

Regulations of benefits for students
Academy of Applied Sciences –
Academy of Management and Administration in Opole

(effective from October 1, 2023)

Based on Article. 95 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), in consultation with the Student Council, I order the following criteria and mode of awarding, method of determining the amount and payment benefits for students of the Academy of Applied Sciences - Academy of Management and Administration in Opole, hereinafter referred to as the "Academy":

GENERAL PROVISIONS

§ 1

1. A student may apply at the Academy for benefits from the funds allocated for this purpose in the state budget in the form of:
 - 1) a social scholarship and a social scholarship in an increased amount,
 - 2) a scholarship for the disabled,
 - 3) the rector's scholarship,
 - 4) aid.
2. A student may also apply for a ministerial scholarship for significant scientific or artistic achievements related to studies or significant sports achievements.
3. The granting of the benefit referred to in par. 1, and the refusal to grant it, takes the form of an administrative decision.
4. Decisions regarding the benefits specified in par. 1 are delivered in writing or made available to the student in the form of an electronic document in the individual Electronic Student's Index immediately after they are signed with a qualified electronic signature by the chairperson or authorized vice-chairman of the Academic Scholarship Committee, about which the student is informed in a message sent to the e-mail address provided in the application. The student is responsible for the correctness of the e-mail address provided in the application

According to Art. 391 § 1 of the Act of June 14, 1960, the *Code of Administrative Procedure* (Journal of Laws of 2023, item 775), delivery of a letter by means of electronic communication within the meaning of Art. 2 point 5 of the Act of 18 July 2002 *on the*

provision of electronic services is possible if the student meets one of the following conditions:

- submits an application in the form of an electronic document through the academy's electronic inbox (ePUAP)
 - applies to the academy for such delivery and will indicate the electronic address for delivery,
 - consents to the delivery of documents in the proceedings by these means and indicates to the academy an electronic address for service.
5. In the event of failure to collect the decisions referred to in par. 4, their delivery shall be deemed effective after 14 days from the date of sending the first notification referred to in par. 4.
 6. Appeal Scholarship Committee's decisions shall be delivered to the student immediately after their adoption, in writing, by registered letter with acknowledgment of receipt, to the correspondence address indicated by the student.
 7. At the request of the student council, the benefits referred to in par. 1 are awarded by the Academy Scholarship Committee and the Appeal Scholarship Committee. Most of the committee members are students. The decision is signed by the chairman of the committee or the authorized vice-chairman of the committee.
 8. The Rector, in the form of an administrative decision, repeals the decision of the Academy Scholarship Committee or the Appeal Scholarship Committee that is inconsistent with the law.

§ 2

1. A student may receive the minister's scholarship for significant achievements and the rector's scholarship at the same time.
2. Benefits referred to in § 1 sec. 1 aren't paid during the student's stay on dean's leave. At the request of the student council, the rector may decide to pay the scholarship if the student's particularly difficult situation warrants it.
3. For a student who was awarded the Rector's scholarship before the dean's leave and at the same time suspended due to the leave, payment of the scholarship will be resumed after returning from the leave, only at the student's request, with the proviso that:
 - the scholarship is paid in the previously granted amount;
 - the total period of payment of the scholarship, before and after the resumption of payment, is equal to the period for which the scholarship was awarded.

4. Payment of the scholarships referred to in § 1 sec. 1 shall be suspended in the event of being struck off the list of students, resignation from studies or suspension of student rights by a final decision of the disciplinary committee. In these cases, the last installment of scholarships is paid for the last full month of study, unless the payment was made before the occurrence of the above-mentioned circumstances.
5. Payment of the scholarships referred to in § 1 sec. 1 shall be resumed in the case of re-entry into the list of students at the student's written request, starting from the month in which the application for resumption of the scholarship was submitted.
6. The decision to grant the benefit referred to in § 1 sec. 1 points 1 - 4 shall expire on the last day of the month in which the student lost the right to the benefit due to obtaining a professional title, was removed from the list of students in the field of study in which he/she received the benefit, or the period referred to in § 3 sec. 6, 7 and 9.
7. A student applying for the benefit referred to in § 1 sec. 1 items 1 - 4, or the recipient of such a benefit, shall immediately notify the higher education institution of the occurrence of a circumstance causing the loss of the right to the benefit pursuant to § 3 sec. 5 - 11.
8. The student is obliged to immediately inform the Academy Scholarship Committee in writing of each change in the data covered by the application, which affects the loss of the right to the scholarship or its amount, within no more than 30 days from the date of the change.

§ 3

1. The student may receive the scholarships referred to in § 1 sec. 1 items 1 - 3, in a given academic year for a period of up to 9 months, i.e. from October to June, and in the case when the student begins studies in the summer semester - from March to February (excluding the months: July, August and September).
2. Scholarships referred to in § 1 sec. 1 items 1 - 3 are paid monthly, starting from November with an adjustment for October or from April with an adjustment for March, except that a social scholarship for students who start their studies in the summer semester and submit a complete set of documents by May 10 will be paid in May with a balance from March. Scholarships are paid immediately after receiving funds from the Ministry, taking into account the above.
3. A student studying several fields of study at the same time may receive a social scholarship, a scholarship for the disabled, an allowance, a rector's scholarship and a minis-

ter's scholarship for significant achievements only in one field of study indicated by him, at his own discretion.

4. The benefit referred to in § 1 sec. 1 items 1 - 4 may be received by students of full-time and part-time studies, regardless of age, studying at first- and second-cycle studies and uniform master's studies.
5. Benefits referred to in § 1 sec. 1 items 1 - 4 aren't available to a student with a professional title:
 - a) master's degree, master's degree in engineering or equivalent,
 - b) bachelor's degree, engineer or equivalent, if he/she resumes first-cycle studies.
6. The total period during which the benefits referred to in § 1 sec. 1 items 1 - 4, amounts to 12 semesters, regardless of how many semesters the student takes, with the proviso that within this period the benefits are payable during studies:
 - 1) first-cycle degree – no longer than 9 semesters;
 - 2) second-cycle degree – no longer than 7 semesters.
7. The total period referred to in par. 6, is longer by 2 semesters in the case when the student has taken up uniform master's studies, the duration of which is 11 or 12 semesters specified in the provisions of law.
8. Until the period referred to in par. 6 and 7, include all semesters started by the student in the studies referred to in sec. 4, including the semesters that fall during the period of using the leaves referred to in Art. 85 sec. 1 point 3 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), with the exception of semesters in subsequent first-cycle studies commenced or continued after obtaining the first professional title of a bachelor, engineer or equivalent. In the case of education in several fields of study, semesters taken simultaneously are treated as one semester.
9. If the disability occurred during studies or after obtaining a professional title, the scholarship for disabled persons is granted for an additional period of 12 semesters. The provisions of sec. 6 and 7 apply accordingly.
10. The provisions of sec. 3 - 9 shall apply accordingly to students who were educated or obtained professional titles abroad.
11. The right to benefits referred to in § 1 sec. 1 points 1 - 4 aren't available to students who are:
 - candidates for professional soldiers or professional soldiers who undertook studies on the basis of a referral by a competent military authority and received assistance in

connection with their studies under the provisions on the military service of professional soldiers,

- officials of state services in the candidate service or who are officers of state services who undertook studies on the basis of a referral or consent of the relevant superior and received assistance in connection with their studies on the basis of the provisions on the service.

12. The total monthly amount of scholarships referred to in § 1 sec. 1 and 3 may not be higher than 38% of the professor's remuneration.
13. Students who submitted their applications after the deadlines referred to in § 9 sec. 1 and § 13 sec. 2 receive scholarships from the month in which they submitted a complete application (without retroactive adjustment).
14. The student is obliged to submit a statement on not receiving benefits for students in more than one field of study, including another university.

§ 4

Benefits for students are paid by bank transfer to the bank account indicated in the application, owned by the student, or at the academy's cash desk.

§ 5

1. The benefits referred to in § 1 sec. 1 shall be granted from the scholarship fund referred to in Art. 409 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended)
2. The distribution of the subsidy referred to in Art. 365 sec. 3 of the Act of July 20, 2018. Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), individual benefits for students are provided by the rector in consultation with the student government, subject to the principle that the rector's scholarships account for no more than 60% of the total funds spent in a given year on rector's scholarships, social scholarships and aid.
3. Financial resources allocated for benefits for students, in the part not exceeding 0.2% of the subsidy referred to in Art. 365 sec. 3 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), may be used to cover the costs of tasks related to the granting and payment of benefits for students, incurred by the Academy.
4. Financial resources allocated for benefits may not be used for purposes other than those related to benefits for students, except for the case specified in sec. 3.

5. Unused funds allocated for benefits in a given financial year remain in the fund for the next year.

§ 6

In the event that the Academy has doubts regarding the granted benefit, as to the circumstances affecting the right to these benefits, it shall immediately notify the student of the need to provide explanations in the case or provide the necessary documents within 14 days from the date of receipt of the request.

§ 7

Changes to these regulations are made by the rector in consultation with the student council.

SOCIAL SCHOLARSHIPS

§ 8

1. A social scholarship may be granted to a student in a difficult financial situation.
2. In particularly justified cases, a student may receive a social grant in an increased amount. In order to obtain a social scholarship in an increased amount, the criteria for obtaining a social scholarship must be met, because the social scholarship in an increased amount isn't a separate scholarship.
3. Particularly justified cases include, among others:
 - a) full orphanhood,
 - b) upbringing in foster care,
 - c) taking care of a disabled child by the student,

§ 9

1. The social scholarship is granted upon the student's application submitted on the form constituting Appendix 1 to these Regulations. The application for a social scholarship should be submitted by October 20, and in the case of starting studies from the summer semester - by May 10.
2. The application for a social scholarship may be submitted by a student in person, by post or by proxy.
3. In the case of an incorrectly completed application, the Academy calls the student in writing to correct or supplement the application within 14 days from the date of receipt

of the request. In the event of non-compliance with the request, the application is left unprocessed.

4. The social scholarship is awarded for the academic year, except for the case when the last year of studies, according to the study plan, lasts one semester.

§ 10

1. The Rector, in consultation with the student council, determines the amount of monthly income per person in the student's family, entitling to apply for a social grant, which may not be lower than 1.30 of the amount referred to in Art. 8 sec. 1 point 2 of the Act of 12 March 2004 on social assistance (Journal of Laws of 2023, item 901) and higher than 1.60 of the sum of the amounts specified in Art. 5 sec. 1 and art. 6 sec. 2 point 3 of the Act of 28 November 2003 on family benefits (Journal of Laws of 2023, item 390, as amended).
2. The amount of monthly income per person in the student's family is determined in accordance with the rules set out in the Act of 28 November 2003 on family benefits, with the proviso that it counts only the income earned by:
 - a) a student,
 - b) the student's spouse
 - c) parents, legal or actual guardians of the student,
 - d) being dependent on the persons referred to in items a - c, minor children, children studying up to the age of 26, and if the age of 26 falls in the last year of studies, until their completion, and disabled children regardless of age.
3. The composition of the student's family is determined on the day of submitting the application for a social scholarship.
4. The monthly income per person in the student's family includes:
 - 1) income subject to taxation on the principles set out in art. 27, 30b, 30c, 30e and 30f of the Act of 26 July 1991 on personal income tax, less tax deductible costs, personal income tax due, social security contributions not included in tax deductible costs and health insurance contributions;
 - 2) income from activities subject to taxation under the provisions on flat-rate income tax on certain revenues earned by natural persons;
 - 3) other income not subject to taxation under the provisions on personal income tax, listed in art. 3 point 1 lit. c of the Act of 28 November 2003 on family benefits (Appendix 1 to the application for a social scholarship).
5. The monthly income per person in the student's family doesn't include:

- 1) the benefits referred to in Art. 86 section 1, art. 359 sec. 1 and art. 420 sec. 1 of the Act of July 20, 2018. Law on Higher Education and Science,
 - 2) scholarships awarded to pupils, students and doctoral students under:
 - structural funds of the European Union,,
 - non-repayable funds from assistance provided by the Member States of the European Free Trade Association (EFTA)
 - international agreements or executive programs drawn up to these agreements or international scholarship programs,
 - 3) financial support benefits received by students on the basis of the provisions on the education system,
 - 4) scholarships of a social nature awarded by the entities referred to in Art. 21 sec. 1 point 40b of the Act of 26 July 1991 on personal income tax (Journal of Laws of 2022, items 2647, 2687 and 2745 and of 2023, items 28, 185 and 326),
 - 5) amounts of alimony paid by family members to other persons, adjudicated by a court judgment or resulting from a court settlement or a settlement concluded before a mediator,
 - 6) non-taxable income on the terms set out in Art. 27, 30b, 30c, 30e and 30f of the Act of 26 July 1991 on personal income tax and non-taxable income based on the provisions on flat-rate income tax on certain revenues obtained by natural persons, which aren't listed in art. 3 point 1 lit. c of the Act of 28 November 2003 on family benefits, including: family benefits (family allowance, supplements to the family allowance), care benefits, including: nursing allowance, special care allowance and nursing benefit, one-off birth grant the child is born, the allowance paid by the commune on the basis of art. 22a of the Act of 28 November 2003 on family benefits, benefits paid by communes pursuant to Art. 22b of the Act of 28 November 2003 on family benefits, social assistance benefits due under the Act of 12 March 2004 on social assistance, including: permanent, periodic, targeted benefits, direct payments for farmers under the Common Policy Agricultural Union;
6. A student who doesn't share a household with any of the parents, legal or actual guardians, may apply for a social scholarship without showing the income earned by these persons and their dependent minor children, children studying up to 26 years of age, and if 26 years of age falls in the last year of studies, until their completion, and disabled children regardless of age, if they meet one of the following conditions:
- 1) is over 26 years old,
 - 2) is married,

3) has dependent children referred to in par. 2 lit. d

4) has reached the age of majority while in foster care, 5) has a permanent source of income and its average monthly income in the previous tax year and in the current year in the months preceding the month of submitting the declaration referred to in paragraph 1. 7 is greater than or equal to 1.15 of the sum of the amounts specified in Art. 5 sec. 1 and art. 6 sec. 2 point 3 of the Act of 28 November 2003 on family benefits. Constant source of income means an uninterrupted source of income in a year (i.e. for a period of 12 months for the last tax year). The issue of proving having a stable source of income rests with the student.

7. The student referred to in sec. 6, makes a statement that he/she doesn't run a joint household with any of the parents, legal or actual guardians.

8. The Academy Scholarship Committee or the Appeals Scholarship Committee refuses to grant a social scholarship to a student whose monthly income per person in the family doesn't exceed the amount specified in Art. 8 sec. 1 point 2 of the Act of 12 March 2004 on social assistance, if the application for a social scholarship isn't accompanied by a certificate issued by a social assistance center or by a social service center confirming the use of social assistance benefits in the year of submitting the application by him/her or by members of his/her family.

9. If the student referred to in sec. 8, or his/her family members do not benefit from social assistance, the Rector, the Academy Scholarship Committee or the Appeals Scholarship Committee may award the student a social grant if he/she has documented the family's livelihood

10. The monthly amount of the student's family income means the average monthly income of family members obtained in the calendar year preceding the granting of the scholarship, subject to the provisions on income earned and lost.

11. In the event of a loss of income by a family member in the calendar year preceding the benefit period, when determining his or her income, the income lost is not taken into account.

12. The following circumstances are considered as loss of income:

1. obtaining the right to parental leave;
2. loss of unemployment benefit or scholarship;
3. loss of employment or other gainful employment;
4. loss of pre-retirement allowance or pre-retirement benefit, teacher compensation benefit, as well as old-age or disability pension, survivor's pension, social pension

or supplementary parental benefit referred to in the Act of 31 January 2019 on supplementary parental benefit (Journal of Laws of 2022, item 1051)

5. deletion from the register of non-agricultural economic activity or suspension of its performance within the meaning of Art. 16b of the Act of 20 December 1990 on social insurance for farmers (Journal of Laws of 2022, items 933, 1155 and 2140) or art. 36aa sec. 1 of the Act of 13 October 1998 on the social insurance system (Journal of Laws of 2022, item 1009, as amended);
6. loss of sickness benefit, rehabilitation benefit or maternity benefit due after loss of employment or other gainful employment;
7. loss of awarded maintenance benefits due to the death of the person obliged to provide these benefits or loss of cash benefits paid in the event of ineffective enforcement of maintenance payments due to the death of the person obliged to provide maintenance;
8. loss of parental benefit;
9. loss of the maternity allowance referred to in the provisions on farmers' social insurance;
10. loss of the doctoral scholarship specified in Art. 209 sec. 1 and 7 of the Act of July 20, 2018 - Law on Higher Education and Science
13. In the event that a family member lost income earned in the calendar year preceding the granting of the scholarship, the application should be accompanied by:
 1. document confirming the loss of income, e.g.: a work certificate or other document confirming the date of loss of income and the amount of lost income;
 2. a certificate from the employment office confirming the fact of being unemployed with or without the right to the benefit (if with the right to the benefit, the monthly net amount of the benefit);
 3. certificate confirming being on parental leave.
14. In the case of obtaining income by a student's family member in the calendar year preceding the benefit period, when determining his/her income, the income earned in that year is divided by the number of months in which the income was earned, if this income is earned on the date of determining the right to the scholarship.
15. If a student's family member earns income after the calendar year preceding the benefit period, his/her income is determined on the basis of income increased by the amount of income obtained from the month following the month in which the income was earned, if this income is earned on the date of determining the right to benefits.
16. The following circumstances are considered as earned income:

1. end of parental leave;
 2. receiving an unemployment benefit or scholarship;
 3. obtaining employment or other gainful employment;
 4. obtaining a pre-retirement allowance or pre-retirement benefit, teacher compensatory benefit, as well as old-age or disability pension, survivor's pension, social pension or supplementary parental benefit referred to in the Act of 31 January 2019 on supplementary parental benefit;
 5. starting non-agricultural economic activity or resuming its performance after the period of suspension within the meaning of Art. 16b of the Act of 20 December 1990 on social insurance for farmers or art. 36aa sec. 1 of the Act of 13 October 1998 on the social insurance system;
 6. obtaining sickness benefit, rehabilitation benefit or maternity benefit, due after losing employment or other gainful employment;
 7. obtaining a parental benefit;
 8. obtaining the maternity allowance referred to in the provisions on farmers' social insurance;
 9. obtaining a doctoral scholarship specified in art. 209 sec. 1 and 7 of the Act of July 20, 2018 - Law on Higher Education and Science.
17. In the event of obtaining income, the student should attach to the application:
1. a document specifying the amount of net income earned by the student or family member and the number of months in which the income was earned - in the case of earning income in the calendar year preceding the academic year in which the scholarships are awarded;
 2. a document specifying the amount of net income earned by a family member from the month following the month in which the income was earned - in the case of earning income after the calendar year preceding the period of granting scholarships.

§ 11

1. If a student's family member stays in an institution providing round-the-clock maintenance and doesn't pay the stay fee, the family income per person doesn't include a family member staying in this institution.
2. If the family income covers the fee for staying in an institution providing round-the-clock maintenance for a family member, this fee is deducted from the family income.

When determining the family income per person, a family member residing in this institution is not taken into account.

3. The institution providing round-the-clock maintenance referred to in sec. 1 and 2 shall be understood as: a social welfare home, a youth care centre, a juvenile shelter, a correctional facility, a detention center, a prison, a care and treatment facility, a nursing and care facility, a military school or other school, if these institutions provide free of charge full maintenance.
4. If a family or a student owns a farm, the income is determined on the basis of the area of agricultural land in conversion hectares and the amount of average income from work in individual farms per 1 conversion hectare, announced for a given year by the President of the Central Statistical Office by way of an announcement.
5. If the student's family makes a living from a farm and obtains non-agricultural income, these incomes are summed up.
6. If a family member has maintenance obligations to a person outside the family, the amount of maintenance paid in that year is deducted from the income earned by family members in the calendar year preceding the granting of the scholarship.
7. If a family member has an established right to alimony, but does not receive it or receives it in an amount lower than that determined by the judgment or court settlement, the family income constituting the basis for determining the right to a social scholarship includes alimony in the amount received.
8. The student is required to provide the following documents with the application for a social scholarship:
 - certificates of income subject to personal income tax on the terms set out in Art. 27, 30b, 30c, 30e and 30f of the Act of 26 July 1991 on personal income tax of the student and each of the adult members of the student's family, achieved in the calendar year that precedes the year of submitting the application, issued by the head of the competent tax office, which contains information on the amount of:
 - a) income,
 - b) social security contributions deducted from income,
 - c) tax due.

The student attaches appropriate certificates from the competent tax office on income or lack of income **separately** for each adult member of the student's family;

- a certificate from the competent tax office regarding family members settling on the basis of the provisions on flat-rate income tax on certain incomes earned by natural persons, containing information about:
 - a) the form of tax paid,
 - b) the amount of income,
 - c) tax rate,
 - d) the amount of tax paid;
- statement on family income not subject to income tax for the previous calendar year; the statement is made by all adult members of the student's family (Appendix 1 to the application for a social scholarship);
- certificates from the Social Insurance Institution regarding the student and members of the student's family, containing information on the amount of paid health insurance contributions for all adult members of the student's family who earned income in the previous year;
- if the student's family members or students obtain income and benefits abroad, appropriate documents issued by foreign equivalents of Polish offices and institutions should be provided, containing data analogous to those required in the case of income earned in the country. The above-mentioned documents should be translated into Polish;
- a certificate from the Commune Office on the number of conversion hectares or a payment order, if someone in the student's family has agricultural land;
- a lease agreement, concluded in accordance with the provisions on farmers' social insurance, in the case of lease of part or all of a farm owned by a student's or student's family,
- a lease agreement concluded in the form of a notarial deed in the case of a farm being contributed for use by an agricultural production cooperative,
- a lease agreement in the event of a farm being leased in connection with receiving a pension specified in the provisions on supporting rural development from funds from the Guarantee Section of the European Agricultural Guidance and Guarantee

Fund and in the provisions on supporting rural development with the participation of funds from the European Agricultural Fund for Rural Development.

- a copy of a court judgment awarding maintenance for persons in the family or outside the family, or a copy of the minutes of the meeting containing the content of the court settlement, or a copy of the court-approved settlement concluded before the mediator,
- money orders or transfers documenting the actual amount of maintenance received and a bailiff's certificate on the total or partial ineffectiveness of the enforcement of maintenance, as well as on the amount of enforced maintenance in the case of obtaining maintenance that is lower than awarded in the judgment or court settlement or settlement before the mediator,
- decision of the competent authority granting the maintenance advance specifying its amount,
- decision of the Alimony Fund to grant benefits from the Fund and their monthly amount,
- a copy of the judgment dismissing the action to determine the maintenance allowance,
- a copy of a final court decision obliging one of the parents to bear the total costs of maintaining the child.
- certificate from the bailiff about the ineffectiveness of the enforcement of alimony, as well as the amount of enforced alimony for the previous calendar year;
- a court judgment confirming the divorce or separation;
- a copy of the parents' death certificates if the parent or parents are deceased;
- decision to grant a survivor's pension;
- certificate of attending a school or university of the applicant's siblings or children up to 26 years of age;
- abridged birth certificate or complete birth certificate for siblings or children up to 7 years of age;

- information from the court about pending proceedings for the adoption of a child, in the case of a person actually taking care of the child who applied for the adoption of the child;
- a copy of the final judgment of the family court stating the adoption of the child;
- a certificate of the degree of disability in the case when a disabled child is brought up in the family, regardless of age;
- if the student or a member of the student's family declares that he/she will receive income, an employment contract/commission contract and a document specifying the amount of net income obtained from the first full month worked by the student or a member of his/her family must be presented (the contract for specific work is neither earned nor lost income).
- if a student or a student's family member declares a loss of income, the application should be accompanied by documents confirming the loss of income and specifying the amount of lost income,
- a certificate from the Labor Office from the unemployed, confirming the status of the unemployed and the amount of unemployment benefit received (net) or a statement from people not registered in the above-mentioned office,
- a valid certificate from a social welfare center or a social services center on the use of social welfare benefits by the student or his family members in the year of submitting the application, if the monthly income per capita in the student's family doesn't exceed the amount specified in Art. 8 sec. 1 point 2 of the Act of 12 March 2004 on social assistance.

§12

The amount of the social scholarship for a given academic year is determined by the Rector by way of an ordinance in consultation with the student council. The amount of the social scholarship may change during the academic year.

SCHOLARSHIPS FOR PEOPLE WITH DISABILITIES

§ 13

1. A scholarship for the disabled may be awarded to a student due to a disability. These scholarships are awarded for the academic year, but not longer than the period of validity of the certificate on the degree of disability.
2. The application for a scholarship for people with disabilities (Appendix 2) must be submitted by 20 October. In the case of starting studies from the summer semester, the application for a scholarship should be submitted by March 20.
3. The basis for granting a scholarship for people with disabilities is:
 - certificate of disability;
 - certificate of the degree of disability;
 - the judgment referred to in Art. 5 and Art. 62 of the Act of August 27, 1997. on vocational and social rehabilitation and employment of disabled people (i.e. a certificate issued by a ZUS evaluating doctor, a certificate on inclusion in one of the groups of invalids, a certificate on permanent or long-term incapacity for work on a farm).
4. Other documents, e.g. medical documentation, medical certificate or a document on disability issued by the adjudicating authority in another country, do not constitute the basis for granting this scholarship
5. The amount of the scholarship for the disabled for a given academic year is determined by the Rector in an ordinance in consultation with the student council. The amount of the scholarship for the disabled may change during the academic year.
6. A mild degree of disability means meeting one of the following conditions:
 - 1) mild disability within the meaning of the provisions on vocational and social rehabilitation and employment of disabled people,
 - 2) partial incapacity for work and advisability of retraining as determined on the basis of the provisions on pensions and disability pensions from the Social Insurance Fund,
 - 3) permanent or long-term incapacity for work on a farm adjudicated on the basis of the provisions on farmers' social insurance, if it isn't treated as a significant degree of disability,
 - 4) possession of a certificate of inclusion in the third group of invalids.
7. A moderate degree of disability means meeting one of the following conditions:
 - 1) moderate disability within the meaning of the provisions on vocational and social rehabilitation and employment of disabled people,
 - 2) total incapacity for work certified on the basis of the provisions on pensions and pensions from the Social Insurance Fund,

- 3) possession of a certificate of inclusion in the second group of invalids.
8. A significant degree of disability means meeting one of the following conditions:
 - 1) severe disability within the meaning of the provisions on vocational and social rehabilitation and employment of disabled people,
 - 2) total incapacity for work and independent existence certified on the basis of the provisions on old-age and disability pensions from the Social Insurance Fund,
 - 3) permanent or long-term incapacity to work on a farm and to live independently, certified on the basis of the provisions on farmers' social insurance,
 - 4) possession of a certificate of inclusion in the first group of invalids.

RECTOR'S SCHOLARSHIP

§ 14

1. The Rector's scholarship may be awarded to a student who has achieved outstanding academic results, scientific or artistic achievements or sports achievements in competition at least at the national level.
2. The Rector's scholarship may be applied for by a student admitted to the first year of studies in the year of passing the matriculation examination, who is a laureate of an international olympiad or a laureate or finalist of a central olympiad, referred to in the regulations on the education system, or a medalist, at least in a sports competition, for the title of Polish Champion in a given sport, referred to in the regulations on sport.
3. Students of the first year of second-cycle studies, started immediately after the completion of first-cycle studies, may apply for the Rector's scholarship on the basis of the results obtained in the last year of first-cycle studies.
4. Rector's scholarships are awarded at the student's written request constituting Appendix 3 to these Regulations.
5. The Rector's scholarship for outstanding academic achievements may be awarded to no more than 9% of students from each of the fields of study (including separately for first and second cycle studies) run at the academy, and the Rector's scholarship for scientific, artistic or sports achievements may receive no more than 1% of students from each field of study (including separately for the first and second degree) conducted at the academy, while maintaining the principle that the funds from the subsidy referred to in Art. 365 sec. 3 of the Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended) spent in a given year on Rector's scholarships constitute no more than 60% of the total funds spent on Rector's scholarships in a given year, social grants and aid.

6. If no applications for the Rector's scholarship for sports, scientific and artistic achievements are submitted in a given field of study, the Rector's scholarship for outstanding academic results may be awarded to no more than 10% of students from each field of study (including separately for the first and second degree) conducted at the academy.
7. When determining the number of students receiving Rector's scholarships, the students referred to in sec. 2 are excluded.
8. The number of students studying in particular fields of study is determined as of October 31 and March 31 of a given academic year in the Academy program used to calculate scholarships.
9. If the number of students in the field of study is less than 10, the Rector's scholarship may be awarded to one student.
10. Applications for the Rector's scholarship should be submitted by October 20 in the winter semester, and in the case of starting studies from the summer semester by March 20. At the request of the student council, the above-mentioned deadlines may be extended. Applications submitted after the above-mentioned deadlines will be rejected.
11. In the application for the Rector's scholarship, the student indicates only one criterion listed in § 14 item 1, which forms the basis of his application. For each of the four criteria, the student indicates in the application the relevant achievements by submitting a relevant statement and attaching relevant documents. All documents confirming the student's achievements should be in Polish or translated into Polish, with the exception of publications in a foreign language.
12. The Rector's scholarship for outstanding academic performance may be awarded to a student who:
 - within the time limit specified in the study regulations, passed exams in all subjects in which classes ended with an exam in a given year and obtained all credits by the end of the exam session set in the organization of the academic year (the scholarship is not awarded in the case of: prolongation of the exam session, conditional entry for the next semester, extending the deadline for crediting curriculum differences or in the case of the student being on dean's leave in the previous academic year);
 - obtained an average grade for the previous year of study, which classifies him/her on the ranking list covering not more than 9% of students in each field of study, taking into account points 6 and 8.
13. The grade point average is calculated as a weighted average, rounded to two decimal places, based on grades from all exams and credits with a grade in subjects covered

by the study program in the previous academic year, entered in the grade protocol and the number of ECTS points assigned to given subjects.

14. The grade point average recognized as outstanding academic performance necessary to submit an application for the rector's scholarship is 4.25.

15. Rector's scholarship for scientific achievements may be granted to a student who in the previous academic year showed achievements listed in the table below:

Scientific achievements	Number of points	Verification
Scientific or popular science publications listed in the list of the Ministry of Education and Science	31	A copy of the pages containing the author's name, publication title, place, name of the journal or book, date of publication
Authorship of a book or scientific monograph in a foreign language	35	
Authorship of a book or scientific monograph in Polish	30	
Authorship of a chapter in a book or monograph in a foreign language	25	
Authorship of a chapter in a book or monograph in Polish	20	
Publication in other scientific journals in a foreign language	15	
Publication in other scientific journals in Polish	10	
Active participation - international conference	6	Pages containing the name of the author, the title of the presented lecture, the name and date of the conference, the organizer's certificate
Active participation - national conference	4	

16. The above achievements must be properly documented and certified.

17. The Rector's scholarship for sports achievements in international or national competition may be awarded to a student who in the previous academic year achieved the achievements listed in the table below:

Place obtained	Number of points	Verification
Olympic or Paralympic Games		
I – III	50	Certificate of the relevant Polish Sports Association
IV – VIII	40	
IX – XVI	30	
World Cup		
I – III	35	Certificate of the relevant Polish Sports Association
IV – VIII	25	
IX – XVI	15	
European Championship		
I – III	30	Certificate of the relevant Polish Sports Association
IV – VIII	20	
IX – XVI	10	
Universiade		
I – III	15	AZS certificate
IV – VIII	10	
World Academic Championships / European Academic Championships		
I – III	10	AZS certificate
IV – VIII	5	
Polish championships		
I – III	8	Certificate of the relevant Polish Sports Association
IV – VI	4	
Polish Academic Championships / Polish AZS Championships		
I – III	6	AZS certificate
IV – VI	3	
Sports class		
MM	2	Certificate of the relevant Polish Sports Association
M	1	

18. Sports achievements should be properly documented and certified by the club, association or sports organization in which the student participated.
19. Rector's scholarship for sports achievements is awarded to students who are ranked highest on the ranking list in accordance with the principle set out in § 14 section 5 of

these regulations, according to which the rector's scholarships for scientific, artistic or sports achievements are awarded to no more than 1% of students in each field of study conducted at the academy. If the students obtain the same number of points in the point classification, the order in which applications are submitted shall decide on awarding the rector's scholarship for sports achievements.

20. The Rector's scholarship for artistic achievements may be awarded to a student who in the previous year of study obtained artistic achievements listed in the table below:

Place obtained	Number of points	Verification
Achievements in competitions, reviews, nationwide festivals		
I	35	Certificate, diploma, certificate confirming the place / publication of the work - a copy of the pages containing the author's name, publication title, place, name of the journal or book, date of publication
II	25	
III	15	
IV - VI	5	
Achievements in competitions, reviews, nationwide festivals		
I	50	Certificate, diploma, certificate confirming the place / publication of the work - a copy of the pages containing the author's name, publication title, place, name of the journal or book, date of publication
II	40	
III	30	
IV - VI	10	

21. The above artistic achievements should be documented with a diploma or other document certified by the organizer of the competition, review or festival.
22. Rector's scholarship for artistic achievements is awarded to students who are ranked highest on the ranking list in accordance with the principle set out in § 14 sec. 5 of these regulations, according to which the rector's scholarships for scientific, artistic or sports achievements are awarded to no more than 1% of students in each field of study conducted at the academy. If the students obtain the same number of points in the point classification, the order in which applications are submitted shall decide on the granting of the Rector's scholarship for artistic achievements.
23. In the case of students who started their studies in the winter semester, the Rector's scholarships are awarded for the academic year and paid monthly for a period of up to 9 months, i.e. from October to June.
24. In the case of students who started their studies in the summer semester, the Rector's scholarships are awarded for the summer semester of the current academic year and the winter semester of the next academic year and paid monthly for a period of up to 9

months, i.e. from March to February, excluding the months: July, August and September.

25. The Academy Scholarship Committee makes decisions on granting the Rector's scholarships by November 30 in the winter semester and by April 30 in the summer semester.
26. The amount of the Rector's scholarship for a given academic year is determined by the Rector in an ordinance in consultation with the student council. The amount of the Rector's scholarship may change during the academic year.

AID

§ 15

1. The aid is a form of emergency assistance for a student who is temporarily in a difficult life situation. A difficult life situation justifying the granting of one-off financial support in the form of an aid should be understood as the totality of conditions (e.g. material, family, social, health) in which the student's family found themselves, causing temporary problems in meeting the material needs of the family. This benefit is not due if the difficult life situation is not caused by a fortuitous event, but only by a difficult financial situation - in this case the student may apply for a social scholarship.
2. The basis for applying for the allowance is a temporary deterioration of the student's life situation as a result of:
 - death of a member of the student's immediate family,,
 - illness of the student or a member of the student's immediate family,,
 - an accident of the student or a member of the immediate family of the student,
 - the birth of a student's child,,
 - events related to the impact of natural forces - flood, fire, etc.,
 - the loss of a source of income by the student or a member of his family due to restrictions in the functioning of the employer as a result of the COVID-19 outbreak, in connection with the introduction of the state of epidemic or due to the limitation or liquidation of business activity due to the prevention, combating of the epidemic, as well as a result of other circumstances resulting from the introduction of the state of epidemic,
 - other documented random events.

3. The allowance is granted at the student's request, which is attached as Appendix 4 to these regulations.
4. A student applying for an aid must document that he/she has been temporarily in a difficult life situation. An application without attached documents cannot be the basis for granting the aid.
5. The maximum amount of the aid for a given academic year is determined by the Rector by way of an ordinance in consultation with the student council.
6. A student may receive the aid referred to in section 1 no more than twice in an academic year.
7. The application for the aid should be submitted within 3 months from the date of the student's difficult life situation (fortuitous event).
8. A student may receive only one aid for one and the same event.
9. In the period of limitation or suspension of the functioning of the academy, the aid is granted by the Rector. During this period, the provisions of the Act of 14 June 1960 of the Code of Administrative Procedure shall not apply when granting the aid. During the period of limitation or suspension of the functioning of the academy, in particularly justified cases, the aid may be granted more than 2 times in an academic year.

FOREIGNERS

§ 16

1. A foreigner is entitled to a social scholarship if, pursuant to the Act, he/she started education in the academic year 2019/2020 or in subsequent years, and also meets one of the following criteria:
 - 1) has been granted a permanent residence permit or has the status of a long-term resident of the European Union;
 - 2) has been granted a temporary residence permit in connection with the circumstances referred to in art. 159 sec. 1 or art. 186 sec. 1 point 3 or 4 of the Act of 12 December 2013 on foreigners (Journal of Laws of 2018, items 2094 and 2399 and of 2019, items 577 and 622);
 - 3) has refugee status granted in the Republic of Poland or is under temporary protection or subsidiary protection on the territory of the Republic of Poland;
 - 4) has a certificate confirming the knowledge of Polish as a foreign language, referred to in art. 11a sec. 2 of the Act of 7 October 1999 on the Polish language (Journal of Laws of 2019, item 1480), at least at the C1 language proficiency level;

- 5) has a Pole's Card or a decision confirming Polish origin;
 - 6) is a spouse, ascendant or descendant of a citizen of the Republic of Poland, residing in the territory of the Republic of Poland;
 - 7) was granted a temporary residence permit in connection with the circumstances referred to in art. 151 sec. 1 or art. 151b sec. 1 of the Act of 12 December 2013 on foreigners, or stays on the territory of the Republic of Poland in connection with the use of the researcher's short-term mobility, under the conditions set out in Art. 156b sec. 1 of the above Act or has a national visa for the purpose of conducting scientific research or development work.
2. A foreigner who started education starting in the academic year 2019/2020 or later may apply for a:
 - rector's scholarship,
 - scholarship for people with disabilities
 - aid.
 3. A foreigner applying for a scholarship for the disabled submits an appropriate decision issued by the competent Polish authority.
 4. All documents necessary to grant the benefits referred to in § 1 sec. 1 must be translated into Polish by a sworn translator.

ACADEMY SCHOLARSHIP COMMITTEE

§ 17

1. The Academy Scholarship Committee, hereinafter referred to as the "Committee", is appointed by the rector at the request of the student council.
2. The Committee consists of:
 - a. students delegated by the student council
 - b. Rector's representative - as chairman
3. Students make up the majority of the Committee.
4. The Committee elects a chairman and a vice-chairman from among its members.
5. Decisions issued by the Committee shall be signed by the chairman or the vice-chairman, acting under his authority.
6. The meetings of the Committee may be attended, in an advisory capacity, by representatives of students of particular fields of study invited by the Committee.
7. The student has the right to submit an application for reconsideration of the case against the Committee's decision within 14 days from the date of receipt of the deci-

sion. The application for reconsideration of the case is submitted to the Appeal Scholarship Committee.

8. The term of office of the Committee lasts one academic year.

APPEAL SCHOLARSHIP COMMITTEE

§ 18

1. The Appeal Scholarship Committee, hereinafter referred to as the "Appeal Committee", is appointed and dismissed by the Rector at the request of the student council.
2. The Appeal Committee consists of:
 - a. students delegated by the student council
 - b. Rector's representative - as chairman
3. Students make up the majority of the Appeal Committee.
4. The Appeal Committee elects a chairman and a vice-chairman from among its members.
5. Decisions issued by the Appeal Committee shall be signed by the chairman or the vice-chairman, acting under his authority.
6. The powers of the Appeals Committee include consideration of appeals against decisions of the Academy Scholarship Committee.
7. If the student is unable to submit an application for reconsideration of the case in connection with the decision issued by the Academy Scholarship Committee within 14 days from the date of the decision, due to important unforeseen circumstances, the Appeal Committee may consider the application submitted at a later date.
8. The student may file a complaint against the decision of the Appeals Committee to the Provincial Administrative Court. The complaint shall be lodged through the authority issuing the decision within 30 days from the date of delivery of the decision to the complainant.
9. A member of the Appeals Committee may not be a member of the Academy Scholarship Committee at the same time and vice versa.
10. The term of office of the Appeals Committee lasts one academic year.

TRANSITIONAL AND FINAL PROVISIONS

§ 19

1. In all matters not covered by the provisions of these regulations, the provisions of the Act of July 20, 2018. Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended) shall apply.).
2. The Regulations apply from October 1, 2023r.

Opole, on June 16, 2023

Rector

Student council