



**STUDENT BENEFIT POLICY  
STUDENT VERSION**



## **Student Benefit Policy Student version**

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## Introduction

Student benefits which are offered by a university are defined by Law on Higher Education and Science (Journal of Laws 2023.742) but specific arrangements for granting benefits are defined by each university own regulations. Documents having the character of a legal document often are written in a very incomprehensible way. The initiative of Lodz University of Technology Foundation, by implementing a Ministry of Science and Higher Education's project from *Organizing and animating activities for academic life programme*, is to present regulations in an understandable manner for their recipients. At the planning stage of this publication, the decision to also include benefits for doctoral students in this text was made so that this group can also benefit from some legal footnotes that are structured in the same way as those for undergraduates.

The benefits for students, defined by the legislator and financed by a special grant, are intended to enable undergraduate and postgraduate students in difficult financial situations to begin and complete their studies, as well as to reward students who achieve the best academic results or who excel in sports or the arts. At the same time, the system also provides support for people with disabilities or, through an allowance, for unique situations that affect their lives.

This publication is based on the Student and Doctoral Student Benefits Policy before academic year 2023/2024 begins and all information included in this policy are in accordance with the provisions of the above-mentioned regulations.

However, when using it in subsequent years, it is important to make sure that the source document has not been corrected. The only appropriate place to learn about the scholarship documentation is the official website of Lodz University of Technology ([www.p.lodz.pl](http://www.p.lodz.pl)).

We encourage you to familiarize yourselves with the contents of the document and to take advantage of the benefits offered by the University to students and postgraduates.

Editorial Team  
of Lodz University of Technology Foundation

## Section 1

# General information

### I. Types of scholarships

Each **student** can apply for the following benefits:

- a maintenance grant;
- a scholarship for people with disabilities;
- a subsidy;
- Rector's scholarship;
- a scholarship funded by a local authority;
- a scholarship granted for learning or sports achievements funded by an individual or a legal entity that is not a state or local government legal entity.

Each **doctoral student**, who started their doctoral studies before academic year 2019/2020, can apply for the following benefits:

- a maintenance grant;
- a scholarship for people with disabilities;
- a subsidy;
- Rector's scholarship.

#### EXCEPTION!

All students/participants of doctoral studies, no matter of a mode of study (full-time, part-time) and age, can apply for benefits except for students/doctoral students:

- who are candidates for professional soldiers or professional soldiers who have taken up studies based on a referral by the competent military authority and received financial aid in connection with studies under the provisions on military service for professional soldiers,
- who are officers of the state service in candidate service or who are officers of the state service, who undertook studies based on a referral or agreement of the relevant supervisor, and have received assistance in connection with their studies under the service regulations.



#### IMPORTANT!

Based on The Act of 26 July 1991 on Natural Persons Income Tax [Article 21 (1)(40)] all benefits mentioned before are exempted from personal income tax.

### II. Distribution of grants and awarding of benefits

The Rector in agreement with the student self-government and doctoral student self-government distributes financial aid grants for students and doctoral students.

Benefits in a form of a maintenance grant, a scholarship for people with disabilities, a subsidy and the Rector's scholarship are all granted by the Rector/Scholarship Committee at the request of the student/doc-

toral student. The Vice-Rector for Student Affairs specifies dates and requirements for the submission of relevant applications in a separate announcement. Templates of the applications that are currently applicable at the university are contained in Appendix 4 to the Benefit Regulations.

### 1. Periods for which benefits are granted:

A maintenance grant, a scholarship for people with disabilities and the Rector's scholarship

- Are granted from the first year of study for a duration of one academic year, beginning from the month in which an application was submitted by a student/doctoral student. The exception is a case in which, according to the study plan, the final year of study lasts only one semester,
- A student/doctoral student can receive the above scholarships in one academic year for a duration of 9 months, and for period of 5 months if the final year of study lasts only one semester (winter semester – 5 months, summer semester – 4 months) at the same time there is no possibility of receiving a scholarship by a student/doctoral student who has completed the final year of their studies in a particular academic year and is awaiting the diploma exam, and who has already received the said scholarship in that academic year for the maximum period allowed by the law,
- In specific cases, the Rector can decide on extending the period for which scholarships are granted by one month.

A subsidy

- can be granted from the first year of study and is paid as a one off payment; is not a reoccurring/periodical benefit.

### 2. Limitations of granting benefits:

- a student can receive a maintenance grant, a scholarship for people with disabilities and the Rector's scholarship **only on one chosen course of studies**.
- all benefits mentioned above are not granted to students with professional titles such as:
  - Master of Science
  - Master of Engineering
  - Bachelor's degree (if the first cycle of studies is undertaken again)
  - Engineering degree (if the first cycle of studies is undertaken again)
- the total period of validity of the above-mentioned benefits is 12 semesters, regardless of whether students receive them, provided that during this time the benefits are granted during studies for:
  - first cycle of studies – no more than 9 semesters,
  - second cycle of studies – no more than 7 semesters;
- in case of undertaking long-cycle master studies by a student, duration of which is defined by law and lasts 11 or 12 semester, a period during which the above mentioned benefits can be granted is extended by two months.



#### IMPORTANT!

In case of a disability arising during studies or after graduation, a scholarship for people with disabilities is available for a period of additional 12 semesters.



**IMPORTANT!**

All semesters started by students during their course of study except for a semester during further course of first cycle studies undertaken after obtaining a first professional degree of Bachelor, Engineer or equivalent are counted in the period mentioned above. In case of pursuing several courses of study, semesters taken at the same time are treated as one.

**Example**

*Wojtek has started first-cycle studies in two different fields simultaneously. In case of granting him a maintenance grant/a rector's scholarship/a scholarship for people with disabilities, each completed semester during both course of studies is counted as one semester. Each person is entitled to receive scholarships during the first cycle studies for a maximum period of 9 semesters.*



**IMPORTANT!**

A student who received a maintenance grant, a rector's scholarship/a scholarship for people with disabilities, is required to notify the university immediately if any circumstances arise which result in the loss of entitlement to the benefit received.

**III. Payment of benefits to students studying under a Learning Agreement/traineeship abroad on the basis of a Training Agreement or under the MOSTECH programme, hereinafter referred to as Studies outside Lodz University of Technology**

All students studying under a Learning Agreement/traineeship abroad on the basis of a Training Agreement or as part of the MOSTECH programme, hereinafter referred to as Studies outside Lodz University of Technology, are entitled to receive benefits in the form of a maintenance grant/Rector's scholarship/a scholarship for people with disabilities provided that they fulfil all the necessary conditions for their receipt.

- students studying outside the Lodz University of Technology may receive benefits for two semesters of a given academic year;
- students who have obtained the consent of the Vice-Dean for Student Affairs to extend their studies outside the Lodz University of Technology by another (second) semester of a given academic year may receive benefits for the whole period for which the benefits were granted, however, no longer than for one year of studies outside the Lodz University of Technology.



**IMPORTANT!**

For the benefit to be paid to the student, it is necessary to apply to the Vice-Dean for Student Affairs within the deadline specified in the announcement on types, modes, and deadlines for submitting applications for financial aid, set by the Vice-Rector for Student Affairs, and obtain their approval for the extension of the student's studies outside Lodz University of Technology. If the student extends studies further outside Lodz University of Technology (third semester), a maintenance grant/Rector's scholarship/a scholarship for people with disabilities is not paid to the student for this period. Detailed rules for payment of the Rector's scholarship are set forth in Section 4a of the Regulations.

#### IV. Benefit payment for foreign students/doctoral students

Who can apply for financial aid?

- a citizen of an EU member state,
- a citizen of the Swiss Confederation,
- a citizen of a member state of the European Free Trade Agreement (EFTA),
- a citizen of a party to the EEA Agreement and members of their families residing in the territory of the Republic of Poland,
- a foreigner who has been granted a permanent residence permit, or a long-term resident of the European Union,
- a foreigner with a temporary residence permits due to the circumstances referred to in Article 159(1) and Article 186(1)(3) and (4) of the Law on Foreigners of 12 December 2013,
- a foreigner with refugee status granted in the Republic of Poland or enjoying temporary protection or subsidiary protection on the territory of the Republic of Poland,
- a foreigner with a certificate proving knowledge of Polish as a foreign language, at a language proficiency level of C1 at least,
- a holder of the Card of the Pole or a person who has been issued a decision on the determination of Polish origin,
- a foreigner who is a spouse, ascendant or descendant of a citizen of the Republic of Poland, living on the territory of the Republic of Poland,
- a foreigner who has been granted a temporary residence permit in connection with the circumstances referred to in Articles 151(1) and 151b (1) of the Law on Foreigners of December 12, 2013, or who resides in the territory of the Republic of Poland in connection with the use of short-term mobility of a scientist under the conditions specified in Article 156b (1) of that Law, or who holds a national visa for the purpose of research or development work.

Other foreigners not mentioned above can also apply for benefits.



**NOTE!**

Not all foreign students can apply for a maintenance grant. Please refer to the Benefits Policy to learn more!

#### V. Withholding/suspension/loss of student/doctoral student

- If disciplinary proceedings are initiated against a student/doctoral student, the Rector or Scholarship Committee can withhold payment of the granted benefit
- Payment of the granted benefit shall be suspended from the month following the occurrence of a reason to start the process of removing a student/doctoral student from a student/doctoral student list until the end of this process
- A student/doctoral student loses the right to previously awarded financial aid benefits every time when:
  - a student/doctoral student resigns from benefits received.
  - a student/doctoral student is suspended from receiving financial aid benefit.

- a final decision has been reached by the disciplinary committee against a student/doctoral student;
- a student/doctoral student provided false information while applying for financial aid.



**REMEMBER!**

- To give a proper review of the request for financial aid, a student/doctoral student is obliged to submit all needed documentation on time. Moreover, a student is obliged to provide a statement regarding the accuracy of the data and its consistency with the facts,
- When a student's/doctoral student's request for a benefit has been submitted and accepted but is incomplete, a student/doctoral student receives a request to complete the indicated deficiencies within the specified time from a person authorized by Rector/ Scholarship Committee. Exceeding this deadline will result in the request not being processed.

**Example I**

*Ania applied for a maintenance grant without a needed statement. The Committee called Ania out to correct the formal deficiency and provide the Committee with the lacking statement within 7 days from the receipt date. Ania received a request on 15th October and provided the Committee with missing document on 25th October. Her request for a maintenance grant wasn't considered and she needs to apply for it again.*

- If a student admits to providing false information for the purpose of obtaining a benefit, the decision to grant the benefit may be changed and disciplinary proceedings may be initiated against the student.
- All benefits are paid into student's personal bank account indicated via WebDziekanat.

## Section 2

# A maintenance grant

### I. Who can be awarded a maintenance grant?

A student/doctoral student who found themselves in financial difficulty, whose monthly net income per one person in a family does not exceed the amount indicated in a separate announcement.

A student/doctoral student being in a particularly difficult life situation, whose net worth per person in family does not exceed the amount indicated in the separate announcement on the number of types of benefits agreed with the Student Self-Government and the Doctoral Student Self-Government can receive a maintenance grant. The Benefit Policy provides for exceptional situations such as granting a benefit with an increased amount.

### II. Documents granting a maintenance grant with an increased amount:

- confirmation that a student/doctoral student is currently living with an unemployed spouse or a child and a confirmation that a student/doctoral student does not live permanently in Lodz;
- confirmation from the TUL Residential Campus employee that a student/doctoral student is currently



living in the TUL Dormitory and a confirmation that a student/doctoral student does not live permanently in Lodz;

- a certificate of residence in another collective accommodation facility issued by the manager of the facility in question and a confirmation that a student/doctoral student does not live permanently in Lodz;
- a statement on the use of the individual room in case of a student/doctoral student living in a different facility other than TUL Dormitories or in another collective accommodation facility and a confirmation that a student/doctoral student does not live permanently in Lodz.

In addition

- A student/doctoral student who has received approval for and is pursuing part of the study program as part of a foreign or domestic exchange based on a Learning Agreement or as part of MOSTECH program, who is applying for a maintenance grant with an increased amount, is obliged to submit a contract relating to those exchanges. The deadline is specified in the announcement on types, modes, and deadlines for submitting applications for financial aid, set by the Vice-Rector for Student Affairs. The criterion of not living permanently in Lodz does not apply here.

### Section 3

## A scholarship for people with disabilities

### I. Who can receive a scholarship for people with disabilities?

A scholarship for people with disabilities can be granted to a student/doctoral student who has:

- a disability certificate;
- a disability degree certificate;
- a certificate mentioned in the *Article 5 and Article 62 of the Act of 27 August 1997 on vocational and social rehabilitation as well as employment of people with disabilities*.

Article 5 of the Act of 27 August 1997 on vocational and social rehabilitation and employment of people with disabilities.

The ruling of the Social Insurance Institution's medical examiner on:

1. total inability to work determined under Article 12 repealed, paragraph 2 and inability to live independently determined based on Article 13 of the adjudication on inability to work, paragraph 5 of the Act of 17 December 1998 on pensions from the Social Insurance Fund, is treated on a par with a significant degree disability certificate;
- 1a. inability to live independently determined based on Article 13 of the adjudication on inability to work, paragraph 5 of the Act mentioned in pt. 1, is treated on a par with a significant degree disability certificate;
2. total inability to work determined under Article 12, the concept of the incapacitated person, paragraph 2 of the law mentioned in pt. 1, is treated equally with a moderate degree disability certificate;
3. partial inability to work determined under Article 12, the concept of the incapacitated person, paragraph 3 and the desirability of retraining, as referred to in Article 119 decision on granting a pension

due to temporary inability to work, paragraphs 2 and 3 of the law mentioned in pt. 1, is treated equally with a mild degree disability certificate;

Article 62 of the Act of 27 August 1997 on vocational and social rehabilitation and employment of people with disabilities

1. People who were classified in one of the disability groups prior to the effective date of the law are disabled persons within the meaning of the law, if the certificate of classification in one of the disability groups has not expired prior to that date,
2. Certificate of classification in:
  - Group I disability is equivalent to a significant degree of disability;
  - Group II disability is equivalent to a moderate degree of disability;
  - Group III disability is equivalent to a mild degree of disability.
3. People of permanent or long-lasting inability to work on an agricultural holding are considered as disabled, however:
  - people who are entitled to attendance allowance are treated as having a significant degree of disability;
  - other people are treated as having a mild degree of disability.

## II. Disability degree and the amount of a benefit

### Significant degree of disability

- Meaning of significant degree of disability in vocational and social rehabilitation and employment of people with disabilities;
- total inability to work and independent existence ruled based on the provisions on pensions from the Social Insurance Fund;
- permanent or long-term inability to work on an agricultural holding and to lead an independent life, assessed because of the provisions on social insurance for farmers, to obtain the benefits specified in those provisions;
- holding a certificate of membership of the Group I Invalids;
- inability to lead an independent life, established based on the provisions on pensions from the Social Insurance Fund or the provisions on social insurance of farmers.

### Moderate degree of disability

- Meaning of degree of disability in vocational and social rehabilitation and employment of people with disabilities;
- total inability to work ruled based on the provisions on pensions from the Social Insurance Fund;
- holding a certificate of membership of the Group II Invalids;

### Mild degree of disability

- partial inability to work and retraining is advised,
- other certificates for inability to work on an agricultural holding.

- holding a certificate of membership of the Group III Invalids;

**The benefit amount is indicated in a separate announcement about the number of types of benefits, as agreed with the Student Self-Government and the Doctoral Student Self-Government.**



**IMPORTANT!**

If a disability certificate becomes invalid during an academic year, benefits will not be paid from one month after the date that certificate has lost its validity. The benefits will be paid starting from the same month as the certificate becomes valid again (unless otherwise specified in special regulations).

**III. Confirmation of a disability degree**

- The Office for Disabled Persons of Lodz University of Technology confirms the degree of disability in the scholarship request based on the documents provided by the student/doctoral student.
- The Office for Disabled Persons of Lodz University of Technology stores every document that confirms Lodz University of Technology student's/doctoral student's disability.

**Section 4a**

**Rector's scholarship for students**

**I. Basic conditions for receiving a Rector's scholarship**

The Rector's scholarship for students can be granted to a student who has achieved outstanding academic results, has scientific or artistic achievements, or sports achievements in competition at the national level at least.

Other requirements needed for Rector's scholarship:

**1. Full registration** in a particular academic year of study

**EXCEPTION!**

In some cases, conditional registration is enough to apply for the Rector's scholarship.



When is it applicable?

- If a student does not pass the PE classes due to a minimum of six weeks of sick leave. Then PE grade is not considered in grade average estimate.
- If a student takes part in the Short Individual Study Path Program; in this case a student must get recommendation from the head of the main organizational unit; and the scholarship grade average for studies is not included in the total ranking points;
- If a student has achieved outstanding results; in this case the grade average for studies is not included in the total ranking points, but only points for outstanding achievements;
- If a conditional registration is based on curriculum differences related to the change of the field of stu-

dy which the student did not have the opportunity to complete; in this case a Vice-Dean for Student Affairs recommendation is needed;

**2. No academic year repetition** in previous years.

## II. Who can be granted the Rector's scholarship?

The scholarship can be granted to **a student of I and II cycle** of studies who in previous academic year who achieved outstanding academic results, has scientific or artistic achievements, or sports achievements in competition at least at the national level, defined in the provisions of the Benefit Policy.

The scholarship can be granted to a student who **has started the first academic year**, but must meet one or more of **the following conditions**:

1. is a laureate of an international Olympiad, or a laureate or finalist of a central-level Olympiad, referred to in the regulations on the educational system;
2. is a current medallist in sports competition for the title of Polish Champion in each sport at least, as referred to in the provisions of the Sports Act of 25 June 2010 (organizing and conducting sports competition for the title of Polish Champion is the exclusive right of the Polish Sports Association).

For these individuals, the list of those eligible for the scholarship is determined sequentially based on:

1. the score obtained based on the entries set out in template 4.1 Scoring of the Olympiads;
2. the score obtained in the Olympiads/sports competition;
3. the score obtained in the university admission procedure.

The Rector's scholarship may also be awarded to **a 1st year student of a second cycle studies** who has achieved outstanding academic results during the first cycle studies.

## III. Evaluation method

Evaluation of achievements is based **on ranking points** while academic performance **on grade average**.

Scholarships are granted within ranking groups. There are several of them:

1. students of the organisational unit providing education, studying at the same field and mode of studies (full-time and part-time studies);
2. students studying at the International Faculty of Engineering (IFE), pursuing the same field of studies;
3. students of the first semester of second cycle studies of the organisational unit providing the training, studying at the same field and mode of studies (full-time and part-time studies);
4. students admitted from a summer semester that have completed the first semester of studies at the organisational unit providing education, studying at the same field and mode of studies (full-time and part-time studies).

### Important rules

- **the maximum number of students that can receive the Rector's scholarship is 10% of the students of the same field of study** as of the dates specified in the announcement of the Vice-Rector for

- Student Affairs on the types, modes and deadlines for submitting applications for financial aid (does not include students admitted to the first year receiving a scholarship);
- the number of people in each ranking group is determined by the university's IT system; it may be increased in special cases, but may not exceed the above-mentioned 10%;
  - scholarships are awarded to students **with the highest number of points in their ranking group, however, no less than the point threshold** specified in a separate announcement from the Vice Rector for Student Affairs on the number of certain types of financial aid;
  - **the total of points** for achievements and scholarship average decides about position in the ranking group;
  - when more than one student with **the same number of points** is found at the bottom of the ranking list, the following additional criteria apply:
    - exceeding the threshold value of the scholarship average specified in Appendix 1 to the Regulations – which is 4.0;
    - jointly exceeding the threshold value of the scholarship average (4.0) and achieving a scientific, artistic, or sporting achievement,
    - the number of points for the scholarship average,
    - the number of points for scientific, artistic, or sporting achievements,
    - the weighted average from the previous academic year (the year preceding the scholarship payment); for students in the first year of second-cycle studies, the criterion of the weighted average from the previous academic year is replaced by the criterion of the arithmetic average from the entire course of first-cycle studies,
    - the arithmetic mean from the previous academic year.

What if the number of points is still the same?

In this case, the number of granted scholarships is determined by the Rector or the Scholarship Committee, but the number of scholarships may not exceed 10% in each field of study.

#### IV. Ranking points

Ranking points are awarded for **a grade average and achievements**.

##### a) Grade point average

- **RULE:** the weighted average for every grade for courses resulting from the approved curriculum, Individual Study Programme, or Individual Organisation of Classes from the last academic year (these are the nominal courses);
- the weight of a course is the number of ECTS credits;
- grades lacking from previous years and grades for promotion credit are not considered.

##### Exceptions:

- **first year of second cycle students** – a grade average is the arithmetic average of all grades achieved in the first-cycle programme;
- **second year of second cycle students taking up studies in the summer semester** –



a grade average is the weighted average of all grades for the nominal courses from the first semester of the second cycle;

- **students who are about to receive a scholarship in current academic year and:**
  1. **were admitted as a transfer from another university;**
  2. **changed their field of study at TUL;**
  3. **changed their mode of study;**

The grade average of the last academic year is considered.

If transfer, change of field or mode of study was made after scholarships **have been awarded for a given semester**, the award of a scholarship is only possible if the pool of possible scholarships in each ranking group is not filled up.

If a student, who was accepted in the academic year preceding the scholarship payment, has transferred from another university, changed field or mode of study and because of curriculum differences was not able to receive full registration for that year of study (which needs appropriate confirmation), can be awarded a scholarship based on scholarship average obtained after that year of study.

## b) Achievements

There are four groups of achievements:

1. excellent,
2. outstanding,
3. very good,
4. good.

**RULE: Ranking points are counted for achievements obtained in a previous academic year.**



### Exceptions:

For students of the first year of the second cycle programme taking up studies in the summer semester, achievements obtained during the last semester of first cycle studies are counted.

For students of the second year of the second cycle programme taking up studies in the summer semester, achievements obtained during the first semester of second cycle studies are counted.

The catalogue of scoring achievements can be found in **Appendix 1** to the Regulations of Benefits for Students of Lodz University of Technology - Scoring and catalogue of achievements used when considering applications for the Rector's scholarship for students.

Example 1:

*In a scholarship request submitted on 21st October 2023, a student presented her achievements from scientific conferences that were conducted in academic year 2022/2023. Also, she included the conference that took place 10th October 2023. Will this achievement be counted in the total sum of points?*

Answer: No, those achievements that happened in a current (not previous) year will not be considered.

#### Example 2

*In a scholarship request, a student included a scientific conference – he attached the confirmation of abstract reception, however, a confirmation of participation was not attached. He was urged by the committee to bring the lacking documents. In response, he informed the committee that his abstract had been accepted and he had paid the conference fee, but he could not attend the conference due to the epidemic situation in the country. Was the student allowed to include such an achievement?*

Answer: No, the student was not allowed to include such an achievement because they are scored only if completed. He did not participate in the conference, so he did not accomplish any achievements.

#### V. Instruction for receiving a scholarship.

1. Fill in and print out a request for a scholarship through the WebDziekanat portal. Attachments are needed for the request. Each achievement must be documented. (Note! Students of the first semester of second cycle studies who are not graduates of first cycle studies at Lodz University of Technology should attach a copy of a certificate confirming the arithmetic average of all grades achieved during the first cycle studies; the original should be submitted to the dean's office)
2. Submit the request with all attachments in place mentioned in the announcement on types, modes, and deadlines for submitting applications for financial aid, set by the Vice-Rector for Student Affairs.
3. The Rector or Scholarship Committee verify submitted requests for scholarships.
4. Preparing suggested ranking lists for each ranking group.
5. Based on those ranking lists, the final decision for granting scholarships is made.

#### VI. Amount of scholarship

The scholarship amount can be divided into 2 parts:

1. **fixed part** - fixed for all scholarship recipients and is independent of the number of ranking points and place on the ranking list.
2. **Increase** - fixed for all scholarship recipients who have received this scholarship increase.

Condition on receiving this scholarship increase:

- a) receiving the Rector's scholarship;
- b) obtaining one of the two highest values of ranking points in each field of study (the first 2 places), but not less than the minimum value included in a separate announcement.

If more than one person scored the same number of points, all of them receive the increase.

The decision to grant an increase is issued after the completion of the scholarship procedure for all ranking groups included in the fields of study.

The amount of fixed part and the increase can be found in the announcement on types, modes, and deadlines for submitting applications for financial aid.

### VII. Students studying under a Learning Agreement/Internship Abroad under a Training Agreement or the MOSTECH program.

Students can apply for a scholarship at a receiving university for a study period, no longer than one year of studies based on the scholarship average and for achievements in the year of study immediately preceding the beginning of the study outside TUL.

In the first year after returning from studies outside TUL, a student must present the scholarship average and achievement from the academic year at TUL, which was used for a scholarship outside TUL.

Students who receive a scholarship after graduating outside TUL will receive payment after **full settlement** of grades from the foreign university and after receiving **full registration** for the next year of study at TUL.

## Section 4b

### Rector's scholarship for doctoral students

The Rector's scholarship for doctoral students can be granted to a participant of doctoral studies during second and further academic years of study, provided that in the academic year preceding the award of the scholarship, **the following conditions are met altogether**:

1. achieving at least good results in exams from a doctoral curriculum or at least good results in credits if a rated period does not foresee any examinations;
2. demonstrating progress in academic work and in the preparation of the doctoral dissertation;
3. demonstrating commitment to teaching at the university.



#### IMPORTANT!

All above-mentioned conditions must be met altogether. Failing to fulfil any condition will result in inability to receive the Rector's scholarship for doctoral students.

#### Ways of awarding the scholarship:

- based on doctoral achievement **ranking** from previous academic year;
- doctoral achievements are rated in points – they need to be presented in a list of achievement from the rating period in a ranking form specified by Template 5.1 in Appendix 4 to the regulations;
- a submission of **a scholarship application** with a completed, appropriate ranking form (generated from the WebDziekanat) and achievement documentation is necessary;
- a request with ranking form and documentation is verified by the Rector/Scholarship Committee of the educational unit. The Rector/Scholarship Committee awards points to doctoral students and based on that creates ranking lists according to the appropriate model, selecting on their basis the people who are entitled to the Rector's scholarship for doctoral students;
- the number of granted scholarships for the educational unit **cannot be lower than 1 and cannot exceed 10% of all doctoral students** in each discipline determined for doctoral students recruited in the winter and summer semesters as of the date shown in the announcement on types, modes, and deadlines for submitting applications for financial aid, established by the Vice-Rector for Student Affairs.



### Rules of creating lists for doctoral students from the 2<sup>nd</sup> academic year of study

- the same number of points – the ranking position is firstly decided by an overall number of points for Scientific Achievements, next for involvement in *Engagement in Didactic Work*;
- if this method of comparison does not establish priority in receiving the scholarship, the final number of granted scholarship is decided by Rector/Scholarship Committee, considering the condition of not exceeding the number of scholarships specified in pt.

## Section 5 A subsidy

### I. When is it granted?

It is granted to students who have found themselves in a **temporarily difficult life situation**.

### II. What is a temporarily difficult life situation?

According to regulations, a temporarily difficult life situation is:

1. death of a student's family member;
2. severe illness of a student or their family member;
3. natural disaster (fire, flood);
4. robbery;
5. childbirth given by a female student or becoming a father by a male student;
6. other event causing a student to be found in temporarily difficult life situation.

It is important that this is not just about financial difficulty, but also those cases that involve difficulty in life and do not necessarily involve only incurring a significant amount of expenses. This may involve, for example, time-consuming rehabilitation.

The regulations list exemplary events that can be counted as a difficult life situation. Although it is not sufficient. It means that there are other events that lead to a temporarily difficult life situations and allow student to benefit from a subsidy.

Note that the event must be **documented and described in detail**. If any expenses were incurred – invoices, receipts must be provided. This is very important as it will determine the amount of the grant.

### What are the rules for granting a subsidy?

- A subsidy is awarded from the first year of study.
- Each request is **individually** examined. The final decision is made based on its severity, personal situation or members of the family, expenses amount which had to be incurred because of a certain event. That is why the same occurrence can be treated as a temporarily difficult life situation entitling to the subsidy and in other circumstances not.
- A request for the subsidy can be applied for no longer than during the 3 months from the date of an event happening.

- You can receive the subsidy up to a maximum of 2 times in an academic year, but you cannot receive it twice for the same reason (unless there are special regulations that allow this).
- The amount of the aid depends on the incurred and confirmed costs related to the described event. In individual situations, the Rector may consider the amount of income per person in the student's family.

### Birth of a child

If the birth of a child caused that students found themselves in difficult life situation, they are entitled to the subsidy.

When both parents are students, **each of them is entitled** to the subsidy. In case of more than one birth of a child, the subsidy is granted to each of them.

**The amount of the subsidy is fixed** - the amount is indicated in a separate announcement on the number of individual types of benefits, agreed with the Student Self-Government.

### Death of a parent or a legal guardian.

In this situation, **the amount of the subsidy is fixed** - the amount is indicated in a separate announcement on the number of individual types of benefits, agreed upon the Student Self-Government.

There is no need to present expenditure documentation, only **documentation confirming the death**.

#### Example 1

*A student was in a car crash, which resulted in a broken leg, and suffered a cervical spine injury. Based on that event he applied for a subsidy which was granted after some time, however, he found that rehabilitation was prolonged, and it was difficult for him to return to normal functioning. He applied once again for the subsidy for the same reason. Can he be awarded the subsidy again?*

Answer: In the situation presented, the student is not eligible to receive the subsidy. According to Chapter 5(9) of the Benefit Policy, a student may receive a subsidy twice in the academic year but may not receive a subsidy twice for the same reason (unless special regulations provide otherwise).

#### Example 2

*The student's father died and because of this event he and his family lost their main source of income. The student applied for a subsidy exactly 3 months after the date of his father's death. Will the student receive a subsidy?*

Answer: Yes, the student can be granted a subsidy. According to regulations, the subsidy can be granted no longer than 3 months after the date of the event. So, if the deadline of 3 months was not exceeded, the student can apply for the benefit.

#### Example 3

*A student had a baby and received a subsidy. His wife also applied for the benefit in the event of a child-birth. Is he allowed to the subsidy?*

Answer: Yes. According to the regulations if the birth of a child caused that a student found himself in difficult life situation, he is entitled to the subsidy. When both parents are students, each of them is entitled to the subsidy. In case of more than one birth of a child, the subsidy is awarded for each child.

#### Example 4

*A student became seriously ill with depression. He incurred high medical expenses, and his financial situation deteriorated significantly. Unfortunately, he does not have any receipts documenting the expenses incurred. He applied for the subsidy, indicating that due to his health condition, he completely forgotten to collect receipts. However, he has medical documentation confirming a severe mental condition. Is the student eligible for the subsidy?*

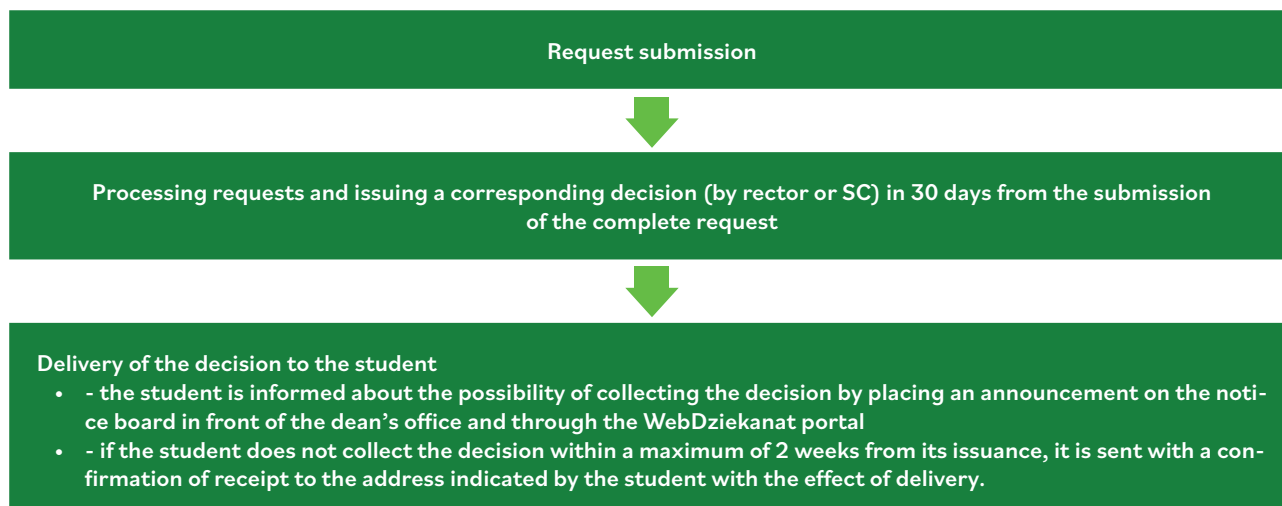
Answer: In this case the student must be prepared for rejection. According to the regulations, if the event involves costs incurred by the student/doctoral student or their family member, personal invoices should be attached to the subsidy request. However, each application is considered on a case-by-case basis, which means that in justified cases, e.g. serious illness, the grant will be justified.


## Section 6 Issuing administrative decisions

### Ground rules

- Student benefits are granted **by administrative decisions**.
- It is necessary to submit **a complete request** to receive any benefit.
- **The Rector** is the authority issuing the benefit decision. However, he may delegate his authority to the **Scholarship Committee (SC)**, which then will be responsible for processing requests and issuing a corresponding decision. This will be the so-called authority of the first instance. The Rector may also delegate the authority for an appeal, then it will be considered by the **Scholarship Appeal Committee (SAC)**-the so-called second instance body.
- The Rector, as part of his supervision, may revoke an unlawful decision of the SC or SAC.

### The procedure for considering the application and filing an appeal



- 
- in the case of a refusal decision, within 14 days of its receipt, a request for reconsideration of the case or an appeal can be submitted - it should be submitted to the Rector (request) or SAC (appeal) through the Benefits Service Section



if the refusal decision is upheld, one may file a complaint to the Provincial Administrative Court within 30 days from the day of receiving the decision issued after considering the application for reconsideration of the case

### When is the benefit paid?

The funds are paid **only after the decision on a given benefit becomes final** – which usually takes place **14 days after its delivery** (deadline for filing an appeal). However, it is possible to waive the right to appeal, which results in the decision becoming final upon receipt.

#### Example 1

*Information was posted on the bulletin board and on the WebDziekanat portal about the possibility of collecting scholarship decisions until 15 November 2023. A student did not pick up the decision in the required time. Accordingly, a decision was sent to the student by mail. He received it in person on 5 December 2023. The decision turned out to be negative. The student would like to file an appeal. When is the deadline for the appeal?*

Answer: In this example, the deadline is the end of 19 December 2023. For counting purposes, the date on which the decision was communicated is ignored. That is why the 14 days for the appeal are counted from 6th December.

#### Example 2

*A student applied for a maintenance grant. After 3 months he called the dean's office and asked when the decision would be ready. The reply was that in this academic year no scholarships were granted. Is the described action correct? What can a student do in such a situation?*

Answer: The described action is not correct. The administrative decision should be given, and the student should receive such information. In such a situation, the student could file a reminder under the provisions of the Code of Administrative Procedure.

## Section 7

# Rules for determining the income of doctoral students and manner of documenting their financial situation

### I. Principles for determining income

An income in student/doctoral student's family is established based on Act of 28 November 2003 on family benefits. The monthly net income per person in the family entitling to financial aid in the form of a maintenance grant may not exceed the amounts given in a separate announcement on the number of types of benefits agreed with the Student and Doctoral Student Self-Government.

1. Determining a student's/doctoral student's income includes income received from:

- a student/doctoral student;
- a spouse of a student/doctoral student;
- parents, legal guardian, actual guardians of a student/doctoral student;
- dependants, i.e., minors, children in education up to the age of 26 or, if the age of 26 falls in the final year of study, up to the completion of their studies, and disabled children of any age.



**IMPORTANT!**

Family status is determined at the time of the scholarship application.

2. Income does not include:

- benefits referred to in Articles 86(1), 359(1) and 420(1) of the Law on Higher Education and Science;
- scholarship granted to pupils, students and doctoral students based on:
  - the European Union's Structural Funds;
  - non-reimbursable funds derived from assistance provided by the Member States of the European Free Trade Agreement (EFTA);
  - international agreements or programmes implementing such agreements, or international scholarship programmes.
- financial aid received by pupils under the provisions of the Act of 14 December 2016. – Education Law;
- financial aid received by students under the provisions of the Act of 14 December 2016. – Education Law, scholarships of a social character awarded by entities;
- referred to in Article 21(1) (40b 4) of the Personal Income Tax Act;
- certain types of income not subject to personal income tax or flat-rate income tax on certain incomes earned by people, e.g.:
  - family benefits (i.e., family allowance, supplements to family allowance, care benefits, including attendance allowance and attendance benefit);
  - social assistance benefits pursuant to the Act of 12 March 2004 on social assistance (i.e., permanent benefits, periodical benefits, purpose-specific benefits e.g., for education, etc.);
  - benefits from the district family assistance centre (e.g., allowance for an adopted child), allowances from municipalities (e.g., housing allowance);
  - direct payments to farmers under the European Union's Common Agricultural Policy, drought and flood benefits.

3. Basis for determining the average income per person in the student's/doctoral student's family:

- a declaration by the student/doctoral student on the number of family members living in a common household and supported by their joint income;
- documents confirming the amount of family income;
- documents stating the age of siblings and children of the student/doctoral student or the spouse;
- certificate of the disability or degree of disability – If there is a disabled child in the family;
- a certificate from school on the child's attendance at school – If the child is over 18;

- a certificate from a higher education institution confirming the child's attendance at a higher education institution – in the case of a student or a person holding a certificate of a moderate or severe degree of disability if the person is studying at a higher education institution;
- a complete or abridged copy of the parents' death certificates or a copy of the enforceable child maintenance judgment or a copy of the record of the court settlement or a copy of the mediation agreement approved by the court obliging the student to pay maintenance;
- documents relating to foreign students/doctoral candidates if they are entitled to financial support:
  - a residence card;
  - a residence card and a decision on granting the foreigner a residence permit in the territory of the Republic of Poland, or any other document entitling the foreigner to stay in the territory of the Republic of Poland, and which authorises the performance of work.
- a copy of a final court decision pronouncing a divorce or separation or a complete or abridged copy of the death certificate of the spouse or the child's parent in the case of a single parent;
- a full copy of the child's birth certificate – if the father is unknown;
- a copy of the final court decision dismissing the maintenance claim;
- a copy of a final court decision obliging one of the parents to bear the entire child maintenance costs;
- a copy of a court decision indicating that the child has been left in the custody of both parents for comparable and repeated periods of time;
- a copy of a court decision indicating that the child has been left in alternate custody of both parents for comparable and repeated periods of time;
- a copy of a final court decision pronouncing adoption or a certificate from a family court or an adoption and foster care centre;
- a copy of the court decision declaring adoption or a certificate from a family court or an adoption and foster care centre confirming that adoption proceedings are in progress;
- a court decision appointing the child's legal guardian;
- certificate or declaration of an institution ensuring full time maintenance in which a family member is placed;
- other documents and statements necessary to establish the right to the maintenance grant required by the Rector/Scholarship Committee, including e.g., a certificate of registration of an unemployed family member at the unemployment office or a statement that the unemployed family member is not employed at the time of submitting the application.

The submission of the above documents depends on the individual applicant. If in doubt, look for information on the necessary documents in your case.



**IMPORTANT!**

In the case of income documented by foreigners, any income certificates issued abroad must be translated into Polish by a sworn translator.

## II. Income documentation

### 1. Low income – rules

The Rector or the Scholarship Committee or the Scholarship Appeal Committee is authorised to refuse to award a maintenance grant to a student/doctoral student whose monthly income per person in their family does not exceed the amount specified in Article 8(1)(2) of the Act of 12 March 2004 on Social Welfare (listed in the Announcement on the Amount of Individual Types of Benefits) if the student/doctoral student fails to attach to the application for the maintenance grant a current certificate from a social welfare centre concerning their and their family's income and financial situation. The above certificate is very important and a decision on whether to award a maintenance grant may depend on it.

#### NOTE!

The Rector, Scholarship Committee or Scholarship Appeals Committee are entitled to take a positive decision regarding the award of a maintenance grant to a student/doctoral student and may award a maintenance grant to a student/doctoral student despite the fact that the student/doctoral student has not attached a current certificate from a social assistance centre on their and their family's income and financial situation to the application for a maintenance grant, only and exclusively in the event that the failure to attach this document was justified and the student/doctoral student has documented the family's sources of income.

Justified reasons for not enclosing a certificate from a social assistance centre with the request are the case of people from a joint household in which the student/doctoral student lives:

- living on financial benefits which are not included in their income when applying for a maintenance grant;
- receiving income abroad (applies to families of foreign students/doctoral students).

### 2. Income from the agricultural holding

- when determining the income from an agricultural holding, it is assumed that from 1 ha of calculation area, monthly income is obtained in the amount of 1/12 of the income announced annually by the President of the Central Statistical Office by way of a proclamation pursuant to Article 18 of the Act of 15 November 1984 on Agricultural Tax. At the same time, agricultural holdings leased in:
  - property leased based on a lease agreement considering the provisions on social insurance for farmers;
  - agricultural holdings contributed for use by an agricultural production cooperative;
  - an agricultural holding leased in connection with the receipt of an annuity as defined in the rules on support for rural development from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund and in the rules on support for rural development with the participation of the European Agricultural Fund for Rural Development.
- the income received from the agricultural holding shall be reduced by the lease paid;
- income received from an agricultural holding leased from the National Agricultural Support Centre shall be reduced by the rent paid for the lease;
- when a family or learner receives income from an agricultural holding and non-agricultural income, this income is added up.



### IMPORTANT!

1. A change in the agricultural holding (e.g., sale, purchase) does not constitute a loss or gain of income. All changes are considered in the years on which the financial assistance is granted, with the proviso that if a change in area occurs during the year, income is to be recalculated in proportion to the number of months of holding. The income so calculated is divided by twelve months.
2. If, in the calendar year for which the income is documented, an agricultural holding was transferred and a structural allowance was received as a result, when determining the income in the student's/doctoral student's family for that year, the income from the agricultural holding for the months before the transfer of the holding should be taken into account and the structural allowance for the remaining months of the year should be added.

### REMEMBER, WHEN DETERMINING AN INCOME

Where a family member has maintenance obligations to a person outside the family, the amount of maintenance paid in the calendar year preceding the benefit period shall be deducted from the income earned by family members in the calendar year preceding the benefit period.

#### Example 1

*Ania lives in an agricultural holding with mother and father. Ania's father is obliged to pay maintenance to his minor son from his first marriage in the amount of 800 zlotych per month. Ania applied for the scholarship in the academic year 2022/2023. Thus, the entire amount paid by Ania's father for maintenance in 2021 is deducted from the income earned by Ania's family members.*

- When a family member is placed in foster care or in an institution providing 24-hour maintenance, when determining the family income per person, the person in foster care or in an institution providing 24-hour maintenance shall not be considered.
- When a family member receives income outside the Republic of Poland, it is converted based on the average exchange rate announced by the President of the National Bank of Poland on the last business day of the calendar year in which the income was received.
- When the spouse of a person receiving or applying for a scholarship has disappeared, the person applying for a maintenance grant shall attach to the application a certificate, from the police unit competent in the matter, of the acceptance of the report of the disappearance of the spouse. In such a case, when determining the family income, the income received by the missing spouse shall not be considered, and when determining the income per person in the family, the spouse shall not be considered.
- If a family member has an established right to alimony but does not receive it or receives it in an amount lower than that ruled in a judgment or court settlement, the alimony received is included in the family income constituting the basis for determining the right to family benefits. In this situation, it should be remembered that the document confirming the above circumstance is a letter from a bailiff indicating ineffective enforcement from the debtor's property.
- If the income is partly burdened by bailiff enforcement, this is irrelevant for the determination of the income, the entire amount of the salary is included in the income.



- An adult sibling of a student/doctoral student who, as at the date of the request, is not pursuing their studies or is pursuing their studies after the age of 26, is not considered when calculating the income in the student's/doctoral student's family.

## FINANCIAL INDEPENDENCE

A student/doctoral student who does not have a joint household with any parent, legal guardian or actual guardian may apply for a maintenance grant without proving the income earned by these people and their dependent under-age children, children studying up to the age of 26, and if the 26th year falls in the final year of study, up to their graduation, as well as disabled children regardless of age, if they fulfil one of the following conditions:

1. is over 26 years old;
2. is married;
3. has dependent children as referred to in paragraph 3(4) of this section;
4. has come of age while in foster care;
5. has a permanent source of income and their average monthly income in the previous tax year and in the current year in the months preceding the month of submitting the statement referred to in paragraph 3 is higher than or equal to 1.15 of the sums of the amounts set out in Article 5(1) and Article 6(2) (3) of the Act of 28 November 2003 on family benefits.

The student/doctoral student referred to above shall declare that they do not run a joint household with any parent, legal guardian, or de facto guardian.

### 3. Loss/gain of income

Both loss and gain of income must be included in the income used to determine entitlement to a maintenance grant.

#### Lost income

##### Example 1

*A loss of income occurs when income was present in or after 2022 and is not present now. In this case, when determining a person's 2022 income, the lost income is not considered. The amount earned in 2022 from this source is not counted.*

The loss of income can be caused only by:

- entitlement to parental leave;
- loss of unemployment benefit or scholarship;
- loss of employment or other gainful activity;
- loss of pre-retirement benefit or pre-retirement allowance, teacher's compensation benefit, or retirement or disability pension, survivor's or social pension or parental supplementary benefit;
- removal from the register of non-agricultural economic activities or suspension of such activities;

- loss of sickness benefit, rehabilitation benefit or maternity benefit due after the loss of employment or other gainful activity;
- loss of maintenance benefits awarded following the death of the person obliged to provide such benefits or loss of cash benefits paid in the event of ineffective enforcement of maintenance following the death of the person obliged to provide maintenance;
- loss of parental benefit;
- loss of maternity benefit;
- loss of doctoral scholarship.

It should be remembered that in the event of loss of income by a family member during or after the calendar year preceding the academic year, the lost income is not considered when determining the income (such income is not treated as „lost income,“ however, it is still not counted in the family income). In the event of loss of income after the base year, the right to a scholarship is established from the first month following the month in which the loss of income occurred, however, not earlier than from the month of submitting the application (an application for a social scholarship must be accompanied by a request to consider a change in the material situation).

### Gained income

#### Example 1

*The income was earned on 2 January 2023 (e.g., an employment contract was concluded), did not occur in 2022 and continues to be earned during the submission of the scholarship application.*

The gain of income can be caused only by:

- end of parental leave;
- receipt of unemployment benefit or scholarship;
- finding employment or other gainful activity;
- receiving pre-retirement benefit or pre-retirement teacher's allowance;
- compensation benefit, as well as an old-age or disability pension, a survivor's pension, a social pension, or a parental supplementary benefit;
- commencing non-agricultural economic activity or resuming it after a period of suspension;
- receiving sickness benefit, rehabilitation benefit or maternity benefit following loss of employment or other paid work;
- receiving parental benefit;
- receiving maternity benefit;
- receiving doctoral scholarship.

If a family member receives income in the calendar year preceding the academic year (e.g. for the academic year 2023/2024, income is received in 2022), in determining the family member's income received in that year, the income received is divided by the number of months in which the income was received, if the income is received on the day the right to the scholarship is established (in the period for which the right to the benefit is established).

If family members receive income after the base year, i.e. after the calendar year preceding the benefit period (e.g. for the academic year 2022/2023 after 2021), their income is determined according to the family member's income increased by the amount of earned net income for the month following the month in which the income was earned (the first payment took place), if the income is earned on the day the right to the scholarship is established (in the period for which the right to the benefit is established). An application for a maintenance grant must be accompanied by a request to consider a change of financial situation.

If earning income results in the loss of entitlement to the scholarship or a reduction in its amount, the scholarship shall not be granted or shall be granted at a lower amount from the month following the first month after the month in which the income was earned.

 **IMPORTANT!**

The rules on loss and gain of income do not apply to income from employment or other gainful employment and income from de-registration or the commencement of non-agricultural economic activity if the following conditions are met:

- a family member, a student, or a child in the custody of a legal guardian has lost income for these reasons;
- within 3 months, counting from the date of the loss of income, they have received income from the same employer or client or person commissioning work, or started running a non-agricultural business again.

A change in the terms and conditions of employment does not constitute a gain of income (e.g., an increase in salary, an increase in full-time hours) or a loss of income (e.g., a decrease in salary, a decrease in full-time hours).

In a situation of lost or gained income, the student/doctoral student describes the circumstance in question in the application for a maintenance grant, in which they simultaneously declare that the situation resulting from the loss or gain of income continues as at the date of submitting the application.

Thus, the Rector/Scholarship Committee calculates the income using the documents submitted with the application (if the Rector/Committee decides that the income should be gained/lost and the student/doctoral student has not notified this in writing, the student/doctoral student is requested to provide an explanation). The student/doctoral student is obliged to report immediately (within 7 days of the event) to the Rector/Scholarship Committee the circumstances of gaining or losing income after receiving the decision for a scholarship for an academic year, with a request to adjust the amount of the scholarship to the current financial situation.

## Section 8 Accommodation

A student/doctoral student can apply for accommodation for themselves and spouse or a child in the Lodz University of Technology's Residential Campus. Detailed rules of accommodation (allocation of places in the Student Dormitories at TUL) are set forth in Appendix 3 to the Benefit Policy.

The main criteria on allocating students in dormitories is **a distance between student's permanent residence** and Lodz University of Technology. Priority in the right to student accommodation, regardless of the place of permanent residence, is given to:

1. mothers and fathers with children;
2. pregnant students;
3. people in particularly difficult life situations.

In the case of a request for an extension of accommodation, an additional criterion for the granting of accommodation is the **positive opinion of the Residents' Council of the Student Dormitory** and the opinion of the administration of the Student Dormitory in which the applicant student resided in the previous period.

A student can apply for accommodation with children or with a spouse.

A doctoral student of TUL and a student newly admitted to the doctoral school (Doctoral Student Applicant) can apply for accommodation in the TUL Student Dormitory at the TUL Residential Campus.

A Doctoral Student Applicant can apply for allocation in a room with children and a spouse who is not a doctoral student at TUL.

In this case, the main criterion for allocating is a distance between student's permanent residence and Lodz University of Technology but also mothers and fathers with children, pregnant students, and people in particularly difficult life situations.



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