: Journal of Laws of 2024, item 1283) entitling to cash benefits from social assistance is required to provide a certificate issued by a social welfare center or a social services center, a certificate of using social assistance benefits in the year of submitting the application by him or her or by family members, together with an application for a social scholarship. The amount of this income is given in the Rector's Announcement.

(2) This obligation also applies to students who do not run a joint household with any of their parents and foreigners.

(3) Certificate in which, instead of information about the use of social assistance benefits by the student or members of his family in the year of submitting the application for a social scholarship, there is information that the family does not apply for or does not use social assistance benefits has the same effects as failure to submit the certificate referred to in par. 3.

(4) The Scholarship Committee or the Appeal Scholarship Committee may award a social scholarship to the student in the case referred to in par. 1 if the reasons for not attaching a certificate from the social assistance center on the income and property situation of the student and the student's family to the application for a social scholarship were justified and the student documented the family's sources of income and attached a declaration - appendix no. 1.4 to the Regulations

### **§ 24.**

#### **INCREASE IN THE AMOUNT OF SOCIAL SCHOLARSHIP**

(1) In particularly justified cases, a student may receive a scholarship in an increased amount.

(2) Particularly justified cases are understood in particular as covering the costs of living in a student dormitory or a facility other than a student dormitory for students for whom daily travel from their place of permanent residence to the University makes it impossible or significantly difficult to study.

(3) Student may receive a social scholarship in an increased amount for living in a student dormitory or in a facility other than a student dormitory if, by way of a declaration submitted under penalty of criminal liability, they indicate that:

1) they permanently reside outside the place of study and daily travel from their place of permanent residence to the University makes it impossible or significantly difficult to study;

2) they cover the related costs of accommodation at the place of study.

(4) The amount of the increase referred to in paragraph 1, will be provided in the Rector's Announcement referred to in § 3.

(5) The Management of the MUW Dormitory shall notify the Benefits Coordinator about the student's accommodation or eviction during the academic year by the 5th day of each month. In October, the list of residents of the student house shall be submitted by October 20.

(6) The decision to grant the increase referred to in par. 3, points 1 or 2 shall expire on the last day of the month in which the student moved out of the student house and did not submit a written declaration of residence in a facility other than a student house.

(7) The student is obliged to submit a current declaration of residence, providing a new address of residence during studies, within 14 days of moving out of the student house or other facility.

(8) If a new declaration of current residence is not submitted within 14 days, the student is obliged to return the increased social grant for accommodation in a student dormitory or a facility other than a student dormitory to the University's bank account and inform the Dean's Office employee handling scholarship benefits about this fact.

## **§ 25.**

### **TAXABLE INCOME**

(1) When determining the income per person in a student's family in the base year, the income for the base year is taken into account, subject to taxation under the principles specified in art. 27, 30b, 30c, 30e and art. 30f of the Act of 26 July 1991 on personal income tax, reduced by the costs of obtaining income, the personal income tax due, social insurance contributions not included in the costs of obtaining income and health insurance contributions.

(2) In order to determine the income from business activity, subject to taxation under the provisions on flat-rate income tax on certain incomes, earned by natural persons in the base calendar year, the monthly income is assumed to be 1/12 of the income announced annually, by way of an announcement, by the minister responsible for family affairs in the Official Journal of the Republic of Poland "Monitor Polski" by 1 August each year.

(3) If a family member of the applicant or the applicant himself/herself earns income outside the borders of the Republic of Poland, it is required to submit a certificate of the amount and currency of income for the base year from the competent authorities of the country in which the income was earned, reduced by the following amounts paid abroad: income tax and contributions to compulsory social insurance and compulsory health insurance. The conversion is made by MUW based on the average exchange rate announced by the President of the National Bank of Poland on the last working day of the full month in which the member earned the aforementioned income.

(4) If a family member of a student earned income outside the Republic of Poland in the current year that he/she did not earn in the base year, the conversion is made by MUW based on the average exchange rate announced by the President of the National Bank of Poland on the last working day of the full month in which the member earned the aforementioned income. 5. The amounts of the additional cash benefit for pensioners and annuitants and the next additional cash benefit for pensioners and annuitants are not included in the income referred to in Article 3 point 1 of the Act of 28 November 2003 on family benefits.

**§ 26.**  
**TAX-FREE INCOME**

(1) The possession of income not subject to personal income tax is additionally documented by certificates from entities paying this income or other certificates or decisions. In accordance with art. 3 item 1 letter c of the Family Benefits Act, income not subject to taxation under the provisions of the Personal Income Tax Act is:

- 1) pensions specified in the provisions on the provision of war and military invalids and their families;
- 2) pensions paid to repressed persons and members of their families, granted on the principles specified in the provisions on the provision of war and military invalids and their families;
- 3) cash benefit, compensatory supplement and energy lump sum specified in the provisions on cash benefit and entitlements of soldiers of alternative military service compulsorily employed in coal mines, quarries, uranium plants and construction battalions;
- 4) veterans' allowance, energy lump sum and compensatory allowance specified in the regulations on veterans and certain persons who were victims of war and post-war repressions;
- 5) cash benefit specified in the regulations on cash benefit for persons deported for forced labour and imprisoned in labour camps by the Third German Reich or the Union of Soviet Socialist Republics;
- 6) energy flat-rate allowance, pensions and annuities received by persons who lost their eyesight as a result of war operations in the years 1939-1945 or the explosion of unexploded ordnance left after that war;
- 7) disability pensions due to war disability, supply amounts received by victims of war and their family members, accident pensions for persons whose disability arose in connection with compulsory stay at work in the Third German Reich in the years 1939-1945, received from abroad;
- 8) sickness benefits specified in the regulations on social insurance for farmers and in the regulations on the social insurance system;
- 9) funds of non-repayable foreign aid received from foreign governments, international organizations or international financial institutions, originating from non-repayable aid granted on the basis of a unilateral declaration or agreements concluded with these countries, organizations or institutions by the Council of Ministers, the relevant minister or government agencies, including in cases where the transfer of these funds is made through an entity authorized to distribute non-repayable foreign aid funds to entities for which this aid is to be used;
- 10) receivables from an employment relationship or from a scholarship of natural persons residing in the territory of the Republic of Poland, temporarily staying abroad in an amount corresponding to the equivalent of the allowance for a business trip outside the country established for employees employed in state or local government budgetary units on the basis of the Act of 26 June 1974 - the Labour Code (consolidated text: Journal of Laws of 2023, item 1465).
- 11) monetary receivables paid to police officers, soldiers, customs officers and employees of military and police units used outside the country to participate in an armed conflict or strengthen the forces of the state or allied countries, peacekeeping missions, actions to prevent acts of terrorism or their effects, as well as monetary

receivables paid to soldiers, police officers, customs officers and employees acting as observers in peacekeeping missions of international organizations and multinational forces;

12) monetary receivables from a service relationship received during candidate service by officers of the Police, State Fire Service, Border Guard, Government Protection Bureau and Prison Service, calculated for the period in which these persons earned income;

13) income of members of agricultural production cooperatives from membership in an agricultural production cooperative reduced by social insurance contributions;

14) doctoral scholarships awarded pursuant to Article 209 sec. 1 and 7 of the Act of 20 July 2019 - Law on Higher Education and Science, sports scholarships awarded on the basis of the Act of 25 June 2010 on Sports and other social scholarships awarded to pupils or students, with the exception of those listed in §14, paragraph 2, letter d).

15) allowances not subject to personal income tax, received by persons performing activities related to the performance of social and civic duties;

16) cash receivables received for the rental of guest rooms in residential buildings located in rural areas on an agricultural holding to persons staying on holiday and obtained for the catering of such persons;

17) allowances for secret teaching specified in the Act of 26 January 1982 - Teacher's Charter (consolidated text: Journal of Laws of 2024, item 2024);

18) income obtained from economic activities conducted on the basis of a permit within a special economic zone specified in the regulations on special economic zones;

19) cash equivalents for coal allowances specified in the regulations on the commercialization, restructuring and privatization of the state-owned enterprise "Polish State Railways";

20) equivalents for the right to free coal specified in the regulations on the restructuring of hard coal mining in the years 2003-2006;

21) benefits specified in the regulations on the performance of the mandate of a member of parliament and senator;

22) income obtained from an agricultural holding (a farm - means an agricultural holding within the meaning of the regulations on agricultural tax);

23) income obtained abroad of the Republic of Poland, reduced accordingly by the income tax and contributions for compulsory social insurance and compulsory health insurance paid abroad of the Republic of Poland;

24) pensions specified in the provisions on supporting rural development from funds from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund and in the provisions on supporting rural development with the participation of funds from the European Agricultural Fund for Rural Development;

25) child support payments;

26) cash benefits paid in the event of ineffective enforcement of support payments;

27) amounts received on the basis of art. 27f sec. 8-10 of the Act of 26 July 1991 on personal income tax; 28) cash benefits specified in the Act of 20 March 2015 on anti-communist opposition activities and persons repressed for political reasons (consolidated text: Journal of Laws of 2024, item 906);

29) parental benefit;

30) maternity benefit referred to in the provisions on social insurance for farmers;

31) scholarships for the unemployed financed from European Union funds or the Labour Fund, regardless of the entity paying them;

- 32) income exempt from income tax pursuant to art. 21 sec. 1 item 148 of the Personal Income Tax Act of 26 July 1991, reduced by social security contributions and health insurance contributions;
- 33) income exempt from income tax pursuant to art. 21 sec. 1 item 152 letters a, b, d and item 153 letters a, b and d of the Personal Income Tax Act of 26 July 1991 and art. 21 sec. 1 item 154 of that Act in the scope of income from a service relationship, employment relationship, outwork, cooperative employment relationship, from contracts for services referred to in art. 13 point 8 of the Act of 26 July 1991 on Personal Income Tax, maternity allowance referred to in the Act of 25 June 1999 on cash benefits from social insurance in the event of sickness and maternity, reduced by social insurance contributions and health insurance contributions;
- 34) income exempt from income tax on the basis of art. 21 sec. 1 point 152 letter c, point 153 letter c and point 154 of the Act of 26 July 1991 on Personal Income Tax from non-agricultural economic activity taxed according to the principles specified in art. 27 and art. 30c of this Act, reduced by social insurance contributions and health insurance contributions;
- 35) income from non-agricultural economic activity taxed in the form of a lump sum on recorded revenue, referred to in art. 21 sec. 1 point 152 letter c c, point 153 letter c and point 154 of the Personal Income Tax Act of 26 July 1991, determined in accordance with Art. 5 sec. 7a.

### **Income from agriculture**

- (1) In the case of determining income from an agricultural holding, it is assumed that from 1 ha of conversion land, a monthly income of 1/12 of the income announced annually by way of an announcement by the President of the Central Statistical Office on the basis of art. 18 of the Act of 15 November 1984 on agricultural tax (consolidated text: Journal of Laws of 2024, item 1176) is obtained.
- (2) An agricultural holding is considered to be the area of land referred to in art. 1 of the Act on agricultural tax, with a total area exceeding 1 ha or 1 ha of conversion land, owned or in the possession of a natural person, legal person or organizational unit, including a company without legal personality. In the case of a smaller area of land, income from an agricultural holding is not determined.
- (3) In the case of obtaining income from an agricultural holding and non-agricultural income, family from running an agricultural holding and non-agricultural income, these incomes are added together.
- (4) When determining the family income from running a farm, the farm constituting the basis for calculating agricultural tax includes agricultural areas leased, with the exception of:
- 1) leased to a person who is not the spouse of the lessor or a person who does not live in a common household or a spouse of a person who does not live in a common household, on the basis of a written agreement - in the case of a permanent annuity for a period of at least 10 years, and in the case of a periodic annuity for the period indicated in the decision of the President of the Agricultural Social Insurance Fund on granting this annuity, the conclusion of which was confirmed by the mayor competent for the location of the subject of the lease, part or all of the farm in the possession of the family, where the lessor is always a pensioner, which is associated with the cessation of agricultural activity and the loss of potential income from the farm,

2) a farm leased in connection with receiving an annuity specified in the regulations on supporting rural development from funds from the Guarantee Section of the European Fund Agricultural Guidance and Guarantee and in the regulations on supporting rural development with the participation of the European Agricultural Fund for Rural Development.

3) an agricultural holding brought into use by an agricultural production cooperative.

(5) When determining the family income obtained by the lessee of an agricultural holding leased, on the principles specified in paragraph 4, the income obtained from the agricultural holding is reduced by the rent paid for the lease.

### **Alimony**

(1) In accordance with the Family Benefits Act, income includes the following untaxed:

1) child support in the amount awarded by a judgment or court settlement or settlement before a court mediator. If the amount of the support received is lower than the amount stated in the judgment or court settlement or settlement before a mediator, to confirm the amount of support, a certificate from a bailiff on the total or partial ineffectiveness of the support enforcement and the amount of support enforced or information from a competent court or competent institution on the actions taken by an authorized person related to the enforcement of a writ of execution abroad or on the failure to take such actions, in particular due to the lack of legal basis for taking them or the inability of the authorized person to indicate the place of residence of the support debtor abroad, if the debtor resides abroad, should be submitted.

2) cash benefits paid in the event of ineffective enforcement of alimony, confirmed by a decision/certificate of the Alimony Fund on the granting of alimony benefits and their monthly amount.

(2) If a family member has alimony obligations towards a person outside the family, the amount of alimony paid to that person is deducted from the family member's income.

(3) If the applicant is supported by one of the parents and no alimony benefit has been awarded for him/her from the other parent, in order to calculate the income in the student's family, it is necessary to present the income of both parents, despite not running a joint household, except for the situation when:

1) the other parent is dead,

2) the father is unknown,

3) the claim for establishing alimony from the other parent has been dismissed, 4) the court has obliged one of the parents to bear the entire costs of maintaining the child and has not obliged the other parent to pay alimony for the child.

(4) If a family member has an established right to alimony but does not receive it or receives it in an amount lower than that established by a judgment, court settlement or settlement before a mediator, the family income constituting the basis for establishing the right to the scholarship includes the alimony in the established amount.

### **§ 27.**

#### **INCOME LOSS OR GAIN**

**(1) Loss of income 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 (including a contract for services, for specific work),
- 4) loss of pre-retirement allowance or pre-retirement benefit, teacher's compensatory benefit, as well as retirement or disability pension, family pension or social pension, supplementary parental benefit referred to in the Act of 31 January 2019 on supplementary parental benefit (consolidated text: Journal of Laws of 2022, item 1051, as amended) or cash benefit granted under the terms specified in the Act of 8 February 2023 on cash benefits due to family members of officers or professional soldiers whose death occurred in connection with service or undertaking activities outside the service to save human life or health or property (Journal of Laws of 2023, item 658);
- 5) deletion from the register of non-agricultural economic activities or suspension of their performance within the meaning of art. 16b of the Act of 20 December 1990 on social insurance for farmers (consolidated text: Journal of Laws of 2024, item 90) or art. 36aa sec. 1 of the Act of 13 October 1998 on the social insurance system (consolidated text: Journal of Laws of 2024, item 497),
- 6) loss of sickness benefit, rehabilitation benefit or maternity benefit, due after loss of employment or other gainful employment,
- 7) loss of awarded maintenance benefits in connection with the death of the person obliged to pay these benefits or loss of cash benefits paid in the event of ineffective enforcement of maintenance in connection with the death of the person obliged to pay maintenance benefits,
- 8) loss of parental benefit,
- 9) loss of maternity benefit referred to in the provisions on social insurance for farmers,
- 10) loss of doctoral scholarship specified in art. 209 sec. 1 and 7 of the Act. 2. In the event of a loss of income by a family member in the base year or after that year, i.e. in the current year, the income lost is not taken into account when determining the income in their family, regardless of when the loss occurred. The income lost is demonstrated by a document specifying the type of income lost, the date of income loss and the monthly amount of income lost by the student or their family member

**(2) Obtaining income may only be caused by:**

- 1) ending parental leave,
- 2) obtaining unemployment benefit or scholarship,
- 3) obtaining employment or other gainful employment (including a contract for services and work for specific work),
- 4) obtaining a pre-retirement allowance or pre-retirement benefit, teacher's compensatory benefit, as well as a retirement or disability pension, family pension or social pension or parental supplementary benefit referred to in the Act of 31 January 2019 on parental supplementary benefit or a cash benefit granted under the terms specified in the Act of 8 February 2023 on cash benefits due to family members of officers or professional soldiers whose death occurred in connection with service or undertaking activities outside the service to save human life or health or property;
- 5) starting non-agricultural business activity or resuming its performance after a period of suspension within the meaning of Art. 16b of the Act of 20 December 1990 on social insurance for farmers or art. 36aa sec. 1 of the Act of 13 October 1998 on the social insurance system;

- 6) obtaining sickness benefit, rehabilitation benefit or maternity benefit, due after losing employment or other gainful employment,
  - 7) obtaining parental benefit,
  - 8) obtaining maternity benefit referred to in the provisions on social insurance for farmers,
  - 9) obtaining a doctoral scholarship specified in art. 209 sec. 1 and 7 of the Act.
2. In the event that a family member of the applicant or the applicant himself earned income in the base year, when determining the income of the family member, the income earned in that year is divided by the number of months in which this income was earned, provided that this income is still earned on the date of submission of the application.
  3. In the event that a family member of the applicant obtains income after the base year, the income is determined based on the income of the family member, increased by the amount of income earned for the month following the month in which the income was earned, if this income is earned on the date of submission of the application.
  4. The provisions on the loss and acquisition of income shall not apply to income from employment or other gainful employment and income from being removed from the register or from starting a non-agricultural business activity, if the family member, the applicant or the child under the care of a legal guardian have lost income from these sources and within 3 months, counted from the date of loss of income, have earned income from the same employer or principal or ordering party or have resumed business activity.
  5. A change in employment conditions does not constitute the acquisition of income (e.g. increase in salary, increase in full-time employment) or loss of income (e.g. reduction in salary, reduction in full-time employment).

## **CHAPTER 8 ALLOWANCES**

### **§ 28.**

- (1) The allowance is a form of emergency assistance for a student who has temporarily found themselves in a difficult life situation.
- (2) The events that justify the student's application for the allowance include in particular: death of a family member (husband, child, parent, sibling), serious illness of the student or a member of his family, natural disaster (e.g. fire, flood), theft, birth of a child by a female student or birth of a child whose father is the student and other events as a result of which the student has temporarily found themselves in a difficult life situation.
- (3) The events provided by the student as the basis for applying for the allowance should be documented and described in detail, illustrating the temporary, difficult life situation that the student has found himself in as a result of the above event.
- (4) In the case of an event involving costs incurred by the student or a family member of the student concerned by the event, the application should be accompanied by named invoices documenting the incurred expenses.
- (5) If a student finds himself in a difficult life situation due to the birth of his/her own child, he/she is entitled to an allowance. If both parents are MUW students, each is entitled to an allowance, whereas in the case of the birth of more than one child, the allowance is granted for each of the children.

- (6) The application for an allowance must be submitted immediately, but no later than six months after the occurrence of the event that is the basis for granting the Benefit.
- (7) The allowance may be received no more than twice in an academic year.
- (8) Each event is considered individually.
- (9) The amount of the allowance is determined individually in each case.
- (10) The maximum amount of the allowance in a given academic year will be provided in the Rector's Announcement.
- (11) During the period of limitation or suspension of the university's operations, the allowance is granted by the Rector. The provisions of the Code of Administrative Procedure and section 7 do not apply.
- (12) A student may also apply for a benefit during a leave of absence and when repeating a year.
- (13) In the absence of student status on the day the application for the benefit is considered, the proceedings, in accordance with the Code of Administrative Procedure, are discontinued.

## **PART II**

### **ALLOCATION OF PLACES IN STUDENT DORMITORIES**

#### **§ 29.**

- (1) Based on the Regulations, places are awarded in student dormitories, hereinafter referred to as "SD", listed in the Rector's announcement referred to in § 3.
- (2) Students and doctoral students of the Medical University of Warsaw and participants of nationwide mobility programs for medical students (e.g. MOSTUM and others) may apply for a place in SD.
- (3) Foreigners studying in English receive places in SD on the principles specified in separate regulations.

#### **§ 30.**

- (1) The Scholarship Committee, hereinafter referred to as the "SC", is responsible for granting a place in the SD before the start of the academic year.
- (2) Student/doctoral student may appeal against the decision of the Scholarship Committee to the Appeal Scholarship Committee, hereinafter referred to as the "ASC".
- (3) The Committees consider applications within the deadlines announced in the Rector's Announcement referred to in § 3 and end their activities 5 days before the start of the academic year.
- (4) Places in the SD are granted at the request of the student/doctoral student. 5. In order to submit an application, complete the electronic application in the Virtual University <https://wd.wum.edu.pl>, print it out, sign it and submit it in paper form to the appropriate Dean's Office or by correspondence.

### **§ 31.**

- (1) Information about the decision of the SC/ASC is provided to applicants in the Dean's Office.
- (2) The SC or ASC may refuse to grant a place in the SD for the next academic year to a person who did not comply with the Regulations of Residents of the MUW Student Dormitories in previous years, based on documented information on this subject.
- (3) In the event of refusal to grant a place in the SD due to the lack of available places, the student may sign up for the reserve list of those willing to live in the SD, directly at the student dormitory where they would like to live.
- (4) An appeal against the decision on granting a place in the SD may be filed within 14 days from the date the applicant was informed about the decision of the SC.
- (5) The ASC decision is final.
- (6) The SC/ASC may refuse to grant a place to a person who resigned from the granted place in the SD in the previous academic year without giving a reason.
- (7) Decisions made at the last meeting of the SC are final.

### **§ 32.**

- (1) The basic criterion for granting accommodation in a dormitory is the distance of the student's/doctoral student's permanent residence from the MUW..
- (2) Priority in obtaining a place in a dormitory is given to a student/doctoral student who:
  - 1) permanently resides outside Warsaw, in a town from which the total one-way travel time to the borders of the capital city of Warsaw, using all possible connections, would make studying impossible or significantly more difficult;
  - 2) is in a difficult financial situation, i.e. when the monthly income in their family does not exceed the amount of income entitling them to receive a social grant;
  - 3) is a disabled person;
  - 4) is an orphan or half-orphan;
  - 5) is raising a child alone;
  - 6) is in a difficult family situation.
- (3) Dormitory places are granted for 9 months of a given academic year - from the date of its commencement to 30 June.

### **§ 33.**

- (1) Foreign students/PhD students studying in Polish (Polish scholarship holders, studying without fees and scholarship benefits or on the basis of payment in foreign currencies) must submit a valid long-term visa or a valid residence document issued by Polish authorities for review with their application for a place in a dormitory.
- (2) The Committee may refuse to grant a place to a foreigner who does not have a valid document referred to in paragraph 1.

### **§ 34.**

- (1) The lists of people who have been granted places in the SD are prepared by the Coordinator and forwarded to the SD administration.
- (2) Student/PhD student cannot transfer the place granted to them to another person.

- (3) Student/PhD student is obliged to report to the SD manager for accommodation within 10 days of the start of the academic year.
- (4) Failure to report within the time specified in par. 3 without giving a reason results in the loss of the place.
- (5) In the event of resignation from a place in the SD, the student/PhD student is obliged to immediately notify the SD manager and the Benefits Coordinator of this fact.

### **§ 35.**

- (1) Students with families may apply for a place in the dormitory for themselves, their child and their unemployed spouse.
- (2) Accommodation together with the persons mentioned in paragraph 1 may only take place in a double room.
- (3) No fee is charged for children of University students living in the dormitory in a double room if the child does not occupy a separate place.
- (4) Students/PhD students who have been granted a place in a student house may apply for the possibility of living in a single or double room. To do this, an application should be submitted to the University Accommodation Committee. The University Accommodation Committee will award places and accommodate students/PhD students in single and double rooms. The rules for room allocation and accommodation will be included in separate Regulations.

### **§ 36.**

- (1) After the start of the academic year and during the holidays, all decisions regarding the allocation of a place in a dormitory or changing this place are made by the head of the relevant dormitory/University Accommodation Committee.

## **FINAL PROVISIONS**

### **§ 37.**

- (1) The provisions of these Regulations do not apply to:
- 1) students who are professional soldiers who began their studies on the basis of a referral from a competent military authority and received assistance in connection with receiving education on the basis of the provisions on military service,
  - 2) students who are officials of the state services in candidate service or who are officials of the state services who began their studies on the basis of a referral or consent of the competent superior and received assistance in connection with receiving education on the basis of the provisions on military service.

### **§ 38.**

- (1) The Regulations shall become effective on the day of signing.