Appendix to the Order no. 54/2022 of the Rector of MUB dated 13.06.2022

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

# CONDITIONS AND MODE OF AWARDING BENEFITS

## § 1

1. Student, can apply for benefits from the funds allocated for this purpose in the state budget in the form of:
2. a need-based grant,
3. a grant for disabled persons,
4. allowance,
5. Rector's scholarship.
6. The awarding of the benefit referred to in sec. 1 and the refusal to award it
by the means of an administrative decision.

## § 2

* + - 1. A foreign student may apply for financial benefits from the funds provided for this purpose in the state budget in the forms referred to in § 1 sec. 1.
			2. Foreigners, not mentioned in art. 324 sec. 2, items 2-8 of the Law on Higher Education
			and Science may not apply for the need-based grant referred to in § 1 sec. 1 point 1.
			3. Applications must be delivered in person to the Student Affairs Department during the Department's working hours, or

through postal operators (the date of the postmark determines whether the application will be submitted within the deadline).

4. Documents issued in a foreign language, constituting an attachment to the application for awarding a grant, should be translated into Polish by a sworn translator.

## § 3

The Rector, in consultation with the Students’ Parliament, shall distribute the financial resources allocated for the students benefits referred to in § 1 sec. 1.

## § 4

1. The grants referred to in § 1 sec. 1 of the Regulations, shall be paid in a given academic year for a maximum period of up to nine months, and when education lasts a semester – for a period of up to five months.
2. A pharmacy student undertaking a 6-month internship after defending the master's thesis may apply for the benefits listed in § 1 sec. 1 throughout the duration of the internship.

## § 5

1. The grants referred to in § 1 sec. 1, points 1-2 and 4 shall be paid on a monthly basis, with the first grant in a given academic year to being paid in November, by the 30th day of the month at the latest, with the compensation for October.
2. The deadline for the submission of complete applications for benefits shall be 15 October of a given academic year.
3. Applications for the Rector's scholarship submitted after the deadline specified in sec. 2 shall not be considered.
4. Applications for benefits referred to in § 1 sec. 1-3, submitted after the deadline specified
in sec. 2 will be considered from the following month after the month in which the documents were submitted, without the right to compensate the benefits.
5. Applications shall be submitted in paper form after registration of the electronic form in the IT system provided by the University (not applicable to doctoral students who submit a paper application in the Department of Student Affairs together with
 required appendices).

## § 6

1. A Student studying simultaneously at several programmes can receive benefits
referred to in § 1 sec. 1 only for one indicated programme.
2. Total period of entitlement to the benefits in question
in art. 86 sec. 1 points 1-4 and art. 359 sec. 1 of the act the law on higher education and science is 12 semesters, regardless of their collection by the student, with the provison that within this period benefits are entitled to study:
1) first degree – no longer than 9 semesters;
2) second degree – no longer than 7 semesters.
3. Total period referred to in sec. 2, is longer by 2 semesters
in the case where the student undertook a single master's degree, the duration of which
is specified in the law is 11 or 12 semesters.
4. To the period referred to in sec. 2 and 3, including all semesters of studies started by a
student referred to in sec. 1, including the semesters during
the use of the leaves referred to in art. 85 sec. 1 point 3 of the Law on Higher Education and Science, with the exception
of the semesters of the first degree commenced
or continued after obtaining the first professional title of bachelor, engineer
or equivalent. In the case of education in several courses of study
semesters held concurrently shall be treated as one semester.
5. Benefits are not available to a student holding a professional title:
6. master's degree, master's degree in engineering or equivalent,
7. bachelor, engineer or equivalent, if one re-takes the first degree studies.
8. Provisions of sec. 2-5 shall apply to holders of professional titles obtained abroad.
9. The student is required to submit a declaration containing the information referred to in sections 2-6 (Appendix no. 4).
10. The total monthly amount of the grants referred to in § 1 sec. 1 and 4 for the student may not be higher than 38% of the professor's salary.

## § 7

* + - 1. Benefits are granted to a student who holds the student status.
			2. A student on dean's leave may apply for the Rector's scholarship.
			3. A student who is on a dean's leave, repeats a year or has obtained a conditional enrolment for a given year of study can apply for: a need-based grant, an increased grant, a grant for disabled persons and an allowance.
			4. A student who has transferred from another university has the right to apply for benefits under the conditions in force at the Medical University of Bialystok, whereby the right to apply for the benefits referred to in § 1 sec. 1 points 1-3 shall apply from the following month, after the month in which he/she received the decision on admission to study.

## § 8

* + - 1. At the Students' Parliament request, the benefits referred to in § 1 sec. 1 are awarded by the Faculty grant committees and the Appellate grant committee appointed by the Rector.
			2. The decision of the Faculty grant committee shall be subject to appeal to the Appellate grant committee, filed within fourteen days from the date of receipt of the decision.
			3. The Rector, by means of an administrative decision, revokes the decisions of the Faculty grant committee or the Appellate grant committee that are not in accordance with the provisions of law.

## § 9

1. The Faculty grant committee consists of at least 4 persons:
	* 1. employee of the Student Affairs Department,
		2. representatives of students of the relevant faculty delegated by the students' parliament.
2. Decisions issued by the Faculty grant committee shall be signed by the chairman of that committee or by the vice-chairman authorised by him/her.

## § 10

1. The Appellate grant committee consists of at least 4 persons:
	1. employee of the Student Affairs Department,
	2. representatives of students of the relevant faculty delegated by the students' parliament.
2. Decisions issued by the Appellate grant committee shall be signed by the chairman of the committee or by the vice-chairman acting under his/her authority.

## § 11

Decisions of the Faculty grant committees and the Appellate grant committee shall be taken by a simple majority of votes.

# A NEED-BASED GRANT

## § 12

1. A need-based grant may be awarded to a student in difficult financial situation by submitting an application in the Student Affairs Department (Appendix no. 2), a statement (Appendix no. 4), together with the necessary documents listed in Appendix no. 3 to the Regulations.
2. The amount of monthly income per person in the family entitling a student applying for a need-based grant is determined on the basis of the Act of 28 November 2003 on family benefits.
3. The amount of income per person in the family entitling the student to apply for a need-based grant is determined by the Rector in consultation with the Students' Parliament, which may not be less than 1.30 of the amount specified in art. 8 sec. 1 point 2 of the act of 12 March 2004. on social assistance and greater than 1.30 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. When determining the amount of monthly income per person in the family of a student applying for a need-based grant:
	1. income generated by the following persons shall be taken into account:
5. student,
6. student's spouse,
7. student's parents, legal guardians, student's actual guardians,
8. dependent persons referred to in items a-c, children under the age of 18, children under the age of 26 receiving education, and if 26 years of age are in the final year of their studies, until its completion, and disabled children regardless of age.
	1. not taken into account:
9. benefits referred to in art. 86 sec. 1, art. 359 sec. 1 and art. 420 sec. the Law on Higher Education and Science,
10. scholarships received by pupils, students or PhD students
within the framework of:
* structural funds of the European Union,
* non-refundable funds granted by the member states of the European Free Trade Agreement (EFTA),
* international agreements or executive programmes drawn up for such agreements or international scholarship programmes,
1. benefits of financial assistance for students received under the Act
on the Education System,
2. grants of a need-based nature awarded by other entities referred to in art. 21 sec. 1 point 40b of the Act of 26 July 1991 on personal income tax.
3. A Student who does not have a joint household with any parent, legal or actual guardians may apply for a need-based grant, without showing the income earned by these persons and their underage children, children under the age of 26 receiving education, and if the age of 26 is
in the last year of studies - until its completion, and disabled children regardless of age, if one of the following conditions is met:
4. he/she turned 26 years old,
5. he/she is married,
6. he/she has dependent children, referred to sec. 4, point 1, letter d,
7. he/she has reached the age of majority while in foster care,
8. he/she 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 sec. 6 is greater than or equal to 1.15 of the sum of the amounts referred to in art. 5 sec. 1
and art. 6 sec. 2 point 3 of the Act of 28 November 2003 on family benefits.
9. The student referred to sec. 5 declares that he/she does not share a household with any parent, legal or actual guardians (Appendix no. 11).
10. In the event that for determining the amount of income entitling student to apply
for a need-based grant, income from running a farm is assumed, this income is determined on the basis of the area of agricultural land in comparative fiscal hectare and the amount of the average income from work on individual farms per 1 comparative fiscal hectare, announced on the basis of art. 18 of the Act of 15 November 1984
on the agricultural tax. Income shall be added up in the case of obtaining income form a farm and non-agricultural income.

## § 13

1. A student applying for a need-based grant is obliged to document his/her difficult financial situation.
2. When assessing the material situation of the student and the student's family, the maintenance obligation of parents (legal guardians) towards children shall be taken into account.
3. The fact of the student's independent residence outside the family home, without meeting the requirements contained in § 12 sec. 5 does not exempt his parents from the maintenance obligation during the period of study. Nor does it constitute grounds for recognizing such student's income as zero.
4. The Rector or Faculty Grant Committee or Appellate Grant Committee shall refuse a need-based grant to a student whose monthly income per person in the family does not exceed the amount specified in art. 8 sec. 1 point 2 of the act of 12 March 2004. on social assistance, if he/she does not attach a certificate
from a social assistance centre on his/her income and property situation and that of his/her family to the need-based grant application.
5. The Rector or grant committee or appellate grant committee may award a need-based grant to a student in the case referred to in sec. 4, if the reasons for failure to attach to the need-based grant application certificate from the social assistance centre on the student's income and property situation and the student's family were justified and the student documented the family's sources of income.
6. The income brackets per person in the family and the amount of the grant allocated to these brackets are determined by the Rector in consultation with the Students' Parliament.

## § 14

Loss or gain of income

In the event of loss or gain of income, the right to a grant shall be determined on the basis of the student's application – (Appendix no. 5) containing the family income minus the lost income, and in case of income gain, the right to a grant shall be determined on the basis of the family income plus the monthly net income obtained in accordance with the Act of 28 November 2003
on family benefits.

# INCREASED NEED-BASED GRANT

## § 15

1. In justified cases, the student can receive a need-based grant in the increased amount. Students may apply for the increased grant, in particular in the event of: the death of both parents, having children to support, living in the Student Dormitory or renting a lodgings, when the daily commute to the university from their place of residence would make it impossible or significantly impede their studies.
2. The income brackets per person in the family and the amount of the grant allocated to these brackets are determined by the Rector in consultation with the Students' Parliament.

# GRANT FOR DISABLED PERSONS

## § 16

1. The grant for disabled persons can be awarded to a student who has a disability
certificate, a certificate of a degree of the disability or a certificate referred to in art. 5 and art. 2 of the Act of 27 August 1997 on vocational and social rehabilitation
and employment of persons with disabilities. This benefit is granted on student's application (Appendix no. 1) together with a statement (Appendix no. 4).
2. If the disability arose during studies or after obtaining a professional title, the benefit referred to in § 1 sec.1 point 2 is granted for an additional period of 12 semesters. The provisions of § sec. 2 and 4 shall apply accordingly.
3. The brackets and amounts of the grant allocated to these brackets shall be determined by the Rector
in consultation with the Students' Parliament for the given academic year.

# ALLOWANCE

## § 17

* + - 1. The allowance may be granted to a student who has temporarily found himself/herself in a difficult personal situation (Appendix no. 6).
			2. Zapomogę przyznaje Wydziałowa komisja stypendialna na podstawie udokumentowanego wniosku studenta.
			3. The benefit referred to in sec. 1 is awarded in cash.
			4. A student may receive an allowance not more than twice a year, unless a specific provision provides otherwise.
			5. The allowance cannot be granted again for the same reason.
			6. The rates of allowances are set annually for the given academic year by the Rector in consultation
			with the Students' Parliament.

# THE RECTOR'S SCHOLARSHIP

## § 18

1. The Rector's scholarship is awarded upon a student's application (Appendix no. 1), to not more than 10% of students at a given programme, subject to sec. 4.
2. The Rector's scholarship may be awarded to a student who has achieved outstanding academic results, scientific or artistic achievements, or sporting 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 matriculation examination, who is:
4. the laureate of an international olympiad or the laureate or finalist of a central level olympiad referred to in the provisions on the education system;
5. medalist of at least a sports competition for the title of Polish Champion in the given sport referred to in the provisions on sports.
6. Students referred to in sec. 3, shall not be taken into account when determining the number of students receiving the Rector's scholarship referred to in sec. 1
7. A student of the first year of second degree studies may also apply for the Rector's scholarship.
8. Student applying for the Rector's scholarship except for the students referred to sec. 3 due to their scientific, artistic and sporting achievements, must have obtained an average grade for the previous academic year of not less than 3.0 and meet the other criteria contained in Appendix no. 1, and if one applies for a scholarship due to the average grade and has no other achievements, one must have obtained an average grade for the previous academic year of not lower than 4.0.
9. In the case of students whose total points for all activities included in the application for awarding the Rector's scholarship is equal, the average grade obtained for the previous academic year shall be taken into account as an additional criterion. In the case of students whose total points and average grade is equal, another additional criterion shall be taken into account, which is the deadline for submitting the complete application (Appendix no. 1).
10. The Rector's scholarship shall not be awarded to a student who:
11. has completed a year of study with a conditional enrolment,
12. repeats the academic year,
13. was punished with a disciplinary penalty in the previous academic year.
14. Scientific, artistic and sporting achievements obtained by students representing another university or third parties and applying for a scholarship on this basis shall not be taken into account.
15. Scientific, artistic and sports achievements obtained by students at events or conferences with an intra-university range will not be taken into account.
16. The grade brackets and the determination of achievements and the amount of the Rector's scholarship shall be determined for a given academic year by the Rector in consultation with the Students' Parliament.

#  EXPIRY OF THE RIGHT TO BENEFITS

## § 19

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

1. obtaining a professional title referred to in § 6 sec. 5,
2. expulsion from the programme in the field of study in which he/she received the grant,
3. expiry of the period referred to in § 6 sec. 2-4
4. suspension of the student's rights as a result of a valid decision of the Disciplinary Committee for Students,
5. a significant change in the conditions on the basis of which the benefit was granted to the student.

# STUDENT DORMITORIES

## § 20

1. A student can apply for accommodation in the University Student Dormitory.
2. A student may apply for accommodation of a spouse or a child in the University Student Dormitory.
3. Priority in obtaining accommodation in the Student Dormitory is given to a full-time student whose daily commute to the University would make it impossible or make it significantly difficult to study and who is in a difficult financial situation.
4. Allocation of a place 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 Students' Parliament.
6. Detailed accommodation criteria shall be specified in the regulations of the Student Dormitory.

# BENEFITS FOR PHD STUDENTS

## § 21

* + - 1. The regulations on benefits for students shall apply accordingly to PhD students who are the participants of doctoral studies, subject to the following paragraphs.
			2. These regulations for awarding benefits do not apply to the participants of the Doctoral School.

## § 22

The grants referred to in § 1 sec. 1 of the Regulations, shall be paid in a given academic year for a period of up to ten months.

## § 23

1. At the PhD Students' Parliament request, the benefits referred to in § 1 sec. 1 are awarded by the doctoral grant committee and the appellate doctoral grant committee appointed by the Rector.
2. The decision of the doctoral grant committee on the need-based grant, the Rector's scholarship, the grant for disabled persons and the allowance shall be subject to appeal to the appellate doctoral grant committee, submitted within fourteen days from the date of receipt of the decision.
3. The Rector, by an administrative decision, revokes the decision of the doctoral grant committee or the appellate doctoral grant committee that is not in compliance with the provisions of law.

## § 24

1. The doctoral grant committee consists of 4 persons:
	1. employee of the Student Affairs Department,
	2. representatives of PhD students, one from each faculty, delegated by the PhD students' Parliament.
2. The decisions issued by the doctoral grant committee shall be signed by the chairman of this committee or by the vice-chairman of the committee authorised by him/her.

## § 25

1. The appellate doctoral grant committee consists of 4 persons:
2. employee of the Student Affairs Department,
3. representatives of PhD students, one from each faculty, delegated by the PhD students' Parliament.
4. Decisions issued by the appellate doctoral grant committee shall be signed by the chairman of the committee or by the vice-chairman acting under his/her authority.

## § 26

1. The Rector's scholarship shall be awarded upon the application of a PhD student (Appendix no. 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 award of the grant, fulfilled the following conditions:
3. has passed all the subjects covered by the doctoral programme in the previous academic year and has obtained an average grade in the above examinations of at least 4.5,
4. has demonstrated documented progress in the scientific work and preparation of the dissertation, including:
5. printed or accepted for printing publications,
6. other forms of scientific and research activity, confirmed in writing by the head of the unit to which the PhD student belongs,
7. active participation in various types of scientific conferences, participation in their organization, confirmed in writing by their organizers.
8. showed particular commitment in the didactic work, confirmed in writing by the head of the unit to which the PhD student belongs.

# FINAL PROVISIONS

## § 27

1. In matters not regulated in these Regulations, the provisions of the Law
on Higher Education and Science shall apply.
2. The Regulations shall apply to benefits awarded from the 2022/2023 academic year onwards.
3. Applications for benefits shall be submitted on forms conforming to the models in the appendices to these Regulations.
4. The benefits referred to in § 1 sec. 1 are available to doctoral students from 1.10.2019 to 31.12.2023.

**Rector**

**prof. dr hab. Adam Krętowski**

## Appendices to the Regulations:

* Appendix no. 1 - Application for awarding the Rector's scholarship
* Appendix no. 1a - Application for awarding the Rector's scholarship (applies to PhD students)
* Appendix no. 2 - Application for awarding benefits (need-based grants)
* Appendix no. 3 - List of documents specifying the income of the student and the student's family members Appendix no. 4 - Student's declaration
* Appendix no. 5 - Application for recalculation of income
* Appendix no. 6 - Application for granting an allowance
* Appendix no. 7 - Declaration on income obtained from non-agricultural business activity of persons who are taxed on the basis of provisions regarding the lump-sum income tax on certain revenues generated by natural persons
* Appendix no. 8 - Declaration for the Medical University of Bialystok on non-taxable income
* Appendix no. 9 - Declaration for a need-based grant with an increased amount due to living at the Student Dormitory or other facility
* Appendix no. 10 - Declaration on the amount of health insurance contributions
* Appendix no. 11 - Student's declaration on the financial independence