

## Rules and Regulations for the calculation, awarding and payment of financial aid for full-time and part-time students with awarding criteria and procedures at the Warsaw Film School

### I. General provisions

#### §1

1. These Rules and Regulations shall hereby determine the procedures for calculation, awarding and payment of financial aid for students, including detailed criteria and procedure for awarding the aid, manner of selecting students who qualify to receive the Rector Scholarship for the best students, applications forms for awarding the financial aid and statements on non-take-up of compensation from other majors, as well as the manner of documenting the financial standing of a student.
2. The financial aid for students has been financed by the Financial Aid Fund for the students of the Warsaw Film School, hereinafter referred to as the School.
3. The Financial Aid Fund for the students of the School shall be established from the funds granted to the School in the form of a budgetary allowance, specified in Article 94, Section 4 of the Higher Education Act of 27 July 2005 (Journal of Laws dated 2012, item 572 as further amended), hereinafter referred to as the "Act".
4. In accordance with Article 103 Section 6 of the Act, the School may allocate a part of the grant specified in Article 94 Section 4 in the amount not exceeding 0.2 % in a given year for covering the costs incurred by the School in terms of activities related to awarding and payment of scholarships and emergency financial aid for students.
5. The funds of the Financial Aid Fund which has not been used in a given academic year shall be carried over to the following year.

#### §2

A student may apply to the Fund specified in §1 Section 2 for the following compensation to be granted:

- 1) maintenance grant;
- 2) special grant for students with disabilities;
- 3) the Rector's Scholarship for the best students,
- 4) the Minister's scholarship for outstanding achievements,
- 5) emergency financial aid.

### II. Rules for the distribution of funds of the Financial Aid Fund for students

#### §3

1. The distribution of funds intended for financial aid for students shall be made by the School's Rector, as an authorizing officer of all the funds of the Financial Aid Fund in agreement with the School's body of students council.
2. The funds from donations specified in Article 94, Section 4 intended for financial aid in the form of the Rector's scholarship for the best students awarded to not more than 10% of students of each major at the School shall constitute not less than 40% of the funds allocated in total for maintenance grants, the Rector's scholarships for the best students and emergency financial aid. If the number of students of one major is less than ten, the Rector's scholarship for the best students shall be awarded only to one student.
3. Provisions of Financial Aid Funds for students shall be left for the payment of scholarships and grants in a given academic year for:
  - 1) the persons who acquired the right to apply for financial aid within a year due to a change of financial standing;
  - 2) the persons who appeal against the decision on the amount of the compensation or on the refusal to award particular forms of aid.
4. The limit of income per capita in the student's family which entitles the student to apply for awarding of financial aid as well as the amount of individual form of aid for students, excluding the compensation in the form of the Minister's scholarship for outstanding achievements and the emergency financial aid, shall be established by way of Rector's order in concert with the

### III. General rules for awarding financial aid to students

School's body of the students council.

5. The limit of income as specified in Section 4 shall not be lower than 1.30 of the amount provided for in Article 8, Section 1 point 2 of the Act on Social Assistance dated 12th March 2004 (Journal of Laws of 2013 item 182 as amended) and higher than 1.30 of the sum of amounts specified in Article 5, Section 1 and Article 6, Section 2 point 3 of the Act on Family Allowances dated 28th November 2003 (Journal of Laws of 2013, item 1456 as amended).

#### §4

1. The financial aid for students in the form of maintenance grant, special grant for students with disabilities, the Rector's scholarship for the best students and the Minister's scholarship for outstanding achievements shall be awarded per given academic year.
2. The financial aid for students in the form of maintenance grant, special grant for students with disabilities, the Rector's scholarship for the best students and the Minister's scholarship for outstanding achievements shall be payable monthly for the period of 10 months, and when the academic year lasts only one semester, the funds shall be payable for the period of 5 months.
3. Emergency financial aid is a one-off compensation and may be awarded to a student maximum twice in a given academic year.
4. The Minister's scholarship for outstanding achievements shall be paid only once.
5. The decision on awarding a maintenance grant, special grant for students with disabilities, the Rector's scholarship for the best students and emergency financial aid shall expire on the last day of the month in which the student has been removed from the students register or has completed the major by which he/she received the compensation, or lost the right for the compensation pursuant to § 5 Section 3.
6. A student who received the financial aid is obliged to immediately notify the School about the occurrence of circumstances specified in § 5 Section 3 which influences the right to financial aid.

#### § 5

1. All students including first-year students shall be entitled to apply for a maintenance grant, special grant for students with disabilities and emergency financial aid.
2. All students admitted to first year studies in the year of sitting matura exam, who are laureates of international contests or laureates/ finalists of national subject contests specified in the educational laws, shall be entitled to apply for financial aid in the form of the Rector's scholarship for the best students and the Minister's scholarship for outstanding achievements, if the profile of contests is in compliance with the field of knowledge relevant to the major, long-cycle magister programme or second-cycle programme. However, the students of second-cycle programme may apply for awarding and payment of compensation in the form of the Rector's scholarship for the best students and the Minister's scholarship for outstanding achievements by new school starting from the first year of studies, if the students commenced the studies within one year from graduating from the first-cycle programme and fulfilled the conditions specified in § 14-16 during the last year of the first-cycle programme.
3. A student who after graduating from studies of one major continues education by selecting another one, shall not have the right to receive compensation specified in § 2, unless after graduation from the first-cycle programme, the student continues education with a view to obtaining the degree of magister or a corresponding degree, however for no longer than three years.

## §6

1. A student may simultaneously receive the Rector's scholarship for the best students and the Minister's scholarship for outstanding achievements. Receipt of these scholarship shall not preclude the student's right for financial aid and the right for the scholarship awarded by the bodies of local government and employers, or for the resources of the structural funds of the European Union.
2. A student who simultaneously studies several majors may receive financial aid specified in § 2 only in the case of one major indicated by the student. In such event, a student shall submit a statement on non-take-up of the compensation for different major together with the application for financial aid. The form of such statement shall be attached hereto as Schedule No. 5.
3. Financial aid shall not be paid during the Dean's leave.
4. In duly justified cases, the Rector may, at a student's request approved by the School's body of students council, award a maintenance grant (in part or as a whole) during the Dean's leave.
5. The total monthly amount of the financial aid in the form of maintenance grant and the Rector's scholarship for the best students shall not be higher than 90% of the lowest basic remuneration of an assistant provided for in the rules for the remuneration of academic teachers in the month prior to granting the scholarship.

## §7

1. A student who has been awarded financial aid dependent on the student's income is obliged to notify the Rector on the change to financial standing which may influence the amount of income, and in the consequence the right for compensation and its value.
2. The Rector may at his/her discretion verify the authenticity of the documentation submitted with the application for awarding of financial aid by a student.
3. In the events specified in Sections 1 and 2, the Rector shall resume the proceedings in this case. If the findings of the proceedings have indicated the change to student's financial standing which influences the amount of income and which either results in losing the right for compensation or not, the Rector shall issue a decision on amendment to or revocation of the decision on awarding the compensation.
4. The compensation received under false information or as a result of failure to fulfill the obligation specified in Section 1 shall be returned irrespective of the disciplinary and criminal liability of a student.
5. The scope and conditions for the refund of compensation shall be made the Rector by way of decision.

## §8

1. The financial aid shall be paid via bank transfer to the student's bank account or in cash in the School's payroll office.
2. Compensation in the form of maintenance grant, special grant for students with disabilities, the Rector's scholarship for the best students and the Minister's scholarship for outstanding achievements shall be payable monthly exclusive of the first month of classes in the academic year, once a month on the basis of the scholarship lists prepared by the Dean's office and approved by the Rector, starting in October for the period of 10 months during a given academic year.
3. Emergency financial aid may be payable on different dates than other compensation on the basis of the list of awarded emergency financial aid approved by the Rector.

### III. Forms of financial aid: Maintenance grant

#### §9

1. Maintenance grant shall be awarded to a student in a difficult financial standing starting from the first year of studies.
2. The basis for calculation of income which entitles a student to apply for the maintenance grant shall be the student's and student's family income for the tax year preceding the academic year for which the compensation is to be awarded. The basis for the evaluation of financial standing shall be the documented income per one family member monthly subject to the provisions of the earned and foregone income specified in § 12 Section 3.
3. In order to calculate the value of monthly income, a student shall sum up the annual income of the student's family and divide it into the number of months in the calendar year preceding the academic year for which the compensation is to be awarded, and subsequently into the number of family members.
4. Awarding of the maintenance grant shall occur after the establishment of the income per person in the student's family and comparison of the established income with the value of income binding at the School in a given academic year established by way of the Rector's order issued pursuant to § 3 Section 4 of these rules and regulations. The income which entitles to apply for the maintenance grant shall result in awarding the grant of relevant amount as specified in this order. Exceeding the established limit of income shall result in refusal to award of such grant.

#### §10

1. While establishing the amount of income which entitles a student to apply for maintenance grant, the income of the following persons shall be taken into consideration:
  - 1) a student,
  - 2) a student's spouse, dependent children of the student or of the student's spouse who have not attained the age of majority; depending children who attend school and have not attained the age of 26, and if the age of 26 falls in the last year of studies – until graduation; children with disabilities irrespective of the age,
  - 3) parents, legal guardians, factual guardians of a student and their dependent children who have not attained the age of majority; depending children who attend school and have not attained the age of 26, and if the age of 26 falls in the last year of studies – until graduation; children with disabilities irrespective of the age
2. When establishing the income, the following shall be taken into consideration:
  - 1) revenues subject to taxation under the principles specified in Article 27, 30b, 30c and 30e of the Act on Personal Income Tax dated 26 July 1991 (Journal of Laws of 2012, item 361 as further amended), less the tax deductible expenses, personal income tax due, social security contributions not included in the tax deductible expenses and health insurance contributions,
  - 2) declared income from the activity subject to taxation under the provisions on a flat-rate income tax from certain income attained by natural persons less a flat-rate income tax due, as well as social security and health insurance contributions,
  - 3) other income not subject to taxation under the provisions on personal income tax (specified in Article 3 point 1 letter c of the Act on Family Allowances dated 28 November 2003 (Journal of Laws dated 2013, item 1456 as further amended).
3. In the case of agricultural farm, the income shall be established on the basis of the agricultural area in conversion hectares and in the amount of average income from work in individual agricultural farms from 1 conversion hectare published pursuant to Article 18 of Agricultural Tax dated 15 November 1984 (Journal of Laws of 2013, item 1381 as further amended).

4. In the case of incomes attained from both agricultural farm and non-agricultural activity, the incomes shall be summed up.
5. When establishing the value of income which entitles a student to apply for maintenance grant, the following shall not be included:
  - 1) financial aid specified in § 2 of these Rules and Regulations;
  - 2) scholarships granted to students, higher-education students and doctoral candidates within:
    - a) structural funds of the European Union;
    - b) non-refundable funds from the aid granted by EFTA Member States;
    - c) international agreements or executive programmes drawn up with these agreements or international scholarship programmes;
  - 3) financial aid for students received under the Act on Education System dated 7 September 1991 (Journal of Laws of 2004, No. 256, item 257 as further amended);
  - 4) financial aid for students awarded by the local government units;
  - 5) grants of maintenance nature granted by other entities, specified in Article 21, Section 1, point 40b of the Act on Personal Income Tax dated 26 July 1991 (Journal of Laws of 2012, item 361 as amended).

#### §11

1. A student may apply for a maintenance grant without evidencing the income attained by the persons specified in § 10 Section 1 point 3:
  - 1) in the case that the student does not run a common household with any parent and has confirmed the fact in the submitted statement, and meets one of the following premises:
    - a) attained the age of 26;
    - b) is married;
    - c) has dependent children as specified in § 10, Section 1 point 2, or
  - 2) if the student meets the following conditions:
    - a) had permanent source of revenue in the last tax year;
    - b) has permanent source of revenue in the ongoing year,
    - c) student's monthly income in the periods specified in letter a and b is higher or equal to 1.15 of the total amount specified in Article 5, Section 1 and the amount specified in Article 6, Section 2 point 3 of the Act on Family Allowances dated 28 November 2003;
    - d) does not run a common household with any parent and has confirmed this fact in the submitted statement.
2. Sources of permanent income of a student is the whole income, in particular the remuneration on the basis of employment agreement, pension after the deceased parent, disability living allowance, child maintenance, regular contracts of mandate, specific work contracts, fruits from lease or tenancy, or other sources. A permanent source of income generally means continuous source of income in a year, namely 12 months of a year for the last tax year. However, in special cases, the School may acknowledge certain sources of income as permanent, for example in the event in which a student commenced work later than in January, on condition that while calculating monthly income of a student, the student's income from the last tax year is to be treated as the income from 12 months.

3. The burden of proof of having the permanent source of income rests with a student. The student may document the above by presenting, among others, an employment certificate, civil-law contracts (contract of mandate, contract to perform a specific project), decision of a relevant body on awarding pension, court order on maintenance; furthermore, income certificate (certificate from the tax office, income certificate from employer, and others).
4. In duly justified cases, the Rector, scholarship committee or scholarship board of appeals may request to submit a certificate from social welfare center regarding the income and economic standing of a student and the student's family as well as take this financial standing into consideration while evaluating whether the criterion specified in § 9 Section 1 has been met by the student.
5. In the case of student's failure to submit the certificate specified in Section 8, the Rector, scholarship committee or scholarship board of appeals may call the student to provide explanations. Failure to provide explanations on a scheduled date shall result in refusal to award the maintenance grant.

#### §12

1. A student applying for a maintenance grant is obliged to complete an application for maintenance grant, the form of which is attached hereto as Schedule No. 1. The application for the maintenance grant shall be submitted by 12th November of each academic year. In the case of commencing the studies in the summer semester, the application for maintenance grant shall be submitted by 12th April.
2. The following documentation in respect of all the sources of income shall be attached respectively:
  - 1) certificate or statement confirming the amount of income of the student's family, including the certificate on income subject to personal income tax, under the principles specified in Article 27, 30b, 30c and 30e of the Act on Personal Income Tax of 26 July 1991, of each family member issued by a competent tax office, which includes the information on the amount of
    - a) income;
    - b) social security contributions deducted from the income;
    - c) tax due;

If a family member has not attained any income and has not settled tax with tax office, certificate on no income from the tax office shall also be presented.

  - 2) a certificate documenting the amount of other income;
  - 3) a certificate of declared income attained by the persons subject to the provisions on flat-rate income tax from some revenues attained by natural persons, including, in particular, the information on:
    - a) the amount of income,
    - b) the amount of social security contributions due,
    - c) the amount of health insurance contributions due,
    - d) the amount and form of payable income tax,
    - e) the amount of income after deduction of contributions and tax due;
  - 4) statements of the family members settling their tax pursuant to the provisions on flat-rate income tax from some revenues attained by natural persons regarding the income attained in the calendar year preceding the period for which the grant is awarded;

- 5) statements of the family members on the income which is not subject to taxation on personal income tax attained in the calendar year preceding the year for which the grant is awarded;
- 6) a certificate or statements of the family members including information on the amount of health insurance contributions in the calendar year preceding the year for which the grant is awarded;
- 7) a certificate issued by a competent commune authority, an order of payment or a statement on the size of agricultural farm expressed in conversion hectares of a general area in the calendar year preceding the year for which the grant is awarded;
- 8) a tenancy agreement – in the case that a part or a whole of the agricultural farm owned by a family has been leased pursuant to an agreement made in accordance with applicable laws on farmers social security or if the agricultural farm has been leased on the basis of pension specified in the provisions on agricultural areas support by means of funds provided by the European Agriculture Guidance and Guarantee Fund,
- 9) an agreement on land contribution – in the case of contribution of agricultural farm to be used by agricultural production cooperative,
- 10) a certified copy of court enforcement order awarding alimonies in favor of persons within or outside a family or a certified copy of a seating protocol with the wording of court settlement, or a certified copy approving a settlement made before a conciliator approved by court obliging to pay support/ alimonies in favor of persons within or outside a family,
- 11) money remittance or transfer documenting the amount of paid alimonies, if the family members are obliged to pay such alimonies by way of court order, court settlement, or a settlement made before a conciliator in favor of a person outside a family,
- 12) in the case that the entitled person has not received support/ alimonies or received it in the amount lower than established by way of court order, court settlement, or a settlement made before a conciliator:
  - a) a certificate issued by the body conducting enforcement proceedings of full or partial ineffectiveness of alimonies enforcement and of the enforced alimonies amount, or
  - b) information issued by a competent court or a competent institution on activities related to the execution of the instrument permitting enforcement undertaken by the entitled person abroad or failure to undertake such activities, in particular in connection with the absence of legal basis to undertake such activities or the absence of possibility to provide the address of the alimonies debtor abroad by the entitled person if the debtor is living abroad,
- 13) a document establishing the date of the loss of income and monthly amount of the lost income,
- 14) a document establishing the amount of income attained by a family member or number of months in which the income has been attained – in the case of income attained in the calendar year preceding the allowance period,
- 15) a document establishing the amount of income attained by a family member during a month following the month in which the income has been attained – in the case of income attained in the calendar year preceding the allowance period,

16) full or abridged certified copy of parents death certificate or a certified copy of court's decision on alimonies subject to execution or a certified copy of seating protocol with a wording of court settlement or of a settlement made before a conciliator approved by court obliging to pay alimonies/ support – in the case of a person who is still studying;

17) a residence card – as for a foreigner residing in the territory of the Republic Poland under the settlement permit, a residence permit for a long-term EC resident, a residence permit for a fixed period of time in relation to the circumstance specified in Article 53, Section 1, point 13 of the Act on Foreigners dated 13 June 2003 (Journal of Laws No. 264, as amended) or in connection with obtaining refugee status or subsidiary protection in the Republic of Poland.

18) certified copy of a legally binding court's divorce or separation decree or either full or abridged spouse or parent death certificate – in the case of a person who is a single parent;

19) full certified copy of birth certificate – in the case in which the father has not been established;

20) certified copy of a legally binding court's decision dismissing the action for alimonies/ support;

21) court decision obliging one of the parents to incur the full costs of child maintenance;

22) certified copy of a legally binding court's decision on adoption or court's or adoption center's certificate of pending court proceedings in the case of adoption of a child;

23) court order on the appointment of child's legal guardian,

24) other documents including statements requisite to establish the right to maintenance grant.

3. In the case that the financial standing of a student's family has changed in relation to the tax year under consideration, the following shall be attached to the application:

1) in the case of the loss of income – a document establishing the date of loss of income and a monthly amount of the income lost by a student or a family member. It is agreed that the loss of income may occur only in the following cases:

- obtaining the right to parental leave;

- loss of right to unemployment benefit or grant,

- loss of employment or other gainful employment, excluding work performed under specified project contract;

- loss of early retirement pension or pre-retirement benefits, teachers compensation payments, as well as retirement or pension, family pension or social pension, excluding pensions awarded to farmers in connection with the transfer or tenancy of an agricultural farm,

- deregistering of non-agricultural economic activity or its suspension within the meaning of Article 14a Section 1d of the Act on Freedom of Economic Activity dated 2 July 2004 (Journal of Laws of 2013 item 672 as amended),

- loss of sickness benefit, rehabilitation benefit or maternity allowance awarded after the loss of employment or other gainful work,

- loss of awarded alimonies/ support in connection with death of the person obliged to pay this compensation,

When establishing the income, in the case of loss of income of a family member, a studying person or a child remaining under the custody of a legal guardian in the calendar year preceding the allowance period or after this year, the lost income shall not be taken into consideration.

2) In the case of attaining income – a document or statement establishing the amount of attained income. It shall be agreed that attaining of income may occur only under the following circumstances:

- end of parental leave,
- acquisition of right to unemployment allowance or grant,
- employment or other gainful work, excluding work performed on the basis of specific project contract,
- acquisition of early retirement pension or pre-retirement benefits, teachers compensation payments, as well as retirement or pension, family pension or social pension, excluding pensions awarded to farmers in connection with the transfer or tenancy of an agricultural farm,
- commencement of non-agricultural economic activity
- acquisition of sickness benefit, rehabilitation benefit or maternity
- allowance awarded after the loss of employment or other gainful work,

When establishing the income of a family member, a studying person or a child remaining under the custody of a legal guardian, in the case of acquisition of income by a family member, a studying person or a child remaining under the custody of a legal guardian in the calendar year preceding the allowance period, the income attained in this year shall be divided into the number of months of attaining this income, if it is being attained on the date of establishing the right to compensation.

In the case of acquisition of income by a family member, a studying person or a child remaining under the custody of a legal guardian their income shall be established on the basis of the income of a family member, a studying person or a child remaining under the custody of a legal guardian increased by the amount of the attained income during the month following the month in which the income has been attained, if it is being attained on the date of establishing the right to compensation.

A document which confirms attaining of income by a family member, as well as the monthly amount of a given income (net) for the last month following the month in which the income has been attained, shall be attached to the application.

#### §13

## Special grant for students with disabilities

1. A special grant for students with disabilities shall be awarded due to disability confirmed by the decision of a competent authority. Such compensation shall be awarded at the student's request.
2. The application for special grant for students with disabilities shall be submitted by 12 November of each academic year. A form of the application shall be attached hereto as Schedule No. 2. In the case that the studies start with the summer semester, the application shall be submitted by 12 April of a given academic year. Disability degree certificate or equal certificate shall be attached to the application.
3. The Disabled Professional and Social Rehabilitation and Employment Act dated 27 August 1997 (Journal of Laws of 2011, No. 127, item 721 as further amended) provides equivalence of the decisions issued by the adjudicating boards and adjudicating doctor of Social Insurance Institutions, as well as the decisions on including to one group of disability and on permanent incapability to work in agricultural farm issued before the date the Act entered into force, i.e. before 1 January 1998, if the decisions have not expired.
4. The amount of special grant shall depend on the degree of disability.

## The Rector's scholarship for the best students

### § 14

1. The Rector's scholarship for the best students shall be awarded to the students who for a given academic year:
  - 1) obtained high grade average, or
  - 2) has scientific or artistic achievements, or
  - 3) has high sport achievements in competition within international or national range.
2. The persons entitled to apply for the Rector's scholarship for the best students shall be the students specified in § 5 Section 2 and 3 herein.
3. The Rector's scholarship for the best students may be awarded to a student who on the dates specified in the rules and regulations for studies, passed exams from all the courses, which ended in a given year with an exam and collected all credits.

### §15

1. The Rector's scholarship for the best students, in the case that a student has met the premises specified in § 14 point 1 and 2, shall be awarded on the basis of a completed application for the Rector's scholarship for the best students, attached hereto as Schedule No. 3, submitted with the statement on grades average or documents confirming scientific achievements.
2. In order to select students entitled to receive the Rector's scholarship for high grades average, the Dean's office shall prepare a ranking of at least 10% of students who fulfill the conditions for applying for scholarship with the highest grades average obtained in the preceding year, separately for each major and for full-time first-cycle and second-cycle studies.
3. When establishing the grades average, the grades from all taken exams or obtained credits shall be considered (including possible unsatisfactory grades), which a student shall pass with a grade in accordance with a programme and study plan. The grades average shall be taken to two decimal places (a digit in the second decimal place shall be mathematically rounded up on the basis of a digit in the third decimal place).
4. While preparing the ranking list, the number of all students registered for the current academic year shall be taken into account, except for first year student of first-cycle studies.
5. The ranking list shall be prepared respectively by 31 October or 31 March. The ranking list shall include students registration number ranked in accordance with the obtained grades average.
6. After the ranking lists have been prepared, the lists shall be announced to students. Together with the lists, the Rector reveals the grades average which entitles the students to file an application for the Rector's scholarship for the best students.
7. For the high grades average, an application for the Rector's scholarship for the best students shall be submitted after the announcement of the ranking list, however not later than 12 November or in the case of winter recruitment – by 12 April.
8. A student who has returned from a leave shall be entitled to apply for being included in the ranking list on the basis of grades obtained in the academic year preceding the leave.

### §16

1. In order to apply for the Rector's scholarship for the best students for scientific achievements specified in § 14 point 2, a student shall demonstrate his/her scientific-research activity (for example scientific publications, work in a scientific club, participation in scientific-research work, active participation in scientific conferences, awards and distinctions in competitions).
2. In order to apply for the Rector's scholarship for the best students for artistic achievements specified in § 14 point 2, a student shall demonstrate his/her artistic activity (for example awards and distinctions in competitions of national range, art works including art, music, theatre, or other artistic achievements).

3. In order to be awarded with the Rector's scholarship for the best students in connection with high sports achievements within national or international competition range, a student shall:
  - 1) take at least 6th place in the following international or national competitions: World Cup, European Championship, Universiade, Polish Championship, Academic Polish Championship, Championship of Polish Schools of Higher Education,
  - 2) achieve high sport level in the disciplines not covered by the competition specified in point 1, and at same time represent the School in this sport's discipline,
  - 3) achieve very high sport level, yet not qualifying the student to receive the scholarship in accordance with criteria specified in point 1 and 2.
4. The basis for receiving the Rector's scholarship for scientific, artistic or sport achievements within international or national competition shall be submitting an application together with certificates confirming the scientific, artistic or sport achievements within international or national competition by 12 November in the case of applying for scholarship in the winter semester, or by 12 April in the case of commencing studies from the summer semester.
5. Except for sport achievements, a student shall timely pass the study year and receive entry for the following year.
6. The Rector's scholarship shall not be awarded to a student who:
  - 1) received conditional entry for the following academic year,
  - 2) is on the Dean's leave.
7. The Rector's scholarship for students returning from the Dean's leaves shall be awarded on the basis of grades average, scientific, artistic and sports achievements obtained before the leave.

#### §17

Detailed conditions and procedures for the payment of the Minister's scholarship shall be specified by applicable provisions.

#### §18

### Increased maintenance grant

1. A student of full-time studies found in a difficult financial standing may receive an increased maintenance grant due to the fact that the student has been living in a dormitory or other facility since every day commute from the place of permanent residence to the School would prevent the student from studying to a significant degree.
2. In the case specified in Section 1, a student of full-time studies, may receive an increase maintenance grant also due to the fact that the student has been living with unemployed spouse or a child in a dormitory or other facility.

#### §19

### Emergency financial aid

1. Emergency financial aid may be awarded to a student who due to a fortuitous event has been found in a difficult financial standing.
2. Emergency financial aid shall be awarded on the basis of a completed application for emergency financial aid attached hereto as Schedule No. 4, which shall be submitted together with documents confirming a fortuitous event and specifying the financial standing.
3. The compensation shall not be awarded if the difficult financial standing has not been caused by a fortuitous event and is a result of the family members' income. A fortuitous event shall be, in particular: a death of a family member, serious illness of a student or student's family member, natural disasters (for example fire, flood), accident with serious health or financial complications, sudden loss of employment by the student or student's dependent.

## V. Organization and operation of scholarship committees with the procedure for filing applications and issuing decision

4. An application for awarding an emergency financial aid shall be submitted within 30 days from the fortuitous event being the basis for applying for the aid. In duly justified cases the date may be postponed by the Rector upon a written student's request.
5. An emergency financial aid shall be a one-off compensation and may be awarded to a student twice in a given academic year.

### §20

1. Providing financial aid in the form of maintenance grant, special grant for students with disabilities, the Rector's scholarship for the best students and emergency financial aid shall be granted by way of Rector's decision upon the Student's application.
2. Applications specified in Section 1 shall be submitted on the dates provided for in the provisions herein regarding particular forms of aid.
3. The Minister's scholarship for outstanding achievements shall be awarded by the minister competent for higher education upon the Rector's request approved by senate.
4. Financial aid on the basis of the application filed within the period specified herein shall be paid by 1 October of a given academic year.
5. In the case of filing application after the lapse of dates scheduled herein, the maintenance grant and special grant for students with disabilities shall be paid from the month in which the application has been submitted and in the case of filing the application after this date, from the following month without an adjustment for the previous months.
6. Failure to submit an application for the Rector's scholarship for the best students by 12 October or 12 April of a given academic year shall result in non-awarding of the aid in a given academic year.
7. In case of any doubts as per the wording of the submitted application, lack of supporting documents or other missing information, the body awarding the aid shall request submitting additional statements or documents.
8. A student may appeal against the Rector's decision and apply for reconsideration of the case within 14 days from the receipt of the decision by a student.
9. The decision shall be issued to a student in person at the Dean's office or send upon the confirmation of receipt to the address provided in the application. Failure to notify on the change of address shall result in acknowledging the decision as served to the previous address.

### §21

1. Upon a written application of a competent body of students council, the Rector shall pass the rights specified in § 20 Section 1 on the Scholarship Committee and Scholarship Board of Appeals.
2. The Scholarship Committee and Scholarship Board of Appeals shall be appointed respectively by the Rector among the students delegated by the Board of Students Council and the School's employees.
3. The Committee and the Board comprise at least five members; the majority of panel comprises students. The Committee and the Board shall designate the President and Vice President.
4. The Scholarship Committee and Scholarship Board of Appeals shall act in the panel consisting of at least three persons.
5. The Committee's decisions, on Committee's behalf, shall be signed by a president or authorized vice president.
6. The Committee and the Board shall operate during the whole academic year excluding the periods free from classes.

7. A student is entitled to appeal against the decision of the Scholarship Committee to the Scholarship Board of Appeals within days from the receipt of the decision by the student. The appeal shall be submitted to the Scholarship Committee.
8. The supervision over the actions of the Scholarship Committee and Scholarship Board of Appeals shall be made by the Rector.
9. Under the supervision specified in Section 8, the Rector may revoke the Committee's decision which is not complaint with the provisions of Higher Education Act and provisions herein.

#### §22

1. The decisions specified in § 20 and § 21 shall be administrative decisions.
2. Against the decision of the Rector or the Scholarship Committee one may appeal to a competent voivodeship administrative court.

#### §23

The provisions of these Rules and Regulations shall apply to students who are Polish citizens or foreigners entitled to undertake and participate in the studies under the principles binding for Polish citizens, i.e.:

- 1) foreigners who have a settlement permit;
- 2) foreigners holding a refugee status granted in the Republic in Poland;
- 3) foreigners benefiting from temporary protection in the territory of the Republic of Poland
- 4) migrating employees, being citizens of the EU, the Swiss Confederation or EFTA Member States – the Parties to the Agreement on the European Economic Area, as well as their family members if they live in the Republic of Poland;
- 5) foreigners who were granted a residence permit for a long-term resident of the EC in the territory of the Republic of Poland;
- 6) foreigners who were granted a residence permit for a fixed period of time in the territory of Poland in relation to the circumstance specified in Article 53, Section 1, point 7,13,14 of the Act on Foreigners dated 13 June 2003 (Journal of Laws No. 128, item 1175 as further amended);
- 7) foreigners benefiting from subsidiary protection in the territory of the Republic of Poland;
- 8) citizens of the EU or EFTA Member States – the Parties to the Agreement on the European Economic Area or the Swiss Confederation as well as their family members, possessing permanent residence permit.

## VI. Final provisions