

## **RULES AND REGULATIONS of Granting Benefits to Students of the Medical University of Warsaw**

These *Rules and Regulations of Granting Benefits to Students of the Medical University of Warsaw*, hereinafter referred to as 'Rules and Regulations' are implemented according to Art. 95 of the Law on Higher Education and Science of 20 July 2018 (Journal of Laws of 2020, item 85, as amended), hereinafter referred to as 'Act' and Art. 281(2) of the Act of 3 July 2018 Provisions Introducing the Law on Higher Education and Science (consolidated text, Journal of Laws of 2018, item 1669).

### **PART I RULES OF GRANTING BENEFITS**

#### **CHAPTER 1**

#### **GENERAL PROVISIONS**

##### **§ 1.**

1. The Rules and Regulations of Granting Benefits to Students of the Medical University of Warsaw specify the kinds of benefits available to students and doctoral students, respectively, as well as the rules of granting the benefits.
2. The provisions of these Rules and Regulations shall apply accordingly to doctoral students who started their doctoral studies before the academic year 2019/2020.
3. Whenever these Rules and Regulations refer to a student it should be understood also as a reference to a doctoral student, unless the provisions of the Rules and Regulations provide for otherwise.
4. Doctoral students studying at the Doctoral School shall be entitled only to apply for a place in a dormitory for him-/herself, his/her spouse and child.

##### **§2.**

1. A student of the Medical University of Warsaw, hereinafter referred to as 'University' or 'MUW', can apply for student benefits paid with the dedicated state budgeted funds in the form of:
  - 1) maintenance grant;
  - 2) disability benefit;
  - 3) rector's scholarship;
  - 4) allowance.
2. The benefits referred to in Clause 1 shall be granted from the funds of the Scholarship Fund referred to in Art. 409(1)(1) of the Act.
3. A subsidy spent in a given year for rector's scholarships shall not exceed 60% of all funds spent in a given year for rector's scholarships, maintenance grants and allowances.
4. Apart from the financial aid in the forms specified in Clause 1, hereinafter referred to as 'benefits', a student can also apply for financial aid from state budget funds intended for this purpose in the form of the minister's scholarship for academic achievements. All detailed terms and conditions, as well as the procedure of granting the minister's scholarship are governed by separate regulations (to be found on the website of the Office of Enrolment and Education Organisation, [www.bodp.wum.edu.pl](http://www.bodp.wum.edu.pl)).
5. Benefits can be granted to a student who meets the conditions specified in the Act and in these Rules and Regulations. Benefits shall be granted at the University based on the principle of equal access to benefits and transparency of actions of benefit committees, observing the regulations on personal data protection.

6. The benefits referred to in Clause 1 shall be exempt from the personal income tax according to Art. 21(1)(40) of the Act of 26 July 1991 on Personal Income Tax (consolidated text, Journal of Laws of 2019, item 1387, as amended).

**§ 3.  
RECTOR'S NOTICES**

1. The Rector, in agreement with the competent body of the Student Government, shall determine:
  - 1) allocation of subsidies for the benefits referred to in § 2 Clause 1,
  - 2) deadlines to submit the applications referred to in § 2 Clause 5,
  - 3) deadlines to submit applications for granting a place in a dormitory, hereinafter referred to as 'dormitory',
  - 4) amount of the monthly income per one member of a student's family that entitles to apply for the maintenance grant referred to in § 15,
  - 5) income group limits entitling to the maintenance grant of a specific amount,
  - 6) amount of the benefits referred to in § 2 Clause 2,
  - 7) amount of the increase of the maintenance grant,
  - 8) fees for the places in the dormitory – upon consulting the bursary on the financial situation of the dormitories and in agreement with the Chancellor of the MUW.
2. The decisions referred to in Clause 1 Subclauses 2-7 shall be published in the form of the Rector's Notices.
3. The rights and obligations of the Rector referred to in the Rules and Regulations shall be performed by the Deputy Rector for Student Affairs and Education upon a separate authorisation.

**§ 4.  
FOREIGNERS – right to benefits**

**I. Foreigners who start studies in the academic year 2019-2020 and later**

1. The maintenance grant can be applied for by a foreign student who starts and continues studies at the Medical University of Warsaw:
  - 1) who has been granted the permanent residence permit or is a long-term resident of the European Union;
  - 2) who has been granted the temporary residence permit due to the circumstances referred to in Art. 159(1) or Art. 186(1)(3) or (4) of the Act of 12 December 2013 r. on Foreigners (Journal of Laws of 2017, items 2206, 2282 and of 2018, items 107, 138 and 771);
  - 3) who has the refugee status granted in the Republic of Poland or takes advantage of temporary protection or subsidiary protection in the territory of the Republic of Poland;
  - 4) who has a certificate confirming his/her fluency in Polish as a foreign language referred to in Art. 11a(2) of the Act of 7 October 1999 on Polish Language (Journal of Laws of 2018, item 931), at least at the C1 language fluency level;
  - 5) who has the Pole's Card or has obtained the decision on the confirmation of Polish origin;
  - 6) who is a spouse, an ascendant or a descendant of a citizen of the Republic of Poland, living in the territory of the Republic of Poland;
  - 7) who has been granted the temporary residence permit due to the circumstances referred to in Art. 151(1) or Art. 151b(1) of the Act of 12 December 2013 on Foreigners or who stays in the territory of the Republic of Poland in connection with the use of the short-term mobility of scientist upon the terms and conditions specified in Art. 156b(1) of the Act or holding a national visa in order to conduct research or development works.
2. All foreigners who start studies in the academic year 2019/2020 and later, irrespective of the basis of their admission to the studies and the language of study, shall be entitled to apply for

the rector's scholarship, the disability benefit, the allowance or the minister's scholarship. Only the foreign students referred to in Clause 1 Subclauses 1-7 shall be entitled to apply for the maintenance grant.

3. The applications should be filed in Polish. All documents attached to the application, any evidence in the proceedings should be translated into Polish by a sworn translator. In the case of the title pages of publications attached to the application for the rector's scholarship it is usually sufficient to present a regular translation into Polish, unless the committee has doubts as to the presented regular translation. In such a case it can demand that a certified translation of a given page of publication should be provided. Documents issued abroad should be properly legalised or affixed with an apostille. Legalisation means the confirmation of the formal compliance of a document with the law of the place of its issuance or the authenticity of signatures and seals placed on the document. If the country where a document has been issued is a party to the convention abolishing the requirement of legalisation of foreign public documents, made in Hague on 5 October 1961 (Journal of Laws of 2005, No. 112, item 938) legalisation of the document is in such a country replaced with the apostille affixed to the document. A list of the countries-parties to the convention and the addresses of the institutions issuing the apostille can be found on the website of the Haque Convention.

## **II. Foreigners who started studies before the academic year 2019-2020**

1. According to the Act of 3 July 2018 Provisions Introducing the Law on Higher Education and Science (Journal of Laws of 2018, item 1669, as amended) persons who are not Polish citizens and who continue studies, doctoral studies or other forms of education as at the day of entering into force of the Act shall continue the studies according to the previous rules. Therefore, foreigners who started studies upon the provisions of the previously applicable act, i.e. the Act of 27 July 2005 Law on Higher Education and Science (Journal of Laws of 2017, item 2183) shall be entitled to financial aid according to the previous rules specified in the said act until the moment of graduation from a given level of studies (i.e. undergraduate studies, graduate studies or long-cycle studies, respectively).
2. The financial aid referred to in § 1 Clause 1 above can be applied for by foreign students who start and continue studies at the MUW according to the rules applicable to Polish citizens:
  - 1) if they have been granted the permanent residence permit;
  - 2) if they have the refugee status granted in the Republic of Poland;
  - 3) if they take advantage of temporary protection in the territory of the Republic of Poland;
  - 4) if they are migrant workers being citizens of a member state of the European Union, the Swiss Confederation or a member state of the European Free Trade Association (EFTA) – the parties to the agreement on the European Economic Area, as well as the members of their families if they live in the territory of the Republic of Poland;
  - 5) if they have been granted the long-term European Union resident permit in the territory of the Republic of Poland;
  - 6) if they have been granted the temporary residence permit in the territory of the Republic of Poland due to the circumstances referred to in Art. 127, Art. 159(1) or Art. 186(1)(3) or (4) of the Act of 12 December 2013 on Foreigners (Journal of Laws of 2017, item 2206, as amended);
  - 7) if they have been granted subsidiary protection in the territory of the Republic of Poland;
  - 8) if they are citizens of a member state of the European Union, the European Free Trade Association (EFTA) – the parties to the agreement on the European Economic Area or the Swiss Confederation, as well as the members of their families who have the right of permanent residence.
3. Students who have a valid Pole's Card can obtain the benefits provided that they have started studies according to the rules applicable to Polish citizens.
4. Students who are citizens of a member state of the European Union, the Swiss Confederation or a member state of the European Free Trade Association – the parties to the agreement on

the European Economic Area and the members of their families who have funds necessary to cover their maintenance costs during studies can obtain the rector's scholarship for the best students, provided that they have started and continue studies according to the rules applicable to Polish citizens.

5. Foreign students who have a residence card with an annotation 'access to labour market' or the Schengen visa or a national visa issued to perform work in the territory of the Republic of Poland can obtain the rector's scholarship and the minister's scholarship, provided that they have started and continue studies according to the rules applicable to Polish citizens.

## PROCEDURE OF SUBMITTING APPLICATIONS

### § 5.

1. All benefits shall be granted upon student's application, hereinafter referred to as 'application'.
2. Applications shall be received from students by an employee of the Student Affairs Office, hereinafter referred to as 'Office', identified by the Head of the Office, who shall also ensure administrative management of the Scholarship Committee and the Scholarship Committee of Appeal.
3. The employee receiving an application must verify whether the documents are complete and the application is properly filled in. If the application is improperly filled in or if the documentation is incomplete the employee shall request the student to make necessary corrections and supplements.
4. Having verified the completeness of the submitted applications the employees of the Office must provide them to the body that grants the benefits.
5. Copies of the documents filed by a student can be validated by an employee of the Office upon the presentation of the original documents.
6. Documents issued in a foreign language, attached to the application for benefits should be translated into Polish by a sworn translator. Documents issued abroad should be properly legalised or affixed with an apostille. Legalisation means the confirmation of the formal compliance of a document with the law of the place of its issuance or the authenticity of signatures and seals placed on the document. If the country where a document has been issued is a party to the convention abolishing the requirement of legalisation of foreign public documents, made in Hague on 5 October 1961 (Journal of Laws of 2005, No. 112, item 938) legalisation of the document is in such a country replaced with the apostille affixed to the document. A list of the countries-parties to the convention and the addresses of the institutions issuing the apostille can be found on the website of the Hague Convention.

### § 6.

1. The procedure for granting a benefit shall be started as at the moment that a student submits an application at the University.
2. Applications shall be filed in two steps:  
**Step I** – electronic registration of the application for granting a benefit via the internet website – Virtual University – of the MUW: <https://wd.wum.edu.pl>, and  
**Step II** – submission to the Office of an application printed out of the Virtual University of the MUW, signed and attached with all required documents. If a student submits a copy of a document being an attachment to the application that is not certified by a notary public the student must present the employee of the Office the original document so that he/she can validate the copy.
3. **Step I** shall not refer to doctoral students who must file a paper application with the required attachments with the Office.
4. The deadlines of submitting applications shall be determined by the Rector in agreement with the Student Government, according to the procedure specified in § 3.
5. An application filed in both steps and within the deadline specified in Clause 4 shall be considered effectively filed.

6. In a case justified by objective reasons, i.e. circumstances that could not be predicted or prevented the deadline to submit an application for the maintenance grant or the disability benefit can be reinstated.
7. The deadline to submit an application for the rector's scholarship cannot be reinstated due to its competitive character.
8. Criteria applicable to the registration of the applications for:
  - 1) maintenance grant – the income per person in the student's family cannot exceed the maximum amount entitling to apply for a grant,
  - 2) disability benefit – valid certificate of disability,
  - 3) rector's scholarship – for students of the first year of undergraduate studies or long-cycle studies: high results achieved from the contests referred to in the regulations on the education system or medal positions in competitions for the title of the Polish Champion in a given sports discipline referred to in the regulations on sports; for the other students: outstanding academic performance, scientific or artistic achievements or sports achievements in competitions of at least the national level.
9. Before starting to register an application a student should read the provisions of the Rules and Regulations on granting a given benefit. The application should be filled in honestly, with true data.
10. The failure to complete Step II of the procedure shall mean the resignation from applying for a benefit.
11. A complete set of the documents to be verified for each kind of benefit separately shall include:
  - 1) printed-out and signed application for a benefit and respectively:
  - 2) maintenance grant – documents confirming the composition of the family and income of the family members,
  - 3) disability benefit – valid certificate of the disability degree,
  - 4) rector's scholarship – confirmation of the grade average, registered achievements, and in the case of students completing undergraduate studies at another university – the confirmation of the grade average and the date of graduation.
12. A student who applies for an allowance must document the difficult, temporary living situation described in the application.
13. The applications for benefits filed before the first meeting of the committee in a given academic year shall be received at the Office within the deadlines specified in the Rector's Notice. If an application is sent via a domestic postal operator the date of submission shall be the date of its delivery to the University's chancellery. If an application is filed after the deadline specified in the Rector's Notice granting the benefits shall depend on the funds for this purpose held by the University. The body granting the benefits can refuse to grant a benefit due to the completed distribution of funds.

## **PROCEDURE OF APPOINTMENT AND WORKS OF THE COMMITTEE**

### **§ 7.**

1. Upon request of the competent body of the Student Government and the competent body of the Doctoral Student Government the Rector of the MUW shall appoint the Scholarship Committee, hereinafter referred to as 'SC' and vest in it the rights to grant the benefits referred to in § 2 Clause 1.
2. Upon request of the competent body of the Student Government and the competent body of the Doctoral Student Government the Rector of the MUW shall appoint the Scholarship Committee of Appeal, hereinafter referred to as 'SCA' and vest in it the rights to examine appeals against the decisions of the SC.
3. The SC shall be composed of nine members: five students, provided that every faculty of the University must delegate one candidate, two doctoral students and two employees of the Office.

4. The SCA shall be composed of eight members: five students, provided that every faculty of the University must delegate one candidate, two doctoral students and one employee of the Office.
5. According to § 86(3) of the Act most of the members of the SC and the SCA are students.
6. The chairmen and the vice-chairmen shall be appointed by the SC and the SCA, respectively, from amongst their members, by the majority of votes.
7. The term of the SC and the SCA shall be two years. It shall start as at the day of appointment and end as at the day preceding the day of the appointment of the next-term committee, not later than by 31 October of the following year.
8. The members of the committee shall be excluded from the proceedings for granting benefits referred to in § 2 Clause 1 in the cases specified in Art. 24 of the Code of Administrative Procedure.
9. Upon invitation of the chairmen of the committees the meetings of the SC and the SCA can be attended by heads of dormitories, representatives of resident councils of dormitories and other students and employees of the MUW.
10. Within their competence the SC and the SCA shall adopt resolutions by the simple majority of votes, in the presence of at least one half of the committee's members. In the case of a tied vote the chairman's vote shall have the casting vote. Resolutions can have the form of internal acts or decisions made on the benefits referred to in § 2 Clause 1. Decisions shall be signed by the chairman of a given committee or a vice-chairman authorised thereby.
11. Meetings of the SC and the SCA shall be documented with minutes signed by the chairman (or vice-chairman authorised thereby) and the members of the SC and the SCA, respectively, present at the meeting.

#### **§ 8.**

1. The first meeting of the SC in a given academic year shall be held in November. In the other months (excluding July and August) the SC and the SCA shall meet on an as-needed basis, not later than five working days before the end of a month. The date of the meeting of the SC/SCA in a given month shall be determined by the chairman upon the information about the number of the submitted applications, provided by the Office.
2. If an application is incomplete or if it arouses doubts as to the circumstance affecting the student's right to the benefit the SC/SCA shall request the student to supplement the application, specifying the deadline and supplement scope. The student must supplement the application within the deadline and to the extent specified in the request for supplementing the application. Upon the ineffective lapse of the deadline to supplement/explain defects of the application the SC/SCA shall leave the application unexamined.

#### **§ 9.**

1. In the case of the benefits referred to in § 2 Clause 1 students have the right to appeal against the decision of the SC to the SCA, within 14 days since the date of the decision receipt. Within the time limit to appeal a student can waive his/her right to appeal. As at the date of the delivery of a statement on the waiver the decision shall become final and binding, and no respective appeal to the administrative court shall apply.
2. If an appeal is made via a national postal operator the date of making the appeal shall be the date of the postmark.
3. If an appeal is made via a courier service other than the national postal operator the date of making the appeal shall be the date of its delivery to the University's chancellery.

#### **§ 10.**

1. The information about the date and place of receipt of the decisions made by the committee shall be available after the meetings of the SC/SCA at the Office and on the website: **[www.bss.wum.edu.pl](http://www.bss.wum.edu.pl)**.

2. All decisions that are not collected by students within 14 days since their issuance shall be sent 'upon acknowledgment of receipt' to the mailing address identified by a student in the application, and if no such mailing address has been identified – to the permanent residence address.
3. Letters that have not been received, advised twice, shall be considered delivered effectively.

**§ 11.**

1. The committees shall be supervised by the Rector or an authorised Deputy Rector for student affairs.
2. As part of its supervision rights the Rector can reverse decisions of the SC or the SCA that are incompliant with regulations.
3. The decisions made by the bodies granting the benefits shall be governed by: the provisions of the Act, these Rules and Regulations, the code of administrative procedure and the provisions on appealing against decisions to the administrative court.

**§ 12.**

1. During the first meeting in a given academic year the benefits shall be granted for a period of nine months, except for the case that the last year of study takes one semester. Then, the benefits shall be granted to a student for a period of five months.
2. The students of the last year of the Pharmacy Programme shall be granted the benefits for a period of six months.
3. If a student submits an application within the period from November to June the SC and the SCA shall grant the benefits since the month of the application's submission.
4. The total monthly amount of the maintenance grant and the rector's scholarship cannot exceed 38% of the professor's remuneration.
5. The benefits shall be paid every month in advance, on condition that funds transferred by the Ministry of Health are timely credited to the University's account. The benefits for October shall be paid together with the benefits for November.
6. The benefits granted upon the submission of the application according to Clause 3 above shall be paid as of the month following the committee's meeting.

**§13.**

1. A student who studies at the same time at several fields of study can be granted the maintenance grant, the disability benefit, the allowance and the rector's scholarship only at one field of study specified thereby.
2. The benefits referred to in § 2 Clause 1:
  - 1) shall apply to undergraduate studies, graduate studies, long-cycle studies, however not longer than for a period of 6 years, subject to Clause 4. The total period in which a given person can apply for the benefits during studies, irrespective of the kind and length of the studies or the university where the studies are continued, cannot exceed 6 years;
  - 2) shall not apply to a student who has the following professional title:
    - a) master, master engineer or equivalent;
    - b) bachelor, engineer or equivalent if he/she starts undergraduate studies again;
  - 3) shall not apply to a doctoral student with the professional title of doctor.
3. The provisions of Clause 2 shall be applicable to persons with professional titles obtained abroad.
4. If disability occurs during studies or after obtaining a professional title a student can be granted the disability benefit only at one further field of study, however, not longer than for a period of 6 years (calculated from the date of the disability occurrence and not from the date of the issuance of a certificate of disability).

**§ 14.**

1. The Office shall pay the benefits for the period specified in the decision, subject to Clause 3.

2. The benefits shall be paid by bank transfer, to a personal bank account identified by a student in the application.
3. The decision on granting the benefit referred to in Art. 86(1)(1-4) of the Act shall expire as at the last day of the month in which a student loses the right to the benefit due to obtaining the professional title referred to in Art. 93(2)(2) and Art. 93(3) of the Act, is deleted from the list of students of the given field of study, at which he/she obtained the benefit or upon the lapse of the period specified in Art. 93(2)(1) and Art. 93(4) of the Act.
4. If a student is granted the dean's leave (including for health-related reasons) the payment of the benefits shall be discontinued, unless due to the specific situation of the student the Dean, upon the student's request, in agreement with the Student Government, consents to pay the benefits during the period of such leave.
5. If no such consent as referred to in Clause 4 above is granted the payment of the rector's scholarship shall be resumed after a student returns from the leave, at the amount applicable to the student before the leave. The total period of the scholarship payment shall be equal to the period for which the scholarship has been granted.
6. A student receiving the benefits shall immediately notify the Office of the resignation from the studies, deletion from the list of students or early graduation from the studies. If a student receives the benefits despite the occurrence of the circumstances specified in Clause 3 above the student must return the benefits received thereby without authorisation. If he/she refuses to return the undue benefits the University shall be entitled to pursue the unlawfully received benefits in court.
7. A student studying at more than one field of study who is deleted from the list of students at the field of study at which the maintenance grant has been guaranteed can request for the transfer of the benefit payment to the other field of study, provided that the receipt of the benefit at the other field of study is admissible according to Clause 3.
8. A student directed to study at other universities in Poland and abroad (e.g. MOST, Erasmus) can receive all benefits, provided that he/she meets the conditions necessary to obtain such benefits.
9. A student shall not be entitled to receive the benefits after the completion of the course of studies, which shall apply also to the case that the student's diploma examination is taken after the end of the last academic year as part of his/her course of study.
10. If it is found that a student has received the benefit upon untrue data the payment of the benefit shall be suspended, and the body granting the benefit shall reverse or confirm the invalidity of the respective decision.
11. The benefits paid to a student for a period in which he/she lost the respective entitlement or upon wrong prerequisites or circumstances shall be returned upon Art. 410 of the Civil Code to the Scholarship Fund.

## **CHAPTER 2**

### **MAINTENANCE GRANT**

#### **General provisions, income-related conditions**

##### **§ 15.**

1. A student in financial difficulties shall be entitled to the maintenance grant.
2. The basic criterion to apply for the maintenance grant is the monthly net income per person in the student's family. The income shall be calculated upon the income of the student and his/her family members in the tax year preceding the academic year for which the benefit is to be granted, understood as the base year. The amount of the net income per person in the student's family cannot exceed the amount set for a given academic year by the Rector, in agreement with the Student Government and announced in the Rector's Notice.



3. A detailed list of the documents necessary to evidence the composition of the family and the net income per one member of the student's family constitutes Appendix No. 1 to these Rules and Regulations.
4. The amount of the calculated income referred to in Clause 2 cannot be lower than 1.30 of the amount specified in Art. 8(1)(2) of the Act of 12 March 2004 on Social Welfare (consolidated text Journal of Laws of 2019, item 1507, as amended) and higher than 1.30 of the sum of the amounts specified in Art. 5(1) and Art. 6(2)(3) of the Act of 28 November 2003 on Family Benefits (consolidated text, Journal of Laws of 2018, item 2220, as amended).

#### **§ 16.**

1. The amount of the maintenance grant shall be determined according to the net income per person in the family, calculated upon the base year, taking into account the lost and derived income.
2. In order to determine the amount of the income of a student applying for the maintenance grant the income derived by:
  - a) student – applicant,
  - b) student's spouse,
  - c) student's parents, legal or actual guardians,
  - d) dependent minors, studying children under 26, and if the age of 26 is attained in the last year of study – until graduation and disabled children irrespective of their age, of the persons referred to in Letters a-c above,shall be taken into account.
3. The student's family members shall be only the persons specified in Clause 2 above. The composition of the student's family shall be determined as at the day of the application submission.
4. The amount of the monthly income per one member of a student's family entitling to apply for the maintenance grant shall be determined according to the rules specified in the Act of 28 November 2003 on Family Benefits, taking into account Clause 2, provided that the income shall not include:
  - 1) financial aid benefits to which students and doctoral students are entitled, received upon the provisions of the Act (Art. 86(1), Art. 359(1) and Art. 420(1)),
  - 2) scholarships granted to pupils, students and doctoral students as part of:
    - EU structural funds,
    - non-returnable funds of the aid granted by the EFTA member states,
    - international agreements or executive programmes prepared for such agreements or international scholarship programmes;
  - 3) financial aid benefits for pupils upon the Act of 7 September 1991 on System of Education;
  - 4) maintenance-related grants given by other entities referred to in Art. 21(1)(40b) of the Act of 26 July 1991 on Personal Income Tax (Journal of Laws of 2018, item 1509, as amended).
5. A student who does not run a common household with either parent, legal or actual guardians and confirms this in the submitted statement can apply for the maintenance grant without declaring the income derived by the said persons and their dependent minors, studying children under 26, and if the age of 26 is attained in the last year of studies – until graduation and disabled children irrespective of their age, if he/she meets one of the following conditions:
  - a) he/she attained the age of 26;
  - b) he/she remains married;
  - c) he/she has the children referred to in Clause 2 Subclause 2d to support;
  - d) he/she has attained maturity in custody replacement;
  - e) he/she has a constant 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 making the statement on not running a common household with either parent, legal or actual guardians equals to or exceeds 1.15 of the sum of the amounts specified in Art. 5(1) and Art. 6(2)(3) of the Act of 28 November 2003 on Family Benefits.

6. The right to the maintenance grant shall be determined again during the academic year in the case that:
  - 1) the number of the family members increases;
  - 2) the number of the family member decreases, also as a studying child being a dependent of the parents attains the age of 26;
  - 3) income is lost;
  - 4) income is derived;
  - 5) the student's siblings obtain, irrespective of their age, a certificate of the disability degree or an equivalent certificate if such persons are dependents of the student's family, as well as that the said certificate is no longer valid due to the lapse of the period for which disability was confirmed or for other reasons.
7. A student receiving the maintenance grant shall immediately notify the committee of the circumstance referred to in Clause 6.

#### **§ 17.**

1. The SC or the SCA shall refuse to grant the maintenance grant to a student whose monthly income per family member does not exceed the amount specified in Art. 8(1)(2) of the Act of 12 March 2004 on Social Welfare if the student fails to append the application for the maintenance grant with a certificate on the income and financial situation of his/her family, issued by the social welfare centre.
2. A student whose income per family member does not exceed the amount specified in Art. 8(1)(2) of the Act of 12 March 2004 on Social Welfare must deliver the certificate referred to in Clause 1 together with the application for the maintenance grant.
3. The obligation to append the application for the maintenance grant with a certificate on the income and financial situation of his/her family, issued by the social welfare centre, shall apply to all students whose monthly income per family member does not exceed the amount of the income criterion applicable in the social welfare system. The said obligation applies also to students who do not run a common household with either parent and to foreigners.
4. The SC or the SCA can allocate the maintenance grant to a student in the case specified in Clause 1 if the reasons for the failure to append the application for the maintenance grant with a certificate on the income and financial situation of the student and his/her family, issued by the social welfare centre, are justified, and the student has documented the family's source of income.

#### **§ 18.**

1. In exceptional cases a student can be allocated the maintenance grant of an increased amount.
2. The exceptional cases shall be in particular understood as:
  - 1) incurring the costs of living in a dormitory or a building other than a dormitory by students whose studying is hindered or significantly disturbed by everyday trips from the place of permanent residence to the University.
3. A student shall receive the maintenance grant of an increased amount on account of living in a building other than a dormitory if by a statement made under the pain of criminal responsibility the student confirms that:
  - a) his place of permanent residence is beyond the place of studying and everyday trips from the place of permanent residence to the University hinder or significantly disturb studying;
  - b) he/she incurs respective costs of rental of an apartment at the place of studying.
4. The application for the increase of the maintenance grant shall be appended with a certificate of permanent residence at the place from which the total time of one-way trip to the borders of Warsaw using all possible means of public transportation would hinder or significantly disturb studying.

5. The amount of the increase referred to in Clause 1 shall be specified in the Rector's Notice referred to in § 3.
6. The management of the dormitory of the MUW shall notify the Office of logging or evicting a student during the academic year, by the 5<sup>th</sup> day of each month. In October, the list of residents of a dormitory shall be submitted by the 20<sup>th</sup> day of October.
7. The decision to grant the increase referred to in Clause 2 Subclause 1 or 2 shall expire as at the last day of the month in which a student moves out of the dormitory and at the same time does not make a written statement on living in a building other than the dormitory.

## **TAXED INCOME**

### **§ 19.**

1. When determining the income per one member of a student's family in a base year the revenue for the base year subject to taxation upon the principles specified in Art. 27, Art. 30b, Art. 30c, Art. 30e and Art. 30f of the Act of 26 July 1991 on Personal Income Tax (Journal of Laws of 2019, item 1387, as amended), decreased by the tax-deductible expenses, the due personal income tax, the social insurance contributions not included in the tax-deductible expenses and health insurance contributions, should be taken into account.
2. In order to determine income from a business activity subject to taxation upon the regulations on flat-rate income tax on certain revenue derived by natural persons in a base calendar year the monthly income of 1/12 of the income published by a notice of the minister competent for family affairs published in the Official Gazette of the Republic of Poland ('Monitor Polski') every year, by the 1<sup>st</sup> day of August of every year, should be taken into account.
3. If a member of the applicant's family or the applicant him-/herself derives income outside the Republic of Poland the applicant must submit a certificate confirming the amount and currency of the income for a base year, issued by competent authorities of the country where the income has been derived. decreased by the amounts of income tax and mandatory social and health insurance contributions paid outside the Republic of Poland. The conversion must be made by the MUW according to the average rate of exchange published by the President of the National Bank of Poland on the last working day of a full month in which the family member derived the above income.
4. If in the current year the student's family member derives income outside the Republic of Poland that he/she did not derive in a base year the conversion shall be made by the MUW according to the average rate of exchange published by the President of the National Bank of Poland on the last working day of a full month in which the family member derived the above income.

## **NON-TAXED INCOME**

### **§ 20.**

1. The non-taxed income that must be declared includes the proceeds upon the employment relationship or from scholarships of natural persons with a place of residence in the territory of the Republic of Poland, temporarily staying abroad – at the amount equal to the travel daily allowances for travelling abroad, determined for the employees of state or local government units of the public sector according to the Act of 26 June 1974 Labour Code (consolidated text, Journal of Laws of 2019, item 1040, as amended).
2. Students or members of their families at the age under 26 who have derived revenue (income) from the employment relationship, cooperative employment relationship, labour-based relationship, outwork relationship or contracts of mandate must append the application for the maintenance grant, apart from the certificate of taxed income issued by the tax office, also with a certificate of revenue exempt from income tax pursuant to Art. 21(1)(148) of the Act of 26 July 1991 on Personal Income Tax, issued by the tax office upon request of the interested person.

### **Income from agriculture**

3. Income from a farm must be calculated upon the number of equivalent hectares held by the applicant's family in the current year and the Notice of the President of the Statistics Poland on the average income per 1 equivalent hectare of an individual farm for a base year.
4. A farm shall be considered the agricultural land of the area of at least 1 physical hectare or 1 equivalent hectare. Several plots of land of the total area equal to or exceeding 1 hectare shall be considered a farm.
5. The income from a farm shall include:
  - a) income calculated upon the size of the farm, expressed in equivalent hectares,
  - b) lease fee,
  - c) agricultural pensions, structural pensions of the Agency for Restructuring and Modernisation of Agriculture,
  - d) sickness, maternity/paternity allowances collected in a base year by the student's family members.
6. In order to determine income from a farm the following contracts shall be also taken into account:
  - a) in the case that part of or whole farm owned by the family has been leased – contract of lease made according to the regulations on social insurance of farmers,
  - b) contract of lease concluded in connection with the collection of the pension specified in the regulations on supporting the development of agricultural areas with the funds of the Guarantee Section of the European Agriculture Guidance and Guarantee Fund,
  - c) in the case that the farm has been contributed for use by a manufacturing cooperative – contract made in the form of a notarial deed.
7. If income is derived from a farm and from non-agricultural sources the income shall be summed up.

### **Maintenance payments**

8. According to the Act on Family Benefits income shall include any non-taxed:
  - a) maintenance payments for children at an amount adjudicated by a court judgment or settlement or a settlement before a court mediator. If the amount of the received maintenance payments is lower than the amount specified in the judgment or settlement or the settlement before a mediator in order to confirm the amount of the payments one should present a certificate of total or partial inefficiency of enforcement of maintenance payments and the amount of the enforced payments, issued by a court executive officer or the information of a competent court or a competent authority of the institution by the entitled person activities connected with the execution of the enforcement title abroad or of the failure to institute such proceedings, in particular due to the lack of the legal basis to institute the same or the entitled person's inability to specify the place of residence of the debtor abroad if the debtor lives abroad,
  - b) cash benefits paid if the maintenance payment enforcement is ineffective, which is confirmed with a decision/certificate of the Maintenance Fund on granting the maintenance benefit and their monthly amount.
9. If a family member has maintenance payment liabilities to a person from outside the family the income of the family member must be decreased by the amount of the maintenance payment to the said person.
10. If an applicant is supported by one of the parents and no maintenance payment has been adjudicated for him/her from the other parent in order to calculate the student's family income the income of both parents must be presented, even if they do not run a common household, except when:
  - a) the other parent is dead,
  - b) the father is unknown,
  - c) the petition for the determination of the maintenance benefit from the other parent has been defeated,

- d) the court has obliged one of the parents to incur total costs of the child's maintenance and has not obliged the other parent to make maintenance payment for the benefit of the child.

## § 21.

### Income loss or generation

#### 1. Income can be lost only due to:

- a) obtaining of the right to child-care leave,
- b) loss of the right to unemployment benefit or allowance,
- c) loss of employment or another paid job (including a contract of mandate and a contract for the performance of a specific task),
- d) loss of early retirement benefit or allowance, teacher's compensatory allowance, as well as retirement or disability pension, family pension or social pension or parent supplementary benefit referred to in the Act of 31 January 2019 on Parent Supplementary Benefit (Journal of Laws of 2019, item 303, as amended),
- e) deletion from the register of a non-agricultural business activity or suspension of its performance in the meaning of Art. 16b of the Act of 20 December 1990 on Social Insurance of Farmers (consolidated text, Journal of Laws of 2019, item 299, as amended) or Art. 36aa(1) of the Act of 13 October 1998 on Social Insurance System (consolidated text, Journal of Laws of 2019, item 300, as amended),
- f) loss of sickness allowance, rehabilitation allowance or maternity allowance applicable after the loss of employment or another paid job,
- g) loss of adjudicated maintenance benefits due to the death of a person obliged to pay such benefits or loss of cash allowance paid in the case of ineffectiveness of enforcement of maintenance payments due to the death of a person obliged to make maintenance payments,
- h) loss of parental benefit,
- i) loss of the maternity allowance referred to in the regulations on the social insurance of farmers,
- j) loss of the doctoral scholarship referred to in Art. 209(1) and (7) of the Act,
- k) decrease of remuneration received from employment or another paid job or decrease of income from non-agricultural business activity in the meaning of the Act of 28 November 2003 on Family Benefits (Journal of Laws of 2020, item 111) due to the employer's actions aimed at preventing the consequences of the COVID-19 pandemic.

In a family member losses income in a base year or after a base year, i.e. in the current year, in order to calculate income in the family the lost income should not be taken into account. It shall be of no importance when the loss occurred. The lost income must be evidenced with a document specifying the date of the loss of income and the monthly amount of the lost income of the student or his/her family member.

#### 2. Income can be generated only due to:

- a) completing of child-care leave,
- b) obtaining unemployment benefit or allowance,
- c) starting employment or another paid job (including under a contract of mandate and a contract for the performance of a specific task),
- d) obtaining of early retirement benefit or allowance, teacher's compensatory allowance, as well as retirement or disability pension, family pension or social pension,
- e) starting a non-agricultural business activity or restarting such an activity after a period of suspension in the meaning of Art. 16b of the Act of 20 December 1990 on Social Insurance of Farmers or Art. 36aa(1) of the Act of 13 October 1998 on Social Insurance System,

- f) obtaining of sickness allowance, rehabilitation allowance or maternity allowance applicable after the loss of employment or another paid job,
- g) obtaining of parental benefit,
- h) obtaining of the maternity allowance referred to in the regulations on the social insurance of farmers,
- i) obtaining of the doctoral scholarship referred to in Art. 209(1) and (7) of the Act.

If an applicant or his/her family member derives income in a base year in order to determine the income of the family member derived in the given year income must be divided by the number of the months in which income has been derived, provided that the income is still derived as at the day of the application submission.

If a family member of an applicant derives income after a base year income must be determined upon the income of the family member increased by the amount of the income derived in the month following the month in which income was derived if income is derived as at the day of the application submission.

The provisions on the loss and generation of income shall not apply to income from employment or another paid job and income from deregistration or starting a non-agricultural business activity if a family member, the applicant or a child dependent on a legal guardian loses the abovementioned income and derives income from the same employer or client or contracting party or restarts the business activity within 3 months since the day of the income loss. No change of the terms of employment shall constitute the generation of income (e.g. rise of remuneration, extension of work time) or loss of income (e.g. decrease of remuneration, shortening of work time).

### **CHAPTER 3 DISABILITY BENEFIT**

#### **§ 22.**

1. A student can apply for the disability benefit if the disability is confirmed by a certificate issued by a competent authority.
2. Before an application for the disability benefit is registered, the applicant must register the certificate of the disability degree with the Office.
3. Disability must be documented with a certificate issued by competent authorities:
  - a) certificate of disability, or
  - b) certificate of the disability degree, or
  - c) certificate referred to in Art. 5 and Art. 62 of the Act of 27 August 1997 on Professional and Social Rehabilitation and Employment of Disabled Persons (Journal of Laws of 2018, item 511, as amended), being certificates issued by a Polish evaluating authority.
4. The disability benefit shall be paid:
  - 1) for an academic year (nine months) – in the case of the certificate of permanent disability;
  - 2) for a period shorter than an academic year – in the case of the certificate of temporary disability, until the deadline specified in the certificate.
5. After the lapse of the deadline specified in the certificate, if a student does not deliver an application and a new certificate for the next period the payment of the benefit shall be suspended.
6. The benefit for a given month shall be paid in the full amount irrespective of the day of the month in which the certificate expires or the day of the month in which another certificate of disability is issued.
7. The committee shall grant the benefit again, since the month of the submission of the application with a new certificate, subject to Clause 8.
8. If together with the new application a student delivers a copy of the request addressed to the competent authority, made immediately after the expiry of the previous certificate,

documenting this way that he/she has timely completed all formalities but does not submit the application to the committee in the month following the expiry of the previous certificate because he/she obtained the decision late, the committee can grant the benefit with the adjustment as of the month following the expiry of the previous certificate.

9. The amount of the disability benefit for a given academic year shall be determined by the Rector in agreement with the Student Government, taking into account the kind of the certificate of disability and published in the Rector's Notice.

## **CHAPTER 4 RECTOR'S SCHOLARSHIP**

### **§ 23.**

1. The rector's scholarship shall be granted upon the student's application.
2. The rector's scholarship can be obtained by a student with outstanding academic performance, scientific or artistic achievements or sports achievements in a competition of at least national level.
3. The rector's scholarship shall be granted to a student admitted to the first year of study in the year of passing the matriculation examination, being:
  - 1) a winner of an international contest or a winner or a finalist of a central-level contest referred to in the regulations on the education system;
  - 2) a medallist of a sports competition for at least the title of the Polish Champion in a given sports discipline referred to in the regulations on sports.
4. The winner of an international contest or a winner or a finalist of a central-level contest referred to in the regulations on the education system shall present a certificate the sample of which is attached to the Regulation of the Minister of National Education and Sport of 29 January 2002 on Organisation and Manner of Conducting Tournaments and Contests (Journal of Laws of 2002, item 13, as amended).
5. A medallist of a sports competition for at least the title of the Polish Champion in a given sports discipline referred to in the regulations on sports shall present a certificate of the Polish Sports Association referred to in the Act of 25 June 2010 on Sport (consolidated text, Journal of Laws of 2018, item 1263, as amended) according to the valid list published on the website of the Ministry of Sport and Tourism.
6. Students admitted to the first year of study in the year of passing the matriculation examination, meeting the conditions to be granted the rector's scholarship specified in Clause 3 shall be granted the rector's scholarship obligatorily.
7. The rector's scholarship can be applied for also by the following other students:
  - 1) students of the second year and subsequent of the undergraduate studies and students of the graduate studies and the long-cycle studies who until the academic year preceding the academic year for which the scholarship is to be granted receive credits for all courses obligatory to complete studies at a given year and field of study and are entered into the alphabetical list of students for the next academic year,
  - 2) students of the first year of the graduate studies started within 12 months since the completion of the undergraduate studies, upon the grade average or achievements at the last year of the undergraduate studies,
  - 3) students referred to in Subclauses 1 and 2 above who in the previous academic year could show the achievements referred to in § 24 Clauses 10-12.
8. Students applying for the rector's scholarship must file with the Office an application completed and printed out of the Virtual University with appendices documenting their achievements specified in § 24 Clauses 10-12 (if applicable). The examination grade average for the previous year of study (in the case of the application for the rector's scholarship for outstanding academic performance) and the confirmation of the receipt of credit for all courses included in the curriculum of a given year shall be obtained by an employee of the Office at a competent Dean's Office.

- 8a. In the academic year 2019/2020 the University suspended referrals for traineeships due to the COVID-19 pandemic and transferred the obligation to undergo the traineeship in the academic year 2020/2021, and therefore, obtaining a conditional pass for the academic year 2020/2021 caused by the failure to undergo a vacation traineeship in the academic year 2019/2020 shall not prevent a student from applying for the rector's scholarship in the academic year 2020/2021. All other conditions to apply for the rector's scholarship must be met.
9. If a student completes the undergraduate studies at a university other than the University the student of the first year of the graduate studies shall append the application with:
- certificate issued by the university where the student completed the undergraduate studies confirming the date of completion of the undergraduate studies;
  - certificate issued by the university where the student completed the undergraduate studies on the grade average of the examinations at the last year of the undergraduate studies (last two semesters), calculated according to the criteria included in § 23 of the Rules and Regulations;
  - certificate confirming other achievements (if applicable).
10. The rector's scholarship can be applied for also by a student who studied abroad in the last academic year and meets the conditions specified in the Rules and Regulations.
11. In the case referred to in Clauses 7-8 in order to calculate the grade average only the examination grades from courses included in the curriculum of a given field and year of study at the University shall be taken into account.
12. The rector's scholarship can be applied for also by a student transferred from another university as of the beginning of the academic year who meets the conditions specified in the Rules and Regulations who is not obliged to complete programme differences at the moment of submitting the application.

#### § 24.

- When assessing the applications the achievements reached in the previous academic year shall be taken into account. The rector's scholarship can be applied for by a student who has received credit for the previous year of study and has been entered into the list of students for another academic year.
- According to the Act the following achievement criteria for the previous year of study shall be taken into consideration:
  - academic performance (examination grade average calculated according to § 23 Clause 9;
  - scientific achievements;
  - sports achievements (I-III individual and team positions in international and national rank championships);
  - artistic achievements (I-III individual and team positions in international and national competitions and festivals).
- The applications shall be assessed with a point-based method, i.e. a specific number of points shall be granted for a high grade average and for every recognised scientific or artistic achievement or a sports result. **Only a student with the score of at least 80 in one of the said criterions can apply for the rector's scholarship.** Points granted in particular categories shall be summed up.
- One achievement can be scored only once** (e.g. if one paper is presented at many conferences the one with the highest score must be identified).
- The rector's scholarship can be granted to not more than 10% of all students of a given field of study, jointly at full-time and part-time courses. Separate rankings shall be made for students of the undergraduate and graduate studies. During the first meeting in a given academic year the Scholarship Committee shall determine a threshold for every field of study that must be met to be entitled to the rector's scholarship. The limit of 10% of students of a given field of study cannot be exceeded. If the number of students at a field of study is lower than ten the rector's scholarship for the best students can be granted to one student. The students referred to in §23



Clause 3 shall not be taken into account when determining the number of students awarded with the rector's scholarship referred to in the first sentence above.

6. The total number of students needed to calculate the 10% of students referred to in Clause 5 above shall be determined as at the 20<sup>th</sup> day of October of a given academic year upon the alphabetical lists of students drawn up by Dean's Offices and approved by the Dean. The said lists shall be provided to the Office by the Dean's Office immediately, by the 23<sup>rd</sup> day of October.
7. The criteria concerning academic performance and scientific achievements shall be considered the priority ones.
8. The achievements referred to in Clause 2 above must be documented by the applying student.
9. **Academic performance criterion:**
  - 1) the score for a high grade average shall be calculated by multiplying the arithmetic average of examination grades by 20; the minimum average for this achievement taken into account when filing an application is 4.00, i.e. 80 points,
  - 2) the maximum score to be granted for this criterion is 100,
  - 3) the grade average shall be rounded to two decimal places,
  - 4) the grade average for a previous year shall be based only on the results from examinations passed in a given academic year according to the curriculum, at first sitting (no resitting),
  - 5) the grade average shall not include the result from the bachelor examination,
  - 6) students applying for the rector's scholarship must file with the Office an application registered and printed out of the Virtual University and certificates documenting the achievements specified in § Clauses 10-12 (if applicable),
  - 7) in the case of the Individual Programme of Study the decision concerning the grade average for a previous academic year shall be made by the Dean; the grade average for academic performance shall not include results of any examinations passed at schools other than higher schools.
10. **Scientific achievement criterion:**
  - 1) for a publication included in the uniform list of scientific journals, published by the Ministry of Science and Higher Education in the Notice of 31 July 2019 a student can be granted the score specified in the list; in the case of an individual publication the sole author shall be granted the maximum score; in the case of a collective work the score shall be a percent value upon the certificate of the work's first author (or the work supervisor) of the contribution of the applicant and the other co-authors,
  - 2) for a reviewed book – 40 points; a chapter in a book or a monograph – 10 points,
  - 3) for a presentation at a national conference (including poster presentation) – 3 points, and at an international conference – 5 points; if the work has co-authors points shall be granted to the author presenting the work,
  - 4) for an award or honours at a national conference – 5 points, and at an international conference – 10 points (including poster presentation),
  - 5) for presentations, awards and honours during conferences a student can be granted in total not more than 20 points,
  - 6) for the participation in scientific grants and projects:
    - a) participation in a grant of the Ministry of Science and Higher Education, the European Union, an international grant – 15 points,
    - b) participation in a scientific grant or project in cooperation with other academic or scientific centres – 10 points,
    - c) participation in a university grant or a student mini-grant – 5 points,
    - d) management of a university grant or a student mini-grant – 10 points,
  - 7) for applications/registrations in the Patent Office of the Republic of Poland:
    - a) documented grant of a patent – 10 points,
    - b) development of a utility model - 20 points.

**11. Sports achievement criterion:**

- 1) the maximum score to be granted for this criterion is 100,
- 2) for participation in Olympics, World Championships, European Championships, a Universiade or the same rank competitions for disabled persons – 100 points,
- 3) for documented individual achievements:
  - a) for the I-III position at Polish Championships – 95 points,
  - b) for the I-III position at the Academic World Championships or European Championships – 80 points,
  - c) for the I-III position at the Polish Academic Championships – 60 points,
  - d) for the I-III position at the Polish Championships of Medical Universities – 40 points;
- 4) for documented team achievements:
  - a) for the I-III position at Polish Championships – 95 points,
  - b) for the I-III position at the Academic World Championships or European Championships – 80 points,
  - c) for the I-III position at the Polish Academic Championships:
    - for the I position – 60 points,
    - for the II position – 50 points,
    - for the III position – 40 points,
  - d) for the I-III position at the Polish Championships of Medical Universities:
    - for the I position – 40 points,
    - for the II position – 30 points,
    - for the III position – 20 points,
- 5) when determining the right to the rector's scholarship the score for high sports achievements in one discipline shall not be summed up; a student shall be granted a score for the highest sports result in a given discipline,
- 6) the above rules of awarding points shall apply to achievements in a sports discipline or area where Polish sports associations operate,
- 7) sports achievements shall be documented with diplomas, medals (copies), opinions of the head of the Academic Sports Association in the application, opinions of a sports club to which a student practising a sports discipline that is not represented in the Academic Sports Association, belongs,
- 8) the score for several sports achievements shall be summed up to 100 in total.

**12. Artistic achievement criterion:**

- 1) the maximum score to be awarded for this criterion is 100,
- 2) for the I-III position or honours in a competition of the World Federation of International Music Competitions – 10 points,
- 3) for the I-III position or honours in other international contests/artistic festivals – 10 points,
- 4) for the I-III position or honours in Polish artistic contests/artistic festivals – up to 8 points,
- 5) when granting points for this criterion no exhibitions, presentations or records shall be taken into account; only the achievements specified in Clauses 2-4 shall be taken into account for the score.

**§ 25.**

Upon a written request of a student the SC/SCA can recognise scientific, artistic or sports achievements excluded from the Rules and Regulations and grant respective points. The committee can consult competent persons, organisations or authorities on the rank or reach of the achievement or result presented by a student. Achievements such as:

- 1) participation in workshops, volunteer work and trainings,
- 2) obtaining a professional title or certificate,
- 3) sports achievements below the national level according to Art. 91(1) of the Act,
- 4) organisational achievements, including membership in a research club, a student organisation, organisation of a scientific conference, passive participation in an academic conference,

shall not be recognised.

## **CHAPTER 5 ALLOWANCES**

### **§ 26.**

1. An allowance is a form of a short-term aid granted to a student who is temporarily in a difficult living situation.
2. The events justifying the student's application for an allowance include in particular: death of a family member (husband, child, parent, siblings), severe disease of the student or a member of his/her family, natural disaster (e.g. fire, flood), theft, giving birth to a child by a female student or birth of a child whose father is a student and other events as a result of which the student is temporarily in a difficult living situation.
3. The events identified by a student as a basis to apply for an allowance must be documented and properly described in order to show the temporary difficult living situation which the student experiences as a result of the said event.
4. In the case of an event that is connected with costs incurred by a student or a family member of the student whom the event concerns the application must be appended with personal invoices documenting the incurred expenses.
5. A student who is in a difficult living situation due to the birth of his/her own child shall be eligible to the allowance. If both parents are students of the MUW each parent shall be eligible to the allowance, and if more than one child is born – the allowance shall be granted for every child.
6. A request for the allowance must be filed immediately, within four months since the event that is a prerequisite to grant the benefit.
7. An allowance can be received twice an academic year only.
8. Every event shall be examined on an individual basis.
9. The amount of the allowance shall be determined individually in each case. The maximum amount of the allowance in a given academic year shall be published in the Rector's Notice.

## **PART II GRANTING PLACES IN DORMITORIES**

### **§ 27.**

1. Based on the Rules and Regulations places shall be granted in the following dormitories, hereinafter: 'dormitories':
  - 1) dormitory No. 1, ul. Batalionu „Pięść” 9;
  - 2) dormitory No. 2, ul. Karolkowa 84;
  - 3) dormitory No. 2-BIS ul. Karolkowa 84;
  - 4) in other dormitories in which the University books places for students.

### **§ 28.**

Places in dormitories shall be granted by the Scholarship Committee. A student/doctoral student can appeal against the decision of the Scholarship Committee to the Scholarship Committee of Appeal.

### **§ 29.**

1. Places in dormitories can be applied for by students and doctoral students of the Medical University of Warsaw and participants of national programmes of mobility of medical university students (e.g. MOSTUM and others).

2. Foreigners studying in English shall be granted places in dormitories according to separate rules and regulations.

### **§ 30.**

1. The main criterion of granting places in a dormitory is the distance between the place of the permanent residence of a student/doctoral student and the MUW.
2. A student/doctoral student who:
  - has a permanent place of residence outside Warsaw, at a place from which the total time of one-way trip to the borders of Warsaw using all possible means of public transportation could hinder or significantly disturb studying;
  - is in a difficult financial situation, i.e. if the monthly income in his/her family does not exceed the income level that entitles to receive the maintenance grant;
  - is a disabled person;
  - is an orphan or a half-orphan;
  - is a single parent;
  - is in a difficult family situationshall be the first to be granted a place in a dormitory.
3. Places in dormitories shall be granted for 9 months of a given academic year, since the date of the beginning of the academic year until the 30<sup>th</sup> day of June.

### **§ 31.**

1. Places in dormitories shall be granted upon application of a student/doctoral student.
2. In order to file an application a student should complete the electronic application available on the Virtual University website: <https://wd.wum.edu.pl>, and then save it, print it out and sign it. A paper version of the application must be filed with the Student Affairs Office.
3. Applications for a place in a dormitory should be filed with the Office or sent by mail.

### **§ 32.**

1. Places in dormitories shall be granted by the Scholarship Committee.
2. A decision of the committee can be appealed against to the Scholarship Committee of Appeal.
3. The SC or the SCA can refuse to grant a place in a dormitory for the next academic year to a person who does not observe the Rules and Regulations of Occupation of the MUW Dormitories upon respective documented information.
4. In the case of the refusal to grant a place in a dormitory due to the lack of vacancies a student can be entered into the standby list of persons who want to live in a dormitory, directly in the dormitory where the given person wants to live.

### **§ 33.**

1. The SC/SCA shall grant places upon request made before the beginning of the academic year.
2. The committees shall examine applications within the deadlines specified in the Rector's Notice referred to in § 3 and end their operation 5 days before the beginning of the academic year.
3. The information about the decision made by the SC/SCA shall be provided to the applicants at the Office.
4. An appeal against the decision on granting a place in a dormitory can be made within 14 days since the day that the applicant is provided with the information about the committee's decision.
5. A decision made by the SCA shall be final.
6. The SC/SCA can refuse to grant a place to a person who resigned from the place granted in a

dormitory without a reason in the last academic year.

5. All decisions made at the last meeting of the SC shall be final.

#### **§ 34.**

1. Foreign students/doctoral students studying in Polish (RP scholarship holders studying without any fees and benefits or making payments in foreign currencies) must append the application for a place in a dormitory with a valid long-term visa or a valid document of stay issued by the Polish authorities (available for inspection).
2. The committee can refuse to grant a place to a foreigner who does not have a valid document referred to in Clause 1 above.

#### **§ 35.**

1. Lists of the persons awarded with places in a dormitory shall be drawn up by the Office and delivered to the dormitory administrators.
2. A student/doctoral student can give the awarded place up to another person.
3. A student/doctoral student must report to the head of the dormitory in order to check in within 10 days since the beginning of the academic year.
4. If a student/doctoral student does not report within the deadline specified in Clause 3 above without any reason he/she shall be deprived of the place.
5. A student/doctoral student who resigns from a place in a dormitory must immediately notify the head of the dormitory and the head of the Student Affairs Office.

#### **§ 36.**

1. Students who have a family can apply for a place in a dormitory for themselves, their child and the unemployed spouse.
2. Accommodation together with the persons referred to in Clause 1 above can be provided only in a double room.
3. No fees shall be charged for children of students living in a dormitory in a double room if such a child does not occupy a separate place.
4. Students/doctoral students who have been awarded with a place in a dormitory can request for a single or double room. For this purpose an application should be sent to the following address: [akademiki.samorzad@gmail.com](mailto:akademiki.samorzad@gmail.com).
5. The application must be sent within the deadline specified in the schedule published every year on the website [www.samorzad.wum.edu.pl](http://www.samorzad.wum.edu.pl) as an appendix to an email (PDF or DOC/DOCX document).
6. The receipt of the application by the Student Government shall be immediately confirmed by the autoresponder.
7. The title of the message must have the following format: 'Application – dormitory (specify the number), room (specify the kind of the room – single or double).
8. An application must include the following information: name and surname, field and year of study in the academic year for which the application is filed, phone number, period of lodging in a dormitory to date, information about in which dormitory the place has been granted and for what kind of room the student applies, description of the scientific activity, description of the activity in organisations (including the scope of activity and period of membership, other information material to the filed application (including information about a disease, difficult family situation, etc., if applicable)).
9. Every person must file an application on his/her own behalf. Particular occupants of rooms should

be agreed on directly with the dormitory administrators, based on the list of accommodated persons.

10. Places in rooms shall be granted based on the criteria below, in the following order of precedence:
  - period of living in a dormitory to date,
  - year of study,
  - scientific activity,
  - activity in student organisations,
  - others.
11. The Student Government shall grant places in the following rooms:
  - single rooms – 6 rooms in dormitory No. 1,
  - double rooms – 25 rooms in dormitory No. 1 and 3 rooms in dormitory No. 2.
12. The decision on granting single and double rooms shall be sent by the Student Government to the MUW dormitory administrators, the applicants and the Office (cc).

### **§ 37.**

1. After the academic year starts and during vacations, all decisions on granting or changing places in dormitories shall be made by the head of the proper dormitory.
2. In the cases not provided for in the Rules and Regulations the decision to grant a place in a dormitory must be made by the Deputy Rector for Student Affairs and Education.

## **FINAL PROVISIONS**

### **§ 38.**

1. Students who are:
  - 1) candidates for professional soldiers or professional soldiers who have started studies upon a referral of a competent military authority or received education-related aid according to the regulations on military service of professional soldiers,
  - 2) officers of state services, serving as candidates or being officers of state services who have started studies upon referral or consent of a competent superior and received education-related aid according to the regulations on service, shall not be entitled to the benefits referred to in § 2 Clause 1, accommodation, catering and the minister's scholarship.
2. These Rules and Regulations shall apply to doctoral students who started doctoral studies before the academic year 2019/2020, however only until 31 December 2023.
3. The criteria and rules of granting the rector's scholarship to the doctoral students specified in Clause 2 are specified in Appendix No. 2 hereto.

Appendix No. 1 to the Rules and Regulations of Granting Benefits to Students of the Medical University of Warsaw

LIST OF DOCUMENTS CONFIRMING THE FAMILY COMPOSITION  
AND THE FAMILY MEMBERS'S INCOME

- 1) **tax office certificate of income subject to personal income tax according to the rules specified in Art. 27, Art. 30b, Art. 30c, Art. 30e and Art. 30f of the Act of 26 July 1991 on Personal Income Tax (consolidated text, Journal of Laws of 2019, item 1387, as amended) including the amount of income, social insurance contributions, tax due or confirming that no income was derived for the base year** – refers to all family members of legal age as at the day of filing the application, including the applying student/doctoral student;
- 1a) **tax office certificate of revenue exempt from income tax according to Art. 21(1)(148) of the Act of 26 July 1991 on Personal Income Tax** – persons under 26 deriving revenue (income) from employment relationship, cooperative employment relationship, labour-based relationship, outwork relationship or contracts of mandate; the exemption does not concern any other income, e.g. from self-employment or contracts for the performance of a specific task;
- 2) **tax office certificate of non-filing of a tax return for the base year** – persons who did not derive any taxable income in the base year;
- 3) **tax office certificate concerning family members who settle taxes according to the regulations on flat-rate income tax on certain revenue derived by natural persons, including the information about the form of the paid tax, amount of revenue, tax rate, amount of the paid tax in the base year** – only persons who conduct a business activity according to the abovementioned rules;
- 4) **printout from the website of the Central Register and Information of Business Activity ([www.ceidg.gov.pl](http://www.ceidg.gov.pl)) on conducting/non-conducting of a business activity** – applicant and all family members of legal age;
- 5) **Social Insurance Institution certificate of the amount of the total (9% of the base remuneration) health contribution paid for a base year** – persons who derive taxed income; in the case of several sources of income derived by one person the certificate of the amount of the health contribution must be issued for every income; such certificates are not required in the case of zero gross income, income taxed with a flat-rate income tax, lost income and income from a farm;
- 6) **declaration made on the MUW's form of the non-taxable income derived in a base year (e.g. maintenance payments, farm, doctoral scholarship, benefits for the unemployed financed with the EU funds)** – applicant and his/her family members of legal age, deriving or not deriving non-taxable income;
- 7) **certificates issued by competent state administration authorities on the income non-taxed with income tax specified in Art. 3c of the Act on Family Benefits of 28 November 2003 (consolidated text, Journal of Laws of 2018, item 2220, as amended), e.g. the Agricultural Social Insurance Fund's certificates on the received farmers' sickness allowances, maternity allowances, pensions of military disabled persons, energy flat-rates, paternity allowances, etc. derived in a base year** – concerned persons;
- 8) **certificate issued by a competent commune authority confirming the number of the equivalent hectares of the total area of a farm (in a base year) or a payment order specifying the average number of the equivalent hectares (a farm is agricultural land of at least 1 physical or equivalent hectare in total)** – persons having a farm;
- 9) **the Agricultural Social Insurance Fund's certificate on the valid registration for the purpose of health insurance of a farm owner and the persons cooperating in agriculture** – owner of a farm and persons working at a farm who do not own land and are not employed outside agriculture;
- 10) **certified true copy (or copy and original for inspection) of a contract of lease of a farm, concluded according to the regulations on social insurance of farmers (i.e. for at least**

- 10 years, in writing, with a person who is not a spouse, child, spouse of a child, person running a common household or his/her spouse), entered into the register of land** – in the case of leasing or accepting the lease of a whole or part of a farm for a whole base year, as well as in the case of the transfer of the whole or part of a farm due to collecting for a whole base year a pension specified in the regulations on supporting the development of rural areas with the funds of the Guarantee Section of the European Agriculture Guidance and Guarantee Fund;
- 11) **certified true copy (or copy and original for inspection) of a contract concluded in the form of a notarial deed** – in the case of contributing a farm for use by an agricultural production cooperative for a whole base year;
  - 12) **certificate of the amount of the social insurance contribution paid for a base year** – persons deriving income from the membership in agricultural production cooperatives;
  - 13) **certified copy or copy of a court judgment or a court settlement or a settlement before a court mediator documenting the amount of the maintenance payments made to other persons** – concerned persons;
  - 14) **certified copy or certified true copy (or copy and original for inspection) of a court judgment adjudicating maintenance payments to family members or copy of a court settlement or copy of a settlement before a court mediator concerning the execution of the maintenance payment obligation with the funds of an obliged parent** – person obtaining the maintenance payment;
  - 15) **certificate of a court executive officer of total or partial ineffectiveness of enforcement of maintenance payments, as well as the amount of the enforced maintenance payments** – concerned persons;
  - 16) **certified copy of a binding court decree dismissing a petition for maintenance payments** – concerned persons;
  - 17) **certified copy of a court decree obliging one parent to incur total costs of a child's maintenance** – concerned persons;
  - 18) **certificate on receiving maintenance payments from the maintenance fund** – concerned persons;
  - 19) **certified true copy (or copy and original for inspection) of a certified copy of a decree of a family court appointing a legal guardian to a student's child** – concerned persons;
  - 20) **certified true copy (or copy and original for inspection) of a final judgment of a family court confirming the adoption of a child or a certificate of a family court or an adoption and care centre on the conducted court proceedings for the adoption of a child or the appointment of an actual guardian** – concerned persons;
  - 21) **certificate issued by a university or a school** – studying siblings of an applicant of legal age, under 26; in the case of minor siblings a student/doctoral student can present – in exchange – a certificate of residence including all family members;
  - 22) **certificate of permanent residence of a student/doctoral student – a printout from the e-puap service is admissible** – persons applying for a place in a dormitory or an increase of the maintenance grant due to lodging in a dormitory or other premises;
  - 23) **declaration made on a form of the MUW on the place of residence during studies in the case of applying for an increase of the maintenance grant due to lodging in a dormitory or other premises** – concerned persons;
  - 24) **certificate issued by the Employment Agency confirming the status of an unemployed person with or without the right to an allowance** – unemployed persons: parents, legal or actual guardians, applicant, husband/wife of the applicant, siblings under 26 doing part-time studies if such persons are registered with the Employment Agency;
  - 25) **family member's declaration on being unemployed with the information about health insurance applicable as at the day of filing the application** – unemployed persons not registered with the Employment Agency;



- 26) **copy of the certificate of death of a parent – for inspection** – persons who do not receive the deceased parent family pension or subject to the procedure for the determination of the rights to the family pension;
- 27) **certified true copy (or copy and original for inspection) of a decision on awarding the family pension or refusing to award the family pension** – concerned persons;
- 28) **certified true copy (or copy and original for inspection) of a disability certificate concerning the applicant's siblings irrespective of their age** – disabled siblings of legal age;
- 29) **certified copy of the certificate of marriage of a student/doctoral student** – applicants being in matrimony;
- 30) **certified copy of the certificate of birth of a child** – applicants who have children;
- 31) **unabridged copy of the certificate of birth of a student/doctoral student or his/her child** – if the father is unknown;
- 32) **certificate of receiving/not receiving the doctoral scholarship with the information about its amount** – concerned persons;
- 33) **other documents necessary to clear out the financial situation of a student/doctoral student** – concerned persons;
- 34) **statements of the applicant and his/her family members concerning their consent to the processing of personal data** – the applicant and the members of his/her family;
- 35) **certificate of the social welfare centre on the financial and economic situation of a student and his/her family** – the applicant whose family members' monthly income does not exceed the amount specified in Art. 8(1)(2) of the Act of 12 March 2004 on Social Welfare.

#### **List of documents confirming the loss of income:**

1. If a family member has lost his/her job the applicant should attach:
  - a) certificate issued by the Employment Agency if the given person has been registered for the purpose of searching for a job; in the case of receiving the unemployment benefit – certificate specifying the net amount of the benefit and the period of its receipt,
  - b) if parents jointly settle taxes for a base year, and one of them loses his/her job – certificate issued by the Tax Office specifying the income of each of the parents (or a separate certificate) including the amount of the due tax,
  - c) if an unemployed member of the applicant's family is not registered with the Employment Agency – competent authority's certificate of the applicable health insurance,
  - d) employment certificate from the last place of employment, employer's certificate on the expiry of a contract of mandate or a contract on the performance of a particular task and no further employment,
  - e) employer's certificate on starting a maternity leave in the current year,
  - f) certificate on the loss of the sickness allowance, rehabilitation allowance, parental benefit or maternity allowance applicable after the loss of employment or another paid job.
2. If either of or both parents go into retirement or disability pension – decision on granting retirement pension or disability pension (officially certified true copy or copy and original for inspection) and certificate issued by the previous employer that the employee (parent, legal or actual guardian of a student/doctoral student) who has gone into retirement or disability pension is not employed there.
3. If retirement or disability pension is lost – certificate issued by a competent administration authority.
4. In the case of deregistration or suspension of a business activity due to parenting by an entrepreneur who does not employ any employees – document confirming deregistration or suspension of the business activity.
5. If maintenance payments are lost due to death – copy of the certificate of death of the person obliged to make maintenance payments to the applicant or his/her family member (for inspection).
6. If the maternity allowance referred to in the regulations on social insurance of farmers is lost – certificate issued by the Agricultural Social Insurance Fund confirming this fact.

7. If the parental benefit is lost – proper certificate.
8. If the doctoral scholarship is lost – proper certificate.
9. If the remuneration is reduced for reasons specified in § 21 Clause 1 Subclause k of the Rules and Regulations – certificate issued by the employer on the amount of the monthly net remuneration after the reduction.

**List of documents confirming the generation of income:**

1. If a family member derives income the applicant should attach:
  - a) employer's certificate of employment and net income issued in the month following the month in which the income was derived,
  - b) certificate of the entry into the register of business activities and income from such activity, certificate of renewal of the business activity after the suspension period due to discontinuing child-care by an entrepreneur not employing employees,
  - c) certificate of the completion of the maternity leave,
  - d) certificate of being awarded with sickness allowance, rehabilitation allowance, parental benefit or maternity allowance applicable after the loss of employment or another paid job,
  - e) certificate of being awarded with early retirement benefit or allowance, teacher's compensatory allowance, as well as retirement or disability pension, family pension or social pension,
  - f) certificate issued by the Employment Agency on the right to the unemployment benefit or grant specifying the monthly net benefit amount and the period of its receipt,
  - g) certificate issued by the Agricultural Social Insurance Fund on being awarded with maternity allowance, specifying the allowance amount and the period of its receipt,
  - h) certificate of being awarded with parental benefit, specifying the allowance amount and the period of its receipt,
  - i) certificate of being awarded with doctoral scholarship, specifying the amount and period for which the scholarship was granted.

Appendix No. 2 do to the Rules and Regulations of Granting Benefits to Students of the Medical University of Warsaw

## CRITERIA AND PROCEDURE OF GRANTING THE RECTOR'S SCHOLARSHIP TO DOCTORAL STUDENTS OF THE MEDICAL UNIVERSITY IN WARSAW

### RECTOR'S SCHOLARSHIP FOR DOCTORAL STUDENTS

1. Doctoral students applying for the rector's scholarship should file with the Office an application using the University sample, appended with certificates documenting the required achievements according to Clauses 3-8.
2. For the purpose of granting the rector's scholarship the doctoral student's achievements shall be assessed with points.
3. The rector's scholarship can be granted if a doctoral student met jointly the following conditions in the previous academic year (preceding the application submission):
  - 1) he/she got at least good (arithmetic average of at least 4.0) results from the examinations covered by the curriculum of the doctoral studies and received all credits covered by the curriculum of the doctoral studies within due deadline; the score shall correspond to the arithmetic average of examination grades, **from 4 points for the average of 4.0 to 5 points for the average of 5.0;**
  - 2) he/she made progress in teaching and scientific work, as well as in the preparation of the doctoral thesis, in particular:
    - a) he/she showed particular involvement in teaching work, confirmed with a written opinion of the supervisor or the unit's head – **5 points,**
    - b) the maximum score of a doctoral student for a grade in the Student's Survey is **10 points,** according to the table below:

Average	Points
Below 4.0	0
At least 4.0 but less than 4.1	1
At least 4.1 but less than 4.2	2
At least 4.2 but less than 4.3	3
At least 4.3 but less than 4.4	4
At least 4.4 but less than 4.5	5
At least 4.5 but less than 4.6	6
At least 4.6 but less than 4.7	7
At least 4.7 but less than 4.8	8
At least 4.8 but less than 4.9	9
At least 4.9	10

- c) obtaining a patent, which is documented – **50 points,**
- d) obtaining or participating in a grant:
  - international – **40 points (team manager), 20 points (team member),**
  - external national – **30 points (team manager), 15 points (team member),**
  - internal – **10 points (team manager), 5 points (team member);**
 an agreement or a decision on awarding a grant shall be the proper confirmation,
- e) publishing works in journals with the Impact Factor – **40 points** or a **percent value of 40** in the case of a collective work, specified upon a certificate of the main author of the work on the contribution of the applicant and the other co-authors,
- f) publishing works in the journals included in list B of the Ministry of Science and Higher Education – **20 points** or a **percent value of 20** in the case of a collective work, specified

upon a certificate of the main author of the work on the contribution of the applicant and the other co-authors,

- g) publishing a chapter in a book, script, textbook, monograph – **10 points** or a **percent value of 10** in the case of a collective work, specified upon a certificate of the main author of the work on the contribution of the applicant and the other co-authors,
  - h) publishing another full-text paper (other than an abstract) – **5 points** or a **percent value of 5** in the case of a collective work, specified upon a certificate of the main author of the work on the contribution of the applicant and the other co-authors.
4. If the previous academic year's curriculum did not include the components specified in Clause 3 Subclause 1 the said conditions should be disregarded.
  5. An applying doctoral student must properly document the application. The Impact Factor verification shall be made by reference to the website [www.publikacje.wum.edu.pl](http://www.publikacje.wum.edu.pl). The applicant must append the application with a proper printout from the website.
  6. If the same score is obtained by several persons the priority shall be granted to the persons who have a higher Impact Factor. If the Impact Factor is the same the persons with a higher score for publications upon the list of the Ministry of Science and Higher Education shall have priority.
  7. The rector's scholarship can be granted to the doctoral students who have obtained the highest score.
  8. Oral and poster presentations, conference and congress awards shall not be taken into account.
  9. The rector's scholarships cannot be granted to more than 10% of the doctoral students studying at the particular University organisational units. 100% of the doctoral students shall be all doctoral students registered for the next year of study in a given academic year. If the number of the doctoral students at a given organisational unit is less than 10 the scholarship can be granted to 1 doctoral student.
  10. The total number of the doctoral students necessary to calculate 10% of the number referred to in Clause 9 above shall be determined as at the 20<sup>th</sup> day of October of a given academic year upon the alphabetical lists of doctoral students drawn up by the University Doctoral Studies and approved by the Deans. The abovementioned lists shall be delivered to the Office immediately, by the 23<sup>rd</sup> day of October.
  11. Teaching achievements reached in the previous academic year, sports and artistic achievements, scientific publications made in the previous twelve months since the month of starting the previous year of the faculty doctoral studies until the month preceding the month of starting the current year of the faculty doctoral studies shall be taken into account. In the case of the doctoral students of the last year of study also publications submitted for publication during the last academic year shall be taken into account.
  12. Only the achievements under the affiliation of the MUW shall be taken into account when assessing an application.
  13. No doctoral student who extends the period of studies shall be entitled to the rector's scholarship.
  14. A doctoral student transferred from another university as of the beginning of the academic year who meets the conditions specified in the Rules and Regulations can also apply for the rector's scholarship.