

Regulations of Poznan University of Technology Own Scholarship Fund

The legal basis of the Regulations is Article 420 section 1 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended) and Resolution No. 202/2020-2024 of the Academic Senate of Poznan University of Technology of 3 July 2024 on expressing consent to create the Own Scholarship Fund.

Poznan University of Technology Own Scholarship Fund is meant for:

- 1) scholarships for international students for academic performance;
- 2) research scholarships for Ph.D. students at the Doctoral School;
- 3) scholarships for first-year first-cycle students who are winners or finalists of knowledge olympiads.

I. Scholarships for international students for academic performance

§ 1

1. The amount of funds allocated to scholarships and the amount of allowances are specified for a given semester by the Rector.
2. Scholarships for international students are awarded upon a student's application drawn up in accordance with the template set out in Attachment No. 1 to the Regulations.
3. Students at the following stages of study are entitled to apply for scholarships:
 - 1) First-cycle – after the first semester of study;
 - 2) Second-cycle - from the first semester, as long as a student is a graduate of the first-cycle studies at Poznan University of Technology; in other cases - after the first semester.

§ 2

1. Only individuals who meet the following conditions can apply for scholarships:
 - 1) they have a valid student status;
 - 2) they pursue a curriculum of studies on a fee-paying basis and are not exempt from tuition fees in part or in whole (the tuition fee can be spread into installments);
 - 3) they are not on a long-term leave or long-term student exchange abroad (short-term stays or Blended Intensive Programme – BIP up to 16 days are allowed);
 - 4) are not in arrears regarding tuition fees payable to Poznan University of Technology;
 - 5) do not receive any other allowances in the same period, including the Rector's scholarship, a social scholarship or a scholarship from the National Agency for Academic Exchange – NAWA, scholarship allowances financed by Poznan City Hall, or others.
2. An application should be submitted in paper form, after announcing the results of awarding the Rector's scholarship for academic performance, by 20 November and 20 April in the Dean's Office of a given faculty or in the Student Affairs Centre, hereinafter referred to as the SAC.
3. An employee from the Dean's Office or the SAC is obliged to provide a GPA on a student's application and to forward all applications to the International Relations Office, hereinafter referred to as the IRO, by 29 November and 30 April.
4. Applications that are incomplete, not fully filled in within the time limit set by the Scholarship Committee for International Students will not be considered.

§ 3

1. The Scholarship Committee for International Students, hereinafter referred to as the Committee, is appointed by the Rector and is composed of at least 3 persons:
 - 1) Head or Deputy Head of the IRO – Chair of the Committee;
 - 2) an employee from the IRO, dealing with the recruitment of international students;
 - 3) a representative of the Students' Union.
2. The Committee only considers applications submitted in the manner specified in § 2 section 2.

3. Members of the Committee are obliged to keep confidential any and all information obtained during its work.
4. The Committee's decisions are taken by majority vote, with at least half of the number of members present.
5. The IRO forwards scholarship decisions to the relevant Dean's Offices or the SAC, where a student can collect the decision personally.
6. A student may lodge an appeal against the Committee's decision regarding a scholarship to the Vice-Rector for International Relations within 14 days from the date of receiving the decision.

§ 4

1. The Committee establishes a ranking list of candidates for scholarships, divided into first-cycle and second-cycle students according to a GPA from the last semester of study. The level of a GPA determines the awarding of a scholarship.
2. The final decision on the awarding of a scholarship is taken by the Rector on the basis of a ranking list prepared by the Committee.
3. Scholarships are awarded for a semester and are paid on a monthly basis (in the winter semester, the first payment along with the outstanding amount is made by mid-December, including December; in the summer semester by mid-May, including May). In exceptional situations, the Rector may also award a scholarship for a shorter period.
4. A student loses the right to receive allowances in cases where:
 - 1) he/she has been suspended in student rights;
 - 2) he/she has been removed from the list of students;
 - 3) he/she has obtained allowances on the basis of false data;
 - 4) he/she has obtained another type of allowance.
5. The lists of scholarship payments are prepared by the IRO.
6. A scholarship is paid to a bank account maintained in PLN and transferred only to a bank account maintained in a Polish bank.
7. The condition for payment is the indication of a bank account in the University Study-Oriented System, hereinafter referred to as the USOS.

II. Research scholarships for Ph.D. students at the Doctoral School

§ 5

A research scholarship for Ph.D. students at the Doctoral School may be awarded to a Ph.D. student following a Ph.D. programme at the Doctoral School, entitled to a doctoral scholarship as of 10 October of a given academic year, who exemplarily fulfills a Ph.D. student's duties set out in the Regulations of PUT Doctoral School, in particular, carries out an individual research plan and an individual study programme in a timely manner and has distinguished himself/herself with scientific activity and creative research or artistic achievements directly related to the preparation of a Ph.D. dissertation.

§ 6

1. Scholarships are awarded independently of other allowances received by Ph.D. students, subject to the content of § 6 section 2 of the Regulations. A scholarship is awarded in order to inspire Ph.D. students, stimulate their activity and reward their particularly important scientific achievements, i.e. scientific articles, rights of protection and projects.
2. The basis for awarding a scholarship is a Ph.D. student's above-standard academic achievements obtained during the last two semesters preceding a scholarship application, whereby the awarding of a scholarship is subject to meeting at least one of the following conditions:
 - 1) publication in the final form of a scientific article in a scientific journal or in conference materials (CORE A*, CORE A categories), which in the list of journals valid as of 30 September, published in the announcement of the competent minister, were assigned a total point value of 200 or 140, or in the case of a journal, a percentile value according to the Scopus database or Journal Citation Reports not less than 90 or 80 respectively;

- 2) granting a European right of protection or a right of protection granted abroad in at least one of the countries belonging to the Organization for Economic Cooperation and Development to Poznan University of Technology, provided that it has also been submitted in the Patent Office of the Republic of Poland;
- 3) granting a right of protection to Poznan University of Technology by the Patent Office of the Republic of Poland;
- 4) performing the function of a principal investigator in a project (awarded during the last two semesters preceding a scholarship application), including scientific research or development work, financed under the national or international competition procedure, included in the regulation on the evaluation of the quality of scientific activity issued by the competent minister, in force as of 30 September.

§ 7

A scholarship is paid on a one-off basis per academic year. The amount of a scholarship is specified by the Rector.

§ 8

In a given academic year, scholarships are awarded to a maximum of 10% of the best Ph.D. students (meeting the requirements referred to in § 5 and § 6 section 2), and the number of scholarships is calculated bearing in mind the total number of Ph.D. students at the Doctoral School as of 30 September.

§ 9

1. Applications for scholarships are assessed by the Scholarship Committee for Ph.D. Students at the Doctoral School appointed by the Rector.
2. The Scholarship Committee for Ph.D. Students at the Doctoral School is composed of:
 - 1) Director of the Doctoral School – Chair of the Scholarship Committee for Ph.D. Students at the Doctoral School;
 - 2) Deputy Director of the Doctoral School;
 - 3) Administrative Head of the Doctoral School;
 - 4) two Ph.D. students delegated by the Ph.D. Students' Union.
3. Members of the Committee are obliged to keep confidential any and all information obtained during its work.

§ 10

Scholarships are awarded upon a Ph.D. student's application, prepared in accordance with the template specified in Attachment No. 3 to the Regulations. Applications should be submitted by 10 October.

§ 11

1. The Scholarship Committee for Ph.D. Students at the Doctoral School considers only applications submitted in the manner specified in § 10, meeting the condition referred to in § 6. Within six weeks after the expiry of the deadline for submitting applications, referred to in § 10, the Scholarship Committee for Ph.D. Students at the Doctoral School evaluates the submitted applications in accordance with the weights and points specified in Attachment No. 2 to the Regulations and prepares a ranking list. If applications receive the same number of points, the decision on the position on the ranking list is taken by an absolute majority of votes of the appointed members of the Scholarship Committee for Ph.D. Students at the Doctoral School.
2. Decisions of the Scholarship Committee for Ph.D. Students at the Doctoral School, subject to section 1, are taken by majority vote, with at least half of the number of members present.

§ 12

1. The list of Ph.D. students, signed by the members of the Scholarship Committee for Ph.D. Students at the Doctoral School, is forwarded to the Rector, and the Rector takes the final decision on the awarding of research scholarships.
2. In situations not covered in the Regulations, decisions are taken by the Rector.

§ 13

Lists of scholarship payments are prepared by the administration of the Doctoral School.

§ 14

A scholarship is paid to a bank account maintained in PLN and transferred only to a bank account maintained in a Polish bank.

III. Scholarships for first-year first-cycle students who are winners or finalists of knowledge olympiads

§15

1. A first-year first-cycle student who is a winner or finalist of a knowledge olympiad may apply for a scholarship for olympiad winners or finalists if he/she meets the following conditions:
 - 1) he/she is a first- year first-cycle student at Poznan University of Technology, hereinafter referred to as the University;
 - 2) he/she was admitted to the field of study in which he/she is applying for a scholarship in the year of passing the secondary school-leaving exam;
 - 3) during the period of secondary education, he/she obtained the title of:
 - a) a finalist of an international olympiad or
 - b) a winner of a central-stage national olympiad, referred to in Attachment No. 6 to the Regulations;
 - 4) he/she has submitted an application for a scholarship in accordance with the template set out in Attachment No. 4 to the Regulations.

§ 16

1. A student applying for a scholarship is obliged to send the following documents in electronic form by 12 October 2024, using an individual account in the University IT system:
 - 1) an application for a scholarship, constituting Attachment No. 4 to the Regulations;
 - 2) a statement on the bank account number for the payment of a scholarship for olympiad winners or finalists, constituting Attachment No. 5 to the Regulations;
 - 3) a diploma or certificate issued by the main committee of a given olympiad, confirming the title of the winner of a national olympiad or a finalist of an international olympiad.
2. The date of submitting an application by a student is the date of sending an application with the required attachments via the University IT system.
3. In the event of sending an incomplete application, a student is called upon to supplement it using the University IT system within the time limit set by the Scholarship Committee for Olympiad Winners and Finalists.

§ 17

1. Scholarships are awarded by the Scholarship Committee for Olympiad Winners and Finalists on the basis of a ranking list referred to in § 18 section 3.
2. The Scholarship Committee for Olympiad Winners and Finalists is appointed by the Rector and is composed of University employees.
3. The Scholarship Committee for Olympiad Winners and Finalists considers only applications submitted in accordance with the procedure set out in § 16.

§ 18

1. The funds for the payment of a scholarship are awarded by the Rector.
2. No more than 20 scholarships are awarded in a given academic year.
3. The Committee draws up a ranking list on the basis of the number of points obtained by students applying for a scholarship, calculated in accordance with the formula:

$$R = K + L$$

where:

R – number of points obtained by a student,

K – qualification result being the basis for admission to studies calculated according to the recruitment formula,

L – 200 points in the case of finalists of an international olympiad or 100 points in the case of a winner of a national olympiad, referred to in Attachment No. 6 to the Regulations.

4. In the case of a winner or finalist of more than one olympiad, points are awarded for one, more highly scored olympiad.
5. The Scholarship Committee for Olympiad Winners and Finalists determines the minimum number of points necessary to receive a scholarship in a given academic year on the basis of a drawn-up ranking list.
6. A scholarship is awarded to students who have met the conditions set out in § 15 and have the highest positions on the ranking list within the limit referred to in section 2.
7. In the event of obtaining the required minimum number of points by a larger number of candidates for a scholarship, it is possible to award additional scholarships exceeding the limit indicated in section 2.
8. In the event of vacating places within the limit referred to in section 2, as a result of the verification referred to in § 20 section 2, a scholarship is awarded to a student from the ranking list who ranked first behind the threshold referred to in section 5.
9. A scholarship can be received simultaneously with the Rector's scholarship, which is awarded under a separate procedure.

§ 19

1. Decisions of the Scholarship Committee for Olympiad Winners and Finalists regarding a scholarship are made available to students on individual student accounts in the University IT system.
2. Decisions of the Scholarship Committee for Olympiad Winners and Finalists regarding a scholarship cannot be appealed against.

§ 20

1. A scholarship is offered in the first year of first-cycle studies and is awarded in the first semester of studies.
2. A scholarship is also offered in the second semester of studies to students who received it in the first semester on the basis of applications submitted within the period specified in § 16 section 1. The condition for receiving a scholarship in the second semester is to obtain necessary credits for the first semester by the end of the examination session, in accordance with the schedule of the academic year. The deadline for receiving semester credits is verified by the Scholarship Committee for Olympiad Winners and Finalists, based on the data contained in the Dean's Office system.
3. The amount of a scholarship is PLN 1 000 (one thousand) gross per month.
4. A scholarship is paid on a monthly basis. In the winter semester, scholarship payments are made for the period from October to February, while in the summer semester from March to June, with the stipulation that the first payment in the semester takes place in November with the outstanding amount for October and in April with the outstanding amount for March.
5. A scholarship is paid to a student's bank account maintained in Polish zlotys (PLN) in a bank operating in the Republic of Poland, indicated by an applicant in Attachment No. 5 to the Regulations.
6. In the event of a change in the bank account number, a scholarship holder is obliged to immediately inform the University about this fact by sending Attachment No. 5 to the Regulations containing the updated account number.
7. A student studying simultaneously in several fields of study at the University may receive a scholarship only in one field of study indicated in the application.

§ 21

1. A scholarship ceases to be paid from the month following the month in which a scholarship holder lost the right to receive the allowance due to:
 - 1) suspension in student rights by a binding decision of the Disciplinary Committee;
 - 2) removal from the list of students during the academic year in which a scholarship is paid.

2. In the event of providing by a scholarship holder false data in the application or in the attachments, the Scholarship Committee for Olympiad Winners and Finalists obliges a scholarship holder to return the scholarship received, at the same time setting an appropriate deadline for scholarship return.
3. Decisions of the Scholarship Committee for Olympiad Winners and Finalists in matters referred to in section 2 cannot be appealed against.

IV Final provisions

§ 22

1. Allowances which, as part of the Regulations, are unduly collected by a student are subject to be returned on the basis of Articles 405 and 410 of the Act of 23 April 1964 – The Civil Code and are forwarded to PUT Own Scholarship Fund.
2. In situations not covered in the Regulations, decisions are taken by the Rector.

§ 23

Attachments Nos. 1-6 are an integral part of the Regulations.

§ 24

The Regulations apply from 1 October 2024.