Appendix No. 1 to the Order No. 79/2023 of the Rector of the MUB of 01.09.2023

**REGULATIONS FOR AWARDING BENEFITS TO THE STUDENTS OF THE MEDICAL UNIVERSITY OF BIALYSTOK**

# CONDITIONS AND PROCEDURE FOR GRANTING BENEFITS

## § 1

1. A student may apply for benefits from funds allocated for this purpose in the state budget in the form of:
	1. need-based grant,
	2. grant for persons with disabilities,
	3. allowance,
	4. Rector’s scholarship.

2. Granting the benefit referred to in section 1 and the refusal to grant it shall be made by way of an administrative decision.

## § 2

1. A foreign student may apply for benefits from the funds provided for this purpose in the state budget in the forms referred to in § 1 section 1.
2. Foreigners not listed in Art. 324 section 2, points 2-8 of the Law on Higher Education and Science cannot apply for the social scholarship referred to in §1 section 1 point 1.
3. Applications should be submitted in person to the Department of Student Affairs during the Department's opening hours or via postal operators (the date of the postmark determines whether the application is submitted on time).
4. Documents issued in a foreign language constituting an appendix to the scholarship application should be translated into Polish by a certified translator.

## § 3

The Rector, in consultation with the student government, divides the funds allocated for student benefits referred to in § 1 section 1.

## § 4

1. Benefits referred to in § 1 section 1 of the Regulations, are paid in a given academic year for a maximum period of nine months, and when the education lasts one semester - for a period of up to five months.
2. A student at Pharmacy Faculty undergoing a 6-month internship after defending his/her master's thesis may apply for the benefits listed in § 1 section 1 throughout the entire internship period.

## § 5

1. Grants and scholarships referred to in § 1 section 1, points 1-2 and 4 are paid monthly, with the first benefit in a given academic year being paid in November, not later than by the 30th day of the month, with compensation for October.
2. The deadline for submitting complete applications for benefits is 15 October of a given academic year.
3. Applications for the Rector's scholarship submitted after the deadline specified in section 2 shall not be considered.
4. Applications for benefits referred to in § 1 section 1-3, submitted after the deadline specified in section 2 shall be considered from the month following the month in which the documents were submitted, without the right to compensation of benefits.
5. Applications are submitted in paper form after registering the electronic form in the IT system provided by the University (does not apply to doctoral students who submit to the Department of Student Affairs a paper application with the required appendices).

## § 6

1. A student studying in several fields of study simultaneously, may receive the benefits referred to in § 1 section 1 only in one indicated field.
2. The total period of being entitled to the benefits referred to in Art. 86 section 1 points 1-4 and art. 359 section 1 of the Law on Higher Education and Science is 12 semesters, whether the student receives them or not, provided that during this period the students are entitled to benefits for:
	1. first cycle studies– no longer than for 9 semesters;
	2. second cycle studies– no longer than for 7 semesters.
3. The total period referred to in section 2, is longer by 2 semesters if the student has undertaken uniform Master's studies, the duration of which is specified in the legal regulations and is 11 or 12 semesters.
4. The period referred to in sec. 2 and 3 covers all semesters of studies referred to in section 1 commenced by the student, including semesters during the period of leave referred to in Art. 85 sec. 1 point 3 of the Law on Higher Education and Science, with the exception of semesters of subsequent first-cycle studies commenced or continued after obtaining the first professional title of bachelor's degree, engineer's degree or equivalent. In case of studies in several fields of study, semesters taken simultaneously are considered one semester.
5. Benefits are not available to a student with a professional title of:
6. master (second-cycle studies graduate), master in engineering, or an equivalent,
7. bachelor, engineer, or equivalent if the student re-enters first-cycle studies,
8. the provisions of sec. 2-5 apply to persons with professional titles obtained abroad.
9. The student is obliged to submit a declaration containing the information referred to in sections 2-6 (Appendix No. 1.4).
10. The total monthly amount of benefits referred to in § 1 section 1 and 4 for a student cannot be higher than 38% of the professor's remuneration. If the sum of benefits granted to the student exceeds the above-mentioned limit, the Rector's scholarship is reduced first.

## § 7

1. Benefits are available to students who have student status.
2. A student on dean's leave may apply for the Rector's scholarship.

If the student does not submit an application for the Rector's scholarship due to being on dean's leave, the student loses the right to the Rector's scholarship after returning from dean's leave.

1. A student who is on dean's leave, repeats a year, or has obtained conditional registration for a given year of study may apply for: a need-based grant, an increased grant, a grant for persons with disabilities, and allowance.
2. A student who transferred from another university has the right to apply for benefits under the conditions applicable at the Medical University of Bialystok, provided that he/ she has right to apply for the benefits referred to in § 1 section 1 points 1-3, from the month following the month in which the student received the decision on admission to studies.

## § 8

1. At the request of the student government, the benefits referred to in § 1 section 1 are awarded by the Faculty grant committees and the Appellate Grant Committee appointed by the Rector.
2. Student may file an appeal against the decision of the Faculty Grant Committee to the Appeal Benefit Committee. The appeal should be submitted within fourteen days from the date of receipt of the decision.
3. The Rector, by way of an administrative decision, repeals decisions of the Faculty Grant Committee or the Appellate Grant Committee that are inconsistent with the provisions of law.

## § 9

1. The Faculty Grant Committee consists of at least 4 persons:
	1. an employee of the Department of Student Affairs,
	2. representatives of the students of relevant faculty delegated by the student government.
2. Decisions issued by the Faculty Grant Committee are signed by the chairman of this committee or the vice-chairman authorized by him/ her.

## § 10

1. The Appellate Grant Committee consists of at least 4 persons:
	1. an employee of the Department of Student Affairs,
	2. representatives of the students of relevant faculty delegated by the student government.
2. Decisions issued by the Appellate Grant Committee are signed by the chairman of this committee or the vice-chairman authorized by him/ her.

## § 11

Decisions of the Faculty Grant Committee or the Appellate Grant Committee are made by a simple majority of votes.

# NEED-BASED GRANT

## § 12

1. A student who is in a difficult financial situation may receive a need-based grant by submitting an application (Appendix No. 1.2), a declaration (Appendix No. 1.4), together with the necessary documents, the list of which is included in Appendix No. 1.3 to the Regulations, to the Department of Student Affairs.
2. The amount of monthly income per person in the family that entitles a student to apply for a need-based grant is determined in accordance with the principles set out in the Act of 28 November 2003 on family benefits.
3. The amount of monthly income per person in the family that entitles a student to apply for a need-based grant does not exceed 1.6 of the sum of the amounts specified in Art. 5 sec. 1 and art. 6 sec. 2 point 3 of the Act of 28 November 2003 on family benefits.
4. Determination of the amount of monthly income per person in the family of a student applying for a need-based grant:
	1. includes income earned by:
		1. a student,
		2. student’s spouse,
		3. parents, legal guardians, actual guardians of the student,
		4. minor children dependent on the persons referred to in letters a-c, studying children up to the age of 26, and if the age of 26 falls in the last year of studies, until their completion, and children with disabilities regardless of age.
	2. does not include:
		1. the benefits referred to in Art. 86 section 1, Art. 359 sec. 1 and Art. 420 section 1 of the Law on Higher Education and Science,
		2. scholarships and grants received by pupils, students and doctoral students as part of:
			* European Union structural funds,
			* non-repayable funds from aid granted by Member States of the European Free Trade Association (EFTA),
			* international agreements or executive programs drawn up for these agreements, or international scholarship programs,
		3. financial assistance benefits for students received under the Act on the System of Education,
		4. need-based grants awarded by other entities,

referred to in Art. 21 sec. 1 point 40b of the Act of 26 July 1991 on personal income tax.

1. A student who does not share a household with any of his/her parents, legal or actual guardians may apply for a need-based grant without proving the income earned by these persons and their dependent minor children, studying children up to the age of 26, and if the age of 26 falls in the last year of studies - until their completion, and children with disabilities regardless of age, if the student meets one of the following conditions:
	1. is 26 years old or older,
	2. is married,
	3. has dependent children referred to in section 4, point 1 letter d,
	4. reached the age of majority while staying in foster care,
	5. has a permanent source of income and his/her monthly income in the previous tax year and in the current year in the months preceding the month of submitting the declaration referred to in section 6, is higher than or equal to 1.15 of the sum of the amounts specified in Art. 5 sec. 1 and art. 6 sec. 2 point 3 of the Act of 28 November 2003 on family benefits.
2. Student referred to in section 5 declares that he/ she does not share a household with any of his/her parents, legal or actual guardians (Appendix No. 1.11).
3. If income from running a farm is used to determine the amount of income entitling a student to apply for a need-based grant, this income is determined on the basis of the area of agricultural land in comparative fiscal hectares and the average income from work on individual farms per 1 comparative fiscal hectare, announced pursuant to Art. 18 of the Act of 15 November 1984 on agricultural tax. In case of income from a farm and non-agricultural income, these incomes are aggregated.

## § 13

1. A student applying for a need-based grant is obliged to document his/ her difficult financial situation.
2. When assessing the financial situation of a student and the student family, the maintenance obligation of parents (legal guardians) towards children is taken into account.
3. The fact that a student lives independently outside the family home, without meeting the requirements set out in § 12 section 5 does not release his parents from the maintenance obligation during the studies. It is also not a basis for considering such a student's income as nil.
4. The Rector, the Faculty Grant Committee or the Appellate Grant Committee refuses to grant a need-based grant to a student whose monthly income per person in the family does not exceed the amount specified in Art. 8 section 1 point 2 of the Act of 12 March 2004 on social assistance, if the application for the award of a need-based grant is not accompanied by a certificate issued by a social assistance centre or a social service centre confirming the use of social assistance benefits in the year in which the application was submitted by him/ her, or by members of his/ her family.

5. If the student referred to in section 4, or members of his family do not benefit from social assistance benefits, the Rector, the Faculty Grant Committee or the Appellate Grant Committee may grant this student a need-based grant if he/ she has documented the family's sources of income.

6. The income ranges for one person in the family and the amount of the grant allocated to these ranges are determined by the Rector in consultation with the student government.

## § 14

Loss or obtaining of income

1. In the event of loss or obtaining the income, the right to a grant is determined on the basis of the student's application - (Appendix No. 1.5) containing the family income reduced by the lost income, and in case of gaining income, the right to the grant is determined on the basis of the family income increased by the monthly net income obtained in accordance with the Act of 28 November 2003 on family benefits.

2. In the event of changes in the number of family members, income or loss of income or other changes affecting the right to benefits or the amount of benefits received, the student is obliged to immediately notify the employees of the Department of Student Affairs by submitting an application for recalculation of income in electronic form and paper.

# INCREASED NEED-BASED GRANT

## § 15

1. In justified cases, the student may receive a need-based grant in an increased amount.
 Students may apply for an increased grant, in particular in the case of: the death of both parents, having children to support, living in a Student Dormitory or renting accommodation, when daily commuting to the university from the place of permanent residence would make studying impossible or significantly difficult.
2. The income ranges for one person in the family and the amount of the grant allocated to these ranges are determined by the Rector in consultation with the student government.

# GRANT FOR PERSONS WITH DISABILITIES

## § 16

1. A scholarship for persons with disabilities may be awarded to a student who has a disability certificate, a disability degree certificate or a certificate referred to in Art. 5 and art. 62 of the Act of 27 August 1997 on vocational and social rehabilitation and employment of people with disabilities.

This benefit is granted at the student's application (Appendix No. 1.1) submitted along with a declaration (Appendix No. 1.4).

1. If the disability occurred during studies or after obtaining a professional title, the benefit referred to in § 1 section 1 point 2 is due for an additional period of 12 semesters. Provisions of § 6 section 2 and 4 of the Regulations shall apply accordingly.
2. The ranges and the amount of the grant allocated to these ranges are determined by the Rector in consultation with the student government.

# ALLOWANCE

## § 17

1. Allowance may be granted to a student who finds himself in a temporarily difficult life situation (Appendix No. 1.6).
2. The allowance is granted by the Faculty Grant Committee based on the student's documented application.
3. The benefit referred to in section 1 is granted in financial form.
4. A student may receive allowance not more than twice in an academic year, unless a specific regulation provides otherwise.
5. The allowance cannot be granted more than once for the same reason.
6. The amounts of the allowance are determined by the Rector in consultation with the student government.

# RECTOR’S SCHOLARSHIP

## § 18

1. The Rector's scholarship is awarded at the student's request (Appendix No. 1.1), to not more than 10% of students in a given field of study, subject to section 4.
2. The Rector's scholarship may be awarded to a student who has achieved outstanding academic results, scientific or artistic achievements, or sports achievements in competition at least at the national level.
3. The Rector's scholarship is awarded to a student admitted to the first year of studies in the year of passing the secondary school examination, who is:
	1. winner of an international competition, or winner or finalist of a central level competition referred to in the provisions on the education system;
	2. medallist of at least a sports competition for the title of Polish Champion in a given sport referred to in the sports regulations.
4. Students referred to in sec. 3 are not included in determining the number of students to receive the Rector’s scholarship, referred to in sec. 1.
5. A student of the first year of second-cycle studies may also apply for the Rector's scholarship.
6. A student applying for the Rector's scholarship due to scientific, artistic and sport achievements, with the exception of students referred to in sec. 3 must obtain an average grade for the previous academic year not lower than 3.0 and meet the other criteria included in Appendix 1.1, and if he/ she applies for a scholarship due to the average grade and has no other achievements, he/ she should obtain an average grade for the previous academic year not lower than 4.0.
7. In case of students whose total score for all activities included in the application for the Rector's scholarship is equal, the average grade obtained for the previous academic year is taken into account as an additional criterion.
8. Rector’s scholarship is not available for the student, who:
	1. passed the year with a conditional entry,
	2. repeats the academic year,
	3. was punished with a disciplinary penalty in the previous academic year,
	4. did not exercise the right indicated in § 7 section 2 and did not submit the application while on dean's leave.
9. Scientific, artistic and sport achievements obtained by students representing another university or third parties, and applying for a scholarship on this basis are not taken into account.
10. Scientific, artistic and sport achievements achieved by students at intra-university events or conferences will not be taken into account.
11. The grade ranges, achievements and the amounts of the Rector's scholarship rates for a given academic year are determined by the Rector in consultation with the student government.

# TERMINATION OF THE RIGHT TO BENEFITS

## § 19

The decision to grant the benefit referred to in § 1 section 1 expires on the last day of the month in case of:

* 1. obtaining the professional title referred to in § 6 section 5,
	2. removal from the list of students in the field of study in which he/she received a scholarship,
	3. end of the period referred to in § 6 section 2-4,
	4. suspension of student rights as a result of a final decision of the disciplinary committee for students,
	5. a significant change in the conditions under which the student was granted the benefit.

# STUDENT’S LIABILITY

## § 20

A student receiving a grant/ scholarship is obliged to immediately notify the grant committee about changes in family composition and loss/gain of income. In such a situation, he/ she must submit a new grant/scholarship application.

A student may be subject to disciplinary liability if:

* receives benefits on the basis of untrue statements or false documents,
* does not inform the University about the occurrence of circumstances resulting in the loss of the right to benefits.

Unduly collected benefits from the benefit fund are subject to refund.

# STUDENT’S DORMITORIES

**§ 21**

1. A student may apply for accommodation in the University's Student Dormitory.
2. A student may apply for accommodation of a spouse or child in the University's Student Dormitory.
3. Priority in obtaining accommodation in the Student Dormitory is given to full-time students whose daily commute to the University would make studying impossible or significantly difficult, and who are in a difficult financial situation.
4. The allocation of places in the Student Dormitory is made by a committee appointed from among the Residents' Council and the administration of the Student Dormitory.
5. The amount of the fee paid by the student for a place in the Student Dormitory is determined by the Vice-Rector for Education in consultation with the student government.
6. Detailed criteria regarding accommodation will be specified in the regulations of the Student Dormitory.

# BENEFITS FOR DOCTORAL STUDENTS

**§ 22**

1. The regulations for student benefits apply accordingly to doctoral students who are participants of doctoral studies, subject to the paragraphs below.
2. These benefits regulations do not apply to doctoral students of the Doctoral School.

## § 23

Benefits referred to in § 1 section 1 of the Regulations, are paid in a given academic year for a maximum period of ten months.

## § 24

1. At the request of the doctoral student’s government, the benefits referred to in § 1 section 1 are awarded by the Doctoral grant committee and the Doctoral Appellate Grant Committee appointed by the Rector.
2. Student may file an appeal against the decision of the Doctoral Grant Committee in matters regarding need-based grant, grant for persons with disabilities, Rector’s scholarship and allowance to the Doctoral Appellate Grant Committee, which should be submitted within fourteen days from the date of receipt of the decision.
3. The Rector, by way of an administrative decision, repeals decisions of the Doctoral Grant Committee or the Doctoral Appellate Grant Committee that are inconsistent with the provisions of law.

## § 25

1. The Doctoral Grant Committee consists of at least 4 persons:
	1. an employee of the Department of Student Affairs,
	2. representatives of doctoral students, one from each faculty, delegated by the doctoral students' self-government.
2. Decisions issued by the Doctoral Grant Committee are signed by the chairman of this committee or the vice-chairman authorized by him/ her.

## § 26

1. The Doctoral Appellate Grant Committee consists of at least 4 persons:
	1. an employee of the Department of Student Affairs,
	2. representatives of doctoral students, one from each faculty, delegated by the doctoral students' self-government.
2. Decisions issued by the Doctoral Appellate Grant Committee are signed by the chairman of this committee or the vice-chairman authorized by him/ her.

## § 27

1. The Rector's scholarship is awarded at the request of a doctoral student (Appendix No. 1.1a).
2. The right to apply for the Rector's scholarship in the second and subsequent years of doctoral studies is granted to a doctoral student who, in the academic year preceding the granting of the scholarship, met all of the following conditions:
	1. passed all subjects included in the doctoral study program in the previous academic year and obtained an average grade not lower than 4.5 in the above exams,
	2. has demonstrated documented progress in scientific work and preparation of the dissertation, including:
		1. publications printed or accepted for printing,
		2. other forms of scientific and research activity, confirmed in writing by the head of the unit to which the doctoral student reports,
		3. active participation in various types of scientific conferences, participation in their organization, confirmed in writing by their organizers.
	3. has demonstrated special commitment to teaching work, confirmed in writing by the head of the unit to which the doctoral student reports.

# FINAL PROVISIONS

## § 28

1. In matters not regulated in these Regulations, the provisions of the Law on Higher Education and Science shall apply.
2. The Regulations apply to benefits granted starting from the academic year 2023/2024.
3. The benefits referred to in § 1 section 1 are available to doctoral students from 1 October 2019 to 31 December 2023, unless the provisions of generally applicable law change this deadline.

# Rector

**Professor Adam Krętowski, PhD**

**Appendices to the Regulations**

* Appendix No. 1.1 – Application for Rector’s scholarship
* Appendix No. 1.1a – Application for Rector’s scholarship (for doctoral students)
* Appendix No. 1.2 – Application for benefit (need-based grants)
* Appendix No. 1.3 - List of documents specifying the income of the student and the student's family members
* Appendix No. 1.4 - Student’s declaration
* Appendix No. 1.5 – Application for recalculation of income
* Appendix No. 1.6 – Application for allowance
* Appendix No. 1.7 - Declaration of income obtained from non-agricultural activities of persons under provisions on flat-rate income tax on certain income earned by natural persons
* Appendix No. 1.8 - Declaration for the Medical University of Bialystok on non-taxable income
* Appendix No. 1.9 - Declaration for an increased need-based grant for living in a Student Dormitory or other facility
* Appendix No. 1.10 - Declaration of the amount of health insurance contributions
* Appendix No. 1.11 - Student's declaration on financial independence