



Grupa Uczelni Vistula

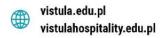
Instructions for submitting applications via the USOS Web System

Materials for STUDENTS













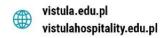
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1. General information

The application can be submitted in two ways:

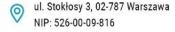
- Paper documents. After the application is registered in the USOS web system, print it, sign and submit at the University. You can leave it at the reception desk, in the application box located next to room 207, or send it by post to the University address with the annotation "SCHOLARSHIP".
- **Electronically.** The application must be "Signed and Submitted" via the USOS web system. Remember! The application for the social scholarship, apart from being submitted electronically, must be signed, and effectively delivered with full documentation to the University. The date of awarding the scholarship will be counted from the date of submitting it on-line. In the case of all other applications, all required appendices must be attached during the completion of the application electronically as pdf documents.

Application status

You can track the current application status in the USOS web system. An application with the "Registered" status in the USOS system will not be considered. It must be successfully submitted in paper or electronic form. Then its status will change you to "Submitted". Other statuses:

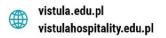
- "Ready for review": the application has been accepted by the coordinator based on the completeness of information and documents. At this stage, the application awaits the Rector's decision.
- "Reviewed decision to be delivered": the Rector's written decision is waiting for you.
- "Reviewed decision delivered": appears when a decision has been collected.

Remember! If the application for a scholarship for people with disabilities is "inactive", it means that you have not reported your disability. To activate it, you need to submit information to the Ombudsman for Persons with Disabilities on the degree of your disability, confirmed with an appropriate certificate.













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If your disability degree certificate has expired and you managed to obtain a new one, report this change to the Ombudsman for Persons with Disabilities.

Ombudsman for Persons with Disabilities: p.kaleta@vistula.edu.pl

Remember! Monitor the status of the application submitted electronically, because in the event of any irregularities (e.g., missing documentation, incorrect income amounts, wrong average, etc.), the financial assistance coordinator may withdraw it for correction, and you will be required to complete the missing documents or correct the application immediately within the application submission deadlines.

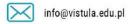
Remember! Each student who receives financial support benefits is obliged to immediately notify the University of any circumstances affecting their entitlement to financial support benefits.

Remember! Regardless of the decision on your application, it must be collected by you. After logging in to the USOS web system, select the **COMMON SECTION** tab.

2.













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Then click the **Applications** icon.



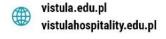
For example, if you want to start completing the Financial Statement, in the Applications that can be submitted in your units section, select the Financial Statement for the year... application and click the corresponding fill in link. If you have already started completing the application, the system will not allow you to start another one.

Wnioski, które można złożyć w Twoich jednostkach. 🚺

	Nazwa	Tury	Organizator	Cykl	
→	Oświadczenie o dochodach	w trakcie, tura bez końca dla wszystkich studentów od 2018-07-01 00:00:00	Akademia Finansów i Biznesu Vistula	brak	informacje o wniosku 🗜 zacznij wypełniać 🕞
→	Stypendium Ministra 2018/2019	w trakcie, 63 dni do zakończenia 2018-07-12 00:00 - 2018-10-10 23:59	Akademia Finansów i Biznesu Vistula	Semestr zimowy 2018/2019	informacje o wniosku 🗗 zacznij wypełniać 🖣
→	Stypendium Rektora 2018/2019	w trakcie, 63 dni do zakończenia 2018-07-12 00:00 - 2018-10-10 23:59	Akademia Finansów i Biznesu Vistula	Semestr zimowy 2018/2019	informacje o wniosku 🗗 zacznij wypełniać 🗐
→	Stypendium Socjalne 2018/2019	w trakcie, 63 dni do zakończenia 2018-07-12 00:00 - 2018-10-10 23:59	Akademia Finansów i Biznesu Vistula	Semestr zimowy 2018/2019	informacje o wniosku 📑 zacznij wypełniać 🕞
0	Stypendium Specjalne 2018/2019	w trakcie, 63 dni do zakończenia dla osób niepełnosprawnych 2018-07-12 00:00 - 2018-10-10 23:59	Akademia Finansów i Biznesu Vistula	Semestr zimowy 2018/2019	informacje o wniosku → zacznij wypełniać →
→	Wniosek o stypendium socjalne na rok akademicki 2017/2018	w trakcie, tura bez końca [inne tury - rozwiń] dla wszystkich studentów od 2018-07-01 00:00:00	Akademia Finansów i Biznesu Vistula	Rok akademicki 2017/2018	informacje o wniosku 🗗 zacznij wypełniać 🖪











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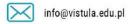
If you have already started completing the application and want to continue it, or you have received information that your statement has been withdrawn for correction, search for your specific application in the **Applications you have started to fill in** section and click the **continue filling in** or **correct** link respectively.

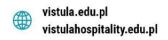
Wnioski, które zacząłeś wypełniać. 🚺

	Nazwa	Stan	Tury	Organizator	Cykl	
1	Oświadczenie o dochodach	Zaakceptowany	w trakcie, tura bez końca od 2018-07-01 00:00:00	Akademia Finansów i Biznesu Vistula	brak	drukuj <u>•</u> szczegóły <u>•</u>
→	Stypendium Ministra 2018/2019	Wypełniany	w trakcie, 62 dni do zakończenia 2018-07-12 00:00 - 2018-10- 10 23:59	Akademia Finansów i Biznesu Vistula	Semestr zimowy 2018/2019	kontynuuj wypełnianie usuń + drukuj + szczegóły +
	Stypendium Rektora 2018/2019	Złożony	w trakcie, 62 dni do zakończenia 2018-07-12 00:00 - 2018-10- 10 23:59	Akademia Finansów i Biznesu Vistula	Semestr zimowy 2018/2019	drukuj → szczegóły →
→	Stypendium Rektora 2018/2019	Wypełniany	w trakcie, 62 dni do zakończenia 2018-07-12 00:00 - 2018-10- 10 23:59	Akademia Finansów i Biznesu Vistula	Semestr zimowy 2018/2019	kontynuuj wypełnianie usuń 🕂 drukuj 📑 szczegóły 🔁

Next to each application, you can see a list of actions that you can perform at a given moment, e.g., fill in, delete, continue filling in, print, correct, etc. This list depends on the rights you have at a given stage of the application process and on the status of the application, e.g., if you have already registered the statement, you will only be able to print it or view its details.











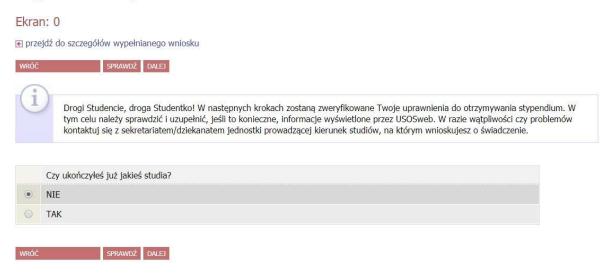
Akademia Finansów i Biznesu Vistula Szkoła Główna Turystyki i Hotelarstwa Vistula Crupa Hozelni Vistula

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Screen 0 Statement on graduating or continuing studies

This screen is used to verify and enter information about the studies you have completed, attended, or are continuing at another university and about the studies you have completed at the Vistula Group of Universities.

Stypendium Socjalne 2018/2019



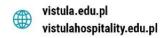
Select **YES** if you meet at least one of the following conditions:

- you have already completed one field of study at the Vistula Group of Universities or at another university, i.e., you have obtained a bachelor's, engineer's, master's or doctoral degree,
- you are studying at another university,
- you studied at another university and were deleted from the list of students.

If you select the YES option, you will be presented with information about the fields of study undertaken by you at the Vistula Group of Universities and the **Provide information about other studied or completed fields of study** section will be displayed, where you will enter information about studies completed, attended or continued at other universities or completed









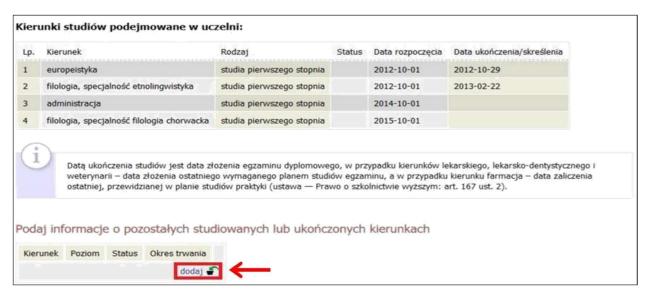


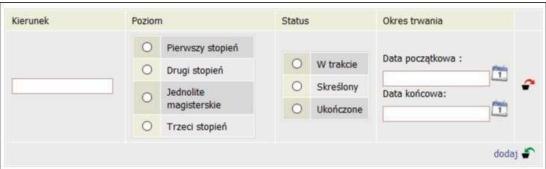
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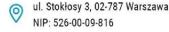
at the Vistula Group of Universities in the past and about which information does not exists in the USOS web system.

Remember! Include all levels of studied or completed fields of study, even if the fields of study you currently attend has the same name as the one you have completed. This also applies to the fields of study from which you have been struck off.

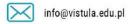
After clicking the **add** button, you will see a form that will allow you to enter the necessary information:

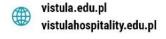














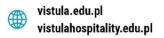


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Remember! Students who, after completing one field of study, continue their studies in another field of study, are not entitled to financial support, unless they continue studies after completing the first-cycle studies in order to obtain a master's degree or an equivalent degree, but not longer than for the total period of 6 years of study. For the period of study leading to obtaining a degree. If you have already obtained a master's degree, you can apply for scholarships for the first-cycle studies and second-cycle studies.







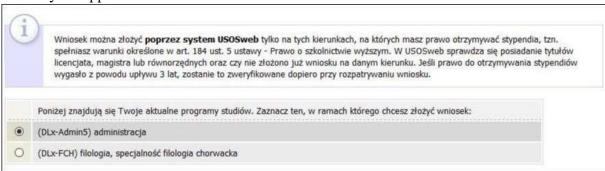




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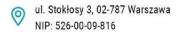
Screen 1 Selection of the field of study

Based on information from the USOS system and information provided by you on Screen 0, the system will check your eligibility for the social scholarship. If you have such entitlements, you will be presented with a screen where you must select the field of study for which you will submit your application.



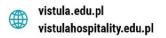
If you do not have such entitlements (e.g., you have indicated on Screen 0 that you have already completed the first-cycle studies at another university and at the same time you are currently a student of the first-cycle studies), then the screen will look as follows:















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Screen 2 Data verification

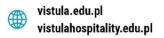
On Screen 2, verify your personal data. In the event of discrepancies, you can update the data at the dean's office. The changes will be visible in the USOS web system after migration, i.e., the next morning.



Due to the fact that all scholarships are transferred to bank accounts, remember to check the **Account number** field. If the account number is missing, you should enter it. If the number is visible, make sure it is correct and change it if necessary. In the next section you will find information on how to enter and change the account number.







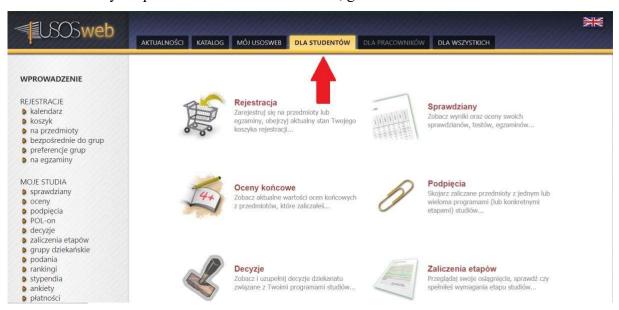




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Entering your bank account number

In order to enter your personal bank account number, go to the FOR STUDENTS tab

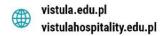


Next, scholarships.













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Finally, the student's bank account.

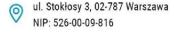


If in the **Account number** field you can see only the **set** link, it means that your bank account number is not yet in the system and you should enter it.

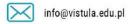
In this case, click on this link and in the **Account number** field, enter the number of the bank account to which you want to receive the scholarship.



The Currency and Bank name fields cannot be modified.













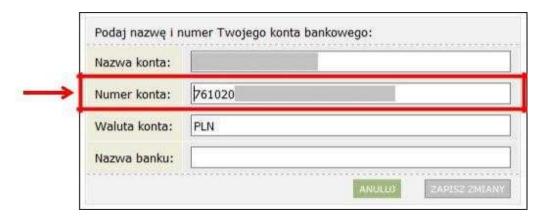
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If the **ADD ACCOUNT** button is not active after you have entered the account number, check if you have entered the number correctly. If the number is correct and the button is still inactive, please contact the Material Assistance Office.

Remember! You can only enter a Polish PLN account.

Changing the bank account number

If you see an account number in the **Account number** field but want to change it, click the **change** link. Then, in the **Account number** field, delete the existing number and enter a new one.



The Currency and Bank name fields cannot be modified.

If the **SAVE CHANGES** button is not active after you have entered the account number, check if you have entered the number correctly. If the number is correct and the button is still inactive, please contact the Faculty's Scholarship Section.

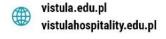
Remember! You can only enter a Polish PLN account.

If you have entered the data correctly, your personal account number will be displayed on the scholarship application you are applying for.

Remember! Applications without an account number are considered incomplete.











Akademia Finansów i Biznesu Vistula Szkoła Główna Turystyki i Hotelarstwa Vistula Grupa Uczelni Vistula

2. Financial Statement

The financial statement **is** a necessary **appendix** to the application for the social scholarship, therefore it should be completed first when applying for the social scholarship and the social scholarship in an increased amount.

Screen 1 Student's Family

On this screen, you enter your **family members**. Your name appears on the list of family members automatically and you enter information about other family members by clicking the **add** button at the bottom of the page.



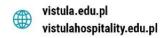
If you click the **add** button, the next row will be added in the table where you will be able to enter the details about other family members.



Remember! Grandfather, grandmother, aunt, uncle, father-in-law, mother-in-law, etc. are not taken into account, even if they live with you. Unless they are your legal guardians, but then you must attach a family court judgment to the statement to document this fact.











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Remember! If your family member stays in an institution providing 24/7 maintenance (e.g., prison, closed medical facilities) and does not pay for the stay, you do not include this person in the family, but you must attach relevant documents.

Screen 2 Types of income in the student's family

On this screen, enter the **type of income** of individual family members. You must tick **YES** or **NO** in each column for each family member.

Regardless of what options you tick for each adult family member or person earning income (including you), you must **attach with your application** the following:

- certificate from the Tax Office on the amount of earned income,
- certificates of the amount of contributions paid for health and social insurance, e.g. ZUS, KRUS,
- declaration of income not subject to personal income tax (Form to be downloaded on Screen 6 as appendix [z-27]).

Remember! The above documents refer to the last settled tax year, e.g., if you submit a declaration of income for the academic year 2018/2019, you present documents for the year 2017.











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This screen is important as your choices of the options determine what screens will appear in the next stage, e.g., if you mark that someone does not earn income, then the subsequent screens will not include questions about this person.



Explanation Column E - new income after ... year



This column applies to the income that was earned between January 1 of the current calendar year and the date of submitting the application. The type of income earned in the current year is important.

If the income began to be earned from **sources other than** employment relationship or public service employment, a contract of mandate, a contract for specific work, running a business, then the income **must be earned on the day of submitting the application**.











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Examples:

Application date: October 1, 2017 - the person received income from the unemployment benefit in the period from March 15, 2017 to August 25, 2017 - in the row concerning the person in column E, tick NO.

Date of submitting the application: October 1, 2017 – the person received income from the unemployment benefit in the period from March 15, 2017 and receives it on the day of submitting the application - in the row concerning the person in column E, tick YES.

Examples of concluding one contract:

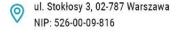
Date of submitting the application: October 1, 2017 - the person received income from the conclusion of the contract of mandate in the period from March 15, 2017 to August 25, 2017 in the row concerning the person in column E, tick YES.

Date of submitting the application: October 1, 2017 - the person received income from the conclusion of the contract of mandate in the period from March 15, 2017 to the date of submitting the application - in the row concerning the person in column E, tick YES.

Important! If within 3 months from the date of the loss of income you earned income from the same employer, ordering party or started non-agricultural business activity, the provisions on the loss and gain of income do not apply.

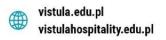
Examples of concluding several contracts:

- Date of submitting the application: October 1, 2017 the person obtained income from the conclusion of the contract of mandate from October 5, 2016 to January 30, 2017, re-entered the contract of mandate with the same employer from March 10, 2017 to the date of submitting the application - in the row concerning the person in column E, tick NO, because the period of 3 months has not elapsed from the termination of one contract to the conclusion of another with the same employer (the second income is not treated as new income).
- Date of submitting the application: October 1, 2017 the person obtained income from the conclusion of the contract of mandate from October 5, 2016 to January 30, 2017, re-entered the contract of mandate with the same employer from June 10, 2017 to













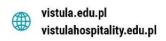
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the date of submitting the application - in the row concerning the person in column E, tick YES, because the period of 3 months has elapsed from the termination of one contract to the conclusion of another with the same employer (the second income is treated as new income).

- Date of submitting the application: October 1, 2017 the person obtained income from the conclusion of the contract for specific work from October 5, 2016 to January 30, 2017, concluded the contract of mandate with another employer from March 10, 2017 to the date of submitting the application - in the row concerning the person in column E, tick YES, because, although the period of 3 months has not elapsed from the termination of one contract to the conclusion of another, but the second contract has been concluded with another employer (the second income is treated as new income).
- Date of submitting the application: October 1, 2017 the person obtained income from the conclusion of the contract for specific work from October 5, 2016 to January 30, 2017, concluded the contract of mandate with another employer from June 10, 2017 to the date of submitting the application - in the row concerning the person, in column E, mark YES, because the period of 3 months has elapsed from the termination of one contract to the conclusion of the other, and additionally the second contract has been concluded with **another employer** (the second income is treated as new income).











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Screen 3 (A, B, C, D, E) Amount of income of each family member

On these screens, enter the income separately for each family member. On Screen 2, individual types of income are marked with the letters: A, B, C, D, E. The types of income you select there determine the screens displayed in the subsequent stages of completing the statement. To make it easier, the names of the screens will contain (in addition to the number) the appropriate letter of the alphabet indicating the income they relate to (e.g. Screen 3A, Screen 3B,...). At the top of each screen, you will see what type of income the screen applies to and to which family member. If you see a screen that should not be displayed, go back to Screen 2 and check what options you ticked in the income table.

Screen 3 A Income from employment contract, contract of mandate, contract for specific work, pensions, retirement pensions, etc.

Screen 3A will be displayed if you have ticked **YES** in column A on Screen 2.

On this screen, show income from an employment contract, contract of mandate, contract for specific work, pensions, retirement pensions, etc.

To complete this screen you need the following:

- certificate from the Tax Office on the amount of income earned,
- certificates on the amount of contributions paid for health and social insurance, e.g., ZUS, KRUS.

Remember! Even if a person has not earned income or has not filed a tax return, it is necessary to provide a certificate from the Tax Office confirming this fact.











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If you got married after the calendar year from which the income is documented, but before the date of submitting the application for financial assistance, in order to determine the entitlement to the social scholarship, take into account the income of your spouse for the calendar year preceding the academic year for which the benefit is to be granted, e.g. you submit the application on October 1, 2017, you got married on September 21, 2017, provide your spouse's income for 2016.

W poniższe okienka wpisz kwoty wykazane w zaświadczeniu z Ur.		
Dochód:	Zř	
Podatek:	zŧ	
Składki na ubezpieczenie społeczne:	zł	
	otne wykazanych w zaświadczeniu z Zakładu Ubezpieczeń Społecznych za r	ok 2
Składki na ubezpieczenie zdrowotne:	zł	







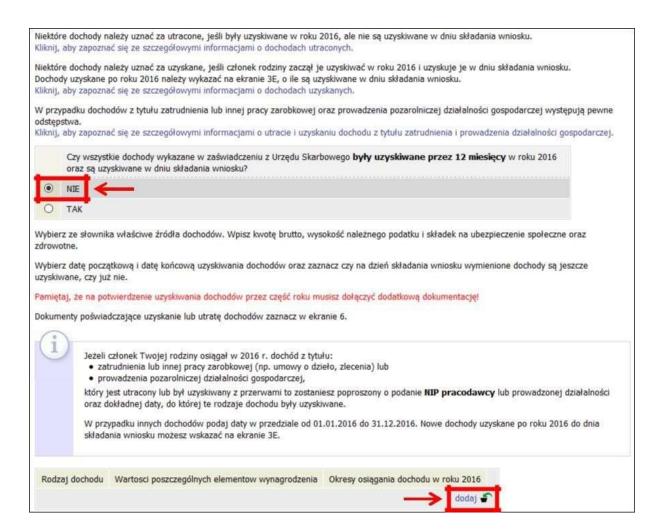




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INCOME EARNED DURING A PART OF THE YEAR

If the income from a source included in the certificate from the Tax Office was obtained only during part of the year, click the **NO** button, in the question **Where all incomes shown in the certificate from the Tax Office obtained during 12 months and are obtained on the date of submitting the application**, and then click the **add** button in the table at the bottom of the screen and enter the income.













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When entering information about income, pay attention to the field **Is the income obtained on** the date of submitting the application. This field determines whether the income is considered gained or lost.

Detailed information on what income is considered as gained and what income is considered as lost can be found by clicking on one of the links on the links page.

Remember! To confirm your income for part of the year, you must attach additional documentation, e.g., PIT-11, PIT-40A, contract, decision, certificate, employment certificate.

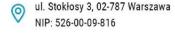
LOST INCOME

The provisions on the loss and gain of income do not apply to income from employment or other gainful work and income from deregistration or starting non-agricultural economic activity, if the income from these sources has been lost and within 3 months from the date of the loss of income, income was obtained from the same employer, ordering party, party ordering a specific work, or non-agricultural economic activity has been started again.

If you select NO in the Is the income obtained on the date of submitting the application field, a section will be displayed where you can enter the reason for the loss of income. If it is different from the reasons listed, then select none of the above reasons. If this option is selected, the income will not be treated as lost income.

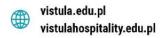
If you select the following in the type of income:

- employment resulting from an employment or public service employment,
- contracts of mandate, contracts for specific work,
- running a business enter the employer's NIP.













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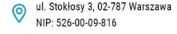
Examples of lost income:

- 1. You submit the application on October 1, 2017. From December 20, 2016 to March 30, 2017, you received income from the conclusion of the contract of mandate. From May 5, 2017 until the date of submitting the application, you worked again under the contract of mandate with the same employer. In such a situation, the **first income is not lost because the period of 3 months** from the termination of one contract to the conclusion of the other elapsed, and the contracts were concluded **with the same employer**.
- 2. You submit the application on October 1, 2017. From December 20, 2016 to March 30, 2017, you received income from the conclusion of the contract of mandate. From July 5, 2017 until the date of submitting the application, you worked again under the contract of mandate with the same employer. In such a situation, the **first income is lost** because, despite the fact that the contract was concluded **with the same employer**, a period of 3 months elapsed from the termination of one contract to the conclusion of the other.
- 3. You submit the application on October 1, 2017. From December 20, 2016 to March 30, 2017, you received income under the conclusion of the contract for specific work. From May 5, 2017 to the date of submitting the application, you worked under the contract for specific work with another employer. In such a situation, the first **income is lost** because, despite the fact that the **period of 3 months** from the termination of one contract to the conclusion of the second contract **did not elapse**, the second contract was concluded with **another employer**.

Loss of income must be documented with certificates containing the following information:

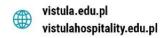
- type of income lost,
- period in which the income was earned,
- reason for the loss of income,
- gross amount of lost income,
- amount of social and health insurance contributions paid,
- amount of tax paid.

PIT-11 form from each place of employment, if there was more than one, is also required.













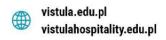
Grupa Uczelni Vistula

Examples of documenting lost income:

- 1. You submit your application on October 1, 2017. From February 2, 2013 to May 15, 2016, you were receiving a family pension. You present a certificate from ZUS/KRUS containing the period in which you received the pension, the reason for the loss of the pension, as well as gross income the amount of social security and health insurance contributions and the amount of tax from 1 January 2016 to 15 May 2016.
- 2. You submit your application on October 1, 2017. From January 1, 2016 to March 6, 2016, you worked under the contract of mandate. You present a certificate from your employer containing the period in which you worked, the type of contract contract of mandate, the reason for the termination of the contract, as well as gross income, the amount of social security and health insurance contributions and the amount of tax from January 1, 2016 to March 6, 2016.
- 3. You submit your application on October 1, 2017. From April 18, 2016 to July 20, 2016, you received a scholarship from the Poviat Labour Office. You present a certificate from the Labour Office containing the period in which you received the benefit, as well as gross income, the amount of social security and health insurance contributions and the amount of tax from April 18, 2016 to July 20, 2016.
- 4. You submit your application on October 1, 2017. From September 25, 2016 to May 20, 2017, you worked under the employment contract. You provide a certificate from your employer specifying the period in which you worked, the type of contract, the reason for the termination of the contract, as well as gross income, the amount of social security and health insurance contributions and the amount of tax from September 25, 2016 to December 31, 2016.











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Remember! Not all income can be considered as lost income. Only the cases mentioned in the list can be acknowledged as the loss of income. For example, the loss or reduction of income is not caused by changes in employment conditions, such as reduction of remuneration, reduction of working time, or being on unpaid leave, sale of shares or flat, etc.

INCOME EARNED

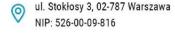
The provisions on the **loss** and **gain** of income **do not apply** to income from **employment or other gainful work and income from deregistration or starting non-agricultural economic activity**, if these types of income are lost and within **3 months** from the date of the loss of income, income has been obtained **from the same employer**, ordering party, party ordering specific work, or non-agricultural economic activity has been started again.

If you select **YES** in the **Is the income obtained on the date of submitting the application** field, a section will be displayed where you enter the reason for obtaining the income.

If you select income from:

- employment resulting from employment relationship or public service employment,
- contracts of mandate, contracts for specific work,
- running a business,

enter the employer's NIP number.







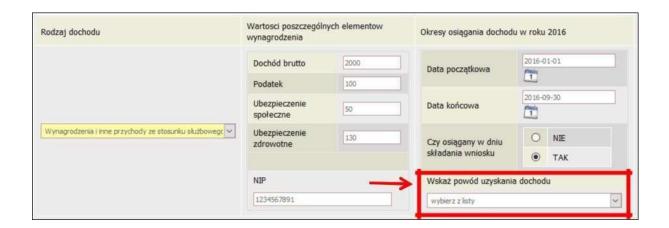






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Remember! A change in terms of employment, such as an increase in remuneration or an increase in working time, **is not** a reason for recognizing an increase in income. Only the cases mentioned in the list can be a reason for stating an increase in income.



Screen 3 B Income taxed in the form of a lump sum on registered income or a tax card Screen 3B will be displayed if you have ticked YES in column A on Screen 2.

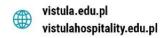
This screen applies to income from non-agricultural economic activity taxed in the form of a lump sum on registered income or a tax card, income from lease, sublease, tenancy, subtenancy or other similar contracts, if these contracts are not concluded as part of non-agricultural business activity conducted by a family member.

To complete in this screen, you will need the following:

- certificate from the Tax Office on the amount of income from activities taxed in the form of a lump sum on registered income, specifying the tax rate,
- decision of the Commune Office on the amount of tax from the tax card.





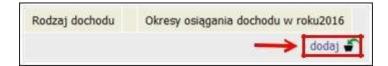




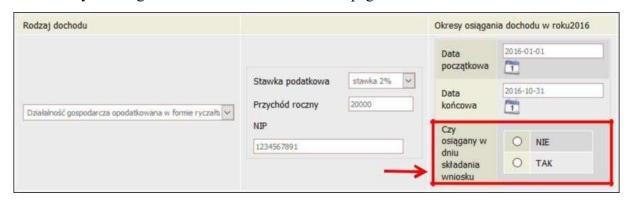


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You add information about your income by clicking the **add** button in the table at the bottom of the screen.



Selecting the **NO** or **YES** option in the **Is the income obtained on the date of submitting the application** field determines whether the income is recognized as lost or gained. Detailed information on what income is considered as gained and what income is considered as lost can be found by clicking on one of the links on the links page.



Remember! The gain or loss of income must be documented. For example, if the loss of income was caused by the termination of non-agricultural economic activity, submit a printout from the Central Registration and Information on Economic Activity (CEIDG) of the Republic of Poland.





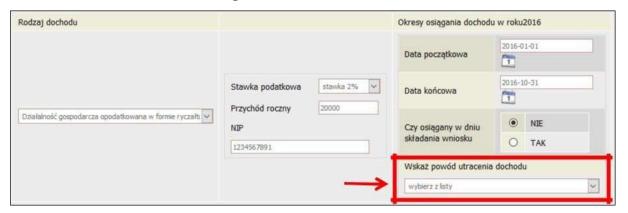




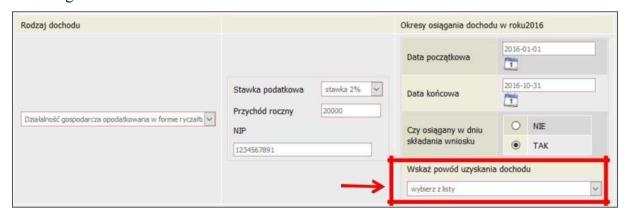


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If you select **NO** in the **Is the income obtained on the date of submitting the application** field, a section will be displayed where you enter the reason for the loss of income. If it is different from the reasons listed, then select **none of the above reasons**. If this option is selected, the income **will not be regarded** as lost income.



If you selects the YES option, a field will be displayed where you indicate the reason for obtaining the income.













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Screen 3 C Income not subject to personal income tax

Screen 3C will be displayed if you have ticked **YES** in column C on Screen 2.

This screen shows all income not subject to personal income tax. The most common income of this type is income from abroad, farm income, maintenance, benefits related to the performance of social duties. Click **expand** next to the type of income you want to enter.



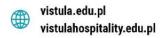
Read the information on the screen, then click the **add** button in the table.

In the following subsections, you will find information on what to pay attention to when entering data on individual types of income.

Remember! Each adult family member of the applicant must attach documents containing information about his/her non-taxable income, even if he/she did not obtain any such income.











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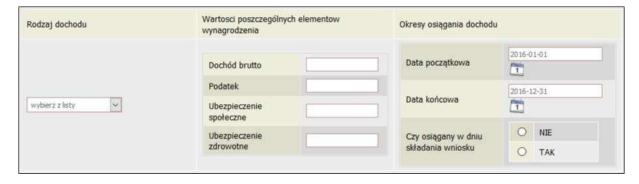
INCOME FROM ABROAD

In the case of earning income outside the Republic of Poland, convert it based on the average exchange rate published by the President of the National Bank of Poland (NBP) on the last working day of the calendar year from which the income is the basis for determining the right to the social scholarship, e.g. October 2017, you earned income abroad in 2016, convert this income based on the exchange rate as of December 30, 2016.

If you or a family member obtained income outside the Republic of Poland, which was not earned in the calendar year constituting the basis for determining the right to the social scholarship, convert this income on the basis of the average exchange rate from the last working day of the month following the month in which income was earned, e.g. you submit the application on October 1, 2017, from May 19, 2017 you started to earn income outside the country, convert the income obtained based on the exchange rate as of June 30, 2017.

Remember! Exchange rate tables can be found on Screen 1.

Remember! Documents submitted in a foreign language must be delivered in Polish version (the translator must be sworn).



Selecting the **NO** or **YES** option in the **Is the income obtained on the date of submitting the application** field determines whether the income is recognized as lost or gained. Detailed information on what income is considered as gained and what income is considered as lost can be found by clicking on the appropriate link at the top of the page.











Akademia Finansów i Biznesu Vistula Szkoła Główna Turystyki i Hotelarstwa Vistula Grupa Hozelni Vistula

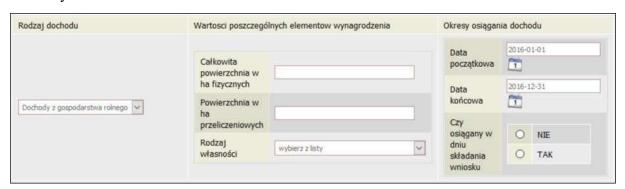
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If you select the **NO** option in the **Is the income obtained on the date of submitting the application** field, a section will be displayed where you enter the reason for the loss of income. If it is **different from the above reasons**, then select none of the above reasons. If this option is selected, the income **will not be considered** as lost income.

Remember! Gaining or losing income should be documented - with a document confirming the end of obtaining a given income and with PIT 11.

INCOME FROM WORK ON INDIVIDUAL FARMS

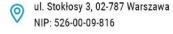
To complete this table, you will need a certificate from the Commune Office confirming that you own a farm with an area expressed in conversion hectares and physical hectares in the current year.



Remember! When determining income obtained from a farm, direct payments received under the Common Agricultural Policy of the European Union are not taken into account.

Remember! In the case of co-ownership of a farm, enter only conversion hectares in the part belonging to a family member.

If the parents are co-owners of the farm and the certificate shows the total size of the farm, enter ½ conversion hectares in the boxes for each parent, and in the **Type of ownership** field, select the **co-owner** option. For example, Anna and Jan Kowalski are co-owners of a farm of 23 physical hectares, which amounts to 18 conversion hectares. On Screen 3C for Anna, enter 9













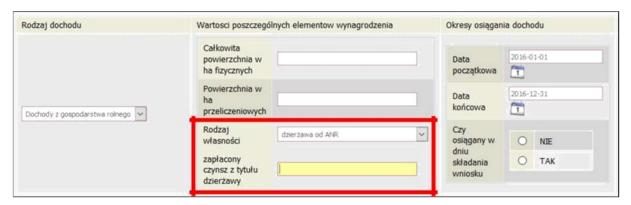
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equivalent hectares and 23 physical hectares, and on Screen 3C for John, also enter 9 equivalent hectares and 23 physical hectares.

If in the **Type of ownership** field you select the option **lease from Agricultural Property Agency (ANR)** or **lease from a pensioner/agricultural pensioner**, an additional field will be displayed in which you enter the amount of rent paid. **The system will reduce the farm income by the rent paid.**

Remember! Attach a land lease agreement with the specified amount of rent to the application. Selecting the **NO** or **YES** option in the **Is the income obtained on the date of submitting the application** field determines whether the income is recognized as lost or gained. Detailed information on what income is considered as gained and what income is considered as lost can be found by clicking on one of the links on the links page.

If you select the **NO** option in the **Is the income obtained on the date of submitting the application** field, a section will be displayed where you enter the reason for the loss of income. If it is **different from the above reasons**, then select none of the above reasons. If this option is selected, the income **will not be considered** as lost income.



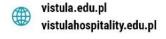
Remember! The sale or donation of part or all of the farm does not constitute a loss of income.

Remember! The gain or loss of income must be documented.

Remember! If you obtain non-taxable income, you are also obliged to attach to the application a certificate from the Tax Office confirming the amount of income gained or a certificate confirming that you have not filed a tax return.











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OTHER INCOME FROM AGRICULTURE, E.G. SICKNESS BENEFITS, AGROTOURISM

If you (or your family members) obtained other income from agriculture, in particular sickness benefits, income from agritourism or renting guest rooms, add them to the table and enter for each type of income (separately) the total income obtained in the year covered by the declaration.

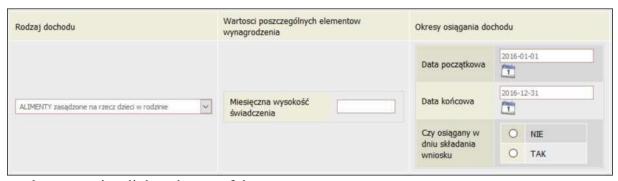
INCOME FROM MAINTENANCE

On this screen, enter the monthly amount of:

- maintenance awarded for children in the family,
- maintenance advance,
- a cash benefit paid in the event of ineffective enforcement of maintenance.

To complete this screen, you will need the following:

- current judgment of awarding maintenance,
- certificate from the Maintenance Fund,
- certificate from the bailiff.

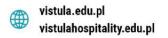


on the appropriate link at the top of the page

Remember! The gain or loss of income must be documented.











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Remember! The income from maintenance can be considered lost only in the case of death of the person obliged to pay maintenance or a court decision.

Remember! In the event of a divorce of parents, the lack of maintenance awarded for children requires you to prove the income of both parents.

DOCTORAL SCHOLARSHIP

In this table, enter the monthly amount of the doctoral scholarship received, e.g., by siblings.

Rodzaj dochodu	Wartosci poszczególnych elementow wynagrodzenia	lnych elementow wynagrodzenia Okresy osiągania dochodu		
		Data początkowa	2016-01-01	
STYPENDIUM doktorandiie	Miesięczna wysokość świadczenia	Data końcowa	2016-12-31	
		Czy osiągany w dniu składania wniosku	O NIE	
			O TAK	

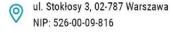
Remember! Do not include the social scholarship, special scholarship for people with disabilities, allowance, Rector's scholarship for the best students, scholarship for the best doctoral students, minister's scholarship for outstanding achievements for students and doctoral students to non-taxable income.

Selecting the **NO** or **YES** option in the **Is the income obtained on the date of submitting the application** field determines whether the income is recognized as lost or gained. Detailed information on what income is considered as gained and what income is considered as lost can be found by clicking on one of the links on the links page.

Remember! The gain or loss of income must be documented.

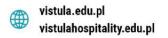
CHILD RELIEF

To complete this table, you will need a certificate from the Tax Office on the amount of the child tax credit refund.













Rodzaj dochodu	Dochód
Kwota zwrotu otrzymana z tytułu niewykorzystanej ulgi r	

MATERNITY BENEFIT FROM KRUS AND PARENTAL BENEFITS

Enter the monthly amount of parental benefit or maternity benefit you receive.

Remember! Parental benefit is not the same as child benefit. If your family receives child benefit, you do not take this benefit into account.

Selecting the **NO** or **YES** option in the **Is the income obtained on the date of submitting the application** field determines whether the income is recognized as lost or gained. Detailed information on what income is considered as gained and what income is considered as lost can be found by clicking on one of the links on the links page.

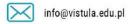
Remember! The gain or loss of income must be documented.

SCHOLARSHIPS FOR THE UNEMPLOYED FROM THE EU FUNDS

Enter the **net annual** income of the scholarship for the unemployed financed by the European Union.

Remember! Do not enter here taxable unemployment benefits financed from sources other than the European Union funds.



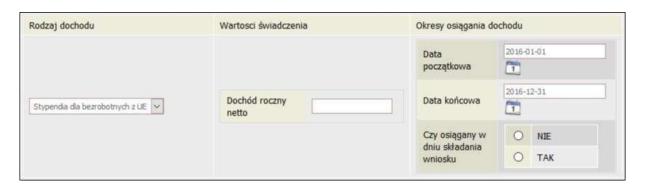








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Selecting the **NO** or **YES** option in the **Is the income obtained on the date of submitting the application** field determines whether the income is recognized as lost or gained. Detailed information on what income is considered as gained and what income is considered as lost can be found by clicking on one of the links on the links page.

Remember! The gain or loss of income must be documented.

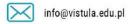
OTHER INCOME

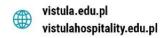
If you have other non-taxable income, select the type from the list and enter the amount of income. Most often, these are benefits related to the performance of social duties, e.g., allowances for councillors, village administrators or allowances for participation in the work of the election commission.



From the drop-down list, you can select the "other" item and enter, for example, the amount of the bridging scholarship you receive, which is awarded by natural persons or legal persons that are not state or local government legal persons. In the first year of studies, such a scholarship is awarded on the basis of economic and social criteria and does not constitute income, while during the later years of study it has the function of a scientific scholarship and constitutes income. However, these benefits are neither gained nor lost income.











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Examples:

- 1. If you are a first-year student and receive the social bridging scholarship, you do not include this bridging scholarship with the social scholarship, because it is not earned income.
- 2. If you are a second-year student and you received the social bridging scholarship in the first year, submit documents about the bridging scholarship in the year covered by the documentation. It will not be treated as income because it was of a social character.
- 3. If you are a third-year student and in the second year you received the bridging scholarship of a scientific character (based on the grade point average), submit documents about the bridging scholarship in the year covered by the documentation (for X-XII - because then it was of scientific character). It is your income, whether or not you have received it this year.

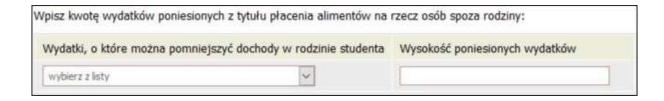
The same rule applies to your siblings that you list as part of the common household.

Remember! You must provide certificates confirming the amount of income obtained.

Screen 3D Reduction of income by maintenance paid to non-family members Screen 3D will be displayed if you have ticked YES in column A on Screen 2 Income may be reduced by maintenance paid to persons outside the student's family.

To complete this screen, you will need the following:

- court judgment on the amount of maintenance due,
- confirmation of maintenance payments.



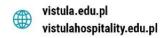
Important! You can reduce the income by the rent paid for the lease of a farm on Screen 3C.

Screen 3 E Income earned in the current year

This screen is displayed you tick YES in column E on Screen 2, i.e. if you are gaining income in the current year.











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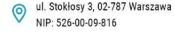
If in the current year you or your family member took up a job, registered a business, obtained pension, retirement pension or earned other income, enter it using this screen.

To document your income, you will need the following: a certificate of the type of income and the amount of net income obtained in the month following the receipt of income,

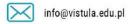
- agreement/decision on the basis of which the income was obtained,
- a printout from the Central Registration and Information on Economic Activity (CEIDG) of the Republic of Poland.
- statement on income obtained from non-agricultural activities of persons settling taxes on the basis of regulations on a lump sum on registered income on certain incomes earned by natural persons.

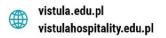
Click add next to the type of income you want to enter.















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NEW INCOME AFTER THE YEAR

Indicate the new income earned in the current year, which is gained on the date of submitting the application.

Remember! Provide only **net income** that is currently gained, provided that it does not result from employment, contract for specific work, contract of mandate, or business activity.

If you select YES in the Is the income obtained on the date of submitting the application field, enter the amount of net income for the second month.

Remember! On the screen, enter the amount of **net income** from the month following the month in which you gained the income. For example, you submit your application on October 1, 2017, and your family member obtained the right to retirement pension in April and he/she receives it **on the day of submitting the application**, enter the income for May.



EMPLOYMENT OR NON-AGRICULTURAL BUSINESS ACTIVITY AFTER THE YEAR

If the income began to be obtained in the current year from such sources as:

- employment resulting from an employment relationship or public service relationship,
- contract of mandate, contract for specific work,
- running a business

Enter the net income for the month following the month in which the income was earned, even if it is no longer earned on the date of submitting the application.











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Examples:

- You submit the application on October 1, 2017. Income in the current year from the contract of mandate was obtained from March to June. Enter the net income obtained for April, providing the employer's NIP number.
- You submit the application on October 1, 2017. Income in the current year from the contract for a specific work has been obtained since July and is achieved on the day of submitting the application, enter the net income obtained for August, providing the employer's NIP number.
- You submit your application on October 1, 2017. Income in the current year from the contract for a specific work was obtained from February to April, and then from the contract of mandate from July to August, enter the net income obtained from the contract for specific work for March, and then from the contract order for August, also providing the employer's NIP number.

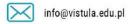
Remember! Enter the income obtained in the current year from employment or starting a business, even if this income is no longer obtained on the date of submitting the application. **Remember!** You must provide certificates confirming the amount of income earned.



Remember! Income from employment or business activity, which was included in the certificate from the Tax Office, should be indicated on screen 3A or 3B.

Remember! Enter the amount of net income from the month following the month in which you earned the income. For example, if your family member entered into a contract of mandate in April, enter the income for May (regardless of when the income was paid).







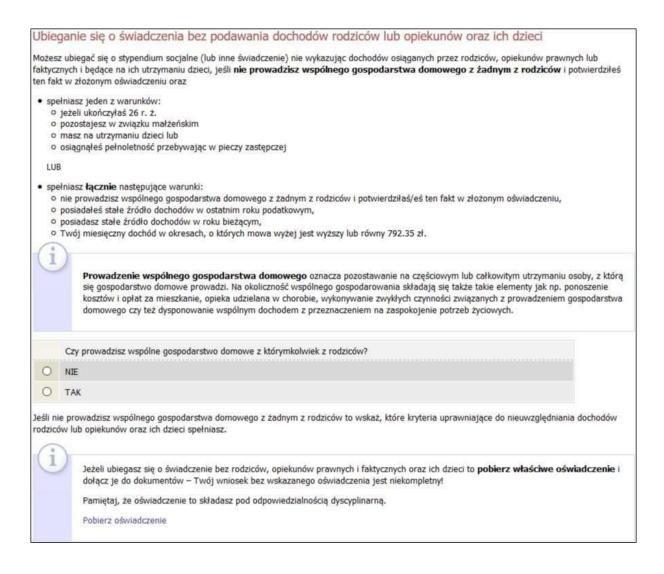




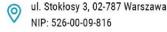
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Screen 4 Applying for benefits without reporting the income of parents or guardians and their children

Read the information on this screen and check if you can apply for a social grant or other benefits, **without taking into account** the income of parents, legal or actual guardians and dependent children.

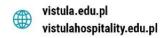


If you select **No** in the **Do you share a household with either parent?** question, a screen will be expanded where you can check whether you meet at least one condition entitling you not to include the income of parents, actual and legal guardians and dependent children.









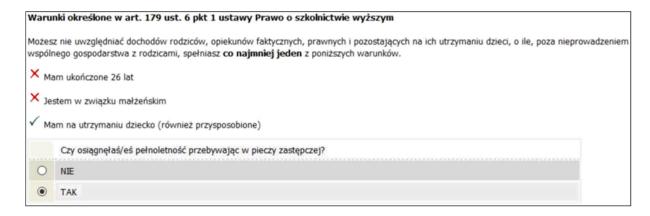


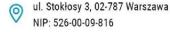


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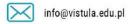
If you do not meet any of these conditions (there is a red cross next to each of them) and if you select NO as the answer to the Have you reached the age of majority while staying in foster care? question, you will be asked about your regular source of income and average monthly income in the current year.

Waru	nki określone w art. 179 ust. 6 pkt 2 ustawy Prawo o szkolnictwie wyższym	
	z nie uwzględniać dochodów rodziców, opiekunów faktycznych lub prawnych oraz pozostających na ich utrzymaniu dzieci, o ile, poza wadzeniem wspólnego gospodarstwa z rodzicami, spełniasz łącznie poniższe warunki.	
• ma	ałaś stałe źródło dochodów w ostatnim roku podatkowym, osz stałe źródło dochodów w roku bieżącym, rój miesięczny dochód w powyższych okresach wynosi co najmniej 792.35 zł	
(i	Za stałe źródło dochodów wnioskodawcy może być uznane wynagrodzenie z tytułu umowy o pracę, a także między innymi: re zmarłym rodzicu, renta inwalidzka, alimenty, cyklicznie zawierane umowy zlecenia, umowy o dzieło, stypendium doktoranckie	
Zazna	cz, które warunki spełniasz:	
	Miałam/em stałe źródło dochodu w 2016 r.	
•	NIE	
0	TAK	
	Mam stałe źródło dochodu po roku 2016 do nadal	
•	NIE	
0	TAK	
Podaj	samodzielnie wyliczony średni miesięczny dochód po roku 2016:	
		zł.















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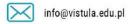
Remember! Submit a statement that you do not run a shared household with either of your parents.

Screen 5 List of appendices

The screen contains a list of appendices. Select only those appendices that you will attach to the application. The list of selected appendices will be printed in the paper form of the application.

Remember! In justified cases, the scholarship committee is entitled to request an opinion from a social welfare centre on the income and financial situation of you and your family, and to take this situation into account when assessing whether you meet the criterion of a difficult financial situation. If you fail to provide the certificate referred to above, you may be asked to provide explanations. Failure to submit explanations within the prescribed period may result in refusal to grant the social scholarship.











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Screen 6 Summary

This screen will present you with a summary of your statement.

Check the data in the table and make sure that all values are correct.

If you have noticed errors or have forgotten some data, go back to the previous screens and make appropriate changes.

Remember! Make sure you do not enter wrong data.

Podsumowanie



UWAGA jesteś na ostatnim ekranie informacji o dochodach.

Zanim zapiszesz podane informacje skontroluj w poniższym zestawieniu czy osiągane dochody są poprawne.

Możesz jeszcze cofnąć się do poprzednich ekranów i wprowadzić zmiany, w razie braku informacji możesz też wrócić do uzupełniania informacji o dochodach innego dnia.

W następnym ekranie można zarejestrować w systemie złożone informacje o dochodach. Ponowne wpisanie informacji już zarejestrowanych będzie możliwe po cofnięciu dochodów do poprawy przez koordynatora ds. pomocy materialnej. Koordynator może również dochody przeliczyć i zaakceptować, jeśli dokumentacja jest kompletna, cofnąć do uzupełnienia, jeśli dokumentacja jest niekompletna lub odrzucić, jeśli nie wpłynął wniosek o stypendium.

Miesięczny dochód netto za 2015 rok przypadający na jedną osobę w rodzinie, wyliczony dla 2 osób, według załączonych zaświadczeń wynosi (w zaokrągleniu do pełnych złotych):

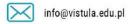
485 zł

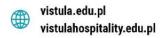
Podsumowanie osiąganych dochodów w rodzinie studenta:

Anna	[wnioskoday	vca]		
Ogólny:		0.00	0.00	3A
Pozarolnica	zy:	0.00	0.00	38
Nieopodati	cowany:	0.00	0.00	3C
Pomniejsze	enia dochodu:	0.00	0.00	3D
Uzyskany v	v roku bieżącym:	*	0.00	3E
Utracony:		0.00		3ABC
Uzyskany:			0.00	ЗАВС

Beata	[matka]			
Ogólny:		12782.00	1065.17	ЗА
Pozarolniczy		0.00	0.00	3B
Nieopodatko	wany:	200.00	16.67	3C
Pomniejszen	ia dochodu:	-1350.00	-112.50	3D
Uzyskany w	roku bieżącym:	-	0.00	3E
Utracony:		0.00	•	ЗАВС
Uzyskany:		-	0.00	3ABC











Grupa Uczelni Vistula

3. Social scholarship

Remember! you can start completing the Social Scholarship Application only if:

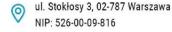
- you have completed and approved the financial statement,
- you have no other pending applications of this kind.

Screen 3 Selection of material assistance

Select which material assistance you wish to apply for and provide a justification.

Remember! Attach a rental agreement to the application for the social scholarship in an increased amount due to living in a student dormitory or a facility other than a student dormitory.

stypendium socjalne w zwiększonej wysokości z tytułu zamieszkania w domu studenckim lub obiekcie innym niż dom studenc stypendium socjalne w zwiększonej wysokości z tytułu zamieszkania z niepracującym małżonkiem lub dzieckiem w domu studenckim lub obiekcie innym niż dom studencki Uzasadnienie wniosku	0	stypendium socjalne
studenckim lub obiekcie innym niż dom studencki	0	stypendium socjalne w zwiększonej wysokości z tytułu zamieszkania w domu studenckim lub obiekcie innym niż dom studenck
Izasadnjenje wnjosku	0	
	Uzas	adnienie wniosku
× ×	1,000-10-10	













Grupa Uczelni Vistula

Screen 4 Social scholarship in an increased amount

This screen will only be displayed if you have selected social scholarship in an increased amount for residence... in Screen 3

Stype	endium socjalne w zwiększonej wysokości
	Wskaż miejsce zamieszkania:
0	Dom Studencki
0	Obiekt innym niż dom studencki.

Remember! You must provide your current address of residence in Warsaw on the printed application form.

4. Rector's Scholarship

Screen 3 Selection of the basis for granting the scholarship

IMPORTANT! Screens 3 to 6 will not be displayed if you are submitting your application in the first year of first-cycle or long-cycle master's studies.

Enter the basis on which you want to apply for the Rector's scholarship. Depending on what reasons you select, a ranking or a list of scored achievements will appear.

If you have additional achievements, show them in the application and attach paper or electronic supporting documents. When the Dean's office calculates your average grade and the coordinator checks the documentation, he/she will add the summed points in the scholarship ranking.







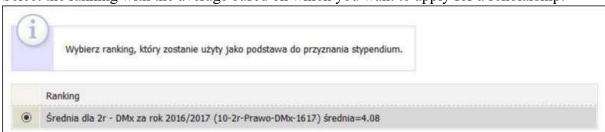




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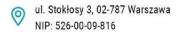
Screen 4 Ranking selection

Select the ranking with the average based on which you want to apply for a scholarship.



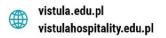
If at the time of submitting the application, there is no ranking with your average in the system yet, then indicate the so-called cumulative ranking. In this case, no average will be displayed on the application, but after submitting it, it will be completed and confirmed by the Dean's office up to three decimal places. You will see the average grade with points after the announcement of the scholarship ranking.











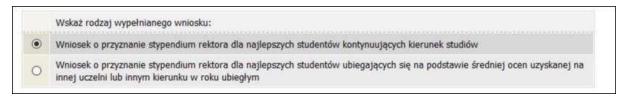




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Screen 5 Selection of the application type

Select the type of application for the Rector's scholarship you want to submit.



Select the **Application for awarding (...) for students continuing the field of study** option if you continue the same field of study and cycle of study as in the previous year.

Examples:

- you are finishing the second year of the **first-cycle** studies in the field of economics at **Vistula University** and you will be a student of the third year of the **first-cycle** studies in the field of economics,
- you are finishing the first year of the **second-cycle** studies in the field of Tourism and Recreation at the Vistula School of Hospitality and you will be a student of the **second** year of the **second-cycle** studies at the same university,

Select the Application for awarding (...) for students applying on the basis of the average grade obtained at another university or other field of study in the previous year, if you transferred from another university.

If you choose the second option, **Screen 6** will be displayed. If you choose the first option, you will be redirected to **Screen 7**.











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Screen 6 Entering the average grade

This screen will only be displayed if on Screen 5 you select the option Application for awarding (...) for students applying on the basis of the average grade obtained at another university or other field of study in the previous year.

Stypendium Rektora 2018/2019 Ekran: 6 wróć do pierwszej strony wniosku WRÓĆ SPRAWDŹ DALEJ Moja średnia jest: średnią arytmetyczną średnią ważoną Skala ocen: 2 - 5 2 - 6 2 - 5.5 Średnia ocen Wprowadź średnią ocen z dokładnością dwóch miejsc po przecinku Obowiązkowe zaświadczenie: Zaświadczenie z ukończonej szkoły wyższej o wysokości średniej ocen za ostatni roku studiów pierwszego stopnia i obowiązującej w tej szkole skali ocen albo o wysokości średniej ocen za poprzedni rok uzyskanej na innym kierunku.

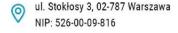
If you have obtained grades in subjects in another unit (faculty) or university, you are obliged to provide a certificate from that university about the average grade from the last year confirmed by the unit where you obtained grades.

Examples:

WRÓĆ SPRAWDŹ DALEJ

You have completed the first-cycle studies at the University of Economics and undertook the second-cycle studies at Vistula University - attach to the application a list of grades from the third year of study along with the grading scale applicable at the University of Economics.

Remember! A supplement is not a certificate.













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List of achievements

Below is a list of achievements for which you can get additional points for the Rector's scholarship.

Remember! Attach diplomas, certificates, etc. to the application confirming your achievements.

Remember! Failure to document your achievements results in their disqualification from the Rector's scholarship.

A. High average grade

Average grade	Number of points for the achievement
5,0	5
4,999	4,999
4,998	4,998
4,997	4,997
4,996	4,996
4,995	4,995
4,994	4,994
4,993	4,993
4,992	4,992
etc.	etc.

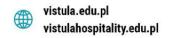
(The average grade is calculated up to three decimal places)

B. Scientific achievements

Type of Achievement	Number of points for the achievement
Scientific monograph	5
Scientific article in a reviewed journal	4,75
Scientific article as a result of collective work, scientific review	4,5
Encyclopedic entry	2











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Scientific article in a non-reviewed journal	2,5
Substantive editing of a book / magazine	3,5
Popular science article i.e. report, discussion, introduction, etc.	1,5
Paper at an international conference	4,75
Paper at a national conference	4,25
Participation in international scientific projects (scientific cooperation with foreign scientific or academic institutions)	4,75
Participation in national scientific projects (scientific cooperation with national scientific or academic institutions)	4,25

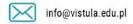
C. Artistic achievements

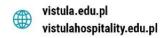
Achievement type	Number of points for the achievement
Achievements at the international level (awards, honorary mentions, publications)	5
Achievements at the national level (awards, publications, exhibitions)	4,5
Organizational and artistic activity (organization of artistic events, artistic ventures, exhibitions)	2

D. Outstanding sports achievements

Type of Achievement	Number of points for the achievement
Achieving an outstanding result (1st – 3rd place) in international competition	5
Achieving from 4th 6th place in international competition	4,75
Achieving an outstanding result (1st - 3rd place) in national competition	4,75
Achieving from 4th 6th place in international competition	4,5











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E. Olympiad

Type of achievement	Number of points for the achievement
Laureate of an international Olympiad referred to in the regulations on the system	5
Laureate of a nationwide subject Olympiad referred to in the regulations on the system	4,75
Finalist of a nationwide subject Olympiad referred to in the regulations on the system	4,5
Medalist of sports competition for the title of Polish Champion in a given sport, referred to in the regulations on sport	

Information for applicants in the first year of the first-cycle or the long-cycle master's studies

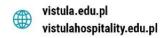
The scholarship in a given field may be applied for by laureates or finalists of olympiads that **did not exempt** candidates from the recruitment procedure for studies, but it is important that the olympiad is listed in the regulations on the education system and that the student was admitted to the first year of study in the year of passing the matriculation (matura) exam.

The profile of the olympiad **does not have to** coincide with the area of knowledge of the field for which you are applying. This means that you can, for example, receive a scholarship in economics for the title of laureate or finalist of the biology olympiad.

Attach to the application a copy of the certificate or diploma on obtaining the title of laureate/finalist of a subject olympiad or international olympiad, and show the original for review to a university employee.











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5. Scholarship for persons with disabilities

A certificate on the degree of disability is a necessary appendix to the Application for the scholarship for persons with disabilities.

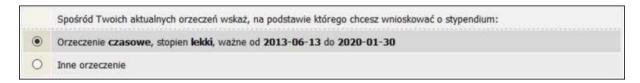
Remember! If in the current academic year you have received the scholarship for persons with disabilities and the right to it has expired due to the expiry of the validity of the certificate, immediately after receiving a new certificate on the degree of disability, report to the Material Assistance Office in order to update the data, and after data migration, generate a new application and submit it to the Faculty's Scholarship Section.

Remember! Attach to the application a copy of the certificate on the degree of disability.

Screen 3 Choosing the type of disability certificate

Select the type of certificate based on which you want to apply for the scholarship and a document confirming the degree of disability.

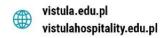
If information about your current decision has been entered to the system, it will be displayed on the screen.



Remember! If you have a fixed-term disability certificate, you will only be awarded the Scholarship for persons with disabilities for the duration of the certificate. Therefore, when you receive a new certificate, you will have to re-apply for the scholarship.











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Screen 4 Confirmation of understanding the legal regulations

Read the information on Screen 4 and go to the next screen.



- 1. Art. 184. 4. Student studiujący równocześnie na kilku kierunkach studiów może otrzymywać stypendium socjalne, stypendium specjalne dla osób niepełnosprawnych, zapomogę, stypendium rektora dla najlepszych studentów i stypendium ministra za wybitne osiągnięcia tylko na jednym, wskazanym przez studenta kierunku studiów. 5. Studentowi, który po ukończeniu jednego kierunku studiów kontynuuje naukę na drugim kierunku studiów, nie przysługują świadczenia, o których mowa w art. 173, chyba że kontynuuje on studia po ukończeniu studiów pierwszego stopnia w celu uzyskania tytułu zawodowego magistra lub równorzędnego, jednakże nie dłużej niż przez okres trzech lat.
- 2. Art. 211. 1. Za naruszenie przepisów obowiązujących w uczelni oraz za czyny uchybiające godności studenta student ponosi odpowiedzialność dyscyplinarną przed komisją dyscyplinarną albo przed sądem koleżeńskim samorządu studenckiego. 2. Za ten sam czyn student nie może być ukarany jednocześnie przez sąd koleżeński i komisję dyscyplinarną.

Oświadczam, że wiem o odpowiedzialności karnej za przestępstwo określone w art. 286 kk - "Kto, w celu osiągnięcia korzyści majątkowej, doprowadza inną osobę do niekorzystnego rozporządzenia własnym lub cudzym mieniem za pomocą wprowadzenia jej w błąd albo wyzyskania błędu lub niezdolności do należytego pojmowania przedsiębranego działania, podlega karze pozbawienia wolności od 6 miesięcy do lat 8" - oraz o odpowiedzialności dyscyplinarnej z art. 211 ustawy Prawo o szkolnictwie wyższym z dnia 27 lipca 2005 roku (t.j. Dz. U. z 2012 r., poz. 572, z późn. zm.), oświadczam, że:

- znam zasady ustalania wysokości, przyznawania i wypłacania świadczeń pomocy materialnej dla studentów studiów stacjonarnych i niestacjonarnych uczelni wynikające z regulaminu;
- znam treść art. 184 ust. 5 ustawy z dnia 27 lipca 2005 r. Prawo o szkolnictwie wyższym (t.j. Dz. U. z 2012 r., poz. 572, z późn. zm.) i oświadczam, że
 do dnia złożenia wniosku o pomoc materialną, nie posiadam stopnia naukowego możliwego do uzyskania na programie studiów, na którym ubiegam
 się o stypendium.









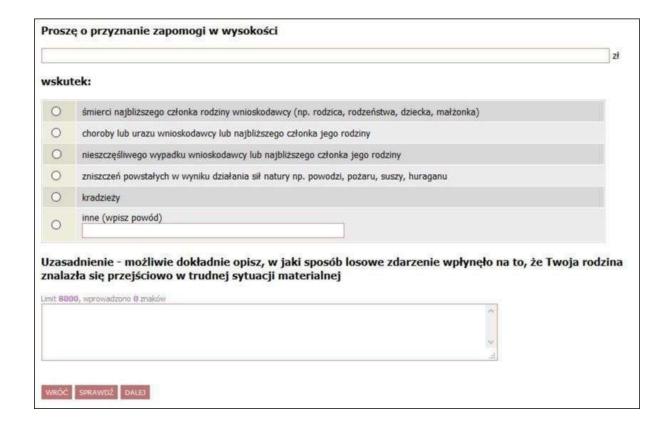


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6. Allowance

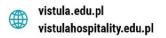
Screen 3 Reasons for applying for allowance

Provide the reason for applying for allowance, the amount and justification.













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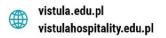
Screen 4 Adding certificates confirming a random event

After clicking the add button, enter information about the documents confirming the random event. These documents are necessary appendices supporting your application for allowance.













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7. Submitting an application Ways of submitting an application

The application can be submitted in two ways:

- Paper documents. After the application is registered in the USOS web system, print it, sign and submit at the University. You can leave it at the reception desk, in the application box located next to room 207, or send it by post to the University address with the annotation "SCHOLARSHIP".
- Electronically. The application must be "Signed and Submitted" via the USOS web system.

ZAREJESTRUJ PODPISZ I ZŁÓŻ ELEKTRONICZNIE

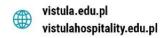
Remember! The application for the social scholarship, apart from being submitted electronically, must be signed, and effectively delivered with full documentation to the University. The date of awarding the scholarship will be counted from the date of submitting it on-line. In the case of all other applications, all required appendices must be attached during the completion of the application electronically as pdf documents.

Before approving or submitting your application, double-check the details you have entered by clicking see the application preview. If you see any errors, click the BACK button and make corrections.

Remember! Personal data such as address, phone number, etc. can only be changed by contacting the Dean's Office. You cannot change this during the application submission process.











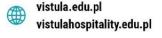
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When submitting the application in an electronic form, the last step is to confirm your email address and confirm it with the generated authorization code. When you receive the email, copy the code and paste it into the *Enter authorization code* field. After entering it, click on SIGN AND SUBMIT ELECTRONICALLY. It is only then that your application is submitted correctly, and its status will change to: *Submitted*. Such an application **DOES NOT HAVE TO**BE delivered to the university in a paper form.

Zapomoga 2020/2021 Ekran: 6 WRÓĆ SPRAWDŹ ZRESETUJ KOD PODPISZ I ZŁÓŻ ELEKTRONICZNIE Aby podpisać wniosek elektronicznie należy wpisać kod autoryzacyjny w odpowiednie pole formularza. W razie wpisania niepoprawnie kodu więcej niż trzy razy należy zresetować kod autoryzacyjny Na Twój adres email został wysłany specjalny kod autoryzacyjny. Odbierz wiadomość i autoryzuj podpis, wpisując kod w odpowiednim polu formularza, a następnie wybierz 'Podpisz i złóż elektronicznie'. Władomość email z kodem autoryzacyjnym została wysłana na adres data wysłania Wpisz kod autoryzacyjny Podpisz i złóż Elektronicznie Wróć SPRAWDŹ ZRESETUJ KOD PODPISZ I ZŁÓŻ ELEKTRONICZNIE











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Remember! Print the scholarship application after clicking the **REGISTER** button. If you print the application before it is registered, the **UNAPPROVED** watermark will appear on the documents. Documents with such a watermark will not be accepted and considered. If the application has two or more pages, double-sided printing is recommended.

Remember! After registering the application, it will be possible to modify it only after withdrawing the application for correction. To do it, you will need to contact the coordinator.

Remember! The application will be reviewed only after receiving a complete set of documents (application, statement of income, appendices).

If the documentation provided by you is complete and the data entered in the application are correct, the coordinator will accept your application and it will receive the **Ready for review** status. If the documentation is incomplete or contains errors, the coordinator will withdraw it for correction and it will receive the status of **Withdrawn for correction**. In such a situation, you will have to immediately make the necessary changes to the application or provide the missing documents.

Remember! By approving the financial statement / application, you declare that you are aware of the liability resulting from the written confirmation of untruth.











Application details (printing)

On the last screen, after registering the application, you will see the details of your application that you entered during the previous steps. It is on this Screen that you can print your completed application.











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Szczegóły wniosku

🖭 przejdź do szczegółów wniosku



Typ wniosku

Nazwa	Oświadczenie o dochodach	
Organizator	Akademia Finansów i Biznesu Vistula	
Cykl dydaktyczny	brak	
Opis	Wniosek zbierający informacje o dochodach rodziny studenta.	

Stan wniosku

Stan	Zarejestrowany
Opis	Wniosek został pomyślnie zarejestrowany.
Początek wypełniania	2018-08-08 15:18:41

Dane wniosku

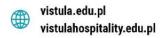
DANE WPROWADZONE PRZEZ WNIOSKODAWCĘ		DANE POPRAWIONE PRZEZ KOORDYNATORA
1	[wnioskodawca]	
- czy oso	ba uwzględniona w obliczeniach?	
2 Mama [mai	tka]	
₹ - czy oso	ba uwzględniona w obliczeniach?	
Dochod ogóli	ny	
Dochód wg zaświadczenia z US: 6630.00 Składki społeczne wg zaświadczenia z US: 250.00 Podatek wg zaświadczenia z US: 637.00 Składki zdrowotne wg zaświadczenia z ZUS: 0.00		Dochód wg zaświadczenia z US: 6630.00 Składki społeczne wg zaświadczenia z US: 250.00 Podatek wg zaświadczenia z US: 637.00 Składki zdrowotne wg zaświadczenia z ZUS: 0.00
3 Tata [ojcie	c]	
d - czy oso	ba uwzględniona w obliczeniach?	
Dochod ogóli	ny	
Składki społe Podatek wg : Składki zdrov	zaświadczenia z US: 14636,36 eczne wg zaświadczenia z US: 712,93 zaświadczenia z US: 457,00 wotne wg zaświadczenia z ZUS: 1200,00 id na osobę w rodzinie	Dochód wg zaświadczenia z US: 14636,36 Składki społeczne wg zaświadczenia z US: 712,93 Podatek wg zaświadczenia z US: 457,00 Składki zdrowotne wg zaświadczenia z ZUS: 1200,00
500.26 zł		brak

Historia zmian stanów wniosku

Lp.	Stan	Data zmiany stanu	Autor zmiany stanu 🛐	Komentarz
1	Zarejestrowany szczegóły 🕦	2018-08-08 16:29:18		







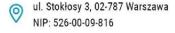




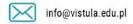
Important! Print, sign and submit the approved application with the required appendices to the appropriate department of the university. After receiving the documents, the coordinator will change the status of the application to SUBMITTED. Then, the verification procedure begins. If the application has been completed correctly and the information contained in it is consistent with the complete documentation, the status of the application will change to READY FOR REVIEW (yellow tick will appear ✓)



Any changes to the status of your application will be visible in the Status and details column (for a specific application). This is a location that you should often monitor, as applications are not always submitted correctly and may be withdrawn for correction or completion. Remember! Do not submit your application at the last minute. Even if you manage to register or sign and submit your application on the USOS web system and provide the required documentation, it may turn out that something is missing. After the closing of the ROUND of submitting applications, you will not be able to edit it in any way to correct it and reprint it, and thus you will lose the opportunity to submit it. Therefore, keep an eye on the deadlines for submitting applications in the current schedule always available on the university's website!













8. Final information

Instructions for submitting applications via the USOS web system have an informative character and been worked out only to help students to go through the process of applying for various scholarships. Due to changes in regulations as well as system updates, the USOS may contain outdated information. Students have no right to invoke the above instructions during an appeal or any other process. All current information should be followed in the current provisions of the Act on Higher Education as well as the University Regulations and orders.





