

Regulations of benefits for students and PhD students of the Pomeranian University in Słupsk

Appendix No. 1 to the order No. R.021.107.21 of September 6, 2021

STATUTE

BENEFITS FOR STUDENTS AND PhD STUDENTS OF THE POMERANIAN ACADEMY IN SŁUPSK

Benefits regulations for students of the Pomeranian University Słupsk, hereinafter referred to as the University, were developed on the basis of the Act of July 20, 2018 - Education Law, higher education and science (Journal of Laws of 2018, item 1668, as amended).

1. GENERAL PROVISIONS

§ 1

1. The benefits regulations, hereinafter referred to as the Regulations, define the criteria and forms of benefits for students and PhD students and the rules for their awarding.
2. The provisions of these Regulations apply to PhD students who started their PhD studies before the academic year 2019/2020.
3. Whenever these Regulations refer to a student, it shall also be understood as meaning PhD student, except where otherwise provided for in the Regulations.
4. The funds allocated for this purpose in the state budget are used to create the Pomeranian University Scholarship Fund.
5. Benefits may be granted to a student / PhD student of the Pomeranian University in Słupsk, who meets the conditions set out in the Act of 20 July 2018 - Education Law higher education and science (Journal of Laws of 2018, item 1668, as amended) and in these Regulations.

§ 2

1. A student/PhD student may apply for:
 - 1) a social scholarship;
 - 2) a scholarship for disabled people;
 - 3) a rector's scholarship;
 - 4) student aid;
 - 5) a scholarship financed by a local government entity;
 - 6) a scholarship for academic or sports results financed by a natural person or a legal entity which is not a state or local government legal entity.
2. Granting a benefit referred to in para. 1 points 1-4, or its refusal, is exercised by means of an administrative decision.
3. The scholarships referred to in para. 1 points 1-4 are granted by the Rector upon a complete application of the interested student, submitted to the Student Affairs Office - Social Aid Section.
4. The minister shall approve the rules for granting a scholarship referred to in para. 1 point 6.

§ 3

1. A student taking several fields of studies at the same time may receive a social scholarship, a scholarship for the disabled or a rector's scholarship but will only get support for one chosen field of studies.
2. Application for a social scholarship, increasing a social scholarship in particularly justified cases, a scholarship for people with disabilities, a rector's scholarship and the grant application are submitted to the Student Affairs Office - social assistance section.
3. The deadlines for submitting applications for a social scholarship and a scholarship for persons with disabilities:
 - **for the winter semester - from 1 October, 2021 to 8 October, 2021**
 - **for the summer semester - from 1 March, 2022 to 7 March, 2022**

4. The deadlines for submitting applications for a Rector's scholarship:

1) for students

- for the winter semester - from 2 November to 8 November, 2021,
- for the summer semester - from 1 April to 8 April, 2022.

2) for PhD students

- for the academic year - from 2 November to 8 November, 2021.

5. An employee of the Student Affairs Office confirms the date of receipt of the documents. Consideration of the application is made after submitting a complete set of documents.

6. Applications submitted after the deadline specified in section 3 point 1 will be accepted from 1 December to 6 December, 2021 and considered in the same month.

7. Applications submitted after the deadline specified in section 3 point 2 will be accepted from 1 April to 8 April, 2022 and considered in the same month.

8. Applications for a Rector's scholarship submitted after the deadline specified in para. 4 shall be considered negatively.

9. A student / PhD student has the right to submit applications for the benefits referred to in §2 section 1 points 1, 2 and 4 until the fifth day of the month, starting in January 2022 (except March 2022), with the proviso that payment in the event of granting benefits will take place from the month in which the complete application was received, provided funds are available.

10. Applications for benefits submitted after the deadline specified in section 9 will be considered within 30 days from the date of submission of a complete application.

11. A student admitted to study in October (March) after the appeal proceedings or as a result of an extended recruitment may apply for the grant of a social scholarship, increasing a social scholarship or a scholarship for disabled people for a given academic year by the end of October (March). Benefits within the scope of the submitted application are then granted starting from the month in which the application was submitted, i.e. from October (March).

§ 4

1. A social scholarship is awarded for 9 months (from October to June) with the possibility of extending it for one month. If the final year of study, in accordance with the schedule, lasts only one semester - the scholarship is then awarded for a period of 5 months (from October to February).
2. A rector's scholarship for students is awarded for a semester, and a rector's scholarship for PhD students for the academic year (from October to June).
3. A scholarship for people with disabilities is awarded for the period of validity of the decision confirming disability, but not longer than 9 months with possibility of extension for one month.
4. A social scholarship for an increased amount is granted for the period specified in the scholarship decision, however not longer than 9 months with the possibility of extension for one month.
5. An Allowance which is a one-off payment may be granted to a student / PhD student no more than twice in an academic year.
6. The decision to start the payment of a tenth scholarship is made by the Rector in agreement with the student and the government or the PhD student and the government.
7. Benefits will be paid by the end of each month subject to:
 - social scholarships and scholarships for disabled people for October or March may be paid with a delay of one month;
 - Rector's scholarships for October and November can be paid in December, and scholarships for March and April in May.
8. The benefits referred to in § 2 para. 1 points 1-4 will be paid by bank transfer to a bank account indicated by the student / PhD student in their application.
9. A breach in the award procedure which may have an impact on the decision of the award or its amount will result in the suspension of the granted aid and reconsideration of the application. If, as a result of reconsideration, the decision is revoked or the amount of the benefit changes, the student is obliged to return any unduly collected benefit, unless the regulations provide otherwise, in which case the balance is paid out.

§ 5

1. Pursuant to Art. 92 section 3 of the Law on Higher Education and Science, the monthly total amount of a social scholarship and a rector's scholarship cannot be higher than 38% of a professor's remuneration established in the regulation on the amount of minimum basic monthly salary for a professor at a public university.
2. In the event of exceeding the total amount of the scholarships referred to in para. 1, the first to be reduced is the amount of the overrun of a rector's scholarship.

§ 6

1. A rector's scholarship is awarded to no more than 10% of students in a given field of study. If the number of students is less than 10%, a rector's scholarship may be granted to 1 student. Students admitted to the first year of study in the year of taking their high school leaving examination who are winners of the international Olympiad or laureates or the finalists of the Central Olympics, referred to in the regulations on the system of education, and medallists in sports competitions for the title of Master of Poland in a given sport, referred to in the regulations on sport, are not included in determining the number of students receiving a rector's scholarship.
2. The detailed criteria for awarding a rector's scholarship are set out in § 19-27.
3. The Rector, in consultation with the student government and the PhD student government, shall determine:
 - 1) the amount of income per person in the family of a student / PhD student which entitles an application for a social scholarship. The amount of the established income cannot be lower than 1.30 of the amount referred to in Art. 8 section 1 point 2 of the Act of 12 March 2004 on social assistance (i.e. Journal of Laws 2019, item 1507, as amended) and higher than 1.30 of the sum of the amounts specified in Art. 5 section 1 and Art. 6 section 2 point 3 of the Act of 28 November 2003 on family benefits (i.e. Journal of Laws 2018, item 2220, as amended);

- 2) distribution of funds for individual benefits;
 - 3) income thresholds and the amount of social benefits in individual thresholds;
 - 4) the amount of any increase in a social scholarship depending on the specific cases referred to in §10 section 6;
 - 5) the amount of a scholarship for people with disabilities, taking into account the degree of disability;
 - 6) the amount of a rector's scholarship;
 - 7) the maximum amount of the allowance.
4. The amounts referred to in subparagraph 3 are determined after an analysis of the University's financial situation.

§ 7

1. Students who are:

- 1) candidates for professional soldiers or professional soldiers who undertook studies on the basis of a referral by a competent military authority and received assistance in connection with receiving education on the basis of the provisions on military service of professional soldiers,
 - 2) state service officers in the candidate service or who are state service officers who undertook studies on the basis of a referral or consent of the competent superior and received assistance in connection with studying under the provisions on service
- are not entitled to the benefits referred to in § 2 nor accommodation in a student dormitory.

§ 8

1. A student simultaneously studying several fields of study may receive the benefits referred to in § 2 only for one field of study indicated by the student. The student is required to submit a declaration of not receiving a given type of scholarship for more than one field of study (this also applies

to other universities). This declaration is included in each application for a given type of scholarship.

2. The benefits referred to in Art. 86 para. 1 points 1-4 and Art. 359 para. 1 are entitlements for first-cycle studies, second-cycle studies and unified master's studies, but for no longer than a period of 6 years, should be understood as the right of students to receive the above-mentioned benefits for 6 years.
3. The benefits referred to in § 2 are not entitlements for students who already have;
 - 1) a master's degree, a master's degree in engineering or equivalent;
 - 2) a bachelor's degree, in engineering or equivalent, if they resume first-cycle studies.
4. The provisions of para. 2-3 apply to persons holding professional titles obtained abroad.
5. If any disability arose during studies or after obtaining a professional title, a student may receive a scholarship for disabled people only in one subsequent field of study, but for no longer than a period of 6 years, and this period includes the years of all subsequent studies (including each subsequent commenced and incomplete or interrupted year of study - regardless of the field of study or university), and not the years (or months) in which the scholarships were received. The above-mentioned 6-year period also expires when the student is on leave from classes, but is still studying (has the status of a student).
6. In the event of irregularities or doubts as to the legitimacy of granting any scholarship referred to in § 2 or doubts as to the payment of scholarships in the following months, the Student Affairs Office may suspend the payment of the scholarship for a specific student / PhD student until explanation of the material or didactic situation of a given student / PhD student.
7. A student / PhD student loses the right to any scholarship when the irregularities in its award are confirmed. The student shall return any funds already received under the scholarship to the account of the University's scholarship fund within 30 days of the confirmation of the irregularities in its award.
8. The reimbursement can be made in instalments at the request of the student to the Rector, which shall be submitted to the Student Affairs Office - the decision is made by the Rector.

9. Any benefit obtained by the student / PhD student on the basis of false data provided by him / her shall be fully refunded, and the case may be referred to disciplinary proceedings, and in situations which justify the suspicion of a crime having been committed, it shall be referred to law enforcement authorities.
10. Decisions in the matters referred to in para. 7 and 8 are made by the Rector.
11. A student / PhD student applying for the benefit referred to in § 2 or receiving such a benefit is obliged to immediately notify the University of the occurrence of circumstances causing the loss of the right to the benefit pursuant to sections 2-4.
12. The decision to grant benefits referred to in § 2 expires on the last day of the month in which:
 - 1) a student loses the right to the benefit due to obtaining the professional title referred to in sections 3-4;
 - 2) is removed from the list of students in the field of study in which they were receiving the benefit;
 - 3) the period referred to in para. 2 and 5.
13. A student also loses entitlement to any scholarship referred to in § 2 if:
 - 1) they graduate from university;
 - 2) they cease studying for other reasons, including resignation from studies;
 - 3) they fail to obtain credit for the semester according to the current organization of the academic year 2021/2022;
 - 4) the student's diploma examination takes place after the end of the final academic year as part of the planned course of studies;
 - 5) they have been suspended from certain student rights for a period of up to 1 year;
 - 6) they have been expelled from the University.
14. A student who has not taken up studies is not entitled to the benefits referred to in § 2.
15. Students who:

- 1) repeat a year of studies or resume studies after being removed from the list of students due to failure to complete the year, cannot receive a rector's scholarship;
 - 2) were granted a leave during the academic year - do not receive benefits from the month following the leave, subject to para. 16.
16. A student on leave referred to in § 43 of the Study Regulations of the Pomeranian University in Słupsk may only receive a rector's scholarship. Students who are on leave granted for health reasons may receive an allowance provided that they meet the conditions provided for in § 18 of the Regulations.
17. A student who was removed from the list of students and then resumed their studies has the right to re-apply for a social scholarship or a scholarship for disabled people.
18. A student who has returned from an ERASMUS + programme has the right to re-apply for a social scholarship.

§ 9

1. A foreigner may apply for a social scholarship if:
 - 1) they have been granted a permanent residence permit or are a long-term resident of the European Union;
 - 2) they have been granted a temporary residence permit in connection with the circumstances referred to in Art. 159 section 1 or Art. 186 section 1 point 3 or 4 of the Act of 12 December 2013 on foreigners (i.e. Journal of Laws of 2018, item 2094, as amended);
 - 3) they have refugee status granted in the Republic of Poland or enjoy temporary protection or subsidiary protection on the territory of the Republic of Poland;
 - 4) they have a certificate confirming knowledge of Polish as a foreign language, referred to in Art. 11a para. 2 of the Act of 7 October, 1999 on the Polish language (i.e. Journal of Laws of 2018, item 931, as amended), at the C1 language proficiency level or higher;
 - 5) they have a Pole's Card or have been issued a decision confirming their Polish origin;
 - 6) they are a spouse, ascendant or descendant of a citizen of the Republic of Poland living in the territory of the Republic of Poland;
 - 7) they have been granted a temporary residence permit in connection with the circumstances referred to in Art. 151 para. 1 or Art. 151b para. 1 of the Act of 12 December 2013 on foreigners, or they are staying on the territory of the

Republic of Poland with the use of short-term researcher mobility under the conditions specified in Art. 156b para. 1 of this Act, or they have a national visa for the purpose of research or development work.

2. Family members of the persons referred to in para. 2, are considered to be the persons referred to in article 2 point 4 of the Act of 14 July 2006 on departure from the territory of the Republic of Poland, stay and departure from this territory of citizens of the European Union Member States and their family members (i.e. Journal of Laws of 2017, item 900, as amended).

I. SOCIAL SCHOLARSHIP

§ 10

1. A social scholarship may be awarded to a student / PhD student who is in a difficult financial situation.
2. A social scholarship is awarded upon a documented application of a student / PhD student (the application template is attached as Appendix 1 to these Regulations).
3. In particularly justified cases, a full-time student / PhD student may receive an increase in a social scholarship.
4. In order to obtain an increase in a social scholarship, the criteria for obtaining a social scholarship referred to in § 10 must be met, due to the fact that an increase of a social scholarship is not a separate scholarship.
5. Any increase in a social scholarship is determined in accordance with § 6 section 3.
6. A student / PhD student may receive an increase in a social scholarship, in particular due to:
 - 1) death of both parents;
 - 2) death of a parent;
 - 3) living in a student residence or facility other than a student residence, if daily travel from the place of residence to the Pomeranian University in Słupsk would prevent or significantly hinder the student from studying;
 - 4) implementation of a part of the study programme as part of an ERASMUS programme.
7. For each reason for increasing a social scholarship referred to in para. 6, the amount of increase will be determined in accordance with § 6 section 3.

8. In a situation where a student / PhD student qualifies for an increase in a social scholarship for more than one reason referred to in section 6, they will receive an increase appropriate for the reason for which the highest possible amount of increase is provided, determined pursuant to § 6 para. 3.
9. A foreigner residing in a dormitory or facility other than a dormitory, meeting the conditions described in § 9, who does not have a permanent residence in Poland, may also apply for an increase in a social scholarship if - as indicated in the application for a social grant - members of their family (parents, legal / actual guardians or spouse) permanently reside outside Poland.
10. A student / PhD student applying for an increase in a social scholarship living in a facility other than a student residence shall attach a copy of the lease / sublet agreement to the application, the compliance with the original of the contract shall be confirmed by an employee of the Student Affairs Office.
11. A student / PhD student applying for an increase in a social scholarship living in a dormitory or facility other than a dormitory, shall attach a residence declaration to the application (Appendix 7)
12. A student / PhD student applying for an increase in a social scholarship, who has obtained permission to implement part of the study programme as part of a foreign trip (e.g. ERASMUS +), shall attach a copy of the agreement regarding the trip, or other documents, to the application confirming the departure together with a statement of the place of residence during the stay abroad.
13. Any increase in a social scholarship is granted for full months of accommodation in a student residence or in a facility other than a dormitory, in accordance with the statement submitted by the student / PhD student or the lease / sublet agreement of the premises - provided that the student has lived in the indicated facility for at least 20 days in a given month.
14. A student / PhD student receiving an increase in a social scholarship is obliged to notify the University, within 7 days of the event, under pain of disciplinary liability and reimbursement of benefits received, about any change of residence and submission of new documents constituting the basis for continuing the payment of the benefit granted or

about resignation from accommodation in a student residence or a facility other than a student residence. The amount for the entire month shall be reimbursed, the amount being the difference between the increased social grant and the amount of the social grant without said increase, subject to para. 15.

15. The Rector may refrain from seeking a refund of the amount referred to in para. 14, provided that the change of the place of residence and the submission of new documents constitute the basis for continuing the payment of the granted benefit, and that the student / PhD student has lived in the facilities listed in the submitted documents for a total of at least 20 days in a given month.
16. In the event of a change of the permanent place of residence to a place from which access to the University is possible or does not significantly impede studying, the student / PhD student is obliged to return any benefits received after the date of this change. The amount to be returned is the difference between the increased social grant and the amount of the social grant without said increase, starting from the month following the date of change of residence.

§ 11

1. When determining the amount of income which entitles a student / PhD student to apply for a social scholarship, taken into consideration is the income generated by:
 - 1) the student / PhD student;
 - 2) the spouse of the student / PhD student, as well as underage children who are dependent on the student / PhD student or their spouse, children under the age of 26, and if the age of 26 falls in the final year of studies, until their completion, and children with disabilities regardless of age;
 - 3) parents, legal or actual guardians of the student / PhD student and their dependent children, children under the age of 26, and if the age of 26 falls in the final year of studies, until their completion, and children with disabilities regardless of age.
2. The monthly amount of income per person in the family of a student / PhD student who is eligible to apply for a social scholarship is determined on the terms set out in the Act of 28 November 2003 on family benefits (i.e. Journal of Laws of 2018,

item 2220, as amended), taking into account § 13, with the proviso that the income does not include:

- 1) benefits referred to in Art. 86 section 1, Art. 359 para. 1 and Art. 420 para. 1 of the Act of 20 July, 2018 - Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended);
- 2) scholarships awarded to students / PhD students as part of:
 - a) the European Union's structural funds;
 - b) non-recoverable funds from aid granted by European Free Trade Association (EFTA) Member States;
 - c) international agreements or executive programmes drawn up under these agreements, or international scholarship programmes;
- 3) scholarships of a social nature awarded by other entities referred to in Art. 21 section 1 point 40b of the Act of 26 July, 1991 on personal income tax (Journal of Laws of 2018, items 1509,1540,1552,1629).

§ 12

1. A student / PhD student who does not share a common household with either of their parents or their legal or actual guardians may apply for a social scholarship without showing the income earned by these persons and their dependent children, children up to the age of 26 who are studying, and if the age of 26 falls in the final year of studies, until their completion, and for children with disabilities, regardless of age, if one of the following conditions is met:
 - 1) is 26 years of age;
 - 2) is married;
 - 3) has children referred to in § 11 section 1 point 3;
 - 4) has reached the age of majority, being in foster care;
 - 4) has a permanent source of income and the average monthly income in the previous tax year and in the current year in the months preceding the month of submitting the declaration referred to in para. 2, is greater than or equal to 1.15 of the sum the amounts specified in Art. 5 section 1 and Art. 6

section 2 point 3 of the Act of 28 November, 2003, family statements.

2. The student / PhD student, referred to above, shall make a declaration that they do not share a joint household with either of their parents or legal or actual guardians. (Annex 9 to these Regulations).

§ 13

1. The Rector may refuse to grant a social scholarship to a student / PhD student whose monthly income per family member does not exceed the amount specified in Art. 8 section 1 point 2 of the Act of 12 March 2004 on social assistance, if there is not attached to the application for a social scholarship a current certificate from the Social Assistance Centre on the income and financial situation of their family.
2. The Rector may grant a student / PhD student a social scholarship in the case referred to in para. 1, if the reason(s) for not attaching to the application for a social scholarship a certificate from the Social Assistance Centre on the income and financial situation of the student / PhD student and the student's / PhD student's family were justified and the student / PhD student documents the family's sources of income.
3. The Rector may refuse to grant a social scholarship to a student / PhD student if the submitted certificate from the Social Welfare Centre on the income and financial situation of the student and their family shows that they do not meet the criteria referred to in § 6 section 3 point 1.

§ 14

1. By submitting an application for a scholarship referred to in § 10 and § 17, the student / PhD student undertakes to inform the university through the Student Affairs Office within 7 days in the event of (Annex 14 to these Regulations):
 - 1) resignation from accommodation in a student residence or facility other than a student residence;
 - 2) changes in the amount of received income in the current year;
 - 3) changes in the composition of their family;

- 5) other changes that may affect the law and the amount of the benefit received.
2. In the event referred to in para. 1 point 1 a student / PhD student loses the right to receive a social scholarship in an increased amount.

§ 15

A student / PhD student applying for a social scholarship is obliged to submit an **Application for granting the benefit**, which is attached as Appendix 1 to these Regulations, and the following documents:

1. **stating the composition of the family:**
 - 1) full copies of birth certificates, if the father is unknown;
 - 2) an abridged copy of the birth certificate(s) of the child / children or siblings of the applicant (in the event of not attending school);
 - 3) certificates of attending school or higher education institution of the applicant's siblings or children up to the age of 26;
 - 4) certificate of disability or degree of disability of the student / PhD student or family members of the student / PhD student over 18 years of age, unless they are studying and are dependent on the student / PhD student or the family of the student / PhD student;
 - 5) an abridged copy of the marriage certificate (if the student / PhD student marries after the calendar year from which the income is documented, but before the date of submitting the application for financial assistance, (in order to determine the right to a social grant, the spouse's income for that year should be taken into account));
 - 6) a certificate from the police on the disappearance of a family member of the student / PhD student;
 - 7) certificate confirming that a family member of the student / PhD student is in isolation;
 - 8) an abridged copy of the death certificate of a family member;

9) other documents confirming the composition of the student's / PhD student's family.

2. stating the amount of the student's / PhD student's family income, including, respectively:

1) certificates from the Tax Office of the student / PhD student and family members of the student / PhD student on income subject to personal income tax on the terms set out in Art. 27, 30b, 30c, Art. 30e and Art. 30f of the Act of 26 July, 1991 on personal income tax (Journal of Laws of 2018, item 200, as amended) for the previous year. Each family member of a student / PhD student who has reached 18 years of age is required to submit a separate certificate of income from the tax office (this also applies to persons who have the right to jointly settle accounts), the template of the certificate is attached as Annex 12 to these Regulations;

2) certificate from the Tax Office of the student / PhD student and family members of the student / PhD student on income from activities subject to taxation pursuant to the provisions on flat-rate income tax on certain revenues earned by natural persons;

3) certificate from the Tax Office of the student / PhD student and family members of the student / PhD student on the amount of tax paid in the form of a tax card;

4) if in the accounting year a student / PhD student or a family member of the student / PhD student did not appear in the records of the Tax Office or did not declare taxable income, the student / PhD student applying for a scholarship or a family member of the student / PhD student must complete a declaration of no income (template the declarations are set out in Annex 8).

5) in the case of determining the taxable income on the basis of the provisions on flat-rate income tax on certain income earned by natural persons in the calendar year preceding the benefit period, the monthly income shall be 1/12 of the income announced annually, by way of an announcement, by the competent minister for family matters in the Official Journal of the Republic of Poland "Monitor Polski" by 1 August each year.

6) statements of the student / PhD student and members of the student's family on income not subject to personal income tax, received in the calendar year preceding the academic year; the

template of the declaration is set out in Annex 10 to these Regulations;

7) certificate of the student / PhD student and family members of the student / PhD student containing information on the amount of health insurance contributions paid in the calendar year preceding the academic year. Certificates of health insurance contributions are required from a student / PhD student or family members of a student / PhD student who, in the calendar year preceding the academic year, received income indicated in the tax office certificate, subject to personal income tax under the terms of Art. 27, Art. 30b, Art. 30c, Art. 30e and 30f of the Act of 26 July, 1991 on personal income tax;

8) a certificate of the amount of income of a family member of a student / PhD student or student / PhD student if he / she earned income outside the territory of the Republic of Poland in the calendar year from which the income is determined;

9) a document specifying the amount of income earned by a student / PhD student or a family member of a student / PhD student, in the case of earning income in the calendar year preceding the academic year, also specifying the number of months in which the income was received;

10) a certificate from the Labour Office confirming the fact of being unemployed with or without the right to unemployment benefit in the case of part-time students, unemployed family members of a student / PhD student. Such a certificate is also required in the event of loss of income. Such a certificate must contain information about the amount of unemployment benefit or scholarship and the period of its receipt.

11) work certificate or other document specifying the date of loss of income and the monthly amount of income lost by the student / PhD student or family member of the student / PhD student;

12) employer's certificate covering the period of any parental leave of a family member of a student / PhD student or student / PhD student and the period for which it was granted, and covering periods of employment;

13) decisions on obtaining survivors' pensions, social pensions (non indexed).

3. stating the amount of the student's / PhD student's family income on the basis of adjudicated alimony:

1) a copy of the enforceable court decision awarding maintenance for persons in the family or outside the family, or a copy of the minutes of the session containing the content of the court settlement, or a copy of a court-approved agreement concluded before a mediator, obliging them to pay maintenance to persons in the family or outside the family;

2) money orders or transfers documenting the amount of maintenance paid, if family members are obliged by a court judgment, court settlement or settlement concluded before a mediator to pay them, to a person from outside the family, in the case of where the entitled person did not receive alimony or received it in an amount lower than that determined in the court judgment, court settlement or settlement concluded before a mediator;

3) a certificate from the authority conducting enforcement proceedings on the total or partial payment of maintenance payments, as well as on the amount of enforced maintenance, or information from a competent court or competent institution authorized to perform such enforcement activities abroad, or failure to undertake such enforcement, in particular due to the lack of a legal basis for taking them or the inability of the entitled person to indicate the place of residence of the maintenance debtor abroad, if the debtor lives abroad;

4) a copy of the final judgment dismissing the action for the establishment of alimony;

5) a court decision obliging one of the parents to bear the total child maintenance costs.

4. stating the amount of the student's / PhD student's family income on the basis of an agricultural holding:

1) a certificate from a competent commune authority or a payment order which states the size of the farm expressed in actual hectares and conversion hectares of the total area in the calendar year preceding the academic year;

2) a lease contract - in the case where a student / PhD student or family of a student / PhD student is partially or fully committed to said lease, on the basis of a contract concluded in accordance with the provisions on social welfare insurance of farmers, or lease of a farm in connection with receiving a

pension specified in the provisions on supporting rural development from funds from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund;

3) an agreement concluded in the form of a notarial deed, in the case of bringing an agricultural holding for use by an agricultural production cooperative.

5. Other necessary documents to determine the income of the family of a student / PhD student or to certify their family situation.
6. A student / PhD student applying for benefits shall submit the necessary original documents or certified copies thereof. Copies of documents necessary to establish the right and payment of benefits may be certified by an employee of the university, a public notary or the institution that issued the document.
7. When the circumstances of the case affecting the determination of the entitlement to benefits require confirmation with a document other than those mentioned above, the Rector may request the submission of such a document.
8. If a student / PhD student fails to provide the document(s) referred to in para. 6 and 7, the Rector may require a student / PhD student to provide an explanation. Failure to provide an explanation within the prescribed period may result in a refusal to grant the benefit.

§ 16

An agricultural holding and the family income of a student / PhD student:

1. An agricultural holding is an area of land classified in the land and building register as agricultural land or as wooded and shrubbery land on agricultural land, with the exception of land used for business activity other than agricultural activity, with a total area of 1 ha, owned or in the possession of a natural person, legal person or organisational unit, including a company without legal personality. In the case of a smaller area of land, the income from an agricultural holding is not determined.
2. If the income from running a farm is used to determine the amount of income entitling the student / PhD student to apply for a social scholarship, this income is determined on the basis of agricultural land in conversion hectares owned by the student's / PhD student's family in the calendar year preceding the academic

year and the amount of the average income from work in individual farms per 1 conversion ha, announced pursuant to Art. 18 of the Act of 15 November, 1984 on agricultural tax (Journal of Laws of 2016, items 617 and 1579, as amended). The amount of this income is announced annually in September by the President of the Central Statistical Office. In the case of receiving income from an agricultural holding and non-agricultural income, these separate incomes are summed together.

II. SCHOLARSHIP FOR PEOPLE WITH DISABILITIES

1. A scholarship for disabled persons may be awarded to a student / PhD student who has a disability certificate, a disability degree certificate 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 disabled people (Journal of Laws of 2018, items 511,1000 and 1076).
2. A student / PhD student applying for a scholarship for disabled persons is obliged to submit an application to the Student Affairs Office within the prescribed period (the template of the application for granting a scholarship for disabled persons is set out in Annex 2 to these Regulations) - together with a copy of the current decision issued by the competent authority, referred to in section 1.
3. Depending on the degree of disability, the scholarship rates for people with disabilities vary between three groups:
 - 1) for people with a severe disability certificate;
 - 2) for people with a moderate disability certificate;
 - 3) for people with a mild disability certificate.
4. If the validity of the decision referred to in para. 1, ends during the academic year between October and June, the student / PhD student loses the granted right to the scholarship for disabled persons from the month following the month in which the validity of the previous decision expires.
5. A student / PhD student is restored the right to a scholarship for the same or a different amount, depending on the degree of disability confirmed in the new current decision, from the month indicated in the decision as the effective date of said ruling.

6. The payment of a scholarship with possible compensation from the month indicated in the new decision as the date of the decision's validity shall be made in the month following the month in which the student /PhD student submitted the decision referred to in section 5 together with the application, which is attached as Annex 14 to these Regulations.
7. A student / PhD student is obliged to submit to the Student Affairs Office the decision (copy) referred to in para. 5 along with the application, which is attached as Appendix 14 to these Regulations, immediately after receiving it from the competent authority.
8. In the case of any new ruling referred to in para. 5, together with the application, which constitutes Annex 14 to these Regulations, no further reinstatement to the right to a scholarship shall take place in a given academic year referred to in section 1, nor any adjustment referred to in para. 6.
9. In the event of expiry of the validity of the certificate of the degree of disability or loss of the degree of disability and re-determination of the degree of disability or degree of disability constituting a continuation of the previous decision, the right to the scholarship is determined from the first day of the month following the month in which the validity of the previous decision expires, if the student / PhD student meets the conditions entitling them to this benefit and has submitted an application for a special scholarship for disabled persons within the three month deadline from the expiry of any previous ruling.

IV ALLOWANCES

1. The grant is in the form of non-returnable financial assistance. It can be awarded to any student / PhD student who finds themselves temporarily in a difficult personal/financial situation.
2. The allowance may be granted no more than twice in any academic year.
3. The allowance is granted by the Rector upon a documented application of a student / PhD student submitted to the Student Affairs Office (the application form is attached as Annex 3).

4. The basis for a student / PhD student to apply for the allowance is to document the difficult personal/financial situation that the student / PhD student and their family finds themselves in.
5. The application referred to in section 3, should be submitted to the Student Affairs Office no later than 3 months from the date of the event or occurrence of reason that caused the student / PhD student to temporarily experience a difficult personal/financial situation which qualifies them for the award of the benefit.
6. A student / PhD student cannot receive the allowance more than once for the same difficult personal/financial situation.
7. The Rector, in exceptional, justified cases, may increase the amount of the allowance, as long as the funds allocated for this purpose have not been used.
8. The amount of the allowance is determined individually in each case.

V RECTOR'S SCHOLARSHIP FOR STUDENTS

§ 19

1. A rector's scholarship may be awarded to a student who has obtained outstanding results in science, scientific or artistic achievements, or sports achievements in competition at the national level or above.
2. A rector's scholarship is awarded to a student admitted to the first year of studies in the year of submitting the secondary school leaving examination, who is:
 - 1) a laureate of an international contest or a laureate or finalist of a central level contest referred to in the regulations of the education system;
 - 2) a medallist in a sports competition for the title of Polish Champion in any given sport referred to in the regulations on sport.

§ 20

1. A rector's scholarship for students is awarded for a semester to no more than 10% of the best students enrolled in a given field of study, both full-time and part-time studies, separately for first and second-cycle students. If the number of students in the

field of study is fewer than ten, the rector's scholarship may be awarded to only one student.

2. Students referred to in § 19 item. 2 are not taken into account when determining the number of students receiving a rector's scholarship referred to in para. 1.

§ 21

1. A student may apply for the scholarship referred to in § 19 no earlier than after registering for the third semester.
2. A rector's scholarship may also be applied for by a first-year student of second-cycle studies commenced within one year of completing the first-cycle studies, who meets the criteria referred to in § 19, in the last year of first-cycle studies.
3. A rector's scholarship is awarded on the student's request submitted within the set organizational deadline pursuant to § 3 item. 4 point 1 in the Student Affairs Office (the application template is provided in Annex 4 to these regulations).
4. If a student has obtained achievements that may qualify for more than one criterion - the student may indicate all the criteria that they meet. These achievements will be scored separately.
5. A rector's scholarship may be applied for by a student who has completed the previous year of studies in accordance with the Study Regulations and obtained a grade point average for the previous year of study no lower than 4.50, because the University considers this to be an outstanding academic result, subject to para. 4.
6. All documents confirming a student's achievements should be in Polish or translated into Polish, except for publications in a foreign language.
7. A student who repeats a year of study may not apply for a rector's scholarship for the best students.
8. A student who graduated from first-cycle studies at another university must also provide a certificate (Annex 15 to these Regulations) from the university graduated from to Annex 4, confirming the average grade obtained in the last year of the first-cycle studies.

1. A rector's scholarship is awarded for a semester to a group of no more than 10% of the best students enrolled in a given field of study, including full-time and part-time studies. The members of this 10% group of students are determined on 15 November for the winter semester and on 10 April for the summer semester.
2. The scholarship group (total number of students), from which the number of the best students is determined, is determined separately between students of a given field of study for first-cycle and second-cycle studies, not including students on dean's leave.
3. A Rector's scholarship is awarded by the Rector on the basis of ranking lists of students who meet the conditions specified in the above paragraphs.
4. Any failure to provide a photocopy of the achievements referred to in par. 9,10,11 is considered undocumented and will result in no points being awarded for this achievement.
5. Each demonstrated achievement must be on a separate document. Attaching a document with more than one achievement will not be considered.
6. In the case of all study years, except for the first year of first-cycle studies and the first year of long-cycle studies, the number of points is the sum of the components (1 - 4):
 - 1) - points for the grade average resulting from the multiplication of the average grade obtained by a student in the year of studies immediately preceding the granting of the scholarship by five (5.00);
 - 2) - points for each recognized academic achievement of a student obtained in the year of studies immediately preceding the granting of the scholarship;
 - 3) - points for each recognized sports achievement (in competition at a national level at a minimum) of a student obtained in the year of studies immediately preceding the granting of the scholarship;
 - 4) - points for each recognized artistic achievement of a student.

7. The average grade is calculated to two decimal places, in accordance with the Study Regulations. The entry of the average is made by an employee of the Office for Students and PhD Students.
8. When assessing students' applications referred to in § 19 item 1 for granting a rector's scholarship for the points obtained for the average referred to in § 21 section 5, the following achievements that the student obtained in the previous year of study in the field in which they applied for the above-mentioned scholarship are taken into account, with the proviso that a given achievement is scored only once. In the case of presenting the same paper at many conferences, and placing in different publications or exhibiting the same work at different exhibitions or competitions, the highest score should be given.

In the case of co-authorship, the number of points due is divided by the number of authors.

9. Points for documented **scientific achievements** of a student are awarded on a scale of 1 to 5, taking into account the following criteria:

No.	Documented scientific achievements of the student 1)	Number of points
1	Publication outside Poland, publication from the journal list scored by the Ministry of Science and Higher Education. A reviewed publication in a foreign language in a national publishing house, a paper delivered in a foreign language at an international scientific conference taking place in Poland. Active participation in international conferences, symposia, scientific sessions (delivered lecture, poster preparation, multimedia presentation) or publication in post-conference materials. Obtaining a medal place in international scientific competitions, festivals or Olympics.	5
2	Being qualified through elimination to the finals in international scientific competitions, festivals or Olympics. Obtaining a medal place in national scientific competitions, festivals or Olympics. Active participation in nationwide conferences, symposia, scientific sessions (delivered paper, preparation of a poster, multimedia presentation) or publication in post-conference materials. A reviewed publication in Polish in a nationwide journal with an ISSN number, a paper delivered in Polish at a scientific conference in Poland,	4

	participation in a research project or as a grant contractor.	
3	Being qualified through elimination to the finals in nationwide scientific: competitions, festivals or Olympics. Obtaining a medal place in university or local research: competitions, festivals or Olympics. A reviewed publication in a regional publishing house, paper at the Inter-university Student Scientific Association.	3
4	Peer-reviewed publication in a regional publishing house, paper at university-wide Student Scientific Society conference. Being qualified through elimination to university finals of scientific: competitions, festivals or Olympics.	2
5	Participation in the organization of congress, university: conferences, scientific symposia, exhibitions and other forms of scientific activity (including student clubs), co-editing of university magazines.	1

1) Rows 1 to 5 can be summed. Active participation in any above-mentioned project must be properly documented, i.e. a personal certificate or certificate with the name and date of the project and the title of the paper delivered, poster or multimedia presentation. All the mentioned publications must be of scientific or popular nature. The publication must be properly documented, i.e. with a certificate from the publishing house that the book, chapter by the student or article was published in print. It can also be a photocopy of the title page of the book, or chapters with the author's name or the first page of the article, and a photocopy of the publisher's footer with the ISBN or ISSN number. Points are not awarded for publications on social networks, blogs, vlogs, etc. and for any type of self-publishing.

10. Points for documented sports achievements (in competition at a national level at a minimum) are awarded on a scale of 1 to 5, taking into account the following criteria:

No.	Student's proven sports achievements 1)	Number of points
1	Medal of the Polish Academic Championships in the general classification, medal of IO, World Cup, European Championship, Universiade, World Cup or European Cup.	5
2	Medal of the Polish Championships, Polish Academic Championships or representing the country in international sports competitions or events (if the rank of these events is not lower than the Polish Academic Championships).	4
3	Having the status of a member of the national team. Representing the colours of the Pomeranian University in sports	3

	union leagues. Being qualified through elimination and competing the final / in the competition of Zone C of the Academic Championships of Poland.	
4	Taking a medal place in the general qualification of universities / in the qualification of a given sports discipline in the District Academic League.	2
5	Other sports results (representation of AP Słupsk), recognized by the Rector.	1

1) Rows 1 to 5 can be summed. Active participation in any above-mentioned project must be properly documented, i.e. a personal certificate or certificate with the name and date of the project.

11. Points for documented **artistic achievements** of a student are awarded on a scale of 1 to 5, taking into account the following criteria:

no.	Documented artistic achievements of the student 1)	Number of points
1	Documented individual artistic activity within a domestic or foreign range in the fields of: music (concerts), art (individual exhibitions), dance (soloist), literature (authorship, book publishing), theatre (directing); awards or distinctions in national or international competitions organized in the above-mentioned fields.	5
2	Documented team artistic activity in the fields of: music (participation in musical events), visual arts (exhibitions, collectives), dance (participation in dance events), literature (co-authorship, book publishing), theatre (participation in theatre performances) at home or abroad; awards or distinctions in the above-mentioned fields at home or abroad.	4
3	Documented individual artistic activity at a local scale in the following fields: music, art, theatre (directing). Publication in local magazines.	3
4	Documented artistic team activity at a local scale in the following fields: music (choir), art, theatre, dance. Team publishing in local magazines and online publishing (no points are awarded for publications on social networks, blogs, vlogs, etc. and for any type of self-publishing).	2
5	Documented participation in workshops and open-air art workshops, literary, music, theatre or dance workshops at amateur level (apart from participation in courses).	1

1) Rows 1 to 5 can be summed. Active participation in any above-mentioned project must be properly documented, i.e. a personal certificate or certificate with the name and date of the project and in the form of: posters, catalogues, invitations, book publications, online publications (print screen), along with attached documents confirming the student's achievements, e.g. diplomas for the previous academic year (does not apply to activities within science clubs - such activities are supplemented in accordance with the

table in section 5). Points are not awarded for publications on social networks, blogs, vlogs, etc. and for any type of self-publishing.

§ 23

1. There are 3 thresholds for the number of Rector's scholarships granted for individual fields of study, according to a decreasing number of points:

1st threshold of 20% of students

2nd threshold of 30% of students

3rd threshold of 50% of students

2. If, due to having the same number of qualifying points, the number of students eligible for a given threshold is greater than the percentage threshold, the given group is increased accordingly, while proportionally reducing the next group.
3. When determining the number of students in individual thresholds, the rounding rule that should be applied when rounding the number of students is as follows: from 0.00 to 0.49 - round down, and from 0.50 to 0.99 round up, keeping 10% of the group scholarship.
4. First-year students of the first-cycle studies referred to in § 19 item 2, receive a scholarship in the amount specified in the first threshold.

VI. RECTOR'S SCHOLARSHIP FOR PhD STUDENTS

§ 24

In the period from 1 October, 2019 to 31 December, 2023, the provisions of these Regulations regarding the granting of benefits referred to in § 2 section 1 shall apply *mutatis mutandis* to PhD students who started PhD studies before the 2019/2020 academic year.

§ 25

1. A Rector's scholarship for PhD students is granted for the academic year for a period of 9 months (from October to June).
2. A Rector's scholarship for PhD students is awarded by the Rector at the PhD student's request.

3. The amount of a rector's scholarship for PhD students is determined annually by the Rector in consultation with the university body of PhD students' self-government, depending on the financial capacity of the university, and shall be announced by the Rector's Ordinance by 30 October.

§ 26

1. A rector's scholarship for PhD students may be awarded to a PhD student who started their PhD studies before the 2019/2020 academic year and who, in the academic year preceding the granting of the scholarship, meets the following conditions jointly:

- 1) obtained very good or good results in examinations included in the PhD study programme;
- 2) demonstrated progress in scientific work and preparation of a PhD dissertation;
- 3) showed particular commitment to didactic work, research, teaching and artistic activities.

2. A Rector's scholarship for PhD students is awarded by the Rector. PhD students referred to in para. 1, should submit a complete application for a rector's scholarship for PhD students in the Student Affairs Office within the prescribed period (the application template is provided in Annex 5 to these Regulations).

3. A rector's scholarship for PhD students is awarded on the basis of ranking lists created for each field of study. Only those PhD students who have applied for a rector's scholarship for PhD students are taken into account. **The scholarship may not be awarded to a PhD student who has received fewer than 20 points in total**, on the basis of the criteria referred to in section 6.

4. A scholarship may be awarded to 20% of the total number of PhD students in a given field of study, determined as of 30 October of the academic year for which a rector's scholarship for PhD students is granted. The result is rounded up to an integer if necessary.

5. In the case of 2nd year PhD students and older, the sum of the points determining the position of a PhD student on the list is as follows:

- 1) points for the grade point average for the previous academic year in a 1:1 ratio. The maximum possible number of points is 5;

2) points for progress in scientific work and preparation of a PhD dissertation - scale of 0 to 5, awarded on the basis of a written opinion of the supervisor / tutor;

3) beginning a PhD dissertation by 30 September of the previous academic year at the latest - 5 points;

4) points for special commitment to teaching, research, teaching and artistic activities. Points are awarded on a scale of 1 to 5, taking into account the following scoring principles:

No.	the basis for awarding points	Number of points
1	Publication in a scored scientific journal (the number of points awarded to the periodical from the year in which the article was published is taken into account), the following are considered for publication: article, review, report.	5 + points awarded to the periodical
2	Publication in a reviewed academic collective work. Publication in a peer-reviewed scientific monograph.	4
3	Publication of an article in a non-scored scientific journal.	2
4	Publication of an article in a popular science journal (minimum 5,000 characters).	1
5	Active participation in an international scientific conference.	5
6	Active participation in a national scientific conference.	4
7	Participation with the PhD student's paper at a PhD student conference.	3
8	Participation in a national artistic event (exhibition, action, performance, event, curator of an exhibition, etc.), hereinafter referred to as an exhibition.	3
9	Lectures, meetings with authors and lectures at schools and educational and social institutions.	2
10	Involvement in conducting classes at the Pomeranian University in Słupsk	2
11	Activities for the Pomeranian University, i.e. the organization of conferences, meetings, public events, etc. under the name of the Pomeranian University.	2
12	Obtaining external research funding from non-Pomeranian University funds.	5
13	Other popular science, didactic and artistic achievements.	1
14	Performing a function in the PhD Students' Self-government defined by the status or regulations.	1

Note:

1) *Publications from the previous academic year that were not included in the settlement of the application for the scholarship for the best PhD students in previous years are taken into account.*

2) *From the previous academic year, active participation means presentation of work at a conference or independent presentation of a paper. A maximum of three presentations and three posters will be awarded. The above-mentioned presentations or posters cannot be included in the study programme. Participation is confirmed on the basis of the attached certificate / certificate issued by the organizer containing the form of presentation (poster, oral presentation, paper). The application should also include the conference programme, the title page with the table of contents from the book of abstracts. The PhD student's activity must be documented with a personal certificate or certificate (the PhD student should be mentioned by name and surname).*

3) *From the previous academic year, each grant or patent mentioned in the application for a rector's scholarship for PhD students may be considered only once.*

6. With the application for a rector's scholarship for PhD students, PhD students should attach documents confirming their progress in scientific work and preparation of a PhD dissertation, as well as involvement in didactic work.

7. Only achievements obtained (realized) during the academic year preceding the granting of a rector's scholarship for PhD students, i.e. in the period from 1 October to 30 September, are subject to evaluation.

8. Articles published or accepted for publication, certified by the publishing house, will be taken into account for the evaluation of the publication progress.

§ 27

1. There are 3 thresholds for the amount of a Rector's scholarship granted for individual years of PhD studies and disciplines, according to a decreasing number of points:

1st threshold of 10% of PhD students

2nd threshold of 30% of PhD students

3rd threshold of 60% of PhD students

2. When determining the number of PhD students within a given threshold, the principle of rounding up should be followed, starting from the first threshold.

VII MODE FOR ISSUING DECISIONS

§ 28

1. The benefits referred to in § 2 section 1 items 1-4 are granted by the Rector at the request of the student / PhD student.
2. A student / PhD student may appeal against the Rector's decision regarding a social scholarship, a scholarship for the disabled, a Rector's scholarship or an allowance, submitted within 14 days from the date of receipt of the decision. The appeal is submitted to the Student Affairs Office.
3. An appeal submitted after the deadline has no legal effect.

VIII TRANSITIONAL AND FINAL PROVISIONS

1. In matters not covered by the provisions of these Regulations, the provisions of the Act of 20 July, 2018 - Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended), and the provisions of the Act of 14 June, 1960 - Code of Administrative Procedure (i.e. Journal of Laws of 2017, item 935, as amended) are applied.
2. The Rector shall approve the necessary forms, not included in the attachments to these Regulations, and templates of forms related to students and PhD students applying for the benefits referred to in § 2.
3. These Regulations come into force on 01/10/2021.
4. Regulations of benefits for students and PhD students of the Pomeranian University in Słupsk, introduced by Rector's Order R.021.112.20 of 02/09/2020, Order No. R.021.118.20 of the Rector of the Pomeranian University in Słupsk of 11/09/2020 and Order No. R.21.137.20 of the Rector of the Pomeranian University in Słupsk on 08 October 2020 shall expire on the date these Regulations enter into force.

Appendix No. 1 - Application for a social scholarship
Appendix No. 2 - Application for a scholarship for disabled people
Appendix No. 3 - Aid application
Appendix No. 4 - Application for granting a rector's scholarship for students
Appendix No. 5 - Application for a rector's scholarship for PhD students
Appendix No. 6 - Application for a rector's scholarship for a student admitted to the first year of studies - winner of the Olympics
Appendix No. 7 - statement of a student applying for a social scholarship in an increased amount due to residence
Appendix No. 8 - declaration of no income
Appendix No. 9 - student's declaration on not running a joint farm home
Annex No. 10 - declaration of tax-free income
Appendix No. 11 - flat-rate income declaration
Appendix No. 12 - template of the declaration from the Tax Office on the subject of income taxation with personal income tax on the terms specified in Art. 27, 30b, 30c, 30e, 30f, the Act of 26 July, 1991 on tax on income of natural persons received in the calendar year preceding the benefit period
Appendix No. 13 - student's declaration
Annex No. 14 - Application for the reopening of proceedings on the granted benefit
Appendix No. 15 - Certificate of the average grade for graduates of a university other than the Pomeranian University in Słupsk
Annex No. 16 - Application to OPS- MOPS- MOPR- GOPS 2020/21