

**Regulations on granting scholarships from the Own Fund  
Scholarship for students, PhD students and young scientists  
of the Medical University of Warsaw**

**General Provisions**

**§1**

1. The Regulations define the rules for the use of funds collected under the Own Scholarship Fund for research scholarships for students, doctoral students and young scientists of the Medical University of Warsaw (MUW), hereinafter referred to as the "Fund".
2. The Fund is the Medical University of Warsaw's Own Scholarship Fund within the meaning of Art. 420 of the Act of 20 July 2018 Law on Higher Education and Science (i.e. Journal of Laws of 2022, item 574, as amended), hereinafter referred to as the "Act".
3. The fund is intended for research scholarships for:
  - a) students for their learning achievements at the Medical University of Warsaw;
  - b) PhD students of the Medical University of Warsaw for scientific achievements;
  - c) young scientists of the Medical University of Warsaw for scientific achievements.

**§2**

1. The Fund's resources come from resources other than those specified in Art. 365 of the Act, and in particular:
  - a) from a write-down charged to the costs of activities in the field of education and scientific activity;
  - b) from contributions of natural and legal persons.
2. The write-down may not exceed 20% of the planned net profit for the year.
3. If you make a profit:
  - a) lower than planned - the write-down is set in the amount proportionally reduced;

- b) greater than planned – the write-down is determined in the planned amount.
- 4. A write-down may not be made if it would result in a loss in a given financial year.
- 5. The Bursar is responsible for the availability of the Fund's resources referred to in par. 1-3 and for keeping separate accounting records of the Fund.
- 6. Every year, by 31 October, the Bursar informs the Rector of the amount of funds with the maximum amount of the write-down referred to in section 2, taking into account the principles set out in section 1-4. The decision on the amount of the deduction in a given year is made by the Rector.

### **§3**

1. The Fund is administered by the Rector or the appointed Vice-Rector, respectively in the area of:
  - a) students - Vice-Rector for Student Affairs and Education,
  - b) PhD students - Vice-Rector for Science and Technology Transfer,
  - c) young scientists - Vice-Rector for Science and Technology Transfer.
2. The Fund's resources are divided as follows for individual groups:
  - a) students - 50%;
  - b) doctoral students - 25%;
  - c) young scientists -25%.
3. Depending on the amount of funds in a given year indicated by the Bursar in accordance with § 2 sec. 6, the Rector shall specify in a separate order the amount of scholarships and the number of scholarships for each of the groups specified in sec. 2.
4. The Order referred to in par. 3, is announced on the University's website by November 15 of a given calendar year, inclusive, with the proviso that in the academic year 2022/2023 the document will be published by January 15, 2023.
5. Fund resources that have not been used in a given year are carried over to the next year.
6. Administrative support for the Rector's Own Scholarship Fund of the Medical University of Warsaw is provided by:
  - a) in matters relating to students - Dean's Offices and the Office of Education Organization and Student Affairs;
  - b) in matters concerning doctoral students - the Doctoral School;
  - c) in matters concerning young scientists - the Science Department.
7. The condition indicating "year" should be understood as "calendar year", unless this condition is specified with an indication of "academic year".

## **Scholarships for academic performance for students**

### **§4**

1. A scholarship for learning achievements may be awarded:

a) students from the second year of first- and second-cycle studies and uniform master's studies (after completing the first year of studies), subject to point (a) b),

b) first-year students of second-cycle studies who completed first-cycle studies at the Medical University of Warsaw and within 12 months from the completion of first-cycle studies began studying at second-cycle (supplementary master's) studies at the Medical University of Warsaw, who passed in the examinations in the first term (without re-takes) all the exams applicable in a given year of study according to the study plan, obtained an average of min. 4.80 and passed all the courses required by the study plan. Only exam grades for the previous academic year are counted in the average; the grade point average (GPA) does not include the result of the diploma exam (or the grade from the diploma thesis)

2. A scholarship for academic performance may not be awarded to a student repeating a year or semester of study and to a student who has passed part of the exams passed in other fields of study, e.g. after changing the field of study, in dual enrollment (recorded grades).

3. The scholarship from the Own Scholarship Fund will be awarded once during the academic year for a period of 9 months, i.e. from October 1 to June 30 of the following year.

4. Students who meet the conditions specified in sec. 1-2, submit an application for a scholarship to the Virtual Dean's Office and then deliver the printed application to the dean's office by October 15, with the proviso that in the academic year 2022/23 applications will be accepted until December 30, 2022. Applications submitted after the deadline will not be considered.

5. Scholarships for academic performance are awarded to persons who have submitted a true and complete application, by decision of the Rector or the Vice-Rector for Student Affairs and Education acting on his behalf, based on name ranking

lists with grade averages, prepared by Dean's Offices and approved by Deans of Faculties . There is no appeal against the decision.

6. Ranking lists with the signature of the Dean of the Faculty along with applications are submitted to the Student Benefits Coordinator in the Office of Education and Student Affairs by October 31, with the proviso that in the academic year 2022/23 the deadline for submitting the lists is postponed to January 15, 2023.

7. The payment of the scholarship takes place from December with compensation from October of a given year, with the proviso that in the academic year 2022/23 the payment date is postponed from February 2023 by compensation from October 2022.

8. A student may receive a scholarship for academic performance from the Own Scholarship Fund and the Rector's scholarship at the same time.

9. A scholarship from the Own Scholarship Fund may be awarded to a student studying simultaneously in more than one field of study, only in one field of study.

10. The Rector or the Vice-Rector for Student Affairs and Education acting on his behalf may suspend the payment of the awarded scholarship or withdraw the decision to award the scholarship in the event of:

- a) suspending the student's rights until a valid disciplinary ruling is issued;
- b) removal from the list of students,
- c) resignation or graduation.

11. The loss of the right to receive the scholarship occurs from the month following the month in which the conditions specified in section 10 lit. a)-c).

12. The benefit payment is resumed by decision of the Rector or the Vice-Rector for Student Affairs and Education acting on his behalf.

### **Scholarships for scientific achievements for PhD students**

#### **§5**

1. Scholarship for scientific achievements for doctoral students may be awarded to doctoral students in the 2nd, 3rd and 4th year of education at the Doctoral School, who published as the first or corresponding author at least 1 paper in a journal with at least 70 points in the Ministry of Education and Science (ME&S) score in the previous academic year.

2. One publication may be the basis for granting a scholarship to no more than one doctoral student. If both the first author and the corresponding author submit an application for a scholarship, the scholarship is awarded to the first author.
3. The date of publication is the date of its first public appearance, regardless of the date of publication in the printed version.
4. Doctoral students who meet the conditions described in sec. 1, submit to the Office of the Doctoral School an application containing personal data and bibliography of the publication entitling to be awarded the scholarship by October 31, with the proviso that in 2022 applications are accepted until December 30. Applications submitted after the deadline will not be considered.
5. Lists of doctoral students entitled to receive a scholarship with the signature of the Director of the Doctoral School along with applications are submitted to the Vice-Rector for Science and Technology Transfer by November 15, with the proviso that in 2022 the deadline for submitting the lists is postponed to January 15, 2023.
6. Scholarships for scientific achievements for doctoral students are awarded to persons who have submitted complete and correctly completed applications by the decision of the Rector or the Vice-Rector for Science and Technology Transfer acting on his behalf, based on the list prepared by the Director of the Doctoral School. There is no appeal against the decision.
7. A doctoral student may simultaneously receive a scholarship for scientific achievements from the Own Scholarship Fund and an increased doctoral scholarship for achievements.
8. The scholarship is awarded once during the academic year for a period of 12 months, i.e. from October 1 to September 30 of the following year.
9. The payment of the scholarship takes place from December with compensation from October of a given year, with the proviso that in the academic year 2022/23 the payment date is postponed from February 2023 with compensation from October 2022.
10. The Rector or the Vice-Rector for Science and Technology Transfer acting on his behalf may suspend the payment of the awarded scholarship or withdraw the decision to award the scholarship in the event of:

- a) suspension of education;
- b) removal from the list of doctoral students,
- c) resignation or early completion of education.

11. The loss of the right to receive the scholarship occurs from the month following the month in which the conditions specified in section 10 lit. a)-c).

12. The benefit payment is resumed by decision of the Rector or the Vice-Rector for Science and Technology Transfer acting on his behalf.

### **Scholarships for scientific achievements for young scientists**

#### **§6**

1. A scholarship for scientific achievements for young scientists may be awarded to employees who meet all of the following criteria:

- a) conducts scientific activity at the Medical University of Warsaw and is included in the number N at the Medical University of Warsaw on the basis of a declaration submitted in accordance with Art. 265 sec. 5 of the Act;
- b) is employed at the Medical University of Warsaw on a full-time basis;
- c) does not hold a doctoral degree or holds a doctoral degree for which 7 years have not elapsed since obtaining it in the year of the call for proposals;
- d) has not turned 35 in the year of submitting the scholarship application.

2. The scholarship is awarded for the period of the academic year from 1 October for a period of 12 months.

3. The scholarship may be awarded to one person no more than 3 times.

4. The scholarship is awarded to young scientists in the following groups:

- a) Discipline of Pharmaceutical Sciences,
- b) Discipline of Health Sciences,
- c) Discipline of Medical Sciences.

5. It is preferable to keep the proportion of the number of scholarships awarded:

- a) Discipline of Pharmaceutical Sciences 1;
- b) Discipline of Health Sciences 1,
- c) Disciplines of Medical Sciences 5.

6. Young scientists shall apply for the scholarship by November 30, with the reservation that in the academic year 2022/2023 the deadline for submitting applications is postponed to January 31, 2023. Applications submitted after the deadline will not be considered.

7. Applications are submitted to the Science Department.

8. The application contains the following data: personal data, discipline of scientific activity, list of publications, list of projects. The application form is available on the website of the Science Department <https://pnitt.wum.edu.pl/nauka-i-ewaluacja/nauka>.

9. The group in which the application will be considered depends on the discipline indicated by the employee in the statement referred to in Art. 265 sec. 5 of the Act. If more than one discipline is indicated, the application will be considered in the discipline to which the employee assigned a higher percentage value. If in the above If, in the declaration, the employee assigned equal values to two disciplines, in the application for a scholarship, the employee should indicate to which group he/she wants to be included.

10. The ranking of applicants for the scholarship will be prepared in each of the groups indicated in section 4 based on the sum of the following two components:

a) the sum of points according to the ME&S list for original publications affiliated with the Medical University of Warsaw, published within two calendar years preceding the year of submitting the application and in the year of submitting the application, until the date of submitting the application. The points for works in which the applicant is the first, corresponding or last author are doubled. Achievements include works identified with an active DOI, entered into the WUM.PUBLICATIONS system and approved by the MUW Library;

b) the sum of points for managing grants obtained in the competition mode, financed from external sources and implemented in the year of submitting the application. The following conversion rate applies: 1 point for every 2.5 thousand. PLN of total funding obtained for MUW.

11. The ranking list for young scientists applying for a scholarship is presented to the Rector by December 15, after obtaining the opinion of the University Scientific

Council, with the proviso that in the academic year 2022/2023 the deadline for submitting the lists is postponed to February 15, 2023.

12. The scholarship is awarded to young scientists who have obtained the highest number of points according to the ranking list, taking into account the preferences set out in section 5.

13. Scholarships for young scientists are awarded to persons who have submitted complete and correctly completed applications, by decision of the Rector or the Vice-Rector for Science and Technology Transfer acting on his behalf, based on the list prepared by the Science Department. There is no appeal against the decision.

14. The list of scholarship holders is published on the University's website at the end of the application year, with the proviso that the announcement of the list for the academic year 2022/23 will take place by February 28, 2023.

15. The payment of the scholarship takes place in January in the year following the year of submitting the application, with the adjustment from October of the year of submitting the application, with the proviso that the payment of the scholarship in the academic year 2022/23 will take place in March 2023, with the adjustment from October 2022.

16. Eligibility to obtain a scholarship is excluded by disciplinary punishment, unjustified absence from work, negative periodic evaluation of a teacher in the year of application submission.

17. The Rector may suspend the payment of the scholarship or withdraw the decision to grant it:

- a) after the conditions specified in sec. 16;
- b) after the discontinuation of scientific activity at the Medical University of Warsaw consisting in the withdrawal of the declaration of classifying the employee as number N;
- c) upon termination of employment at MUW.

18. Resumption of the payment of the benefit is made by the Rector's decision.