

**ORDINANCE No. 86/2019**  
**of the Rector of the University of**  
**Wrocław of 11 June 2019**

**on the introduction of the Rules and Regulations on the provision of**  
**financial support for the students of the University of Wrocław**

Pursuant to Article 23 sections 1 and 2, Article 86 and Article 95 of the act of 20 July 2018 – *Law on Higher Education and Science* (Journal of Laws of 2018, item 1668, as amended) it is hereby resolved as stated:


§ 1. The Rules and Regulations on the provision of financial support for the students of the University of Wrocław, constituting the annex to this Ordinance, are introduced from 1 October 2019.

§ 2. The supervision of the performance of this Ordinance is entrusted to the Vice-Rector for Student Affairs.

§ 3. As of 1 October 2019 the following shall be repealed:

- 1/ Ordinance No. 56/2016 of the Rector of the University of Wrocław of 31 May 2016 on the introduction of the Rules and Regulations on fixing the amount, granting and the payment of financial support for the students of the University of Wrocław,
- 2/ Ordinance No. 59/2016 of the Rector of the University of Wrocław of 1 June 2016 on the introduction of the Rules and Regulations on fixing the amount, granting and the payment of financial support for the PhD students of the University of Wrocław,
- 3/ Ordinance No. 63/2016 of the Rector of the University of Wrocław of 13 June 2016 amending the Ordinance No. 56/2016 of the Rector of the University of Wrocław of 31 May 2016 on the introduction of the Rules and Regulations on fixing the amount, granting and the payment of financial support for the students of the University of Wrocław,
- 4/ Ordinance No. 88/2016 of the Rector of the University of Wrocław of 1 September 2016 amending the Ordinance No. 56/2016 of the Rector of the University of Wrocław of 31 May 2016 on the introduction of the Rules and Regulations on fixing the amount, granting and the payment of financial support for the students of the University of Wrocław,
- 5/ Ordinance No. 89/2016 of the Rector of the University of Wrocław of 1 September 2016 amending the Ordinance No. 59/2016 of the Rector of the University of Wrocław of 1 June 2016 on the introduction of the Rules and Regulations on fixing the amount, granting and the payment of financial support for the PhD students of the University of Wrocław.

§ 4. The Ordinance enters into force on the day of signature, with effect from 1 October 2019.

  
**prof. dr hab. Adam Jezierski**  
**REKTOR**

**RULES AND REGULATIONS  
ON THE PROVISION OF FINANCIAL SUPPORT FOR THE STUDENTS  
OF THE UNIVERSITY OF WROCLAW**

**I . General provisions**

**§ 1**

1. Financial aid for the students shall be granted from the scholarship fund referred to in Article 412 of the act of 20 July 2018 – *Law on Higher Education and Science* (Journal of Laws of 2018, item 1668, as amended).
2. The Rector, in agreement with the Student Government, shall divide the subsidy into individual grants for the students.
3. The subsidy referred to in section 2 assigned in a given year for the Rector's scholarships constitutes no more than 60% of funds spent in total on the Rector's scholarships, need-based grants, and special assistance grants.

**§ 2**

1. A student may apply for:
  - 1/ a need-based grant,
  - 2/ a scholarship for students with disabilities,
  - 3/ a special assistance grant,
  - 4/ the Rector's scholarship.
2. Granting the aid referred to in section 1 items 1-4 and its refusal are done by way of an administrative decision.
3. The aid referred to in section 1 items 1-4 is granted upon a motivated request of the student. The templates of the applications can be accessed via the USOS system.
4. If the circumstances of the case that affect the determination of the eligibility for aid referred to in section 1 items 1-4 need to be supported by a document other than the ones listed in these Rules and Regulations, an entity determining the income of the student's family and providing the aid may notify the student of the need to present explanations or submit necessary documents within a specified time, no later than 14 days from the date of the receipt of the notification. Failure to provide explanations or submit the necessary documents within the deadline may result in the aid being refused.
5. A student applying for aid referred to section 1 items 1-4 submits necessary original copies of the documents or their certified copies. A copy of a document necessary to determine the eligibility for aid and its payment may be certified by a member of the University staff, a notary, or the institution which issued said document.

**§ 3**

1. Foreigners taking up and pursuing studies in Poland have the right to apply for the Rector's scholarship, a scholarship for students with disabilities, and a special assistance grant.

2. Foreigners may apply for a need-based grant if they:
  - 1/ hold a permanent residence permit or are long-term residents of the European Union;
  - 2/ hold a temporary residence permit in relation to the circumstances referred to in Article 159 section 1 or Article 186 section 1 item 3 or 4 of the act of 12 December 2013 on foreign citizens (consolidated text: Journal of Laws of 2018, item 2094, as amended);
  - 3/ have refugee status granted by the Republic of Poland or are under temporary or subsidiary protection in the territory of the Republic of Poland;
  - 4/ hold a certificate confirming their command of Polish as a foreign language as referred to in Article 11a section 1 of the act of 7 October 1999 on the Polish language (consolidated text: Journal of Laws of 2018, item 931, as amended) at least on level C1;
  - 5/ hold the Polish Charter or a decision on the determination of Polish origin;
  - 6/ are a spouse, direct ascendant or descendant of a citizen of the Republic of Poland, living in the territory of the Republic of Poland;
  - 7/ are not the scholarship grantees of the Polish National Agency for Academic Exchange.

#### **§ 4**

1. The aid referred to in § 2 section 1 items 1-3 is granted upon a written request of the student by the Dean/Vice-Dean acting upon the authorisation of the Rector.
2. The Vice-Rector for Student Affairs acting upon the authorisation of the Rector grants the aid referred to in § 2 section 1 item 4 and examines applications for reconsideration related to granting the aid referred to in § 2.
3. Regarding the decision of the Dean/Vice-Dean to grant or refuse the aid referred to in section 1 and the decision of the Vice-Rector for Student Affairs to grant or refuse the scholarship of the Rector, a student may:
  - 1/ apply to the Rector for reconsideration. The application shall be submitted to the dean's office within 14 days from the date the decision in question was delivered. The student may lodge a complaint against the Rector's decision with a competent Provincial Administrative Court. The complaint shall be submitted to the dean's office within 30 days from the day the decision in question was delivered.
  - 2/ lodge a complaint with a competent Provincial Administrative Court without the need to apply to the Rector for reconsideration. The complaint shall be submitted to the dean's office within 30 days from the date the decision in question was delivered.
4. If the student has submitted a request for reconsideration, the dean's office is obliged to pass the request along with accompanying documents to the Department of Student Affairs without undue delay. The documentation shall include the decision which the student requests to be reconsidered along with a set of documents on the basis of which the decision was made, and an opinion of the Dean/Vice-Dean regarding the charges raised by the applicant.

#### **§ 5**

1. Upon a written request of a faculty or the university body of the Student Government the Rector delegates powers to grant the aid referred to in § 2 section 1 items 1- 4 to the Faculty Scholarship Committee and to examine appeals – to the Scholarship Appeal Committee.
2. The Faculty Scholarship Committee is appointed by the Dean/Vice-Dean from among the students delegated by a faculty body of the Student Government and the staff members of the faculty, and the Scholarship Appeal Committee is appointed by the Vice-Rector for Student Affairs from among the students delegated by the university body of the Student Government and the staff members of the university. The students comprise majority of the committee. The members of the

Faculty Scholarship Committees cannot be members of the Scholarship Appeal Committee.

3. The Faculty Scholarship Committees and the Scholarship Appeal Committee are appointed for one academic year.
4. The chairperson and the deputy chairperson of the Scholarship Appeal Committee are appointed by the Vice-Rector for Student Affairs. The chairperson and the deputy chairperson of the Faculty Scholarship Committee are selected by the members of the Committee from among them by an absolute majority of the votes cast.
5. Decisions of the committees referred to in § 2 section 2 are made by a simple majority of votes with the participation of at least half of the members.
6. Decisions issued by the scholarship committees referred to in § 2 section 2 are signed by the chairperson of the committee or the deputy chairperson acting upon his or her authorisation.
7. A record shall be taken for each meeting of a scholarship committee.
8. A student may appeal against decisions of the committees referred to in § 2 section 2 to the Scholarship Appeal Committee within 14 days from the date the decision in question was delivered.
9. The faculty scholarship committees are obliged to send the appeal to the Scholarship Appeal Committee without delay, no later than within 7 days, along with a set of documents on the basis of which the decision was made and a written opinion of the body referring the matter.
10. A student may lodge a complaint against the decision of the Scholarship Appeal Committee with a competent Provincial Administrative Court. The complaint shall be submitted to the dean's office within 30 days from the date the decision in question was delivered.
11. The persons referred to in Articles 24 and 25 of the act of 14 June 1960 – *Code of Administrative Proceedings* (consolidated text: Journal of Laws of 2018, item 2096, as amended) are excluded from the participation in the committees granting financial support.
12. In justified cases the Vice-Rector for Student Affairs, after consulting a faculty or the university body of the Student Government, may dismiss a committee or its member.
13. The Vice-Rector for Student Affairs, acting upon the authorisation of the Rector, repeals the decision of the Faculty Scholarship Committee or the Scholarship Appeal Committee made in contravention of law by way of an administrative decision.

## **§ 6**

1. A student may receive aid referred to in § 2 section 1 items 1, 2 and 4 in a given academic year for 9 months, that is from October to June (or to February, if the last year of studies, in accordance with the plan of studies, lasts one semester).
2. The scholarships and grants referred to in § 2 section 1 items 1 and 2 are paid monthly by a bank transfer into the bank account specified by the student, and the scholarships and grants for October may be paid no later than in November.
3. The Rector's scholarships are paid monthly by a bank transfer into the bank account specified by the student, starting in November with an appropriate compensation for October or starting in April with an appropriate compensation for March (if the studies in a given field commence in the summer semester).

- Scholarships and grants are paid by the 25<sup>th</sup> day of a given month at the latest.

### **§ 7**

- A student pursuing simultaneously several degree programmes at the University of Wrocław may apply for the benefits referred to in § 2 section 1 only with respect to one selected programme.
- The benefits referred to in § 2 section 1:
  - 1/ apply to first-cycle, second-cycle and uniform master's programmes, although for no longer than 6 years (total period of the eligibility for application, regardless of the duration of studies and their type, as well as the university at which they are pursued – cannot exceed 6 years. This period starts from the first commencement of studies, and in the case of discontinuation of the studies and re-entry, the count of the period in question shall be continued. If the student has taken up studies and discontinued them during the course of an academic year, the entire academic year shall be counted towards the 6-year period, regardless of the number of months when the student pursued his or her education. Also previous periods of studying prior to 1 October 2018 are counted towards the 6-year eligibility period),
  - 2/ do not apply to a student holding a professional title of:
    - a/ a Master, Master of Engineering, or equivalent,
    - b/ a Bachelor, Engineer, or equivalent, if the student takes up first-cycle studies once again.
- The provisions of section 2 item 2 apply to persons holding degrees acquired abroad.
- If disability occurred during studies or after the award of a degree, the student may be granted a scholarship for persons with disabilities in only one more degree programme, but no longer than for 6 years (according to the rules specified in section 2 item 1).

### **§ 8**

- The decision granting the aid referred to in § 2 section 1 items 1, 2 and 4 expires on the last day of the month in which the student:
  - 1/ has lost the right to receive the aid due to the award of a degree referred to in § 7 section 2 item 2 and section 3,
  - 2/ has been removed from the list of the students of the degree programme in which the student received financial support,
  - 3/ the period referred to in § 7 section 2 item 1 and section 4 has expired.

2. A student applying for the aid referred to in § 2 section 1 items 1,2 and 4 or receiving such aid shall without undue delay notify the University of circumstances resulting in the loss of the student's right to receive the aid pursuant to § 7 sections 2 and 4.
3. Benefits received as a result of providing false information or a student's false statement shall be subject to reimbursement under the pain of disciplinary action.

## **II . grant**

## **Need-based**

### **§ 9**

1. A student in difficult financial situation whose family income per person does not exceed the amount referred to in § 11 section 1 may receive a need-based grant.
2. A need-based grant is granted from the month in which a complete application was submitted to the dean's office or in which missing documents were delivered, if the complete application or the missing documents were submitted by the 5th day of a given month. If the complete application or the missing documents were submitted after the 5th day of a given month, the need-based grant is awarded from the following month, subject to sections 3 and 4.
3. A need-based grant may be granted from the month in which a complete application was submitted to the dean's office or missing documents were delivered if for reasons attributable to the University (e.g. failure to assign a Student Record Book number) - the student could not log into the USOS system in time that would allow him or her to submit appropriate documents by the 5th day of a given month or if the missing document is a current certificate on income and material status of the student and his or her family issued by a social welfare centre.
4. A need-based grant may be awarded with a compensation for preceding months if the student submitted a complete application by the 5th day of a given month, and the missing document is only a current certificate referred to in § 15 section 1 from a social welfare centre.

### **§ 10**

1. In particularly justified cases a student of a full-time degree programme may receive an increased need-based grant. The particularly justified cases include living in a hall of residence or a facility other than a hall of residence, if the student's everyday commute from the place of permanent residence to the University of Wrocław would prevent or significantly complicate pursuing his or her degree.
2. A foreigner living in a hall of residence or a facility other than a hall of residence who meets the criteria specified in § 3 section 2 and does not have a permanent residence address in Poland may apply for an increased need-based grant if the members of his or her family included in the application (parents, legal/actual guardians or a spouse) permanently reside outside Poland.
3. A student applying for an increased need-based grant who lives in a facility other than a hall of residence submits the application along with a certificate of residence issued by the administration of a given facility or a copy of a lease (sublease, loan for use) agreement, whose conformity with the presented original copy is certified by an administrative employee of the dean's office. The loan for use agreement may be a basis for awarding an increased need-based grant on the condition that it unambiguously proves that the student covers the cost of the maintenance of the premises.

4. A student applying for an increased need-based grant who lives in a hall of residence submits the application with a declaration on residence at the hall certified by the administration of said hall.
5. A student applying for an increased need-based grant who has been given permission to complete a part of the curriculum abroad (e.g. under ERASMUS+) submits the application with a copy of the mobility agreement or other document certifying the mobility along with a declaration on the place of residence during his or her stay abroad.
6. An increased need-based grant is given for full months of accommodation in a hall of residence or a facility other than a hall of residence in accordance with a declaration or a certificate of residence or a lease (sublease, loan for use) agreement provided by the student - on the condition that the student resided in the specified facility for at least 20 days in a given month.
7. A student receiving an increased need-based grant is obliged to notify the University, under pain of disciplinary action and reimbursement of the funds received, of a change of a place of residence and to submit new documents that constitute the basis for the continuation of the payment of the grant, or of a cancellation of accommodation in a hall of residence or a facility other than a hall of residence. A sum calculated as the difference between the amount of the increased need-based grant and the amount of the payable need-based grant without its increase, subject to section 8, shall be reimbursed for the entire month.
8. The Dean/Vice-Dean may decide to withdraw from the execution of the reimbursement of the sum referred to in section 7, on the condition that the change of a place of residence and the submission of the new documents constitute the basis for the continuation of the payment of the grant, and the student has lived in the facilities indicated in the documents for at least 20 days in total in a given month.
9. If the place of residence has been changed to one from which the commute to the University is possible or does not significantly complicate pursuing the studies, the student is obliged to reimburse the benefits received after the day the change occurred. A sum calculated as the difference between the amount of the increased need-based grant and the amount of the payable need-based grant without its increase shall be reimbursed, starting from the month following the date on which the change of a place of residence occurred.

#### **§ 11**

1. At the beginning of each academic year the Vice-Rector for Student Affairs, in agreement with the university body of the Student Government, determines the amount of income per person in a student's family that allows him or her to apply for a need-based grant.
2. The amount of the income referred to in section 1 cannot be lower than 1,30 of the sum referred to in Article 8 section 1 item 2 of the act of 12 March 2004 on social welfare (consolidated text: Journal of Laws of 2018, item 1508, as amended) and no greater than 1,30 of the total of the amounts specified in Article 5 section 1 and Article 6 section 2 item 3 of the act of 28 November 2003 on family benefits (consolidated text: Journal of Laws of 2018, item 2220, as amended).

#### **§ 12**

1. When determining the income allowing a student to apply for a need-based grant, the income of the following persons shall be taken into account:
  - 1/ the student,
  - 2/ the student's spouse,
  - 3/ the student's parents, student's legal or actual guardians,

- 4/ dependants of the persons referred to in items 1-3: minors, children pursuing education aged up to 26 years, and if the 26<sup>th</sup> year of age falls in the last year of studies, until graduation, and children with disabilities without any age limit.
2. A monthly sum of the income per person in a student's family allowing to apply for a need-based grant is determined on principles specified in the act of 28 November 2003 on family benefits, provided that the following are not included in the income:
  - 1/ benefits referred to in Article 86 section 1, Article 359 section 1 and Article 420 section 1 of the act *Law on Higher Education and Science*,
  - 2/ scholarships and grants received by pupils, students, and PhD students under:
    - a/ structural funds of the European Union,
    - b/ non-recoverable funds being a part of the aid granted by the member states of the EFTA,
    - c/ international agreements or accompanying executive programmes or international scholarship programmes,
  - 3/ need-based benefits for pupils, received on the basis of the provisions on the educational system,
  - 4/ maintenance grants awarded by the entities referred to in Article 21 section 1 item 40b of the act of 26 July 1991 on personal income tax (Journal of Laws of 2018, item 1509, as amended).

### **§ 13**

1. A student who does not form a joint household with any of his or her parents or legal or actual guardians may apply for a need-based grant without the need to present the income earned by these persons and their dependent minors, children pursuing education aged up to 26 years, and if the 26<sup>th</sup> year of age falls in the last year of studies, until graduation, and children with disabilities without any age limit, if the student meets one of the following criteria:
  - 1/ has reached the age of 26,
  - 2/ is married,
  - 3/ has dependent children referred to in § 12 section 1 item 4,
  - 4/ has reached the age of majority in foster care,
  - 5/ has a stable source of income and his or her average monthly income in the preceding fiscal year and in the current year in the months preceding the month when the application referred to in section 2 was submitted is greater or equal to 1,15 of the sum of the amounts specified in Article 5 section 1 and Article 6 section 2 item 3 of the act of 28 November 2003 on family benefits.
2. The student referred to above submits a declaration that he or she does not form a joint household with any of his or her parents or legal or actual guardians.

### **§ 14**

1. The basis for the calculation of an average income per person in a student's family are:
  - 1/ declaration (in the application for a need-based grant) of the student on family members forming a joint household and living on joint income,
  - 2/ documents that determine total family income, in particular:
    - a/ certificates from a tax office on taxable income on principles specified in Articles 27, 30b, 30c, 30e, and 30f of the act of 26 July 1991 on personal income tax, earned in the calendar year preceding the benefit period,
    - b/ certificate from a tax office on family members doing their accounts under the provisions on the lump-sum income tax on certain incomes earned by natural persons,
    - c/ mandatory declarations on the income of family members,
    - d/ certificate of a relevant municipal body or an order of payment on the size of agricultural holdings expressed in conversion hectares of general area in the calendar year preceding the benefit period,
    - e) documents that constitute the basis for taking into account lost or earned income,
    - f) other documents necessary to correctly calculate the income of the student's family.



2. A detailed list of required documents is accessible via the USOS system and presented to students on the University's website.

#### **§ 15**

1. The Dean/Vice-Dean refuse to award a need-based grant to a student whose family's monthly income per person does not exceed the amount specified in Article 8 section 1 item 2 of the act of 12 March 2004 on social welfare, if the application for a need-based grant was not accompanied by a current certificate from a social welfare centre on income and material status of the student and his or her family.
2. The Dean/Vice-Dean may award a need-based grant to a student in the case referred to in section 1 if the reasons for the failure to attach a current certificate from a social welfare centre on income and material status of the student and his or her family to the application for a need-based grant were justified and the student has documented the family's source of income.
3. The Dean/Vice-Dean may refuse to award a need-based grant to a student if the submitted certificate from a social welfare centre on income and material status of the student and his or her family proves that the student does not meet the criteria referred to in §9 section 1.

#### **§ 16**

1. In the case of a determination of income from agricultural holdings, it is assumed that 1 conversion hectare brings a monthly income 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 (consolidated text: Journal of Laws of 2017, item 1892, as amended).
2. When determining the family income earned from agricultural holdings, agricultural areas that have been leased are incorporated into the area of the agricultural holding constituting the basis for calculating the amount of agricultural tax, except for:
  - 1/ part or entirety of agricultural holdings belonging to the family that have been leased on the basis of a lease agreement concluded according to the provisions on social insurance for farmers,
  - 2/ agricultural holdings made available for use by a farming cooperative,
  - 3/ agricultural holdings leased in relation to collecting a disability allowance specified in the provisions on the support for rural development from the funds of the Guarantee Section of the European Guidance and Guarantee Fund and the provisions on the support for rural development from the funds of the European Agricultural Fund for Rural Development.
3. The agreement referred to in section 2 item 1 pursuant to the provisions of the act on social insurance for farmers is a lease agreement concluded in a written form for at least 10 years and entered into the land and building register with a person who is not:
  - 1/ the lessor's spouse,
  - 2/ his or her descendant or step-child,
  - 3/ a descendant's or a step-child's spouse,
  - 4/ a person forming a joint household with the lessor,
  - 5/ a spouse of a person forming a joint household with the lessor.
4. In the case of earning income from agricultural holdings and non-agricultural sources both incomes shall be aggregated.

#### **§ 17**

In the case of determining income from business activity subject to taxation on the basis of the provisions on the lump-sum income tax on certain incomes earned by natural persons in the year preceding the benefit period, a monthly income in the amount of 1/12 of the income announced annually by the competent minister for

family matters in the Official Journal of the Republic of Poland *Monitor Polski* by 1 August of each year shall be adopted.

#### **§ 18**

1. A need-based grant shall be awarded for a semester, subject to sections 3 and 4 and § 9 sections 2-4.
2. After the winter semester has ended, a student receiving a need-based grant in that semester, in the case his or her situation remained unchanged, submits by 5 March an appropriate declaration posted in the USOS system to the dean's office, without the need to submit new documents.
3. A change in a student's material status caused by earning income or a reduction in the number of family members during the course of the semester in which the student has received a need-based grant is taken into account when his or her application for the aid for the next semester is considered. It does not include situations where earning income or a reduction in the number of the student's family members occurred starting with the month from which the student received a need-based grant or earlier (in which case the student is obliged to present relevant documents in the dean's office as soon as possible).
4. In the case of the loss of income or an increase in the number of family members, the Dean/Vice-Dean may increase the amount of the awarded need-based grant. This increase shall occur starting with the month following the date on which the application to recognise income as lost along with a set of documents proving the loss of income and its amount was submitted or the date on which the application to recognise a new family member was submitted, on condition that the University has appropriate funds for this purpose.

#### **§ 19**

1. The amount of a need-based grant is determined by the Vice-Rector for Student Affairs at the beginning of each semester, based on the sum of funds earmarked for this purpose, and announced to students via the University's website.
2. The amount of a need-based grant depends on income per person in the student's family, broken down into two income thresholds.
3. The amount of a need-based grant cannot be lower than 30% and greater than 70% of the amount referred to in § 11 section 1.
4. The amount of an increased need-based grant cannot be lower than 60% and greater than 120% of the amount referred to in § 11 section 1.

### **III. I.**

#### **scholarship for students with disabilities**

#### **§ 20**

1. A student holding a certificate on disability, certificate on a degree of disability or the certificate referred to in Article 5 and Article 62 of the act of 27 August 1997 on professional and social rehabilitation and employment of persons with disabilities (Journal of Laws of 2018, item 511, as amended) may receive a scholarship for students with disabilities.
2. The scholarship for students with disabilities is granted from the month in which a complete application or relevant missing documents were submitted to the dean's office by the 5<sup>th</sup> day of the month. If the complete application or missing documents were submitted to the dean's office after the 5<sup>th</sup> day of the month, a need-based grant and a scholarship for students with disabilities are awarded from the next month, subject to section 3.

3. The Dean/Vice-Dean may award a scholarship for students with disabilities from the month in which a complete application or relevant missing documents were submitted to the dean's office if for reasons attributable to the University (e.g. failure to assign a Student Record Book number) - the student could not log into the USOS system in time that would allow him or her to submit appropriate documents by the 5th day of the month.
4. A scholarship for students with disabilities is granted for one academic year, except if the last year of studies, according to the plan of studies, lasts one semester, however, for no longer than the validity period of the certificate referred to in section 1. If the certificate on the disability of the student receiving the scholarship has expired during the course of the academic year, and the student has submitted within 7 days from the date of expiry an application to issue a new certificate and submitted the valid certificate within 10 working days from the day he or she received it – the student shall be compensated for the period that elapsed from the date of expiry of the previous certificate, on condition that the new certificate proves a continued disability.

### **§ 21**

1. The amount of the scholarship for students with disabilities is determined by the Vice-Rector for Student Affairs at the beginning of each academic year, based on the sum of funds earmarked for this purpose, and announced to students via the University's website.
2. The amount of the scholarship for students with disabilities is determined by the degree of disability as specified in separate provisions.
3. The amount of the scholarship for students with disabilities cannot be lower than 30% and greater than 70% of the amount referred to in § 11 section 1.

## **IV. . Special assistance grant**

### **§ 22**

1. A student who is temporarily in difficult financial situation can receive a special assistance grant.
2. The events which justify the application for a special assistance grant are in particular: death of a member of immediate family, severe illness of the student or a member of his or her immediate family, natural disaster (e.g. fire, flood), theft, birth of a child, and other circumstances that left the student temporarily in difficult financial situation.
3. The event justifying the application for a special assistance grant must be supported by an appropriate document. In the case of applying due to a severe illness of the student or a member of his or her immediate family, the student is obliged to deliver a certificate issued by a medical professional specialising in a given field of medicine or other equivalent document.
4. A student can receive the grant referred to in section 1 at most two times in an academic year.
5. A student can receive a special assistance grant only once for the same reason, except for a severe illness of the student or a member of his or her immediate family.
6. A special assistance grant for the birth of a child can be granted to a female student, whereas a male student can receive the grant if the child's mother is not a student (regardless of the university).
7. The amount of the grant depends on the student's situation.
8. The Vice-Rector for Student Affairs determines the minimum and maximum amount of the special assistance grant at the beginning of each semester, and announces it to students via the University's website.
9. The amount of the special assistance grant cannot be lower than 25% and greater than 130% of the amount referred to in § 11 section 1.
10. In particularly justified circumstances the Dean/Vice-Dean may award a special assistance grant in the amount greater than the one referred to in section 8, with the approval of the Vice-Rector for Student Affairs.

## **V. . Rector's scholarships for students**

### **§ 23**

1. A student with outstanding academic, scientific, or artistic achievements, or sports achievements on at least national level, may be granted the Rector's scholarship.
2. The Rector's scholarship can be awarded to the student admitted to the first year of studies in the year of his or her secondary school final examinations who is:
  - 1/ the winner of an international contest or the winner or a finalist of a national contest, referred to in the provisions on the educational system,
  - 2/ a medalist of a sports competition for at least the title of the Polish Champion in a given sport, referred to in the provisions on sport.

### **§ 24**

1. An application for the Rector's scholarship along with required documents and the Student Record Book [indeks] (if such a document exists at the faculty) shall be submitted to the dean's office by 5<sup>th</sup> October or 5<sup>th</sup> March (if studies in a given degree programme begin in the summer semester).
2. The Dean/Vice-Dean may recognise the application of a student who presented the Student Record Book [indeks] or the required documents after the expiry of the date referred to in section 1 or who had his or her semester credited after the expiry of the date referred to in § 25 section 1 item 1, if the application has been submitted in time that allows the Dean/Vice-Dean to present the Vice-Rector for Student Affairs with the suggestions of ranking lists by the deadline referred to in § 29 section 9.
3. If the student has had achievements which meet more than one criterion – he or she can specify all the criteria he or she meets. These achievements shall be awarded separate scores.
4. A student pursuing simultaneously several degree programmes at the University of Wrocław may apply for the Rector's scholarship only with respect to one selected programme.
5. All documents proving the student's achievements shall be made in Polish or translated into Polish, except for publications in a foreign language.
6. The Rector's scholarship is awarded on the basis of the suggestions of ranking lists made by the Deans/Vice-Deans of individual faculties.
7. The Rector's scholarship may be awarded to no more than 7,5% of students of each degree programme who have achieved outstanding learning outcomes which qualify them for the ranking list referred to in § 25 section 1 item 2 and no more than 1% of the students of each degree programme who have been given the highest number of points for scientific achievements, and no more than 1% of the students of each degree programme who have been given the highest number of points for artistic achievements or sports achievements on at least national level, subject to § 29 sections 7 and 8.
8. All students admitted to the first year of studies who meet the criteria referred to in § 23 section 2 and who submitted their applications by the deadline referred to in § 24 sections 1 and 2, along with a document proving said achievement, shall be awarded the Rector's scholarship.

### **§ 25**

1. The Rector's scholarship for outstanding learning outcomes can be awarded to a student who:

- 1/ completed in full and without any conditional credits the preceding year of studies according to the Rules and Regulations of Studies at the University of Wrocław by the last day of the examination (resit) period specified in the Rector's announcement for a given academic year – the date of the last instructor's signature shall be binding,
  - 2/ obtained in the preceding year of studies a mean grade that puts him or her on the ranking list that includes no more than 7,5% of the best students of each degree programme,
  - 3/ has not been re-entered into the year of studies in which he or she applies for the Rector's scholarship (re-entry does not apply to a sabbatical referred to in the Rules and Regulations of Studies at the University of Wrocław).
2. The ranking lists are made jointly for full-time and part-time students of each degree programme. The ranking lists for given degree programmes may be made jointly for a given degree programme or divided into first- and second-cycle studies, broken down into individual years of studies or majors or groups of majors.
  3. Detailed principles on drafting ranking lists, including: method of making the lists according to section 2, courses that are taken into account when calculating the mean grade for the Rector's scholarship, and minimal mean grade that allows to apply for the scholarship – are determined for each degree programme by the Vice-Rector for Student Affairs based on the suggestion of the Dean/Vice-Dean, presented after consulting a faculty body of the Student Government.
  4. A mean grade is an arithmetic mean of all grades obtained for assessments and exams related to the courses referred to in section 3, which cannot be lower than 4,20. The mean grade does not include a grade for a diploma thesis or a diploma exam.
  5. The arithmetic mean shall be calculated with an accuracy of two decimal places using the general rules for rounding (rejection of the figures 5, 6, 7, 8, or 9 increases the figure retained by 1).
  6. Detailed principles referred to in section 3 shall be announced to students via the websites of individual faculties by 15 July.

## **§ 26**

1. The Rector's scholarship for scientific achievements may be awarded to a student who:
  - 1/ has been entered into a higher semester according to the Rules and Regulations of Studies at the University of Wrocław,
  - 2/ in the preceding year of studies had scientific achievements which put him or her on the ranking list including no more than 1% of the students of each degree programme, who in the given programme have received the highest number of points for scientific achievements,
  - 3/ has not been re-entered into the year of studies in which he or she applies for the Rector's scholarship (re-entry does not apply to a sabbatical referred to in the Rules and Regulations of Studies at the University of Wrocław).

2. The ranking lists are made jointly for all students of each degree programme.
3. The number of points one has to receive in order to be placed on the ranking list is minimum 6 for at least two types of scientific achievements or minimum 9 for one type of scientific achievements.
4. The types of scientific achievements referred to in section 1 item 2 along with a system of scoring are determined by the Vice-Rector for Student Affairs in agreement with the university body of the Student Government and announced to the students via the University's website by 30 June.

#### **§ 27**

1. The Rector's scholarship for artistic achievements may be awarded to a student who:
  - 1/ has been entered into a higher semester according to the Rules and Regulations of Studies at the University of Wrocław,
  - 2/ in the preceding year of studies had artistic achievements which put him or her on the ranking list including no more than 1% of the students of each degree programme, who in the given programme have received the highest number of points for artistic achievements or for sports achievements in competitions on at least national level,
  - 3/ has not been re-entered into the year of studies in which he or she applies for the Rector's scholarship (re-entry does not apply to a sabbatical referred to in the Rules and Regulations of Studies at the University of Wrocław).
2. The ranking lists are made jointly for all students of each degree programme.
3. The types of artistic achievements referred to in section 1 item 2 along with a system of scoring are determined by the Vice-Rector for Student Affairs in agreement with the university body of the Student Government and announced to the students via the University's website by 30 June.

#### **§ 28**

1. The Rector's scholarship for sports achievements in competitions on at least national level may be awarded to a student who:
  - 1/ has been entered into a higher semester according to the Rules and Regulations of Studies at the University of Wrocław,
  - 2/ in the preceding year of studies had sports achievements in competitions on at least national level which put him or her on the ranking list including no more than 1% of the students of each degree programme, who in the given programme have received the highest number of points for artistic achievements or for sports achievements in competitions on at least national level,
  - 3/ has not been re-entered in the year of studies in which he or she applies for the Rector's scholarship (re-entry does not apply to a sabbatical referred to in the Rules and Regulations of Studies at the University of Wrocław).
2. The ranking lists are made jointly for all students of each degree programme.
3. The types of sports achievements in competitions on at least national level referred to in section 1 item 2 along with a system of scoring are determined by the Vice-Rector for Student Affairs in agreement with a University body of the Student Government and announced to the students via the University's website by 30 June.

#### **§ 29**

1. 100% of students from which the number of students of each degree programme referred to in § 24 section 8 is calculated shall be adopted as the number of all students who have been entered into the current academic year, except for the students of the first year of first-cycle studies and the first year of uniform master's studies. If the calculated 7,5% and 1% of the students of each degree programme is not an integer - the general rules for rounding shall be used (rejection of the figures 5, 6, 7, 8, or 9 increases the figure retained by 1).

2. If 1% of the students of a given degree programme is lower than 0,5 – the Rector's scholarship may be given to one student.
3. The Dean/Vice-Dean makes the suggested ranking lists, each broken down into individual degree programmes and according to the principles referred to in § 25 section 2. The ranking lists include the students who have met the criteria laid down in § 24 section 7 along with the numbers of the Student Record Books [indeks]. If a student meets more than one criterion, the Dean/Vice-Dean places the student on only one ranking list, starting with the list including the students with scientific achievements, and ending with the list including the students with a high mean grade.
4. If several students with the same mean grade come last on a ranking list referred to in § 25 section 1 item 2, all these students shall be put on the ranking list – even if the list would include more than 7,5% of the best students. If several students with the same number of points come last on the ranking lists referred to in § 26 section 1 item 2, § 27 section 1 item 2 or § 28 section 1 item 2, the placement on the list shall be decided on the basis of the mean grade calculated according to § 25 section 4 and 5.
5. Within 3 weeks from the commencement of the academic year or by 20 March (if studies at a given degree programme start in the summer semester), the Dean/Vice-Dean creates and announces initial drafts of the ranking lists referred to in section 3.
6. Within 7 days from the date on which the drafts of the rankings lists referred to in section 3 were announced the students are obliged to check if they have been placed on the list and if their mean grade or points have been correctly calculated, and correct any possible discrepancies in the dean's office.
7. The drafts of the ranking lists referred to in section 3 may include the students whose comments and conclusions have been taken into account by the Dean/Vice-Dean after the announcement of the lists – even if such supplemented individual ranking lists would include more students than provided for in § 24 section 7.
8. If the total number of students in given drafts of the ranking lists referred to in section 7 exceeds 10% of the students of a particular degree programme, the Dean/Vice-Dean corrects the lists by personal choice.
9. The final versions of the drafts of the ranking lists, after possible corrections referred to in section 8, are submitted to the Vice-Rector for Student Affairs by 5 November or by 31 March (if studies in a given degree programme start in the summer semester) at the latest.
10. The list of students who have been awarded the scholarships by the Vice-Rector for Student Affairs should be announced by 15 November or by 10 April (if studies in a given degree programme start in the summer semester) at the latest.

### **§ 30**

1. For the purpose of awarding the Rector's scholarship it is hereby adopted that if the scale of grades at the university from which the students have been admitted is broader than the grade scale at the University of Wrocław:
  - 1/ with the scale where the highest grade is 5,50 – the mean grade from the previous year of studies shall be divided by 1,1,
  - 2/ with the scale where the highest grade is 6,00 – the mean grade from the previous year of studies shall be divided by 1,2.
2. The student is obliged to present a document confirming the scale of grades used.



### **§ 31**

1. The Rector's scholarship is awarded for one academic year, except if the last year of studies, according to the plan of studies, lasts for one semester, subject to § 6 section 1.
2. The amount of the Rector's scholarship is determined by the Vice-Rector for Student Affairs at the beginning of each academic year, based on the sum of funds earmarked for this purpose, and announced to students via the University's website.
3. The amount of the Rector's scholarship is the same for all students and cannot be lower than 50% of the amount referred to in § 11 section 1.

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**ts for PhD students who commenced their doctoral studies before 2019/2020 academic year**

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### **§ 32**

Between 1 October 2019 and 31 December 2023 the provisions of these Rules and Regulations related to awarding benefits referred to in § 2 section 1 items 1-3 apply accordingly to the PhD students who commenced their doctoral studies before 2019/2020 academic year.

### **§ 33**

1. The Rector's scholarship in the second and the subsequent years of PhD studies can be awarded to a PhD student who began his or her studies before 2019/2020 academic year and who in the year preceding the award of the scholarship collectively met the following conditions:
  - 1/ obtained excellent or good grades in the examinations included in the curriculum of doctoral studies,
  - 2/ made progress in his or her scientific work and in preparation of the doctoral dissertation,
  - 3/ was particularly committed to teaching during the course of the doctoral studies at the University.
2. The criteria referred to in section 1 classify the PhD student on the ranking list of the best doctoral students.

### **§ 34**

1. The Rector's scholarship is awarded upon the PhD student's request.
2. By 15 July the Dean/Vice-Dean determines and announces to the PhD students via the faculty's website:
  - 1/ organisational matters regarding the deadline and the place of submission of the applications for the Rector's scholarship,
  - 2/ list of documents which shall be submitted along with the application.
3. The Rector's scholarship is awarded by the Vice-Rector for Student Affairs on the basis of suggested ranking lists drafted by the Dean/Vice-Dean in the number which does not exceed 30% of PhD students entered into the current academic year. The ranking lists suggested by the Dean/Vice-Dean also include the proposed amount of the scholarship for each PhD student.
4. The ranking lists are made separately for each programme of doctoral studies. The ranking lists for a given doctoral programme may be made jointly for individual programmes or broken down into particular years of studies.
5. Detailed principles on drafting the ranking lists, including:
  - 1/ method for making the lists according to section 3,
  - 2/ principles on the assessment of the applications, that is:
    - a/method for calculating the mean grade,
    - b/method for assessing progress in scientific work,
    - c/method for assessing progress in the preparation of the doctoral dissertation,
    - d/method for assessing achievements in teachingare determined by the Vice-Rector for Student Affairs on the basis of the suggestion of the Dean/Vice-Dean presented after consulting a faculty body of the Student Government.
6. Detailed rules referred to in section 5 are announced to the PhD students via the websites of individual faculties by 15 July.

### **§ 35**

1. The funds earmarked for the scholarships for the best PhD students are divided between the faculties in proportion to the number of all full-time PhD students entered into the current academic year, taking into account the PhD students who have been given permission to extend their studies, however, by no more than one year.
2. The PhD students who met the conditions laid down in § 33 but submitted a written declaration on resignation from doctoral studies at the University of Wrocław shall not be placed on the ranking lists.
3. The Dean/Vice-Dean creates and announces the drafts of the ranking lists within 3 weeks from the commencement of the academic year or by 20 March (if the studies in a given programme begin in the summer semester). The initial ranking lists do not include the amount of the scholarships.
4. Within 7 days from the date on which the drafts of the rankings lists referred to in section 3 were announced, the PhD students are obliged to check if they have been placed on the list and if their points have been correctly calculated, and correct any possible discrepancies in the dean's office.

5. The final versions of the drafts of the ranking lists, supplemented with the names of the PhD students whose comments have been taken into account by the Dean/Vice-Dean if necessary, are submitted along with the proposed amounts of the scholarships to the Vice-Rector for Student Affairs by 5 November or by 31 March (if studies in a given programme start in the summer semester) at the latest.
6. The list of PhD students who have been awarded the scholarships by the Vice-Rector for Student Affairs along with their amounts should be announced by 15 November or 10 April (if studies in a given programme start in the summer semester) at the latest.

### **§ 36**

1. The Rector's scholarship is awarded for one academic year, except if the last year of studies, according to the plan of studies, lasts for one semester, subject to § 6 section 1.
2. The amount of the Rector's scholarship is determined by the Vice-Rector for Student Affairs based on the suggestions of the Deans/Vice-Deans and the sum of funds earmarked for this purpose.
3. The Rector's scholarship cannot be lower than 20% and greater than 130% of the sum referred to in § 11 section 1.

## **VII I. Accommodation in the halls of residence**

### **§ 37**

1. Priority in the allocation of a place in a hall of residence is given to the students of full-time and evening programmes of the University of Wrocław whose daily commute to the University from the place of permanent residence would make it impossible or significantly complicated for them to pursue their studies. The allocation of a place also depends on the material status of the student, if the number of persons applying for accommodation exceeds the number of vacancies.
2. Part-time (weekend) students of the University of Wrocław or other higher schools may be accommodated in the halls of residence of the University of Wrocław if there are vacancies available.
3. The University of Wrocław does not provide family rooms/modules nor co-educational rooms/ modules.
4. Detailed rules for accommodation, including deadlines and the form of submitting applications for accommodation are determined each academic year by the Vice-Rector for Student Affairs, after consulting the university body of the Student Government, and are announced via the University's website by 31 May.
5. The residents of the halls pay accommodation fees according to a price list set by the Vice-Rector for Student Affairs and announced via the University's website by 10 July.

## **VIII I. Final provisions**

### **§ 38**

In the case of occurrences not provided for in these Rules and Regulations, the validity of the award of a benefit or its refusal is assessed by the Vice-Rector for Student Affairs.

### **§ 39**

The provisions of these Rules and Regulations shall be interpreted by the Vice-Rector for Student Affairs.

### **§ 40**

The Deans/Vice-Deans and the Vice-Rector for Student Affairs exercise their powers under these Rules and Regulations on behalf of the Rector on the basis of his or her authorisation.

### **§41**

The supervision of the performance of these Rules and Regulations is entrusted to the Rector.

### **§ 42**

1. The administrative staff of the dean's office is responsible for the proper completion of the documents required for awarding benefits to students/PhD students, correct calculation of income per per person in the student's/PhD student's family, and calculation of the mean grade for the purpose of awarding a scholarship.
2. The staff referred to in section 1 is responsible for preparing decisions regarding benefits for students/PhD students. The staff of the dean's office is obliged to correctly deliver the decisions to the students concerned.
3. The supervision of the timely preparation of documents relating to awarding benefits to students/PhD students is entrusted to a relevant Dean/Vice-Dean, and those relating to the scholarships – to the Vice-Rector for Student Affairs.

### **§ 43**

The students of the Individual Inter-area Studies receive benefits referred to in § 2 section 1 items 1-4 at the faculties where they complete minimum curriculum.

### **§ 44**

In matters not covered by the provisions of these Rules and Regulations the provisions of the act of 20 July 2018 – *Law on Higher Education and Science*, provisions of the act of 14 June 1960 – *Code of Administrative Proceedings*, and other acts in force at the University of Wrocław shall apply.

### **§ 45**

These Rules and Regulations have been agreed upon with the university body of the Student Government on 13 May 2019.