

WARSAW UNIVERSITY OF TECHNOLOGY

Regulation no. 57/2022
of the Warsaw University of Technology Rector
of 29 September 2022

on the introduction of Regulations for benefits for students of Warsaw University of Technology
in the academic year 2022/2023

Pursuant to Art. 95, section 2 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2022 item 574, as amended), Art. 281, section 2 of the Act of 3 July 2018 – Regulations implementing the Act – Law on Higher Education and Science (Journal of Laws, item 1669, as amended) and in agreement with the Student Self-Government and the PhD Council of WUT, it is hereby determined as follows:

§1

1. Regulations for benefits for students of Warsaw University of Technology in the academic year 2022/2023, hereinafter referred to as “Regulations”, which are set out as an annex to the decision, are hereby introduced.
2. These Regulations shall apply accordingly to PhD students who commenced their doctoral studies before the academic year 2019/2020.

§2

The decision enters into force on 1 October 2022.

RECTOR

Professor Krzysztof Zaremba

**REGULATIONS FOR BENEFITS FOR STUDENTS OF THE WARSAW
UNIVERSITY OF TECHNOLOGY IN THE ACADEMIC YEAR 2022/2023**

**Section I
General provisions**

§ 1

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

§ 2

1. Financial aid from the State budget, which the University has at its disposal, can be obtained by a student or PhD student who meets the requirements specified in the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2022, item 574, as amended), hereinafter referred to as 'Law' in the present Regulations.
2. The following rules must be observed when granting financial aid to students and PhD students:
 - 1) equality of access to financial aid benefits;
 - 2) transparency of actions and effective protection of personal data.
3. A student can apply for financial aid in the form of:
 - 1) social scholarship;
 - 2) scholarship for the disabled;
 - 3) Rector's scholarship;
 - 4) relief.
4. Benefit payments referred to in section 3, are granted to students of first-cycle and second-cycle, as well as long-cycle Master's degree programmes.

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

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

The total period is extended by 2 semesters in the case of long-cycle Master's degree programmes, which last for either 11 or 12 semesters, as laid down in the legislation.

All of the commenced semesters, including semesters that overlap with periods of leave from classes, with the exception of semesters spent at subsequent first-cycle studies that were commenced or began after obtaining a professional title of BSc or equivalent are counted as part of that period. Where several fields of study are pursued, the semesters running simultaneously are counted as a single semester.
5. In case a disability occurred at the time of studies or after obtaining a professional title, a student can receive the benefit referred to in section 3, point 2, for an additional period of 12 semesters. The provisions of section 4 apply accordingly, except for the extension of the period by 2 semesters.

6. Benefit payments referred to in section 3 are not granted to a student with a professional title of:
 - 1) MA, MSc or equivalent;
 - 2) BA, BSc or equivalent, if a first-cycle degree programme is re-taken.
7. The provisions of sections 4 and 6 also apply to persons who were educated or acquired professional titles abroad. Financial aid does not apply to students or PhD students who are suspended. Benefits are not granted to students referred to in Art. 477 of the Law on Higher Education and Science.
8. The decision to grant financial aid referred to in section 3, points 1-3, on a given field of studies expires on the last day of the month in which:
 - 1) the student lost the right for benefits due to obtaining a professional title referred to in sections 6 and 7;
 - 2) the student has been struck off the list of students of the field of studies where the benefit was obtained through a final decision;
 - 3) time referred to in sections 4 and 5 has elapsed;
 - 4) loss of a student status of this field caused by a field of studies change.
9. A student obtaining financial aid is obliged to inform the University immediately about the occurrence of circumstance referred to in sections 4-7 resulting in the loss of right to financial aid.
10. A student studying in several fields simultaneously can receive social scholarship, scholarship for the disabled, relief and Rector's scholarship only in a single chosen field of studies.
11. Scholarships are granted in a given academic year for the period of up to 10 months. In case when the last academic year lasts for 1 semester, for the period of up to 5 months.
12. In case of students who begin studies in the summer semester, benefits referred to in section 3, sections 1-3, are granted for the period of up to 5 months (beginning from March) and the running of time limits refers to the beginning of the summer semester.
13. Scholarships are paid monthly from October to February inclusive in the winter semester and from March to July inclusive in the summer semester, whereby the first payment may occur in the consecutive months of the current semester.
14. Financial aid is paid solely to a bank account, the number of which the student is obliged to provide in the benefit application.
15. Scholarships are granted on the basis of a student's documented application submitted within 2 weeks from the beginning of the academic year or the beginning of semester in case of students who began their studies in the summer semester and in case of the decision referred to in §24, section 6, on granting Rector's scholarships for the period of 5 months. The beginning of the academic year and the beginning of the summer semester is accepted in accordance with the schedule of classes. The deadline is kept if the application has been submitted in accordance with the rules determined in Article 57, §5, section 2-6, of the Act of 14 June 1960 on Administrative Procedure (Journal of Laws of 2021, item 735, as amended).
16. In case of submitting an incomplete application, a student is summoned and obliged to submit the missing documents within deadlines set. Failing to rectify deficiencies will result in leaving the application unprocessed.
17. A student who failed to submit the application for social scholarship or scholarship for the disabled within the date specified in section 15, can apply during the academic year, but the

scholarship may be granted from the following month from the date of submitting the application.

18. The truthfulness of documents submitted together with the application for financial aid and the truthfulness of information included is certified by the student's own signature.
19. If a conclusion is made that false data had been submitted in the application for financial aid, it shall result in immediate suspension of funding and an obligation to return the undue funds in the amount set out in the procedures that establish this amount through an administrative decision. The administrative decision granting undue funds based on untrue factual premises and evidence is vitiated by an error and may be repealed following the resumption of the proceedings under article 145, § 1, section 5 of the Act of 14 April 1960 on Administrative Procedure.
20. A submission of an application to competent authorities of the University to initiate a disciplinary proceeding or, where appropriate, submitting a notice of committing an offence of providing false or incomplete data in the application for financial aid, may result in suspension of funding until the final decision has been made to end the proceeding.
21. Finding deficiencies in benefit application process, which can impact the decision or the amount of funding, causes suspension of granted aid and the revision of proceedings regarding granting the scholarship. If the decision is overruled as a result of reopening proceedings, or if the amount due should change to the disadvantage of the student, a decision will be made to establish the amount of unduly received funds which must be recovered by the student.
22. Granting funds referred to in section 3, and a refusal to grant them occur by means of an administrative procedure.
23. The decision of a Faculty Scholarship Committee may be appealed against by the student within 14 days from the date of delivery of administrative decision. The Rector, by means of administrative decision overrules the decision of the Faculty Scholarship Committee or the Appeals Scholarship Committee that is inconsistent with the rules of law.
24. The total monthly amount of the social scholarship and the Rector's scholarship cannot exceed 38% of a minimum base salary of a professor, established by the rules of remuneration of academic teachers.

Section II

Rules of conduct in granting funds

§ 3

Procedures of granting funds

1. 2 weeks before the inauguration of the academic year, the Rector, in agreement with the Student Self-Government and the PhD Council of WUT determines and announces the maximum monthly income per person in a student's family, entitling to the social scholarship.
2. Within 2 weeks from the inauguration of the academic year, students and PhD students submit applications for scholarships:
 - 1) social
 - 2) for the disabled
 - 3) Rector's

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

§ 4

Administrative support

1. The Deanery provides administrative support of Faculty Scholarship Committee referred to in § 5 and § 6.
2. The Deanery is obliged to:
 - 1) accept a student's application for a scholarship or benefit; the applications (except the application for the Rector's scholarship) are accepted at any time of the academic year, except holiday breaks;
 - 2) accept the notice of appeal against the decision of the Faculty Scholarship Committee, and, after the Committee has delivered an opinion, refer it to the Chancellor's Office along with a certified copy of the application (including annexes) and decision made;

- 3) while receiving the application, check its completeness and formal correctness and inform the student about the possible need to correct or complete the application, and in case of an incomplete application, summon the student in writing to complete the documents. The summons template is specified in Annex 11 of the Regulation;
 - 4) in case of the Rector's scholarship, verify student's weighted average based on credit protocol (for instance in the virtual deanery system) or based on the documents provided by a student studying at a different university in the previous semester (for example, based on a certificate from the university office or a diploma supplement);
 - 5) register every accepted application and provide it with a date stamp and signature of the person receiving it;
 - 6) by a student's request, issue confirmation of application with a date stamp and signature of the person receiving it;
 - 7) fill in and print out administrative decisions issued by the Faculty Scholarship Committee;
 - 8) serve the student with the administrative decision and receive, on the copy of the decision remaining at the faculty, confirmation of delivery of the decision with a date stamp and the student's signature;
 - 9) accept the application along with documents regarding the gained and lost income, resignation from benefits, changes in the manner of receiving the payment, as well as other information necessary in the process of granting benefits;
 - 10) timely collect information referred to in §3 section 3 and complete a list of payments sent to the bursary by the 5th day of each month;
 - 11) store and archive applications and decisions on granting benefits;
 - 12) publish (on notice boards in close vicinity of deaneries and on faculty internet sites) information about current rules, dates of submitting applications, amounts of benefit payments, templates of applications, and provide students with appropriate information;
 - 13) keep the information referred to in section 12 up-to-date, timely and accessible;
 - 14) make available to the Faculty Scholarship Committee and the Appeal Scholarship Committee the applications and other documents necessary in the process of granting funds of financial aid, with all data sent in confidence in accordance with the Act of 10 May 2018 on the Protection of Personal Data (Journal of Laws of 2019, item 1781) and the provisions of the Regulation of the European Parliament and Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and to the free flow of the data and repealing Directive 95/46/EC (Journal of Laws EU L 119/1 of 4 May 2016);
 - 15) share with the members of the Faculty Scholarship Committee the technical means necessary for the Committee's operation.
3. The Chancellor's Office provides administrative handling of Appeal Scholarship Committees referred to in §7 and §8.
 4. The Chancellor's Office is obliged to:
 - 1) receive appeals against the decision of Appeal Scholarship Committee from the deanery;
 - 2) share with the members of Appeal Scholarship Committee technical means necessary for its operation;

- 3) fill in and print out administrative decisions, in accordance with decisions made by the Appeal Scholarship Committee resulting from examining student appeals.

§ 5

Establishing Faculty Scholarship Committees

1. Within 1 week before the inauguration of the academic year:
 - 1) the Faculty Council of the Student Self-Government submits an application to the Rector to establish the Faculty Scholarship Committee.
 - 2) The dean submits an application to appoint designated employees.

Based on the application, the Rector by means of a decision, sets up the Faculty Scholarship Committee, hereinafter referred to as 'Committee'.

2. Any changes in the composition of the Committee are made by the Rector at the request of the Faculty Council of the Student Self-Government or dean.
3. The Committee takes decisions regarding granting, suspending, and resuming payments and returns, and determining the amounts of unduly received means of material aid referred to in §2 section 3 and their return.
4. The Committee consists of students delegated by the Faculty Council of the Student Self-Government, as well as faculty employees.
5. The Committee consists of minimum three members.
6. Students constitute a majority in the Committee.
7. There can be a maximum of 5 students on the Committee.
8. The Committee chair is appointed by the Rector from amongst the faculty employees.
9. The Committee is established for 1 academic year.

§ 6

Establishing Faculty Scholarship Committees for PhD students

1. Within 1 week before the inauguration of the academic year:
 - 1) the Faculty Council of PhD Students submits an application to the Rector to establish the Faculty Scholarship Committee for PhD Students;
 - 2) the dean submits an application to appoint designated employees.

Based on the application, the Rector by means of a decision, sets up the Faculty Scholarship Committee for PhD Students, hereinafter referred to as 'Committee for PhD Students'.

2. The Committee for PhD Students takes decisions regarding granting, suspending, and resuming payments and returns, and determining the amounts of unduly received means of material aid referred to in §2 section 3 and their return.
3. The Committee for PhD Students consists of PhD students delegated by the Faculty Council of PhD Students, as well as faculty employees.
4. The Committee for PhD Students consists of minimum 3 members.
5. PhD students constitute a majority in the Committee for PhD Students.
6. The chair of the Committee for PhD Students is appointed by the Rector from amongst the faculty employees.
7. The Committee for PhD Students is established for 1 academic year.
8. Any changes in the composition of the Committee for PhD Students are made by the Rector at the request of the Faculty Council of PhD Students or dean.

§ 7

Establishing the Appeal Scholarship Committee

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

§ 8

Establishing the Appeal Scholarship Committee for PhD Students

1. At the request of WUT PhD Student Council, the Rector, within 2 weeks from the inauguration of the academic year, establishes the Appeal Scholarship Committee for PhD Students to examine appeals against administrative decisions made by Faculty Scholarship Committees for PhD Students.
2. The Appeal Scholarship Committee for PhD students consists of PhD students delegated by WUT PhD student council, as well as University employees.
3. PhD students constitute a majority in the Appeal Scholarship Committee for PhD students.
4. The chair of the Appeal Scholarship Committee for PhD students is appointed by the Rector from amongst the University employees.
5. The committee is established for 1 academic year.
6. Any changes in the composition of the Appeal Scholarship Committee for PhD Students are made by the Rector on his own initiative or at the request of the WUT PhD Student Council.

§ 9

Duties of Scholarship Committees

1. The duties of the committees referred to in §5-8 are timely examinations of applications for financial aid benefits and appeals against decisions in these matters.
2. The duties of committee chairs are:
 - 1) convening committee meetings;
 - 2) informing committee members about these meetings;
 - 3) supervising the adequacy of proceedings for granting benefits, as well as of kept documentation.
3. The chair determines, in written form, the duties and range of responsibilities of the vice-chair, after the Committee has been consulted.

4. The Committee takes its decisions by simple majority of votes in the presence of at least half of its current composition. In case of equal number of votes, the chair's vote is decisive, and in case of his absence, the vote of the vice-chair.
5. Decisions made by committees are signed by the chair or the vice-chair authorised by the chair.
6. Committee meetings are recorded. The protocol is signed by all members of the committee present at the meeting. In the case described in section 11, the protocol is signed by the chair or the vice-chair authorised by the chair.
7. Committee members are excluded from participation in procedures regarding granting benefits in cases referred to in article 24 of the Act of 14 June 1960 on Administrative Procedure.
8. The Committee is excluded from proceeding in dealing with cases to grant benefits to Committee members, its chair and vice-chair. The appropriate body to resolve such matters is the Rector.
9. The Committee may issue a new decision, which overrules or changes the decision appealed, within 7 days from the day of receiving the appeal if the appeal made by a student is in whole allowable. The new decision may be appealed against.
10. The Committee is obliged to send an appeal together with documents its written opinion to the deanery in order to send it to the appropriate Appeal Scholarship Committee within 7 days from the day of receiving the appeal, if it has not made the decision to accept the appeal in full within this deadline.
11. Committee meetings can take place and decisions can be made by means of electronic communication, ensuring specifically:
 - 1) a real-time transmission of the meeting between the members of the Committee;
 - 2) multilateral communication in real time, during which the participants of the meeting can speak during the meeting, in keeping with the necessary security measures.

§ 10

Supervising Committee work

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

Section III

Social Scholarship

§ 11

General provisions

1. Social scholarship can be obtained by a student in a difficult material situation, beginning from the first year of studies.
2. The basis for the evaluation of the material situation is the amount of documented monthly income per person in the student's family, calculated according to rules specified in section IV of this regulation.
3. The Scholarship Committee or the Appeal Scholarship Committee refuse to grant the social scholarship to a student, whose monthly income does not exceed the amount specified in article 8, section 1, point 2 of the Act of 12 March 2004 on Social Aid (Journal of Laws of 2021, item 2268 and 2270 and of 2022 item 1 and 66, as amended), if the student fails to attach to the application the certificate from the social welfare centre about the material situation of the family.
4. The Scholarship Committee and the Appeal Scholarship Committee can grant a social scholarship to a student in an instance referred to in section 3, if the reasons for failing to attach the documents regarding the material situation of the family were justified and the student documented the sources of income of the family.
5. The amount of the social scholarship is rounded up to 1 PLN difference between the maximum amount of the social scholarship and the income per person in the student's family. The amount of the lowest social scholarship is specified by the Rector in agreement with the Student Self-Government of WUT and WUT's PhD Student Council within 4 months from the beginning of the academic year.
6. In case when the material situation of a student changes as a result of a loss or gain of income of a student, or a student's family member, the amount of social scholarship undergoes changes, in accordance with the rules specified in Section IV of this regulation. If the material situation causes cessation of right for the scholarship, it is terminated. The claim for including the lost or gained income should be submitted in the deanery.

§ 12

Increased social scholarship

1. A student can receive an increased social scholarship in duly justified cases, especially:
 - 1) arising from the fact of residing in a dormitory or in a place other than the dormitory in the case when commuting from the place of residence considerably hinders, or prevents, studying, and the average monthly income per person in the family does not exceed the amount quoted in article 8, section 1, point 2 of the act on social aid of 12 March 2004;
 - 2) in the case of a chronic disease of a student or a family member affecting the family's material situation.
2. A student can receive an increased social scholarship referred to in section 1 point 1 as a result of residing in a dormitory or in a place other than dormitory, if accommodated in:
 - 1) a WUT dormitory;
 - 2) in a dormitory of other university on condition that a relevant certificate is submitted;
 - 3) in another place, on condition of presenting a lease contract.
3. A student's situation serving as a basis for an increased social scholarship should be appropriately documented.

4. In case of a change in the life or material situation due to extra income gained by the student or their family member, causing cessation of right for an increased social scholarship, the payment is suspended. A student is obliged to immediately inform the deanery about this fact and submit the application again. The rules of assessing and documenting income are specified in §15 of the Regulations.

Section IV
§ 13

Rules of assessing and documenting income

1. While assessing the amount of income qualifying for social scholarship application, the income gained by the following individuals is taken into account:
 - 1) the student;
 - 2) the student's spouse;
 - 3) the student's parents, legal or actual guardians;
 - 4) dependants of persons listed in points 1-3, i.e., under-age children, children up to the age of 26 remaining in education, and if they turn 26 in the last year of studies, until graduation, and disabled children regardless of their age;
2. A student who submits a statement on not having a common household with any of the parents, legal or actual guardians, may apply for a social scholarship without providing information on the income of these persons, pursuant to Art. 88 section 2 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2022, item 574, as amended).
3. In case when a family member gains income taxed according to rules specified in articles 27, 30b, 30c, 30e and 30f of the Act of 26 July 1991 on Personal Income Tax (Journal of Laws of 2021, item 1128, as amended), the income is the revenue decreased by tax deductible costs, social security contributions, not included in the costs of obtaining revenue and health insurance contributions.
4. The application for social scholarship should be submitted along with the original or a copy of documents specified in section 4, and, in justified cases, authenticated copies of these documents. Authentication can be done by a deanery worker, a Scholarship Committee member, a notary, or the issuer of the document.
5. In the procedure of calculating the income amount entitling to social scholarship, the following documents regarding the student and their family members are taken into consideration:
 - 1) certificates or statements certifying the amount of income including respectively:
 - a) for all adult family members – a certificate from the tax office concerning the amount of income subject to personal income tax on the basis specified in articles 27, 30b, 30c, 30e and 30f of the Act of 26 July 1991 on Personal Income Tax – including information about the amount of income, social security contributions subtracted from the income, and the amount of tax due for family members in the calendar year preceding the current academic year;
 - b) in the case of family members who pay their taxes on the basis of flat-rate tax rules from some income forms gained by natural persons – certificate from the head of the tax office including information about:
 - the form of tax paid;
 - the amount of income;

- tax rate;
 - the amount of tax paid
- in the calendar year preceding the benefit period,
- c) for all adult family members – declarations from family members of the amount of tax-free income in the year preceding the current academic year;
 - d) for all adult family members – declaration from the Social Security Office (ZUS) or a declaration from family members about the amount of health insurance contributions;
 - e) in the case of missing income declaration from the tax office due to the absence of income – also a zero income declaration;
 - f) a certificate from the appropriate gmina authority or an order of payment regarding the size of agricultural holding expressed in hectares of the general area of agricultural land in the year preceding the academic year;
 - g) a lease contract, when a part or whole agricultural land owned by the family is leased, based on the agreement made in accordance with the rules of social insurance for farmers, or in the case when the land is leased with regard to a pension specified in the rules of support for rural areas from the funds of European Agricultural Guarantee Fund (structural pension);
 - h) a contract in the form of notary act, when the agricultural holding is utilized by an agricultural production cooperative;
 - i) an enforceable copy of court ruling regarding alimonies for family members or persons outside the family or a copy of the minutes of the meeting with the content of court agreement, or the copy of agreement made in front of a mediator obliging for alimonies for family members or persons outside the family;
 - j) in case when an authorised person did not receive alimonies or received them in the amount lower than the one ruled by court, court agreement, or the agreement made in front of the mediator:
 - a certificate from the body in charge of enforcement proceeding of a full or partial inefficiency of execution of alimonies, and of the amount of executed alimonies or
 - information from the appropriate court or institution about the actions taken by the authorised person to execute the enforcement abroad or not taking such action, especially resulting from the lack of legal basis or inability to indicate the place of residence by the authorised person of the alimony debtor abroad, if the debtor resides abroad;
 - k) money transfers documenting the amount of paid alimonies, if family members are obliged to pay to a person from outside the family by court decision, court agreement or agreement made in front of the mediator;
 - l) statement of the amount paid for a family member, residing in the year preceding the academic year, in an all-day care institution;
 - m) a document confirming the loss of income and the monthly amount of lost income, if the family income decreased as a result of income loss of a family member, as specified in § 14;
 - n) a document or statement specifying the amount of profit gained by a family member in the first full month in case of additional income gained, as specified in § 15

- o) in case of siblings: a copy of birth certificate or other official document confirming the child's age, or, if over 18, a certificate from school or college;
 - 3) a copy of the death certificate of parents or a copy of a court decision ordering alimonies in case of a person remaining in education;
 - 4) a copy of the final court sentence ruling a divorce or separation or a death certificate of the spouse or child's parent, in case of a single parent;
 - 5) certificate of disability including the degree of disability, if there is a disabled adult person in the family;
 - 6) a final sentence of the family court confirming adoption or adoption process, in case of a person in fact taking care of a child who claimed the adoption of the child.
 - 7) a copy of the residence card, in case of a foreigner residing on the territory of the Republic of Poland based on the permanent residence permit, long-term residence permit in the European Union, temporary residence permit issued in circumstances specified in article 127 or article 186, section 1, point 3 of the Act of 12 December 2013 on Foreigners (Journal of Laws of 2021, item 2354, as amended), or as a consequence of receiving a refugee status in the Republic of Poland or subsidiary protection, if they reside along with family members on the territory of the Republic of Poland;
 - 8) a full copy of child's birth certificate, when the father is unknown;
 - 9) a copy of sentence dismissing action to establish alimony payment;
 - 10) a court sentence obliging one parent to bear full cost of a child's upkeep;
 - 11) a certificate from the social care centre of the income and material situation of a student and their family, in case when the monthly income per person in the family does not exceed the amount specified in article 8, section 1, point 2 of the Act of 12 March 2004 on Social Care.
6. In case when circumstances influencing the right for benefits need to be certified by other documents than specified in section 5, the Faculty Scholarship Committee or the Appeal Scholarship Faculty Committee may require such a document.
7. In justified cases the Faculty Scholarship Committee or the Appeal Scholarship Committee have the right to require other documents certifying the income and take them into account in the proceedings.

§ 14

Loss of income

1. In case of the loss of income by a family member in the calendar year preceding the academic year or in the current academic year, the lost income is taken into account when calculating their income. The application to add the lost income should be accompanied by a document confirming the loss of income by a family member and the amount of the lost income.
2. In case of the loss of income and gaining another income in the calendar year preceding the current academic year, the family income should be reduced by the income lost in the part that was not funded by another income gained in the same calendar year and not lost until the date of submitting the scholarship application.
3. The loss of income referred to in sections 1 and 2 is understood as the loss of income caused by:
 - 1) acquisition of right to parental leave;

- 2) loss of unemployment benefit or scholarship;
 - 3) loss of employment or other forms of remunerated work;
 - 4) loss of pre-retirement benefit or pre-retirement allowance, teacher's complementary allowance, pension, disability pension, family pension, social pension or parental complementary benefit referred to in the Act of 31 January 2019 on Parental Complementary Benefit (Journal of Laws of 2022, item 1051);
 - 5) deletion from the non-agricultural business activity register or suspension in accordance with article 16b of the Act of 20 December 1990 on Farmers' Social Insurance (Journal of Laws of 2022, item 933, as amended), or article 36aa, section 1 of the Act of 13 October 1998 on Social Insurance System (Journal of Laws of 2022, item 1009, as amended);
 - 6) loss of sick pay, rehabilitation allowance or maternal allowance the family member is entitled to after the loss of employment or other forms of remunerated work;
 - 7) loss of granted alimony benefits due to the death of the payer or the loss of financial benefits paid in case of ineffectiveness of alimony execution resulting from the death of the payer of the alimonies;
 - 8) loss of parental benefit;
 - 9) loss of maternal benefit, referred to in the rules of social insurance for farmers;
 - 10) loss of PhD scholarship referred to in article 209, sections 1 and 7 of the Act of 20 June 2018 – Law on Higher Education and Science.
4. If the loss of income took place at the time of receiving the scholarship, its amount is corrected from the following month, starting from the date of submitting the documents confirming the loss of income.
 5. The rules of the loss and gain of income do not apply to the income from job contracts or other forms of employment or the income gained by unregistering from, or starting a non-agricultural business activity, if a family member, student or a child in the care of a legal guardian lost their income in consequence and, within 3 months from the date of income loss, gained income from the same employer or contractor, or started again the non-agricultural business activity.
 6. A reduction in remuneration from employment or other form of remunerated work, or a reduction in the income from a non-agricultural business activity as defined by the Act of 28 November 2003 on Family Benefits (Journal of Laws of 2022, item 615, as amended) due to countering COVID-19, constitutes a loss of income as defined by this Act and is included when determining the right to family benefits in benefit periods from 1 November 2019 to 31 October 2022.
 7. A reduction in remuneration from employment or other form of remunerated work, or a reduction in the income from a non-agricultural business activity as defined by the Act of 7 September 2007 on Assistance to the Persons Entitled to Alimony (Journal of Laws of 2021, item 877, as amended) due to countering COVID-19, constitutes a loss of income as defined by this Act and is included when determining the right to alimony fund payments in benefit periods from 1 October 2019 to 30 September 2022.

§ 15

Gained income

1. In case of income gained by a family member:

- 1) in the calendar year preceding the academic year, the income is calculated and divided by the number of months in which the income was gained, if the income is gained on the day of examining the entitlement for a scholarship;
 - 2) after the calendar year preceding the current academic year, the income is calculated on the basis of income increased by the amount gained in the month following the month in which the income was gained, if the income is gained on the day of examining the entitlement for a scholarship.
2. The application should include a document confirming the income gained by a family member, along with the income amount, the period of income gain, and unambiguous information regarding the identity of the person who gained the income.
 3. In case when the family income increased by the gained income causes the loss of entitlement for the scholarship, it will not be granted from the month following the first full month of income gain.
 4. Income gain referred to in section 1 is understood as a gain resulting from:
 - 1) termination of parental leave;
 - 2) acquisition of an unemployment benefit or a scholarship;
 - 3) obtaining employment or other form of remunerated work;
 - 4) acquisition of a pre-retirement benefit, teacher's complementary benefit, pension or disability pension, family pension, social pension, parental complementary benefit referred to in the Act of 31 January 2019 on Parental Complementary Benefit;
 - 5) beginning or resuming a non-agricultural business activity after the suspension period as specified by article 16b of the Law on Social Insurance for Farmers or article 36aa, section 1 of the Act of 13 October 1998 on Social Insurance System;
 - 6) acquisition of sick pay, rehabilitation benefit or maternal allowance the family member is entitled to after the loss of employment or other forms of remunerated work;
 - 7) acquisition of parental benefit;
 - 8) acquisition of maternal benefit referred to in the rules of social insurance for farmers;
 - 9) acquisition of a PhD scholarship specified in article 209, sections 1 and 7 of the Act on Higher Education and Science;
 - 10) acquisition of unemployment benefit or scholarship.
 5. It is the student's obligation to register the fact of gaining an income by a family member within a month, pursuant to Art. 24 section 7 of the Act on Family Benefits.

§ 16

Agricultural holdings

1. In case when a family lives on an agricultural holding, the income is specified based on an average number of calculated hectares owned by the family in the calendar year preceding the current academic year.
2. The amount of income referred to in in section 1, is expressed as the product of agricultural area in calculated hectares and the average amount of income in individual agricultural holdings per 1 calculated hectare announced annually by the Chair of the Central Statistical Office, regarding the amount of average income in individual agricultural holdings from 1 calculated hectare.

3. In the calculation of income gained from an agricultural holding, the leased agricultural area is included into the basis of agricultural tax, except:
 - 1) a part of or the whole agricultural holding owned by the family, leased in accordance with the rules of social insurance for farmers;
 - 2) agricultural holding made available by a farmers' production cooperative;
 - 3) leased agricultural holding with regard to a pension from funds deriving from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund as defined in the rules on support for rural development and in the rules on support for rural development co-funded by the European Agricultural Fund for Rural Development.
4. In calculating the income of the family gained by the tenant of the agricultural holding leased according to the rules specified in section 3, the income gained from the agricultural holding is reduced by the rent paid arising from the lease contract.
5. In calculating the income of a family gained from an agricultural holding leased from the National Agricultural Support Centre (KOWR), the income is reduced by the rent paid arising from the lease contract.
6. The income gained from agricultural holding and from non-agricultural activity is aggregated.

§ 17

Alimony benefits

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

§ 18

24-hour care facility provider

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

§ 19

Income abroad

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

§ 20
Missing persons

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

Section V

§ 21
Scholarship for the disabled

1. A scholarship for the disabled can be obtained by a student with a disability certificate, certificate of the degree of disability or the certificate referred to in Art. 5 and Art. 62 of the Act of 27 August 1997 on Professional and Social Rehabilitation and Employment for the Disabled (Journal of Laws of 2021, item 573, as amended).
2. A student applying for a disability certificate during an academic year should submit the application for the scholarship for the disabled together with the copy of the application for disability certificate or a call for appearance in front of the appropriate committee in charge of verifying the disability degree. The application will be examined after submitting the certificate and the payment of benefit will include the period of the following month from the date of submitting the application.
3. In case when the disability certificate is issued for a specified time, the scholarship is granted until and including the month in which the certificate expires. In case of submitting the continued disability certificate within 3 months from the date of expiry of the previous one, the payment will be continued from the month following the discontinuation of payment. Exceeding the 3-month period will result in resuming the payment in the month of submitting the certificate.
4. The scholarship for the disabled is granted in three categories, depending on the degree of disability. Category I scholarship is received by students with severe disability, category II scholarship is received by students with a moderate degree of disability, category III scholarship is received by students with a slight degree of disability.
5. For reasons related to countering COVID-19, a disability certificate or certificate of the degree of disability, issued for a specified period under the Act of 27 August 1997 on Professional and Social Rehabilitation and Employment for the Disabled shall be valid for a period laid down pursuant to the Act of 2 March 2020 on special solutions related to prevention, counteracting and fighting COVID-19, other infectious diseases and crisis situations caused by it, as amended.

Section VI

§ 22
Relief

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

Section VII

§ 23

Rector's scholarship

1. Rector's scholarship can be granted to a student with outstanding results, academic or artistic achievements, or sports achievement on at least national level.
2. Rector's scholarship can be granted to a first-year student in the year of passing the matriculation exam, who is:
 - 1) a laureate of an international science contest or a laureate or a finalist in national-level school contests, referred to in the legal provisions on the education system;
 - 2) a medallist of a competition for the title of Polish Champion, referred to in the legal provisions on sport.
3. Points for Rector's scholarship in the section for academic performance can be scored by a student who meets the following criteria:
 - 1) they have met the requirements of registration as specified for the first year of first-cycle studies in §22 of Academic Regulations at the Warsaw University of Technology, constituting an annex to the resolution no. 363/XLIX/2019 of the WUT Senate, hereinafter referred to as Academic Regulations at the Warsaw University of Technology;
 - 2) they received credits from all subjects necessary for the full registration to the next level of studies in accordance with §22 of Academic Regulations at the Warsaw University of Technology.
 - 3) not later than by the end of the examination session, they scored the number of credit points (ECTS) compatible with the curriculum in the previous year of studies (in the two previous semesters);
 - 4) they achieved in the previous year of studies (in two previous semesters) the average grade not lower than 4.00, calculated up to two decimal places, being a weighted

average of all total marks from all subjects with weights proportional to the number of points assigned. The average grade does not include marks from subjects repeated in the previous year of studies. In case of students starting education on second-cycle degree studies, the weighted average is calculated on the basis of marks scored within the last two semesters of first-cycle degree studies excluding the mark from the diploma thesis and the diploma exam, and in case of students of the second semester of second-cycle degree studies inaugurated in the summer semester, the weighted average is calculated on the basis of marks achieved during the first semester of second-cycle degree studies and the last semester of first-cycle degree studies, excluding the marks from the diploma thesis and the diploma exam.

A failure to meet the above requirements results in 0 points for the Rector's scholarship for academic achievements.

4. A student who scored extra ECTS points from the previous year of studies in the past years and in the last year of studies (in the last two semesters) at least 40 credit points (ECTS), can receive points for the Rector's scholarship in the section for academic achievements. The decision on meeting the condition referred to in section 3, item 3 is made by the dean.
5. A student who studied in a different faculty in the previous semester or made up for the missing subjects resulting from the curriculum difference, can acquire points for the Rector's scholarship for the academic achievement. The decision on meeting the condition referred to in section 6, points 2 and 3 is made by the dean.
6. A student who studied in a different faculty in the previous semester must enclose the confirmation of the last year's average, calculated according to the rules referred to in section 3, point 4.
7. Points for the Rector's scholarship for academic achievements, scientific achievements, sports achievement or artistic achievements can be acquired by a student who:
 - 1) gained academic, or artistic achievements or succeeded in sports competitions on an international or national level;
 - 2) registered for the first year of studies specified in §22 of Academic Regulations at the Warsaw University of Technology;
 - 3) registered for the next year or semester of studies specified in §22 of Academic Regulations at the Warsaw University of Technology.
8. The Rector's scholarship is not available to the student whose date of submitting the diploma thesis was changed, on the basis of § 30, section 2 of Academic Regulations at the Warsaw University of Technology.

§ 24

Conditions and procedures for granting Rector's scholarship

1. Rector's scholarship is granted on the basis of a competition. Failing to submit the application within the deadline specified in §2, section 15 causes loss of the ability to take part in the competition.
2. Ranking lists are made separately at each faculty and cycle of studies.
3. A ranking list contains the number of points achieved for academic, scientific, sports or artistic achievements. A student can score from 0 to 10 points for each achievement.
4. The Rector's scholarship is granted to the number not higher than 8% of all students from each field of study run by basic organisational units of the University. This rule does not apply to students listed in § 25, section 1.

5. The Rector's scholarship can be granted for a period of 5 months (1 semester) or for a period of 10 months (academic year)
6. Within 1 week from the inauguration of the academic year, the dean, by way of a decision, announces the criteria for making ranking lists, in agreement with the faculty-level student self-government body, especially:
 - 1) the period of scholarship granted in the given field of study and cycle of studies;
 - 2) division of students into groups for awarding points for academic achievements, so that they can be calculated separately for specialisations, years, semesters, or forms of studies.
7. Within 3 weeks from the inauguration of the academic year, the lists of students applying for the Rector's scholarship are announced. The lists contain student record book numbers together with the average grade and the number of points scored for academic, sports or artistic achievements.
8. Within 4 weeks from the inauguration of academic year (1 week from the date of announcing the list of students applying for the Rector's scholarship), at a student's written request submitted in the deanery or via email (to the email address provided by the dean), a correction can be made of average grade or number of points awarded for academic, sports or artistic achievements. The corrections only apply to obvious mistakes, especially to errors in entering marks into the protocols. The corrections are included in ranking lists.
9. Immediately after the deadline referred to in point 6 and the confirmation by the Rector and the Appeal Scholarship Committee, the dean announces the ranking lists, containing student record book numbers together with the total of points awarded arranged in descending order.

§ 25

This year's secondary school graduates

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

§ 26

Rector's scholarship – academic achievements section

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

| Criterion | Type of achievement, characteristics | Points | Documentation, manner of confirmation |
|--------------------------------------|---|-------------|--|
| Grade average (max 10 points) | The average of 4.0 (the lowest entitling) to 5.0 The number of points for grade average = $(\text{grade average} - 4.00) \times W_{si} + 1.00$ | 0-10 | Student credit card on the basis of which a deanery staff member confirms the grade average and the date of obtaining credit for the year of studies |

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

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

$\max(\text{average}_i)$ – maximum average value on a given list (for the mode of studies/year/field of studies).

In case when $\max(\text{average}_i) = 4.00$ the number of points for the grade average = 10.

§ 27

Rector's scholarship – scientific achievements section

1. General rules for scoring points for scientific achievements:

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

2. The number of points granted for science achievement is specified in the following table:

| Criterion | Type of achievement, characteristics | Points | Documentation, manner of confirmation | | |
|---|---|---|---------------------------------------|---|---|
| Scientific achievement (not included in the curriculum) (max. 10 points) | Published science publications (one or two authors) (max. 10 points) | 1) publication or translation of a science monography; 2) publication of an article in a science journal enclosed in the list of scored journals;* | 8 | The copy of the page with the name of the author, title of the publication, title of the book or journal, date of publication | |
| | | 3) a chapter in a science monography 4) publication of an article in a science journal enclosed in the list of scored journals;** | 5 | | |
| | | 5) publication of an article/report in a science/professional/expert research bulletin | 3 | | |
| | | 6) publication of an article/report in a university journal of a student science circle, in a science/professional/research bulletin, publication in post-conference materials or in electronic form (e.g. on a website or physical medium) | 2 | | |
| | Published science publications (more than two authors) (max. 10 points) | 1) publication or translation of a science monography; 2) publication of an article in a science journal enclosed in the list of score journals;* | 5 | | |
| | | 3) a chapter in a science monography; 4) publication of an article in a science journal enclosed in the list of scored journals;** | 3 | | |
| | | 5) publication of an article/report in a research/professional/expert bulletin | 2 | | |
| | | 6) publication of an article/report in a university journal of a student science circle, publication in post-conference materials or in electronic form (e.g. on a website or physical medium) | 1 | | |
| | Active participation in a science conference (max. 4 points) | participation with a speech in international science conferences | 2 | | Conference materials – the copy of the page with the name of the author, the title of presented |

| | | | | |
|---|---------------|--|----------|--|
| | | Participation with a speech in national science conferences | 1 | report, speech, name and the date of the conference or a confirmation from the organiser |
| Participation in research work (max. 4 points) | | participation in research projects | 4 | Confirmation of the research project manager with the information about a student's participation in the work of the research team |
| | | obtaining a patent, industrial design, or utility model | 4 | authorized copy of the certificate |
| | | patent application (regardless of the number of applications) industrial design or utility model application (regardless of the number of applications) | 2 | authorized copy of the certificate |
| A medal position in science competitions/ festivals/ contests (max. 6 points) | | international | 5 | a certificate or a diploma from the organizer |
| | | national | 3 | |
| | | university | 1 | |
| A medal position in architectural and urban planning competitions (max. 6 points) | international | Individual participation | 6 | A certificate or a diploma from the organizer |
| | | Participation in a team of students only | 4 | |
| | | Participation in a team consisting not of only students | 2 | |
| | national | Individual participation | 4 | |
| | | Participation in a team of students only | 2 | |
| | | Participation in a team consisting not of only students | 1 | |
| | university | Individual participation | 2 | |
| | | Participation in a team of students only | 1 | |
| | | Participation in a team consisting not of only students | 0 | |
| Qualifying by elimination to the final of science competitions/ festivals/ contests and architectural and urban planning competitions (max. 6 points) | | international | 3 | Certificate of qualification from the organizer |
| | | national | 1 | |
| Points for scientific achievements add up, however, their total cannot exceed 10 | | | | |

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

In the case of scientific articles:

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

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

3. The manner of documenting scientific achievements – required documents:

- 1) a certificate by the publisher confirming the publishing of the book, or a photocopy of the title page and the publisher's footnote with the ISBN number; in the case of a book chapter additionally the title page of the chapter with the name of the author, or the table of contents with the title of the chapter and author's name;

- 2) a certificate by the publisher confirming the publishing of the article in a journal, or the first page of the article with the ISSN number. If the first page of the article does not have the ISSN number, a photocopy of the publisher's footnote of the journal with this number.
 - 3) a certificate by the publisher confirming the electronic publication on a WWW site or a physical mediums (e.g. CD-ROM, DVD-ROM) with the ISBN or ISSN number. Alternatively, in the case of a physical medium, a copy of the cover enabling the identification of the author and the year of publishing.
 - 4) a certificate by the publisher confirming the publishing of the article in a student science circle journal, scientific/professional/expert bulletin with the ISSN number, or a photocopy of the first page of the article with the name of the author and the publisher's footnote;
 - 5) a photocopy of the article containing the name of the author and the title of the article or the first page of the publication in post-conference materials and the publisher's footnote with the ISBN or ISSN number;
 - 6) a certificate from the organizer of the conference/symposium/scientific session, with the author's name, date of the conference/symposium/scientific session, the title of the speech delivered or the title of the poster presented;
 - 7) a certificate or diploma confirming the medal position in a science competition/festival/contest for students in the academic year taken into account in the procedure of scoring points for scientific achievements;
 - 8) a certificate from the organizer of the competition/festival/contest of qualifying by elimination to the final of the science competition/festival/contest, on an international, national or university level.
 - 9) a certified copy of certificate of obtaining a patent/utility model;
 - 10) a certified copy of submitting a patent/utility model application.
4. Examples of scientific achievements that will not be considered:
- 1) non-scientific publications (e.g. a conference coverage, everyday press article, a popular column);
 - 2) articles or publications which have not appeared and are still reviewed or in print;
 - 3) passive participation in symposiums, conferences and scientific sessions;
 - 4) participation in open lectures, workshops or panel meetings, as well as meetings with representatives of businesses or institutions;
 - 5) participation in science competitions, festivals and contests and in qualifications for competitions, festivals and contests;
 - 6) awards or distinctions for presented scientific speeches and poster presentations;
 - 7) other awards and distinctions for scientific performance and achievements (e.g. the Rector's or the dean's awards or awards from local authorities and foundations).

§ 28

Rector's scholarship – sports achievements section

1. General rules of scoring points for sports achievements:
 - 1) the evaluation of high sports achievements takes into account the results in sports with Polish sports associations, referred to in the Act of 25 June 2010 on Sport (Journal of Laws of 2020, item 1133), according to the current register present on the internet site of the Academic Sports Association (the communication of the Ministry of Sport and Tourism of 15 April 2022) and the disciplines in which

national level championships are organised by the University Sports Association of Poland;

- 2) in the case when a student achieves more than one sports result, the one with higher point value will be taken into account;
- 3) in the case of individual and team classification, which is the sum of the results in individual classification, the results of the individual classification are taken into account.
- 4) If the competition is divided into stages (qualifying round, semi-final, final, etc.) or if it consists of a number of separate competitions, the student must participate in all stages, and the process of granting scholarships only involves the final ranking;
- 5) In case of a league division other than I, II, III, the top three divisions are the basis for calculations.

2. The number of points assigned for positions won in the championships on at least the national level is specified in the table below:

| Criterion | Type of achievement, characteristics | | Points | Documentation, manner of confirmation |
|--|---|-----------------|-----------|---|
| High sporting performance in international and national competitions | Olympic Games, World Championships, European Championships, World Universities Championships, Academic European Championship, Universiade or a competition of equal status for people with a disability | participation | 10 | <p>A certificate from the appropriate sports association (included in the register in the communication of the Minister of Sport and Tourism of 15 April 2022) in the case of Polish Championships and competitions of international importance;</p> <p>Relevant Centre of the University Sports Association of Poland (AZS) in the case of Polish Universities Championships or international-level universities events.</p> |
| | Polish Championships or a competition of equal status for people with a disability | medal positions | 9 | |
| | | positions 4-10 | 6 | |
| | | participation | 3 | |
| | Polish Universities Championships or a competition of equal status for people with a disability | medal positions | 5 | |
| | | positions 4-10 | 3 | |
| | | participation | 1 | |
| | National league I participants | | 6 | |
| | National league II participants | | 4 | |
| | National league III participants | | 2 | |
| <p>The highest score is taken into account in the evaluation of sports achievements. Students with achievements and the ones who represented the University at the Polish Universities Championships can acquire 0.5 point extra.</p> | | | | |

3. In order to document sports achievement, the applicant must enclose a named certificate including: the discipline name, the name, date and venue of the event, and the position taken, issued by:

- 1) a relevant sporting association (present in the current register included the communication of the Minister of Sport and Tourism of 15 April 2022) in the case of Polish Championships or international-level competitions.
- 2) A relevant Centre of the University Sports Association of Poland (AZS) in the case of Polish Universities Championships or international-level universities events.

§ 29

Rector's scholarship – artistic achievements section

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

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

Section VIII

§ 30

Scholarships for foreigners

1. Financial aid allowances, referred to in § 2 section 3 can be applied for by foreign students accepted at the university before 1 October 2019, who begin studies according to rules applicable to Polish citizens, i.e.:
 - 1) foreigners with permanent residence permit;
 - 2) foreigners with a refugee status granted by the Republic of Poland;
 - 3) foreigners under temporary protection on the territory of the Republic of Poland;

- 4) migrant workers, who are citizens of a European Union country, Swiss Confederation, or a member state the European Free Trade Association (EFTA) – a party to the Agreement on the European Economic Area, as well as their families if they reside on the territory of the Republic of Poland;
 - 5) foreigners granted the EU long-term residence permit on the territory of the Republic of Poland;
 - 6) foreigners who were granted temporary residence on the territory of the Republic of Poland in regard to the circumstance referred to in article 127; article 159, section 1; or article 186, section 1, points 3 and 4 of the Act of 12 December 2013 on Foreigners;
 - 7) foreigners granted subsidiary protection on the territory of the Republic of Poland;
 - 8) citizens of a European Union country, Swiss Confederation, or a member state the European Free Trade Association (EFTA) – a party to the Agreement on the European Economic Area, as well as their families, who have permanent residence permit on the territory of the Republic of Poland;
 - 9) foreigners with a valid Pole's Card (Karta Polaka), taking into account the communication of the Ministry of Education and Science of 9 June 2022.
2. Foreigners admitted to studies before 1 October 2019, with a residence card and the 'access to the labour market' annotation, or a Schengen visa, national visa issued for the needs of professional work on the territory of the Republic of Poland, can undertake and pursue studies, PhD studies and other forms of education, as well as participate in scientific research and development work on a paid basis. These persons are not entitled to social scholarship, scholarship for the disabled, or relief.
 3. Financial aid allowances referred to in §2, section 3, point 1, can be applied for by the foreign students who were admitted to studies from 1 October 2019, who:
 - 1) hold a permanent residence permit or are long-term residents of the EU;
 - 2) hold a temporary residence permit in regard to circumstances referred to in article 159, section 1, or article 186, section 1, points 3 and 4, of the Act of 12 December 2013 on Foreigners;
 - 3) have refugee status granted by the Republic of Poland or are beneficiaries of temporary or subsidiary protection on the territory of the Republic of Poland;
 - 4) hold a certificate confirming the knowledge of the Polish language referred to in article 11a, section 2, of the Act of 7 October 1999 on the Polish Language (Journal of Laws of 2019, item 1480, as amended), at least at the level of C1.
 - 5) hold a Pole's Card or a decision confirming their Polish origin;
 - 6) are a spouse or a relative in either the ascending or descending line of a Polish citizen residing on the territory of the Republic of Poland;
 - 7) hold a permit for temporary stay due to circumstances referred to in Art. 151 section 1 or Art. 151b section 1 of the Act of 12 December 2013 on Foreigners or reside in the territory of Poland in connection with scientist's short-term mobility following the conditions laid down in Art. 156b section 1 of the Act, or hold a national visa in order to conduct research or development work.
 4. All foreigners who undertake and pursue studies in Poland from 1 October 2019 are entitled to apply for material aid benefits, referred to in § 2, section 3, points 2-4.
 5. Documents required by these Regulations must be translated into Polish by a sworn translator.

Section IX
§ 31
Scholarships for PhD students

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

§ 32

Rules for granting Rector's scholarships for top PhD students

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

| Criterion | Type of achievement, characteristics | Points | Documentation, manner of confirmation |
|-----------|--------------------------------------|--------|---------------------------------------|
|-----------|--------------------------------------|--------|---------------------------------------|

| | | | | | |
|---|---|-------------------------------------|---------------|---|---|
| High sporting performance in international and national competitions | Olympic Games, World Championships, European Championships, World Universities Championships, Academic European Championship, Universiade or a competition of equal status for people with a disability | participation | 10 | A certificate from the appropriate sports association (included in the register in the communication of the Minister of Sport and Tourism of 15 April 2022) in the case of Polish Championships and competitions of international importance. | |
| | Polish Championships or a competition of equal status for people with a disability | medal positions | 9 | | |
| | | positions 4-10 | 6 | | |
| | | participation | 3 | | |
| | Polish Universities Championships or a competition of equal status for people with a disability | medal positions | 5 | | |
| | | positions 4-10 | 3 | | |
| | | participation | 1 | | |
| | National league I participants | | 6 | | |
| | National league II participants | | 4 | | |
| National league III participants | | 2 | | | |
| The highest score is taken into account in the evaluation of sports achievements. Students with achievements and the ones who represented the University at the Polish Universities Championships can acquire 0.5 point extra. | | | | | |
| Artistic achievement (max. 10 points) | Place I-III in events, competitions, and festivals | individual, at the following level: | international | 10 | A diploma or other document from the organizer confirming the participation in an event, date, position, the nature of the achievement. A document containing the author's name, title of the piece or exhibition. |
| | | | national | 7 | |
| | team performance, at the following level: | international | 5 | | |
| | | national | 3 | | |
| | Position IV-V in events, competitions, and festivals | individual, at the following level: | international | 5 | |
| | | | national | 3 | |
| | Individual exhibition | | | 2 | |
| Participation in an exhibition | | | 1 | | |
| In case of many artistic achievements based on the same work of art, the one with the highest number of points should be submitted. | | | | | |

6. The maximum number of points awarded for scientific achievements equals 20 and is granted to a PhD student who scored the highest number of points based on the rules referred to in section 2. Other PhD students receive a proportionally lower number of points. The points are calculated to two decimal places.
7. In the case referred to in section 1 point 2, the application should contain a report including the PhD student's achievements in the previous academic year, submitted at the latest together with the application for the scholarship for top PhD students. It should meet the following conditions:

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

Section X

§ 33

Manner of allocation of accommodation in University halls of residence

The manner of allocation of accommodation in University halls of residence, including the rules and criteria of accommodation are laid down in the Regulations on allocation of accommodation in Warsaw University of Technology halls of residence, included in an annex to Regulation no. 62/2021 of the WUT Rector of 14 July 2021 on the introduction of the Regulations on allocation of accommodation in Warsaw University of Technology halls of residence, as amended.

Section XI

§ 34

Information on the processing of personal data

Pursuant to article 13 of Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC – General Data Protection Regulation, hereinafter referred to as “GDPR”, the Warsaw University of Technology informs that:

- 1) the Warsaw University of Technology, with its registered office at pl. Politechniki 1, 00-661 Warszawa, is the administrator of students' personal data;

- 2) the administrator appointed the Inspector of Personal Data Protection supervising the correctness of personal data processing, who can be contacted on: iod@pw.edu.pl;
- 3) students' personal data will be processed in the form necessary for examining the applications for: social scholarship (including a scholarship in the increased amount), scholarship for the disabled, Rector's scholarship or relief; in order to determine the amount of financial aid and if the financial aid is granted, the process of paying out at the Warsaw University of Technology, and the return of such benefits in case of unduly received ones, as well as for evaluation (examination) of applications for allocation of accommodation in halls of residence;
- 4) the basis for the processing of personal data of students are the rules of the Law on Higher Education and Science, and the consent for processing personal data, if it had been granted;
- 5) providing personal data is voluntary, but necessary for the process of examination of applications for material aid or allocation of accommodation in halls of residence, establishing the amount and the pay-out of financial aid. The consequence of failing to deliver personal data will be the inability to be included in the procedure of granting material aid or of accommodation allocation;
- 6) a student has the right to access the contents of their personal data and the right to correct, delete and restrict the mode of processing, the right to transfer the data, the right to object to processing the data, the right to withdraw consent (if granted) at any moment without giving the reason, with no effect on legal compliance of processing done on the basis of the consent granted before its withdrawal;
- 7) students' personal data can be accessed by the bodies, to which the University outsourced the activities associated with processing personal data;
- 8) personal data will be processed in compliance with article 6, section 1, letter a and c of GDPR, according to the course of studies, and will then be archived;
- 9) students' personal data will not be transferred to a third country;
- 10) a student has the right to file a complaint to the supervisory body – the President of the Personal Data Protection Office (UODO), if they consider that the processing of personal data violates the rules of GDPR;
- 11) students' personal data will not be processed in an automated manner, including the form of profiling.

Section XI

§ 35

Final and transitional provisions

1. The rules regarding the dean, the faculty and the Faculty Scholarship Committee are applied to the college director, college and the Scholarship Committee of the college respectively.
2. Submitting and processing applications for scholarships for persons with a disability and applications for relief by students, take place via University's USOS Web system. Other applications are submitted and processed in the existing, traditional paper form.
3. Applications for scholarships and reliefs for PhD students are submitted and processed in the existing, traditional paper form.
4. Application templates are annexes to the Regulations:

- 1) Statement of a student's or student's family member on the amount of non-taxable income – Annex 1;
- 2) Statement on health insurance contribution paid in the previous calendar year – Annex 2;
- 3) Statement of no income in the previous calendar year – Annex 3;
- 4) Application for social scholarship – Annex 4;
- 5) Application for the Rector's scholarship for academic achievements, scientific achievements, sports achievement and artistic achievement – Annex 5;
- 6) Application for the Rector's scholarship for this year's secondary-school graduates – Annex 6;
- 7) Application for a scholarship for the disabled – Annex 7;
- 8) Application for a benefit – Annex 8;
- 9) Application for Rector's scholarship for the best PhD students – Annex 9;
- 10) Appeal against the decision of the Faculty Scholarship Committee's – Annex 10;
- 11) Request – Annex 11.