

*Appendix to the Regulations of Order No. 150/2022 of the Rector
of Wrocław University of Environmental and Life Sciences of 19
September 2022*

**TERMS AND CONDITIONS OF GRANTING BENEFITS TO STUDENTS AND PHD
STUDENTS**

of Wrocław University of Environmental and Life Sciences

I. GENERAL PROVISIONS

Art. 1

1. Benefits are granted to full-time and part-time students of Wrocław University of Environmental and Life Sciences, hereinafter referred to as UPWr, from the scholarship fund.
2. Benefits may be obtained by a UPWr student, hereinafter referred to as a student, who meets the conditions set out in the Law on Higher Education and Science and in these Terms and Conditions.
3. A student may apply for:
 - 1) a maintenance grant,
 - 2) a grant for disabled persons,
 - 3) a special assistance grant,
 - 4) rector's scholarship,
 - 5) minister's scholarship.
4. The benefits referred to in sec. 3 points 1-4 are awarded by the Rector or a person authorised by the Rector.
5. The scholarship referred to in sec. 3 point 5 is awarded by the minister in charge of higher education and science at the request of the university Rector or a person authorised by the Rector, in the manner specified in the relevant regulation and pursuant to Art. 19 of these Terms and Conditions.
6. The total monthly amount of the maintenance grant and the rector's scholarship may not exceed 38% of a professor's remuneration specified in the regulation issued based on the Law on Higher Education and Science.

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7. If the total amount of the benefits referred to in sec. 3 points 1 and 4 exceed the limit referred to in sec. 6, the rector's scholarship is reduced.

Art. 2

1. The benefits referred to in Art. 1 sec. 3 points 2-5 may be granted to a student who is a Polish or foreign citizen.
2. The benefit referred to in Art. 1 sec. 3 point 1 may be granted to a student who is:
 - 1) a Polish citizen;
 - 2) a foreigner who has been granted a permanent residence permit or a long-term resident of the European Union;
 - 3) a foreigner who has been granted a temporary residence permit due to the circumstances referred to in Art. 159 sec. 1 or Art. 186 sec. 1 point 3 or 4 of the Act of 12 December 2013 on Foreigners, as amended;;
 - 4) a foreigner who has been granted the status of a refugee in the Republic of Poland or has been provided with temporary protection or complementary protection in the territory of the Republic of Poland;
 - 5) a foreigner who holds a certificate confirming knowledge of Polish as a foreign language referred to in Art. 11a sec. 2 of the Act of 7 October 1999 on the Polish Language, as amended, at least at the C1 language proficiency level;
 - 6) a holder of a Pole's Card or a person who has received a decision confirming his/her Polish origin;
 - 7) a foreigner who is a spouse, ascendant or descendant of a citizen of the Republic of Poland living in the territory of the Republic of Poland;
 - 8) a foreigner who has been granted a temporary residence permit due to the circumstances referred to in Art. 151 sec. 1 or Art. 151b sec. 1 of the Act of 12 December 2013 on Foreigners, or staying in the territory of the Republic of Poland in connection with the use of short-term mobility of a researcher, as specified

- in Art. 156b sec. 1 of this Act, or holding a national visa for the purpose of conducting scientific research or development works.
3. The benefit referred to in Art. 1 sec. 3 point 1 may not be granted to a student who is a citizen of the EU Member State, the Swiss Confederation or a Member State of the European Free Trade Association (EFTA) - parties to the Agreement on the European Economic Area and their family members residing in the territory of the Republic of Poland.
 4. The benefit referred to in Art. 1 sec. 3 and the accommodation referred to in Art. 20 sec. 1 may not be granted to a student who is:
 - 1) a professional soldier or professional soldier who has undertaken studies based on a referral issued by a competent military authority and has received assistance due to his/her education pursuant to legal regulations concerning military service;
 - 2) a civil servant in the candidate service or a civil servant who has undertaken studies based on a referral or consent of the relevant superior and received assistance due to his/her education pursuant to the legal regulations concerning civil service.

Art. 3

1. A student applying for the benefits referred to in Art. 1 sec. 3 points 1-2 is obliged to submit a signed application together with the required documents by the 20th day of the month, after filling the same application in the University Study-Oriented System, hereinafter referred to as USOS:
 - 1) in a competent Dean's office or
 - 2) by post or
 - 3) in an electronic version via ePUAP after signing it with an electronic signature using the Trusted Profile. The application submitted via ePUAP should be saved and sent as one file in a PDF format.
2. The deadline for the submission of signed applications for the rector's scholarship and the relevant documentation for first-cycle students and long-cycle students is 20 October.
3. The deadline for the submission of signed applications for the rector's scholarship and the relevant documentation for second-cycle students is the 20th day of each semester, namely 20 October in the winter semester and 20 March in the summer semester in a given academic year.

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4. The applications for the rector's scholarship may be submitted:
 - 1) at the Student Affairs Centre or
 - 2) by post or
 - 3) in an electronic version via ePUAP after signing it with an electronic signature using the Trusted Profile. The application submitted via ePUAP should be saved and sent as one file in a PDF format.
5. The deadline, referred to in sec. 1, 2 and 3, is considered met if, before its expiry, the application was submitted pursuant to Art. 57 para. 5 of the Act of 14 June 1960 - Code of Administrative Procedure.
6. A student who has submitted an application for the rector's scholarship after the deadline may be granted the scholarship only if the 10% limit of persons eligible for the rector's scholarship for a given field and level of study is not met, and the university has funds allocated for this purpose.
7. In the summer semester, the scholarship specified in Art. 1 sec. 3 point 1 is awarded based on the student's application and submitted documents that were the basis for the granting of scholarship in the winter semester, unless the composition of the student's family or the amount of income in the student's family has changed.
8. A student applying for a maintenance grant, grant for disabled persons or a rector's scholarship is entitled to the benefit from the month in which a correctly filled in application with relevant documents was submitted, subject to Art. 17 sec. 5. The student is responsible for completion of documents.
9. In the event of submission of an incomplete or incorrectly filled in application for the scholarship referred to in Art. 1 sec. 3 points 1-4, the student is requested to supplement the documents, within minimum 7 days from the date of delivery of a relevant notice. Failure to complete the documents on time, despite a correctly issued notice, results in the application not being examined, which the student must be informed about in writing in the notice.
10. In the case of documents in a foreign language, a certified translation into Polish must be submitted. In justified cases, the relevant scholarship body may abstain from requesting a certified translation, if the document has been prepared in English.
11. The award of refusal to award benefits referred to in Art. 1 sec. 3 points 1-4 takes the form of administrative decision within the meaning of the Act of 14 June 1960 - Code of Administrative Procedure, as amended.
12. Decisions on awarding or refusing to award a maintenance grant, a grant for

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disabled persons and a special assistance grant are issued by the Dean or the Vice-Dean on the basis of the authorisation granted by the Rector. The student has the right to submit an application to the Rector for reconsideration of the aforementioned decision within 14 days from the date of its delivery.

13. Decisions on awarding or refusing to award the rector's scholarship are issued by the respective Vice-Rector based on the authorisation granted by the Rector. The student has the right to submit an application to the Rector for reconsideration of the aforementioned decision within 14 days from the date of its delivery.
14. The student may submit a complaint against the Rector's decision concerning benefits specified in Art. 1, sec. 3, points 1-4 to the Voivodeship Administrative Court, in accordance with legal provisions of the Act on Proceedings before Administrative Courts.
15. It is not necessary to state the grounds for a decision when it grants in full the request of a party; however, it does not apply to decisions issued following a request for reconsideration.
16. The decision is delivered to the student in person, via ePUAP, or via post, with acknowledgement of receipt.

Art. 4

1. The benefits referred to in Art. 1 sec. 3:
 - 1) may be granted during the first-cycle, second-cycle and long-cycle studies;
 - 2) may not be awarded to a student holding:
 - a) a Master's degree, M.Sc. Eng. or an equivalent degree,
 - b) a Bachelor's degree, engineer's degree or an equivalent degree, if he/she resumes first-cycle studies.
2. The total period for which the benefits referred to in § 1 (3), is 12 semesters, regardless of their collection by the student, with the reservation that within this period, benefits are provided for:
 - 1) first-cycle studies - for no more than 9 semesters;
 - 2) second-cycle studies - for no more than 7 semesters.
3. The total period referred to in section 2 is extended by 2 semesters if the student has taken a long-cycle Master's degree program, the duration of which, as prescribed by law, is 11 or 12 semesters.

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4. The period referred to in sections 2 and 3 includes all semesters started by the student in the studies referred to in section 1, point 1, including semesters falling during the period of taking leaves of absence from classes and leaves of absence from classes with the possibility of proceeding to verification of the achieved learning outcomes specified in the curriculum, with the exception of semesters in subsequent first-cycle studies started or continued after obtaining the first bachelor's, engineer's or equivalent degree. In the case of education in several programs, semesters taken simultaneously are treated as one semester.
5. The provisions of sec. 1-4 and Art. 17 sec. 3 apply to persons undertaking studies abroad or holding professional titles obtained abroad, respectively.
6. A student applying for the benefit referred to in Art. 1 sec. 3 points 1, 2 and 4 or the recipient of such benefit is obliged to immediately notify the university about the occurrence of circumstances causing the loss of the right to benefits, in accordance with sec. 1-5 and Art. 17 sec. 3.
7. A person studying several fields of study at the same time may receive the benefits listed in Art. 1 sec. 3 only in one field of study indicated by the student.
8. Students sent on trips to partner universities in Europe (e.g. as part of the Erasmus+ international exchange programme), another country or Poland (under the MostAR programme) by the university retain the right to use benefits to which they gained the right before departure.
9. A student cannot receive benefits in the event of:
 - 1) suspension of the student's rights upon a valid decision of the Disciplinary Commission for students, if the decision provides for suspension of the right to benefits;
 - 2) removal from the list of students;
 - 3) obtaining a professional title;
 - 4) obtaining benefits based on false information;
 - 5) when the period of time referred to in sec. 2-4 has elapsed.
10. A student who is on leave has the right to receive the benefits listed in Art. 1 sec. 3 points 1-4.
11. The decision to grant the benefit expires by operation of law on the last day of the month in which the student lost the right to the benefit, referred to in Art. 1 sec. 3 points 1-4, due to obtaining the professional title, referred to in Art. 4 sec. 1 point 2, was removed from the list of students in the field of study in which he/she was receiving the benefit, or the period, referred to in sec. 2, sec. 3 and Art. 17 sec. 3, has expired.

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12. Benefits obtained on the basis of false information are subject to reimbursement. If a benefit was obtained based on false information due to the fault of the student, disciplinary proceedings may be initiated, irrespective of the criminal liability provided for by law.
13. The following are considered unduly received benefits:
 - 1) benefits paid despite the occurrence of circumstances causing the cessation or suspension of the right to benefits or the withholding of the payment of benefits in whole or in part, if the student receiving these benefits was informed about the lack of the right to receive them;
 - 2) benefits granted or paid on the basis of false statements or documents or in other cases when the student receiving these benefits makes any fraudulent misrepresentation to the University
14. The amount of benefits listed in Art. 1 sec. 3 points 1-4, for a given academic year, shall be determined by the rector in agreement with the Student Government.

II. RULES FOR GRANTING AND DATES OF PAYMENT OF BENEFITS

Art. 5

1. The scholarships listed in Art. 1 sec. 3 point 1 are awarded for a semester.
2. The scholarships listed in Art. 1 sec. 3 point 2 are awarded for an academic year or a semester, if a given year of study lasts one term.
3. The scholarships for students of first-cycle studies and long-cycle studies, listed in Art. 1 sec. 3 point 4, are awarded for an academic year or a semester, if a given year of study lasts one term.
4. The scholarships for students of second-cycle studies, listed in Art. 1 sec. 3 point 4, are awarded for a semester.
5. The student shall receive the scholarships referred to in Art. 1 sec. 3 points 1, 2, 4 in a given academic year for a period of up to 9 months, with the reservation of sec. 6. If a year of study lasts one semester, the student shall receive the scholarship for up to 5 months.
6. A student completing the internship provided for in the study programme in the period from 1 July to the end of the September exam session has the right to receive the benefits referred to in Art. 1 sec. 3 points 1 and 2 for a period of up to 10 months. The application for an internship scholarship (Appendix No. 1) must be submitted immediately after completing the internship, no later than by 20 September of the given academic year. In the event of an extension of the

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exam session by the Dean, the application should be submitted by the end of a given academic year.

7. Benefits are payable in the following months:
 - 1) in the winter semester: October, November, December, January, February,
 - 2) in the summer semester: March, April, May, June.
8. Maintenance grants and grants for people with disabilities are payable by the 30th day of each month but the grant for October shall be paid until the end of November, and the grant for March until the end of April.
9. Rector's scholarships are payable by the 30th day of each month, but the scholarships in the winter semester for October and November shall be paid until the end of December, and, in the summer semester, for March and April until the end of May.
10. If the application for a maintenance grant or a grant for people with disabilities is submitted after the deadline referred to in Art. 3 sec. 1, the benefit shall be paid in the month following the submission of the application.
11. If the application for the rector's scholarship is submitted after the deadline referred to in Art. 3 sec. 2 and sec. 3 the benefit shall be paid in the month following the submission of the application.
12. The student may authorise another person in writing to perform all activities related to the application for benefits on their behalf. The authorisation is effective if the power of attorney has a notary certified signature of the student.
13. The payment of the benefit is made to the bank account number entered by the student into USOS, of which they are the owner or co-owner. Not providing a bank account number in USOS makes the payment of the benefit impossible. The University shall not liable for any consequences of an incorrect bank account number provided by the student.
14. If the bank account number is changed, the student is obliged to immediately change the bank account number in USOS.
15. The administrative staff of the dean's office are responsible for properly compiling the documents necessary to grant benefits to students and for verifying the calculated net income per person in the student's family, as well as for calculating the grade point average for scholarship purposes and confirming that the students meet the conditions entitling them to apply for benefits.
16. The staff referred to in sec. 15, are also responsible for correctly preparing the decisions on the granting or refusal to grant benefits as well as delivering the

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decisions to the students concerned, with the exception of preparing the decisions on the granting or refusal to grant the rector's scholarship.

III GRANT COMMITTEES

Art. 6

1. At the request of the student government, the benefits specified in Art. 1 sec. 1 Points 1-4 shall be awarded by the grant committee and the appeal grant committee. Most of the committee members are students. The decision shall be signed by the chairperson of the committee or the vice-chairperson authorised by them.
2. The Rector shall, by way of an administrative decision, repeal the decisions of the grant committee or the appeal grant committee which are inconsistent with the provisions of the law.

IV. MAINTENANCE GRANT

Art. 7

1. A maintenance grant may be awarded to a student who is in a difficult financial situation.
2. The maintenance grant is awarded upon a justified and complete request of the student. The application shall be accompanied by: a statement about meeting the conditions to receive the benefits for students (Appendix No. 2), a list of income of each family member (Appendix No. 3), a list of documents confirming income, statements of family members on the amount of other income not subject to personal income tax (Appendix No. 4).
3. The basis for determining the financial situation of the student and his family is the income from the calendar year preceding the academic year in which the student applies for the benefits, taking into account the income lost or obtained.
4. In consultation with the Student Government, the rector shall determine the amount of monthly income per person in the student's family that entitles them to apply for the benefit, which shall not be:
 - 1) lower than 1.30 of the amount specified in Art. 8 sec. 1 point 2 of the Act of 12 March 2004 on social assistance, as amended;;
 - 2) greater than 1.30 of the sum of the amounts specified in Art. 5 sec. 1 and Art. 6 sec. 2 point 3 of the Act of 28 November 2003 on family benefits, as amended.
5. In particularly justified cases, the student may receive the maintenance grant in

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an increased amount. The following are considered particularly justified cases:

- 1) the student being dependent on the parents, legal guardians or actual guardians who regularly and currently receive the support of a social assistance centre in the form of permanent benefits, or regular and current use of them by the student;
 - 2) the student reaching the age of majority by the student while being in foster care and not being dependent on the parents, legal guardians or actual guardians and the student not reaching the age of 25;
 - 3) orphanhood or half-orphanhood of the student,
 - 4) disability of at least two members of the student's household;
 - 5) the student residing in a student dormitory or a facility other than a dormitory, if the daily commute to and return from classes is impossible or seriously hindered. The student is obliged to inform the relevant dean's office about the change of the place of permanent residence to a place that enables travel to the university or does not significantly hinder studying within 7 days of the situation occurring.
6. A student who applies for a maintenance grant, referred to in sec. 5 point 5, in an increased amount and lives in a facility other than a student dormitory shall attach a copy of the current lease agreement to the application together with original document for inspection. The rental agreement may be the basis for awarding a maintenance grant in an increased amount provided that it clearly states that the student bears the maintenance costs of the place.
7. A student receiving a social scholarship, referred to in section 5 point 5, is obliged to notify the university, within 7 days, of a change in place of residence, and submit new documents providing the basis for continuation of payment of the granted benefit or to resign from accommodation in a dormitory or a place other than a dormitory.
8. A student who applies for a maintenance grant in an increased amount on account of living in a student dormitory shall attach a declaration of residence in the dormitory to the application (Appendix No. 5).
9. In determining the amount of income entitling a student to apply for a maintenance grant, the University takes into account the income generated by:
- 1) the student,
 - 2) the spouse of the student,
 - 3) the parents, legal or actual guardians of the student,
 - 4) dependants of the persons referred to in Points 1, 2, 3 who are minors,

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children under the age of 26 receiving education, and if they reach 26 in the last year of studies - until graduation, as well as children with disabilities, regardless of age, with the reservation of sec. 10.

10. The amount of monthly income per person in the family of the student entitling them to apply for the benefits is determined based on the principles set out in the Act of 28 November 2003 on family benefits, as amended, taking into account the provisions of sec. 9, with the reservation that the income does not include:

- 1) the benefits listed in Art. 1 sec. 3 and a scholarship for academic performance from the University's own fund for scholarships for academic performance,
- 2) the scholarships received by pupils, students and doctoral students under:
 - a) European Union Structural Funds;
 - b) non-reimbursable aid granted by Member States of the European Free Trade Association (EFTA)
 - c) international agreements or executive programmes drawn up for such agreements, or international scholarship programmes;
- 3) the material assistance benefits received by students under the regulations on the education system;
- 4) the scholarships of a social nature awarded by entities specified in Art. 21 sec. 1 point 4 Letter (b), (d) of the Act of 26 July 1991 on personal income tax, as amended.

11. A student who does not maintain a common household with any of the parents, legal or actual guardians, may apply for a maintenance grant without providing a list of income obtained by these persons and their dependants who are minors, children under the age of 26 receiving education, and if they reach 26 in the last year of studies - until graduation, as well as children with disabilities, regardless of age, if they meet one of the following conditions:

- 1) they are over 26 years old,
- 2) they are married,
- 3) they have dependent children specified in sec. 9 point 4,
- 4) they have reached the age of majority while in foster care,
- 5) they have a permanent source of income and their average monthly income in the previous tax year and in the current year in the months preceding the month of submitting the statement referred to in sec. 12, is greater than or equal to 1.15 of the sum of the amounts referred to in Art.

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5 sec. 1 and Art. 6 sec. 2 point 3 of the Act of 28 November 2003 on family benefits, as amended.

12. The student referred to in sec. 11 shall submit a declaration that they do not maintain a common household with any parent, legal or actual guardian (Appendix No. 6).
13. The amount of monthly income per person in the family of the student is the sum of the annual net income obtained by family members in the calendar year preceding the academic year in which the application is submitted, divided by 12 months and the number of people in the student's family, taking into account the income lost or obtained.
14. If a student's family member stays in an institution that provides 24-hour maintenance (social assistance centre, youth educational centre, juvenile shelter, correctional facility, detention centre, prison, educational institution, military school or another school), in determining the family income calculated per person, this family member is not taken into account.
15. A student receiving a maintenance grant in the winter semester, if their financial situation has not changed, shall submit an application for a grant in the summer semester within the time limit referred to in Art 3 sec. 1, together with a relevant statement (Appendix No. 7), without the need to submit new certificates.

Art. 8

1. The actual amount of the income obtained by the student and their family in the calendar year preceding the academic year in which the student applies for benefits is calculated based on the following documents:
 - 1) certificates from the tax office of the amount of the income obtained by each family member for a given year, if this income is subject to personal income tax on general terms. If the student's parents jointly account for the income obtained, the student is required to submit separate certificates for each of them.
 - 2) certificates documenting the amount of income other than the income subject to personal income tax
 - 3) certificates from the tax office concerning family members settling under the provisions of the flat-rate income tax on certain income generated by natural persons, containing information on:
 - a) the form of the tax paid,
 - b) the amount of income,
 - c) the tax rate,

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- d) the amount of the tax paid in the calendar year preceding the academic year in which the student applies for benefits.
- 4) statements of family members on the amount of other income not subject to personal income tax (Appendix No. 3);
 - 5) certificates from a relevant commune authority of the size of the agricultural holding expressed in equivalent hectares of the total area;
 - 6) if no income is generated, the student and each of his family members who has reached the age of 18, submit a certificate from the Tax Office of zero income, as well as a statement of zero income (Appendix No. 8);
 - 7) lease agreements, if part or all of an agricultural holding owned by the student's family is leased under an agreement concluded pursuant to the provisions on social insurance of farmers, or if an agricultural holding is leased in connection with receiving annuity specified in provisions on supporting rural development with the resources from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund;
 - 8) land contribution agreement - in the case of an agricultural holding being brought into use by an agricultural production cooperative;
 - 9) a copy of the final decision of a court granting a divorce, or a full or abridged copy of the death certificate of a spouse or a parent - in the case of a single parent;
 - 10) remittances or money transfers documenting the amount of maintenance paid, if family members are obliged by a court decision, court settlement or settlement reached before a mediator, or other executory entitlement originating from or approved by the court to pay it to a person outside the family;
 - 11) a copy of the enforceable decision of the court awarding maintenance to persons in the family or outside the family or a copy of the minutes of the meeting containing the content of the court settlement, a copy of a court-approved settlement reached before a mediator or other executory entitlement originating from or approved by the court, which create a maintenance obligation to persons inside or outside the family;
 - 12) if the person entitled did not receive maintenance or received it in an amount lower than the amount established in a court decision, court settlement or settlement reached before a mediator, or other executory entitlement originating from or approved by the court
 - a) certificates from the authority conducting the enforcement proceedings of the total or partial ineffectiveness of the enforcement of maintenance, as well as

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- on the amount of enforced maintenance, or
- b) information of a relevant court or relevant institution about the fact that an authorised person has undertaken actions related to the enforcement of an executory entitlement abroad or about the failure to undertake such actions, particularly in connection with the lack of legal basis to undertake them or the inability of the authorised person to indicate the place of residence of the maintenance debtor abroad, if the debtor resides abroad;
- 13) a document, including a statement, specifying the date of loss of income and the amount and type of income lost;
 - 14) a document specifying the date of obtaining income as well as the amount and type of income obtained by a family member and the number of months in which the income was obtained, if the income was obtained in the calendar year preceding the academic year in which the student applies for benefits;
 - 15) a document specifying the date of obtaining income as well as the amount and type of income obtained by a family member for the month following the month in which the income was obtained - if the income was obtained after the calendar year preceding the academic year in which the student applies for benefits.
2. If a dean or vice-dean, acting under the authority of the rector, in a case concerning the award of a social scholarship, has doubts as to the existing circumstances affecting the right to receive that benefit, they will immediately notify the student of the need to submit an explanation of the case or to provide the necessary documents within a specified period of time, not exceeding 14 days of the date of receipt of the request.

Art. 9

1. The application for a maintenance grant shall be accompanied by the following documents if there are circumstances that the documents confirm:
- 1) a full or abridged copy of the death certificates of a parent or parents, in the case of orphans or half-orphans;
 - 2) copies of the birth certificates of the sibling or child of the student (applies to persons under 18);
 - 3) certificate from the school or higher education institutions of siblings who are over 18 of receiving an education;
 - 4) a copy of the enforceable decision of the court awarding maintenance or a copy

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of the minutes of the meeting containing the content of the court settlement or a copy of a court-approved settlement reached before a mediator, or other executory entitlement originating from or approved by the court, which create a maintenance obligation

- 5) a residence card – in the case of a foreigner staying on the territory of the Republic of Poland on the basis of a permanent residence permit, long-term resident's EU residence permit, temporary residence permit granted in connection with the circumstances referred to in Art. 127 or Art. 186 sec. 1 point 3 of the Act of 12 December 2013 on foreigners as amended or in connection with the acquisition of a refugee status or subsidiary protection in the Republic of Poland;
 - 6) a residence card and a decision to grant a foreigner a residence permit in the Republic of Poland or another document entitling the foreigner to reside in the Republic of Poland, which entitles them to perform work;
 - 7) a full copy of the birth certificate of a child - if the father is unknown;
 - 8) a copy of a final court decision dismissing the claim for maintenance;
 - 9) a copy of a final court decision obliging one of the parents to bear the total cost of maintaining the child;
 - 10) a copy of final court decision adjudicating on the adoption or a certificate from a family court or an adoption centre of the ongoing court proceedings regarding the adoption of a child;
 - 11) a court decision on the appointment of a legal guardian of a child;
 - 12) a certificate or statement from an employer of the date and period for which parental leave was granted, and of the period of at least six months of employment immediately prior to obtaining the right to parental leave;
 - 13) a certificate or statement from a facility providing 24-hour care, if a child stays there, of the number of days per week on which they receive 24-hour care, or a statement that a child staying in a facility providing 24-hour care, including in a special school and education centre, is not receiving 24-hour care for more than 5 days per week;
 - 14) other documents, including statements necessary to establish the entitlement to benefits, e.g. marriage certificate of the student;
2. In determining the income from an agricultural holding, the family income is determined on the basis of the average number of equivalent hectares owned by the family in the calendar year preceding the academic year in which the student applies for benefits.

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3. If the student's family member obtains income outside the Republic of Poland, it is converted based on the average exchange rate for foreign currencies announced by the National Bank of Poland on the last business day of the calendar year from which the income of the family member provides the basis for establishing the entitlement of the student to benefits, with the reservation of sec. 4.
4. If a family member obtains income outside the Republic of Poland after the calendar year preceding the academic year in which the student applies for benefits, this income is converted based on the average exchange rate for foreign currencies on the last business day of the month following the month in which the income was obtained.
5. In determining the family income, the income of a missing spouse/parent is not taken into account, and in determining the income per person, this spouse/parent is not taken into account.
6. If the person (e.g. mother, father, spouse) by disappearing has determined the student's entitlement to benefits, a certificate from a relevant Police unit of the acceptance of a missing person report for the above-mentioned person is taken into account, in the case of foreigners from a relevant institution.

Art. 10

1. If a student or a family member loses income in the calendar year preceding the academic year in which the student applies for benefits, or after that year, in determining their income, the lost income is not taken into account.
2. In the event of loss of income, the entitlement to benefits is determined from the first month following the month in which the loss of income occurred, but not earlier than from the month of submitting the application.
3. The loss of income is understood as the loss of income by a student or a member of his family caused solely by:
 - 1) obtaining the right to parental leave,
 - 2) loss of unemployment benefit or grant,
 - 3) loss of employment or other gainful work,
 - 4) loss of pre-retirement allowance or pre-retirement benefit, teacher compensation benefit, as well as retirement pension, disability pension, survivors' pension or social pension
 - 5) removal of a non-agricultural business activity from the register or suspension of its performance within the meaning of Art. 16b of the Act of 20 December

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- 1990 on social insurance of farmers as amended or Art. 36aa sec.1 of the Act of 13 October 1998 on the social insurance system, as amended,
- 6) loss of sickness benefit, rehabilitation benefit or maternity benefit, due after the loss of employment or other gainful work,
 - 7) loss of adjudicated maintenance due to the death of the person liable for these benefits or loss of cash benefits paid in the event of ineffective enforcement of maintenance in connection with the death of the person liable for maintenance,
 - 8) loss of parental benefit,
 - 9) loss of the maternity benefit referred to in the provisions on social insurance of farmers,
 - 10) loss of the doctoral scholarship specified in Art. 209 sec. 1 and 7 of the Act of 20 July 2018 - Law on Higher Education and Science as amended.
4. If the student or a family member obtains income in the calendar year preceding the academic year in which the student applies for the benefit, in determining the income achieved this year, the income is divided by the number of months in which the income was obtained, if this income is obtained on the day of submitting the application for a grant.
 5. If the student or family member obtains income after the year preceding the academic year in which the student applies for the benefit, their income is determined based on the income increased by the amount of income obtained from the month following the month in which the income was obtained, if this income is obtained on the day of submitting the application.
 6. If obtaining income results in the loss of the right to a grant (or its reduction), the benefit is not granted or is reduced starting from the month following the first month from the month in which the income was obtained.
 7. The obtainment of income is understood as the obtainment of income by a student or a member of his family caused solely by:
 - 1) end of parental leave,
 - 2) obtainment of unemployment benefit or grant,
 - 3) obtainment of employment or other gainful work
 - 4) obtainment of pre-retirement allowance or pre-retirement benefit, teacher compensation benefit, as well as retirement pension, disability pension, survivors' pension or social pension
 - 5) commencing of a non-agricultural business activity or recommencing its performance after the suspension period within the meaning of Art. 16b of the

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- Act of 20 December 1990 on social insurance of farmers as amended or Art. 36aa sec. 1 of the Act of 13 October 1998 on the social insurance system, as amended,
- 6) obtainment of sickness benefit, rehabilitation benefit or maternity benefit, due after the loss of employment or other gainful work,
 - 7) obtainment of parental benefit,
 - 8) obtainment of the maternity benefit referred to in the provisions on social insurance of farmers,
 - 9) obtainment of the doctoral scholarship specified in Art. 209 sec. 1 and 7 of the Act of 20 July 2018 - Law on Higher Education and Science as amended.
8. The provisions on the loss and obtainment of income shall not apply to income from employment or other gainful work and income from deregistration or commencing of a non-agricultural business activity if, within 3 months from the date of loss of income, income was obtained from the same employer or contractor or ordering party, or non-agricultural business activity was recommenced.
9. A student receiving a social scholarship is required, under pain of disciplinary liability and repayment of the received benefits, to immediately notify an employee of the dean's office of any changes in the number of family members, receipt of income or other circumstances resulting in losing the right to the benefit or a change in the amount of the benefit received.
10. A student who has obtained or lost income during the semester shall submit an application to the dean's office for the recalculation of income (Appendix No. 9 - obtainment of income or Appendix No. 10 - loss of income).

Art. 11

1. The Dean or Vice-Dean, acting under the authority of the rector, or the Faculty Grant Committee or the Appeal Faculty Grant Committee, shall refuse to award a maintenance grant to a student whose monthly income per person in the family does not exceed the income criteria (specified in Art. 8 sec. 1 point 2 of the Act of 12 March 2004 on social assistance as amended) if they fail to attach to the application for a maintenance grant a certificate from a social assistance centre, and if the social assistance centre was converted then from a social services centre, of the income and financial situation of their family.
2. The dean or vice-dean, based on the authorization given by the rector, or the Faculty Scholarship Committee or the Faculty Scholarship Appeal Committee,

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may grant a student a social scholarship in the case referred to in section 1, if the reasons for not attaching to the application for a social scholarship of a certificate from a social welfare center, or in the case of transformation of a social welfare center from a social services center, about the income and financial situation of the student and the student's family were justified and the student documented the sources of maintaining their family.

3. A student whose income per family member does not exceed the amount specified in Art. 8 sec. 1 point 2 of the Act of 12 March 2004 on social assistance as amended, and who has not obtained a certificate from a social assistance centre, and if the social assistance centre was converted then from a social services centre, of their and their family's income and financial situation, is obliged to submit a statement on the reason for failure to attach the aforementioned certificate referred to in sec. 1, (Appendix No. 11) together with documents confirming the family's sources of income.

V. RECTOR'S SCHOLARSHIP

Art. 12

1. The rector's scholarship may be granted to a student who has achieved outstanding academic results, scientific or artistic achievements, or competitive sporting achievements of at least national level.
2. A student may apply for the rector's scholarship not earlier than after completing the first year of studies, with the exception of the students mentioned in sec. 3, and sec. 6.
3. The rector's scholarship shall be granted to a student admitted to the first year of studies in the year of passing the secondary school leaving examination, who is the winner of an international secondary school contest or the winner or finalist of a secondary school contest at the central level, as referred to in the regulations on the education system; a medalist in a sports competition for at least the title of Polish Champion in a given sport, as referred to in the regulations on sports.
4. The student specified in sec. 3, shall attach to the application for the rector's scholarship the relevant documentation confirming the above-mentioned achievements.
5. Application for the rector's scholarship is available for students on the basis

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of the grade point average and achievements in the academic year preceding the scholarship grant, during course of studies.

6. First year students of second cycle studies may apply for the rector's scholarship on the basis of the grade point average and achievements in first-cycle studies, in the previous academic year.

7. The student loses the right to receive the rector's scholarship on the last day of the month in which a transfer to another field of study took place.

8. Rector's scholarships are awarded to the number of no more than 10% of students of each field and level of studies (first-cycle, second-cycle and long-cycle studies) offered at the university, according to the state on the 20th day of the academic year that has begun, except second-cycle studies, for which the number of students in the summer semester is determined according to the state on the 20th day of the semester that has begun. The dean provides written information on the number of students in particular fields and levels of studies to the Student Affairs Centre no later than on the 25th day of the year or semester that has begun, respectively. If 10% of students of a given field or level of studies constitutes a fraction, it shall be rounded up to a whole number, with the reservation of sec. 9.

9. Students specified in sec. 3 are not taken into account when determining the number of students to receive the rector's scholarship.

10. If the number of students in a given field and level of studies is lower than 10, the rector's scholarship may be granted to 1 student.

11. If, after determining the number of 10% of students in a particular field of study and level of study, the ranking list includes a group of applicants with the same number of points, which would cause the limit referred to in section 8 to be exceeded, then an additional criterion determining the selection of students who will receive the rector's scholarship in this group will be determined by their grade average.

12. If, after applying the additional criterion referred to in section 11, there remains a group with the same number of points and grade average, which would cause the above-mentioned limit to be exceeded, none of the persons in this group will be entitled to receive the benefit.

13. The rector's scholarship is granted upon a justified and complete request of the student. To the application, the student shall attach copies of the documents confirming the achievements (see the template - Appendix No. 12 and 12a). If a copy is submitted, the student shall provide the original documents for inspection

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in order to validate the conformity of the documents with the original documents.

14. The student is required to report all achievements in the application for rector's scholarship. Achievements submitted after the application deadline will not be granted points.

15. The rector's scholarship may not be granted to a student who, at the time of processing the application, has a conditional entry or was on leave in the previous academic year.

16. The Rector's scholarship shall not be granted to a student who resumed studies in the academic year of the scholarship grant, after prior removal from the record of students, in particular to a student resuming studies in order to take the diploma examination, after prior removal due to failure to submit a diploma dissertation or diploma examination within the time specified in the study programme.

17. A student who has obtained grades in courses at another university is required to provide, along with the application, copies of the following documents, certified by an authorised person from the university where the student completed these courses: student's academic progress reports, transcript of academic records, the diploma supplement or a list of grades together with the grading scale used at the university. For students admitted from another university, if the grading scale at the university from which they were admitted is wider than the grading scale at the Wrocław University of Environmental and Life Sciences, the following is adopted:

- 1) for a grading scale to 5.50 - the grade point average for the last year of first-cycle studies is divided by the coefficient of 1.1;
- 2) for a grading scale to 6.00 - the grade point average for the last year of first-cycle studies is divided by the coefficient of 1.2;
- 3) calculation of grades for students who completed their studies abroad or were transferred from a foreign university, if the grading scale was different - the grade point average is determined through the comparison of the grades obtained against the scale applicable at the university, which is made based on agreements concluded between the University and the university or a partner institution abroad. Detailed rules for the organisation of exchange programmes are specified in separate regulations.

18. The grade point average is calculated using the arithmetic mean of all grades obtained for completing the individual courses provided in the study programme(s) for the academic year for which the student is applying for a

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scholarship.

19. The grade point average does not include grades for courses that make up educational arrears and gaps (curriculum differences) from previous years of study or in case of transfer from another university/field of study, as well as grades for extracurricular courses and courses completed in advance.

20. A student applying for the rector's scholarship for outstanding academic results must obtain the grade point average, referred to in sec. 18, of no less than 4.20.

21. An employee of the dean's office confirms the grade point average obtained by the student in the previous academic year and whether the student fulfils all the formal conditions required to apply for the rector's scholarship, with the exception of the students specified in sec. 3.

22. The grade point average, referred to in sec. 18, shall be converted into points according to the following scale:

4.20 - 4.30	- 1
4.31 - 4.40	- 2
4.41 - 4.50	- 3
4.51 - 4.60	- 4
4.61 - 4.70	- 5
4.71 - 4.80	- 6
4.81 - 4.90	- 8
4.91 - 5.00	- 10

Art. 13.

1. The amount of the rector's scholarship depends on the number of points obtained.

Category I	above 30 points
Category II	11 - 30 points
Category III	1 - 10 points

2. The students specified in Art. 12 sec. 3 receive the rector's scholarship according to Category I specified in sec. 1.

Art. 14

1. Definitions:

1) **A scientific monograph** - a peer-reviewed book publication that presents a

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specific issue in an original and creative way, employing footnotes, a bibliography or other scientific apparatus appropriate for a given discipline.

- 2) **A scientific article** - a peer-reviewed article published in a scientific journal or in peer-reviewed materials from an international scientific conference that presents a specific scientific issue in an original and creative, problem-oriented or cross-sectional way, employing footnotes, bibliography or other scientific apparatus appropriate for a given discipline.
- 3) **Scientific conference** - a scientific meeting in an open-access location, during which at least 5 papers are delivered by at least 5 different speakers and which has a scientific committee consisting of at least 1 researcher with at least habilitated doctor degree, organised (co-organised) by a scientific centers, such as universities, institutes and units of the Polish Academy of Sciences, scientific societies, scientific and technical federations (e.g. NOT).

The so-called *predatory conferences* organized by private companies are not considered scientific *conferences*.

A predatory conference is characterized, in particular, by:

- lack of a reliable review process for papers/appearances,
- lack of information about the conference on the website of the scientific society/academic institution,
- various subject areas,
- virtual character,
- attracting participants with the possibility to receive scholarship-related points,
- sponsorship of the conference by its organizer,
- the conference organizer, the editor of the post-conference volume, the plenary speakers are all affiliated with a predatory journal/predatory conference,
- describing the conference as "international" even though the conference organizers/participants are mostly from one country,
- accepting electronic speeches that are not presented before any audience,
- using students as reviewers of submitted speeches/post-conference publications,
- the conference participant provides the organizers with a review of the speech /post-conference publication,
- the conference organizer, the owner of the company organizing the conference

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- or their employees, review conference submissions,
- reviewers review abstracts of speeches/publications beyond the scope of their competence,
 - conference organizers independently create an "institute", a "center", a "foundation", i.e. an organization of shell character to legitimize conference activities in order to inspire confidence in potential conference participants.
- 4) **International conference** - a scientific conference at which at least 1/3 of the speakers represent foreign research centres (from at least 3 different countries) and deliver scientific papers. The above-mentioned number of speakers does not include foreign students participating in student exchanges.
 - 5) **Polish national conference** - a scientific conference in which at least 5 speakers from various academic centres actively participate and deliver scientific papers. This category does not include students participating in student exchanges.
 - 6) **Student conference** - a scientific conference at which at least 3/4 of the active participants are students.
2. Points for scientific achievements are awarded according to the following rules:

The table shows the maximum number of points that can be earned for each type of scientific achievement

achievement type		the maximum number of points that can be earned for the given achievement type
1)	Scientific projects	25
2)	Publications	100
3)	Active participation in conferences	10
4)	Participation in contests, competitions and science olympiads	15
5)	Authorship of a patent or utility model	15

3. Points for scientific achievements are awarded in accordance with the following rules:

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1) Participation in scientific projects.

Participation in a project shall not be awarded points if it was the basis for obtaining credit for a course that the student pursued as part of the study programme or it is a part of the research related to the preparation of the diploma dissertation.

project type		number of points	documentation/confirmation method
a)	project carried out as part of student research club activities	5	the student shall attach a certificate from the supervisor of the research club containing information about the period of participation in the project, the number of people involved in the project, the function performed by the student, as well as a description of the tasks performed and a report.
b)	scientific project funded from the university's internal resources under the programmes for developing students' scientific activity or obtained by the University from sources other than listed in point c and d	7	the student shall attach a certificate from the manager of the project containing information about the period of participation in the project, the number of people involved in the implementation of the project, the function performed by the student as well as a description of the tasks performed, and a report or a copy of the contract (if applicable)
c)	Scientific project funded by external	30	

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	scientific and research centres (e.g. NCN, NCBiR, PAN) and FNP, MEiN, NAWA		
d)	Scientific implementation project carried out in cooperation with the economy	30	

2) Scientific publications

	publication type	number of points	documentation/confirmation method
a)	publication of a peer-reviewed scientific article in a scientific journal or peer-reviewed materials from international conferences listed on the list of scientific journals announced in a regulation of the minister	the number of points awarded is equal to the number of points that was assigned to a given journal on the list	the student shall attach copies/printouts of the first page of the publication including its title and the author's name (or the table of contents with the title of the publication and the author's name), the title page of the journal and the imprint of the journal containing the ISSN/ISBN number, or DOI in the case of an electronic journal, and the date (at least the month) of the publication

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	responsible for higher education and science		
b)	publication of a peer-reviewed scientific article in a journal not on the list of scientific journals announced in a regulation	10	
	of the minister responsible for higher education and science		
c)	publication of a peer-reviewed scientific article in electronic form (e.g. on a website of a scientific centre, specialised or professional publications)	7	
d)	publication of a peer-reviewed	5	

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	<p>scientific article in a university journal of a student scientific movement or in a post-conference publication</p>		
e)	<p>publication of a peer-reviewed scientific book/ monograph or academic textbook authored by the student, not on the current list of publications announced in a regulation of the minister responsible for higher education and science</p>	10	<p>the student shall attach a copy of the title page and the imprint containing the ISBN number and the date (at least the month) of the publication</p>

f)	<p>publication of a peer-reviewed scientific book/monograph or academic textbook, authored by the student, on the current list of publishing houses announced in a regulation of the minister responsible for higher education and science</p>	80	
g)	<p>publication of a peer-reviewed chapter in a scientific book/monograph or an academic textbook not on the current list of publishing houses announced in a regulation of the minister responsible for higher education and science</p>	5	<p>the student shall attach a copy of the title page and the imprint containing the ISBN number and the date (at least the month) of the publication, and the title page of the chapter with the author's name or a table of contents with the chapter title and author's name</p>

h)	publication of a peer-reviewed chapter in a scientific book/monograph or an academic textbook on the current list of publishing houses announced in a regulation of the minister responsible for higher education and science	10	
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3) International and national conferences

conference type	number of points	documentation/confirmation method
a)	presentation in the form of a paper or poster at an international conference	active participation in the conference must be documented with a certificate issued by the conference organiser containing information about the date, place and scope of the conference as well as the title of the paper or poster
b)	presentation in the form of a paper or poster at a Polish national conference	

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c)	presentation in the form of a paper or poster at an international student conference and receiving an award	3	
d)	presentation in the form of a paper or poster at an international student conference	2	
e)	presentation in the form of a paper or poster at a Polish national student conference and receiving an award	2	
f)	presentation in the form of a paper or poster at a Polish national student conference	1	

- If the same work has been presented at several conferences, the points are awarded only once, using the score most favourable for the student.
- If a student reports a post-conference publication as an achievement, the points for active participation in the conference are not awarded.

4) Participation in contests, competitions and science olympiads.

type of achievement	number of points
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a)	participation in an international contest, competition or science olympiad and taking the 1st, 2nd or 3rd place	15
b)	participation in an international contest, competition or science olympiad and receiving a distinction	8
c)	participation in a Polish national contest, competition or science olympiad and taking the 1st, 2nd or 3rd place	4

5) Authorship of a patent or utility model

type of achievement		number of points
a)	patent authorship	15
b)	authorship of a utility model	15

6) Other outstanding scientific achievements - 1 point.

4. The scientific achievements referred to in sec. 2 and 3 should be:

- 1) related to the course of study in which the student is applying for a rector's scholarship excluding the students referred to in Art. 12 sec. 6, or
- 2) carried out at the request of UPWr, or
- 3) related to the representation of UPWr.

5. In the case of team scientific achievements, the number of points achieved is:

- 1) 75% of the point value set for the achievement if it involves 2 people,
- 2) 50% of the point value set for the achievement if it involves 3 people,
- 3) 30% of the point value set for the achievement if it involves 4 or more people.

6. Points for sports achievements are awarded according to the following rules:

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type of achievement		number of points
1)	winning a medal in the Olympic Games	21
2)	participation in the Olympic Games	17
3)	participation in the World Championships, Continent Championship, World Cup, World Academic Championships	I - III 15

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	Universiade, European Championships, European Cup, European Academic Championships and taking places	IV-V	12
		VI - VIII	9
4)	participation in the Polish Championships, the Polish Cup, Polish Academic Championships in the general classification and taking places	I	6
		II - III	5
5)	participation in the Polish Academic Championships in a particular type of university and taking places	I	4
		II-III	3

- a) when granting the scholarship, only results achieved in competitions organised or co-organised by the Polish Olympic Committee, sports associations included in the announcement of the Minister of Sport and Tourism and the Academic Sports Association will be taken into account. When granting the scholarship, the results achieved in the competitions specified in sec. 6 points 1 - 5 organised or co-organised for people with disabilities by the Polish Paralympic Committee, the Polish Sports Association for the Disabled "START" and the Special Olympics Association Poland will also be taken into account,
- b) when awarding the scholarship, the results achieved in amateur competitions will not be taken into account, with the exception of the cycle of Academic Championships of Poland and Cups, which are organized by the University Sports Association (AZS),
- c) In determining the number of points entitling the student for the rector's scholarship on the basis of the sports achievement criterion, only the highest-scoring sports achievement is taken into account. Points for individual sports achievements are not added up.

7. Sports achievements referred to in section 6 should be:

- 1) carried out on behalf of Wrocław University of Environmental and Life Sciences (UPWr) or an Academic Club of The University Sports Association (AZS - Akademicki Związek Sportowy), or

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- 2) related to the representation of UPWr.

The above restrictions do not apply to winning a medal in the Olympic Games, participation in the World Championships and participation in the Poland Championships, the Polish Cup, the Polish Academic Championships, taking into account section 6 point a.

8. In the case of team achievements in international or national competition in team sports, the number of points achieved is 60% of the point value set for the achievement. In other disciplines for the scholarship, achievements are treated as individual (e.g. 4 x 100m relay).
9. Points for artistic achievements are awarded according to the following rules:

type of achievement			number of points
1)	participation in international competitions, festivals, reviews and being ranked	I	12
		II-III	10
		IV-V	8
2)	participation in international competitions, festivals, reviews and being ranked	I	7
		II-III	6
		IV-V	5
3)	participation in regional competitions, festivals, reviews and being ranked	I - III	3
4)	other outstanding artistic achievements		1

10. Artistic achievements referred to in section 9 should be:

- 1) organised by cultural institutions;
- 2) related to the course of study in which the student is applying for a rector's scholarship, or
- 3) carried out at the request of UPWr, or

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- 4) related to the representation of UPWr.
11. Artistic achievements listed in section 9, including those organized for people with disabilities, must be formalized, i.e. they must have a specific title and subject as well as conditions for participation, including participants judged by a jury.
12. When determining the number of points for the rector's scholarship on the basis of an artistic criterion, only the highest scoring artistic achievement is taken into account. Points for individual artistic achievements are not added up.
13. In the case of team artistic achievements - the number of points achieved is:
 - 1) 75% of the point value set for the achievement if it involves 2 people,
 - 2) 65% of the point value set for the achievement if it involves 3 - 6 people,
 - 3) 40% of the point value set for the achievement if it involves 7 - 9 people,
 - 4) 30% of the point value set for the achievement if it concerns 10 or more people.

§ 15

1. In team achievements, points are calculated rounded up to the nearest whole number with 0.5 points or more, the student is credited with no less than 1 point.
2. Each criterion taken into account when awarding rector's scholarship is assessed separately by using a point scale. The components of each criterion are converted into full points.
3. In the full evaluation of a student's achievements, points obtained in particular criteria allowing the student to apply for the rector's scholarship are added up to the threshold specified for academic achievements in § 14 sec. 2, for sport achievements in § 14 sec. 6 point c), for artistic achievements in § 14 sec. 12.

§ 16

The achievements taken into account when awarding points to apply for the rector's scholarship do not include:

- 1) grade point average obtained as a result of the implementation of subjects in another field of study, excluding Art. 12 sec. 6;
- 2) participation in non-scientific projects;
- 3) non-scientific publications (e.g. conference report);
- 4) articles or publications that are under review or that have not yet been published after a positive review;
- 5) passive participation in symposia, conferences and scientific sessions;
- 6) participation in open lectures, workshops or panel meetings and in meetings with representatives of companies or institutions;
- 7) participation in competitions, festivals and qualifying rounds to competitions and festivals - without achievements (not taking points and no distinctions);
- 8) participation in organizational works of scientific conference committees;
- 9) domestic and foreign internships included in the study programme;
- 10) as part of voluntary work (excluding studies in research projects);
- 11) organizational work in the structure of the student government, university student organizations, associations, foundations;
- 12) participation in student exchange, e.g. Erasmus+.

VI. SCHOLARSHIP FOR STUDENTS WITH DISABILITIES

§ 17

1. A scholarship for people with disabilities may be awarded to a student who has a disability certificate, or a certificate of the degree of disability or a certificate referred to in art. 5 and art. 62 of the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities as amended.
2. The amount of scholarship for people with disabilities depends on the degree of disability.
3. If the disability arose during studies or after obtaining a professional title, the student may receive a scholarship for

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people with disabilities for an additional period of 12 semesters. The provisions of Art. 4 sec. 2 and sec. 4 shall apply respectively.

4. If a disability certificate referred to in section 1 has been issued for a period shorter than an academic year, the decision on granting a scholarship for people with disabilities shall be issued by the last day of the month in which the validity of the certificate expires.
5. If the decision to award a scholarship for disabled people expires during the academic year due to the expiry of a document certifying disability or a new assessment of disability or degree of disability continuing the previous document, the right for a scholarship for disabled persons is awarded from the first day of the month following the month in which the previous decision expired, provided that the student applies for the scholarship for disabled persons within three months of the expiry of the previous decision to award the benefit.
6. The application referred to in Art. 3 sec. 1 shall be accompanied by a statement about meeting the conditions to receive the benefits for students (Appendix No. 2).

VII. BENEFITS/ALLOWANCES

§ 18

1. An allowance may be given to students who are temporarily in a difficult life situation.
2. Circumstances resulting in a difficult life situation may include in particular: the death of a parent, spouse or a child, loss of a permanent source of income or a random event causing temporary difficulties in studying, student's or his family member's illness, giving birth to a child, the need to care for a sick family member, theft, damage caused by fire, natural disaster or other catastrophe.
3. The application for allowance, with a statement about meeting the conditions to receive the benefits for students (Appendix No. 2), after previously filling it in USOS, should be submitted immediately, but no later than within 3 months from the date of the event entitling to granting the benefit, unless the applicant proves and documents that for reasons beyond his control it was impossible to submit the application within this period.

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4. The application of a student applying for assistance should be documented with appropriate certificates or statements confirming a difficult life situation.
5. The allowance may be awarded no more than twice in an academic year, subject to Art. 23 sec. 3. For the same title, a student may receive the allowance only once, except in the case of a serious illness of the student. An allowance may only be granted once on the basis of the same facts.
6. In the event of doubt, the dean or the vice-dean may request an opinion from the social welfare centre, or, in the case of the transformation of the social welfare centre to a social services centre appropriate to the student's place of residence, taking them into account in the proceedings.
7. During a period of restriction or suspension of the operation of the university, the allowance shall be granted by the dean or the vice-dean acting under the authority of the rector. The provisions of section 5 and the provisions of the Administrative Procedure Code shall not apply.

VIII. MINISTERIAL SCHOLARSHIP

§ 19

1. The ministerial scholarship may be awarded to a student who demonstrates significant scientific or artistic achievements related to studies or significant sports achievements.
2. The scholarship is awarded by the minister in charge of higher education and science at the request of the university rector, recommended by the dean of the faculty.
3. The scholarship is awarded for the academic year.

IX. ACCOMMODATION IN STUDENT DORMITORY

§ 20

1. A student may apply for:
 - 1) accommodation in a student dormitory, including a personal assistant for a person with a disability,
 - 2) accommodation of a spouse or child in a student dormitory.

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2. Matters related to accommodation in a dormitory are regulated by separate orders of the Rector.

**X. BENEFITS FOR DOCTORAL STUDENTS WHO STARTED DOCTORAL
STUDIES BEFORE THE ACADEMIC YEAR
2019/2020**

§ 21

1. In the period from 1 October 2019 to 31 December 2023, the provisions of these Regulations regarding the granting of benefits referred to in § 1 section 3 points 1, 2 and 3 shall apply accordingly to doctoral students who started doctoral studies before the 2019/2020 academic year.
2. The Rector, in agreement with the competent body of the doctoral students' government, shall determine the amount of the scholarships referred to in § 1 section 3 points 1, 2, 4 and the amount of income per person in the doctoral student's family entitling to a social scholarship, taking into account the provisions of §1 section 2 of these Regulations.
3. Decisions on benefits referred to in § 1 section 3 points 1, 2 and 3 shall be granted by the dean or the vice-dean, on the basis of the authorisation given by the rector, on the basis of the doctoral student's application submitted to the relevant dean's office in person or sent by post. A doctoral student may request a reconsideration of the dean's decision, which he or she shall submit to the dean's office within 14 days of receiving the decision.
4. A doctoral student may appeal against the Rector's decision concerning the benefits referred to in section 3 to the Provincial Administrative Court, which shall be submitted within 30 days of the date of receipt of the decision at the dean's office.
5. The benefits referred to in § 1 section 3 points 1, 2 and 4 are paid monthly, with the payment for October and November being made jointly in November.
6. The doctoral student loses the right to financial benefits, referred to in §1 section 3 in the case of:
 - 1) removal from the list of participants of the doctoral studies;
 - 2) resignation from doctoral studies;

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- 3) obtaining the doctoral degree:
- 4) punishing a doctoral student with a disciplinary penalty by a disciplinary commission for doctoral students.
7. A doctoral student undertaking more than one doctoral study at the same time may receive a social scholarship, special scholarship for people with disabilities, an allowance, the rector's scholarship and ministerial scholarship for outstanding achievements only in one of those studies indicated by the student.
8. The social scholarship is awarded upon the doctoral student's written request for the semester:
 - 1) winter (period: October - February),
 - 2) summer (period: March - July).
9. Following the end of the winter semester, a doctoral student receiving a social scholarship in that semester, if their financial situation has not changed, shall submit to the dean's office, by the end of February, a relevant statement (Attachment No. 7), without the need to submit new certificates.
10. If the application is submitted during the semester, the scholarship may be granted if financial capacity allows. In such a case, entitlement to the scholarship shall be established from the month of submission of the complete application, unless the reason was beyond the control of the doctoral student. In such a situation, the right to a scholarship may be established from the month of the occurrence of circumstances affecting the right to a scholarship, but not earlier than from the beginning of the semester.
11. The scholarship for people with disabilities is awarded for the period of validity of the disability degree certificate, but not longer than 10 months in a given academic year.

§ 22

1. The rector's scholarship is awarded for a period of up to 10 months. The rector's scholarship may be awarded to a doctoral student who, in the academic year preceding the award of the scholarship, fulfilled all of the following conditions:
 - 1) obtained very good or good results in the examinations included in the doctoral study programme,

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- 2) demonstrated progress in scientific work and preparation of a doctoral dissertation, opened his/her programme by the end of the fourth semester of his/her studies, and in justified cases, in particular in the case of a long-term illness, change of the research tutor or change of the topic of the doctoral dissertation - by the end of the fifth semester,
 - 3) during his/her doctoral studies he/she showed particular commitment to didactic work, which should be understood as obtaining a positive assessment from the head of the organizational unit for preparing teaching materials for the subjects he taught.
2. The doctoral student is assessed on the basis of:
 - 1) doctoral student evaluation sheet (Appendix No. 2 to the Order No. 34/2012 of the Rector of Wrocław University of Environmental and Life Sciences of 8 March 2012 on the documentation of the course of doctoral studies as amended);
 - 2) detailed criteria for awarding a scholarship to the best doctoral students defined by faculty councils before the beginning of the 2019/2020 academic year, which shall remain in force until 31 December 2023.
 3. Detailed criteria should include:
 - 1) a list of criteria with their respective scores,
 - 2) the minimum number of points entitling a doctoral student to receive a scholarship for the best doctoral students, hereinafter referred to as the limit score.
 4. A doctoral student applying for a scholarship shall submit a doctoral student assessment card for the previous academic year, as well as the student's transcript and application form (appendix no. 13) in person or by mail to the head of the doctoral studies by 5 October (the date of receipt at the University is decisive).
 5. Doctoral Scholarship Commissions established at the faculties assess the quality of the required documents and prepare ranking lists separately for each academic discipline in which doctoral studies are conducted, including participants of all years of doctoral studies.
 6. The chairman of the Doctoral Scholarship Committee submits a list of doctoral students to the Rector indicating those recommended

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- to be granted the rector's scholarship, the protocol of the committee's meeting and the assessed scholarship applications by 20 October.
7. The Rector shall award a scholarship on the basis of ranking lists to a doctoral student who has achieved the highest position on the ranking list in a scientific discipline in a given year of doctoral studies, the provision shall apply subject to section 10 and 11.
 8. A doctoral student has the right to apply for reconsideration to the Rector, which he/she submits to the Science Department within 14 days of receiving the decision.
 9. The doctoral student has the right to lodge a complaint against the rector's decision on the award of the rector's scholarship to the Provincial Administrative Court within 30 days from the date of receipt of the decision at the Department of Science.
 10. The rector's scholarship is awarded to a doctoral student who meets all of the following conditions:
 - 1) obtained the highest number of points on the ranking list (it is in the first position on the ranking list), drawn up in a given scientific discipline for each year of doctoral studies,
 - 2) obtained a number of points higher than or equal to the limit score.
 11. The Rector may grant the Rector's scholarship to a greater number of doctoral students than specified in section 7, provided that the doctoral student:
 - 1) obtained a number of points higher than or equal to the limit score.
 - 2) obtained a number of points equal to or higher than 50% of the number of points obtained by a doctoral student from the first position on the ranking list for a given discipline in particular years of study.

XI. SPECIFIC PROVISIONS

§ 23

1. A citizen of Ukraine, whose stay is considered legal, according to Article 2 of the *Act on Assistance to Citizens of Ukraine in Connection with the Armed Conflict on the Territory of that State of 12 March 2022*, being a student, may apply for the social scholarship referred to in § 1, section 3, item 1.
2. A citizen of Ukraine, referred to in section 1, applying for a social scholarship, must submit a statement on their family and financial situation.

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3. The limitation on the number of benefits referred to in § 18 section 5 does not apply to the citizens of Ukraine referred to in section 1.

XII. FINAL PROVISIONS

§ 24

If circumstances of the case affect the entitlement to the benefit require confirmation by a document other than those listed in these regulations, including a statement, UPWr may request such a document.

§25

1. When granting benefits to students, UPWr complies with the principle of equal access to benefits and openness of activities as far as the work of the rector/scholarship committee is concerned, maintaining the protection of personal data resulting from separate regulations.
2. The right to interpret the provisions of these regulations belongs to the Rector.
3. The Rector supervises the compliance with the provisions of these regulations.
4. Model applications and statements for benefits are available on the UPWr website.
5. Appendices:
 - a) appendix No. 1: Application for an internship scholarship;
 - b) appendix No. 2: Statement of eligibility for student benefits;
 - c) appendix No. 3. List of incomes of the respective family members;
 - d) appendix No. 4: Statements of family members on the amount of income not subject to personal income tax;
 - e) appendix No. 5: Statement of residence in a dormitory;
 - f) appendix No. 6: Statement that the student does not have a joint household with any of their parents or legal or actual guardians;
 - g) appendix No. 7: Statement of financial situation;
 - h) appendix No. 8: Statement of no income for the tax year;
 - i) appendix No. 9 Application for conversion of income due to its acquisition;
 - j) appendix No. 10: Application for conversion of income due to its loss,
 - k) appendix No. 11: statements on the reason for not attaching a certificate from a social welfare center;
 - l) appendix No. 12: Application for rector's scholarship;
 - m) appendix No. 12a List of student's achievements;
 - n) appendix No. 13: Application for rector's scholarship for doctoral

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students.

6. Appendices No. 1 to No. 14 constitute an integral part of these Regulations.
7. These Regulations shall come into force on 1 October 2022.

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