

## **REGULATIONS ON STUDENT BENEFITS AT VISTULA UNIVERSITY**

Pursuant to the Act on Higher Education and Science of 20 July 2018 (Journal of Laws of 2023.742, as amended), hereinafter referred to as the Act, and in consultation with the competent student self-government body, the following detailed criteria and procedure for providing benefits for students of Vistula University in Warsaw, hereinafter referred to as the “University”, i.e. the method of selecting students eligible for benefits, templates of applications for benefits and the method of documenting the student’s financial situation, are hereby set out as follows.

### **GENERAL PROVISIONS**

#### §1

1. Vistula University students may apply for material support from the funds allocated for this purpose in the state budget in following form:
  - 1) social scholarship;
  - 2) scholarship for people with disabilities;
  - 3) assistance grant;
  - 4) rector’s scholarship.
2. Students may also apply for ministerial scholarship for outstanding achievements under separate regulations. The ministerial scholarship for outstanding achievements and the rector’s scholarship can be received by students simultaneously. The receipt of these scholarships does not exclude the student’s right to other benefits including the right to receive a scholarship awarded by local government bodies and employers, or a scholarship funded from the European Union structural funds.

#### §2

The benefits referred to in §1 section 1 point 1) – 4) of the Regulations, are awarded by the Rector at the student’s request.

#### §3

1. Students pursuing simultaneously several fields of study may receive benefits referred to in section §1 section 1 point 1) – 4) of the Regulations only in one field of study.

2. Students who have received undue financial support are obliged to repay it to the bank account of the University. Benefits unduly collected include:
  - 1) benefits paid notwithstanding the occurrence of circumstances terminating or suspending entitlement to the benefits;
  - 2) benefits granted or paid on the basis of false testimonies, in cases of deliberate misrepresentation by the student;
  - 3) benefits received in more than one field.
3. The total monthly amount of the social and rector's scholarship may not exceed 38% of the professor's remuneration, determined in the provisions on remuneration of academic teachers.
4. If the total amount of the social and rector's scholarship exceeds the amount set by the Rector and the student self-government for a given academic year, the rector's scholarship shall be reduced accordingly.

#### §4

1. The scholarships referred to in §1 section 1 points 1) – 2) of the Regulations are awarded for an academic year, and the scholarships referred to in §1 section 1 point 4) of the Regulations are awarded for a semester. If, according to the study plan, a year of study lasts one semester or starts from the summer semester, scholarships are awarded for this semester.
2. Students may receive scholarships referred to in §1 section 1 points 1) – 2) and in point 4) of the Regulations for up to ten months in a given academic year, and for up to five months, when a year of study lasts one semester.
3. Scholarships are paid monthly, and in case of delays they are paid immediately together with compensation. Scholarships for October and November can be paid in December during the winter semester, scholarships for March and April can be paid in May and during the summer semester.
4. The total period for which the benefits referred to in § 1 section 1 points 1) – 4) of the Regulations are due is 12 semesters, regardless of whether the student receives them, provided that within this period the benefits are due for:
  - 1) first- and second-cycle programmes – for no longer than 9 semesters;
  - 2) second-cycle programmes – for no longer than 7 semesters.

5. The total period referred to in section 4 above is extended by 2 semesters if the student has commenced a long-cycle programme, the duration of which, as specified in the provisions of law, is 11 or 12 semesters.
6. The period referred to in section 4 and 5 above includes all semesters that the student commenced in first-cycle programmes, second-cycle programmes and long-cycle programmes, including the semesters falling during the period of leave due to justified absence from classes, leave of absence from classes and leave of absence from classes with the possibility to proceed to the verification of the acquired learning outcomes specified in the study programme, with the exception of semesters in subsequent first-cycle programmes started or continued after obtaining the first professional title of licencjat, inżynier or equivalent title. In the case of education in several fields of study, semesters taken simultaneously are treated as one semester.
7. Students holding the following professional titles are not eligible for scholarships referred to in §1, section 1, point 1) – 4) of the Regulations:
  - 1) magister, magister inżynier or equivalent title,
  - 2) licencjat, inżynier or equivalent title if they resume first-cycle programmes.
8. The decision to grant the benefit shall expire on the last day of the month during which:
  - 1) the student has completed studies in the field in which he received the benefit, with the date of diploma examination being considered as the date of graduation;
  - 2) the student has been removed from the list of students, with the date of removal being the date of issuing the decision to remove the student from the list;
  - 3) the document entitling a foreign student to receive the benefit has expired;
  - 4) a period of 12 semesters has elapsed, regardless of whether the student is receiving the benefit, provided that within this period the benefits are due for the following studies:
    - first-cycle programmes – for no longer than 9 semesters;
    - second-cycle programmes – for no longer than 7 semesters.
9. In the period of studies conducted as part of student exchange at another university, students retain the right to receive material support.
10. No material support benefits are granted during the summer break from 1 August to 30 September of the academic year.
11. During the summer break from 10 July to 30 September, students have no possibility to submit applications for material support benefits.
12. All material support benefits are granted upon the student's application. The student fills in the application for material support benefits electronically via the USOSweb system.

Before it is printed, the completed application must be approved in the USOSweb system. After the application is approved, the student is obliged to deliver a printed and personally signed application to the Material Assistance Department of Vistula University. Applications can be submitted in person or sent by post to the University's address.

13. If the submitted application does not meet the formal requirements, including its not being approved by the student in the USOSweb system, the student will be requested to complete the application, otherwise it will not be considered.
14. If the submitted application meets formal requirements but contains inaccurate or incomplete information, the student will be requested to correct or complete the application. If the student fails to comply with the above-mentioned request, the Rector will make a decision based on the documents on file.
15. Notification of the application not being considered or the decision made in the case are delivered to the student's account in the USOSweb system.
16. Information on delivering the request, notification, or decision to the USOSweb system and on the possibility of collecting the document is sent by e-mail to the student's e-mail address created in the @stu.vistula.edu.pl. If the student fails to collect the correspondence from the USOSweb system, the delivery is considered to have been made after 14 days from the date of sending the aforementioned information.

#### §5

1. The granted material support benefits are transferred to an individual bank account provided by the student in the application.
2. During the scholarship payment period, the student may change the bank account number to which the payment is made. Information on the change of the bank account number must be delivered to the Material Assistance Department in writing. Notifications sent via e-mail will not be honoured.

#### §6

1. The benefits referred to in §1 section 1 of the Regulations, are awarded from the scholarship fund referred to in the Act.
2. Allocation of the Scholarship Fund, is made by the Rector in consultation with the competent University's student self-government body, subject to the principle that the subsidy funds allocated for the rector's scholarships are awarded in a number not exceeding 10% of the number of students of each field of study at the University and constitute no

more than 60% of the funds allocated jointly for the rector's scholarships, social scholarship and assistance grants. If the number of students in a given field of study is lower than ten, the rector's scholarship may be awarded to one student.

3. The Scholarship Fund, in a part not exceeding 0.2% of the subsidy in a given financial year, is allocated to cover the costs of carrying out tasks related to the granting and payment of scholarships and assistance grants for students, incurred by the University.
4. Scholarship Fund resources may not be allocated for other purposes than those related to financial support of students, except in the case specified in section 3 above.
5. Scholarship funds that are not used in a given budget year are transferred to the following year as the opening balance of the fund.
6. Scholarship fund resources that are spent contrary to the intended use or in violation of Article 91 section 3 or Article 414 section 3 of the Act are subject to reimbursement to the fund from the University funds, other than those coming from subsidies or grants from the state budget.
7. The amount of individual scholarships, scholarship thresholds and an increase in the social scholarship amount is determined by the Rector in a form of an order, in consultation with the University student self-government body, based on the amount of the grant and the number of eligible students.
8. The Rector, in consultation with the relevant University student self-government body, may extend the deadline for submitting scholarship applications for important reasons.
9. Scholarships shall be granted subject to the availability of funds in the Scholarship Fund. In a situation where the funds for the payment of a given form of financial support have been exhausted, the scholarship will not be granted even if the student meets the criteria for receiving it.
10. The student is obliged to inform the University about any changes that affect his/her further use of financial support no later than 14 days after the occurrence of such changes.
11. The list of appendices to the application for financial support benefits is specified in **Appendix No. 1** to these Regulations.

§7

1. Foreigners who started their studies before the academic year 2019/2020 are entitled to apply for the benefits referred to in § 1 on the principles specified in Art. 43 of the Act of 27 July 2005 - The Law on Higher Education (Journal of Laws 2017.2183, as amended).
2. Foreigners who started their studies in the academic year 2019/2020 or later have the right to apply for the benefits referred to in § 1 on the principles specified in Art. 324 of the Act of 20 July 2018 - The Law on Higher Education and Science (Journal of Laws 2022.574, as amended).

**SOCIAL SCHOLARSHIPS**

§8

1. The social scholarship is granted to students who are in a difficult financial situation.
2. In consultation with the student self-government, the Rector determines the amount of monthly income per person in the student's family entitling the student to apply for the social scholarship, which shall not be:
  - 1) less than 1.30 of the amount specified in Article 8 section 1 point 2 of the Act of 12th March 2004 on social assistance (Journal of Laws of 2024.1283, as amended);
  - 2) greater than 1.30 of the sum of the amounts specified in Article 5 section 1 and Article 6 section 2 point 3 of the Act of 28 November 2003 on family benefits (Journal of Laws of 2024.323, as amended).
3. In particularly justified cases, the student may receive a social scholarship in an increased amount.
4. The monthly amount of the social scholarship depends on the amount of monthly income per person in the student's family, determined within the income thresholds. Income thresholds may not exceed the amount of income per person in the student's family entitling to apply for the social scholarship.

§9

1. When determining the amount of income entitling a student to apply for the social scholarship, the considered income is the income generated by:
  - 1) the student;

- 2) the student's spouse, and the student's or his/her spouse's underage dependent children, children under the age of 26, and if the 26<sup>th</sup> year falls in the last year of studies – until graduation, as well as children with disabilities regardless of age,
  - 3) the student's parents, legal or actual guardians and their underage dependent children, children under the age of 26, and if the 26<sup>th</sup> year falls in the last year of studies – until graduation, as well as children with disabilities regardless of age.
2. The monthly amount of income of the student's family means the average monthly income of family members obtained in the calendar year preceding the academic year in which the scholarship is awarded.
  3. The monthly income per person in the student's family entitling the student to apply for the social scholarship is determined pursuant to the rules set out in the Act of 28 November 2003 on Family Benefits (Journal of Law 2023.323 as amended), with the provision that the following is not included in the income:
    - 1) benefits referred to in Article 86 section 1, Article 359 section 1 and Article 420 section 1 of the Act,
    - 2) scholarships received by pupils, students and doctoral students funded under:
      - a) the European Union Structural funds,
      - b) non-repayable financial aid granted by the Member States of the European Free Trade Agreement (EFTA),
      - c) international agreements or implementing programs drawn up pursuant to these agreements, or international scholarship programs,
    - 3) financial support benefits received by students under the regulations on the education system,
    - 4) social scholarships granted by the entities referred to in Article 21 section 1 point 40b of the Act of 26 July 1991 on Personal Income Tax (Journal of Laws of 2024.226 as amended).
  4. Students may not apply for the social scholarship without presenting the income earned by family members remaining in the same household.
  5. A student who does not run a joint household with any of the parents, legal or actual guardians may apply for a social scholarship grant without showing the income earned by those persons and their dependent minors, children under the age of 26 receiving education, and if the 26<sup>th</sup> year falls in the last year of studies - until graduation, as well as children with disabilities, regardless of age, if they meet one of the following conditions:

- 1) they have reached the age of 26;
  - 2) they are married;
  - 3) they have dependent children referred to in section 1 point 2 and 3;
  - 4) they have reached adulthood while being in foster care;
  - 5) they have a permanent source of income and their average monthly income in the previous tax year and in the current year, in the months preceding the month of submitting the declaration referred to in section 3, exceeds or is equal to 1.15 of the sum of the amounts specified in Article 5 section 1 and Article 6 section 2 point 3 of the Act of November 28, 2003 on Family Benefits, (Journal of Laws of 2024.323 as amended).
6. The student referred to in section 5, shall submit a declaration that they do not run a shared household with any of the parents, legal or actual guardians.
7. In the case when the amount of income entitling the student to apply for the social scholarship is determined on the basis of the income obtained from running a farm, this income is determined on the basis of arable land in conversion hectares and the amount of average income from work in individual farms from 1 conversion ha, as announced on the basis of Article 18 of the Act of November 15, 1984 on Agricultural Tax, (Journal of Laws of 2024.1176). In the case of obtaining income from a farm and non-agricultural income, this income is added together.

#### §10

1. Family income may be reduced by lost income or increased by earned income.
2. Loss of income refers to the following situations:
  - 1) obtaining the right to parental leave;
  - 2) loss of unemployment benefit or scholarship;
  - 3) loss of employment or other paid work;
  - 4) loss of the pre-retirement allowance or pre-retirement benefit, teacher's compensatory benefit, as well as retirement or disability pension, the survivor's pension, social pension or supplementary parental benefit referred to in the Act of 31 January 2019 on Parental Supplementary Benefit (Journal of Laws 2022.1051) or a cash benefit granted under the terms specified in the Act of 8 February 2023 on cash benefits for family members of officers or professional soldiers whose death occurred in connection with service or



taking action outside the service to save human life, health or property (Journal of Laws 2023, item 658).

- 5) deregistration of non-agricultural business activity or suspension of its operation within the meaning of Article 16b of the Act of 20 December 1990 on Social Insurance for Farmers (Journal of Laws of 2024.90, as amended) or Article 36aa section 1 of the Act of 13 October 1998 on the Social Insurance System (Journal of Laws of 2024.497, as amended);
  - 6) loss of sickness benefit, rehabilitation benefit or maternity allowance to which a person is entitled after the loss of employment or other paid work;
  - 7) loss of adjudged maintenance in connection with the death of a person liable for paying alimony or loss of cash benefits paid in the event of ineffective enforcement of maintenance in connection with the death of the person liable to pay maintenance;
  - 8) loss of parental benefit;
  - 9) loss of maternity allowance referred to in the provisions on farmers' social insurance;
  - 10) loss of the doctoral scholarship specified in Article 209 section 1 and 7 of the Act of 20 July 2018 - Law on Higher Education and Science.
3. In the event of loss of income obtained by the student or family member in the calendar year preceding the benefit period or after that year, the lost income is not taken into account in determining the income.
  4. The application should be accompanied by a document confirming the loss of income, e.g. employment certificate, contracts or other document confirming the date of the loss of income.
  5. Earned income refers to the following situations:
    - 1) termination of parental leave;
    - 2) obtaining unemployment benefit or scholarship;
    - 3) obtaining employment or other paid work;
    - 4) obtaining pre-retirement allowance or pre-retirement benefit, teacher compensation benefit, as well as retirement or disability pension, survivor's pension, social pension or parental supplementary benefit, referred to in the Act of 31 January 2019 on Supplementary Parental Allowance (Journal of Laws 2022.1051) or a cash benefit granted under the terms specified in the Act of 8 February 2023 on cash benefits due to family members of officers or professional soldiers whose death occurred in connection with service or taking activity outside the service to save human life, health or property (Journal of Laws 2024.90, as amended);

- 5) commencement of non-agricultural business activity or resumption of such an activity after a period of its suspension within the meaning of Article 16b of the Act of 20 December 1990 on Social Insurance for Farmers (Journal of Laws 2024.90, as amended) or Article 36aa section 1 of the Act of 13 October 1998 on the Social Insurance System (Journal of Laws 2024.497, as amended);
  - 6) obtaining sickness benefit, rehabilitation benefit or maternity benefit to which a person is entitled after losing employment or other paid work.
  - 7) obtaining a parental benefit;
  - 8) obtaining a maternity allowance, referred to in the provisions on social insurance for farmers;
  - 9) obtaining a doctoral scholarship as defined in Article 209 section 1 and 7 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws 2023.742, as amended).
6. In the case of earning income in the calendar year preceding the benefit period, when determining the income of the student and the student's family members, this income is divided by the number of months in which the income was earned.
  7. In the case of earning income by a family member after the calendar year preceding the academic year, his/her income is determined on the basis of the monthly income from the calendar year preceding the academic year, increased by the amount of income earned for the month following the month in which the income was earned, if this income is earned in the period for which the right to a social scholarship is determined or verified, except that the earning of income may be caused solely by the reasons specified in section 5 points 1) - 9) above.
  8. Provisions on loss or receipt of income do not apply to income earned by virtue of employment or other paid work or income earned by virtue of deregistration or commencement of non-agricultural business activity, if a family member or child under the care of a legal guardian lost their income by virtue of the above and within 3 months counting from the date of loss of income, they obtained income from the same employer or principal or a party ordering a work or they resumed non-agricultural business activity (the provision concerns excluding the application of loss and receipt of income in some cases).

## §11

1. The following prerequisites are considered a justification of the receipt of an increased scholarship:

- 1) residence in a student dormitory or in a facility other than a student dormitory if the daily commuting from the place of permanent residence to the University would prevent or significantly hinder the study,
  - 2) living with an unemployed spouse or the student's child in a student dormitory or in a facility other than a student dormitory,
  - 3) raising a child alone,
  - 4) a serious health situation involving high medical costs,
  - 5) another special material or living situation or another random situation if properly documented.
2. The list of prerequisites for receiving an increased amount of the social scholarship is open, and the decision on granting an increased scholarship rests with the Rector.
  3. A student applying for the benefit referred to in § 1 section 1 points 1) - 2) and point 4) or receiving such a benefit shall immediately notify the University of the occurrence of circumstances resulting in the loss of the right to the benefit or the loss of the right to the benefit in an increased amount, by submitting for this purpose an application for re-verification of the entitlement to the social grant or its increase. The template of the application for re-verification of the entitlement to the social grant or its increase is attached as Appendix No. 3.7 to these Regulations.

#### §12

1. Applications for the social scholarship along with the required appendices shall be submitted by 20th October of the given academic year, subject to §4 section 11 of the Regulations. In the case of commencing studies from the summer semester, applications for the social scholarship along with the required appendices shall be submitted by 20th March.
2. In the event of exceeding the deadlines referred to in section 1 above, the scholarship shall be awarded from the month following the month in which the application was submitted.

#### §13

1. The obligation to document the material situation when applying for the social scholarship rests with the student that applies for the scholarship.
2. Each student applying for the social scholarship is obliged to attach to the application a certificate from the social assistance center concerning the student's and his/her family's income and wealth situation, if their income per month is lower than the amount specified in Art. 8 sec. 1 point 2 of the Act of 12 March 2004 on social assistance (Journal of Laws 2024, item 1283, as amended) .

3. If the student fails to provide the certificate referred to in section 2 above, the Material Assistance Department may request the student to provide explanations orally or in writing. Failure to submit explanations within the prescribed period results in the refusal to grant the social scholarship.

### **SCHOLARSHIP FOR PEOPLE WITH DISABILITIES**

#### **§14**

1. The scholarship for people with disabilities may be granted to students by virtue of disability confirmed by a medical certificate:
  - 1) on disability,
  - 2) on the degree of disability,
  - 3) referred to in Article 5 and Article 62 of the Act of 27 August 1997 on Professional and Social Rehabilitation and Employment of People with Disabilities (Journal of Laws of 2024, item 44, as amended).
2. The scholarship for people with disabilities is granted for the academic year and paid for up to 10 months, however not longer than for the period of the certificate's validity.
3. If the period of certificate's validity expires during the academic year, the scholarship shall expire from the month following the expiry of the certificate.
4. After the expiry of the certificate validity and not delivering to the Material Assistance Department of another certificate maintaining continuity of disability during the academic year, the student must resubmit the application for the scholarship, and the Rector issues a new decision on granting the scholarship.
5. In the case, when a disability arose during studies or after obtaining a professional title, students may receive the scholarship for people with disabilities, but not longer than for the period of 12 semesters. The provisions of article 4, paragraphs 4 and 6 shall apply accordingly.
6. The provisions of § 3 sec. 1, § 4 sec. 4, 5, 6, 7 and § 14 sec. 6 shall apply accordingly to students who studied or obtained professional titles abroad.

## **RECTOR'S SCHOLARSHIPS**

### §15

1. Rector's scholarship may be awarded to students with outstanding academic performance during the last completed year of study (two semesters) and/or scientific, artistic and/or sporting achievements in competition, at least at national level.
2. Students may apply for the scholarship referred to in section 1 upon successful completion of the first year of study within the prescribed deadline and enrollment to the next semester/year of study.
3. Rector's scholarship is also granted to students admitted for the first year of study in the year of passing the matriculation examination if they are:
  - 1) laureates of an international Olympiad or laureates or finalists of a nationwide Olympiad, referred to in the provisions on the education system,
  - 2) medalists of sports competition for the title of Polish Champion in a given sport discipline, at least, referred to in the provisions on sport.
4. First-year students listed in section 3 are not included in the 10% limit of students in a given field of study.
5. Students who, after completing one field of study, continue to study in a second field of study, shall not be entitled to the rector's scholarship, unless they continue studies in order to obtain a master's degree or equivalent title after completing the first-cycle programmes, but not longer than for the total period of study up to 12 semesters regardless of whether students collected the rector's scholarship.
6. The Rector's scholarship may be awarded to students who have obtained a total of at least 4.3 points from the weighted average of grades and achievements (scientific, artistic or sports). The minimum number of points obtained to be granted the rector's scholarship depends on the limit of 10% of the best students in a given field of study. In this case, the minimum threshold may be higher and different for individual fields of study.
7. Applications for the rector's scholarship for students are submitted twice in the academic year. The condition for obtaining the rector's scholarship for students is to submit an application for the scholarship together with appendices between 1 and 20 October - in the winter semester and between 1 and 20 March - in the summer semester.
8. Rector's scholarship cannot be granted to students, irrespective of the average grade obtained for the completed courses, who:
  - 1) repeat the year/semester of study;

- 2) repeat the course/subjects as part of conditional enrolment for the current year of studies;
- 3) resumed studies after being deleted from the list of students due to failing a semester or year;
- 4) resumed studies after a dean's leave or sick leave and did not complete another year of studies.

#### §16

1. Weighted average ratings, as well as scientific, sporting and artistic achievements referred to in §15 section 1 of the Regulations, is converted into points accordingly.
2. Detailed criteria and rules for converting into points the weighted average of grades and achievements referred to in §15 section 1 of the Regulations, are set out in **Appendix No. 2** to these Regulations.

#### §17

1. Rector's scholarship can be awarded to the maximum of 10% of students in a given field of study who submitted the application and meet all the requirements.
2. In order to determine 10% of students in a given field of study, the weighted average of grades is determined to two decimal places. The average grade refers to the last completed year of studies, and in the case of first-year students of the second-cycle programmes, it is the average of the grades from the last year of the first-cycle programmes, on the basis of which the student continues the second-cycle programmes. The provisions of the University's Study Regulations apply accordingly to the method of calculating the weighted average grade.
3. The ranking list is established on the basis of the number of points achieved by students who submitted applications.
4. The total number of points is the sum of the weighted average of grades and points obtained for achievements (sports, artistic, scientific).
5. In the case when it is impossible to determine 10% of students due to their having the same number of points, the order of students is determined upon an additional criterion, i.e. the University Rector's decision.
6. The obligation to document the achievements when applying for the rector's scholarship for the best students rests with the student concerned. In order to properly document their achievements, the applicants should submit documents such as: diplomas, certificates and declarations, signed by authorized persons.

## ASSISTANCE GRANTS

### §18

1. Assistance grant is a form of emergency aid for students who temporarily find themselves in a difficult life situation. The assistance grant is also granted in the event of the birth of a child.
2. Temporarily difficult life situation means an event that negatively affects student's life e.g. death of student's close relative, unfortunate accident, serious illness of a student or a student's close relative, natural disasters, or other random event. The list of such events is open, and the decision on granting an assistance grant rests with the Rector.
3. Student submitting the application for the assistance grant shall attach all documents confirming the situation providing grounds for granting the assistance grant (medical certificate, certificates from the social assistance center, court, police, invoices or bills confirming expenses incurred as a result of the situation).
4. The application for granting the assistance grant shall be submitted within 90 days from the day of the event providing grounds for applying for the assistance grant. In exceptional cases, the 90-day period may be extended by the Rector's decision.
5. The student may receive the assistance grant referred to in section 1, not more than twice in an academic year.
6. The student cannot be granted the assistance grant more than once for the same reason, unless, in exceptional circumstances, the Rector decides otherwise.

### §19

1. Students may appeal against the Rector's decision by submitting to the Rector a request for reconsidering the decision regarding material support. The appeal request is submitted in writing to the Material Assistance Department within fourteen days of receiving the decision.
2. Students are entitled to lodge a complaint to an administrative court against the final decision, i.e., one against which no further appeal is possible, within 30 (thirty) days of the date of the receipt of the final decision. A complaint to the administrative court may be filed without the student exercising his/her right to file a request for reconsideration of the case.
3. Decisions regarding appeal proceedings shall be delivered to students via the USOSweb system.

## **INFORMATION ON THE PROCESSING OF PERSONAL DATA**

### §20

**Personal Data Controller** – Vistula University, Stokłosa 3, 02-787 Warsaw

**Contact details to the Data Controller:** e-mail address: info@vistula.edu.pl

**Contact to the Data Protection Officer:** e-mail address: iod@vistula.edu.pl

### §21

#### **Purpose, legal basis and the period of personal data processing**

Carrying out the process of granting material support to students, i.e.

- social scholarship;
- scholarship for people with disabilities
- assistance grant,
- Rector's scholarship;

in accordance with the Regulations on granting material support to students.

The legal basis for data processing is the necessity to fulfill the legal obligation incumbent on the Controller, i.e., the Act - Law on Higher Education and Science. As regards sensitive data that may be transferred in connection with applications for scholarships for people with disabilities, the legal basis is the voluntary consent of the data subject. Data processing will be conducted until the end of storage the period of documents related to the learning process, in accordance with the Law on Higher Education.

### §22

#### **Data recipients**

- Authorized data Controller's employees,
- Service providers entrusted with Personal Data processing for the purpose of providing services for the data Controller, in particular such entities as IT service providers, law firms, accounting service providers in the scope necessary for the correct provision of the commissioned services.
- Personal data are also entered into the POL-on system, an integrated information system on science and higher education, which supports the work of the Ministry of Science and Higher Education, as well as to the Central Statistical Office.



§23

**Voluntary data provision**

Providing data is voluntary, but necessary to carry out verification processes and grant material support.

§24

**Rights related to the processing of personal data**

The person, whose data is subject to processing has the right to:

- access his/her own data and demand its correction,
- withdraw voluntary consent. Withdrawal of consent does not affect the lawfulness of data processing that was carried out before consent withdrawal.
- transfer personal data. to transfer personal data, i.e. to receive personal data, in a structured, commonly used machine-readable format.
- restrict data processing or to delete data (“the right to be forgotten”).
- file a complaint to the President of the Office for the Protection of Personal Data.

**FINAL PROVISIONS**

§25

The following Appendices are introduced:

1. Appendix No. 1 List of documents required on application for each type of scholarship;
2. Appendix No. 2 Detailed criteria and rules for converting the average grade and achievements into points

**SOCIAL SCHOLARSHIP**

1. Appendix No. 3 Social scholarship template;
2. Appendix No. 3.1 Income statement template;
3. Appendix No. 3.2 School attendance certificate;
4. Appendix No. 3.3 Declaration on residence in a student dormitory / other facility;
5. Appendix No. 3.4 Declaration on financial situation;
6. Appendix No. 3.5 Student declaration on sharing/ not sharing a household with parents;
7. Appendix No. 3.6 Tax Office certificate template.
8. Appendix No. 3.7 Template application for re-verification of entitlement to a social grant or its increase

### **RECTOR'S SCHOLARSHIP**

1. Appendix No. 4 Rector's scholarship application template
2. Appendix No. 4.1 List of Achievements to the Rector's Scholarship;
3. Appendix No. 4.2 Information on the method of calculating the weighted average of grades.

### **SCHOLARSHIP FOR PEOPLE WITH DISABILITIES**

1. Appendix No. 5 Application for the scholarship for people with disabilities

### **ASSISTANCE GRANT**

1. Appendix No. 6 Assistance grant application template.

### **APPEAL**

1. Appendix No. 7 Sample application for reconsideration.

### §26

1. The provisions of the Act shall apply in all matters not regulated by the provisions of these Regulations.
2. Any changes to these Regulations are made by the Rector by means of an order, in consultation with the University body of student self-government.