

Rules
for awarding allowances to Poznan University of Technology students
I. General provisions

§ 1

1. A Poznan University of Technology student may apply for:
 - 1) a maintenance grant,
 - 2) a disabled students' allowance,
 - 3) an assistance grant,
 - 4) the Rector's scholarship,
 - 5) the Minister's scholarship,
 - 6) dormitory accommodation.
2. The allowances referred to in section 1 points 1 – 4 are awarded by the Rector upon a student's application, subject to the provisions of § 2 section 1. Awarding and refusing to award allowances take place by way of an administrative decision.
3. A student may apply for the Minister's scholarship referred to in section 1 point 5 for significant scientific or artistic achievements related to studies or for sports achievements. The scholarship is awarded by the Minister upon the Rector's application. The scholarship is awarded for a given academic year. The procedure for presenting candidates for this scholarship is set out in § 23 of the Rules, while the detailed conditions and procedure for awarding this allowance are governed by separate provisions.
4. According to section 1 point 6, a student may apply for accommodation in a Poznan University of Technology dormitory as well as for accommodation for a spouse or child. The allocation of places is carried out by the Dormitory Place Allocation Committee after obtaining information from the Rector about the limit of places. Detailed information related to accommodation in Poznan University of Technology dormitories is contained in the document *Principles related to the procedure of submitting applications and allocating places to students and Ph.D. students in Poznan University of Technology dormitories*, published on the University website.
5. An international student following a degree programme at Poznan University of Technology is entitled to apply for student allowances on the terms applicable to Polish citizens specified in these Rules, subject to the provisions contained in section 6.
6. An international student:
 - 1) may apply for a disabled students' allowance, an assistance grant and the Rector's scholarship, regardless of the basis for admission to studies;
 - 2) may apply for a maintenance grant if he/she meets one of the following conditions:
 - a) he/she is a national of the European Union Member State, the Swiss Confederation or a Member State of the European Free Trade Agreement (EFTA) – a party to the Agreement on the European Economic Area or a member of his/her family, living in the territory of the Republic of Poland; being a self-employed person or an employee referred to in Article 2 points 5 and 7 of the Act of 14 July 2006 on entry into, residence in and exit from the Republic of Poland of nationals of the European Union Member States and their family members or who retains the right of residence in the cases referred to in Article 17 of this Act or has the right of permanent residence and members of his/her family living in the territory of the Republic of Poland;
 - b) he/she is a national of the United Kingdom of Great Britain and Northern Ireland referred to in Article 10 section 1 letters b or d of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community, and a member of his/her family living in the territory of the Republic of Poland; being a self-employed person or an employee referred to in Article 2 points 5 and 7 of the Act of 14 July 2006 on entry into, residence in and exit from the Republic of Poland of nationals of the European Union Member States and their family members or who retains the right of residence in the cases referred to in Article 17 of this Act or has the right of permanent residence and members of his/her family living in the territory of the Republic of Poland;
 - c) he/she has been granted a permanent residence or long-term resident authorization of the European Union;
 - d) he/she has been granted a temporary residence permit due to the circumstances referred to in Articles

127, 137a, 159 section 1 or Article 186 section 1 point 3 or 4 of the Act of 12 December 2013 on foreigners;

- e) he/she holds the status of a refugee granted in the Republic of Poland or is provided with temporary protection or complementary protection in the Republic of Poland;
- f) he/she has a certificate confirming the command of Polish as a foreign language, referred to in Article 11a section 2 of the Act of 7 October 1999 on the Polish language, at least at the language proficiency level C1;
- g) he/she holds a Pole's Card or has been issued with a decision related to the declaration of Polish origin;
- h) he/she is a spouse, ascendant or descendant of a national of the Republic of Poland, residing in the Republic of Poland;
- i) he/she has been granted a temporary residence permit in connection with the circumstances referred to in Article 151 section 1 or Article 151b section 1 of the Act of 12 December 2013 on foreigners, or staying in the territory of the Republic of Poland in connection with taking advantage of short-term mobility of a researcher under the conditions specified in Article 156b section 1 of this Act or holds a national visa with the aim of carrying out scientific research or development work.

II. Scholarship Committee and Scholarship Appeals Committee

§ 2

1. Upon the application of the Students' Union of Poznan University of Technology, the competence to award the allowances referred to in § 1 section 1 points 1 – 4 is transferred to the Scholarship Committee and the Scholarship Appeals Committee.
2. A student may lodge an appeal against the decision of the Scholarship Committee regarding a maintenance grant, a disabled students' allowance, an assistance grant and the Rector's scholarship to the Scholarship Appeals Committee, submitted in an electronic version using an individual account in the University IT system, within 14 days from the date of receipt of the decision. The template of the appeal is specified in **Attachment No. 14** to the Rules.
3. The Scholarship Committee submits the students' appeals with an expressed opinion to the Scholarship Appeals Committee.
4. The Rector revokes, by way of an administrative decision, the decision taken by the Scholarship Committee or the Scholarship Appeals Committee if the said decision is not in accordance with the provisions of law.

§ 3

1. The Scholarship Committee is appointed by the Rector who nominates its chair and vice-chair. The Scholarship Committee is composed of University employees delegated by the Rector and students delegated by the Students' Union. Students constitute the majority of the Committee. The Committee is appointed for a given academic year. The Scholarship Committee considers student requests for social maintenance grants, disabled students' allowances, assistance grants and Rector's scholarships.
2. The Scholarship Appeals Committee is appointed by the Rector who nominates its chair and vice-chair. The Scholarship Appeal Committee is composed of University employees delegated by the Rector and students delegated by the Students' Union. Students constitute the majority of the Committee. The Committee is appointed for a given academic year. The Scholarship Appeals Committee considers appeals against the decisions taken by the Scholarship Committee regarding maintenance grants, disabled students' allowances, assistance grants and Rector's scholarships.
3. The Committees referred to in sections 1-2 are composed of minimum of 5 persons.
4. Meetings of the Scholarship Committee and the Scholarship Appeals Committee may be held in an onsite form at the University or online using electronic means of communication.
5. Members of the Committees are obliged to keep confidential any and all information obtained during their work. Members of the Committees are required to hold a certificate regarding the protection of personal data.
6. The Committees' decisions are taken by majority vote, with the participation of at least half of the number of members.
7. The persons indicated in Articles 24 and 25 of the Act of 14 June 1960 Code of Administrative Procedure are excluded from the work of the Committees regarding the awarding of allowances.
 - 1) In particular, a given person is excluded from participating in the procedure regarding a case:
 - a) in which he/she is a party or remains with one of the parties in such a legal relationship that the outcome of the case may affect his/her rights or obligations;
 - b) involving his/her spouse and relatives and in-laws up to the second degree;
 - c) involving a person related to him/her in respect of adoption, care or guardianship;
 - d) in which he/she was a witness or expert or was or is a representative of one of the parties, or

in which the representative is one of the persons listed in letters b and c;

- e) in which he/she participated in the issuance of the contested decision;
- f) because of which an official inquiry, disciplinary or criminal proceedings have been initiated against him/her;
- g) in which one of the parties is a person whose relation is based on official superiority.

- 2) The Rector is obliged at the request of a member of the Committee or at the request of a party or ex officio to exclude him/her from participating in the proceedings if it is deemed probable that there are circumstances not specified in point 1 that may raise doubts as to the member's impartiality.
- 3) An excluded member of the Committee should undertake only urgent activities on the grounds of social interest or important interests of the parties.

8. In justified cases, the Rector, after consulting the Students' Union, may dismiss the Committee or its member or supplement the composition of the Committee.
9. Decisions issued by the Scholarship Committee and the Scholarship Appeals Committee regarding the allowances listed in § 1 section 1 points 1 - 4 are signed by the chair of these Committees or the vice-chair acting upon their authorization.
10. Decisions on awarding or not awarding the above-mentioned allowances are delivered via the University IT system. A decision is considered effectively delivered on the day of its collection in the University IT system. Uncollected decisions are deemed to have been automatically delivered within 14 days of their date of issue.
11. A student is notified about the method of collecting a decision via the University e-mail address.

III. Principles for submitting applications and entitlements to allowances

§ 4

1. The allowances referred to in § 1 section 1 points 1 – 4 are awarded upon a student's application submitted on University forms, within the time limit announced by the Rector in the framework procedure for awarding allowances to students for a given semester in a given academic year, published on the University website.
2. A student completes and submits an application together with all the required attachments in an electronic version using an individual account in the University IT system.
3. A student communicates with a University representative in person, by phone or electronically, only through his/her individual University e-mail address.
4. The date of submitting an application by a student is the date of sending an application with the required attachments using the University IT system.
5. Information on the course of the application verification process, including a possible need for completing the documentation, is provided to a student via the University IT system.
6. If a student attaches documents to an application in a language other than Polish, the Scholarship Committee or the Scholarship Appeals Committee may call upon a student to supplement an application with a translation of these documents by a Polish sworn translator.
7. If an incomplete application is submitted, a student may be called upon by the Scholarship Committee or the Scholarship Appeals Committee to complete the documentation within the set time limit.
8. An applicant completes the missing documents using the University IT system. A student is informed about the deadline for completing an application via the above-mentioned system.
9. A positive decision may be issued only after completing the missing parts in an application within the time limit set by the Scholarship Committee or the Scholarship Appeals Committee.
10. If there are formal deficiencies in an application, not completed within the time limit set by the Scholarship Committee or the Scholarship Appeals Committee, an application will not be considered.
11. The allowances referred to in § 1 section 1 points 1 – 4 are awarded to students who submitted complete applications within the appropriate deadline set by the Rector and announced in the framework procedure for awarding allowances to students for a given semester in a given academic year, published on the University website.
12. Applications for maintenance grants submitted after the deadline are considered until the funds allocated for allowances have been exhausted. In such a case, a student may acquire the right to an allowance from the first month following the month in which he/she submitted a complete application.
13. Due to the competitive nature of the Rector's scholarship, applications for this allowance sent after the deadline set by the Rector are not subject to consideration.

14. Decisions related to the awarding of a maintenance grant and a disabled students' allowance are issued for one semester with the possibility of awarding allowances for the summer semester on the basis of applications submitted in the previous semester, on condition that a student has obtained registration for the summer semester, with the reservation that a disabled students' allowance may be awarded only for the duration of the validity of a relevant disability certificate, in accordance with the principles referred to in § 13.
15. Decisions related to the awarding of the Rector's scholarship are issued for one semester. In order to receive the scholarship for the next semester, a new application must be submitted, excluding scholarships for first-year students of first-cycle studies, for whom it is possible to be awarded allowances for the summer semester on the basis of applications submitted in the previous semester.
16. The period during which an allowance is paid includes the months of the semesters specified in the schedule of the academic year announced by the Rector, with the provision that the semester starts no later than in the first half of the month.
17. A student may receive the allowances referred to in § 1 section 1 points 1, 2, 4 in a given academic year for a period of 9 months, and when the education process lasts one semester - for a period of up to 5 months. Payments of allowances in the winter semester take place for the period from October to February, and in the summer semester – for the period from March to June.
18. A student may receive the allowance referred to in § 1 section 1 point 3) in a given academic year in the period from October to September.
19. The allowances referred to in § 1 section 1 points 1, 2 and 4 are paid monthly in accordance with the schedule included in the framework procedure for the awarding of allowances to students for a given semester in the academic year, published on the University website.
20. The allowance referred to in § 1 section 1 point 3 is paid on a one-off basis.
21. The schedule for payment of allowances and the amount of individual types of allowances is determined by the Rector. Detailed information in this regard is included in the framework procedure for awarding allowances to students for a given semester in the academic year, published on the University website.
22. Allowances are transferred only to a bank account kept in a Polish bank, indicated by a student in a declaration constituting **Attachment No. 4** to the Rules.
23. In the event of a change in the bank account number, a student who has been awarded an allowance is obliged to update this number in his/her individual account in the University IT system.

§ 5

1. The total monthly amount of a maintenance grant and the Rector's scholarship for a student may not exceed 38% of remuneration drawn by a professor.
2. In the event that the total sum of allowances referred to in section 1 is higher than the limiting amount, only the Rector's scholarship is reduced to such an amount that the sum of allowances does not exceed the amount referred to in section 1.
3. The amount of allowances depends on the number of beneficiaries and the amount of funds received by the University for this purpose.
4. The subsidy for student allowances is divided by the Rector in consultation with the Students' Union.
5. Allowance rates are fixed by the Rector every semester.
6. The amount of allowances is determined with an accuracy of up to PLN 1.00.
7. Financial resources for allowances in a given semester are determined by the Rector in proportion to the number of eligible students and forwarded to the Scholarship Committee and the Scholarship Appeals Committee.

§ 6

1. A student following courses simultaneously in several fields of study may receive the allowances referred to in § 1 section 1 only in one field of study indicated by him/her.
2. A student submits a declaration indicating the field of study in which he/she is applying for an allowance, in accordance with **Attachment No. 2** to the Rules.
3. The allowances referred to in § 1 section 1 points 1 – 5 are available at first-cycle studies, second-cycle studies and long-cycle studies.
4. The cumulative period for which the allowances referred to in § 1 section 1 points 1 – 5 is 12 semesters, regardless of their collection by a student, with the provision that within this period the allowances are available at:

- 1) first-cycle studies – no longer than for 9 semesters;
- 2) second-cycle studies – no longer than for 7 semesters.
5. The cumulative period referred to in section 4 is longer by 2 semesters if a student has undertaken long-cycle studies, the duration of which specified in the legal provisions is 11 or 12 semesters.
6. When determining the period referred to in section 4, the following principles are applied:
 - 1) for the course of this period, it does not matter whether a student is applying for allowances or whether he/she is receiving them;
 - 2) this period includes all semesters started by a student at the studies referred to in section 3;
 - 3) this period includes the period of leave from classes and leave from classes with the possibility of verifying the obtained learning outcomes specified in the curriculum of studies;
 - 4) in the event of interrupting studies and their resumption, the counting of this period will continue;
 - 5) this period includes periods of study prior to 1 October 2019;
 - 6) in the case of completing first-cycle studies and undertaking second-cycle studies, in order to calculate this period, only the periods of study at these studies will be added. However, the intervals between these studies are not taken into account;
 - 7) this period does not include semesters in subsequent first-cycle studies started or continued after obtaining the first professional title of Bachelor, Bachelor of Science Engineer, or equivalent;
 - 8) in the case of studying several fields of study, semesters followed simultaneously are treated as one semester.
7. If a disability arose during studies or after obtaining a professional title, a disabled persons' allowance is awarded for an additional period of 12 semesters. The provisions of sections 4-6 apply accordingly.
8. The allowances referred to in § 1 section 1 points 1 - 5 cannot be awarded to a student holding a professional title of:
 - 1) Master of Science, Master of Science Engineer, or equivalent,
 - 2) Bachelor, Bachelor of Science Engineer, or equivalent, if he/she resumes first-cycle studies.
9. The principles set out in sections 1 and 3 – 8 are applicable to students who studied or obtained professional titles abroad.
10. A student who:
 - 1) is on leave - loses the right to all the allowances listed in § 1 section 1 points 1 – 4, starting from the month following the month in which the leave began;
 - 2) was delegated to study at another university in the country or abroad, on the basis of student exchange, during this time retains the right to the allowances referred to in § 1 section 1.
11. The allowances referred to in § 1 section 1, are not available to a student if he/she is:
 - 1) a professional soldier who has begun his studies on the basis of a referral by a competent military authority and has received assistance in connection with studying on the basis of the provisions related to the military service of professional soldiers;
 - 2) a soldier called for voluntary regular military service, referred to in Article 95 section 4 point 1 of the Act of 11 March 2022 on the defence of the Homeland, or a professional soldier doing military service at a military university in which he/she is studying;
 - 3) a public official in the candidate service or a public official who undertook studies on the basis of a referral or consent of the relevant superior and received assistance in connection with studying on the basis of the provisions related to the service.
12. A student in the last year of studies has the right to apply for allowances no longer than until the end of the last semester. The date of completion of the semester is specified in the schedule of the academic year. Extending the deadline for completing a semester or submitting a diploma thesis does not extend the possibility of applying for allowances.

§ 7

1. A decision to award the allowances referred to in § 1 section 1 points 1 - 4 expires on the last day of the month in which a student lost the right to an allowance due to:
 - 1) being removed from the list of students in the field of study in which he/she received an allowance;
 - 2) obtaining the professional title referred to in § 6 sections 8 and 9;
 - 3) the expiry of the period referred to in § 6 sections 4 – 5 and 7.
2. A student loses the right to receive allowances in the cases specified in section 1 and when he/she:

- 1) has been suspended in student rights;
- 2) is on leave;
- 3) has resigned from drawing the awarded allowances;
- 4) has obtained allowances on the basis of false data;
- 5) has obtained an analogous type of allowance in another field of study or at another university.

3. Allowances which have been unduly drawn by a student are subject to be returned under the Act of 23 April 1964 – the Civil Code and are transferred to a scholarship fund.
4. A student applying for the allowance referred to in § 1 section 1 points 1, 2 and 4, or receiving such an allowance, immediately notifies the University of the occurrence of a circumstance causing the loss of the right to an allowance on the basis of § 6 sections 4 – 9 and § 7 section 2.

IV. Maintenance grant

§ 8

1. A maintenance grant can be offered to a student who is in a difficult financial situation.
2. The amount of monthly income per person in a student's family entitling him/her to apply for a maintenance grant does not exceed 45% of the minimum remuneration for work established from 1 January of the year preceding the academic year for which a maintenance grant is awarded, on the basis of the Act of 10 October 2002 on the minimum remuneration for work.
3. Whenever income is mentioned in the Rules, it means net income.
4. The list of documentation, on the basis of which the amount of income in a student's family is determined, is included in **Attachment No. 3** to the Rules.
5. Information on the principles of calculating income in a student's family can be found in the document "Principles for calculating income in a student's family" published on the University website.
6. The principles for determining the composition of the family and calculating the family income apply to an international student referred to in § 1 section 6 point 2.
7. The Scholarship Committee or the Scholarship Appeals Committee refuses to award a maintenance grant to a student whose monthly income per person in the family does not exceed the amount specified in Article 8 section 1 point 2 of the Act of 12 March 2004 on social assistance, if an application for a maintenance grant is not accompanied by a statement issued by a social welfare centre or by a social service centre about the use of social assistance by him/her or by members of his/her family in the year of submitting this application.
8. If the student referred to in section 7, or members of his/her family do not benefit from social assistance, the Scholarship Committee or the Scholarship Appeals Committee may award a maintenance grant to a student if he/she has documented the family's sources of income.

§ 9

1. A maintenance grant is awarded upon a student's documented application, generated in the University IT system and submitted electronically, according to the template specified in **Attachment No. 5** to the Rules.
2. The amount of monthly income per person in the family of a student applying for a maintenance grant is determined on the principles set out in the Act of 28 November 2003 on family benefits, including the content of sections 3 and 5.
3. When determining the amount of monthly income per person in a student's family, referred to in section 2, one takes into account income obtained by:
 - 1) a student;
 - 2) a student's spouse;
 - 3) a student's parents, legal or actual guardians;
 - 4) dependent persons referred to in points 1-3, minor children, children receiving education up to 26 years of age, and if the 26th year of life falls in the last year of studies, until their completion, and disabled children irrespective of age.
4. The monthly amount of income in a student's family is confirmed by:
 - 1) declarations from the tax office on the amount of income subject to personal income tax on the terms set out in Article 27, Article 30b, Article 30c, Article 30e and Article 30f of the Act of 26 July 1991 on personal income tax obtained by members of a student's family and a student in the calendar year preceding the academic year in which a student applies for an allowance;
 - 2) declarations from the tax office on the amount of income other than income subject to

being taxed with personal income tax on the principles set out in Article 27, Article 30b, Article 30c, Article 30e and Article 30f of the Act of 26 July 1991 on personal income tax obtained by members of a student's family and a student in the calendar year preceding the academic year in which a student applies for an allowance;

- 3) declarations from the tax office on the amount of income, tax rate and the amount and form of income tax paid from non-agricultural activities of persons settling their accounts under the provisions on flat-rate income tax on certain revenues earned by natural persons in the calendar year preceding the academic year in which a student applies for an allowance, specified in **Attachment No. 6** to the Rules;
- 4) declarations from the tax office on the amount of revenues free of income tax pursuant to Article 21 section 1 points 148, 152 letters a, b, c and d, points 153 letters a, b, c and d and point 154 of the Personal Income Tax Act of 26 July 1991 obtained by members of a student's family and a student and student in the calendar year preceding the academic year in which a student applies for an allowance;
- 5) declarations on the amount of health insurance contributions paid in the calendar year preceding the academic year in which a student applies for an allowance;
- 6) documents specifying the amount of income obtained by a student and a member of his/her family and the number of months of obtaining it – in the case of obtaining income in the calendar year preceding the academic year in which a student applies for an allowance;
- 7) documents specifying the amount of income obtained by a student and a member of his/her family in the second month of obtaining it – in the case of obtaining income after the calendar year preceding the academic year in which a student applies for an allowance;
- 8) documents confirming the amount of income lost by a student and a member of his/her family;
- 9) documents confirming the amount of income in the case of obtaining income not subject to income tax specified in **Attachment No. 7** to the Rules;
- 10) other documents necessary to determine the amount of income indicated in **Attachment No. 3** to the Rules.

5. When determining the amount of the monthly income referred to in section 2, the following is not taken into account:

- 1) the allowances referred to in § 1 section 1 points 1 – 5, as well as a scholarship financed by a local government unit, an academic performance scholarship or a sport performance scholarship financed by a natural person or a legal entity that is not a state or local government legal entity and scholarships specified in Article 420 section 1 of the Act of 20 July 2018 Law on Higher Education and Science, i.e. an academic performance scholarship and a research scholarship for employees and Ph.D. students from the university's own fund;
- 2) scholarships received by pupils, students and Ph.D. students as part of:
 - a) European Union structural funds;
 - b) non-reimbursable funds from the aid granted by Member States of the European Free Trade Association (EFTA);
 - c) international agreements or executive programmes drawn up for such agreements, or international scholarship programmes;
- 3) material assistance allowances received by pupils under the education system regulations;
- 4) maintenance-related grants awarded by other entities referred to in Article 21 section 1 point 40b of the Act of 26 of July 1991 on personal income tax.

6. A student who does not run a joint household with any of the parents, legal or actual guardians, may apply for a maintenance grant without showing income obtained by these persons and their dependent minor children, children in education under 26 years of age, and if the 26th year of life falls in the last year of studies, until their completion, and disabled children irrespective of age, if one of the following conditions is met:

- 1) he/she is over 26 years of age;
- 2) he/she is married;
- 3) he/she has dependent children referred to in section 3 point 4;
- 4) he/she has reached the age of majority while in foster care;
- 5) he/she has a regular source of income and his/her average monthly income in the previous tax year and in the current year in the months preceding the month of submission of the statement referred to in section 7 is higher than or equal to 40% of the minimum remuneration for work set from 1 January of the year preceding the academic year for which a maintenance grant is awarded, on

the basis of the Act of 10 October 2002 on the minimum remuneration for work.

7. A student referred to in section 6 declares that he/she does not run a joint household with any of his parents, legal or actual guardians, in accordance with the template set out in **Attachment No. 8** to the Rules.
8. Upon a student's application, compliant with **Attachment No. 15** to the Rules, the right to receive a maintenance grant is determined again, during the academic year, if the following occurs:
 - 1) an increase in the number of family members;
 - 2) a decrease in the number of family members or attaining the age of 26 by a dependent child in education;
 - 3) obtaining by a student's siblings or a student's child, irrespective of age, a disability certificate or its equivalent, as long as these persons are dependent on a student's family, as well as in the event of losing such a certificate due to the end of the period for which the disability was valid or for any other reasons;
 - 4) other changes affecting the right to receive student allowances, e.g. obtaining or losing income by a student or a member of his/her family during the academic year.

§ 10

1. The amount of a maintenance grant depends on income per person in a student's family and the amount of funds at the University's disposal.
2. The ranges of income entitling to obtain a maintenance grant and its amount for individual ranges are determined by the Rector.
3. Detailed information on the amount of an allowance for individual ranges of income is included in the framework procedure for awarding allowances to students for a given semester in the academic year, published on the University website.

§ 11

1. In particularly justified cases, a student may obtain an increased maintenance grant.
2. A prerequisite for obtaining an increased maintenance grant is to receive a maintenance grant.
3. A student may receive the allowance referred to in section 1, only on account of one event.
4. Events that justify a student's submission of an application for the allowance referred to in section 1 include in particular:
 - 1) the amount of monthly income per person in a student's family not exceeding the amount of the lowest threshold set in the framework procedure for awarding allowances to student for a given semester in the academic year;
 - 2) orphanhood or half-orphanhood - in the event of parents' death.

V. Disabled students' allowance

§ 12

1. A disabled students' allowance may be awarded to a student who holds:
 - 1) a disability certificate;
 - 2) a disability degree certificate;
 - 3) a certificate referred to in Article 5 and Article 62 of the Act of 27 August 1997 on vocational and social rehabilitation and employment of persons with disabilities.
2. An international student may receive a disabled students' allowance provided that he/she has a valid certificate referred to in section 1, issued in Poland.
3. A disabled students' allowance is awarded upon a student's documented application, generated in the University IT system and submitted electronically, according to a template specified in **Attachment No. 9** to the Rules
4. The amount of a disabled students' allowance depends on the degree of disability.
5. In the case of certificates referred to in Article 5 and Article 62 of the Act of 27 August 1997 on vocational and social rehabilitation and employment of persons with disabilities, a degree of disability is determined on the basis of the Act on vocational and social rehabilitation and employment of persons with disabilities.
6. A significant degree of disability means:

- 1) a significant disability within the meaning of the provisions on vocational and social rehabilitation and employment of persons with disabilities;
- 2) total incapacity for work and independent existence determined on the basis of the provisions on pensions and disability benefits from the Social Insurance Fund;
- 3) permanent or long-term incapacity for work on a farm and independent existence or permanent or periodic total incapacity to work on a farm and independent existence, determined on the basis of the provisions on social insurance of farmers in order to obtain the allowances specified in these provisions;
- 4) possessing a certificate of inclusion in group I of disabled persons;
- 5) incapacity for independent existence determined on the basis of the provisions on pensions and disability benefits from the Social Insurance Fund or the provisions on social insurance for farmers.

7. A moderate degree of disability means:
 - 1) a moderate disability within the meaning of the provisions on vocational and social rehabilitation and employment of persons with disabilities;
 - 2) total incapacity for work and independent existence determined on the basis of the provisions on pensions and disability benefits from the Social Insurance Fund;
 - 3) possessing a certificate of inclusion in group II of disabled persons.
8. A light degree of disability means:
 - 1) a light disability within the meaning of the provisions on vocational and social rehabilitation and employment of persons with disabilities;
 - 2) partial incapacity for work, determined on the basis of the provisions on pensions and disability benefits from the Social Insurance Fund;
 - 3) permanent or long-term incapacity for work on a farm determined on the basis of the provisions on social insurance for farmers in order to obtain the allowances specified in those provisions;
 - 4) possessing a certificate of inclusion in group III of disabled persons.

§ 13

1. If the validity of the certificate referred to in § 12 section 1 expires during the academic year, the allowance ceases to be paid from the following month after the expiry of the certificate.
2. In the event of the expiry of the certificate on the basis of which a student was awarded a disabled students' allowance in a given academic year, and the re-establishment of a disability, which is a continuation of the previous certificate, the right to the allowance is established from the first day of the month following the month in which the previous certificate expired, if a student meets the conditions entitling him/her to acquire this allowance and submitted an application for being awarded a disabled students' allowance within three months from the date of expiry of the previous certificate.
3. A disabled students' allowance may be awarded during the academic year after establishing a disability. Then, the allowance is awarded from the month in which the application was submitted, without the possibility of receiving recovery payments for previous months.

VI. Assistance grant

§ 14

1. An assistance grant can be awarded to a student who is temporarily in a difficult life situation and who justified it in an application.
2. An assistance grant is awarded upon a student's documented application, generated in the University IT system and submitted electronically, according to a template specified in **Attachment No. 10** to the Rules.

§ 15

1. The events that justify a student's submission of an application for awarding an assistance grant include in particular:
 - 1) theft;
 - 2) fire;
 - 3) flooding;
 - 4) a serious illness of a student or a member of his/her closest family;

- 5) purchase of medical assistance necessary for studying, in particular corrective glasses or rehabilitation equipment;
- 6) death of a student's closest family member;
- 7) childbirth.
2. An application for an assistance grant must be submitted immediately, not later than within 3 months from the date of an event entitling a person to be awarded the said allowance.
3. An assistance grant is discretionary, and its amount depends on the situation in which a student finds himself/herself.
4. The maximum amount of an assistance grant is set by the Rector.
5. During the period of limitation or suspension of the functioning of the university in emergency situations, an assistance grant is awarded by the Rector. The provisions of the Code of Administrative Procedure and § 16 section 1 of the Rules do not apply.

§ 16

1. A student may receive an assistance grant no more than twice in the academic year.
2. A student cannot receive an assistance grant twice for the same reason.

VII. Rector's scholarship for students

§ 17

1. The Rector's scholarship is awarded to a student admitted to the first year of first-cycle studies in the year of passing the secondary school-leaving examination, when he/she is:
 - 1) the winner of an international olympiad or the winner or finalist of a central-level olympiad, referred to in the provisions on the education system;
 - 2) a medalist in a sports competition for at least the title of Polish Champion in a given sport, referred to in the provisions on sport.
2. A first-year student referred to in section 1 applies for the Rector's scholarship by submitting an application generated in the University IT system and submitted electronically in accordance with a template set out in **Attachment No. 11** to the Rules.
3. The deadline for submitting applications is set by the Rector. Information on the date applicable in a given semester is announced in the framework procedure for awarding allowances to students for a given semester in the academic year, published on the University website.
4. Pursuant to § 4 section 15, it is possible to be awarded the Rector's scholarship in the second semester on the basis of an application submitted in the first semester.

§ 18

1. The Rector's scholarship may be awarded to a student in the second year and later years of study at the first-cycle level and a second-cycle student who has obtained distinctive academic results, demonstrated scientific or artistic achievements or sports achievements competing at least at the national level.
2. Distinctive academic results mean a weighted GPA in all subjects provided for in the curriculum of studies not lower than 4.0. This condition does not apply to students with scientific or artistic achievements or sports achievements recognized by the Scholarship Committee or the Scholarship Appeals Committee.
3. Scientific, artistic and sports achievements mean the activities referred to in § 21 sections 1-3.
4. The Rector, in consultation with the Students' Union, depending on the amount of funds allocated for allowances, determines the percentage of students who are awarded the Rector's scholarship in a given semester in accordance with the principles referred to in § 22.
5. The result placing a student in the group of students who are awarded the Rector's scholarship in a specific field of study in a given semester is determined on the basis of a student's application for this scholarship and the number of points obtained. The minimum number of points necessary to be included in the group of students referred to in section 4 is determined by the Scholarship Committee every semester on the basis of a ranking list referred to in § 19 sections 2 and 3, drawn up on the basis of points obtained by all students who submitted applications in a given semester. Detailed information on the minimum number of points with a specific GPA necessary to obtain the Rector's scholarship in a given field and level of study in a given semester is published on the University website.
6. A student may apply for the Rector's scholarship by submitting an application generated in the University IT system and submitted electronically, according to a template specified in **Attachment**

No. 12 to the Rules.

7. The deadline for submitting applications is set by the Rector. Information on the date applicable in a given semester is announced in the framework procedure for awarding allowances to students for a given semester in the academic year, published on the University website.
8. The Rector's scholarship may be awarded to a student who takes an appropriate position on the ranking list and:
 - 1) has completed at least the first year of study or studies in the first year of second-cycle studies commenced within 12 months of completing first-cycle studies;
 - 2) has fulfilled, within the time limit specified in the academic year schedule, all the conditions provided for in the Study Rules and Regulations and in the curriculum of studies, required to complete all semesters preceding the semester of applying for the Rector's scholarship in a given field of study;
 - 3) has completed all semesters preceding the semester in which an application is submitted;
 - 4) has passed the semester by the end of the examination session preceding the semester in which an application is submitted.
9. The Rector's scholarship cannot be awarded to a student in the semester of study which a student repeats after the resumption of studies.

§ 19

1. A student may apply for the Rector's scholarship on the basis of:
 - 1) a weighted GPA obtained:
 - a) for the previous semester of studies – except for a student referred to in point 1 letters b and c and in § 17;
 - b) for first-cycle studies – in the case of a student of the first semester of second-cycle studies;
 - c) for first-cycle or second-cycle studies - in the case of a student whose previous semester of studies is settled only on the basis of a student internship carried out at first-cycle or second-cycle studies.
 - 2) additional scientific, artistic and sports achievements demonstrated:
 - a) in the previous semester of studies – except for a student referred to in point 2 letter b and in § 17;
 - b) in the last semester of first-cycle studies in the period not longer than 12 months before the date of submitting an application – in the case of a first-year second-cycle student.
2. Each application for the Rector's scholarship is assessed using a point-based method. A certain number of points is awarded for a GPA and for each scientific, artistic and sports achievement acknowledged by the Scholarship Committee or the Scholarship Appeals Committee, in accordance with **Attachment No. 1 to the Rules**. A ranking list is created on the basis of the number of points obtained. The scholarship is awarded to students with the highest position in the above-mentioned ranking, who are among the students referred to in § 18 section 5 in a given field of study. In the case of the same number of points, a GPA determines the position on the ranking list. One common ranking list is prepared for all forms of education in a given field of study (full-time and part-time studies combined).
3. The ranking list, on the basis of which students are awarded the Rector's scholarship, is determined on the basis of the total number of points obtained for activity in the assessed period, calculated according to the following formula:

$$P = (O \times 100) + N + A + S$$

where:

P – total number of points obtained during the evaluation of an application,

O - weighted GPA,

N – number of points awarded for scientific achievements,

A – number of points awarded for artistic achievements,

S – number of points awarded for sports achievements.

§ 20

1. A weighted GPA obtained in the period specified in § 19 section 1 point 1 is calculated in accordance with the principles set out in the Study Rules and Regulations.
2. A weighted GPA not lower than 4.0 is required to apply for the Rector's scholarship. This condition does not apply to students with scientific or artistic achievements or sports achievements acknowledged by the Scholarship Committee or the Scholarship Appeals Committee.
3. Regarding a GPA, a student is entitled to the number of points resulting from the average multiplied by 100.

4. A weighted GPA and the points for it are entered in an application by the Scholarship Committee.
5. Students who have been admitted to Poznan University of Technology as part of a transfer from another university are required to provide a statement from the previous university with a weighted GPA for the previous semester of study, along with information about the grading scale.
6. Students who have completed their first-cycle studies at a university other than Poznan University of Technology are required to provide a statement from the previous university with a weighted GPA for first-cycle studies together with information about the grading scale or a supplement to the diploma of completion of first-cycle studies, which contains a weighted GPA for studies.
7. In the cases referred to in sections 5 and 6, when the grading scale is different from that used at Poznan University of Technology, a GPA is calculated according to the following formula:
 - 1) from the grading scale 2 – 5.5

$$\text{PUT average} = 6/7 \times \text{average} + 2/7$$
 - 2) from the grading scale 2 – 6

$$\text{PUT average} = 6/8 \times \text{average} + 4/8$$

§ 21

1. The following are considered scientific achievements:
 - 1) seminar or conference presentations of a scientific nature confirmed by a certificate issued by the organizer of a seminar or conference, containing information about the date of an event, the type of work (poster/paper) and a student's authorship or co-authorship, together with an indication of how the work was presented by a student. On this account, regardless of the number of presentations at a given level, a student can obtain:
 - a) from 16 to 40 points – at the university level,
 - b) from 40 to 64 points – at the national level,
 - c) 64 to 88 points – at the international level.
 - 2) published, peer-reviewed scientific papers. The following should be attached as a confirmation: a copy of the pages containing the author's name, title of the work, list of reviewers, publishing house, ISSN, ISBN/e-ISSN, e-ISBN, DOI (if assigned), date (at least month) of publication and a printout confirming the registration of the work in the database of the Scientific Information System of Poznan University of Technology. In the case of a paper included in the Web of Science or Scopus database, a printout from the appropriate database should be additionally attached. On this account, a student may obtain the number of points calculated as the product of the number of points for one publication and the number of publications:
 - a) 24 points – for a scientific publication subject to a peer review, which is not included in the Web of Science or Scopus databases, nor has it been published in a scientific journal included in the list of journals maintained by the Ministry of Science and Higher Education,
 - b) 40 points – for a scientific publication published in a scientific journal included in the list of the Ministry of Science and Higher Education, but not listed in the Web of Science or Scopus databases,
 - c) 80 points – for a scientific publication in the Web of Science or Scopus databases.
 - 3) applications to the Patent Office of the Republic of Poland or granted patents. One should attach the Card containing the result confirmed by the Intellectual Property Centre of Poznan University of Technology and the confirmation of acceptance of an application for granting a patent or the confirmation of being granted a patent issued by the Patent Office containing information on the date of acceptance of an application or being granted a patent. On this account, a student may obtain:
 - a) 32 points – for a submitted complete group application for granting a patent,
 - b) 48 points – for a submitted complete individual application for granting a patent,
 - c) 80 points – for a granted group patent,
 - d) 96 points – for a granted individual patent;
 - 4) participation in a research project related to the field of study and carried out or co-implemented by Poznan University of Technology, or carried out at scientific institutes of the Polish Academy of Sciences, or the European Space Agency (ESA), or the National Aeronautics and Space Agency (NASA), confirmed by a project manager with a certificate detailing a student's contribution, together with the project number and a student's length of participation in this project. On this account, a student may obtain:
 - a) 40 points – for participation in one project,

- b) 80 points – for participation in two or more projects;
- 5) participation in international competitions or knowledge olympiads related to the field of study confirmed by a certificate issued by the organizer of a given competition, containing information about the date of a competition and the place taken by a student. On this account, a student may obtain from 16 to 96 points. In the case of participation in several competitions, points are awarded for the highest-rated competition;
- 6) achievements in the architectural or urban planning field confirmed by a certificate issued by the organizer of a competition, containing information about the date of a competition and the place taken by a student. On this account, a student may obtain:
 - a) from 16 to 40 points – at the provincial level,
 - b) from 32 to 64 points – at the national level,
 - c) from 16 to 96 points – at the international level.
 In the case of participation in competitions at different levels, points are awarded for the highest-rated competition;
- 7) scientific activity in one science club operating at Poznan University of Technology, confirmed by the chair and supervisor of the club on a certificate according to a template specified in **Attachment No. 12a** to the Rules. On this account, a student may obtain from 8 to 56 points;
- 8) other confirmed achievements, including activities for scientific, cultural, artistic and sports development as part of one organization operating at Poznan University of Technology. In the case of being active in an organization, a student submits a certificate according to a template specified in **Attachment No. 12b** to the Rules with a description of the forms of involvement, confirmed by the chair/head and supervisor of a given organization. On this account, a student may obtain from 8 to 96 points.

2. The following are considered artistic achievements:

- 1) participation in competitions/festivals confirmed by a certificate issued by the organizer of a competition/festival containing information about the date of an event and the place taken by a student. On this account, a student may obtain:
 - a) from 16 to 40 points – at the provincial level,
 - b) from 32 to 64 points – at the national level,
 - c) from 16 to 96 points – at the international level.
 In the case of participation in competitions/festivals at different levels, points are awarded for the highest-rated competition/festival;
- 2) membership in the "Volantes Soni" Choir or in the Folk Dance Ensemble "Poligrodzianie", both active at Poznan University of Technology, or in "Radio Afera" Student Broadcasting Station of Poznan University of Technology, confirmed by a certificate issued by the managing person, containing information about the membership period along with the specification of events in which a student participated. On this account, a student may obtain 8 or 24 points;

In the case of simultaneous participation in competitions/festivals and membership in the above-mentioned artistic organizations, points are awarded for the highest-rated achievement;

3. Sports achievements mean participation in sports competitions confirmed and approved by the Director of the Sports Centre of Poznan University of Technology with a certificate according to a template set out in **Attachment No. 13** to the Rules. On this account, a student may obtain:

- 1) from 8 to 80 points – at the national level,
- 2) from 56 to 120 points – at the European level,
- 3) from 80 to 160 points – at the global level.

In the case of participation in sports competitions at different levels, points are awarded for the highest-rated competition;

4. Points for achievements are awarded by the Scholarship Committee.

5. In the event that an achievement for which points are awarded qualifies for more than one type of achievement, the Scholarship Committee awards points within the range of points assigned to the highest-rated achievement.

6. Due to the competitive nature of the Rector's scholarship, only the achievements shown by a student in an application for this allowance are assessed, with the reservation that new achievements not shown in an application will be omitted in the appeals procedure.

§ 22

1. Funds from subsidies for the Rector's scholarships constitute no more than 60% of the total funds allocated for the Rector's scholarships, maintenance grants and assistance grants.

2. The Rector's scholarships are awarded to no more than 10% of students in a given field of study. If the number of students in a given field of study is fewer than ten, the Rector's scholarship may be awarded to one student.
3. When determining the number of students receiving the Rector's scholarship referred to in section 2, one does not include students who have received the Rector's scholarship for first-year first-cycle studies.
4. The number of students in a given field of study is determined on the basis of data from the current semester.
5. The amount of the Rector's scholarship is the same for all fields of study conducted at Poznan University of Technology.
6. In situations not covered in the Rules, the detailed principles for awarding the Rector's scholarship are established by the Rector in consultation with the Students' Union.

VIII. The Minister's scholarship

§ 23

1. The allowance referred to in § 1 section 1 point 5, is awarded by the minister competent for higher education and science for significant scientific or artistic achievements related to studies, or significant sports achievements.
2. An application for the Minister's scholarship and detailed information on the conditions for receiving the scholarship are available on the website of the Ministry of Science and Higher Education.
3. A completed application for the Minister's scholarship along with documents confirming significant achievements should be submitted by a student in the Dean's Office by 11 October.
4. A student should submit an application for the Minister's scholarship in electronic form.
5. An application in an electronic version is signed by a student in the manner required by the Ministry of Science and Higher education and is assessed by the Dean.
6. The electronic version contains:
 - 1) a separate application as a Word file (denoted as "first name surname_application.docx"),
 - 2) a separate attachment with a scanned statement (denoted as "first name surname_statement.pdf"),
 - 3) separate attachments with documents confirming the achievements (denoted as "first name surname_name of the attachment.pdf").
7. The Dean's Office forwards the positively assessed applications to the Rector in accordance with the internal schedule established every year.
8. The decision about presenting the Minister with an application for awarding a scholarship to a student is taken by the Rector.
9. Information on the procedure and date of processing applications can be found on the website of the Ministry of Science and Higher Education.
10. The Minister's scholarship is paid on a one-off basis.

IX. Final provisions

§ 24

1. In situations not covered in the Rules, decisions are taken by the Rector.
2. Documentation regarding the awarded allowances is stored at the University in accordance with the applicable law on the protection of personal data.
3. Information and templates of documents necessary to submit an application for allowances are made available on the University website.

DETAILED SCORING SYSTEM FOR SCIENTIFIC, ARTISTIC AND SPORTS ACHIEVEMENTS
– RECTOR'S SCHOLARSHIP

Table 1 Scientific achievements

Type of achievement	Number of points
1. SEMINAR OR CONFERENCE APPEARANCES:	16-88 points
1) UNIVERSITY LEVEL	16-40 points
Authorship/co-authorship of a poster at a university seminar/conference	16 points
Authorship/co-authorship of a paper at a university seminar/conference	24 points
Authorship/co-authorship and presentation of a poster at a university seminar/conference	32 points
Authorship/co-authorship and presentation of a paper at a university seminar/conference	40 points
2) NATIONAL LEVEL	40-64 points
Authorship/co-authorship of a poster at a national seminar/conference	40 points
Authorship/co-authorship of a paper at a national seminar/conference	48 points
Authorship/co-authorship and presentation of a poster at a national seminar/conference	56 points
Authorship/co-authorship and presentation of a paper at a national seminar/conference	64 points
3) INTERNATIONAL LEVEL	64-88 points
Authorship/co-authorship of a poster at an international seminar/conference	64 points
Authorship/co-authorship of a paper at an international seminar/conference	72 points
Authorship/co-authorship and presentation of a poster at an international seminar/conference	80 pts
Authorship/co-authorship and presentation of a paper at an international seminar/conference	88 points
2. PUBLICATIONS	24-80 points
Scientific publication subject to a scientific review, not listed in the Web of Science or Scopus databases and not included in the list of journals of the Ministry of Science and Higher Education (number of publications x number of points)	24 points
A scientific publication included in the list of journals of the Ministry of Science and Higher Education, but not listed in the Web of Science or Scopus databases (number of publications x number of points)	40 points
Scientific publication listed in the Web of Science or Scopus databases (number of publications x number of points)	80 points
3. PATENTS	32-96 points
Submitted complete group application for granting a patent	32 points
Submitted complete individual application for granting a patent	48 points
Granted group patent	80 points
Granted individual patent	96 points
4. RESEARCH PROJECTS RELATED TO A GIVEN FIELD OF STUDY IMPLEMENTED OR JOINTLY IMPLEMENTED BY POZNAN UNIVERSITY OF TECHNOLOGY AND PROJECTS OF THE POLISH ACADEMY OF SCIENCES, ESA, NASA	40 or 80 points
Participation in one research project	40 points
Participation in two or more research projects	80 points
5. INTERNATIONAL COMPETITIONS/KNOWLEDGE OLYMPIADS RELATED TO A GIVEN FIELD OF STUDY	16-96 points
Participation	16 points
Third place as a group	56 points
Third place as an individual	64 points
Second place as a group	72 points
Second place as an individual	80 points
First place as a group	88 points
First place as an individual	96 points

6. OTHER COMPETITIONS - ARCHITECTURE/URBAN PLANNING	16-96 points
1) PROVINCIAL LEVEL	16-40 points
Distinction in a competition	16 points
Second and third place in a competition	24 points
First place in a competition	40 points
2) NATIONAL LEVEL	32-64 points
Distinction in a competition	32 points
Second and third place in a competition	48 points
First place in a competition	64 points
3) INTERNATIONAL LEVEL	16-96 points
Participation	16 points
Distinction in a competition	56 points
Second and third place in a competition	72 points
First place in a competition	96 points
7. SCIENCE CLUBS	8-56 points
Member	8 points
Active member, treasurer	24 points
Secretary, action coordinator	32 points
Section chair, leader	40 points
Vice-chair of a club	48 points
Chair of a club	56 points
8. OTHER	8-96 points
1) STUDENTS' UNION, ORGANIZATIONS, COMMITTEES	8-56 points
a) STUDENTS' UNION	8-56 points
Member	8 points
Active member	24 points
Vice-chair of the Faculty Council of the Students' Union, member of the Audit Committee/Election Committee	32 points
Action coordinator	40 points
Secretary, Vice-chair of the Students' Union of Poznan University of Technology, Chair of the Faculty Council of the Students' Union	48 points
Chair	56 points
b) ORGANIZATIONS	8-56 points
Member	8 points
Active member	24 points
Secretary, action coordinator	32 points
Section chair, leader	40 points
Vice-chair of an organization	48 points
Chair of an organization	56 points
c) COMMITTEES	8-32 points
Member of a committee	8 points
Active member of a committee (other than the Scholarship Committee/Scholarship Appeals Committee)	24 points
Active member of the Scholarship Committee/Scholarship Appeals Committee	32 points
2) INTERNATIONAL COMPETITIONS STUDENT FORMULA, SAE AERO DESIGN, RAILWAY CHALLENGE	16-96 points
Participation	16 points
Distinction	32 points
Competitions up to the 10th place	48 points
Second and third place in a competition	72 points
First place in a competition	96 points

Table 2 Artistic achievements

Type of achievement	Number of points
1. PROVINCIAL LEVEL	16-40 points
Distinction in a competition/festival	16 points
Second and third place in a competition/festival	24 points
First place in a competition/festival	40 points
2. NATIONAL LEVEL	32-64 points
Distinction in a competition/festival	32 points
Second and third place in a competition/festival	48 points
First place in a competition/festival	64 points
3. INTERNATIONAL LEVEL	16-96 points
Participation in a competition/festival	16 points
Distinction in a competition/festival	56 points
Second and third place in a competition/festival	72 points
First place in a competition/festival	96 points
4. OTHER – VOLANTES SONI CHOIR, POLIGRODZIANIE, RADIO AFERA	8 or 24 points
Member	8 points
Active member	24 points

Table 3 Sports achievements

Type of achievement	Number of points
NATION AL	
1. KLEVEL	8-80 points
Polish Cup, Polish Academic Cup - participation	8 points
Qualification to the Polish Academic Championships/Polish Integration Championships/Polish Individual and Team Championships	8 points
Qualification to the Polish Academic Championships/Polish Integration Championships/Polish Individual and Team Championships	16 points
Medal in the semi-final of the Polish Academic Championships/Polish Integration Championships/Polish Individual and Team Championships	24 points
Scoring finalists of the Polish Academic Championships/Polish Integration Championships/Polish Individual and Team Championships	32 points
Scoring result for the team medal of the Polish Academic Championships/Polish Integration Championships /Polish Individual and Team Championships, bronze medal	40 points
Scoring result for the team medal of the Polish Academic Championships/Polish Integration Championships /Polish Individual and Team Championships, silver medal	48 points
Scoring result for the team medal of the Polish Academic Championships/Polish Integration Championships /Polish Individual and Team Championships, gold medal	56 points
Medalists in individual events or in team games of the Polish Academic Championships/Polish Integration Championships/Polish Individual and Team Championships, bronze medal	64 points
Medalists in individual events or in team games of the Polish Academic Championships/Polish Integration Championships/Polish Individual and Team Championships, silver medal	72 points
Medalists in individual events or in team games of the Polish Academic Championships/Polish Integration Championships/Polish Individual and Team Championships, gold medal	80 points
2. EUROPEAN LEVEL	56-120 points
European Cup, European Academic Cup - participation	56 points
European Academic Championships, individual events or team games - participation	64 points
European Academic Championships, individual events or team games, bronze medal	72 points
European Academic Championships, individual events or team games, silver medal	80 points
European Academic Championships, individual events or team games, gold medal	88 points
European Academic Championships, individual events or team games - participation	96 points

European Academic Championships, individual events or team games, bronze medal	104 points
European Championships, individual events or team games, silver medal	112 points
European Championships, individual events or team games, gold medal	120 points

3. GLOBAL LEVEL	80-160 points
World Cup, World Academic Cup - participation	80 points
World Academic Championships, individual events or team games - participation	88 points
World Academic Championships, individual events or team games, bronze medal	96 points
World Academic Championships, individual events or team games, silver medal	104 points
Academic World Championships, individual events or team games, bronze medal	112 points
Universiade, individual events or team games - participation	120 points
Universiade, individual events or team games, bronze medal	128 points
Universiade, individual events or team games, silver medal	136 points
Universiade, individual events or team games, gold medal	144 points
World Championship individual events or team games/Olympic Games - participation	136 points
World Championships individual events or team games/Olympic Games, bronze medal	144 points
World Championships individual events or team games/Olympic Games, silver medal	152 points
World Championships individual events or team games/Olympic Games, gold medal	160 points

**DECLARATION
CONFIRMING THE RIGHT TO RECEIVE
ALLOWANCES FOR STUDENTS
IN THE ACADEMIC YEAR/.....**

- I declare that I request to be awarded allowances for students in the following field of study:
.....
- I declare that I do not receive allowances for students in a field of study other than the one declared by me in section 1 of the declaration.
- Being aware that allowances for students referred to in § 1 section 1 of the *Rules for awarding allowances for Poznan University of Technology students* are due at first-cycle studies, second-cycle studies and long-cycle studies, but not longer than for a period of 12 semesters (with the reservation that within this period allowances are due at first-cycle studies – not longer than for 9 semesters, and at second-cycle studies – not longer than for 7 semesters), I declare that:

the field of study in which I request to be awarded the allowance is pursued in accordance with the data given in Table 1:

Table No. 1

No.	Study commencement date		Number of semesters begun without the current semester ¹⁾
1.			

I have previously completed or am currently completing studies other than those listed in Table 1: ²⁾

Table No. 2

No.	University, field of study, level of studies	Study commencement date	No. of semesters begun ¹	Title earned
1.				
2.				
3.				

NOTE!

¹⁾Number of semesters means all semesters in which the person submitting the declaration had the status of a student, regardless of whether he/she has completed them.

²⁾It is necessary to complete the information about all studies carried out at Poznan University of Technology and/or other universities, regardless of whether they have been completed.

- I am aware of the criminal, civil-legal and disciplinary liability for providing a false declaration.
- I undertake to notify the University within 7 days of receiving the decision to be awarded allowances for students in another field of study or university.
- I declare that I am not a professional soldier who undertook studies on the basis of a referral by a competent military authority and did not receive assistance in connection with ~~receiving education on the basis of the~~ provisions on military service of professional soldiers, nor am I a soldier called upon to do voluntary basic military service referred to in Article 95 section 4 point 1 of the Act of 11 March 2022 on the defence of the Homeland, or a professional soldier doing military service at a military university in which I am studying; I declare that I am not an officer of the state services in the candidate service, nor an officer of the state services who undertook studies on the basis of a referral or consent of the relevant superior and did not receive help in connection with ~~receiving education on the basis of the~~ provisions on service.

Date and student's signature

INFORMATION

regarding documents required when applying for a maintenance grant at Poznan University of Technology

All students are entitled to apply for allowances regardless of the form of study (full-time, part-time).

Persons applying for allowances are obliged to submit an application within the time limit set by the Rector, according to a template attached to the *Rules for awarding allowances to Poznan University of Technology students* and the following declarations and documents confirming the amount of net income per person in the family.

List of documents necessary when applying for a maintenance grant

- 1) Application for a maintenance grant (Attachment No. 5 to the Rules).
- 2) Declaration confirming the right to obtain allowances for students (Attachment No. 2 to the Rules).
- 3) Statements or declarations confirming a student's family income, including:
 - a) a statement from the tax office regarding a student and each adult member of a student's family on the amount of income obtained in the calendar year preceding the academic year in which a student applies for a maintenance grant, if this income is subject to personal income tax on the terms set out in Articles 27, 30b, 30c, 30e and 30f of the Act of 26 July 1991 on personal income tax, containing information on:
 - the amount of income (i.e. revenue reduced by tax deductible expenses, without reducing it by social insurance contributions and income tax due);
 - the amount of social insurance contributions deducted from income;
 - the amount of tax due.

In the case of a student or an adult member of his/her family who did not work anywhere, the statement should contain information that he/she did not earn income or did not settle accounts with the tax office in the tax year preceding a student's application for the allowance.

A statement from the tax office should also contain information whether the person applying for this statement obtained or not income taxable on other terms (e.g. lump sum, taxpayer's card);

- b) a statement from the tax office on the amount of revenues exempt from income tax pursuant to Article 21 section 1 point 148 of the Act of 26 July 1991 on personal income tax (the so-called relief for young workers);
- c) documents (including a statement from the tax office) confirming the amount of revenue exempt from income tax pursuant to Article 21 section 1 point 152 letters a, b and d, point 153 letters a, b and d of the Act of 26 July 1991 on personal income tax and point 154 of this Act in the scope of revenues from the service relationship, employment relationship, outwork, cooperative employment relationship, contracts of mandate referred to in Article 13 point 8 of the Act of 26 July 1991 on personal income tax, maternity benefit referred to in the Act on 25 June 1999 on cash benefits from social insurance in the event of illness and maternity;
- d) documents (including a statement from the tax office) confirming the amount of revenue exempt from income tax pursuant to Article 21 section 1 point 152 letter c, point 153 letter c and Article 21 section 1 point 154 of the Act of 26 of July 1991 on personal income tax from non-agricultural business activity taxed according to the principles set out in Article 27 and Article 30c of this Act;
- e) documents (including a statement from the tax office) confirming the amount of income

from non-agricultural business activity subject to a flat-rate tax on recorded revenues referred to in Article 21 section 1 point 152 letter c, point 153 letter c and point 154 of the Act of 26 July 1991 on personal income tax, determined in accordance with Article 5 section 7a;

- f) a declaration on the amount and form of income tax paid in the calendar year preceding the academic year in which a student applies for a maintenance grant, concerning family members settling on the basis of the provisions on flat-rate income tax on certain revenue earned by natural persons. The declaration should contain information on the form of tax paid and the amount of revenue, as well as in the case of a taxpayer's card - the amount of tax paid, in the case of a flat-rate sum - the amount of tax rate and tax due;
- g) a declaration on the amount of health insurance contributions paid in the calendar year preceding the academic year in which a student applies for an allowance, among others from the Social Insurance Institution, the Agricultural Social Insurance Fund, from the Ministry of the Interior and Administration;
- h) a declaration on the amount of the amount paid to a family member, referred to in the Act of 9 January 2020 on additional annual cash benefit for retirees and disability pensioners and in the Act of 21 January 2021 on the next additional annual cash benefit for retirees and disability pensioners in 2021 (the so-called "13th and 14th pension").

4) If a family member earns income:

- a) during the calendar year preceding the academic year for which a student applies for a maintenance grant, if this income is obtained during the period for which the right to allowances is established - a document specifying the amount and type of income obtained by a family member and the number of months in which the income was obtained, i.e. a statement from the employer or an employment contract/contract of mandate/contract for performance of a specific task and PIT-11 from the employer;
- b) if a student's family member receives income after the calendar year preceding the academic year for which a student applies for a maintenance grant, if this income is obtained during the period for which the right to allowances is established - a document specifying the date of obtaining income and the type and amount of net income obtained by a family member for the month following the month in which the income was obtained, i.e. for the second month of earning income from the month of commencement of work or registered business activity:
 - a declaration issued by the payer of income on the net remuneration, if it is a revenue taxed with personal income tax on the terms set out in Articles 27, 30b, 30c, 30e and 30f of the Act of 26 July 1991 on personal income tax, reduced by the costs of obtaining revenue, personal income tax due, social insurance contributions not included in the costs of obtaining revenue and health insurance contributions;
 - a declaration issued by the income payer or another document, if it is an income not subject to personal income tax;
 - a statement from the tax office, in the case of generating revenue from non-agricultural activity taxed with personal income tax on the terms set out in Articles 27, 30b, 30c, 30e and 30f of the Act of 26 July 1991 on personal income tax, reduced by the costs of obtaining revenue, personal income tax due, social insurance contributions not included in the costs of obtaining revenue and health insurance contributions; However, if in the first full month of conducting business activity, no income resulting in the obligation to pay tax and submit a tax declaration was obtained, the amount of income is documented by the declaration of the entitled person not to submit a tax declaration for that month;
 - a declaration in the case of generating income from non-agricultural activity taxed on the principles set out in the provisions on fixed-amount income tax.

5) In the event of loss of income by a student or a member of his/her family, a document specifying the date of loss of income and the amount of income lost by a student or a member of his/her family, i.e. a declaration from the employer or a contract of employment/contract of mandate/contract for performance of a specific task and PIT-11.

6) Attachments No. 6 to the Rules, i.e. declarations of adult members of a student's family and a student's declaration on the amount of revenue and the amount and form of paid income tax on non-agricultural activity of persons settling under the provisions on flat-rate income tax on certain revenue earned by natural persons, containing in particular information on:

- the form of income tax paid;
- revenue;
- tax rate;
- the amount of tax paid;

7) Attachments No. 7 to the Rules, i.e. declarations of adult members of a student's family and a student's declaration on the amount of other non-taxable income earned in the calendar year preceding the academic year in which a student applies for an allowance.

8) In the case of applying for a maintenance grant without showing income earned by a student's parents, legal or actual guardians - a declaration of not running a joint household (Attachment No. 8 to the Rules).

9) In the case of obtaining income from an agricultural farm:

- a) a statement of the competent authority of a commune regarding the size of an agricultural farm expressed in conversion and physical hectares of the total area in the calendar year preceding the academic year in which a student applies for an allowance;
- b) a statement from the Agricultural Social Insurance Fund on sickness benefits paid or not in the calendar year preceding the academic year in which a student applies for an allowance, specified in the provisions on social insurance for farmers and in the provisions on the social insurance system;
- c) lease agreement:
 - in the case of leasing part or all of a farm owned by a student or a student's family, on the basis of an agreement concluded in accordance with the provisions on social insurance for farmers;
 - in the case of leasing a farm in connection with receiving a disability benefit specified in the provisions on support for rural development from the resources from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund;
 - in the case of taking on lease part or all of a farm from a person from outside a student's family on the basis of an agreement concluded in accordance with the provisions on social insurance for farmers;
- d) an agreement concluded in the form of a notarial deed on making land contributions - in the case of bringing an agricultural farm into use by an agricultural production cooperative.

10) In the case of a single-parent family:

- a) a copy of the death certificate of a student's parent(s);
- b) a duplicate copy of the enforceable decision of the court awarding alimony or a duplicate copy of the minutes of the meeting containing the content of the court settlement or a duplicate copy of the court-approved settlement concluded before a mediator or other enforceable title originating or approved by the court, obliging to pay alimony to persons in or outside a student's family.

11) In the case of alimony income:

- a) a duplicate copy of the court's enforceable decision awarding alimony to persons in or outside a student's family or a duplicate copy of the minutes of the meeting containing the content of the court settlement, a duplicate copy of the court-approved settlement concluded before a mediator or other enforceable title originating or approved by the court, obliging to pay alimony to persons in or outside a student's family;
- b) a decision of the alimony fund to award allowances from the fund and their monthly amount;
- c) remittances or money transfers documenting the actual amount of alimony paid if family members are obliged by a court decision, court settlement or settlement concluded before a mediator or other enforceable title originating or approved by the court to pay them to a person outside a student's family;

- d) in the event when the entitled person has not received alimony or has received it in an amount lower than determined in the court decision, court settlement or settlement concluded before a mediator or other enforceable title originating or approved by the court:
 - a statement and remittances or money transfers documenting the actual amount of alimony received;
 - a statement of the body conducting the enforcement proceedings (e.g. a bailiff) on the total or partial ineffectiveness of the enforcement of alimony, as well as on the amount of the enforced alimony;
 - information of the competent court or competent institution about the fact that an authorized person has undertaken activities related to the enforcement of an enforceable title abroad or about failure to take such activities, in particular in connection with the lack of a legal basis to undertake them or the inability of an authorized person to indicate the place of residence of an alimony debtor abroad, if a debtor resides abroad;
 - a duplicate copy of a legally-binding court's decision dismissing the action for alimony claims;
 - a duplicate copy of a legally-binding court's decision requiring one of the parents to bear the total cost of maintaining a child;
 - a duplicate copy of a court's decision indicating that the child remains under the alternate custody of both parents in comparable and recurring periods;
- e) a statement and remittances or money transfers documenting the actual amount of alimony received in the event of obtaining alimony higher than that awarded in the decision, court settlement or settlement before a mediator.

12) A duplicate copy of the full birth certificate if the father is unknown.

13) A duplicate copy of a legally-binding decision of the family court adjudicating the adoption of a child or a certificate from the family court or adoption centre about the court proceedings related to the adoption of a child.

14) A duplicate copy of a decision of the family court on the determination of a child's legal guardian.

15) A duplicate copy of a legally-binding court's decision on divorce or legal separation, or a full or shortened copy of the death certificate of a spouse or parent of a child - in the case of a single parent.

16) A duplicate copy of a court's decision adjudicating the incapacitation or deprivation of parental authority of one of the parents.

17) A shortened copy of the marriage certificate - in the case of contracting marriage by a student.

18) A certificate of disability or degree of disability or partial or total incapacity for work and independent existence or a certificate of inclusion in one of the disability groups of a student or a student's family members over 18 years of age, provided that they are not studying and are dependent on a student or a student's family.

19) A statement from the employment office confirming the fact of being unemployed with or without the right to an unemployment benefit in the case of unemployed members of a student's family. Such a statement is also absolutely required in the case of losing and obtaining income from an unemployment benefit or scholarship. Such a statement must contain information on the amount of net unemployment benefit or scholarship received and the period of its receipt.

20) A declaration of being unemployed in the case of an unemployed person not registered in the employment office.

21) An employer's statement on the date of parental leave of a student's family member and the period for which it was awarded, as well as periods of employment.

22) A statement regarding attendance at school or university of an applicant's siblings or children up to 26 years of age. Having siblings or children under 18 years of age should be documented with an abridged copy of the birth certificate.

23) A statement on the income of a student's family member if he/she obtained income outside the Republic of Poland in the calendar year from which income is determined.

In the case of a student whose family members reside in the territory of a country subject to an armed conflict – a statement on the family situation, place of residence and sources of income of individual family members.

- 24) Other documents necessary to determine income in a student's family or confirming his/her family situation (e.g. a statement on receiving benefits from a social assistance centre, a statement from the Police about the disappearance of a student's family member, a statement on a crisis situation in a student's family, a statement on a student's family member's stay in a place providing round-the-clock upkeep, decisions on obtaining a family benefit, a social benefit, etc.).
- 25) A current statement from a social welfare centre or a social services centre on receiving social assistance by a student or his/her family members in the year of submitting an application for a maintenance grant in the event when the monthly income per person in a student's family does not exceed the amount specified in Article 8 section 2 of the Act of 12 March 2004 on social assistance. The Scholarship Committee refuses to award a maintenance grant to a student who does not provide this statement or this statement does not contain the required information. The Committee may award a maintenance grant to a student who has provided a statement from a social welfare centre or a social services centre not containing the required information if a student documents his/her family's sources of upkeep.
- 26) Documents concerning an international student, provided that he/she is entitled to allowances, i.e. if he/she has:
 - a) documents confirming that he/she or a member of his/her family holds the citizenship of a Member State of the European Union, the Swiss Confederation or a Member State of the European Free Trade Agreement (EFTA), lives in the territory of the Republic of Poland and is a self-employed person or an employee referred to in Article 2 points 5 and 7 of the Act of 14 July 2006 on entry into, residence in and exit from the Republic of Poland of nationals of the European Union Member States and their family members or who retains the right of residence in the cases referred to in Article 17 of this Act or has the right of permanent residence or is a family member of a person meeting these conditions;
 - b) documents confirming that he/she or a member of his/her family holds the citizenship of the United Kingdom of Great Britain and Northern Ireland, lives in the territory of the Republic of Poland and is a self-employed person or an employee referred to in Article 2 points 5 and 7 of the Act of 14 July 2006 on entry into, residence in and exit from the Republic of Poland of nationals of the European Union Member States and their family members or who retains the right of residence in the cases referred to in Article 17 of this Act or has the right of permanent residence or is a family member of a person meeting these conditions;
 - c) a residence card on the basis of a permanent residence permit or a long-term resident of the European Union;
 - d) a residence card on the basis of a temporary residence permit granted in connection with the circumstances referred to in Articles 127, 137a, 159 section 1 or Article 186 section 1 point 3 and 4 of the Act of 12 December 2013 on foreigners;
 - e) a document confirming the refugee status granted in the Republic of Poland or the use of temporary protection or subsidiary protection in the territory of the Republic of Poland;
 - f) a certificate confirming the command of Polish as a foreign language at least at the C1 level, issued by the State Committee for the Certification of Proficiency in Polish as a Foreign Language;
 - g) a Pole's Card or a decision related to the ascertainment of Polish origin;
 - h) a marriage certificate in the case of spouses, ascendants or descendants of a citizen of the Republic of Poland living in the territory of the Republic of Poland;
 - i) a temporary residence permit in connection with the circumstances referred to in Article 151 section 1 or Article 151 b section 1 or 156 b section 1 of the Act of 12 December 2013 on foreigners or holds

a national visa for the purpose of carrying out scientific research or development work.

27) Documents confirming income obtained by an international student and his/her family members:

- a) for persons residing outside the Republic of Poland - a statement on the amount of income obtained from the competent tax office from the country of which they are citizens;
- b) for persons staying in the territory of the Republic of Poland - a statement from the tax office competent for their place of residence in the territory of the Republic of Poland;
- c) for persons residing in the territory of a country affected by an armed conflict – a statement on the family situation, place of residence and sources of upkeep of individual family members;
- d) other necessary documents specified in points 1 - 25 depending on the type of income and family composition.

28) In the case of documents issued in a language other than Polish, a sworn translation of these documents must be provided.

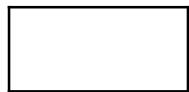
DECLARATION ON THE ACCOUNT NUMBER FOR ALLOWANCE-RELATED PURPOSES

First name and surname:	Field of study:
Student ID No.:	Profile of education:
Telephone number:	Year of studies:
Level of studies:	Form of studies:
Applicant's university e-mail address:	
Applicant's permanent residence address:	
Correspondence address, if different from the above:	

Student's bank account number

.....-.....-.....-.....-.....

Date and student's signature



[barcode]

Attachment No. 5
to the Rules for awarding allowances
to Poznan University of Technology students
(effective from the academic year 2025/2026)

**APPLICATION FOR A MAINTENANCE GRANT
IN THE ACADEMIC YEAR/.....**

First name and surname:	Field of study:
Student ID No.:	Profile of education:
Telephone number:	Year of study:
Level of studies:	Form of studies:
Applicant's university e-mail address:	
Applicant's permanent residence address:	
Correspondence address, if different from the above:	

I request to be awarded:

Maintenance grant

Maintenance grant in the increased amount due to:

- the amount of monthly income per person in a student's family not exceeding the amount of PLN 823;
- orphanhood or half-orphanhood - in the event of parents' death;
- another life situation in which difficult and adverse events occurred that could not be prevented.

Justification:

.....
.....
.....
.....

Family members income (including the student) obtained in the calendar year:

No.	Family members (first name and surname)	Date of birth	Degree of relationship	Net income (PLN)				Total (annual)	Obtained (monthly)	Total (monthly)
				Taxed (annual) ¹⁾	Taxed with flat-rate income tax (annual)	Not subject to taxation (annual)	Lost (annual)			
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total:										

¹⁾ On the basis of the principles set out in Article 27, Article 30b, Article 30c, Article 30e and Article 30f of the Act of 26 July 1991 on personal income tax, reduced by the costs of obtaining revenue, personal income tax due, social insurance contributions not included in the costs of obtaining revenue and health insurance contributions.

1. Other net annual family income in the year PLN...
2. Deductions due to the payment of alimony to other persons in the year.... PLN...
3. Family's annual income loss in the year PLN...
4. Family's net annual income in the year ... PLN...
5. Monthly income obtained in the year PLN...
6. Monthly income obtained after the year.... PLN...
7. Net monthly income per one person PLN...

Aware of criminal, civil-legal and disciplinary liability for providing false data, I declare that neither I nor any of my family members obtain any income other than those specified in the application.

Date and student's signature

Aware of criminal, civil-legal and disciplinary liability for providing false data, I declare that all the data contained in the application and attached documents are consistent with the facts.

I request the awarded amount of the allowance to be transferred to my bank account.

Date and student's signature

I declare that I have read the *Rules for awarding allowances to Poznan University of Technology students* (Ordinance No. 45 of the Rector of Poznan University of Technology of 22 September 2025).

Date and student's signature

Information on the processing of personal data can be found at <https://put.poznan.pl/ochrona-danych-osobowych>.

I acknowledge that information regarding the application, including any need for completing the documentation will be provided via eStudent/USOSweb.

Date and student's signature

**DECLARATION FOR POZNAN UNIVERSITY OF TECHNOLOGY ABOUT THE AMOUNT OF REVENUE AND THE
AMOUNT AND FORM OF THE INCOME TAX PAID FROM THE ACTIVITY OF PERSONS SETTLING THEIR
ACCOUNTS ON THE BASIS OF THE PROVISIONS ON FLAT-RATE INCOME TAX FROM SOME REVENUE
OBTAINED BY NATURAL PERSONS**

Applicant's personal data

First name and surname:	Field of study:
Profile of education:	Year of study:
Level of studies:	Form of studies:

Declarant's personal data

First name and surname:
Residence address:
Degree of relationship for the applicant:

I declare that in the calendar year I obtained income in the amount of from activities taxed in the form of:

a flat rate
 a taxpayer's card

Revenue amounted to (flat rate): PLN
Tax rate (flat rate): PLN
Annual amount of tax paid (taxpayer's card): PLN
Lost income amounted to: PLN
Net income amounted to: PLN

I declare that I have read the contents of the instruction:

In the case of persons settling in the form of a flat rate or a taxpayer's card, the declarant documents the income received with a statement issued by the head of the tax office about the amount of revenue and the amount and form of income tax paid in the calendar year preceding the academic year for which a student applies for an allowance, regarding persons settling on the basis of the provisions on flat-rate income tax on certain revenues obtained by natural persons.

**DECLARATION FOR POZNAN UNIVERSITY OF TECHNOLOGY
ON INCOME NOT SUBJECT TO INCOME TAX**

Applicant's personal data

First name and surname:	Field of study:
Profile of education:	Year of study:
Level of studies:	Form of studies:

Declarant's personal data

First name and surname:
Residence address:
Degree of relationship for the applicant:

I declare that in the calendar year I obtained income in the amount of
from:

• subsistence on a farm in the amount of: PLN
farm area in conversion hectares ha

• alimony: PLN
• other: PLN

Lost income amounted to:

Net income amounted to:

Other not included in the income: PLN
..... PLN

I declare that I have read the contents of the instruction:

The declaration includes the following income not subject to income tax (pursuant to Article 3 point 1 letter c of the Act of 28 November 2003 on family benefits):

- income tax-free revenue pursuant to Article 21 section 1 point 148 of the Act of 26 July 1991 on personal income tax, reduced by social insurance contributions and health insurance contributions;
- alimony for child support;
- alimony advance payment set out in the provisions on proceedings against alimony debtors and alimony advance payment;
- cash benefits paid in the event of ineffective enforcement of alimony;
- Ph.D. scholarships awarded pursuant to Article 209 sections 1 and 7 of the Act of 20 July 2018 - Law on Higher Education and Science;

- sports scholarships awarded on the basis of the Act of 25 June 2010 on sport and other scholarships of a social nature awarded to pupils or students;
- amounts of subsistence allowances not subject to personal income tax, received by persons performing activities related to social and civic duties;
- cash receivables received on account of renting guest rooms in residential buildings located in rural areas on a farm to persons spending their holidays there and taking advantage of board provided;
- allowances for secret teaching specified in the Act of 26 January 1982 - Teacher's Charter;
- income obtained from business activity conducted on the basis of a permit in the special economic zone specified in the provisions on special economic zones;
- cash equivalents for coal allowances specified in the provisions on commercialization, restructuring and privatization of the state-owned enterprise "Polish State Railways";
- equivalents due to the right to free coal specified in the provisions on restructuring coal mining in the years 2003–2006;
- benefits specified in the provisions on the performance of the mandate of a member of parliament and senator;
- income earned from an agricultural farm;
- sickness benefits specified in the provisions on social insurance for farmers and in the provisions on the social insurance system;
- income of members of agricultural production cooperatives on account of membership in an agricultural production cooperative, reduced by social insurance contributions;
- income obtained outside the Republic of Poland, reduced by the following paid outside the Republic of Poland: income tax and compulsory social insurance contributions and compulsory health insurance contributions;
- disability benefits defined in provisions on supporting rural development from funds originating from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund and in the provisions on supporting rural development with the share of the European Agricultural Fund for Rural Development;
- material help of a social nature as specified in Article 90c section 2 of the Act of 7 September 1991 on the education system and allowances specified in Article 86 section 1 points 1-3 and 5 and Article 1 of the Act of 20 July 2018 - Law on Higher Education and Science;
- amounts received on the basis of Article 27f sections 8-10 of the Act of 26 of July 1991 on personal income tax;
- cash benefit specified in the Act of 20 March 2015 on anti-communist opposition activists and people repressed for political reasons;
- parental benefit;
- maternity benefit referred to in the provisions on social insurance for farmers;
- benefits for the unemployed financed by the European Union or the Labour Fund, regardless of the entity paying them;
- income tax-free revenue pursuant to Article 21 section 1 point 152 letters a, b and d, point 153 letters a, b and d of the Act of 26 July 1991 on personal income tax, and Article 21 section 1 point 154 of this Act in the scope of revenues from the service relationship, employment relationship, outwork, cooperative employment relationship, contracts of mandate referred to in Article 13 point 8 of the Act of 26 July 1991 on personal income tax, maternity benefit referred to in the Act of 25 June 1999 on cash benefits from social insurance in the event of sickness and maternity, reduced by social contributions and health insurance contributions;
- income tax-free revenue pursuant to Article 21 section 1 point 152 letter c, point 153 letter c and point 154 of the Act of 26 July 1991 on personal income tax from non-agricultural business activity taxed according to the principles set out in Article 27 and Article 30c of this Act, reduced by social insurance contributions and health insurance contributions;
- income from non-agricultural business activity subject to a flat-rate tax on recorded revenues referred to in Article 21 section 1 point 152 letter c, point 153 letter c and point 154 of the Act of 26 July 1991 on personal income tax, determined in accordance with Article 5 section 7a of the Act on family benefits;
- disability benefits specified in provisions on supporting war and military invalids and their families;

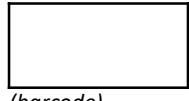
- disability benefits paid to repressed persons and their family members, granted on the terms specified in the provisions on supporting war and military disabled persons and their families;
- cash benefits, compensatory allowance and energy lump sum specified in the provisions on cash benefit and rights of soldiers of alternative military service forcibly employed in coal mines, quarries, uranium ore plants and construction battalions;
- veteran's allowance, energy lump sum and compensatory allowance specified in the provisions on veterans and some people who are victims of war repression and the post-war period;
- cash benefit specified in the provisions on a cash benefit which is due to persons deported to forced labour and imprisoned in labour camps by the Third German Reich or the Union of Soviet Socialist Republics;
- energy lump sum, pensions and disability benefits received by persons who lost their sight as a result of war in the years 1939-1945 or the explosion of unexploded bombs after that war;
- disability benefits due on account of war disability, the amounts of support received by war victims and their family members, accident benefits for persons whose disability arose in connection with the forced stay in work in the Third Reich in the years 1939-1945, received from abroad;
- non-returnable foreign assistance funds received from governments of foreign countries, international organizations or international financial institutions, derived from non-returnable assistance funds granted on the basis of a unilateral declaration or agreements concluded with these countries, organizations or institutions by the Council of Ministers, the competent minister or government agencies, including cases where the transfer of these funds is carried out through an entity authorized to distribute funds of non-returnable foreign assistance to entities to which such assistance is to be provided;
- receivables from the employment relationship or from a scholarship of natural persons residing in the territory of the Republic of Poland, temporarily staying abroad, in the amount corresponding to the equivalent of the allowance for business travel abroad determined for employees employed in state or local government units of the public sector pursuant to the Act of 26 June 1974 – Labour Code;
- cash receivables paid to police officers, soldiers, customs officers and employees of military units and police units used outside the state borders to participate in armed conflict or strengthen the forces of the state or allied countries, peacekeeping mission, actions to prevent acts of terrorism or their effects, as well as cash receivables paid to soldiers, police officers, customs officers and observers in peace missions of international organizations and multinational forces;
- cash receivables from the service relationship received during a candidate's service by officers of the Police, the State Fire Service, the Border Guard and the Government Protection Bureau and the Prison Service calculated for the period in which these persons obtained income.

Date and declarant's signature

**DECLARATION OF NOT RUNNING A JOINT HOUSEHOLD
IN THE ACADEMIC YEAR/.....**

1. Pursuant to Article 88 section 2 of the Act of 20 July 2018 - Law on Higher Education and Science, I declare that I do not run a joint household with any of my parents, legal or actual guardians.
2. I declare that I have read the *Rules for awarding allowances to Poznan University of Technology students* (Ordinance No. 45 of the Rector of Poznan University of Technology of 22 September 2025).
3. I am aware of the criminal, civil-legal and disciplinary liability for making a false declaration.

Date and student's signature



(barcode)

Attachment No. 9
to the Rules for awarding allowances
to Poznan University of Technology students
(effective from the academic year 2025/2026)

**APPLICATION FOR A DISABLED STUDENTS' ALLOWANCE
IN THE ACADEMIC YEAR/.....**

First name and surname:	Field of study:
Student ID No.:	Profile of education:
Telephone number:	Year of study:
Level of studies:	Form of studies:
Applicant's university e-mail address:	
Applicant's permanent residence address:	
Correspondence address, if different from the above:	

I request to be awarded with a disabled students' allowance. I have a certified degree of disability:

Light

Moderate

Significant

**Type of disability
certificate:**

Temporary

Permanent

Disability certificate Issuance date:

Disability certificate validity: from..... to.....

Causes of disability:

<input type="checkbox"/> Mental impairment (01-U)	<input type="checkbox"/> Epilepsy (06-E)
<input type="checkbox"/> Mental illnesses (02-P)	<input type="checkbox"/> Respiratory and cardiovascular system illness (07-S)
<input type="checkbox"/> Voice, speech and hearing disorders (03-L) <u>Hearing dysfunction</u>	<input type="checkbox"/> Gastrointestinal system illness (08-T)
<input type="checkbox"/> Eyesight disease (04-O)	<input type="checkbox"/> Genitourinary system illness (09-M)
<input type="checkbox"/> Musculoskeletal system impairment (05-R) <input type="checkbox"/> Mobile person <input type="checkbox"/> Immobile person	<input type="checkbox"/> Neurological illnesses (10-N) <input type="checkbox"/> Other (11-I) <input type="checkbox"/> Comprehensive developmental disorders (12-)

Main cause of disability:.....

Do you have a document confirming a special condition?

Yes
 No

Aware of criminal, civil-legal and disciplinary liability for providing false data, I declare that all the data contained in the application and attached documents are consistent with the facts.

I request the awarded amount of the allowance to be transferred to my bank account.

Date and student's signature

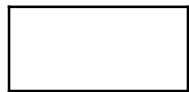
I declare that I have read the *Rules for awarding allowances to Poznan University of Technology students* (Ordinance No. 45 of the Rector of Poznan University of Technology of 22 September 2025).

Date and student's signature

Information on the processing of personal data can be found at <https://put.poznan.pl/ochrona-danych-osobowych>.

I acknowledge that information regarding the application, including any need for completing the documentation, will be provided via eStudent/USOSweb.

Date and student's signature



(barcode)

Attachment No. 10
to the Rules for awarding allowances
to Poznan University of Technology students
(effective from the academic year 2025/2026)

**APPLICATION FOR AN ASSISTANCE GRANT
IN THE ACADEMIC YEAR/.....**

First name and surname:	Field of study:
Student ID No.:	Profile of education:
Telephone number:	Year of study:
Level of studies:	Form of studies:
Applicant's university e-mail address:	
Applicant's permanent residence address:	
Correspondence address, if different from the above:	

I request to be awarded with an assistance grant in the amount of because of:

theft

fire

flood

serious illness of a student or a member of his/her close family (father, mother, siblings, spouse, child)

purchase of a medical aid necessary to study, in particular corrective glasses or rehabilitation equipment, etc.

death of a close family member (father, mother, siblings, spouse, child)

birth of a student's child

other

Description:

.....
.....
.....

Aware of criminal, civil-legal and disciplinary liability for providing false data, I declare that the monthly net income per one member of my family (rounded to full zlotys) is:

Justification of the application (please provide the causes of finding yourself in a temporarily difficult life situation):

.....
.....
.....
.....

Aware of criminal, civil-legal and disciplinary liability for providing false data, I declare that all the data contained in the application and attached documents are consistent with the facts.

I request the awarded amount of the allowance to be transferred to my bank account.

Date and student's signature

I declare that I have read the *Rules for awarding allowances to Poznan University of Technology students* (Ordinance No. 45 of the Rector of Poznan University of Technology of 22 September 2025).

Date and student's signature

Information on the processing of personal data can be found at <https://put.poznan.pl/ochrona-danych-osobowych>.

I acknowledge that information regarding the application, including any need for completing the documentation, will be provided via eStudent/USOSweb.

Date and student's signature



(barcode)

*Attachment No. 11
to the Rules for awarding allowances
to Poznan University of Technology students
(effective from the academic year 2025/2026)*

**APPLICATION FOR THE RECTOR'S SCHOLARSHIP FOR FIRST-YEAR STUDENTS
IN THE ACADEMIC YEAR/.....**

First name and surname:	Field of study:
Student ID No.:	Profile of education:
Telephone number:	Year of study:
Level of studies:	Form of studies:
Applicant's university e-mail address:	
Applicant's permanent residence address:	
Correspondence address, if different from the above:	

Year of passing the secondary school-leaving exam:

I am:

the winner of an international olympiad referred to in the provisions on the education system:
1.
2.
3.
4.
5.

the winner or finalist of an olympiad of the central level referred to in the provisions on the education system:
1.
2.
3.
4.
5.

a medalist in a sports competition for at least the title of Polish Champion in a given sport, referred to in the provisions on sport:
1.
2.
3.
4.
5.

The application should be accompanied by a document confirming the title of the winner in an international olympiad or winner or finalist of the central-level olympiad, or the title of Polish Champion in a given sport.

Aware of criminal, civil-legal and disciplinary liability for providing false data, I declare that all the data contained in the application and attached documents are consistent with the facts.

I request the awarded amount of the allowance to be transferred to my bank account.

Date and student's signature

I declare that I have read the *Rules for awarding allowances to Poznan University of Technology students* (Ordinance No. 45 of the Rector of Poznan University of Technology of 22 September 2025).

Date and student's signature

Information on the processing of personal data can be found at <https://put.poznan.pl/ochrona-danych-osobowych>.

I acknowledge that information regarding the application, including any need for completing the documentation, will be provided via USOSweb.

Date and student's signature


(barcode)

**APPLICATION FOR THE RECTOR'S SCHOLARSHIP
IN THE ACADEMIC YEAR/..... IN THE WINTER / SUMMER
SEMESTER1)**

First name and surname:	Field of study:
Student ID No.:	Profile of education:
Telephone number:	Year of study:
Level of studies:	Form of studies:
Applicant's university e-mail address:	
Applicant's permanent residence address:	
Correspondence address, if different from the above:	

No.	Type of achievement	<input checked="" type="checkbox"/> Confirmation by the Scholarship Committee	Number of points awarded by the Scholarship Committee ²⁾
	GPA obtained in the previous semester of studies; GPA for first-cycle studies - in the case of students of the first semester of second-cycle studies; GPA for studies - when the previous semester of studies is settled on the basis of internship, multiplied by 100 ²⁾	<input type="checkbox"/>	Total:
2.	Presentations seminar or conference of a scientific nature at the international level (16-40 points)	<input type="checkbox"/> <input type="checkbox"/>	
3.	Presentations seminar or conference of a scientific nature at the national level (40-64 points)	<input type="checkbox"/>	
4.	Presentations seminar or conference of a scientific nature at the international level (64-88 points)	<input type="checkbox"/>	
5.	Scientific publication subject to a review: <ul style="list-style-type: none">not listed in the Web of Science or Scopus databases, nor published in a scientific journal included in the list of the Ministry of Science and Higher Education (24 points)not listed in the Web of Science or Scopus databases, but published in a scientific journal included in the list of the Ministry of Science and Higher Education (40 points)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	• listed in the Web of Science or Scopus databases (80 points)	<input type="checkbox"/>	
		<input type="checkbox"/>	

Confirmed applications to the Patent Office of the Republic

6. of Poland or
7. granted patents (32-96 points)
Research projects related to the field of study
implemented by Poznan University of Technology or at the Polish Academy of Sciences,
ESA or NASA (40 or 80 points)

8.	International competitions/knowledge olympiads related to a field of study (16-96 points)			
9.	Achievements in the field of architecture or urban planning <ul style="list-style-type: none"> • at the provincial level (16-40 points) • at the national level (32-64 points) • at the international level (16-96 points) 	<input type="checkbox"/>		
10.	Activity in a science club operating at Poznan University of Technology (8-56 points)	<input type="checkbox"/>		
11.	Other confirmed achievements, including activity focused on scientific, cultural and artistic and sports development within the organization operating at Poznan University of Technology (8-96 points)	<input type="checkbox"/>		
12.	Achievements in the artistic field: <ul style="list-style-type: none"> • at the provincial level (16-40 points) • at the national level (32-64 points) • at the international level (16-96 points) • membership in the choir, dance ensemble, in the academic radio station operating at Poznan University of Technology (8 or 24 points) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
13.	Sports achievements: <ul style="list-style-type: none"> • at the national level (8-80 points) • at the European level (56-120 points) • at the global level (80-160 points) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

¹⁾ Delete as appropriate

²⁾ To be completed by the Scholarship Committee

I attach the following documents and declarations to the application:

Aware of criminal, civil-legal and disciplinary liability for providing false data, I declare that all the data contained in the application and attached documents are consistent with the facts.

I request the awarded amount of the allowance to be transferred to my bank account.

Date and student's signature

I declare that I have read the *Rules for awarding allowances to Poznan University of Technology students* (Ordinance No. 45 of the Rector of Poznan University of Technology of 22 September 2025).

Date and student's signature

Information on the processing of personal data can be found at <https://put.poznan.pl/ochrona-danych-osobowych>.

I acknowledge that information regarding the application, including any need for completing the documentation, will be provided via eStudent/USOSweb.

Date and student's signature



POLITECHNIKA POZNAŃSKA

Poznań,

CERTIFICATE FOR THE RECTOR'S SCHOLARSHIP OF CONFIRMING BELONGING TO A SCIENCE CLUB

Select as appropriate.

This is to certify that the student.....

(ID No.:) was a member of a Science Club in the semester Select as appropriate.
in the academic year Select as appropriate. acting as: Select as appropriate.

ACTIVITIES:

1.
2.
3.
4.
5.

.....

.....

(first name and surname of the chair) ¹⁾ (title, first name and surname of the supervisor)

.....

.....

(chair's signature) ²⁾

(supervisor's signature)

NUMBER OF POINTS AWARDED ³⁾	
 (signature of a member of the Scholarship Committee)

- 1) First name and surname of the vice-chair or secretary - if the certificate is issued for the chair of a club.
- 2) Signature of the vice-chair or secretary - if the certificate is issued for the chair of a club.
- 3) To be completed by the Scholarship Committee.



POLITECHNIKA POZNAŃSKA

Poznań,

CERTIFICATE FOR THE RECTOR'S SCHOLARSHIP CONFIRMING BELONGING TO A STUDENT ORGANIZATION

Select as appropriate.

This is to certify that the student

(ID No.:) was a member of a Student Organization in the semester
in the academic year Select as appropriate acting as: Select as appropriate.

ACTIVITIES CARRIED OUT FOR THE ACADEMIC COMMUNITY OF POZNAN UNIVERSITY OF
TECHNOLOGY 1):

1.
2.
3.
4.
5.

.....

.....

(first name and surname of the chair)²⁾

(title, first name and surname of the supervisor)

.....

.....

(chair's signature)³⁾

(signature of the supervisor)⁴⁾

NUMBER OF AWARDED POINTS ⁵⁾	
 (signature of a member of the Scholarship Committee)

¹⁾ One should present activities taking into account the dates and roles performed.
²⁾ First name and surname of the vice-chair or secretary - if the certificate is issued for the chair of an organization.
³⁾ Signature of the vice-chair or secretary - if the certificate is issued for the chair of an organization.
⁴⁾ The supervisor's signature is required if an organization has a supervisor other than the Vice-Rector for Student Affairs and Education.
⁵⁾ To be completed by the Scholarship Committee.

CERTIFICATE OF SPORTS ACHIEVEMENTS
IN THE ACADEMIC YEAR/..... IN THE WINTER / SUMMER SEMESTER¹⁾

First name and surname:	Field of study:
Student ID No.:	Profile of education:
Telephone number:	Year of study:
Level of studies:	Form of studies:
Applicant's university e-mail address:	
Applicant's permanent residence address:	
Correspondence address, if different from the above:	

Sports achievement	Points	Proposed number of points
<u>NATIONAL LEVEL</u>		
Polish Cup, Academic Polish Cup - participation	8	
Qualification to Academic/Integration/ Individual and Team Polish Championships	8	
Qualification to the semi-finals of the Academic/Integration/ Individual and Team Polish Championships	16	
Medal in the semi-finals of the Academic/Integration Individual and Team Polish Championships	24	
Scoring finalists of the Academic Polish Championships/ Integration Polish Championships/Individual and Team Polish Championships	32	
Scoring result for a team medal of the Academic/Integration/Individual and Team Polish Championships	40/48/56	
Medalists of the Academic/Integration/Individual and Team Polish Championships	64/72/80	
<u>EUROPEAN LEVEL</u>		
European Cup, Academic European Cup - participation	56	
Academic European Championships, sports events individual or in team games - participation	64	
Academic European Championships, sports events individual or in team games - podium	72/80/88	
European Championships, individual events or in team games - participation	96	

European Championships, individual events or
in team games - podium

104/112/120

<u>GLOBAL LEVEL</u>		
World Cup, Academic World Cup - participation	80	
Academic World Championships, events individual or in team games - participation	88	
Academic World Championships, events individual or in team games - podium	96/104/112	
Universiade, individual events or in team games - participation	120	
Universiade, individual events or in team games - podium	128/136/144	
World Championships, individual events or in team games/Olympic Games - participation	136	
World Championships, individual events or in team games/Olympic Games - podium	144/152/160	
SIGNATURE AND STAMP OF THE DIRECTOR OF THE SPORTS CENTRE (or an authorised person)		

¹⁾ Delete as appropriate

Description of the highest-scoring championships:

Date	
Name	
Place taken	

Attachments:

.....
.....
.....
.....



(barcode)

Attachment No. 14
to the Rules for awarding allowances
to Poznan University of Technology students
(effective from the academic year 2025/2026)

**APPEAL AGAINST THE DECISION OF THE SCHOLARSHIP COMMITTEE
IN THE ACADEMIC YEAR/..... SUMMER/WINTER SEMESTER¹⁾**

First name and surname:	Field of study:
Student ID No.:	Profile of education:
Telephone number:	Year of study:
Level of studies:	Form of studies:
Applicant's university e-mail address:	
Applicant's permanent residence address:	
Correspondence address, if different from the above:	

I appeal against the decision taken by the Scholarship Committee of (date)..... regarding (type of an allowance)

Justification of the application (One should indicate here why the student does not agree with the decision taken, what provisions were violated in his/her opinion or what premises were not taken into account by the Committee):

1) Delete as appropriate

I attach the following documents to the application:

Aware of criminal, civil-legal and disciplinary liability for providing false data, I declare that all the data contained in the application and attached documents are consistent with the facts.

Date and student's signature

I declare that I have read the *Rules for awarding allowances to Poznan University of Technology students* (Ordinance No. 45 of the Rector of Poznan University of Technology of 22 September 2025).

Date and student's signature

Information on the processing of personal data can be found at 1<https://put.poznan.pl/ochrona-danych-osobowych>

I acknowledge that information regarding the application, including any need for completing the documentation, will be provided via eStudent/USOSweb.

Date and student's signature

(barcode)

Attachment No. 15
to the Rules for awarding allowances
to Poznan University of Technology students
(effective from the academic year 2025/2026)

**APPLICATION FOR INCOME RECALCULATION
IN THE ACADEMIC YEAR/.....**

First name and surname:	Field of study:
Student ID No.:	Profile of education:
Telephone number:	Year of study:
Level of studies:	Form of studies:
Applicant's university e-mail address:	
Applicant's permanent residence address:	
Correspondence address, if different from the above:	

Please recalculate the income in the application for a maintenance grant in connection with the change in the amount of monthly income per person in the family due to:

- changes in the family composition;
- changes in the income of a family member (loss or acquisition of income);
- other

Description of the situation:

.....
.....
.....

Aware of criminal, civil-legal and disciplinary liability for providing false data, I declare that all the data contained in the application and attached documents are consistent with the facts.

I request the awarded amount of the allowance to be transferred to my bank account.

Date and student's signature

I declare that I have read the *Rules for awarding allowances to Poznan University of Technology students* (Ordinance No. 45 of the Rector of Poznan University of Technology of 22 September 2025).

Date and student's signature

Information on the processing of personal data can be found at 1<https://put.poznan.pl/ochrona-danych-osobowych>

I acknowledge that information regarding the application, including any need for completing the documentation, will be provided via eStudent/USOSweb.

Date and student's signature