

## **Regulations of the Own Scholarship Fund of Poznan University of Technology**

The legal basis of the Regulations is Article 420 (1) of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended) and Resolution No. 202/2020-2024 of the Academic Senate of Poznan University of Technology of 3 July 2024 on expressing consent to create the Own Scholarship Fund.

The Own Scholarship Fund of Poznan University of Technology, hereinafter referred to as the OSF PUT, is intended for:

- 1) scholarships for international students for academic performance;
- 2) research scholarships for PhD students at the Doctoral School;
- 3) scholarships for first-year students of first-cycle studies who are laureates or finalists of knowledge olympiads.

### **I. Scholarships for international students for academic performance**

#### **§ 1**

1. The amount of resources allocated to scholarships and the amount of allowances are specified for a given semester by the Rector.
2. Scholarships for international students are awarded upon the student's application, submitted electronically via the University's Student Administration System (hereinafter referred to as USOS), in accordance with the template set out in Annex 1 to the Regulations.
3. Students are entitled to apply for scholarships at the following stages of study:
  - 1) First-cycle – after the first semester of study;
  - 2) Second-cycle – from the first semester, provided that the student is a graduate of the first-cycle studies at Poznan University of Technology; in other cases – after the first semester;

#### **§ 2**

1. Scholarships can be applied for only by individuals who meet the following conditions:
  - 1) they have a valid student status;
  - 2) they pursue a study programme on a fee-paying basis and are not exempt from paying tuition fees in part or in whole (the tuition fee can be paid in instalments);
  - 3) they are not on long-term leave or long-term student exchange abroad (short-term stays or Blended Intensive Programmes of up to 16 days are allowed);
  - 4) they have no arrears on tuition fees payable to Poznan University of Technology;
  - 5) they are not receiving any other allowances in the same period, including the Rector's scholarship, a social scholarship or a scholarship from the National Agency for Academic Exchange – NAWA, scholarships financed by the Poznań City Hall or other entities.
2. Applications should be submitted electronically via USOS by 20 November and 20 April.
3. A member of staff from the Dean's Office of the relevant faculty or the Student Affairs Centre is required to provide the information necessary to consider the application, including: information regarding any arrears on tuition fees payable to Poznan University of Technology and the student's grade point

average on the application form, and to forward all applications to the International Relations Office, hereinafter referred to as the IRO, by 29 November and 30 April.

4. Applications that are incomplete or not fully filled in within the time limit set by the Commission for scholarships for international students will not be considered.

### § 3

1. The Commission for scholarships for international students, hereinafter referred to as the Commission, is appointed by the Rector and is composed of at least 3 persons:
  - 1) Head or Deputy Head of the IRO – Chair of the Commission;
  - 2) an employee from the IRO;
  - 3) a representative of the Students' Union.
2. The Commission only considers applications submitted in the manner set out in § 2 sec. 2.
3. Members of the Commission are obliged to keep confidential any and all information obtained during their work.
4. The Commission's decisions are taken by majority vote with at least half of the members present.
5. The IRO delivers scholarship decisions electronically via USOS.
6. A student may lodge an appeal against the Commission's decision concerning a scholarship to the Vice-Rector for International Relations within 14 days from the date of receipt of the decision.

### § 4

1. The Commission establishes a ranking list of candidates for scholarships, divided into first-cycle and second-cycle students according to the grade point average from the last semester of study. The level of the grade point average determines the awarding of a scholarship.
2. The final decision on the awarding of a scholarship is taken by the Rector on the basis of the ranking list prepared by the Commission.
3. Scholarships are awarded for a semester and are paid on a monthly basis (in the winter semester, the first payment with arrears is made by mid-December, including December; in the summer semester it is made by mid-May, including May). In exceptional situations, the Rector may also award a scholarship for a shorter period.
4. A student loses the right to to receive a scholarship in cases where:
  - 1) the student's rights have been suspended;
  - 2) the student has been removed from the list of students;
  - 3) the scholarship has been obtained on the basis of incorrect data;
  - 4) the student has obtained another type of allowance;
  - 5) the student has been awarded a degree in the study programme for which the scholarship was awarded.
5. The lists of scholarship payments are prepared by the IRO.
6. A scholarship is paid to a bank account maintained in PLN and transferred only to a bank account maintained in a Polish bank.
7. The condition for payment is the indication of a bank account in USOS.