



## **REGULATIONS**

### **benefits for students of the Lodz University of Technology**

The Regulations shall apply to the determination of the amount, rules and procedure for granting and distributing financial aid benefits and accommodation for students and doctoral students in full-time and part-time programmes of the Lodz University of Technology, adopted pursuant to Article 95, section 1 of the Act of 20 July 2018. - The Law on Higher Education and Science (Journal of Laws of 2018, item 1668) - hereinafter referred to as the PSWiN Act and 281 section 2 of the Act Provisions implementing the Act - Law on Higher Education and Science (Journal of Laws of 2018, item 1669)

#### **Section I**

##### **GENERAL INFORMATION**

1. Students and doctoral students - hereinafter referred to as doctoral students - who pursue their studies at Lodz University of Technology shall be entitled to financial assistance benefits regardless of their form of study (full-time or part-time degree programmes) and age, except for students/doctoral students who are candidates for the position of professional soldiers or professional soldiers, who undertook degree programmes on the basis of a referral from a competent military authority and received assistance in connection with the enrolment of professional soldiers, as well as students/doctoral students who are state functionaries in candidate service or who are state functionaries, who undertook degree programmes on the basis of a referral or consent from a competent superior and received assistance in connection with the enrolment of students on the basis of the provisions on the military service of professional soldiers, as well as students/doctoral students who are state functionaries in candidate service or who undertook degree programmes on the basis of a referral or consent from a competent superior and received assistance in connection with the enrolment in service on the basis of the provisions on service.
2. The student may apply for:
  - 1) social scholarship;
  - 2) a scholarship for disabled persons;
  - 3) hardship benefits;
  - 4) the Rector's scholarship;
  - 5) a scholarship financed by a local government unit;
  - 6) scholarship for study or sporting achievements financed by a natural person or a legal person other than a state or local government legal entity.

Doctoral students who commenced doctoral programmes before the academic year 2019/2020 may receive the benefits referred to in section 2, points 1-4 of this Section.

3. The scholarships referred to in section 2 are exempt from personal income tax under Art. 21 section 1 item 40 of the Personal Income Tax Act of 26 July 1991 (Journal of Laws of 2018, item 1509, as amended).
4. Informacje dotyczące podziału dotacji:
  - 1) In consultation with the institutional student self-government body and the doctoral student self-government body, the Rector shall distribute the subsidy allocated for financial support for students and doctoral students (pursuant to Article 241, section 4 of the Act of 3 July 2018). Provisions implementing the Act - Law on Higher Education and Science);
  - 2) funds allocated for the Rector's scholarships, awarded to a maximum of 10% of the number of students/doctoral students in each field of study pursued in a higher education institution/discipline (excluding students enrolled for the first year of studies in the year of taking the Matura exam, who are winners of the Olympics at the international level, or who are winners or finalists of the central level Olympics, as referred to in the provisions of the education system; or medallists of at least sports competition for the title of the Champion of Poland in a given sport, referred to in the provisions on sport), account for no more than 60% of the total funds spent on the Rector's scholarships, social scholarships and benefits. If the number of students/doctoral students in a field of study/discipline is lower than ten, the Rector's scholarship may be awarded to one student/doctoral student.
5. The benefits referred to in subsection 2, points 1 and 4 are awarded upon a written application of the student/doctoral student submitted within the deadlines set by the Vice-Rector for Students' Affairs in the Announcement concerning the deadlines for submitting scholarship applications, at the Dean's Office/place specified in the aforementioned Announcement, and the benefits referred to in subsection 2, points 2 and 3 are awarded upon a written application of the student/doctoral student submitted to the Office for Persons with Disabilities or the Benefits Service Section (SOŚ) Office, respectively (hereinafter referred to as SOŚ Office). In individual cases, the application may be sent by post to the Scholarship Committee/ Students' Service Section (the date of receipt of the application shall be the date of receipt of the letter to the institution, and in the case of an appeal and a request for reconsideration - the date of postmark). Templates of applications in force at the university are included in Appendix No. 4 to these Rules and Regulations. The benefits referred to in subsection 2, points 1-4, are awarded by the Scholarship Committee.
6. Information on the duration of financial aid benefits:
  - 1) the scholarships referred to in subsection 2, points 1, 2 and 4 shall be awarded from the first year of study for an academic year, except where, according to the study plan, the last year of study is one semester. The payment for the next semester of a given academic year shall be continued automatically if the beneficiary of the benefit maintains the status of student/doctoral student. The allowance may be granted from the first year of studies;
  - 2) The benefits referred to in subsection 2, points 1 to 4 shall be paid from the month in which the application is received in accordance with the rules established in accordance with the application deadlines set by the Vice-Rector for Students' Affairs;
  - 3) the scholarships referred to in subsection 2, points 1, 2 and 4 shall be paid monthly in equal instalments (compensated payments for the previous months are allowed);
  - 4) a student/doctoral student may receive the scholarships referred to in subsection 2, points 1, 2 and 4 in a given academic year for a period of 9 months, and when the last year of study lasts one semester for a period of up to 5 months (in the winter semester - 5 months, in the summer semester - 4 months). This provision excludes the possibility of awarding a scholarship to a student who has completed the last year of studies in a given academic year and is waiting for the diploma examination, and has already received the scholarship this academic year for the maximum period allowed by the PSWiN Act;
  - 5) the Vice-Rector for Students' Affairs, after analysing the use of the Social Fund resources and in consultation with the Students' Council and the Doctoral Students' Council, may change the scholarship payment period by 1 month. The decision to change the period of scholarship payment will be made no later than 30 days before the beginning of the month to which the change applies;

- 6) decyzja o przyznaniu świadczenia, o którym mowa w ust. 2 pkt. 1-4 niniejszego rozdziału, wygasa z ostatnim dniem miesiąca, w którym student utracił prawo do świadczenia z powodu uzyskania tytułu zawodowego, o którym mowa ust. 7 pkt. 2) lit. b) i pkt. 3), został skreślony z listy studentów na kierunku studiów, na którym otrzymywał świadczenie, albo upłynął okres, o którym mowa w ust. 7 pkt.2.a) i pkt. 4. Student/doktorant ubiegający się o świadczenie, o którym mowa w ust. 2 pkt 1-4, albo otrzymujący takie świadczenie niezwłocznie powiadamia uczelnię o wystąpieniu okoliczności powodującej utratę prawa do świadczenia na podstawie ust. 7 niniejszego rozdziału.

7. Information on restrictions on the granting of financial support benefits:

- 1) a student studying simultaneously in several fields of study may receive the benefits referred to in subsection 2, points 1 to 4 of this Section in only one field of study indicated by him/her;
- 2) the benefits referred to in subsection 2 points 1 to 4 of this Section:
  - a) shall be eligible for first-cycle, second-cycle and long-cycle programmes, but not longer than for a period of six years,
  - b) are not available to a student with a professional title:
    - a master's degree, an engineering master's degree, or an equivalent,
    - a bachelor's degree, engineer's degree or equivalent, if he resumes his first-degree studies;
- 3) the provisions of point 2) shall apply to persons holding professional titles obtained abroad;
- 4) if the disability arose during the course of study or after obtaining a professional title, the student may receive a scholarship for persons with disabilities in only one further field of study, but not longer than for a period of 6 years (in accordance with the rules described in point (a)). A student/doctoral student is obliged to submit a statement on not receiving financial aid in more than one field of study.

8. Information on the payment of benefits to students studying abroad and on their return:

- 1) students who have obtained permission to pursue part of a study programme as part of a study abroad or domestic study programme under the Learning Agreement/internship agreement under the Training Agreement or under the MOSTECH programme may receive the financial assistance benefits referred to in subsection 2 points 1 to 4 provided that they fulfil all the conditions for receiving these benefits;
- 2) a student going to another higher education institution for two semesters of a given academic year (in accordance with the mobility plan) and a student who has obtained the consent of the Dean for student affairs for extending their stay for the next (second) semester of a given academic year, the scholarships referred to in subsection 2, points 1, 2 and 4 may be paid for the entire period for which the benefit has been granted, however, for no longer than one year of the stay at the other institution. The condition for the payment of the benefit is the submission of an application for scholarship within the deadline specified in the Announcement concerning the deadlines for submitting scholarship applications set by the Vice-Rector for Students' Affairs to the Vice-Dean for Students' Affairs and obtaining the Dean's consent to extend the stay. In the case of further prolongation of the stay (third semester), the benefits referred to in subsection 2, points 1-4 shall not be paid;
- 3) the rules for the payment of the Rector's scholarship to persons going to another higher education institution are laid down in Section IV of these Rules and Regulations.

9. Information concerning the rules of payment of financial support benefits to foreign students/doctoral students:

1) The benefits referred to in subsection 2, points 2, 3 and 4 may be claimed by:

- a) a citizen of the European Union Member State, the Swiss Confederation or the European Free Trade Association (EFTA) - a party to the Agreement on the European Economic Area and members of their families, residing on the territory of the Republic of Poland,

b) a foreigner who has been granted a permanent residence permit or a long-term resident of the European Union,

c) a foreigner who was granted a temporary residence permit in connection with the circumstances referred to in Article 159(1) or Article 186(1)(3) or (4) of the Act of 12 December 2013 on foreigners (Journal of Laws of 2017, items 2206 and 2282, and of 2018, items 107, 138 and 771),

d) a foreigner who has the refugee status granted in the Republic of Poland or benefits from temporary protection or subsidiary protection on the territory of the Republic of Poland,

e) a foreigner holding a certificate certifying knowledge of Polish as a foreign language referred to in Article 11a (2) of the Act of 7 October 1999 on the Polish language (Dz. U. of 2018, item 931), at least at the level of language proficiency C1,

f) the holder of the Card of the Pole or the person to whom the decision on the determination of Polish origin was issued,

g) a foreigner being a spouse, ascendant or descendant of a citizen of the Republic of Poland, residing on the territory of the Republic of Poland,

h) foreigner who was granted a temporary residence permit in connection with the circumstances referred to in Article 151(1) or Article 151b(1) of the Act of 12 December 2013 on foreigners, or who is staying on the territory of the Republic of Poland in connection with the short-term mobility of a researcher under the conditions set out in Article 156b(1) of that Act, or who holds a national visa for the purpose of scientific research or development work.

and other foreigners not mentioned above;

2) the benefit referred to in section 2 item 1 of this Section (social scholarship) may not be applied for by a foreigner not referred to in item 1 letters from b) to h).

#### 10. Suspension of benefits:

1) The Scholarship Committee may withhold payment of the awarded scholarship in the event of disciplinary proceedings being instituted against a student/doctoral student;

2) payment of the awarded benefit shall be suspended for a period starting from the month following the date on which the prerequisite for initiating the procedure for the removal of a student/documentary student from the list is fulfilled until the procedure for removal is completed.

#### 11. The student/doctoral student loses the right to the financial aid benefits granted earlier in the following cases:

1) in the case of resignation from the received benefits;

2) where it has been suspended from the right to receive financial support by a final and binding ruling of the disciplinary committee;

3) if he received material aid based on untrue data - after resuming the proceedings.

12. The student/doctoral student is obliged to present on time all documents necessary for the application for financial support and a statement that the documentation is consistent with the facts. The student attaches copies of the documents certified as true copies by the applicant to the application form. The above-mentioned copies together with their originals shall be submitted by the student together with the application in order to be verified. The originals shall be returned to the applicant.

13. If the application for the benefit referred to in subsection 2, points 1-3, has been submitted and accepted but is incomplete, the student/doctoral student shall receive a request issued by a member of the Scholarship Committee to supplement the indicated formal defects in the application within a specified period of time from the date of delivery of the request. In the event of failure to provide a set of required documents for the scholarship application referred to in section 2 items 1-3, the application shall not be examined.

14. In the event of submitting an incomplete application for a scholarship referred to in section 2 item 4 within the deadline for submitting applications, the undocumented achievement shall not be taken into account when calculating the ranking points. If the Commission has doubts concerning the submitted material confirming the achievements, it may call for clarification of the evidence. The procedure for awarding the scholarship, referred to in subsection 2 point 4, is a competition procedure in which it is stipulated that all information necessary for the decision must be submitted at the latest at the first stage of the competition and only this information will be taken into account also in the event of a possible appeal.
15. Any false data provided by a student/doctoral student may be the basis for amending the decision to grant a benefit and for instituting proceedings in accordance with the procedure laid down in the Regulation of the Minister of Science and Higher Education of 28 September 2018 on the detailed procedure for the enquiries and disciplinary proceedings concerning students, and the manner of carrying out disciplinary sanctions and their erasure. (Journal of Laws 2018, item 1882).
16. The benefits are paid in the form of a transfer to the student's/doctoral student's personal account submitted to the University's Bursary.

## **Section II SOCIAL SCHOLARSHIP**

1. A social scholarship may be granted to a student/doctoral student in a difficult financial situation, whose monthly net income per person in a family does not exceed the amount specified in a separate Announcement on the amount of individual scholarships agreed upon with the Student Council and the Doctoral Council.
2. In particularly justified cases, a student/doctoral student may receive a social scholarship in the increased amount.
3. The way of documenting for the needs of applying for a social scholarship in the increased amount:
  - 1) confirmation of the fact that the student/doctoral student lives with a non-working spouse or child of the student/doctoral student in a student dormitory or other facility and that the student/doctoral student does not live permanently in Lodz;
  - 2) confirmation on request by an authorized employee of TUL Campus of the fact of residence in the Student Dormitory and confirmation that the student/doctoral student does not live permanently in Lodz
  - 3) certificate of residence in another collective accommodation facility issued by the manager of the facility and confirmation that the student/doctoral student does not live permanently in Lodz.
  - 4) a statement concerning the use of privately rented room or apartments in the case of a student/doctoral student living in a facility other than a student dormitory or collective accommodation and a confirmation that the student/doctoral student does not live permanently in Lodz;
  - 5) a student/doctoral student who has obtained the consent to pursue a part of the study programme within the framework of a foreign or domestic mobility on the basis of the Learning Agreement, or under the MOSTECH programme, a person applying for an increased amount of a social grant is obliged to submit a copy of the agreement concerning the trip with the application within the time limit specified in a separate Announcement concerning the deadlines for submitting grant applications set by the Vice-Rector for Students' Affairs; in this case, the condition of no permanent residence in Lodz does not apply.
  - 6) other documents.

## **Section III SCHOLARSHIP FOR DISABLED PERSONS**

1. A scholarship for the disabled may be awarded to a student/doctoral student holding a certificate of disability, a certificate of disability degree or a certificate referred to in Article 5 and Article 62 of the Act of 27 August

1997 on Professional and Social Rehabilitation and Employment of Disabled Persons (Journal of Laws of 2018, item 511, 1000 and 1076).

2. The amount of the scholarship depends on the degree of disability.:
  - 1) significant degree of disability - a significant degree of disability within the meaning of the provisions on vocational and social rehabilitation and employment of disabled persons; total inability to work and independent existence certified on the basis of the provisions on pensions and disability pensions from the Social Insurance Fund; permanent or long-term inability to work in an agricultural holding and to independent existence determined on the basis of regulations on social insurance of farmers in order to obtain benefits specified in these regulations; to have a decision on inclusion in group I of invalids; inability to independent existence determined on the basis of regulations on pensions and disability pensions from the Social Insurance Fund or regulations on social insurance of farmers;
  - 2) moderate degree of disability - disability to a moderate degree within the meaning of the provisions on vocational and social rehabilitation and employment of disabled persons; total inability to work certified on the basis of the provisions on pensions from the Social Insurance Fund; possession of a certificate of inclusion of disabled persons in the second group;
  - 3) mild degree of disability - partial inability to work and advisability of retraining referred to in the aforementioned Act; other certificates of inability to work in an agricultural holding (in application to point a); III group of disabled persons
3. If the disability certificate expires during the year, the scholarship will not be paid from the next month after the certificate expires. The benefit is paid again from the month when the validity of the certificate is prolonged.
4. information concerning the confirmation of the degree of disability:
  - 1) the degree of disability in the scholarship application form is confirmed by the Office for Persons with Disabilities at Lodz University of Technology (BON) on the basis of documents provided by the student/doctoral student;
  - 2) all documents confirming the disability of students/doctoral students of the Lodz University of Technology are stored in the Office for Persons with Disabilities at Lodz University of Technology.
5. The amount of the scholarship is shown in a separate Announcement on the amount of individual scholarships agreed with the Student and doctoral student councils.

#### **Section IV a**

#### **RECTOR'S SCHOLARSHIP FOR STUDENTS**

1. Rector's Scholarship for students, hereinafter referred to as a Scholarship, may be awarded to a student who has obtained outstanding academic results, academic or artistic achievements or sporting achievements in competition at least at the national level.
2. A scholarship may be granted:
  - 1) a student admitted to the first year of studies in the year of taking the Matura exam, who is:
    - a) an international Olympiad winner, or a central level winner or finalist, as defined in the rules on the education system, or
    - b) current medallist of at least sports competition for the title of the Champion of Poland in a given sport referred to in the sports regulations, or

- 2) 1st year student in the 2nd cycle of studies, who has achieved outstanding learning outcomes during the 1st cycle of studies or
  - 3) a student of 1st or 2nd cycle studies who, in the previous academic year (preceding the submission of the application), had scientific or artistic or sporting achievements in competition at least at national level, assessed according to the rules described in this section.
3. In order to receive a Scholarship for a given year of studies, it is necessary to obtain a full registration for the given year of studies (in the case of persons referred to in para. 8 item 2) letter d), it refers to the 2nd year, i.e. 2nd) and 3rd semester.
  4. Exceptions to paragraph 3 are:
    - 1) conditional registration for a given year of study, the only reason for which is the lack of credit for physical education classes in the preceding year, caused by documented sick leave, long-term (for at least 6 weeks) continuous inability of the student to participate in classes. In such a case, the lack of physical education credit is not taken into account when determining the scholarship average.
    - 2) conditional registration of the student participating in the Short Individual Study Programme; in this case, a recommendation of the head of the basic organisational unit is required; in this case, the average scholarship grade for the studies is not included in the ranking points;
    - 3) conditional registration of a student who has demonstrated outstanding achievements; in this case, the sum of the ranking points referred to in section 6 shall not include the average of the scholarship grades for study, but only the points for outstanding achievements;
    - 4) conditional registration resulting from programme differences related to the change of the field of study, which the student was not able to complete; in this case, the recommendation of the Dean for Student affairs is required.
  5. Scholarships shall not be granted to persons who repeated the year of study in the previous academic year
  6. The Rector's scholarship is awarded on the basis of an assessment of academic, artistic or sporting achievements expressed in the so-called ranking points and on the basis of the average scholarship grade.
  7. In the case of students referred to in subsection 2, point 1, the list of persons eligible to receive a scholarship shall be determined on the basis of the following criteria:
    - 1) scores obtained on the basis of the entries specified in formula 4.1 Olympic scores;
    - 2) the place/points awarded by the Olympic Games/sport competition itself;
    - 3) the points obtained in the course of the admission procedure for studies.
  8. Informacje dotyczące grup rankingowych:
    - 1) the scholarships are awarded within the framework of so-called ranking groups;
    - 2) an independent ranking group shall be composed of:
      - a) students of an organisational unit pursuing a degree programme in the same field of study in the same forms (full-time and part-time programmes),
      - b) students pursuing a study programme at the International Faculty of Engineering, studying in the same field of study,
      - c) students in the first semester of a second-cycle programme in an organisational unit pursuing degree programmes in the same field of study in the same forms (full-time and part-time programmes),
      - d) students recruited starting from the summer semester who have completed one semester of study in an organisational unit providing education and training, studying in the same field of study in the same forms (full-time and part-time).

- 3) scholarships shall be awarded to students who have received the highest number of points in their ranking group, but not less than the point threshold established in a separate Announcement by the Vice-Rector for Students' Affairs concerning the amount of particular types of financial support;
- 4) the place in a given ranking group is determined by the sum of points earned by the student for achievements and the average of scholarships, subject to the case specified in subsections 5 of this section;
- 5) in the case of students who obtained the same number of points in a given ranking group and found themselves on the last place on the list of persons to whom the scholarship may be awarded, the place in the ranking is determined by subsequent auxiliary criteria:
  - a) exceeding the average scholarship threshold laid down in Annex 1 to the Regulations,
  - b) jointly exceeding the average scholarship threshold and achieving a scientific, artistic or sporting achievement,
  - c) the number of points for the scholarship average,
  - d) the number of points for academic, artistic or sporting achievement,
  - e) the weighted average from the previous academic year (the year preceding the payment of the scholarship); in the case of first-year students of second cycle study, the weighted average criterion from the previous academic year shall be transformed into the arithmetic mean criterion from the entire course of first cycle study,
  - f) the arithmetic mean of the previous academic year.

If the above comparison does not establish priority in the award of a scholarship, in the case of persons with the same number of points on the last place on the ranking list in which the scholarship may be awarded, the number of scholarships awarded shall be determined by the Scholarship Committee taking into account the condition of not exceeding the number of scholarships specified in subsection 9 point 1;

- 6) the size of ranking groups shall be determined by means of a university IT system. The dates of determining the size of the ranking groups shall be determined in a separate Announcement by the Vice-Rector for Students' Affairs concerning the dates of submitting scholarship applications;
  - 7) in special cases or following successful appeals, the size of the ranking groups referred to in subsection 8 may be increased by decision of the Scholarship Committee, taking into account the condition that the number of scholarships specified in subsection 9 point 1 is not exceeded.
9. Information on the number of scholarship holders:
- 1) the Rector's scholarship shall be awarded to a maximum of 10% of students in a given field of study as at the dates specified in subsection 8, point 6, in accordance with detailed procedures published as part of a separate Announcement, taking into account the following principles;
  - 2) students referred to in subsection 2, point 1 shall not be taken into account when determining the number of students receiving the Rector's scholarship referred to above;
  - 3) the maximum number of scholarship holders in a given group shall be determined on the basis of the size of a ranking group, provided that at least one person in the group receives a scholarship;
  - 4) when determining the number of scholarship holders, the following rules shall apply to rounding the result of the calculation of this number to an integer: for the last digit, the result less than 5 - rounding down (e.g. for 72 persons - 10% is 7.2 - number of scholarship holders = 7), for the last digit, the result equal to or greater than 5 - rounding up (e.g. for 75 persons - 10% is 7.5 - number of scholarship holders = 8).
10. Information on the scholarship average:



- 1) the scholarship grade average shall be calculated as a weighted average of all the grades in nominal<sup>1</sup> subjects from the last academic year<sup>2</sup> obtained by the end of that year, in accordance with the division of the academic year in force at Lodz University of Technology. The weights are the number of ECTS credits assigned to a given subject;
- 2) in the case of first-year second-cycle students, the scholarship average shall be the arithmetic mean of all grades achieved in the course of first-cycle programmes;
- 3) in order to obtain points for the scholarship average, a student of a second or higher year must prove that he or she has been fully registered after the academic year for which the average scholarship is taken and that none of the semesters included in the aforementioned year has been repeated (subject to section 4 of this Section);
- 4) grades in subjects taken under the advanced procedure and gaps in previous semesters shall not be taken into account when calculating the average number of scholarships;
- 5) students of the first semester of second cycle studies who are not graduates of first cycle studies at TUL are obliged to present a certificate confirming the arithmetic mean of all grades achieved in the course of first cycle studies to the Dean's Office before generating an application for a Scholarship. A copy of the certificate should be attached to the application.

#### 11. Information about the amount of the scholarship:

- 1) the amount of the scholarship awarded may consist of two parts: the basic amount and the increased amount of the scholarship. The value of the basic amount is fixed for all scholarship holders and is independent of the number of ranking points and the place on the ranking list. The value of the increase is fixed for all scholarship holders who have been awarded an increase in accordance with the rule described in point 2;
- 2) the increase in the Rector's scholarship shall be available in a higher education institution to scholarship holders who have been awarded the Rector's scholarship and who have obtained one of the two highest ranking points in a given field of study (within the basic organisational unit/IFE), provided that the minimum number of points for which an increase may be awarded is specified in a separate announcement. If several persons obtain the same number of points, the increase in the scholarship is awarded to all those persons;
- 3) persons who obtain a number of points corresponding to the two highest values within the list of students who have been awarded a scholarship for a given field of study (within the unit providing education /IFE), receive, after completion of the procedure for awarding scholarships for all ranking groups included in a given field of study, a decision on awarding an increase in the scholarship. The date of the final decision on awarding the scholarship increase will be announced in the Announcement on the dates of submitting scholarship applications set by the Vice-Rector for Students' Affairs;
- 4) amounts: the basic amount and the increase amount are specified in a separate Announcement concerning the amount of individual scholarships and published together with the Announcement concerning the dates of submitting scholarship applications.

#### 12. Student, który w roku akademickim, w którym ma zostać wypłacone stypendium:

- 1) został przyjęty w trybie przeniesienia z innej uczelni lub
  - 2) zmienił kierunek studiów w PŁ lub
  - 3) zmienił formę studiów
- może ubiegać się o Stypendium.

In such a case, the average of the following grades is taken into account when considering the award of a scholarship. The student is obliged to complete a course of study in the last academic year and to fulfil the condition of obtaining full registration (in all semesters of a given year of studies) in the field from which the

<sup>1</sup> Nominal subjects are subjects resulting from an approved curriculum, individual study programme, or individual classes organisation for a given year.

<sup>2</sup> The average is calculated as the arithmetic mean of the scholarship averages from all semesters of a given academic year.

student moves. The type of current registration obtained in the field to which the student has moved is not taken into account in the decision-making process. about awarding a scholarship. If the transfer, change of course or form of study took place after the scholarships for a given semester have been awarded, the scholarship may be awarded only if the pool of scholarships available in a given ranking group has not been filled in.

13. Students who, after moving from another institution, changing their field of study or form of study, were admitted in the academic year preceding the year in which the scholarship is to be paid, but due to programme differences, were unable to obtain full registration in that year (which requires confirmation by the Dean for Students' Affairs), may obtain scholarships on the basis of the scholarship average obtained after the year of study.
14. Rules of calculating ranking points:
  - 1) a student may earn points for academic or artistic achievements, for sports achievements and for the scholarship average;
  - 2) the rules of awarding points for the scholarship average given according to the years of study after which students apply for a scholarship are defined in Appendix No. 1 to these Regulations. For students after the first year of first-cycle study, a separate system of assigning ranking points shall be applied, based on the scholarship average, taking into account the higher workload of students in this group;
  - 3) sporting, scientific or artistic achievements achieved in the previous academic year shall be scored according to 4 categories:
    - (a) outstanding,
    - (b) distinctive,
    - (c) very good,
    - (d) good;
  - 4) punktacja odpowiadająca osiągnięciom w ramach ww. kategorii wykazana jest w załączniku nr 1 do niniejszego regulaminu. Student otrzymuje liczbę punktów obejmującą wykazane we wniosku osiągnięcia punktowane wg zasad opisanych w załączniku nr 1 do niniejszego regulaminu;
  - 5) each achievement must be substantiated by documents issued by the authority empowered to do so. Documents confirming a given achievement must be marked with the number that appears in the application for the given achievement.
15. The student is obliged to fill in and print the Scholarship application on the web portal. The application form, printed and supplemented with attachments and required opinions, shall be delivered by the student to the designated place within the deadline specified in the Announcement concerning the deadlines for submitting scholarship applications set by the Vice-Rector for Students' Affairs.
16. Following the verification of submitted applications, the Scholarship Committee shall create proposed ranking lists for individual ranking groups and, on their basis, shall make decisions on the awarding of Scholarships.
17. Information concerning the payment of the Scholarship to students studying abroad and upon their return:
  - 1) a student who has obtained permission to travel within the study programme (the Learning Agreement has been signed) or within the MOSTECH programme may apply for a Scholarship for the period of mobility to the host university, but not longer than one year on the basis of points for the scholarship average and for the achievements achieved in the year immediately preceding the trip;
  - 2) in the first year after returning from the mobility, the student presents the scholarship average for the duration of the mobility grant (obtained in the year of studies immediately preceding the mobility) and the achievements achieved in the year of studies preceding the mobility grant payment - from the mobility period;

- 3) both during the mobility year and upon return, students are obliged to submit an application for a scholarship for the year of study within the deadlines specified in the Announcement concerning the deadlines for submitting scholarship applications set by the Vice-Rector for Students' Affairs;
- 4) the above students take part in the ranking, together with other students from a given ranking group, in accordance with the rules described in this section and in Appendix 1 to these Regulations;
- 5) Students who will receive the scholarship after their return from the mobility will have it paid (with compensation from the beginning of the year of studies) after full settlement of the results from a foreign university and after receiving full registration for the next year of studies in the Lodz University of Technology.

#### **Section IV b**

##### **THE RECTOR'S SCHOLARSHIP FOR DOCTORAL STUDENTS**

1. The Rector's scholarship for doctoral students may be awarded to a doctoral student in the second and subsequent years of his/her studies, provided that the following cumulative conditions are fulfilled in the academic year preceding the award of the scholarship:
  - 1) obtain at least good examination results in the doctoral programme or, if the programme does not include examinations in the assessed period, obtain at least good credit results;
  - 2) demonstrate progress in their research work and in the preparation of their thesis;
  - 3) demonstrate particular commitment to teaching at a higher education institution.The above conditions indicate that a doctoral student may apply for a scholarship if, in the academic year preceding the award of the scholarship, he or she completed compulsory courses specified in the doctoral programme.
2. The Rector's scholarship for doctoral students from the second year of studies at the Lodz University of Technology is awarded on the basis of a ranking taking into account the doctoral student's achievements in the previous academic year. Doctoral students shall present a list of their achievements for the period under assessment in the form of a completed ranking form defined as Model 5.1 in Appendix No. 4 to these Regulations. A doctoral student's achievements are valued in the form of points. The rules for ranking scoring are laid down in Appendix No. 2 to these Regulations concerning scoring and the catalogue of achievements used in the processing of applications for the scholarship.
3. The Rector's scholarship for doctoral students shall be awarded by the Scholarship Committee at the request of the doctoral student.
4. The doctoral student submits an application for the scholarship to the designated place together with a filled in, proper ranking form (generated by the "webdziekanat") and documentation of achievements. The application's form is specified in model 5 in Appendix No. 4 to these Regulations. Model ranking form is included in Model 5.1 in Appendix No. 4 to these Regulations. The deadlines for submitting applications for scholarships for a given year are specified by the Vice-Rector for Students' Affairs no later than 30 days before the beginning of the year to which the applications refer.
5. The application along with the ranking form and attached documentation is verified by the Scholarship Committee for doctoral students, which cooperates in this respect with the Doctoral Scholarship Committee of the unit conducting the course of study. The committee shall award doctoral student points on the basis of which it shall draw up ranking lists in accordance with an appropriate template, on the basis of which it shall indicate the persons eligible for a doctoral student scholarship from the Rector.
6. Lists shall be created in accordance with the following principles:

- 1) the number of scholarships awarded in a higher education institution may not be less than one and may not exceed 10% of the number of doctoral students in each discipline as defined for doctoral students enrolled in the winter and summer semesters as at the date specified in the Announcement on the time limits for submitting scholarship applications established by the Vice-Rector for Students;
- 2) for doctoral students from the second year of studies, in the case of applications which have obtained the same total number of points in a given ranking group, the place in the ranking shall be determined by the number of points in the category "Academic achievements" and the number of points in the category "Commitment to teaching assignments";
- 3) if the above comparison does not determine the priority in the award of the scholarship, the number of scholarships awarded shall be determined by the Scholarship Committee, taking into account the condition of not exceeding the number of scholarships specified in item 1).

## **Section V**

### **HARDSHIP BENEFITS**

1. A student/doctoral student who has been temporarily in a difficult life situation may receive benefits.
2. It is assumed that a temporarily difficult life situation of a student/doctoral student occurs in the case of events related to e.g.: death of a family member of a student/doctoral student, severe illness of a student/doctoral student or a member of his/her family, natural disaster (e.g. fire, flood), theft, birth of a child by a student/doctoral student or birth of a child whose father is a student/doctoral student and other events resulting in the student/doctoral student being temporarily in a difficult life situation.
3. If a student/doctoral student finds themselves in a difficult life situation as a result of the birth of their own child, they are entitled to an allowance. If both parents are students/doctoral students, each parent is entitled to an allowance, while if more than one child is born, the allowance is due for each of the children.
4. The event given by the student/doctoral student as the basis for applying for the allowance should be documented and described in detail, illustrating the temporary and difficult life situation in which the student/doctoral student (and his/her family) found themselves as a result of the above-mentioned event.
5. In case of an event involving costs incurred by the student/doctoral student or a family member of the student/doctoral student concerned, the application should be accompanied by personal invoices documenting the expenses incurred.
6. Each event is considered on its own merits.
7. The amount of the aid depends, among other things, on the costs incurred and confirmed in the application in connection with the event described above or on the amount of income per person in the student's/doctoral student's family.
8. If a student/doctoral student is temporarily in a difficult life situation due to the birth of his/her own child or in the event of the death of a parent or legal guardian, the amount of the aid for the student/doctoral student is fixed. The amounts of aid for students and doctoral students respectively are specified in a separate Announcement on the amount of individual scholarships agreed with the Student Council and the Doctoral Council. When submitting an application for assistance due to a temporarily difficult life situation as a result of the death of a parent or legal guardian or an actual guardian, no documentation of the costs incurred is required; the student/doctoral student shall document the fact of death.
9. a student/doctoral student may receive an allowance twice in an academic year but may not receive an allowance twice for the same reason.
10. An application for an allowance may be submitted within a period not exceeding three months from the occurrence of the event justifying the granting of the allowance.

**Section VI**  
**THE DECISION-MAKING PROCEDURE AND THE ORGANISATION AND**  
**FUNCTIONING OF THE SCHOLARSHIP COMMITTEES**

1. Information on the bodies of the university granting financial support.
  - 1) the benefits referred to in Section I, Subsection 2, points 1-4 shall be awarded by the Rector upon written request of the student/doctoral student;
  - 2) upon a written request of the competent authority of the Student Council/Doctoral Students' Council, the Rector shall delegate the powers to grant the benefits referred to in Section I, Section 2, points 1 to 4 to the Scholarship Committee for students/doctoral students and the appeals to the Appeals Committee.
  
2. Information on the composition of committees for students/doctoral students granting financial aid:
  - 1) The Scholarship Committee and the Scholarship Appeal Committee shall be appointed by the Rector from among students/doctoral students delegated by the competent body of the Student Council / Doctoral Students' Council and employees of the University
  - 2) students/doctoral students constitute a majority of the above-mentioned committees.
  
3. Requests shall be processed without undue delay. The deadline for processing the application depends on the degree of correctness of the submitted application, the possibility of organizing a committee meeting and other delays caused by the student's/doctoral student's fault or for reasons beyond the University's control.
  
4. Information on Commission meetings and decision-making by the Commission:
  - 1) The Scholarship Committee is obliged to record its meetings;
  - 2) a meeting of the Scholarship Committee shall be considered valid if at least three members of the Committee attend the meeting;
  - 3) The Scholarship Committee shall observe the principles of equal access to material assistance services and transparency of activities in the Committee's work, while preserving the protection of personal data;
  - 4) Scholarship Committee decisions shall be made by a majority of votes cast by persons present at the committee meeting.
  - 5) in case of equal number of votes, the vote of the Chairman shall prevail, and in case of his absence or inability to perform his function, the vote of the Vice-Chairman;
  
5. Information concerning the rules of procedure for issuing and serving Commission decisions:
  - 1) decisions issued by the Scholarship Committee and Scholarship Appeal Committee shall be signed by the chairpersons of such committees or vice-chairpersons authorised by them;
  - 2) decisions shall be prepared within 30 days of the date of receipt of a complete application, subject to paragraph 3 of this Section;
  3. Decisions shall be issued in duplicate. One copy shall be delivered to the student/doctoral student with an acknowledgement of receipt, which shall be kept together with the application in the student's/doctoral student's scholarship documentation;
  - 5) students/doctoral students are informed about the fact that the application has been processed and about the date and method of receiving administrative decisions of the Committee by placing a notice on the notice board in front of the Dean' s office and on the website of the Dean's Office;
  - 6) if the decision is not collected by the student/doctoral student within two weeks of its issuance, it is sent with an acknowledgement of receipt to the address indicated by the student/doctoral student with the effect of delivery;

- 7) scholarships awarded to a given student/doctoral student are paid only after the decision concerning a given benefit becomes final and binding, i.e. after 14 days from the date of delivery of the decision. When the decision is received, there is a possibility to waive the right to appeal, which results in the decision becoming final and binding at the time of its receipt.
6. Information on the right of appeal against Commission decisions:
- 1) the Scholarship Committee's decision may be appealed against by the student/doctoral student to the Scholarship Appeal Committee within 14 days of the date of receipt of the decision. An appeal lodged after the deadline shall not have any legal effect;
  - 2) Appeals against the decision of the Scholarship Committee should be lodged to the Scholarship Appeal Committee through the Scholarship Committee in Benefits Service Section (SOŚ) Office;
  - 3) the student/doctoral student has the right to lodge a complaint against the decision of the Scholarship Appeal Committee with the Provincial Administrative Court within 30 days from the date of delivery of the decision. The complaint shall be lodged through the Scholarship Appeal Committee in the Benefits Service Section (SOŚ) Office;
  - 4) appeals submitted to the Scholarship Appeal Committee are processed within 1 month from the date of receipt of the application at the office.
7. Within the supervision process, the Rector shall repeal the decision of the Scholarship Committee or the Scholarship Appeal Committee, which is contrary to the provisions of law.
8. The administration of the Scholarship Committee and the Scholarship Appeal Committee is handled by the employees of the Benefits Service Section (SOŚ) Office.
9. Information regarding the appointment of the Committee granting financial support:
- 1) The Scholarship Committee and the Scholarship Appeal Committee shall be appointed for a four-year term, coinciding with the term of office of the rector's authorities;
  - 2) The Chairman of the Scholarship Appeal Committee shall be appointed by the Rector;
  - 3) at the request of the student council or doctoral student council, the Rector may dismiss the Chairman of the Scholarship Appeal Committee and appoint another person in his place;
  - 4) the chairman and vice-chairman of the Scholarship Committee shall be elected by the members of the Committee from among their composition, after obtaining an absolute majority of votes.

**Section VII**  
**RULES OF DETERMINING STUDENT'S/DOCTORAL STUDENT'S INCOME**  
**AND THE WAY IN WHICH THEIR FINANCIAL SITUATION IS**  
**DOCUMENTED**

1. The income in the student's/doctoral student's family shall be determined in accordance with the rules laid down in the Act of 28 November 2003 on Family Benefits (Journal of Laws of 2018, item 2220, as amended).

2. The monthly amount of net income per 1 person in the student's/doctoral student's family entitling to receive assistance in the form of a social scholarship may not exceed the amounts specified in the separate Announcement on the amount of individual scholarships agreed upon with the Student Council and the Doctoral Student Council.
3. When determining the amount of income entitling the student / doctoral student to apply for a social scholarship, the income earned by the student / doctoral student is taken into account:
  - 1) student/doctoral student;
  - 2) the spouse of a student/doctoral student;
  - 3) parents, legal or actual guardians of the student/doctoral student;
  - 4) dependants of the persons referred to in points 1-3, underage children, children in education up to 26 years of age, and if 26 years of age is in the last year of study, until the end of their studies, and disabled children regardless of age;

excluding the case indicated in subsection 21.
4. The composition of the family is determined on the day of filing the scholarship application.
5. When referring to:
  - 1) single parent - it shall mean a maiden, bachelor, widow, widower, a person separated by a final court ruling, a divorced person, unless he or she jointly raises at least one child with his or her parent;
  - 2) dependent persons - this means family members living on the combined income of these persons;
  - 3) shared household - means living together with a common household, including joint fulfilment of life needs;
  - 4) family member's income - it means the average monthly income of a family member achieved in the calendar year preceding the benefit period, i.e. the academic year for which the benefit is granted (e.g. in academic year 2019/20 documents for the calendar year 2018 are binding) subject to Section VII, section 28 of these Regulations;
  - 5) the income of a student or a child under the care of a legal guardian means the average monthly income earned in the calendar year preceding the benefit period, subject to Section VII, section 28 of these Regulations;
  - 6) higher education institution: shall mean a higher education institution within the meaning of the provisions of the Law on Higher Education and Science, as well as a teaching college, a teaching college of foreign languages and a college of social services employees;
  - 7) employment or other gainful work - it means performing work on the basis of an employment relationship, an employment relationship, an employment contract, a contract for outlay work and performance of work or provision of services on the basis of an agency contract, a contract of mandate, a contract for specific work or during the period of membership in an agricultural production cooperative, a cooperative of machinery rings or a cooperative of agricultural services, as well as conducting non-agricultural business activity;
  - 8) Actual guardian - it means a person entrusted with care on the principles specified in the Act on Family Benefits, i.e. a person who actually takes care of a child, if they have applied to the family court for adoption of a child;
  - 9) legal guardian of a student's/doctoral student's family - this means a person who, in order to prove this fact, may submit a judgment of the family court on appointing a legal guardian. Then the income of this person is included in the income of the student's/doctoral student's family. The legal guardian of a student's/doctoral student's family is not a person who, by the court's decision, only has custody over a member(s) of the student's/doctoral student's family.
  - 10) agricultural holding - it means an agricultural holding within the meaning of the regulations on agricultural tax: An agricultural holding is an area of land referred to in Article 1 of the Agricultural Tax Act, with a total area exceeding 1 ha or 1 comparative fiscal hectare, owned or held by a natural person, a legal person or an organisational unit, including a company without legal personality.
  - 11) agricultural activity - it means plant and animal production, including production of seed, nursery, breeding and reproductive material, vegetable production, ornamental plants, cultivated fungi, fruit farming, breeding

and production of breeding material of animals, birds and utility insects, animal production of industrial farm type and breeding and breeding of fish.

12) institution providing 24-hour subsistence - this means a social welfare home, youth educational centre, youth hostel, juvenile detention centre, correctional institution, investigative detention centre, penitentiary institution, military school or other school, if these institutions provide free of charge full subsistence.

6. When referring to family income, it means the total income of family members, after deducting the amount of maintenance payments made to other persons:

1) taxable income pursuant to the rules set forth in Article 27 (18% and 32% tax scale), Article 30b (income from the sale of securities or derivative instruments and from the sale of shares in companies having legal personality), Article 30c (income tax on income from non-agricultural business activities or special divisions of agricultural production) and Article 30e (income from the sale of real estate and rights set forth in Article 10) section 1 item 8 (paid disposal of real estate or its parts and share in real estate, cooperative ownership right to residential or commercial premises and the right to a single-family house in a housing cooperative, the right to perpetual usufruct of land), art. 30f - income of a foreign controlled company of the Act of 26 July 1991. Income tax on natural persons (Journal of Laws of 2018, item 1509, as amended), less tax-deductible costs, income tax payable on natural persons, social insurance contributions not included in the tax-deductible costs and health insurance contributions;

2) income from activities subject to taxation under the provisions on lump-sum income tax on certain income earned by natural persons;

3) other non-taxable income under the personal income tax law:

- a) pensions as defined in the provisions on provisioning for war and military invalids and their families,
- b) pensions paid to repressed persons and members of their families, granted in accordance with the rules laid down in the provisions on provisioning for war and military invalids and their families,
- c) cash benefits, compensation allowances and energy lump sums as defined in the provisions on cash benefits and rights of soldiers in compulsory alternative military service employed in coal mines, quarries, uranium ore plants and building battalions,
- d) combatant's allowance, energy lump sum and compensation as provided for in the provisions on combatants and certain persons who are victims of war and post-war repression,
- e) cash benefits as defined in the provisions on cash benefits to which persons deported to perform forced labour and detained in labour camps by the Third Reich or the Union of Soviet Socialist Republics are entitled,
- f) energy lump sum, pensions and annuities received by persons who lost their sight as a result of the 1939-1945 warfare or the explosion of unexploded bombs and unexploded bombs remaining after that war,
- g) war invalidity pensions, amounts of benefits received by war victims and their family members, accident pensions for persons whose invalidity arose from forced labour in the Third Reich between 1939 and 1945 and who were received from abroad,
- h) sickness benefits defined in the provisions on social insurance for farmers and in the provisions on the social insurance system,
- i) non-repayable foreign assistance received from governments of foreign countries, international organisations or international financial institutions, deriving from non-repayable assistance granted on the basis of a unilateral declaration or agreement concluded with those countries, organisations or institutions by the Council of Ministers, the competent minister or government agencies, including in cases where the transfer of such assistance is made through an entity



authorised to distribute non-repayable foreign assistance to the entities to which the assistance is to be provided,

- j) receivables from employment relationship or scholarship of natural persons residing on the territory of the Republic of Poland, temporarily staying abroad - in the amount corresponding to the equivalent of allowances for business travel outside the country determined for employees employed in state or self-government units of the budgetary sphere pursuant to the Act of 26 June 1974. - Labour Code,
- k) payments made to police officers, soldiers, customs officers and employees of military and police units used outside the State for the purpose of participating in an armed conflict or strengthening State forces or States allies, peacekeeping missions, actions to prevent or respond to acts of terrorism, as well as payments made to soldiers, police officers, customs officers and employees who act as observers in peacekeeping missions of international organisations and multinational forces,
- l) cash receivables from the service relationship received during candidate service by officers of the Police, the State Fire Service, the Border Guard, the Government Protection Bureau and the Penitentiary Service, calculated for the period in which they earned income,
- m) income of members of agricultural production cooperatives from membership of an agricultural production cooperative, less social security contributions,
- n) child support,
- o) doctoral scholarships as defined in Article 200 of the Act of 27 July 2005. - The Law on Higher Education (Journal of Laws of 2017, item 2183), doctoral scholarships awarded pursuant to Article 209, sections 1 and 7 of the Act of 20 July 2018. - The Law on Higher Education and Science (Journal of Laws, item 1668), sports scholarships awarded on the basis of the Act of 25 June 2010 on Sport (Journal of Laws of 2018, item 1263) and other scholarships of a social character awarded to pupils or students,
- p) amounts of allowances not subject to personal income tax, received by persons performing activities related to the performance of social and civic duties,
- q) cash receivables arising from the letting of guest rooms in residential buildings located in rural areas on agricultural holdings to persons on holiday and from the provision of food for such persons,
- r) Secret teaching allowances as defined by the Law of 26 January 1982 - Teacher's Charter (i.e. Journal of Laws of 2016, item 1379, as amended),
- s) income from economic activity conducted on the basis of a permit within a special economic zone specified in the regulations on special economic zones,
- t) cash equivalents for coal discounts specified in the regulations on commercialisation, restructuring and privatisation of the state-owned enterprise "Polskie Koleje Państwowe" (Polish State Railways),
- u) equivalents for the right to free coal specified in the regulations on restructuring of hard coal mining in the years 2003-2006,
- v) the allowances provided for in the rules governing the exercise of the mandate of a Member of the European Parliament and Senate,
- w) income obtained abroad of the Republic of Poland, reduced by income tax paid abroad of the Republic of Poland and contributions for obligatory social insurance and obligatory health insurance,

- x) pensions provided for in the rules on support for rural development from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund and in the rules on support for rural development from the European Agricultural Fund for Rural Development,
- y) an advance payment of maintenance as defined in the provisions on proceedings against maintenance debtors and on advance payment of maintenance,
- z) cash benefits payable in the event of ineffective recovery of maintenance,
- aa) amounts received pursuant to Article 27f (8) to (10) of the Personal Income Tax Act of 26 July 1991,
- bb) parental benefit,
- cc) maternity allowance referred to in the provisions on social insurance for farmers,
- dd) Unemployment scholarships funded by the European Union,
- ee) farm income - when determining family income from an agricultural holding, the area of the holding on which the agricultural tax base is based shall include the rented agricultural areas, with the exception of areas under lease:
  - to lease part or all of the holding held by an agricultural family under an agreement concluded pursuant to the provisions on social insurance for farmers, or to lease the holding in connection with taking an annuity specified in the provisions on supporting rural development from funds coming from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund;
  - bringing an agricultural holding into use by an agricultural production cooperative.
- ff) cash benefit and cash aid as defined in the Act of 20 March 2015 on anti-communist opposition activists and persons repressed for political reasons (Journal of Laws No. 693, 1220 and 2017, item 1386);
- gg) income tax-free pursuant to Article 21(1) (148) of the Personal Income Tax Act of 26 July 1991, less social security and health insurance contributions.

7. Income does not include:

- 1) the benefits referred to in PSWiN: Art. 86 par. 1, Art. 359 par. 1 and Art. 420 par. 1,
- 2) scholarships received by pupils, students and doctoral students within the framework of:
  - European Union Structural Funds,
  - non-recoverable funds deriving from aid granted by Member States of the European Free Trade Association (EFTA),
  - international agreements or implementing programmes drawn up in connection with such agreements or international scholarship programmes,
- 3) financial support benefits received by pupils pursuant to the provisions of the education system,
- 4) social scholarships awarded by the entities referred to in Article 21, section 1, subsection 40b of the Act of 26 July 1991 on Personal Income Tax (Journal of Laws of 2018, item 1509, 1540, 1552 and 1629),
- 5) some incomes not taxed with income tax from natural persons or with lump-sum income tax from some incomes obtained by natural persons e.g.: family benefits (i.e. family allowance, supplements to family allowance, care benefits, including care allowance and care benefit), benefits from social assistance granted on the basis of the Act on Social Assistance (i.e. permanent, periodical, purposeful, e.g. for

education, etc.), benefits from a poviát family assistance centre (e.g. allowance for an adopted child), allowances from communes (e.g. housing), direct payments to farmers under the Common Agricultural Policy of the European Union, allowances for drought and flooding.

8. The basis for determining the average income per person in the student's /doctoral student's family in accordance with the Act PSWiN are the following:
- 1) a statement (in the scholarship application form) of the student/doctoral student regarding the information on the number of family members remaining in the common household and living on combined income,
  - 2) documents confirming the amount of family income, including, as appropriate:
    - a) a certificate from the tax office of family members on their taxable income under the rules laid down in Articles 27, 30b, 30c, 30e and 30 f of the Act of 26 July 1991 on Personal Income Tax, earned in the calendar year preceding the period of benefit (Model A to Appendix No 4 to these Regulations);
    - b) a certificate of the head of the tax office concerning family members who settle on the basis of the provisions on lump-sum income tax on certain income earned by natural persons, containing information on: the form of the tax paid, the amount of income, the tax rate, the amount of the tax paid in the calendar year preceding the benefit period (Model B to Appendix No. 4 to these Regulations);
    - c) a statement by family members of their income not subject to personal income tax in the calendar year preceding the scholarship period (Model C to Appendix No 4 to these Regulations);
    - d) a document specifying the amount of income obtained by each family member and the number of months in which income was earned (it concerns the types of income included in the catalogue of income which may be considered as income earned/lost) - in the case of acquiring income in the calendar year preceding the scholarship period, e.g.: a certificate from the employer concerning the number of months in which income was earned and PIT 11/40 from the workplace or a certificate from the employer concerning net income from a given period; a decision on granting a pension; in the case of economic activity - a statement concerning the number of months worked and an annual settlement;
    - e) certificates from ZUS or KRUS (each family member presenting a certificate from the Tax Office, except for persons settling their accounts on the basis of the provisions on lump-sum income tax) containing information on the amount of health insurance premiums in the calendar year preceding the benefit period (in accordance with the provisions of the Act on Health Insurance in the calendar year preceding the benefit period). §2 sec. 2 item 5 point d of the Regulation of the Minister of Family, Labour and Social Policy of 8 December 2015 on the manner and procedure in matters concerning family benefits (Journal of Laws of 2015, item 2284);
    - f) a certificate from the competent municipal authority or a payment order stating the size of the agricultural holding expressed in comparative fiscal hectares of the total area in the calendar year preceding the granting period;
    - g) a statement by the student/doctoral student on the number of farms owned by family members;
    - h) lease agreement concluded for min. 10 years with confirmation of its submission to the land and building register - in the case of a lease of a part or all of the holding held by an agricultural family under an agreement concluded pursuant to the provisions on social insurance for farmers, or a lease of an agricultural holding in connection with collecting an annuity specified in the provisions on rural development support from the funds coming from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund,
    - i) a land input agreement where the agricultural holding is brought into use by an agricultural production cooperative,

j) in the case of alimony:

- a copy of the court's decision awarding alimony to persons in a family or outside the family, subject to enforcement of the court's decision, or a copy of the record of the meeting containing the content of the court settlement, or a copy of the court-approved settlement concluded before a mediator, or any other enforcement title originating from or approved by the court, obliging to alimony to persons in a family or outside the family,
- transfers or money transfers documenting the amount of alimony paid, if the members of the family are obliged by a court judgment, court settlement or settlement concluded before a mediator to pay them to a person outside the family,
- where the beneficiary has not received maintenance or has received less than the amount fixed in the court's judgment, court settlement or settlement concluded before a mediator or other instrument permitting enforcement originating in or recognised by the court:
- certificate of the body conducting the enforcement proceedings on the total or partial ineffectiveness of alimony enforcement, as well as on the amount of alimony enforced, or
- information from a competent court or a competent institution that the person entitled has taken actions related to the enforcement of the enforcement order abroad or has not taken such actions, in particular due to the lack of a legal basis for taking them or the impossibility for the entitled person to indicate the place of residence of the maintenance debtor abroad if the debtor resides abroad;
- if the action for awarding alimony is dismissed (student/doctoral student has no alimony), a statement of the student/doctoral student on the lack of alimony and a decision confirming the above situation is required;

k) a document specifying the date of loss of income for the family member and the monthly amount of income lost;

l) a document specifying the amount of income earned by the family member and the number of months in which the income was earned - in the case of income earned in the calendar year preceding the academic year;

m) an employer's certificate on the date of the parental leave of a student/documentary student's family member, the period for which it was granted and the periods of employment;

n) a certificate on the amount of income of a family member of a student/documentary student or student/documentary student in the event that they earned income outside the territory of the Republic of Poland in the calendar year in which the income is determined.

- 3) documents confirming the age of the siblings and children of the student/doctoral student or his/her spouse,
- 4) a certificate of disability or degree of disability - in case when a disabled child is brought up in the family,
- 5) a school certificate on the child's attendance at school - in the case when the child has reached the age of 18 years
- 6) a certificate of higher education institution confirming attendance at a higher education institution - in the case of a student or a person holding a certificate of moderate or significant degree of disability, if the person is enrolled in a higher education institution,
- 7) death certificates of parents or a copy of a judgment awarding maintenance subject to enforcement, or a copy of the record of the meeting containing the content of a court settlement or a copy of an agreement concluded before a mediator, approved by the court, obliging to alimony - in the case of a student,
- 8) documents concerning foreign students/doctoral students, provided they are entitled to financial support benefits: residence card - in the case of a foreigner staying on the territory of the Republic of Poland on the basis of a temporary residence permit granted in connection with the circumstances referred to in Article

127 of the Act of 12 December 2013. on foreigners (Journal of Laws of 2016, items 1990, 1948 and 2066 as well as 2017, items 60 and 858); residence card and decision on granting a foreigner a residence permit on the territory of the Republic of Poland or any other document entitling the foreigner to stay on the territory of the Republic of Poland which entitles him/her to perform work,

- 9) a copy of a legally binding verdict of a family court ruling on a divorce or separation or a death certificate of a spouse or a parent of a child - in the case of a single person bringing up a child,
- 10) a complete copy of the child's birth certificate - if the father is unknown,
- 11) a copy of a legally binding ruling dismissing a claim for determination of alimony,
- 12) a court ruling obliging one of the parents to bear the full cost of maintaining the child,
- 13) a copy of a court ruling indicating that the child remains under alternate care of both parents in comparable and recurring periods,
- 14) a copy of a valid court decision confirming adoption or a certificate of the family court or adoption and guardianship centre on the conducted court proceedings concerning adoption of a child,
- 15) decision of the family court on the determination of the child's legal guardian,
- 16) other documents and statements necessary to establish the right to a social scholarship required by the Scholarship Committee, including e.g. a certificate of registration of an unemployed family member in an office for the unemployed or a declaration of unemployment of an unemployed family member at the time of submitting the application.

In the case of foreigners' income, income certificates issued abroad must be translated into Polish by a sworn translator.

9. 1) The Rector or Scholarship Committee or Scholarship Appeal Committee shall refuse to grant a social scholarship to a student/doctoral student whose monthly income per person in a family does not exceed the amount specified in Article 8, section 1, subsection 2 of the Act of 12 March 2004 on social assistance (specified in the Announcement on the amount of individual scholarships), if he/she fails to enclose a valid certificate from the social welfare centre on his/her and his/her family's income and property situation with the application for granting a social scholarship;

2) The Rector or the Scholarship Committee or the Scholarship Appeals Committee may grant a student/doctoral student a social scholarship in the case referred to in section 9.1) if the reasons for not attaching to the application for a social scholarship a certificate from the social welfare centre concerning the income and financial situation of the student/doctoral student and the student/doctoral student's family were justified and the student/doctoral student has documented the sources of income of the family. In particular, the case when persons from the common household in which a student/documentary student lives: live on financial benefits not included in the income within the framework of applying for a social scholarship, obtain income abroad (concerns families of foreign students/documentary students) is considered justified reasons for not attaching a certificate from the social welfare centre to the application.

10. In the case of determining the income from the agricultural holding, it is assumed that from 1 comparative fiscal hectare monthly income is obtained in the amount of 1/12 of the income announced annually by the President of the Central Statistical Office pursuant to Article 18 of the Act of 15 November 1984 on Agricultural Tax (Journal of Laws of 2016, items 617 and 1579 and of 2017, items 624, 1282 and 1529).

1) in determining family income from the holding, the area of the holding on which the agricultural tax base is based shall include the rented agricultural areas except for the following:

a) leased on the basis of a lease agreement concluded pursuant to the provisions on social insurance of farmers, in part or in whole owned by the family of an agricultural holding,

b) an agricultural holding brought into use by an agricultural production cooperative,

c) a holding leased out in connection with disability pension under the provisions on support for rural development from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund and under the provisions on support for rural development from the European Agricultural Fund for Rural Development;

2) determining the family income obtained by a leaseholder of a farm leased under the rules referred to above, the income obtained from the farm is reduced by the rent paid for the lease;

3) determining the family income obtained from a farm leased from the National Agricultural Support Centre, the income obtained from the farm is reduced by the rent paid;

4) where the family or student receives income from the agricultural holding and non-agricultural income, that income is added up;

5) a change in the area of the agricultural holding (e.g. sale, purchase) does not constitute a loss of or acquisition of income. Any changes are taken into account in the years on which the financial support is granted, provided that if the change in area occurs in the course of the year, the income is to be calculated in proportion to the number of months of farm ownership. The income thus calculated shall be divided over 12 months;

6) the agreement referred to in point 10.1 a) in accordance with the provisions of the Act on social insurance of farmers is a lease agreement concluded in writing for a period of at least 10 years and reported to the register of land and buildings to a person who is not:

a) the spouse of the lessor,

b) his descendant or stepchild,

c) the spouse of a descendant or stepchild,

d) a person remaining with the lessor in a common household,

e) the spouse of the person remaining with the lessor in the common household;

7) if in the calendar year from which the income is documented the transfer of the agricultural holding took place and obtaining a structural pension on this account, determining the income in the family of a student/doctoral student for this year, the income from the agricultural holding for months before the transfer of the holding should be taken into account and a structural pension for the remaining months of the year should be added.

11. Where a family member has alimony obligations towards a person outside the family, the amount of maintenance paid in the calendar year preceding the period of benefit shall be deducted from the income received by the members of the family in the calendar year preceding the period of benefit.

12. Where a member of the family is placed in foster custody or in an institution providing 24-hour subsistence, the person placed in foster custody or in an institution providing 24-hour subsistence shall not be taken into account when determining the per capita income of the family.

13. In the case of determining the income from activities subject to taxation on the basis of the provisions on lump-sum income tax on certain income earned by natural persons in the calendar year preceding the benefit period, monthly income is assumed in the amount of 1/12 of the income published annually, by way of an announcement, by the minister competent for family affairs in the Official Journal of the Republic of Poland "Monitor Polski" until 1 August of each year.

14. If a family member obtains income outside the Republic of Poland, it shall be converted on the basis of the average exchange rate announced by the President of the National Bank of Poland on the last working day of the calendar year in which the income was obtained. In exceptional situations, it is possible to submit a

declaration by the income earner describing the net income earned abroad (such declarations are submitted by a student/doctoral student or their family members under criminal liability). If a family member obtains an income outside the Republic of Poland which he or she did not earn in the calendar year constituting the basis for determining the right to the scholarship, the conversion of this income is made on the basis of the average exchange rate of foreign currencies from the last working day of the month following the month in which the income was earned.

15. If the spouse of a person receiving or applying for a scholarship has gone missing, the person applying for social assistance shall enclose with the application a certificate of acceptance of the report of the spouse's disappearance, and in the case of foreigners - a certificate of acceptance of the report of the disappearance of the spouse, and in the case of foreigners - a certificate of acceptance of the relevant institution. When determining the family income, the income obtained by the missing spouse shall not be taken into account, and when determining the income per capita in the family, the spouse shall not be taken into account.
16. If the parents of the student/doctoral student are divorced and the alimony has not yet been awarded, the income of both parents is included in the family income, which is the basis for determining the right to the scholarship.
17. Where a member of the family has a fixed right to maintenance but does not receive it or receives it at an amount lower than that fixed by a court judgment or settlement, the income of the family on which the right to family benefits is based shall include the amount of maintenance received (this applies to persons who present a certificate from a bailiff certifying that the execution of the maintenance has been totally or partially ineffective).
18. When determining the income of the student's/doctoral student's family, the children of the mother/father of the student/doctoral student from the other union, who are dependent on him/her, are also taken into account, even if there are no agreed alimony payments for these children.
19. If the income is partially encumbered with the enforcement of the judicial officer, the entire amount of the remuneration is included in the income, regardless of the aforementioned encumbrances, taking into account the situation when the enforcement of the judicial officer concerns alimony provided to other persons - in such a situation the income is reduced by the amount of the enforcement.
20. The adult siblings of a student/doctoral student who, at the date of submitting the application, do not continue their studies or continue their studies beyond the age of 26 are not taken into account in the calculation of the income of the student/doctoral student's family, unless they are 26 years old in the last year of studies.
21. A student/doctoral student who does not run a joint household with any of the parents, legal or factual guardians may apply for a social grant without showing the income earned by these persons and their dependent minor children, children in education up to 26 years of age, and if the 26th year 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) he/she has reached the age of 26;
  - 2) he/she is married;
  - 3) he/she has dependent children referred to in section 3 item 4 of this Section;
  - 4) he/she has reached the age of majority while in foster custody;
  - 5) he/she 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 in which the declaration referred to in section 3 is submitted, is higher than or equal to 1.15 of the sum of amounts specified in Article 5, section 1 and Article 6, section 2, subsection 3 of the Act of 28 November 2003 on Family Benefits.

The student/doctoral student referred to above shall submit a statement that he/she does not run a joint household with any of the parents, legal or factual guardians.

22. A permanent source of income for a student/doctoral student is generally a continuous source of income during the year, i.e. for the last tax year for 12 months of the year. In special cases, however, the university may recognise the source of income as a permanent one, e.g. when the student/doctoral student starts work later than in January, if the income from the last tax year is treated as income from 12 months when the student/doctoral student's monthly income is calculated. The student/doctoral student is obliged to prove that he/she has a permanent source of income. The student may document the above by presenting, among other things, a certificate from the workplace on employment, civil law contracts (orders, contracts for work), decisions of the competent authority on granting a pension, a court decision awarding alimony, and also a certificate of the amount of income (certificates from the tax office, certificates from the workplace on the amount of income and other).
23. Pursuant to Article 5(4a) of the Act on Family Benefits, for the purpose of calculating the monthly income of a student's/doctoral student's family member, the income from the base year, which is included in the catalogue of lost/earned income, is divided by the number of months worked (in accordance with the appendix to the document), while the remaining income, not listed in the above catalogue, is divided by 12 months (e.g. income from an agricultural farm, etc.).
24. Loss of income can only be the result of:
  - 1) the right to parental leave;
  - 2) loss of the unemployment benefit or scholarship;
  - 3) loss of employment or other gainful employment;
  - 4) loss of pre-retirement benefit or pre-retirement benefit, teacher's compensatory benefit, as well as pension or disability pension, family pension or social pension;
  - 5) removal from the register of non-agricultural business activity or suspension of its performance within the meaning of Article 16b of the Act of 20 December 1990 on social insurance for farmers (Journal of Laws of 2017, item 2336 and of 2018, item 650) or Article 36aa, section 1 of the Act of 13 October 1998 on the social insurance system (Journal of Laws of 2017, item 1778 and of 2018, items 106, 138, 357, 398 and 650);
  - 6) loss of sickness benefit, rehabilitation benefit or maternity benefit due after loss of employment or other gainful employment;
  - 7) loss of adjudged maintenance benefits in connection with the death of a person obligated to these benefits or loss of cash benefits paid in the event of ineffective enforcement of maintenance in connection with the death of a person obligated to maintenance benefits;
  - 8) loss of parental benefit;
  - 9) loss of the maternity allowance referred to in the provisions on social insurance for farmers;
  - 10) the loss of a doctoral scholarship.
25. Income can only be derived from this:
  - 11) the end of parental leave;
  - 12) obtaining a benefit or scholarship for the unemployed;



- 13) obtaining employment or other gainful employment;
  - 14) obtaining a pre-retirement benefit or a pre-retirement benefit, a teacher's compensatory benefit, as well as a pension, a family pension or a social pension;
  - 15) 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 of 20 December 1990 on social insurance for farmers or Article 36aa, section 1 of the Act of 13 October 1998 on the social insurance system;
  - 16) obtaining sickness benefit, rehabilitation benefit or maternity allowance, due after the loss of employment or other gainful employment;
  - 17) obtaining parental benefit;
  - 18) obtaining the maternity allowance referred to in the provisions on social insurance for farmers;
  - 19) obtaining a doctoral scholarship.
26. The provisions on loss of and generation of income shall not apply to income from employment or other gainful employment and income from deregistration or commencement of non-agricultural economic activity, if:
- 1) a family member, a person studying or a child under the care of a legal guardian lost income from these titles and
  - 2) within 3 months, counting from the date of loss of income, they obtained income from the same employer or principal, or ordering work or restarted non-agricultural economic activity.
27. A change in the terms and conditions of employment does not constitute an acquisition of income (e.g. increase in salary, increase in part-time working) or a loss of income (e.g. decrease in salary, decrease in part-time working).
28. The inclusion of income lost or obtained by the student/doctoral student is described in the application for a social scholarship, in which he/she simultaneously declares that the situation resulting from the loss of or acquisition of income lasts on the day of filing the application. The Scholarship Committee calculates the income on the basis of the documents presented in the application (if the Committee decides that the income should be recognized/lost, and the student/doctoral student did not report it in writing, the student/doctoral student is invited to submit an explanation).

Student/doc students are obliged to immediately (within 7 days from the occurrence of a given event) report to the Scholarship Committee the circumstances of obtaining or losing income after obtaining a decision concerning the scholarship for a given academic year, with a simultaneous request to adjust the amount of the scholarship to the current financial situation.

1) in the case of loss of income by a family member, in the calendar year preceding the academic year or after that year, the lost income is not taken into account when determining the income (such income is not treated as "lost income", but it is still not counted as family income).

In the case of loss of income after the base year, the right to the scholarship is determined from the first month following the month in which the loss of income occurred, but not earlier than the month in which the application was submitted (the application for a social scholarship should be accompanied by an application to take into account the change in the financial situation);

In the case of granting a scholarship after taking into account the loss of income from employment or other gainful employment or income from non-agricultural business activity, after 3 months, counting from the date of loss of income, the established right to the scholarship is verified taking into account section 26;

2) If a family member earns income in the calendar year preceding the academic year (e.g. for the academic year 2019/20, or earns income in 2018), in determining the family member's income, the income earned in

that year is divided by the number of months in which the income was earned, if the income is earned on the date of determining the right to the scholarship (in the period for which the right to benefit is determined).

In the case of obtaining income by family members after the base year, i.e. after the calendar year preceding the period of benefit (e.g. for the year 2019/20 after 2018), the income is determined on the basis of the income of the family member increased by the amount of net income for the month following the month in which the income was obtained (the first payment was made), if the income is obtained on the day of determining the right to the scholarship (in the period for which the right to benefit is determined). The application for a social grant should be accompanied by an application for taking into account the change in the financial situation.

The amount of net income from the month following the month in which the income was earned is documented:

- a) a certificate issued by the income remitter, if the income is subject to personal income tax pursuant to the rules laid down in Articles 27, 30b, 30c, 30e and 30f of the Act of 26 July 1991 on personal income tax,
- b) a certificate issued by the income remitter or other document if the income is not subject to personal income tax,
- c) a certificate from the tax office in the case of generating income from non-agricultural activities subject to personal income tax pursuant to the rules laid down in Articles 27, 30b, 30c, 30e and 30f of the Act of 26 July 1991 on personal income tax,
- d) a declaration in the case of generating income from non-agricultural activities taxed under the rules specified in the provisions on flat-rate income tax. zaświadczeniem wystawionym przez płatnika dochodu, jeżeli jest to dochód opodatkowany podatkiem dochodowym od osób fizycznych na zasadach określonych w art. 27, 30b, 30c, 30e i 30f ustawy z dnia 26 lipca 1991 r. o podatku dochodowym od osób fizycznych,

If the acquisition of income results in the loss of the right to the scholarship or reduction of its amount, the scholarship shall not be granted or shall be granted in a lower amount than the month following the first month of the month in which the income was obtained.

## **Section VIII**

### **ACCOMODATION**

1. A student/doctoral student may apply for accommodation in a student dormitory of a higher education institution.
2. Detailed rules of accommodation (allocation of places in student dormitories) are specified in Appendix No. 3 to these Regulations.

## **Section IX**

### **LEGAL BASES AND FINAL PROVISIONS**

1. Rules governing the granting of financial support:
  - 1) the Act of 20 July 2018 The Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended);
  - 2) the Act of 3 July 2018. Provisions implementing the Act - Law on Higher Education and Science (Journal of Laws of 2018, item 1669, as amended);
  - 3) Act of 28 November 2003 on family benefits (i.e. Journal of Laws of 2018, item 2220, as amended);

- 4) Regulation of the Minister of Family, Labour and Social Policy of 27 July 2017 on the manner and procedure of proceedings in matters concerning the granting of family benefits and the scope of information to be included in the application, certificates and statements on determination of the right to family benefits (Journal of Laws of 2017, item 1466).
2. The Regulations on financial support for students and doctoral students of the Lodz University of Technology of 5 June 2018 shall apply until the end of the year 2018/19.
3. The Regulations shall enter into force on 13 June 2019 and shall apply to the granting of financial aid as from the academic year 2019/20.
4. Transitional regulations concerning the scholarships of the Rector for students who in the academic year 2018/19 had the right to apply for a scholarship for the best students for the period of the year of study (March 2019-February 2020). In February/March 2020, the aforementioned students submit applications for the Rector's scholarship for the summer semester of the academic year 2019/20. In the next round for the academic year 2020/21, these students submit applications for the Rector's scholarship for the winter semester of the year of studies.