

**Consolidated text** prepared on the basis of:  
Regulation No. 56 of 18 October 2019,  
Regulation No. 57 of 28 October 2019,  
Regulation No. 40 of 04 May 2020,  
Regulation No. 56 of 23 June 2020,  
Regulation No. 57 of 25 June 2020,  
Regulation No. 97 of 13 October 2020  
and Regulation No. 49 of 02 July 2021.  
**Legal status in force as of 2 July 2021**

RECTOR  
OF THE SGH WARSAW SCHOOL OF ECONOMICS

ADOIL.021.392.2019

RECTOR'S REGULATION  
NO. 56

of 18 October 2019

on introducing Rules and Regulations of Student Benefits

Pursuant to Article 23(1) and Article 95 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws, item 1668, as amended)<sup>1)</sup>, in consultation with the Student Government of the SGH Warsaw School of Economics, it is ordered as follows:

§ 1

The Rules and Regulations of Student Benefits, which are annexed to the Regulation, are introduced.

§ 2

The following Regulations have become repealed:

- 1) Rector's Regulation No. 64 of 16 September 2015 on the rules for granting financial aid benefits to doctoral students at the SGH Warsaw School of Economics, as amended;

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<sup>1)</sup> The consolidated text of the said Act has been announced in Journal of Laws of 2021, item 478 and 619.

2) Rector's Regulation No. 49 of 3 October 2017 on introducing the Rules and Regulations for determining the amount, granting and payment of financial aid benefits, as amended.

§ 3

The Regulation shall enter into force on the date of its signature.

RECTOR

dr hab. Marek Rocki, associate professor

## **RULES AND REGULATIONS OF STUDENT BENEFITS**

### **SECTION I**

#### **General Provisions**

##### **§ 1**

The Rules and Regulations of Student Benefits, hereinafter referred to as the 'Rules and Regulations', set out:

- 1) the method of determining the amount of benefits referred to in Article 86(1), points 1 to 4 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws item 1668, as amended)<sup>2)</sup>, hereinafter referred to as 'LHES';
- 2) the detailed criteria and procedure for the granting of the benefits referred to in Article 86(1), points 1 to 4, of LHES and of the accommodation and meals referred to in Article 104 of LHES, and the method of payment of the benefits referred to in Article 86(1), points 1 to 4, of LHES;
- 3) the method of documenting the student's financial situation;
- 4) the procedure for the appointment and composition of the Student Benefit Board, hereinafter referred to as the 'SBB', and the Student Benefit Board of Appeal, hereinafter referred to as the 'SBBA'.

##### **§ 2**

1. The Rules and Regulations shall apply to full-time and part-time first- and second-cycle students, including students referred by the SGH Warsaw School of Economics, hereinafter referred to as 'SGH' or 'the University', to study in another higher education institution in Poland or abroad under student exchange agreements or programmes, unless a specific provision of the Rules and Regulations provides otherwise.
2. Subject to the relevant provisions of Article 324 of LHES, the Rules and Regulations also apply to foreigners.

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<sup>2)</sup> The consolidated text of the said Act has been announced in Journal of Laws of 2021, item 478 and 619.

## **SECTION II**

### **Bodies**

#### **§ 3**

1. The benefits referred to in Article 7(1) shall be granted by the SBB.
2. Appeals against decisions of the SBB shall be heard by the SBBA, following the procedure and rules laid down in Section IV.

#### **§ 4**

1. The SBB consists of five persons appointed and dismissed by the Rector:
  - 1) three students, from among candidates delegated by the appropriate body of the SGH Student Government;
  - 2) two SGH employees.
2. The SBBA consists of three persons appointed and dismissed by the Rector:
  - 1) two students, from among candidates delegated by the appropriate body of the SGH Student Government;
  - 2) one SGH employee.
3. The Rector shall appoint the Chairpersons and Vice-Chairpersons of the SBB and SBBA from among the members of the respective boards.

#### **§ 5**

1. Decisions on behalf of the SBB and SBBA shall be signed by its Chairperson or the Vice-Chairperson authorised by him/her.
2. The SBB and SBBA member may resign from the board by submitting a written resignation to the Rector.
3. The members of the SBB and SBBA shall be obliged to maintain the confidentiality of all information and data obtained in connection with the performance of the board's tasks.

#### **§ 6**

1. The activities of the SBB and SBBA shall be supervised by the Vice-Rector for Teaching and Student Affairs, acting on behalf of and on the authority of the Rector.
2. Within the framework of supervision, the Vice-Rector for Teaching and Student Affairs shall repeal the SBB or SBBA decision and refer the case for reconsideration to the SBB or SBBA, respectively. When reconsidering the case, the SBB or SBBA

shall consider the recommendations contained in the decision of the Vice-Rector for Teaching and Student Affairs.

## **SECTION III**

### **Benefits**

#### **Chapter 1**

#### **Introductory Provisions**

##### **§ 7**

1. An SGH student may apply for the following benefits:
  - 1) a social scholarship;
  - 2) a scholarship for persons with disabilities;
  - 3) the Rector scholarship;
  - 4) a allowance aid.
2. A social scholarship, scholarship for persons with disabilities and the Rector scholarship are awarded for a maximum period of the academic year, i.e. for a period of up to 9 months (from October to June).
3. Students on programs (courses) that start in both winter and summer semesters in a given academic year shall apply for the benefit referred to in § 7.1.3 twice in an academic year. The benefit is granted for a semester, i.e. up to 5 months in the winter semester, from October to February, and up to 4 months in the summer semester, from March to June.

##### **§ 8**

1. The total amount of the social scholarship and the Rector scholarship received by a student may not be higher than 38% of the professor's basic remuneration as specified in the regulation issued based on Article 137(2) of LHES.
2. If the sum of benefits exceeds the limit referred to in item 1, the Rector scholarship shall be reduced accordingly.

##### **§ 9**

1. With regard to the granting of benefits, the provisions of the Act of 14 June 1960 – Code of Administrative Procedure (Journal of Laws of 2018, item 2096, as amended)<sup>3)</sup>, hereinafter referred to as ‘the CAP’ shall apply.
2. The benefits are awarded on the basis of a written application of the student.
3. Applications for benefits referred to in §7.1 shall be submitted by post or to the Student Support, or via the SGH electronic mailbox (ESP: /SGH/SkrytkaESP, as an attachment to the form ‘general letter to a public body’).
- 3a. /repealed/
4. Applications shall be generated in an IT system indicated by the SGH (hereinafter: ‘IT system’).
- 4a. Generating an application in the IT system is a technical operation only and does not imply its submission.
- 4b. The application generated in the IT system shall be:
  - 1) if submitted by post or to the Student Support – printed, signed personally and submitted on paper;
  - 2) if submitted by using the SGH electronic mailbox – downloaded and then signed with a qualified electronic signature, a signature applied by means of a trusted profile (trusted signature), or a personal signature, and sent to the address indicated in item 3.
- 4c. Failure to submit an application in accordance with the rules referred to in item 4b shall be tantamount to not having applied for the benefit.
5. Templates of applications for benefits referred to in § 7.1, and a template of the income statement are available in the IT system.
6. Templates of statements submitted by a student to an application for a social scholarship are available on the website maintained by the Student Support.
7. The list of required documents that must be attached to the application for a social scholarship is specified in Appendix 1 to the Rules and Regulations.
8. The list of required documents that must be attached to the application for the Rector scholarship is specified in Appendix 2 to the Rules and Regulations.
9. A student who does not have a place of residence or habitual residence in the Republic of Poland or another European Union Member State, if they have not appointed a representative residing in the Republic of Poland to conduct the case

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<sup>3)</sup>The consolidated text of the said Act has been announced in Journal of Laws of 2021, item 735.

and does not act through a consul of the Republic of Poland, shall be obliged to appoint a representative for service in the Republic of Poland, under pain of leaving letters addressed to them in the case file, and deemed serviced.

#### § 10

1. The applications referred to in §7.1, points 1-3 shall be submitted by the deadlines set by the SBB and made public on the website maintained by the Student Support.
2. Applications for a allowance aid must be submitted within six months of the date of the circumstance giving rise to the request for the allowance aid.
3. A person who submits an application for benefit referred to in § 7.1, points 1-2, after the expiry of the deadline specified pursuant to item 1, shall be entitled to receive this benefit starting from the month in which they submitted the application, without the right to compensation for previous months.
- 3a. The ranking list referred to in § 19.1 or § 20.1 shall include students whose applications were submitted correctly by the deadline referred to in item 1. Students whose applications are submitted after this deadline shall not be included in the ranking list referred to in the previous sentence.
4. Applications for a allowance aid shall be considered in the order in which they are submitted until the funds allocated for their payment have been allocated in full.
5. The funds are considered to have been fully allocated if the value of the implemented and projected benefit payments resulting from the SBB and SBBA decisions taken to date is greater than or equal to the value of the funds allocated to the payment of the given benefit in the period to which these decisions relate. The funds allocated for the Rector scholarship are considered to have been allocated in full even if the personal limit referred to in Article 91(3) of LHES has been reached.
6. /repealed/
7. /repealed/
8. The documents referred to in Appendix 2 to the Rules and Regulations, attached to the application for the Rector scholarship for the winter semester, may be the basis for applying for the same benefit for the summer semester, provided that the facts constituting the basis for applying for a given benefit have not changed.

#### § 11

1. The benefits are paid to a bank account belonging to the student, which the student is required to declare in the IT system.

2. The student bears full responsibility for the truthfulness of the declared data referred to in item 1.
3. Payment of the benefit granted shall be suspended until the bank account number is provided.
4. Benefits are paid monthly, with the proviso that:
  - 1) a social scholarship and scholarship for persons with disabilities for October and November may be paid in December;
  - 2) the Rector scholarship for October and November may be paid in December, and in the case of applications submitted for the summer semester, the scholarship for March and April may be paid in May.
5. The entitlement to the benefit granted expires if the student:
  - 1) obtains a degree appropriate to the level of study at which the student receives financial aid benefits;
  - 2) is removed from the list of students by a final decision;
  - 3) receives the benefit for more than 6 years of entitlement to financial aid benefits.  
– in these cases, the decision to grant financial aid benefits expires on the last day of the month in which either of these circumstances occurred.
6. The period of six years of entitlement to financial aid benefits referred to in item 5.3 includes all periods of study, regardless of whether or not the student has received financial aid benefits and the level of study, including periods of leave from courses while retaining student status, as well as all periods of study completed prior to commencement of the course for which the student applies for benefits. When determining the entitlement period to benefits, incomplete months of student status shall be rounded up to the nearest whole month.
7. A student applying for the benefit referred to in § 7.1, or receiving such a benefit shall immediately notify the University of the occurrence of a circumstance resulting in the loss of entitlement to the benefit referred to in item 5.
8. The student loses the right to receive the Rector scholarship on the last day of the month in which they change their program (course). The date of the change of the program (course) is the date of the decision of the relevant SGH body concerning this matter.
9. A student who makes false statements to obtain a benefit may be subject to disciplinary or criminal liability.



10. The entitlement to the benefit granted shall be suspended for the period for which the student has been suspended by a final decision of the Student Disciplinary Board or the Appeal Student Disciplinary Board.
11. The student is obliged to reimburse unduly paid (undue) benefits within 14 days from the date of receipt of the SBBs request for reimbursement of undue benefits. If this deadline is not observed, statutory interest shall be charged.

## **Chapter 2**

### **Social scholarships**

#### § 12

1. A student in a difficult financial situation is entitled to receive a social scholarship.
2. The method of documenting a student's financial situation is specified in Appendix 1 to the Rules and Regulations.
3. The amount of the social scholarship is the difference between the base amount and the monthly income per capita in the student's family.
4. The base amount is determined for each academic year by the SBB on the basis of the number of applicants fulfilling the formal requirements, the amount of available funds, the planned expenditure and the method of allocation of funds to the University for student benefits as mentioned in the relevant communication of the Minister of Science and Higher Education. The threshold for entitlement to the benefit is made public on the website maintained by the Student Support before the call for applications begins.

#### § 13

1. If the application causes significant doubts, the SBB or SBBA may call upon the student to provide explanations or additional documents within a specified deadline.
2. The SBB or SBBA refuses to grant a social scholarship to a student whose monthly per capita income in the family does not exceed the amount specified in Article 8(1)(2) of the Social Welfare Act of 12 March 2004 (Journal of Laws of 2019, item 1507, as amended)<sup>4)</sup>, if they do not attach to the application for a social scholarship a certificate from the Social Welfare Centre on the income and financial situation of them and their family.

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<sup>4)</sup>The consolidated text of the said Act has been announced in Journal of Laws of 2020, items 1876 and 2369, and of 2021, items 794 and 803.

3. The SBB or SBBA may grant the student a social scholarship in the case referred to in item 2, if the reasons for not attaching to the application for a social scholarship a certificate from the Social Welfare Centre on the income and financial standing of the student and the student's family were justified and the student documented the family's sources of income.

#### § 14

1. In particularly justified cases, a student may receive a social scholarship in an increased amount.
2. The following are considered as particularly justified cases: orphanhood of the applicant, half-orphanhood of the applicant, disability of at least two members of the household.
3. In the case of full-time students, a particularly justified case is having a permanent place of residence outside the capital city of Warsaw, in a location more than 40 km away from SGH, from which daily commuting to and from classes is impossible or considerably difficult, provided that the place of residence is in the students' dormitory or in another building.
4. The place of residence which makes studying impossible or considerably more difficult is, in particular, a place of permanent residence more than 40 km away from the main entrance to the SGH building (the SBB measures the distance on the basis of data obtained from [www.mapy.google.pl](http://www.mapy.google.pl) and [www.mapy.targeo.pl](http://www.mapy.targeo.pl)).
5. In the case of applying for a social scholarship in the increased amount due to accommodation in the student's dormitory or in another building, the student submits, together with the application for a social scholarship, a statement concerning the place of permanent residence and, in particular, a photocopy of a document confirming the right to the rented premises (the original should be submitted for inspection in order to certify that the submitted copy is a true copy of the original) or a certificate of temporary residence.
6. The amount by which the social scholarship is increased is fixed and amounts to PLN 300 per month.

### Chapter 3

#### Scholarships for persons with disabilities

## § 15

A scholarship for persons with disabilities may be granted to a student who has a disability certificate, a certificate on the degree of disability or a certificate referred to in Article 5 and Article 62 of the Act of 27 August 1997 on Occupational and Social Rehabilitation and Employment of People with Disabilities (Journal of Laws of 2019, item 1172, as amended)<sup>5)</sup>.

## § 16

1. Generating an application for a scholarship for persons with disabilities in the IT system is possible after providing a valid disability certificate to the Office for People with Disabilities.
2. The scholarship for persons with disabilities is granted for a maximum period of an academic year, i.e. up to 9 months (from October to June), but no longer than until the last day of the month in which the disability certificate is valid. If a student receives a certificate during the academic year, they are entitled to apply for a scholarship for persons with disabilities and may receive this benefit following § 10.3.
3. In the event that a certificate on the degree of disability becomes invalid and the degree of disability is re-determined during the academic year, the entitlement to a scholarship for persons with disabilities is established from the first day of the month following the month in which the validity of the previous certificate expired, provided that the new certificate indicates an uninterrupted period of disability and the student has applied for a scholarship for persons with disabilities by the last day of the month following the date of expiry of the certificate on the degree of disability.

## § 17

1. The amount of the scholarship for persons with disabilities depends on the assessed degree of disability.
2. The rates of the scholarship for persons with disabilities are determined by the SBB for each assessed degree of disability separately, in such a way that for mild degree of disability will be awarded 100% of the base amount of the grant, for moderate degree of disability – 200% of the base amount, and for severe degree of disability – 300% of the base amount.

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<sup>5)</sup> The consolidated text of the said Act has been announced in Journal of Laws of 2021, item 573.

3. The base amount is made public on the website maintained by the Student Support before the call for applications begins.

## **Chapter 4**

### **Rector scholarships**

#### § 18

1. The Rector scholarship may be awarded to a student who achieved outstanding academic results, scientific or artistic achievements or sports achievements in competition at least at the national level in the academic year preceding the academic year for which the scholarship is applied.
2. Outstanding academic results are defined as achieving a scholarship average of at least 4.300, and no subjects failed or semester repeated during the period for which achievements are being considered.
3. The Rector scholarship is awarded to a student admitted to the first year of studies in the year in which the student took the matriculation examination, if the student is:
  - 1) a laureate of an international Olympiad or a laureate or finalist of a central-level Olympiad, referred to in the regulations on the education system,
  - 2) a medallist in a sports competition at least for the title of Polish Champion in a given sport, referred to in the regulations on sport.Only achievements made during the period of secondary education are recognised.
4. The Rector scholarship may be awarded to a student in the 2nd and 3rd year of a first-cycle program and in the 1st and 2nd year of a second-cycle program who, in the academic year preceding the year in which the application is submitted, achieved outstanding academic results or who has scientific or artistic achievements or very high sports results in an international or national competition.
5. The Rector scholarship may not be awarded to a student who:
  - 1) in the semester or year for which the scholarship is applied for:
    - a) repeats the semester,
    - b) resumed their studies after being removed from the list of students due to lack of progress in their studies or failure to complete the semester or the year of studies;

- 2) was not enrolled for the next semester by the day on which the application for this scholarship was submitted, although this limitation does not apply to students on dean's leave as stipulated in the Studies Rules and Regulations;
- 3) has returned from a finished dean's leave that covers the period for which their achievements are considered, unless during the leave the student passed all subjects and exams scheduled for that year of study and obtained credit for that year;
- 4) was conditionally enrolled for the next semester in the academic year for which their achievements are considered.

### § 19

1. Students referred to in § 18.3 who apply for the Rector scholarship are placed on a ranking list from the highest to the lowest number of points awarded, calculated according to the following rules:

- 1) a winner of an international Olympiad shall be awarded 200 points;
- 2) a laureate of a central-level Olympiad – the number of points is calculated according to the following formula (the score is rounded algebraically to the whole number):

$$= \frac{\text{number of points obtained by the student}}{\text{number of points obtained by the person with the highest score in the given edition of the Olympiad} \times 100 + 75}$$

- 3) a finalist of a central-level Olympiad – the number of points is calculated according to the following formula (the score is rounded algebraically to the whole number):

$$= \frac{\text{number of points obtained by the student}}{\text{number of points obtained by the person with the highest score in the given edition of the Olympiad} \times 100}$$

- 4) a golden medallist in a sports competition for the title of Polish Champion in a given sport, referred to in the regulations on sports, shall be awarded 100 points;
- 5) a silver medallist in a sports competition for the title of Polish Champion in a given sport, referred to in the regulations on sports, shall be awarded 80 points;
- 6) a bronze medallist in a sports competition for the title of Polish Champion in a given sport, referred to in the regulations on sports, shall be awarded 60 points;
- 7) an Olympic or Paralympic Games medallist shall be awarded 200 points;

- 8) a medallist at the World Championships or European Championships shall be awarded 150 points.
2. A student is obliged to submit a certificate stating that they have been a winner of an international Olympiad or, in the case of a laureate or finalist of a central-level Olympiad, referred to in the regulations on the educational system – a certificate from the Olympiad Central Committee containing information on the score achieved by the student in the third-level competition and the highest score achieved in the given edition of the Olympiad. Sports achievements shall be documented by an original certificate issued by the relevant Polish Sports Association.
  3. If a student holds more than one title from among those listed in item 1, the highest score in the Olympiad category and the sports category is considered, while the sum of points from both categories may not exceed 200 points.

#### § 20

1. Students referred to in § 18.4, who apply for the Rector scholarship are placed on a ranking list from the highest to the lowest number of points, which is the sum of points awarded for particular categories of achievements, i.e., outstanding academic results, scientific achievements, artistic achievements or sports achievements.
2. A given achievement can only be awarded points once.
3. In each category, a student can be awarded a maximum of 100 points.
4. The amount of the Rector scholarship is a product of the total number of points achieved by the student, which is the sum of up to two achievements rated highest by the SBB, and the amount rate defined and made public by the SBB.
- 4a. The amount of the Rector scholarship cannot be lower than PLN 100. If the amount of the scholarship is calculated between PLN 1 and PLN 99 – a scholarship of PLN 100 will be granted.
5. The amount rate per credit is determined separately for each academic year or semester (for programs (courses) where applications will be submitted twice in an academic year) for first-year first-cycle students and other students.
6. The amount rate shall be the quotient of the funds allocated for the payment of the benefit in a given period for a given category of students and the total number of credits obtained by students of that category who will receive the benefit in a given period.

7. The basis for calculating the average of the scholarship final grades and awarding points for other achievements shall be the data available in the University's IT system as at the date of issuing an administrative decision in the given case, on the basis of a ranking prepared as at the date of taking that decision.

### § 21

1. The average of the scholarship final grades obtained by a student in a given year is calculated according to the formula:

$$S = W_1 \times S_1 + W_2 \times S_2$$

where:

$S$  – means the scholarship average for the year of study,

$W_1$  – means the quotient of the number of ECTS credits completed by the student in the first semester of the year of study to the number of ECTS credits completed by the student in the whole year of study,

$S_1$  - means the average of the scholarship final grades obtained in the first semester of a given year of study, subject to the provisions of § 24,

$W_2$  - means the quotient of the number of ECTS credits completed by the student in the second semester of the year of study to the number of ECTS credits completed by the student in the whole year of study,

$S_2$  - means the average of the scholarship final grades obtained in the second semester of a given year of study, subject to the provisions of § 24,

2. The average of the scholarship final grades obtained by a student in a given semester is calculated according to the formula:

$$\text{grade average} = \frac{\sum_{i=1}^n A_i B_i}{\sum_{i=1}^n B_i},$$

where:

$A_i$  – means the final grade in the subject or the arithmetic mean of the grades in the subject if it has been sat for more than one time,

- $B_i$  – means ECTS credits for the subject,  
 $n$  – means the number of subjects considered in the process of calculating the scholarship average and completed in a given semester,  $i = 1, \dots, n$ .

## § 22

1. For students who completed their first-cycle program at other universities than the SGH, where a different grading scale was used, grades are converted to the scale used at the SGH according to the formula

$$\frac{(d-3)}{(e-3)} \times (O - 3) + 3$$

where:

- $d$  – means the highest grade in the scale used at the SGH,
  - $e$  – means the highest grade in the scale used at the previous university,
  - $O$  – means a grade obtained at a university other than the SGH.
2. A student cannot obtain less than 0 points for the grade average.

## § 23

1. When calculating the student's average of the scholarship final grades, all subjects completed during the assessed year of study are considered.
2. If a student completes more than one program (course) within a given study cycle, all subjects completed by the student within that period of study are included in the average of the scholarship final grades.
3. If a student has obtained more than one final grade in a given subject, the arithmetic mean of all grades is calculated.
4. The average of the scholarship final grades is calculated to three decimal places.
5. Grades obtained at universities other than the SGH or in another program (course) or during another study cycle, which are recognised on the basis of a decision taken pursuant to the provisions of the Studies Rules and Regulations, shall be included in the scholarship average pursuant to the rules laid down in item 1, by assigning to them the number of ECTS credits specific to the subject(s) at the SGH in the program (course) or during the study cycle for which the student applies for a scholarship.

## § 24

1. Final grades in the following subjects are not included in the scholarship average:
  - 1) student apprenticeships and equivalent subjects;



- 2) organisational training (health and safety training, library training, etc.);
  - 3) physical education and equivalent subjects;
  - 4) diploma seminar and equivalent subjects;
  - 5) assessment of the thesis.
2. The final grades referred to in item 1 are also not taken into account when calculating the number of ECTS credits completed by the student.
  3. A student can be awarded a maximum of 100 points for the average.
  4. For every thousandth of a whole (0.001) above an average of 4.300, the student is awarded 0.143 points. If the average is below or equal to 4.300, the student is awarded 0 points.

### § 25

1. Points are awarded for academic achievements according to the table below:

Types of scientific achievements	Achievements	Points	
<b>Publications</b>	Peer-reviewed scientific book	40	maximum 40 for the whole category
	Chapter in a peer-reviewed scientific book or in a peer-reviewed post-conference publication	10	
	Scientific article in a scientific journal listed in Part A, Part B or Part C of the consolidated and most recently published list of scientific journals of the Ministry of Science and Higher Education	8	
	Scientific article in a scientific journal not listed in Part A, Part B or Part C of the consolidated and most recently published list of scientific journals of the Ministry of Science and Higher Education	5	

<b>Translations</b>	Translation of a scientific book	5	maximum 10 for the whole category
	Translation of a book chapter published in a peer-reviewed scientific book or journal	3	
	Translation of a scientific article published in a peer-reviewed scientific book or journal	3	
<b>Scientific conferences</b>	Active participation (i.e. delivery of a paper or presentation of a poster) in an international scientific conference	5	maximum 25 for the whole category
	Active participation in a national scientific conference	3	
	Active participation in a university scientific conference	1	
<b>Scientific competitions</b>	First-third places in international scientific competitions	10	maximum 25 for the whole category
	First-third places in national scientific competitions	5	

2. The term:

- 1) 'national scientific conferences' shall be understood as conferences actively attended by representatives of at least five scientific centres;
- 2) 'international scientific conferences' shall be understood as conferences with at least 1/3 of active participants representing foreign scientific centres;
- 3) 'university scientific conferences' shall be understood as conferences with more than half of active participants representing one scientific centre.

3. Only published publications will be assessed.

4. A student is obliged to attach to the application all documents which will prove the achievements obtained.

5. If there are doubts concerning the achievements indicated by the student in the application for the Rector scholarship, the SBB may call upon the student to present additional documents proving the achievement.

When calculating points entitling to the Rector scholarship for sports achievements, only the sports achievement with the highest points is considered, according to the table below:

<b>Achievements</b>		<b>Points</b>
Participation in the Olympic Games or Paralympic Games		100
Participation in World Championships, European Championships, Universiade, World Academic Championships		90
European Academic Championships	1 <sup>st</sup> place	60
	2 <sup>nd</sup> place	59
	3 <sup>rd</sup> place	58
	4 <sup>th</sup> place	57
	5 <sup>th</sup> place	56
	6 <sup>th</sup> place	55
	7 <sup>th</sup> place	54
	8 <sup>th</sup> place	53
Result in the first division of the state play-offs	1 <sup>st</sup> -5 <sup>th</sup> place	52
	6 <sup>th</sup> -10 <sup>th</sup> place	51
	11 <sup>th</sup> -15 <sup>th</sup> place	50
Result in the second division of the state play-offs	1 <sup>st</sup> -5 <sup>th</sup> place	49
	6 <sup>th</sup> -10 <sup>th</sup> place	48
	11 <sup>th</sup> -15 <sup>th</sup> place	47
Individual or team result obtained by a team in Polish Championships (Polish Academic Championships, Academic Sports Association, Polish Youth Championships, Polish Senior Championships) – general classification only	1 <sup>st</sup> place	46
	2 <sup>nd</sup> place	45
	3 <sup>rd</sup> place	44
	4 <sup>th</sup> place	43
	5 <sup>th</sup> place	42
	6 <sup>th</sup> place	41
	7 <sup>th</sup> place	40
	8 <sup>th</sup> place	39

Team result as a sum of individual results in Polish Championships (Polish Academic Championships, Academic Sports Association, Polish Youth Championships, Polish Senior Championships) – general classification only	1 <sup>st</sup> place	38
	2 <sup>nd</sup> place	37
	3 <sup>rd</sup> place	36
	4 <sup>th</sup> place	35
	5 <sup>th</sup> place	34
	6 <sup>th</sup> place	33
	7 <sup>th</sup> place	32
	8 <sup>th</sup> place	31
Polish University Championships	1 <sup>st</sup> place	30
	2 <sup>nd</sup> place	29
	3 <sup>rd</sup> place	28

§ 27

Points are awarded for artistic achievements according to the table below:

Categories of achievements	Achievements	Points	
<b>Publications</b>	Artist's book, e.g. photo album with reproductions or translation of a literary work	5	maximum 40 for the whole category
	Publication of artistic work in a collective publication	2	
<b>Art competitions / festivals</b>	First-third places in international artistic competitions or festivals	1 <sup>st</sup> place – 10	maximum 40 for the whole category
		2 <sup>nd</sup> place – 8	
		3 <sup>rd</sup> place – 6	
	First-third places in national artistic competitions or festivals	1 <sup>st</sup> place – 6	
		2 <sup>nd</sup> place – 4	
		3 <sup>rd</sup> place – 2	

<b>Exhibitions</b>	Exhibiting a work at an international exhibition	10	maximum 20 for the whole category
	Exhibiting a work at a national exhibition	5	

### § 28

The following achievements will not be taken into account when assessing an application for the Rector scholarship:

- 1) non-scientific publications (e.g. conference report);
- 2) articles, publications or translations without confirmation of acceptance for publication;
- 3) review articles;
- 4) publication editorial;
- 5) a passive participation in scientific symposia, conferences or sessions;
- 6) the organisation of conferences or meetings;
- 7) participation in the activities of a research club;
- 8) participation in a research project;
- 9) participation in training courses, open lectures, workshops, panel meetings and meetings with representatives of companies or institutions;
- 10) participation in competitions, festivals, Olympiads or qualifying for competitions, festivals, Olympiads;
- 11) language certificates or other certificates obtained e.g. during training courses, workshops;
- 12) prizes or awards for presented scientific papers;
- 13) other awards and distinctions or academic, artistic or sports achievements (e.g. Rector's or Dean's awards, awards granted by local authorities, foundations or private individuals);
- 14) achievements proven solely by the applicant's declaration;
- 15) articles in newspapers and non-scientific journals;

- 16) completion of another program (course), completion of another program (course) with distinction.

## **Chapter 5**

### **Allowance aid**

#### **§ 29**

1. A allowance aid is a form of temporary, non-repayable aid granted at the request of a student who has temporarily found themselves in a difficult life situation.
2. The following, in particular, are considered to be reasons justifying the granting of a allowance aid:
  - 1) death of a parent, spouse or child of the student;
  - 2) severe illness of the student or of a member of the student's immediate family causing exceptional and high expenses;
  - 3) a serious financial loss to the student's family caused by force majeure or a criminal offence.

#### **§ 30**

1. A student may receive a allowance aid not more often than twice in a given academic year.
2. A student may receive only one allowance aid for one (the same) event.
3. The student shall attach documents confirming the circumstances which have caused the difficult life situation to the application for a allowance aid.
4. The amount of the allowance aid depends on the student's documented life situation; however, it cannot exceed PLN 3,000.

## **SECTION IV**

### **Procedure for granting benefits**

#### **§ 31**

1. If the SBB refuses the benefits referred to in § 7.1, the student may appeal to the SBBA.
2. An appeal shall be lodged with the SBBA, through the SBB, within 14 days of the delivery of the decision.

## **SECTION V**

## **Final provisions**

### **§ 32**

Amendments to the Rules and Regulations require an agreement with the appropriate body of the SGH Student Government as specified in the SGH Student Government Rules and Regulations.

### **§ 33**

1. The documents attached to the application for benefits referred to in § 7.1.1, must be submitted in the original or in a copy, with the original being presented to certify that it is true to the original.
- 1a. Documents attached to applications for benefits, referred to in § 7.1, points 2-4, may be submitted in a copy, and their form may be digital, in particular: a scan, a photograph, a photocopy.
2. During the period of restriction or suspension of the functioning of the University, the organisation of SBB and SBBA meetings and the making of decisions by these boards in a remote mode, using the communication channels made available by the SGH, is allowed.

## **SECTION VI**

### **Accommodation**

#### **§ 34**

1. A student may apply for:
  - 1) accommodation in the SGH Student Housing, hereinafter referred to as 'the SH';
  - 2) accommodation of spouse or child in the SH.
2. Places in the SH for students are allocated by the Student Housing Committee, hereinafter referred to as 'SHC'.
3. Applications for accommodation in the SH for the following academic year must be submitted by the deadlines set by the Student Housing Office and made available on the website maintained by the Student Housing Office.
- 3a. Applications for accommodation in the SH shall be submitted via the IT system. Submitting an application means registering it (changing the status of the application from 'completed' to 'registered').

- 3b. The pool of places of the SHC is divided into the following separate pools:
- 1) for 2<sup>nd</sup> and 3<sup>rd</sup>-year students of first-cycle programs (courses) and 2<sup>nd</sup>-year students of second-cycle programs (courses);
  - 2) for 1<sup>st</sup>-year students of first-cycle programs (courses) and second-cycle programs (courses).
4. The order of allocation of a place in the SH within the pool of places referred to in item 3b.1, until it is exhausted, is as follows:
- 1) SHC members;
  - 2) students referred by the National Agency for Academic Exchange, hereinafter referred to as 'NAWA';
  - 3) full-time students whose place of residence is more than 40 km away from the SGH, who receive a social scholarship (this applies to Polish citizens and foreigners defined in Article 324(2)(2)-(8) of LHES);
  - 4) full-time students whose place of residence is more than 40 km away from the SGH, who do not receive a social scholarship (this applies to Polish citizens and foreigners defined in Article 324(2)(2)-(8) of LHES);
  - 5) full-time students whose place of residence is less than 40 km away from the SGH, who receive a social scholarship (this applies to Polish citizens and foreigners defined in Article 324(2)(2)-(8) of LHES);
  - 6) part-time students whose place of residence is more than 40 km away from the SGH, receiving a social scholarship (this applies to Polish citizens and foreigners defined in Article 324(2)(2)-(8) of LHES);
  - 7) full-time students whose place of residence is less than 40 km away from the SGH, who do not receive a social scholarship (this applies to Polish citizens and foreigners defined in Article 324(2)(2)-(8) of LHES);
  - 8) part-time students whose place of residence is more than 40 km away from the SGH, who do not receive a social scholarship (this applies to Polish citizens and foreigners defined in Article 324(2)(2)-(8) of LHES);
  - 9) part-time students whose place of residence is less than 40 km away from the SGH, who receive a social scholarship (this applies to Polish citizens and foreigners defined in Article 324(2)(2)-(8) of LHES);



- 10) part-time students whose place of residence is less than 40 km away from the SGH, who do not receive a social scholarship (this applies to Polish citizens and foreigners defined in Article 324(2)(2)-(8) of LHES);
  - 11) students not included in items 1-10 and persons not included in item 12;
  - 12) persons, who, in the previous academic year, lived in the SH and received a disciplinary penalty, such as: a written warning or a written caution.
- 4a. The order of allocation of a place in the SH within the pool of places referred to in item 3b.2, until it is exhausted, is as follows:
- 1) students referred by NAWA (status confirmed during enrolment);
  - 2) persons with a disability certificate, registered in the Office for People with Disabilities (this applies to Polish citizens and foreigners defined in Article 324(2)(2)-(8) of LHES);
  - 3) persons meeting the condition of being an orphanhood or half-orphanhood – if technically possible, this person should enter into the USOSweb system a scan of a document confirming their orphanhood or half-orphanhood, otherwise they should send a scan of this document to the Student Housing Office; persons who fail to provide the required scan of the above document by the deadline set by the SHC will be moved to the last place on the list of persons applying for a place at the SH, unless they meet the conditions laid down in items 4-7; (this applies to Polish citizens and foreigners defined in Article 324(2)(2)-(8) of LHES);
  - 4) full-time students whose place of residence is more than 40 km away from the SGH (this applies to Polish citizens and foreigners defined in Article 324(2)(2)-(8) of LHES);
  - 5) full-time students whose place of residence is less than 40 km away from the SGH (this applies to Polish citizens and foreigners defined in Article 324(2)(2)-(8) of LHES);
  - 6) part-time students whose place of residence is more than 40 km away from the SGH (this applies to Polish citizens and foreigners defined in Article 324(2)(2)-(8) of LHES);
  - 7) part-time students whose place of residence is less than 40 km away from the SGH (this applies to Polish citizens and foreigners defined in Article 324(2)(2)-(8) of LHES);

- 8) students not included in items 1-7 and persons not included in item 9;
  - 9) persons, who, in the previous academic year, lived in the SH and received a disciplinary penalty, such as a written warning or a written caution and are re-enrolling.
- 4b. A person who has received a warrant of expulsion cannot be given a place in the SH for a period of 5 years from the date of expulsion.
  - 4c. Individual places from the pool of the SHC places shall be allocated in the next group of persons referred to in items 4 and 4a respectively, after all places in the previous group have been allocated.
  - 4d. If there are more applicants for accommodation than there are places left for a particular group, the allocation of a place within that group is determined by the time of registration of the application in the IT system according to the rule: date, hour, minute and second of registration of the application.
  - 4e. Circumstances relevant to the granting of a place in the Student Housing are determined as at the date of the application, primarily on the basis of data entered in the USOS system.
5. The distances referred to in items 4 and 4a are counted from the place of permanent residence to the main entrance to the G building of the SGH.
  6. /repealed/
  7. A place in the SH is granted for the period from the beginning of the academic year until the end of the first term of the summer examination session of that academic year.
  8. At the student's request, a place in the SH may be granted for one semester.
  9. The spouse and children of the student to whom the place is allocated are also entitled to live in the SH.
  10. The student is not entitled to a place in the SH if they:
    - 1) have taken a break from their studies or are on dean's leave for a minimum of one semester;
    - 2) have started studies abroad.

## **SECTION VII**

### **PhD students**

#### **Chapter 1**

## **General provisions**

### **§ 35**

The Rules and Regulations shall apply respectively, subject to the provisions of this section, to:

- 1) full-time and part-time PhD students (including foreigners, in compliance with the relevant provisions of Article 324 of LHES) who commenced their PhD studies before the academic year 2019/2020 – with regard to the granting of benefits referred to in § 7.1, and accommodation in the SH;
- 2) PhD students completing their education at the SGH Doctoral School, hereinafter referred to as ‘the Doctoral School’ (including foreigners, in compliance with the relevant provisions of Article 324 of LHES) – with regard to accommodation in the SH.

## **Chapter 2**

### **Bodies**

#### **§ 36**

1. The benefits referred to in § 7.1 shall be granted to PhD students referred to in § 35.1 by the Doctoral Student Benefit Board, hereinafter referred to as ‘DSBB’.
2. Appeals against the decisions of the DSBB shall be heard by the Doctoral Student Benefit Board of Appeal, hereinafter referred to as ‘DSBBA’.
3. The DSBB consists of five PhD students, one from each college, and three non-academic staff members of the University.
4. A PhD student shall be appointed as Chairperson of the DSBB and a non-academic staff member of the University shall be appointed as the Vice-Chairperson.
5. The DSBBA consists of three PhD students who are participants in PhD studies or studying at the Doctoral School and two employees of the University who are not academic teachers.
6. A PhD student shall be appointed as the Chairperson of the DSBBA, and a non-academic employee of the University shall be appointed as the Vice-Chairperson.
7. The activities of the DSBB and DSBBA shall be supervised by the Vice-Rector for Research, acting on behalf of and on the authority of the Rector.

#### **§ 37**

1. An application for a needs-based grant, a scholarship for persons with disabilities and the Rector scholarship shall be submitted to the secretary of the PhD studies at

the relevant college by the second Friday in November of a given calendar year. The secretary shall forward the application to the DSBB by the third Friday in November. Templates of applications are available on the University's website or in the IT system.

- 1a. During the period of restriction or suspension of the functioning of the University, applications and other letters may be submitted by e-mail from a mailbox in the [sgh.waw.pl](mailto:mc69142@doktorant.sgh.waw.pl) domain to the e-mail address: [mc69142@doktorant.sgh.waw.pl](mailto:mc69142@doktorant.sgh.waw.pl).
2. A needs-based grant, scholarship for persons with disabilities, and the Rector scholarship are awarded for a maximum of 10 months (from October to July) in an academic year.
3. Applications for the Rector scholarship can be submitted only once in an academic year. A PhD student must attach the documents specified in Appendices 3 and 4 to the Rules and Regulations to the application for the Rector scholarship.
4. The Rector scholarship may be awarded to a PhD student who, in the academic year preceding the award of the scholarship, fulfilled all of the following conditions:
  - 1) they have obtained very good or good results in exams included in the PhD studies;
  - 2) they have demonstrated progress in their academic work and in the preparation of the PhD thesis;
  - 3) during their PhD studies, they have shown particular engagement in teaching;
  - 4) they have demonstrated engagement in the life of the University.
5. The Rector scholarship may be awarded to a maximum of 30% of PhD students in a given edition of PhD studies.
6. The list of PhD students in a given edition of the PhD studies shall be prepared by the head or secretary of the PhD studies and forwarded to the DSBB. The list of PhD students of a given edition shall include all PhD students who have been registered for the current academic year as participants in the PhD studies of that edition.
7. The ranking list is determined by the following score system:
  - 1) good/very good academic results [criterion a] – an average calculated according to the following formula is entered:

$$\text{grade average } S = \frac{\sum_{i=1}^n A_i B_i}{\sum_{i=1}^n B_i},$$

where:

S – means the scholarship average for the year of study,

$A_i$  – means the final grade for the subject

$B_i$  – means the number of hours per semester allocated to the subject,

n – means the number of subjects considered in the process of calculating the scholarship average and completed in a given year,  $i = 1, \dots, n$ .

2) evaluation of progress in the PhD thesis [criterion b] – a numerical value is entered according to the following gradation, with each successive point including the range of activities from the previous point:

a) the PhD student systematically cooperates with the research supervisor/doctoral advisor – 1 point,

b) the PhD student has started to prepare materials (e.g.: a synopsis) for the review and acceptance of proposed PhD thesis – 2 points,

c) the PhD student has pursued the PhD thesis – 3 points,

d) the PhD student has completed or is completing the research and preparation of the PhD thesis – 4 points;

3) evaluation of progress in scientific work (in particular, participation in conferences, seminars, congresses) [criterion c]:

a) passive participation in a scientific event – 1 point;

b) active participation, i.e. presenting a paper at:

– a university scientific event – 3 points,

– a national scientific event – 4 points,

– an international scientific event – 5 points

– with an additional 1 point awarded for presentation in a foreign language;

4) evaluation of progress in scientific work (scientific publications) [criterion d] – the sum of points for all publications is entered, with 1 point added for texts in a foreign language:

a) post-conference publication, publication on website – 3 points,

- b) publication in scientific journals, magazines, etc. or a report – 4 points,
  - c) publication as part of or editorial work on a monograph or textbook – 5 points,
  - d) publication as a whole of a monograph, textbook – 6 points;
- 5) evaluation of progress in teaching [criterion e] – the sum of points for each event is entered, with 1 point added for each hour of teaching in a foreign language:
- a) lectures or tutorials (for each 45-minute class) – 1 point,
  - b) preparation of teaching materials (for each 45-minute class that can be conducted using the materials) – 0.5 points,
  - c) other engagement in teaching activities (for each hour of activity) – 0.3 points;
- 6) additional criterion (engagement of the PhD student in the life of the University) – [criterion f] – the sum of points for each activity is entered according to the gradation below:
- a) assistance at a scientific event – 2 points,
  - b) organisation of a scientific event – 4 points,
  - c) participation in the work or bodies of the SGH PhD Student Government (including participation in the College Council) – 2 points,
  - d) participation in the work of scholarship and senate boards – 3 points,
  - e) participation in other organisations or university events – 2 points.
8. The total points shall be calculated to the nearest hundredths, rounded off in accordance with the rules of mathematics, using the following formula:

$$S = 3a + 4b + \frac{c+d}{2} + \frac{e}{4} + \frac{f}{3},$$

where successive letters indicate the relevant criteria listed in item 7.

9. Ranking lists are prepared by the DSBB separately for each edition of PhD studies.
10. A PhD student is no longer entitled to the benefits referred to in § 7.1 on the first day of the month following the month in which one of the following conditions occurred:
- 1) the PhD student has changed the college at which they studied until now;
  - 2) the PhD student has obtained a PhD degree;
  - 3) the PhD student has resigned from the PhD studies;
  - 4) the PhD student has been removed from the list of PhD students;
  - 5) the PhD student has been deprived of the entitlement to a scholarship by a decision of the PhD Student Disciplinary Committee.

11. The amount of the allowance aid shall depend on the documented situation of the PhD student and shall be awarded in an amount depending on the amount of funds allocated for this purpose.
12. During the period of extension of PhD studies granted in accordance with the applicable legislation and the extension of a PhD student status, financial aid benefits shall be granted in accordance with the general rules, with the proviso that a separate ranking for the purposes of the Rector scholarship shall be prepared for PhD students who are in the process of extension.

### **Chapter 3**

#### **Accommodation**

##### **§ 38**

1. Places in the SH for PhD students are allocated by the DSBBA.
2. The limit of places in the SH at the disposal of SGH, intended for accommodation of PhD students in a given academic year, is determined by the Chancellor in agreement with the appropriate bodies of the SGH Student Government and the SGH PhD Student Government. This limit may not be less than 3% of the number of all places in student housing at the disposal of the University.
3. Applications for accommodation in the SH for the following academic year should be submitted by the deadlines and in the place determined by the DSBBA and made available on the website dedicated to PhD students.
4. Applications shall be submitted by the deadline set by the DSBBA to the secretary of PhD studies or the organisational unit serving the Doctoral School respectively, and in the case of the launch of an IT system for handling applications also in this system.
5. Priority in the allocation of a place in the SH from the pool of the DSBBA places shall be given to the following PhD students in the order specified below until the places are exhausted:
  - 1) full-time PhD students whose place of residence is more than 40 km away from the SGH (this applies to Polish citizens and foreigners defined in Article 324(2)(2)-(8) of LHES);
  - 2) full-time PhD students whose place of residence is 40 km and less than 40 km away from the SGH (this applies to Polish citizens and foreigners defined in Article 324(2)(2)-(8) of LHES);

- 3) part-time PhD students whose place of residence is more than 40 km away from the SGH (this applies to Polish citizens and foreigners defined in Article 324(2)(2)-(8) of LHES);
  - 4) part-time PhD students whose place of residence is 40 km and less than 40 km away from the SGH (this applies to Polish citizens and foreigners defined in Article 324(2)(2)-(8) of LHES);
  - 5) foreigners who are not referred to in Article 324(2), points 2-8 of LHES and foreigners who have not been granted exemption from tuition fees pursuant to Article 324(1) of LHES.
6. With respect to PhD students referred to in items 5.2-5.5, a place in the SH is allocated taking into account (in ascending order) the net income per family member in a household, until places are exhausted.
  7. A place in the SH is allocated for the academic year from October to June. A PhD student is informed of the decision regarding the allocation of a place in the SH by e-mail or by a message posted in the ICT system.
  8. The spouse and children of the PhD student to whom the place is allocated are also entitled to live in the SH.
  9. The PhD student is not entitled to a place in the SH if they:
    - 1) have started studies abroad;
    - 2) have either extended the duration of their PhD studies or suspended their education at the Doctoral School.



## **LIST OF DOCUMENTS TO BE ATTACHED TO AN APPLICATION FOR A SOCIAL SCHOLARSHIP**

1. A student applying for a social scholarship is required to attach certain documents to the relevant application form, as listed below:
  - 1) a student's income statement for the calendar year preceding the academic year (to be generated only in the USOSweb system);
  - 2) student's statement on running a household (to be generated in the USOSweb system, or downloaded from [www.sgh.waw.pl/dos](http://www.sgh.waw.pl/dos));
  - 3) a tax office certificate for the tax year preceding the academic year on the income subject to personal income tax under the rules set out in articles 27, 30b, 30c, 30e and 30f of the Act of 26 July 1991 on Personal Income Tax (Journal of Laws of 2019, item 1387, as amended)<sup>6)</sup> – for the student and any adult member of their family;
  - 4) statement about the amount of health insurance contributions paid in the calendar year preceding the academic year for the student and each adult member of their family (to be generated in the USOSweb system, or downloaded from [www.sgh.waw.pl/dos](http://www.sgh.waw.pl/dos));
  - 5) statement of a family member about the income not subject to personal income tax earned in the calendar year preceding the academic year for the student and each adult member of their family (to be generated in the USOSweb system, or downloaded from [www.sgh.waw.pl/dos](http://www.sgh.waw.pl/dos)).
2. If a student applies for a social scholarship in an increased amount, in addition to the documents listed in item 1 the following documents must be submitted:
  - 1) documents proving to be an orphanhood or half-orphanhood (death certificate of a parent or both parents), or
  - 2) a certificate on the degree of disability of two members of the household, or
  - 3) declaration of permanent residence (to be downloaded from [www.sgh.waw.pl/dos](http://www.sgh.waw.pl/dos)) and:

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<sup>6)</sup> The consolidated text of the said Act has been announced in Journal of Laws of 2021, item 1128.

- a) a certificate confirming residence in student housing other than the SGH Student Housing, or
  - b) in particular, a photocopy of a document confirming the right to the rented premises (the original should be submitted for inspection to certify that the submitted copy is a true copy of the original) – if the place of temporary residence is a place other than student housing, or
  - c) a certificate of temporary residence issued by the municipal/communal authority competent for the place of residence.
3. When applying for a social scholarship or a social scholarship in an increased amount, depending on the individual situation, the student must submit appropriate documents from among the following:
- 1) a tax office certificate for the members of the student's family who account for their income on the basis of the provisions on flat-rate income tax on some incomes earned by natural persons, stating the income earned in the calendar year preceding the academic year;
  - 2) a certificate of income tax-free income pursuant to Article 21(1)(148) of the Act on Personal Income Tax, after deduction of social security and health insurance contributions;
  - 3) a certificate stating that the student's siblings aged between 18 and 26 are in education;
  - 4) a certificate from the Polish Social Welfare Centre on the income and financial standing of the student and the student's family, issued within 3 months preceding the month in which the application is submitted;
  - 5) a document proving the loss of a source of income:
    - a) a certificate of employment – in the case of termination of employment under an employment contract,
    - b) a contract or a certificate from the employer – in the case of termination of employment under a contract of mandate or a contract for specific work,
    - c) a decision of the employment office on the loss of benefit or a decision granting a temporary benefit – in the case of termination of benefits from the employment office,
    - d) a decision from a relevant authority on the loss of entitlement to benefit – in the case of loss of entitlement to a pension, pre-retirement benefit, etc,

- e) a certificate stating that the non-agricultural business activity has been deregistered – in the case of cessation of the activity,
  - f) a certificate from the employer stating that entitlement to parental leave has been obtained,
  - g) a death certificate and court decision granting the right to maintenance allowance – in the case of death of a person obliged to pay maintenance allowance,
  - h) a decision of the payer of sickness benefit, rehabilitation benefit or maternity benefit due after the loss of employment or other gainful activity on the loss of the entitlement to the benefit,
  - i) a decision of the payer of parental benefit on the loss of the entitlement to the benefit (applies to benefits granted since 1 January 2016),
  - j) a decision of the payer of maternity benefit referred to in the Act of 20 December 1990 on Social Insurance of Farmers (Journal of Laws of 2019, item 299, as amended), on the loss of the entitlement to the benefit (applies to benefits granted since 1 January 2016),
  - k) a decision on the loss of a PhD scholarship as defined in Article 209(1) and (7) of the Act of 20 July 2018 – LHES (Journal of Laws item 1668, as amended);
- 6) a document proving the acquisition of a source of income:
- a) a certificate of employment from the employer stating the employee's details, the date of commencement of employment, the form of employment and the net remuneration for the first month following the month in which the employment commenced – in the case of commencement of employment under an employment contract, a contract of mandate or a contract for specific work,
  - b) a decision of the employment office on granting the benefit, stating the date of commencement of benefit receipt and the net amount of that benefit for the first month following the month from which the benefit was granted – in case of entitlement to the benefit from the employment office,
  - c) a decision of the competent authority on granting the entitlement to a benefit – in the case of entitlement to a pension, pre-retirement benefit, etc., together

- with the net amount of that benefit for the first month following the month from which the benefit was granted,
- d) a certificate from the employer stating that parental leave has ended, together with the date of termination of the leave and the net remuneration for the first month following that in which it ended,
  - e) a certificate of registration of non-agricultural business activity together with the business owner's declaration of the net income received for the first month following the month in which the business activity was commenced – in the case of a commencement of non-agricultural business activity,
  - f) a decision of the payer of sickness benefit, rehabilitation benefit or maternity benefit due after the loss of employment or other gainful activity to grant entitlement to the benefit, stating the date of commencement of receipt of the benefit and the net amount of that benefit for the first month following the month from which the benefit was granted,
  - g) a decision of the payer of parental benefit on granting the entitlement to the benefit, containing data on the date of commencement of benefit receipt and the net amount of this benefit for the first month following the month from which the benefit was granted (applies to benefits granted since 1 January 2016),
  - h) a decision of the payer of maternity benefit, referred to in the Act on Social Insurance of Farmers, concerning granting the entitlement to the benefit, stating the date of commencement of benefit receipt and the net amount of this benefit for the first month following the month from which the benefit was granted (applies to benefits granted since 1 January 2016),
  - i) a decision to award a scholarship as referred to in Article 209(1) and (7) of LHES;
- 7) a judgment on the custody of the student and their minor siblings or, respectively, the student's children, as well as a copy of an enforceable court decision awarding maintenance allowance for the student and their siblings or, respectively, the student's children, a copy of the record of a hearing containing the contents of a court settlement or a copy of a settlement concluded before a mediator, approved by the court, obliging the student and their siblings or, respectively, the student's children to pay maintenance allowance;

- 8) a certificate from a court enforcement officer attesting to the uncollectibility of the maintenance allowance – in the case where the person obliged to pay the maintenance allowance is in arrears;
  - 9) a certificate or a decision from an authority granting entitlement to maintenance allowance, together with the amount of such allowance for a relevant period – in the case of a student, their siblings or their children receiving maintenance allowance from a maintenance fund;
  - 10) money orders or transfers documenting the amount of maintenance allowance paid, if the family members are obliged by a court judgment, a court settlement or an agreement before a mediator to pay such allowance to a person outside the family;
  - 11) a copy of the final court decision dismissing the maintenance allowance claim;
  - 12) a court decision obliging one of the parents to bear the entire child maintenance costs;
  - 13) an abridged copy of the death certificate in the case of the death of one or both parents;
  - 14) documents confirming work abroad, including information about the period of employment, its form and the amount of net monthly income for this period, together with a translation made by a sworn translator – if any member of the household was employed abroad;
  - 15) a full birth certificate if the student's father is unknown or if the father's surname is different from that of the student or the student's siblings,
  - 16) an abbreviated copy of the student's marriage certificate and/or birth certificates of the student's children.
4. In the case of a situation that cannot be documented by any of the documents listed in item 3, or in the case of justified doubts, the SBB may call upon the student to submit relevant documents confirming the sources of income or family composition.
  5. If any of the documents referred to in item 1-3 was issued by authorities of a state other than the Republic of Poland, it must be accompanied by a certified translation into Polish made by a sworn translator;
  6. In exceptional situations, where it is not possible to obtain the relevant document from a country other than the Republic of Poland, the SBB may grant permission to make the relevant statement.

**LIST OF DOCUMENTS TO BE ATTACHED TO AN APPLICATION FOR THE  
RECTOR SCHOLARSHIP (FOR STUDENTS)**

A student applying for the Rector scholarship is obliged to attach to the relevant application the following documents:

- 1) a study transcript for the final year of first-cycle studies and information about the grade scale at the university – in the case of students applying for the Rector scholarship in the first year of second-cycle studies, if they completed their first-cycle studies at a university other than the SGH;
- 2) a certificate from the publishing house stating that a book reviewed authored by the student has been published in print (giving the name and academic degree of the reviewer), or a photocopy of the title page and the publisher's footnote with the ISBN number;
- 3) a certificate from a publishing house stating that a book containing a chapter authored by the student has been published in print and reviewed (giving the name and academic degree of the reviewer);
- 4) a certificate from the publishing house stating that an article authored by the student has been published in print in a journal, or the first page of the article with the ISSN, together with a photocopy of the journal cover; if the first page of the article does not include the ISSN, a photocopy of the journal footer with the ISSN;
- 5) a conference programme with a list of participants and a certificate from the conference organiser stating: the date of the conference, the title of the paper or poster presented;
- 6) a certificate from the publishing house stating that an electronic publication authored by the student has been published on a physical medium (e.g. CD-ROM, DVD-ROM) with an ISBN number, publisher's number, or a photocopy of the cover of the publication allowing the author and year of publication to be determined;
- 7) a certificate from an on-line publishing house confirming the electronic publication on a website authored by the student, with the ISSN of the electronic journal, the name of the author, the title and date of publication;

- 8) a certificate from the publishing house stating that an artistic book authored by the student has been published in print, or a photocopy of the title page and the publisher's footnote with the ISBN number;
- 9) a certificate from a publishing house that an artistic work authored by the student has been included in a collective publication, or a photocopy of the title page and the publisher's footnote with the ISBN number and, additionally, the title page of the chapter with the author's name, or the table of contents with the chapter title and the author's name;
- 10) a certificate or diplomas confirming that the student has achieved top places in a scientific or artistic competition/festival;
- 11) certificates or diplomas confirming that the student has achieved top places in international or national academic competitions and artistic competitions/festivals;
- 12) a certificate from an exhibition organiser stating that a work of art authored by the student has been exhibited at an international or national exhibition;
- 13) certificates or diplomas attesting that the student has achieved top places in international or national sports events;
- 14) a certificate stating that the student has won an international Olympiad;
- 15) a certificate from the Olympiad Central Committee containing information on the score achieved by the student in the 3rd degree competition and the highest score in the Olympiad edition – in the case of a laureate or finalist of a nationwide Olympiad;
- 16) a certificate from the relevant Polish Sports Association stating the fact of being a medallist in at least a competition for the title of Polish Champion in a given sport, as referred to in the sports regulations (applies to students admitted to the first year of studies in the year of taking the matriculation examination).

**LIST OF DOCUMENTS TO BE ATTACHED TO AN APPLICATION FOR THE  
RECTOR SCHOLARSHIP (FOR PHD STUDENTS)**

A PhD student applying for the Rector scholarship is obliged to attach to the relevant application the following documents:

- 1) a printout of the PhD student's report approved by the doctoral advisor, generated in the SGH system, together with the doctoral advisor's opinion on the progress of work on the PhD dissertation in the previous year of study;
- 2) information on academic performance, scientific activities, participation in scientific events, scientific publications and a description of engagement in teaching activities and a description of engagement in the life of the University, submitted in accordance with the template set out in Appendix 4 to the Rules and Regulations;
- 3) bibliometric analysis of the PhD student's publications;
- 4) a conference programme and a certificate from the conference organiser stating the date of the conference, the title of the paper or poster presented, or confirmation of passive participation in the event;
- 5) certificates documenting engagement in the life of the University.



**INFORMATION ON ACADEMIC PERFORMANCE, SCIENTIFIC ACTIVITIES,  
PARTICIPATION IN SCIENTIFIC EVENTS, SCIENTIFIC PUBLICATIONS AND A  
DESCRIPTION OF ENGAGEMENT IN TEACHING ACTIVITIES AND A  
DESCRIPTION OF ENGAGEMENT IN THE LIFE OF THE UNIVERSITY**

**1.1. PhD student's academic performance**

<b>List of grades obtained by the PhD student in the academic year ...../.....</b>			
<b>No.</b>	<b>Subject</b>	<b>No. of hours of the subject</b>	<b>Grade</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			

Warsaw, on .....  
.....  
 (signature of the head of the PhD studies)

**1.2. Scientific activities of the PhD student**

<b>Evaluation of progress in the PhD thesis<sup>1</sup></b>	
The PhD student systematically cooperates with the research supervisor/doctoral advisor	
The PhD student has started to prepare materials (e.g.: a synopsis) for the review and acceptance of proposed PhD thesis	
The PhD student has pursued the PhD thesis	
The PhD student has completed or is completing the research and preparation of the PhD thesis	

<sup>1</sup> Mark the appropriate box with 'X'

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.....  
(signature of research supervisor/doctoral advisor of the PhD student)

Participation in scientific events								
Name of the scientific event (e.g. name of the conference, seminar, meeting)	Participation*		Scope of the scientific event*			Language of paper/presentation*		Title of paper/presentation
	active	passive	university	national	international	Polish	foreign	

Scientific publications						
Publication title	Type of publication*				Language of paper/presentation*	
	post-conference/website	research bulletin / journal / report	part/editorial of monograph / textbook	whole monograph / textbook	Polish	foreign

Warsaw, on .....

.....  
(signature of the PhD student)

Warsaw, on .....

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(signature of research supervisor/doctoral advisor of the PhD student)

### 1.3. Description of the PhD student's engagement in teaching activities

Type of the engagement in teaching activities*			Number of classes (45 minutes)	Language used*		Name of the teaching activities
Lecture / tutorials / seminar etc.	Preparation of teaching materials (1)	Other engagement (2)		Polish	foreign	

(1) The category 'Preparation of teaching materials' refers to the PhD student's contribution to the preparation of e.g. exercise sets, test sheets, e-learning materials, assistance to students during duty hours. The number of classes (45 minutes) refers to the estimated time that will be needed to use the materials prepared by the PhD student.

(2) The category 'Other engagement' refers to the PhD student's contribution in helping, for example, with the checking of coursework, test sheets. The number of classes (45 minutes) refers to the actual time (expressed in clock hours) that the PhD student spent helping.

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 .....  
 (signature of the PhD student)

Warsaw, on .....  
 .....  
 (signature of research supervisor/doctoral advisor of the PhD student)

### 1.4. Description of the PhD student's engagement in the life of the University

Assistance at a scientific event*	Organisation of a scientific event*	Participation in the work and bodies of the SGH PhD Student Government*	Participation in the work of scholarship and senate boards *	Participation in other organisations or university events *	Name of the scientific event/work for the benefit of the SGH PhD Student Government or the University

Warsaw, on .....  
 .....  
 (signature of the PhD student)