

## **REGULATIONS FOR GRANTING BENEFITS TO STUDENTS OF THE MEDICAL UNIVERSITY OF SILESIA, KATOWICE**

Pursuant to article 95(1) of the Act of 20 July 2019 The Law on Higher Education and Science (Journal of Laws of 2020, item 85, as amended), the following is determined:

### **Chapter I**

#### **General Provisions**

##### **§ 1**

1. The regulations for granting benefits to students set out detailed criteria and procedures for granting benefits to students of the Medical University of Silesia, Katowice, determining the method of payment and amount of such benefits, as well as criteria and procedure of granting accommodation in Student Dormitories of the Medical University of Silesia, Katowice.
2. Whenever the Regulations refer to:
  - a. Law on Higher education and Science – is understood as the Act of 20 July 2018 The Law on Higher Education and Science (Journal of Laws of 2020, item 85, as amended),
  - b. Social Assistance Act is understood as the Act of 12 March 2004 The Act on Social Assistance (Journal of Law of 2019, item 1507, as amended),
  - c. Family Benefits Act is understood as the Act of 28 November 2003 on Family Benefits (Journal of Laws of 2020, item 111),
  - d. Social Insurances for Farmers Act is understood as the Act on Social Insurances for Farmers of 20 December 1990 (Journal of Laws of 2020, item 174, as amended),
  - e. Social Insurance System Act is understood as the Act on Social Insurance System of 13 October 1998 (Journal of Law, item 266, as amended),
  - f. Personal Income Tax Act is understood as the Act on Personal Income Tax of 26 July 1991 (Journal of Laws of 2019, item 1387, as amended),
  - g. Code of Administrative Proceedings is understood as the Act of 14 June 1960 Code of Administrative Proceedings (Journal of Laws, item 256, as amended),
  - h. Foreigners Act is understood as the Act of 12 December 2019 on Foreigners (Journal of Laws of 2020, item 35),
  - i. Teacher's Charter Act is understood as the Act of 26 January 1982 on Teacher's Charter (Journal of Laws, item 2215),
  - j. Education System Act is understood as the Act of 7 September 1991 on the Education System (Journal of Laws, item 1481, as amended),
  - k. Agricultural Tax Act is understood as the Act of 15 November 1984 on Agricultural Tax (Journal of Laws of 2020, item 333),

- l. SUM - means Medical University of Silesia in Katowice,
- m. UKS – means University Scholarship Committee of SUM,
- n. OKS – means University Scholarship Appeal Committee of SUM,
- o. DS – means Student Dormitory,
- p. Section – means Admissions and Student Benefits Subdivision,
- q. EFTA - means the European Free Trade Association Member States.

## § 2

1) Student may apply for material aid from the funds allocated for this purpose in the state budget as:

- 1) Social grant,
- 2) Scholarship for disabled persons,
- 3) Rector's grant,
- 4) Aids.

2) Student may apply for accommodation in the Student Dormitory of Medical University of Silesia, Katowice according to the rules set in in Chapter VI of these Regulations.

## § 3

The benefits referred to in § 2 section 1 are granted from the fund referred to in Article 409, section 1, item 1 of the Law on Higher Education and Science.

## §4

- 1. Rector in consultation with the Student Government, shall distribute the subsidy from the financial resources referred to in Article 365 section 3 of the Act on Higher Education and Science.
- 2. The funds referred to in section 1, allocated for Rector's grants shall constitute not more than 60% of the funds allocated in total for the Rector's grants, social grants and aids.
- 3. The funds of the scholarship fund not used in a given budgetary year shall remain in the next year's fund.

## CHAPTER II

### Procedure for submitting applications

## §5

- 1. The benefits referred to in § 2 section 1, point 1-4, shall be granted at the request of a student by the Rector, subject to section 2.
- 2. At the request of the Student Government, the benefits referred to in §2, section 1, point 1 to 4 are granted by UKS and OKS.
- 3. Granted benefits and refusal to grant it shall be by administrative decision.
- 4. The Rector's decision may be subject to an application for reconsideration of the case within 14 days from the date of receiving the decision.

5. The Rector by the way of administrative decision repeal the decision of UKS or OKS which is incorrect with the law.

#### § 6

1. The benefits referred to in § 2, section 1, point 1-3 shall be granted for academic year, except where a year of study according to the study schedule lasts one semester.
2. The benefits referred to in section 1 shall be paid monthly, the first benefit in academic year is paid for October no later than until the last day of November.
3. Students may receive the benefits referred to in section 1 in a given academic year for a period of time lasting nine months, and, where the academic year lasts one semester, up to five months.

#### §7

The total monthly amount of social grant and Rector's grants may not be higher than 38% of the Professor's remuneration within the meaning of the Law on Higher Education and Science.

#### §8

A student who,

- 1) repeats a year of study, has the right to apply for benefits specified in section §2, section 1 point 1-2 and 4,
- 2) has moved from another higher education institution shall be entitled to apply for the benefits referred to in section §2,
- 3) has been sent for studies to another university in the country or abroad (e.g. Erasmus+, MOSTUM, etc.), during the secondment is entitled to benefits.

#### §9

1. A student who studies at the same time in several fields of study may receive social grant, scholarship for the disabled persons, aids, the Rector's grants only in one field indicated by the student.
2. The Student is obliged to submit a declaration of not receiving material assistance benefits in more than one field of study. A template statement is attached as Appendix No 8 of the Regulations.
3. The benefits are available on undergraduate studies, graduate studies, uniform master's studies but no longer than for a period of 6 years.
4. Benefits shall not be granted to a student with a professional title.
  - 1) Master's degree or equivalent,
  - 2) Bachelor's degree or equivalent, if a student resumes undergraduate studies.
5. Regulations of section 4 shall also apply to persons holding professional titles obtained abroad.

## §10

1. A student loses the right to apply for benefits and receive benefits in case of
  - 1) completing studies before the deadline or resigned from studies,
  - 2) deleting from the register of students,
  - 3) suspension in the student's rights to receive benefits – for the period of suspension,
  - 4) receiving benefits base on false data,
  - 5) imposing disciplinary penalty of expulsion from the University.
2. Decision to grant the benefit referred to in § 2 shall expire on the last day of the month, in which the student has been deleted from register of students or completed a degree program in the field of study in which received the benefit or lost the right to benefit based on §9 section 3.
3. If situation referred to in section 1 point 4 is noticed, authority which issued the decision to grant benefit shall revoke that decision on the basis of the relevant regulations, then a student is obliged to reimburse the unduly paid benefits.

## §11

The Section collect and store the documentation of benefits and also prepare monthly list of benefit payments.

## §12

The Section in particular is obliged to:

- 1) Provide comprehensive information on forms of material aid.
- 2) Request other necessary documents in connection with the applications submitted to provide material aid.
- 3) Accept applications for benefits or aid,
- 4) Checking applications in formal and accounting terms,
- 5) Submit application to the relevant authorities or committees.
- 6) Inform persons who are interested in the decision taken.

## §13

1. The application for benefits referred to in § 2 section 1 point 1, 2, and 4 is to submitted by the student in paper form together with required documents, after the application which shall be completed in electronic form through the electronic Dean's system,
2. The application for material aid referred to in § 2 section 1 point 3 - the student is obliged to submit with all documents confirming the achievements obtained, and the signatures of the relevant persons confirming these achievements by October 6<sup>th</sup>, in

paper form, after filling the application form in electronic version, through the electronic Dean's system, at the Dean's Departments.

3. The application for social grants with documents referred to in § 18 section 1, shall be submitted by September 15<sup>th</sup>. First-year students shall submit applications by September 30<sup>th</sup>.
4. The application for a scholarship for disabled persons with document referred to in § 20 section 4 shall be submitted by September 15<sup>th</sup>. First-year students shall submit applications by September 30<sup>th</sup>.
5. Students submitting application forms and documents referred to in these Regulations shall submit a declaration of their truthfulness.
6. Students are responsible for the timely submitting of applications and correct completion of documents necessary to apply for benefits.

### **CHAPTER III**

#### **Criteria for granting benefits**

##### **Social grant**

###### **§14**

The amount of income per person in the family, entitling a student to apply for social grant and the amount of scholarships are determined by the Rector in agreement with the University's Student Government Body through regulation, except that the monthly income per person in student's family should not be lower than 1,3 of the amount referred to in Article 8 section 1 point 2 of the Act on Social Welfare, and higher than 1,30 of sum of the amounts referred to in Article 5 section 1 and Article 6 section 2 point 3 on Act of Family Benefits.

###### **§ 15**

1. Social grants may be awarded to a student who is in a difficult financial situation.
2. A Social grant is granted at the documented request of the student.  
A template of the application form is attached as Appendix No. 1 to the Regulation.
3. The amount of social grants awarded to a student depends on the monthly income per student's family member.
4. Family income shall be the sum of the income of family members, understood as the average monthly income a family member achieved in the calendar year preceding the academic year for which the application is submitted, subject to the provisions on lost and earned income.
5. In the situation of lost or gained income, the right to a scholarship shall be determined at the request of a student on the basis of the family income reduced by the lost income or increased by the earned income.
6. Lost income shall be understood as a loss of income caused by :

- 1) Obtaining the right to parental leave,
  - 2) Loss of employment or other gainful employment,
  - 3) Loss of the right to unemployment benefit or scholarship,
  - 4) Loss of pre-retirement allowance or pre-retirement benefit, teacher's compensation benefit, retirement or disability pension, survivor's pension or social pension.
  - 5) De-registration of non-agricultural business activity or suspension of its performance within the meaning of article 16b of the Act on social insurances of farmers or of article 36aa section 1 of the Act of social insurance system,
  - 6) Loss of sickness benefit, rehabilitation benefit or maternity allowance which are entitled after the loss of employment or other gainful employment.
  - 7) Loss of alimony benefits awarded in connection with the death of the person obliged to such benefits or loss of benefits paid in case in ineffective enforcement of alimony in connection with the death of the person obliged for alimony benefits.
  - 8) Loss of parental benefit,
  - 9) Loss of maternity allowance referred to in the regulations on social insurance of farmers,
  - 10) Loss of doctoral scholarship specified in separate regulations.
7. Obtained income shall be understood as income obtained as a result of :
- 1) The end of parental leave,
  - 2) Obtaining employment or other gainful employment,
  - 3) Obtaining the right to unemployment benefit or scholarship,
  - 4) Obtaining pre-retirement allowance or pre-retirement benefit, teacher's compensation benefit, retirement or disability pension, survivor's pension or social pension,
  - 5) Commencement of non-agricultural economic activity or resumption of its performance, after a period of suspension within the meaning of article 16b of the Act on social insurance of farmers or article 36aa section 1 of the Act on social insurance system.
  - 6) Obtaining a sickness benefit, rehabilitation benefit or maternity benefit which are entitled after loss of employment or other gainful employment,
  - 7) Obtaining parental benefit,
  - 8) Obtaining maternity benefit referred to in provisions on social insurance of farmers,
  - 9) Obtaining doctoral scholarship specified in separate regulations.
8. If a family member lost income in the previous tax year or after that year, income lost shall not be taken into account in determining its income.
9. In case of earning income in the previous tax year by a family member, when income of that person is determined by the income earned in that year is divided by the number of months when that income was earned, if that income is earned on the date of determining right to grant benefit.
10. If a family member obtains an income in the current year, his/her income is determined on the basis of the income increase of the amount of the income obtained in the month following the month in which the income was obtained, if the income is obtained on the date on which the scholarship entitlement is determined.

## §16

1. When determining the amount of income entitling the student to apply for social grant, account is taken of income earned by:
  - 1) Student,
  - 2) Student's spouse
  - 3) Parents, legal guardians, de facto guardian of student,
  - 4) Dependent persons referred to in point 1-3 underage children, children in education up to the age of 26, and if the age of 26 falls in the final year of studies, up to their completion, and disabled children regardless of age.
2. Student who does not run a household with any parent, legal or factual guardian may apply for social grant without showing the income earned by such persons and their dependent underage children, children in education up to the age of 26, and if the age of 26 falls in the final year of studies, up to their completion, and disabled children regardless of age, if meets one of the following conditions:
  - 1). They are 26 years old,
  - 2) is married,
  - 3) has dependants of children referred to in section 1 point 4,
  - 4) while student who has been in foster custody has reached the age of maturity,
  - 5) has a permanent source of income and its monthly income in the previous tax year and in the current year in the months preceding the month of submission on the statement referred to in section 3 is higher or equal to 1,15 of sum of the amount referred in article 5 section 1 and the amount specified in article 6 section 2 point 3 of the Act on Family Benefits.
3. The student referred to in section 2 shall submit a declaration that they do not run a household with any parent, legal or factual guardian.
4. A template statement referred to in section 2 is attached as Appendix No 13 of the Regulations.

## §17

The monthly income per member of student's family giving entitlement to social grants shall be determined pursuant to the rules specified in the Act on Family Benefits, taking into account § 14, with the provision that income shall not include:

- 1) Financial support benefits for students and doctoral students received under the provisions of the Law on Higher Education and Science,
- 2) Scholarships awarded to schoolchildren, students and doctoral students within the framework of:
  - a) European Union Structural Funds,
  - b) Non-recoverable aid granted by Member States,
  - c) International agreements or implementation programmes drawn up on the basis of those agreements or international scholarship programmes,
- 3) Material support services for students received under regulation of the educational system,

- 4) Benefits referred to in article 359 section 1 and article 420 section 1 of the Law of Higher Education and Sciences ,
- 5) Benefits of social character awarded by other authorities referred to in article 21 section 1 point 40b of the Personal Income Tax Act.

#### §18

1. A list of documents necessary to calculate student income and the rules of calculating such income is attached in Appendix No. 5 to these Regulations.
2. Where circumstances affecting the determination of student's income require the submission of documents other than documents specified in Appendix No. 5 of these Regulations, Section may require student to provide such document.
3. The Rector, UKS, OKS shall refuse to grant social grants to a student, whose monthly per capita family income does not exceed the amount referred to in Article 8, section 1 point 2 of the Act on Social Assistance, if student does not attach to the application for social grant a certificate from a social assistance centre on his/her income situation and family's assets.
4. The Rector, UKS, OKS may grant a social grant to the student in case of referred to in section 3 if the reasons for not attaching a certificate to the application for a social grant were justified and the student has documented the family's sources of income.

#### §19

1. In particularly justified cases, the student may receive an increased social grant.
2. Benefit referred to in section 1 may be granted in particular in case:
  - 1) Residence in a student dormitory or in a facility other than a student dormitory, if daily commuting from the place of permanent residence to the university would make it impossible or from that reason the study made very difficult.
  - 2) Student who is full-time orphan or has reached the age of maturity while in foster custody.
3. Condition for applying for increased social grant is the submission of application form together with documents confirming the occurrence of justified circumstance, and statement specified in Appendix No. 9 to the Regulations.

### **Scholarships for disabled persons**

#### §20

1. Scholarship for disabled persons may be granted to a student due to disability confirmed by a certificate from a competent authority.
2. The amount of scholarship referred to in section 4 is differentiated according to the degree of disability.
3. The amount and criteria of granting scholarship for each degree of disability, referred to in section 2 is determined by Rector basis on Resolution.
4. Certificate of the competent authority shall be attached to the application for grant by the student.
5. A template statement is attached as Appendix No 3 of the Regulations.

6. If disability has risen during the course of study or after obtaining a degree, student may receive benefit referred to in section 1 only in one field of study, but for no longer that six years.

### **Rector's grants**

#### §21

1. Rector's grants may be awarded by students who obtained in the previous year of study an average grade of no less than 4,01 or scientific, artistic or competitive sport achievements at least at national level.
2. Students may apply for Rector's grants who fulfil criteria specified in section 1 and has completed academic year of study and is enrolled in the following academic year.
3. Rector's grants may be awarded by students admitted to the first year of study in the year of taking the baccalaureate examination, which it is:
  - a) Laureate of international Olympics or a winner or finalist of a central-level Olympics referred to in the educational system regulations .
  - b) Medallist in at least sport competition for the title of Polish Champion in given sport referred to in sports regulations.
4. Rector's grants may be awarded to students in the number of no more than 10% of the number of students in each field of study at the University. If the number of students in the field of study is less than ten, the Rector's grants may be awarded to one student.
5. If 10% of the best students are not a whole number, mathematical rounding down to a whole number is applied.
6. Students referred to in section 3 shall not be taken into account when the number of students receiving Rector's grants is being determined.
7. When students of each field of study who fulfil the criteria specified in section 1 and 2 the ranking list is created.
8. The ranking list is an information list and it is not a final decision.
9. Ranking lists shall be created for each level and year of study in a given field of study. The ranking list for a given field, level and year of study shall include intramural and extramural fields of study, subject to section 4.
10. Ranking list shall be created on the basis of the number of points obtained by students for particular achievements referred to in section 1.
11. If the same number of points is obtained by students who are at the end of the ranking list for a given year of study, the position in the ranking list shall be determined by higher grade average, subject to Rector's grants may be awarded to a maximum of 10% of the number of students of that year.
12. Types of achievements and the points values assigned to them are specified in Annex No.10 to the Regulations.
13. The best students of the ranking list each year in a given field of study, who are no more than 10% of the number of students of that year, constitute a list of students of the University who receive a Rector's grants.
14. The number of students in a course of study at a university for calculation purposes is taken from the number of students studying in the academic year preceding the

academic year in which the Rector's grants is awarded, demonstrated in report S-10 submitted to the Central Statistical Office.

#### §22

1. Template of application for Rector's grants is attached as Appendix No.2 to the Regulations. First year students submit application form, which template is attached as Appendix No. 2 to the Regulations.
2. If the last year of undergraduate studies lasts one semester, students in the application form of Rector's grants shall demonstrate the student's achievements obtained in last semester of study.
3. Student in the first year of graduate studies with application forms for Rector's grants shall attach a certificate of average grades obtained in the last year of undergraduate studies, subject to § 26 section 3 (applies to students who are have completed undergraduate studies in another university).

#### §23

The amount of Rector's grants is determined by the Rector in consultation with the Student Government, by Order.

#### §24

Rector's grants are not available to student repeating the semester/year of studies due to unsatisfactory study results and for students who is conditionally enrolled for the next year of studies, according to the Regulations of the Medical University of Silesia, Katowice.

#### **Aids**

#### §25

1. Aid is a form of temporary assistance for a student who is in temporarily difficult life situation.
2. Aid may be granted in particular in case of:
  - 1) death of a student's closest family member,
  - 2) other documented random circumstances, such as: severe illness of student or member of the students family, natural and other disasters.

## **Chapter IV**

### **Procedure of processing applications**

#### **§26**

1. Dean's employees check the completeness of the application referred to in §13 section 2 and are obliged to complete the average grade and note the formal deficiencies in the application.
2. If the submitted application forms contain formal deficiencies, the student is obliged to complete it within 7 days of receiving information about formal deficiencies.
3. If the application referred to in section 1 is not completed points are not awarded for these unconfirmed achievements.
4. Dean of the Faculty provides applications referred to in section 1 which are correctly completed and verified in accordance with requirements in Appendix No 10 to the Regulations to the Rector of the University by October 16<sup>th</sup>.

#### **§27**

1. If in the submitted documentation of the application form referred to in §2 section 1 point 1, 2 and 4 there are deficiencies, misspellings and accounting errors; the employee of the Student Benefits Subdivision shall inform the student to submit documents which are necessary to establish the right to the benefit: in person, by phone, by e-mail, within a specified period which is noted in the application by employee.
2. If in the application form for benefits referred to in § 2 section 1 point 1-4 there are uncompleted deficiencies that are noticed by UKS, UKS shall invite student to supplement the application form for benefits at least 7 days of the day of the receipt of the invitation. If the student does not complete the deficiencies then that application form will be unprocessed.
3. Employees of the Student Benefit Subdivision may not make any changes in application forms of benefits.

#### **§28**

1. Decisions issued by UKS and OKS shall be signed by chairpersons of those committees or by vice-chairs acting under their authority.
2. Student has the right to appeal against UKS decisions to OKS within 14 days of receiving the decision.
3. A decision taken in the appeal proceeding may be appealed by student to the voivode administrative court competent of the University.

## **Chapter V**

### **Procedure and rules of UKS and OKS**

#### **§29**

1. Adjudicating authorities in benefits shall be:  
authorities adjudicate in benefits matters are:

- a) UKS,
- b) OKS.
2. UKS and OKS are appointed by the Rector at the request of the Student Government from students delegated by this body and University's employees, with the students constituting the majority of the committee.
3. Applications referred to in section 2 should be submitted to the Rector by August 31st of that year.
4. The Rector or Vice-Rector for student affairs acting under his authority supervises activities of UKS and OKS.

#### §30

1. Line-up and structure of UKS and OKS as well as their division into adjudicating subcommittees in matters of particular benefits is determined by a separate Rector's order.
2. Term of Commission lasts 2 years.
3. Decisions of UKS and OKS are made in an open vote by a simple majority of votes, with at least half of its members present. When there is an equal number of votes, the chairman of the committee has the deciding vote.
4. During benefits committee meetings the minute shall be prepared. The minutes are signed by committee's Chairman and reporter.
5. Committees of UKS and OKS shall be appointed by chairman of these committees as required.
6. Chairperson of benefits appeals committee shall notify the date of meetings of these committee by e-mail at least 7 days before the meeting date.

#### §31

1. Administrative services of UKS and OKS are provided by Section.

### **Chapter VI**

#### **Criteria and procedure for awarding accommodation in the Student Dormitory**

#### §32

1. Allocation of accommodation for students of Medical University of Silesia is based on the following rules:
  - 1) Accommodation in DS is allocated to SUM students by decision of Vice-Rector for Student Affairs, at the request of the interested party submitted to the Dean's Office competent to a given Faculty of the University by July 31st, in justified cases the deadline may be extended and will be given by the competent DS Manager on the university website, subject to in 2020 applications should be submitted by 4 September,
  - 2) Applications are examined by a Committee composed by Deputy Chancellor or person who is indicated by Deputy Chancellor, head of the relevant Student Dormitory, Didactic Centre employee and two representatives of the Faculty Council of Student Government.

- 3) Priority in obtaining a place in Student Dormitory shall be given to Sum student whose daily arrival to University would prevent or make difficult to study or who is in a difficult financial situation,
  - 4) In the 2020/2021 academic year due to the spread of SARS-CoV-2 virus the allocation of rooms for students is defined as one room for one person excluding persons running a shared household in accordance with the sanitary regime defined in the Environmental Guidelines of the Ministry of Science and Higher Education of 18.05.2020,
  - 5) Place in DS is granted for the period from October 1<sup>st</sup> to June 30<sup>th</sup>, unless organisation of the academic year provides for a different date,
  - 6) Place in DS is awarded to English language programme students for a period not longer than one academic year,
  - 7) Decisions of granting DS accommodation or refusing it are sent by the University to the address indicated in the application,
  - 8) Decision of the Vice-Rector for Student Affairs is subject to an application for reconsideration of the case within 14 days from the date of receiving the decision,
  - 9) Decision on deprivation of DS place for violations of the provisions of §6 of the Regulations of the Student Dormitory is taken by the Vice-Rector for Student Affairs.
2. Allocation of accommodation for doctoral of SUM and students from other universities is possible only in the case of not using all accommodation by SUM students.
  3. Template statement referred to in section 1 point 1 is attached as Attachment No. 14 to these Regulations.

### §33

Detailed regulations concerning the rules of Student Dormitory working and the rights and duties of its residents are defined in the "Regulation of Student Dormitory of Medical University of Silesia in Katowice"

## **Chapter VII Final provisions**

### §34

1. Following attachments to these Regulations:
  - 1) application form for granting benefits (social grant, increased social grant),
  - 2) application form for Rector's grant for student,
    - 2a) application form for Rector's grant for first year students,
    - 2b) application form for Rector's grant for PhD student,
  - 3) application form for scholarship for disabled persons,
  - 4) application form for aids,
  - 5) rules for documenting and determining income,

- 6) certificate from tax office on income subject to personal income tax, pursuant to the principles set out in Articles 27, 30b, 30c, 30e of the Act on Personal Income tax,
- 6a) statement of the family member who is accounting under the regulations about a lump-sum income tax on certain income earned by natural persons,
- 7) statement of the family member regarding the amount of income which is not subject to income tax,
- 8) declaration of not receiving financial support benefits in other fields of study or in another university,
- 9) student's declaration to the application for increased social grant,
- 10) list of the types of achievements for which student may receive Rector's grants and credit values assigned to them (for students),
  - 10a) the method of evaluation of achievements and documentation of research activities (for PhD students),
- 11) declaration of non-registration at the Labour Office and non-recovery of income,
- 12) request for a recalculation of income,
- 13) student declaration in regards to not running a joint household with any parent, legal or factual guardian,
- 14) application for accommodation at Student Dormitory.

#### §35

- 1. Rector in consultation with the Student Government, subject to section 2, makes amendments to these Regulations.
- 2. Regulations shall be amended in accordance with the procedure and rules applicable to their adoption.

#### §36

Provisions of these Regulations apply to PhD students who started their doctoral studies before 209/2020:

- 1. Rector's grants for PhD students may be awarded to PhD students who study in the third and subsequent years of PhD study, who fulfilled all of the following conditions in the academic year preceding the award of grant:
  - a) achieved very good or good results in doctoral programme courses,
  - b) demonstrated progress in scientific work and in preparation of doctoral dissertation,
  - c) during PhD studies conducted by University demonstrated particular commitment of teaching assignments.
- 2. Rector's grants for PhD students may award a PhD student:
  - a) who has completed the previous year of study by September 30<sup>th</sup> ( date of submitting student's course/grade book at the College of Doctoral School ),
  - b) who has submitted an application for Rector's grants with annexes. Template statement is attached as Appendix No 2b of the Regulations.

3. PhD student may additionally demonstrate organisational achievements in the application form and other significant achievements in the previous academic year only if the criteria referred to in section 1 are fulfilled.
4. The total period of Rector's grants for PhD student may not exceed 4 years, but no longer than December 31st 2023.
5. Application for Rector's grants for PhD student with documents confirming their achievements and statement constituting Appendix No. 8 to the Regulations, shall be submitted in paper form by September 30<sup>th</sup> , but first the application should be completed in electronic form via electronic Dean's system of the College of Doctoral School.
6. College of Doctoral School verifies completeness of applications and passes them to the Rector by October 10<sup>th</sup>.
7. In case of formal deficiencies in application, the PhD student is requested to complete it within 7 days of receiving information regarding formal deficiencies.
8. Method of evaluation and documentation of scientific and research activity achievements contained in Appendix No 10a to the Regulations.
9. Rector may establish a committee for the assessment of applications for the awarding of grants for the best PhD students, composed of representatives of PhD students and academic staff.

#### §37

The provisions of these Regulations shall apply to foreign students within the rules specified in Article 324 section 3 and 4 of the Higher Education and Science Act.