

Rules for awarding allowances to Poznan University of Technology students

I. General Provisions

§ 1

1. A student of Poznan University of Technology may apply for:
 - 1) a social stipend;
 - 2) a stipend for students with disabilities;
 - 3) a financial aid grant;
 - 4) a Rector's stipend;
 - 5) a Minister's stipend;
 - 6) accommodation in a student dormitory.
2. The allowances referred to in points 1(1)–(4) shall be awarded by the Rector upon the student's application, subject to the provisions of § 2(1). The award or refusal of an allowance shall be made by way of an administrative decision.
3. A student may apply for a Minister's stipend for significant academic, artistic or sporting achievements related to their studies. The stipend referred to in point 1(5) shall be awarded by the Minister upon the Rector's application. The stipend shall be awarded for one academic year. The procedure for submitting nominations for this stipend is specified in § 21 of these Rules, while the detailed eligibility criteria and procedure for awarding the allowance are governed by separate legislation.
4. A student may apply for accommodation in a student dormitory of Poznan University of Technology, as referred to in point 1(6), and may also apply for accommodation for their spouse or child. Places shall be allocated by the Student Dormitory Accommodation Committee after receiving information from the Rector regarding the accommodation quota. Detailed information concerning accommodation in the student dormitories of Poznan University of Technology is contained in the document entitled Rules Governing the Submission of Applications and the Allocation of Places for Students and Ph.D. Students in the Student Dormitories of Poznan University of Technology, published on the University's website.
5. A foreign national studying at Poznan University of Technology shall be entitled to apply for allowances for students on the same terms as Polish nationals, as specified in these Rules, subject to the provisions of point 6.
6. A foreign national:
 - 1) may apply for the allowances referred to in points 1(2)–(4), namely a stipend for students with disabilities, a financial aid grant, and a Rector's stipend, regardless of the basis on which they were admitted to study;
 - 2) may apply for the allowance referred to in point 1(1), namely a social stipend, provided that they satisfy one of the following conditions:
 - a) is a national of a Member State of the European Union, the Swiss Confederation or a Member State of the European Free Trade Association (EFTA) that is a party to the Agreement on the European Economic Area, or is a family member of such a person residing in the territory of the Republic of Poland, provided that they are self-employed or employed within the meaning of Article 2(5) and (7) of the Act of 14 July 2006 on the Entry into, Residence in and Exit from the Territory of the Republic of Poland of Nationals of the Member States of the European Union and Their Family Members, or retain the right of residence in the cases referred to in Article 17 of that Act, or have the right of permanent residence, including their family members residing in the territory of the Republic of Poland;
 - b) is a national of the United Kingdom of Great Britain and Northern Ireland referred to in Article 10(1)(b) or (d) of the Agreement on the Withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community, or is a family member of such a person residing in the territory of the Republic of Poland, provided that they are self-employed or employed within the meaning of Article 2(5) and (7) of the Act of 14 July 2006 on the Entry into, Residence in and Exit from the Territory of the Republic of Poland of Nationals of the Member States of the European Union and Their Family Members, or retain the right of residence in the cases referred to in Article 17 of that Act, or have the right of permanent residence, including their family members residing in the territory of the Republic of Poland;
 - c) has been granted a permanent residence permit or an EU long-term resident permit;
 - d) has been granted a temporary residence permit under the circumstances referred to in Article 159(1) or Article 186(1)(3) or (4) of the Act of 12 December 2013 on Foreign Nationals;
 - e) has been granted refugee status in the Republic of Poland or enjoys temporary protection or subsidiary protection in the territory of the Republic of Poland;
 - f) holds a certificate confirming proficiency in Polish as a foreign language, referred to in Article 11a(2) of the Act of 7 October 1999 on the Polish Language, at a minimum proficiency level of C1, issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language;
 - g) holds a Pole's Card (Karta Polaka) or has been issued with a decision confirming Polish origin;

- h) is the spouse, ascendant or descendant of a citizen of the Republic of Poland residing in the territory of the Republic of Poland;
- i) has been granted a temporary residence permit under Article 151(1) or Article 151b(1) of the Act of 12 December 2013 on Foreign Nationals, or is staying in the territory of the Republic of Poland under the short-term mobility scheme for researchers on the terms specified in Article 156b(1) of that Act, or holds a national visa for the purpose of conducting scientific research or development work.

II. Scholarship Committee and Appeals Scholarship Committee

§ 2

1. At the request of the Students' Union, the authority to award the allowances referred to in § 1(1)(1)–(4) shall be delegated to the Scholarship Committee and the Appeals Scholarship Committee.
2. A student may appeal against a decision of the Scholarship Committee concerning a social stipend, a stipend for students with disabilities, a financial aid grant or a Rector's stipend by submitting an appeal to the Appeals Scholarship Committee in electronic form via the student's individual account in the University's IT system within 14 days of receipt of the decision. The template for the appeal is set out in **Attachment No. 14** to these Rules.
3. The Scholarship Committee shall forward students' appeals, together with its opinion, to the Appeals Scholarship Committee.
4. By way of an administrative decision, the Rector shall revoke a decision of the Scholarship Committee or the Appeals Scholarship Committee that is contrary to the law.

§ 3

1. The Scholarship Committee shall be appointed by the Rector, who shall designate its Chair and Deputy Chair. The Committee shall comprise members of the University's staff appointed by the Rector and students nominated by the Students' Union. Students shall constitute the majority of the Committee's members. The Committee shall be appointed for one academic year. The Scholarship Committee shall consider applications for social stipends, stipends for students with disabilities, financial aid grants and Rector's stipends.
2. The Appeals Scholarship Committee shall be appointed by the Rector, who shall designate its Chair and Deputy Chair. The Committee shall comprise members of the University's staff appointed by the Rector and students nominated by the Student Government. Students shall constitute the majority of the Committee's members. The Committee shall be appointed for one academic year. The Appeals Scholarship Committee shall consider appeals against decisions of the Scholarship Committee concerning social stipends, stipends for students with disabilities, financial aid grants and Rector's stipends.
3. Each of the committees referred to in points 1 and 2 shall consist of at least five members.
4. Meetings of the Scholarship Committee and the Appeals Scholarship Committee may be held either in person at the University or remotely using electronic means of communication.
5. Members of the committees shall be obliged to keep confidential all information obtained in the course of their work. Committee members shall be required to hold a certificate confirming completion of personal data protection training.
6. Committee decisions shall be adopted by a majority vote in the presence of at least one half of the Committee's members.
7. Persons referred to in Articles 24 and 25 of the Act of 14 June 1960 – Code of Administrative Procedure shall be excluded from participation in the work of the committees concerning the award of allowances:
 - 1) In particular, a person shall be excluded from participation in proceedings concerning:
 - a) a matter in which they are a party or remain in such a legal relationship with one of the parties that the outcome of the case may affect their rights or obligations;
 - b) their spouse or relatives and relatives by marriage up to the second degree;
 - c) a person connected with them through adoption, guardianship or custodianship;
 - d) a matter in which they have acted as a witness or expert, have acted or are acting as a representative of one of the parties, or in which one of the persons referred to in points (b) and (c) acts as a representative;
 - e) a matter in which they participated in issuing the contested decision;
 - f) a matter in connection with which disciplinary, criminal or official investigatory proceedings have been initiated against them;
 - g) a matter in which one of the parties is a person to whom they are subordinate in an employment relationship.
 - 2) At the request of a committee member, at the request of a party, or ex officio, the Rector shall exclude a committee member from participation in the proceedings if circumstances other than those referred to in point 1 are substantiated and are capable of giving rise to doubts as to that member's impartiality.
 - 3) A committee member who has been excluded may undertake only those actions that cannot be delayed due to the public interest or the important interests of the parties.
8. In justified cases, the Rector, having sought the opinion of the Students' Union, may dismiss a committee or any of its members or supplement the committee's composition.
9. Decisions issued by the Scholarship Committee and the Appeals Scholarship Committee concerning the allowances

referred to in § 1(1)(1)–(4) shall be signed by the Chair of the relevant committee or, where authorised by the Chair, by the Deputy Chair.

10. Decisions granting or refusing the allowances referred to above shall be delivered via the University's IT system. A decision shall be deemed to have been effectively served on the date on which it is downloaded from the University's IT system. A decision that has not been downloaded shall be deemed to have been served automatically 14 days after the date of its issuance.
11. The student shall be notified of the method of collecting the decision via their University email address.

III. Rules for Applying for and Eligibility for Allowances

§ 4

1. The allowances referred to in § 1(1)(1)–(4) shall be awarded upon a student's application submitted using the University's application forms within the deadline announced by the Rector.
2. The student shall complete and submit the application, together with all required attachments, in electronic form via their individual account in the University's IT system.
3. Where a student attaches documents drawn up in a language other than Polish to the application, the Scholarship Committee or the Appeals Scholarship Committee may require the student to supplement the application with translations of those documents prepared by a sworn translator.
4. The date of submission of the application shall be deemed to be the date on which the application, together with all required attachments, is sent via the University's IT system.
5. The allowances referred to in § 1(1)(1)–(4) shall be awarded to students who submit complete applications within the relevant deadline established by the Rector.
6. Information regarding the progress of the application verification process, including any requirement to supplement the documentation, shall be communicated to the student via the University's IT system.
7. The student shall communicate with the University's representative in person, by telephone or electronically, exclusively by means of their individual University email address.
8. An incomplete application cannot be approved. In such a case, the applicant may be requested to provide the missing documentation. The student shall submit the missing documents via the University's IT system. A favourable decision may be issued only if the deficiencies are remedied within the prescribed time limit.
9. Incomplete applications that are not supplemented within the time limit specified by the Scholarship Committee shall not be considered. The student shall be informed of the deadline for supplementing the application via the University's IT system.
10. Applications for a social stipend submitted after the prescribed deadline shall be considered until the funds allocated for allowances have been exhausted. In such cases, the student may become entitled to the stipend from the first month following the month in which the application was submitted.
11. Owing to the competitive nature of the Rector's stipend, applications for this allowance submitted after the deadline established by the Rector shall not be considered.
12. Decisions concerning the award of the stipends referred to in § 1(1)(1) and (2), namely the social stipend and the stipend for students with disabilities, shall be issued for one semester, with the possibility of awarding the allowances for the summer semester on the basis of applications submitted in the preceding semester, provided that a stipend for students with disabilities may be awarded only for the period of validity of the relevant disability certificate, in accordance with the principles set out in § 13.
13. Decisions concerning the award of the stipend referred to in § 1(1)(4), namely the Rector's stipend, shall be issued for one semester. To receive the stipend for the following semester, a new application must be submitted, except in the case of first-year students enrolled in first-cycle degree programmes, who may be awarded the allowance for the summer semester on the basis of applications submitted in the preceding semester.
14. The period for which a stipend is paid shall cover the months of the relevant semester as specified in the academic year schedule announced by the Rector, provided that the semester commences no later than the middle of the month.
15. In a given academic year, a student may receive the allowances referred to in § 1(1)(1), (2) and (4), namely the social stipend, the stipend for students with disabilities and the Rector's stipend, for a period of nine months, or, where the programme of study lasts one semester, for a period of up to five months. These allowances shall be paid for the winter semester from October to February, and for the summer semester from March to June.
16. A student may receive the allowance referred to in § 1(1)(3), namely the financial aid grant, during the period from October to September of a given academic year.
17. The allowances referred to in § 1(1)(1), (2) and (4), namely the social stipend, the stipend for students with disabilities and the Rector's stipend, shall be paid monthly.
18. The allowance referred to in § 1(1)(3), namely the financial aid grant, shall be paid as a single lump-sum payment.
19. The detailed schedule for the payment of allowances and the amounts of the individual types of allowance are set out in the Framework Procedure for the Award of Student Allowances for the relevant semester of the academic year, published on the University's website.

§ 5

1. The combined monthly amount of the stipends referred to in § 1(1)(1) and (4), namely the social stipend and the Rector's stipend, shall not exceed 38% of a professor's salary.
2. Where the combined amount of the allowances exceeds the maximum amount referred to in point 1, only the amount of the Rector's stipend shall be reduced so that the total amount of the allowances does not exceed that limit.
3. The amount of the allowances shall depend on the number of eligible students and the amount of funding allocated to the University for this purpose.
4. The Rector shall allocate the funding for student allowances in consultation with the Students' Union.
5. Stipend rates shall be determined by the Rector each semester.
6. Stipend amounts shall be determined to the nearest PLN 1.00.
7. The financial resources allocated to allowances for a given semester shall be determined by the Rector in proportion to the number of eligible students and communicated to the Scholarship Committee and the Appeals Scholarship Committee.

§ 6

1. A student enrolled simultaneously in more than one degree programme may receive the allowances referred to in § 1(1) only in respect of one degree programme designated by the student.
2. The student shall submit a declaration indicating the degree programme for which they are applying for an allowance, in accordance with **Attachment No. 2** to these Rules.
3. The allowances referred to in § 1(1)(1)–(5) shall be available to students enrolled in first-cycle degree programmes, second-cycle degree programmes and long-cycle Master's degree programmes.
4. The total period for which the allowances referred to in § 1(1)(1)–(5) may be granted shall be 12 semesters, irrespective of whether the student actually receives them, provided that within this period the allowances may be granted for:
 - 1) first-cycle degree programmes – for no more than 9 semesters;
 - 2) second-cycle degree programmes – for no more than 7 semesters.
5. The total period referred to in point 4 shall be extended by two semesters where the student has commenced a long-cycle Master's degree programme with a statutory duration of 11 or 12 semesters.
6. In determining the period referred to in point 4, the following rules shall apply:
 - 1) all semesters commenced by the student in the programmes referred to in point 3 shall be included;
 - 2) it shall be irrelevant whether the student has applied for or received allowances during that period;
 - 3) periods of leave from classes, including leave during which the student is entitled to complete the assessment of the learning outcomes specified in the programme of study, shall be included;
 - 4) where a student discontinues and subsequently resumes their studies, the calculation of that period shall continue;
 - 5) periods of study completed before 1 October 2019 shall also be included;
 - 6) where a student completes a first-cycle degree programme and subsequently commences a second-cycle degree programme, only the periods of study undertaken within those programmes shall be aggregated. Any break between the two programmes shall not be taken into account;
 - 7) semesters undertaken as part of a subsequent first-cycle degree programme commenced or continued after obtaining the first Bachelor's, Engineer's or equivalent degree shall not be included;
 - 8) where a student is enrolled simultaneously in more than one degree programme, concurrent semesters shall be treated as a single semester.
7. Where a disability arises during the course of study or after the student has obtained a degree qualification, the allowance referred to in § 1(1)(2) shall be available for an additional period of 12 semesters. The provisions of points 4 and 6 shall apply accordingly.
8. The allowances referred to in § 1(1)(1)–(5) shall not be available to a student who already holds:
 - 1) a Master's degree, a Master's degree in Engineering, or an equivalent qualification,
 - 2) a Bachelor's degree, an Engineer's degree, or an equivalent qualification, if they subsequently commence another first-cycle degree programme.
9. The provisions of points 1 and 3–8 shall apply accordingly to students who have studied or obtained degree qualifications abroad.
10. A student who:
 - 1) is on leave from classes shall lose the right to the allowances referred to in § 1(1)(1)–(4) from the month following the month in which the leave commenced;
 - 2) has been assigned to another higher education institution in Poland or abroad under a student exchange programme shall retain the right to the allowances referred to in § 1(1) for the duration of that assignment.
11. The allowances referred to in § 1(1) shall not be available to a student who is:
 - 1) a professional soldier who has commenced studies following referral by the competent military authority and has received financial support related to undertaking those studies under the provisions governing military service;

- 2) an officer of a state service undertaking candidate service, or an officer of a state service who has commenced studies following referral or with the consent of the competent superior and has received financial support related to undertaking those studies under the provisions governing the relevant service.
12. A student in the final year of study may apply for allowances only until the end of the final semester of the programme of study.

§ 7

1. A decision granting an allowance referred to in § 1(1)(1)–(4) shall expire on the last day of the month in which the student loses the right to receive the allowance due to:
 - 1) removal from the register of students for the degree programme in respect of which the allowance was awarded;
 - 2) obtaining a degree qualification referred to in § 6(8) and (9);
 - 3) expiry of the period referred to in § 6(4)–(5) and (7).
2. A student shall lose the right to receive allowances in the cases referred to in point 1 and where the student:
 - 1) has been suspended from their student rights;
 - 2) is on leave from classes;
 - 3) has waived the right to receive the awarded allowances;
 - 4) has obtained allowances on the basis of false information;
 - 5) has obtained the same type of allowance in respect of another degree programme or at another higher education institution.
3. Any allowances unduly received by a student shall be reimbursed in accordance with the Act of 23 April 1964 – Civil Code and shall be transferred to the scholarship fund.
4. A student applying for, or receiving, an allowance referred to in § 1(1)(1), (2) or (4) shall immediately notify the University of any circumstances resulting in the loss of entitlement to the allowance pursuant to § 6(4)–(9) or § 7(2).

IV. Social Stipend

§ 8

1. A social stipend may be awarded to a student who is in a difficult financial situation.
2. The monthly income per family member entitling a student to apply for a social stipend shall not exceed 45% of the statutory minimum wage applicable from 1 January of the year preceding the academic year for which the social stipend is awarded, as determined under the Act of 10 October 2002 on the Minimum Wage.
3. Wherever the term income is used in these Rules, it shall mean net income.
4. The list of documents on the basis of which the student's family income is determined is set out in **Attachment No. 3** to these Rules.
5. Information on the principles governing the calculation of a student's family income is contained in the document "Rules for Calculating a Student's Family Income", published on the University's website.
6. The rules governing the determination of family composition and calculation of family income shall apply accordingly to the foreign national referred to in § 1(6)(2).
7. The Scholarship Committee or the Appeals Scholarship Committee shall refuse to award a social stipend to a student whose monthly income per family member does not exceed the amount specified in Article 8(1)(2) of the Act of 12 March 2004 on Social Assistance, if the student has failed to attach to the application a certificate issued by a social welfare centre or a social services centre confirming that the student or members of the student's family received social assistance benefits during the year in which the application was submitted.
8. Where the student referred to in point 7, or members of the student's family, do not receive social assistance benefits, the Scholarship Committee or the Appeals Scholarship Committee may award the student a social stipend, provided that the sources of the family's maintenance have been duly documented.

§ 9

1. A social stipend shall be awarded on the basis of a documented application generated through the University's IT system and submitted electronically using the template set out in Attachment No. 5 to these Rules.
2. The monthly income per family member of a student applying for a social stipend shall be determined in accordance with the Act of 28 November 2003 on Family Benefits, subject to the provisions of points 3 and 5.
3. In determining the monthly income per family member referred to in point 2, account shall be taken of the income earned by:
 - 1) the student;
 - 2) the student's spouse;
 - 3) the student's parents or legal or de facto guardians;
 - 4) dependent children of the persons referred to in points 1–3, including: minor children; children receiving education until the age of 26, or, where they reach the age of 26 during the final year of their studies, until completion of those studies; children with disabilities, irrespective of age.
4. The monthly family income shall be evidenced by:

- 1) certificates issued by the tax office confirming the amount of income subject to personal income tax under Articles 27, 30b, 30c, 30e and 30f of the Act of 26 July 1991 on Personal Income Tax, earned by the student and members of the student's family during the calendar year preceding the academic year in which the application is submitted;
 - 2) certificates issued by the tax office confirming the amount of income other than that taxable under Articles 27, 30b, 30c, 30e and 30f of the Act of 26 July 1991 on Personal Income Tax, earned by the student and members of the student's family during the calendar year preceding the academic year in which the application is submitted;
 - 3) certificates issued by the tax office confirming the amount of revenue, the applicable tax rate, and the amount and method of payment of income tax in respect of non-agricultural business activity carried out under the provisions governing the lump-sum taxation of certain revenues earned by natural persons during the calendar year preceding the academic year in which the application is submitted, in accordance with the template set out in **Attachment No. 6** to these Rules;
 - 4) certificates issued by the tax office confirming the amount of income exempt from personal income tax pursuant to Article 21(1)(148), (152)(a)–(d), (153)(a)–(d) and (154) of the Act of 26 July 1991 on Personal Income Tax, earned by the student and members of the student's family during the calendar year preceding the academic year in which the application is submitted;
 - 5) certificates confirming the amount of health insurance contributions paid during the calendar year preceding the academic year in which the application is submitted;
 - 6) documents specifying the amount of income obtained by the student or a member of the student's family, together with the number of months during which that income was received, where the income was obtained during the calendar year preceding the academic year in which the application is submitted;
 - 7) documents specifying the amount of income obtained by the student or a member of the student's family in the second month of receiving that income, where the income was obtained after the calendar year preceding the academic year in which the application is submitted;
 - 8) documents confirming the amount of income lost by the student or a member of the student's family;
 - 9) documents confirming the amount of non-taxable income specified in **Attachment No. 7** to these Rules;
 - 10) any other documents necessary for determining the amount of income, as specified in **Attachment No. 3** to these Rules.
5. In determining the monthly income referred to in section 2, the following shall not be taken into account:
- 1) the allowances referred to in § 1(1)(1)–(5), i.e. the maintenance allowance, allowance for students with disabilities, financial aid, Rector's allowance, and the Minister's allowance for significant scientific, artistic or sporting achievements related to studies, as well as allowances funded by a local government unit, merit- or sports-based scholarships funded by a natural person or a legal person other than a state or local government legal entity, and the scholarships referred to in Article 420(1) of the Act of 20 July 2018 – Law on Higher Education and Science, i.e. merit scholarships for students and research scholarships for staff and doctoral students financed from the university's own funds;
 - 2) scholarships received by pupils, students and doctoral students under:
 - a) the Structural Funds of the European Union;
 - b) non-repayable financial assistance provided by Member States of the European Free Trade Association (EFTA);
 - c) international agreements or implementing programmes established under such agreements, or international scholarship programmes;
 - 3) financial assistance received by pupils under the provisions governing the education system;
 - 4) social scholarships awarded by the entities referred to in Article 21(1)(40b) of the Act of 26 July 1991 on Personal Income Tax.
6. A student who does not maintain a joint household with either parent or with a legal or de facto guardian may apply for a maintenance allowance without declaring the income earned by those persons or by their dependent minor children, children receiving education up to the age of 26 (or until completion of their studies where they reach the age of 26 during the final year of study), and children with disabilities regardless of age, provided that the student satisfies at least one of the following conditions:
- 1) has reached the age of 26;
 - 2) is married;
 - 3) has dependent children referred to in point 3(4);
 - 4) attained the age of majority while in foster care;
 - 5) has a permanent source of income and their average monthly income in the previous tax year and in the current year for the months preceding the month in which the declaration referred to in section 7 is submitted is equal to or greater than 40% of the minimum wage applicable from 1 January of the year preceding the academic year for which the maintenance allowance is awarded, as determined under the Act of 10 October 2002 on the Minimum Wage.
7. The student referred to in section 6 shall submit a declaration confirming that they do not maintain a joint household with either parent or with a legal or de facto guardian, in accordance with the template set out in **Attachment No. 8** to these Rules.

8. At the student's request, submitted in accordance with **Attachment No. 15** to these Rules, entitlement to a maintenance allowance shall be reassessed during the academic year where any of the following occurs:
 - 1) an increase in the number of family members;
 - 2) a decrease in the number of family members or a dependent child reaching the age of 26 while receiving education;
 - 3) the student's sibling or child, regardless of age, obtains a disability certificate or an equivalent document, provided that the person remains dependent on the student's family, or such certificate expires due to the end of the period for which the disability was recognised or for any other reason;
 - 4) any other change affecting entitlement to student allowances.

§ 10

1. The amount of the maintenance allowance shall depend on the per capita income in the student's family and on the financial resources available to the University.
2. The income thresholds entitling students to receive a maintenance allowance and the amount payable for each threshold shall be determined by the Rector.
3. Detailed information on the amount of the maintenance allowance applicable to individual income thresholds is set out in the Framework Procedure for Awarding Student Allowances for the Relevant Semester of the Academic Year, published on the University's website.

§ 11

1. In particularly justified cases, a student may be awarded a maintenance allowance at an increased rate.
2. Eligibility for an increased maintenance allowance is conditional upon the student having been awarded a maintenance allowance.
3. A student may receive the increased maintenance allowance referred to in section 1 only on the basis of one qualifying circumstance.
4. Circumstances justifying an application for an increased maintenance allowance include, in particular:
 - 1) the monthly per capita income in the student's family not exceeding the amount specified for the lowest income threshold in the Framework Procedure for Awarding Student Allowances for the Relevant Semester of the Academic Year;
 - 2) being an orphan or a half-orphan as a result of the death of one or both parents.

V. Allowance for Students with Disabilities

§ 12

1. An allowance for students with disabilities may be awarded to a student holding a valid:
 - 1) disability certificate;
 - 2) certificate confirming the degree of disability;
 - 3) decision issued by a medical examiner of the Social Insurance Institution (ZUS) confirming total or partial incapacity for work or inability to live independently, or a decision classifying the person into one of the disability groups, in accordance with Articles 5 and 62 of the Act of 27 August 1997 on Vocational and Social Rehabilitation and the Employment of Persons with Disabilities.
2. A foreign national may receive an allowance for students with disabilities provided that they hold a valid certificate or decision referred to in point 1, issued in Poland.
3. The allowance for students with disabilities shall be awarded upon the student's documented application, generated through the University's IT system and submitted electronically, using the template set out in **Attachment No. 9** to these Rules.
4. Decisions concerning the degree of disability shall be issued by District Disability Assessment Boards (or other competent authorities), while decisions concerning incapacity for work shall be issued by medical examiners of the Social Insurance Institution (ZUS).
5. The amount of the allowance for students with disabilities shall depend on the degree of disability.
6. Severe disability shall mean:
 - 1) severe disability within the meaning of the provisions on vocational and social rehabilitation and the employment of persons with disabilities;
 - 2) total incapacity for work and inability to live independently determined under the provisions governing pensions and disability benefits from the Social Insurance Fund;
 - 3) permanent or long-term incapacity for work on an agricultural holding combined with inability to live independently, or permanent or temporary total incapacity for work on an agricultural holding combined with inability to live independently, determined under the provisions governing the social insurance scheme for farmers for the purpose of obtaining benefits under those provisions;
 - 4) classification into Disability Group I;
 - 5) inability to live independently determined under the provisions governing pensions and disability benefits from the Social Insurance Fund or under the provisions governing the social insurance scheme for farmers.

7. Moderate disability shall mean:
 - 1) moderate disability within the meaning of the provisions on vocational and social rehabilitation and the employment of persons with disabilities;
 - 2) total incapacity for work determined under the provisions governing pensions and disability benefits from the Social Insurance Fund;
 - 3) classification into Disability Group II.
8. Mild disability shall mean:
 - 1) mild disability within the meaning of the provisions on vocational and social rehabilitation and the employment of persons with disabilities;
 - 2) partial incapacity for work determined under the provisions governing pensions and disability benefits from the Social Insurance Fund;
 - 3) permanent or long-term incapacity for work on an agricultural holding determined under the provisions governing the social insurance scheme for farmers for the purpose of obtaining benefits under those provisions;
 - 4) classification into Disability Group III.

§ 13

1. If the validity of the certificate or decision referred to in § 12(1) expires during the academic year, payment of the allowance shall cease from the month following the expiry of that certificate or decision.
2. Where the certificate or decision on the basis of which a student was awarded an allowance for students with disabilities in a given academic year expires, and the student's disability, degree of disability or incapacity for work is subsequently re-established as a continuation of the previous certificate or decision, entitlement to the allowance shall be determined from the first day of the month following the month in which the previous certificate or decision expired, provided that the student satisfies the eligibility conditions and submits an application for an allowance for students with disabilities within three months of the expiry date of the previous certificate or decision.
3. An allowance for students with disabilities may be awarded during the academic year following the determination of the student's disability. In such a case, the allowance shall be awarded from the month in which the application is submitted, without any entitlement to back payment for previous months.

VI. Financial Aid

§ 14

1. Financial aid may be awarded to a student who has temporarily found themselves in a difficult life situation and has justified this in their application.
2. Financial aid shall be awarded upon the student's documented application, generated through the University's IT system and submitted electronically, using the template set out in **Attachment No. 10** to these Rules.

§ 15

1. Circumstances justifying a student's application for financial aid include, in particular:
 - 1) theft;
 - 2) fire;
 - 3) flood;
 - 4) serious illness of the student or a member of their immediate family;
 - 5) the purchase of medical aids necessary for pursuing studies, in particular prescription spectacles or rehabilitation equipment;
 - 6) the death of a member of the student's immediate family;
 - 7) the birth of a child.
2. An application for financial aid shall be submitted without undue delay and no later than three months from the date of the event giving rise to entitlement to the allowance.
3. Financial aid is awarded at the discretion of the competent authority, and its amount depends on the student's individual circumstances.
4. The maximum amount of financial aid shall be determined by the Rector.
5. During periods in which the operation of the University is restricted or suspended due to extraordinary circumstances, financial aid shall be awarded by the Rector. The provisions of the Code of Administrative Procedure and § 16(1) of these Rules shall not apply.

§ 16

1. A student may receive financial aid no more than twice in an academic year.
2. A student may not receive financial aid twice for the same reason.

VII. Rector's Allowance for Students

§ 17

1. A Rector's allowance shall be awarded to a student admitted to the first year of a first-cycle degree programme in the year in which they sat the secondary school leaving examination, provided that they are:
 - 1) a winner of an international Olympiad or a winner or finalist of a national-level Olympiad referred to in the provisions governing the education system;
 - 2) a medallist in sporting competition at the level of at least the Polish National Championship in the relevant sport, within the meaning of the provisions governing sport.
2. A first-year student referred to in section 1 shall apply for the Rector's allowance by submitting an application, using the template set out in **Attachment No. 11** to these Rules, within the time limit specified by the Rector.
3. In accordance with § 4(13), the Rector's allowance may be awarded for the second semester on the basis of an application submitted in the first semester.

§ 18

1. A Rector's allowance may be awarded to a student in the second or subsequent year of a first-cycle degree programme or to a student enrolled in a second-cycle degree programme who has achieved outstanding academic results, significant scientific or artistic achievements, or sporting achievements at least at national level.
2. Outstanding academic results shall mean a high weighted average of grades obtained in all subjects included in the study programme. Scientific, artistic and sporting achievements shall mean the activities referred to in § 19(3)(2)–(12).
3. The Rector, in consultation with the Students' Union, shall determine, depending on the amount of funding available for student allowances, the percentage of students who will be awarded the Rector's allowance in a given semester, in accordance with the principles set out in § 20.
4. The result qualifying a student for inclusion among those awarded the Rector's allowance in a given semester for a particular field of study shall be determined on the basis of the student's application and the number of points obtained. The minimum number of points required to qualify for the group of students referred to in point 3 shall be determined each semester by the Scholarship Committee on the basis of the ranking list referred to in § 19(1) and (3), compiled from the scores obtained by all students who submitted applications in the relevant semester. Detailed information on the minimum number of points, corresponding to a particular grade average, required to obtain the Rector's allowance for a given field and level of study in a given semester shall be published on the University's website.
5. A student may apply for the Rector's allowance by submitting an application, using the template set out in **Attachment No. 12** to these Rules, within the time limit specified by the Rector.
6. A Rector's allowance may be awarded to a student who is placed sufficiently high on the ranking list and who:
 - 1) has completed at least the first year of studies or is enrolled in the first semester of a second-cycle degree programme commenced within 12 months of completing a first-cycle degree programme;
 - 2) has fulfilled, within the time limits specified in the academic year timetable, all requirements laid down in the Study Regulations and the study programme necessary for completing all semesters preceding the semester for which the Rector's allowance is sought in the relevant field of study;
 - 3) has successfully completed all semesters preceding the semester in which the application is submitted;
 - 4) obtained semester completion by the end of the examination session preceding the semester in which the application is submitted.
7. A Rector's allowance shall not be awarded in respect of a semester which the student repeated following the resumption of their studies.

§ 19

1. Each application for the Rector's scholarship shall be assessed using a points-based system. A specified number of points shall be awarded for the student's grade point average and for each academic, artistic or sporting achievement recognised by the Scholarship Committee or the Appeals Scholarship Committee. A ranking list shall be prepared on the basis of the total number of points obtained. The Rector's scholarship shall be awarded to the students ranked highest on the list, within the group of students referred to in § 18(4) for the relevant field of study. Where two or more students obtain the same number of points, their position on the ranking list shall be determined by their grade point average. A single ranking list shall be prepared for all modes of study within a given field of study (full-time and part-time studies combined).
2. A student may apply for the Rector's scholarship on the basis of:
 - 1) the weighted grade point average obtained:
 - a) in the previous semester of study, except for students referred to in point 1(b) and (c) and in § 17;
 - b) during first-cycle studies, in the case of a student in the first semester of second-cycle studies;
 - c) during first-cycle or second-cycle studies, where the student's previous semester was assessed solely on the basis of a compulsory student placement undertaken during the respective cycle of studies.
 - 2) additional academic, artistic or sporting achievements obtained:
 - a) during the previous semester of study, except for students referred to in point 2(b) and in § 17;
 - b) during the final semester of first-cycle studies, within a period not exceeding 12 months prior to the date of submission of the application, in the case of a student in the first semester of second-cycle studies.

3. The ranking list on the basis of which the Rector's scholarship is awarded shall be determined according to the total number of points obtained for activities undertaken during the assessment period, in accordance with **Attachment No. 1** to these Regulations, as follows:
- 1) the weighted grade point average obtained during the period referred to in section 2(1), calculated in accordance with the Study Regulations and confirmed by the Scholarship Committee, provided that it is not lower than 4.0. This requirement shall not apply to students whose academic, artistic or sporting achievements have been recognised by the Scholarship Committee or the Appeals Scholarship Committee. The number of points awarded shall equal the weighted grade point average multiplied by 10, rounded to the nearest whole number. The weighted grade point average and the corresponding number of points shall be entered on the application by the Scholarship Committee;
 - 2) presentations delivered at academic seminars or conferences, confirmed by a certificate issued by the organiser, specifying the date of the event, the type of presentation (poster or paper), the student's authorship or co-authorship, and the manner in which the work was presented by the student. Irrespective of the number of presentations at a given level, the student may obtain:
 - a) from 2 to 5 points – at university level;
 - b) from 5 to 8 points – at national level;
 - c) from 8 to 11 points – at international level.
 Points awarded for presentations at different levels shall be cumulative;
 - 3) publication of a paper in a peer-reviewed book or a peer-reviewed Polish scientific journal. The student shall attach copies of the pages containing the author's name, the title of the publication, the publisher, the ISSN, ISBN, e-ISSN or e-ISBN number, the DOI (where assigned), and the date of publication (at least the month and year). The student shall receive 3 points for each publication. Publications that have not yet been published shall not be taken into account;
 - 4) publication of a paper in a peer-reviewed book or a peer-reviewed international scientific journal. The student shall attach copies of the pages containing the author's name, the title of the publication, the publisher, the ISSN, ISBN, e-ISSN or e-ISBN number, the DOI (where assigned), and the date of publication (at least the month and year). The student shall receive 5 points for each publication. Publications that have not yet been published shall not be taken into account;
 - 5) patent applications filed with the Patent Office of the Republic of Poland or patents granted. The student shall attach a Result Disclosure Form confirmed by the PUT Intellectual Property Centre together with confirmation issued by the Patent Office of the Republic of Poland that the patent application has been accepted for examination or that the patent has been granted, indicating the relevant date. The student may obtain:
 - a) 4 points – for a complete joint patent application;
 - b) 6 points – for a complete individual patent application;
 - c) 8 points – for a granted joint patent;
 - d) 9 points – for a granted individual patent;
 - 6) participation in a research project related to the student's field of study and carried out or co-carried out by Poznan University of Technology, confirmed by a certificate issued by the project manager specifying the student's contribution, the project number and the period of participation. The student shall receive 5 points for each project;
 - 7) participation in international academic competitions or knowledge Olympiads related to the student's field of study, confirmed by a certificate issued by the organiser indicating the date of the competition and the place achieved by the student. The student may receive from 2 to 12 points. Where the student has participated in more than one competition, points shall be awarded only for the highest-scoring competition;
 - 8) achievements in architecture or urban planning, confirmed by a certificate issued by the organiser of the competition indicating the date of the competition and the place achieved by the student. The student may obtain:
 - a) from 2 to 5 points – at regional (voivodeship) level;
 - b) from 4 to 8 points – at national level;
 - c) from 2 to 12 points – at international level.
 Where the student has participated in competitions at different levels, points shall be awarded only for the highest-scoring competition;
 - 9) academic activity within one student scientific society operating at Poznan University of Technology, confirmed by the chairperson and the academic supervisor on a certificate drawn up in accordance with the template set out in **Attachment No. 12a** to these Regulations. The student may obtain from 1 to 7 points;
 - 10) artistic achievements:
 - participation in competitions or festivals, confirmed by a certificate issued by the organiser indicating the date of the event and the place achieved by the student. The student may obtain:
 - a) from 2 to 5 points – at regional (voivodeship) level;
 - b) from 4 to 8 points – at national level;
 - c) from 2 to 12 points – at international level.
 Where the student has participated in competitions or festivals at different levels, points shall be awarded only for the highest-scoring competition or festival;

- membership of the Volantes Soni Choir of Poznan University of Technology, the Poligrodzianie Folk Dance Ensemble, or Radio Afera, confirmed by a certificate issued by the person responsible for the organisation, specifying the period of membership and the events in which the student participated. The student may obtain either 1 or 3 points;

Where the student has both participated in competitions or festivals and been a member of one of the above artistic organisations, points shall be awarded only for the highest-scoring achievement;

- 11) sporting achievements, i.e. participation in sports competitions, confirmed and endorsed by the Director of the Sports Centre of Poznan University of Technology on a certificate drawn up in accordance with the template set out in **Attachment No. 13** to these Regulations. The student may obtain:
 - a) from 1 to 10 points – at national level;
 - b) from 7 to 15 points – at European level;
 - c) from 10 to 20 points – at international level.

Where the student has participated in competitions at different levels, points shall be awarded only for the highest-scoring competition;
 - 12) other documented achievements, including activities supporting academic, cultural, artistic or sporting development within one organisation operating at Poznan University of Technology. In the case of activity within an organisation, the student shall submit a certificate drawn up in accordance with the template set out in **Attachment No. 12b** to these Regulations, describing the nature of the student's involvement and confirmed by the chairperson/president and the organisation's academic supervisor. The student may obtain from 1 to 12 points.
4. Points for achievements shall be awarded by the Scholarship Committee.
 5. Where a particular achievement qualifies under more than one category, the Scholarship Committee shall award points only within the category carrying the highest number of points.
 6. Owing to the competitive nature of the Rector's scholarship, only those achievements declared by the student in the scholarship application shall be assessed. New achievements not included in the original application shall not be taken into account during the appeal procedure.
 7. Students admitted to Poznan University of Technology by transfer from another higher education institution shall submit a certificate issued by their previous institution confirming the weighted grade point average obtained for the last successfully completed semester of study together with information on the grading scale applied.
 8. Students who completed their first-cycle studies at a higher education institution other than Poznan University of Technology shall submit a certificate issued by their previous institution confirming the weighted grade point average obtained during their first-cycle studies together with information on the grading scale applied, or a diploma supplement containing the weighted grade point average.
 9. In the cases referred to in sections 7 and 8, where the grading scale differs from that applied at Poznan University of Technology, the weighted grade point average shall be converted using the following formulae:
 - from a 2.0–5.5 grading scale

$$\text{PUT grade point average} = (6/7 \times \text{grade point average}) + 2/7$$
 - from a 2.0–6.0 grading scale

$$\text{PUT grade point average} = (6/8 \times \text{grade point average}) + 4/8$$
 10. In matters not regulated by these Regulations, the detailed rules governing the award of the Rector's scholarship shall be determined by the Rector in consultation with the Students' Union.

§ 20

1. Funds allocated for the Rector's scholarships from the student financial aid grant shall constitute no more than 60% of the total funds allocated for the Rector's scholarships, social scholarships and financial aid grants.
2. Rector's scholarships shall be awarded to no more than 10% of students enrolled in a given field of study. Where the number of students enrolled in a given field of study is fewer than ten, the Rector's scholarship may be awarded to one student.
3. When determining the number of students eligible to receive the Rector's scholarship referred to in section 2, students who have been awarded the Rector's scholarship for first-year first-cycle students shall not be taken into account.
4. The number of students shall be determined on the basis of data for the current semester.
5. The amount of the Rector's scholarship shall be the same for all fields of study offered at Poznan University of Technology.

VIII. Minister's Scholarship

§ 21

1. The benefit referred to in § 1(1)(5) shall be awarded by the minister responsible for higher education and science for outstanding academic or artistic achievements related to the student's studies, or for outstanding sporting achievements.
2. The application form for the Minister's scholarship and detailed information concerning the eligibility criteria shall be available on the website of the Ministry responsible for higher education and science.

3. The student shall submit the completed application for the Minister's scholarship together with documents confirming the outstanding achievements to the Dean's Office by 11 October.
4. The application for the Minister's scholarship shall be submitted electronically.
5. The electronic application shall be signed by the student in the manner required by the Ministry responsible for higher education and science and shall be endorsed by the Dean.
6. The electronic submission shall include:
 - 1) the application in a separate Word file (named: "first name surname_application.docx");
 - 2) a separate attachment containing a scanned copy of the declaration (named: "first name surname_declaration.pdf");
 - 3) separate attachments containing documents confirming the student's achievements (named: "first name surname_attachment name.pdf").
7. Applications that have received a favourable opinion from the Dean shall be forwarded by the Dean's Office to the Rector in accordance with the internal timetable established annually.
8. The Rector shall decide whether to submit an application for the award of the Minister's scholarship on behalf of a given student.
9. Information concerning the procedure and timetable for the consideration of applications shall be available on the website of the Ministry responsible for higher education and science.
10. The Minister's scholarship shall be paid as a single lump-sum payment.

X. Final Provisions

§ 22

1. In matters not regulated by these Regulations, decisions shall be made by the Rector.
2. Documentation relating to awarded student financial aid benefits shall be retained by the University in accordance with the applicable legislation governing the protection of personal data.
3. Information and templates of documents required for submitting applications for student financial aid benefits shall be made available on the University's website.
4. Student financial aid benefits shall be paid in accordance with the schedule established by the Rector.
5. Student financial aid benefits shall be paid exclusively to a bank account held with a bank operating in Poland and indicated by the student in the declaration constituting **Attachment No. 4** to these Regulations.
6. Where the bank account number changes, a student who has been awarded student financial aid benefits shall immediately notify the University of the change.