



REGULATIONS ON STUDENT BENEFITS

AT THE WARSAW UNIVERSITY OF ECOLOGY AND MANAGEMENT

I. General provisions

§ 1

1. These Regulations on Student Benefits at the Warsaw University of Ecology and Management [*Wyższa Szkoła Ekologii i Zarządzania w Warszawie, or WSEiZ*], hereinafter referred to as the “Regulations”, define:
 - 1) the procedures for determining the amounts of benefits specified in Article 86(1)(1)-(4) of the Act on Higher Education and Science of 20 July 2018 (Dz. U. – Journal of Laws – of 2018, item 1668, as amended), hereinafter referred to as the “Act”, the detailed criteria and procedures for awarding benefits, as well as the methods for their payment;
 - 2) the method of documenting students' financial situations;
 - 3) the procedure for appointing and determining the composition of the student aid committee [*komisja stypendialna*] and the student aid appeal committee [*odwoławcza komisja stypendialna*].
2. Under these Regulations, citizens of the Republic of Poland may apply for financial aid benefits.
3. Students who are not citizens of the Republic of Poland are entitled to benefits under the general rules:
 - 1) scholarship for students with disabilities;
 - 2) hardship grant [*zapomoga*];
 - 3) Rector's scholarship.
4. Students who are not citizens of the Republic of Poland and who are eligible for a maintenance grant [*stypendium socjalne*] under the general rules:
 - 1) foreigners:
 - citizens of EU member states, the Swiss Confederation, or European Free Trade Association (EFTA) member states – parties to the Agreement on the European Economic Area, as well as their family members residing in the Republic of Poland;
 - citizens of the United Kingdom of Great Britain and Northern Ireland, as referred to in Article 10(1)(b) or (d) of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community (OJEU L 29 of 31.01.2020, p. 7, as amended⁶⁷), as well as their family members residing in the Republic of Poland;if they meet the following conditions:
 - a) are self-employed or employed as per Article 2(5) and (7) of the Act on the entry into, residence in and exit from the Republic of Poland of nationals of European Union member states and their family members dated 14 July 2006 (Dz.U. – Journal of Laws – of 2021, item 1697);
 - b) retain the right of residence in cases under Article 17 of the Act referred to in §1(4)(1)(a);

- c) hold the right of permanent residence
- as well as their family members (as defined in Article 2(4) of the Act referred to in §1(4)(1)(a), residing in the Republic of Poland;
- 2) foreigners who have been granted permanent residence permits, or EU long-term resident status;
 - 3) foreigners who have been granted temporary residence permits under the circumstances outlined in Article 159(1) or Article 186(1)(3) or (4) of the Act on Foreigners of 12 December 2013 (Dz.U. – Journal of Laws – of 2021, item 2354, as amended⁶⁸);
 - 4) foreigners with refugee status granted in the Republic of Poland, or foreigners who have been given temporary protection or subsidiary protection in the Republic of Poland;
 - 5) foreigners with certificates in Polish as a foreign language referred to in Article 11a(2) of the Act on Polish Language of 7 October 1999 (Dz.U. – Journal of Laws – of 2021, item 672), at a minimum of C1 proficiency level;
 - 6) holders of a Pole's Card [*Karta Polaka*], or persons who have been issued a decision confirming Polish origin;
 - 7) foreigners who are spouses, ascendants or descendants of a citizen of the Republic of Poland, residing in the Republic of Poland;
 - 8) foreigners who have been granted temporary residence permits under the circumstances outlined in Article 151(1) or Article 151b(1) of the Act on Foreigners of 12 December 2013, or residing in the Republic of Poland under short-term researcher mobility provisions specified in Article 156b(1) of the same Act, or holding Polish national visas issued for the purpose of conducting research or development activities.

§ 2

Financial aid for students from state budget funds provided to the University includes:

- 1) maintenance grants;
- 2) scholarships for students with disabilities;
- 3) Rector's scholarships;
- 4) hardship grants.

§ 3

1. The benefits listed in § 2 are granted by the Student Aid Committee and the Student Aid Appeals Committee.
2. The Student Aid Committees serve a two-year term, commencing on 1 October.
3. Student Aid Committees consist of both University students and staff members, with students comprising the majority.
4. Members of the Student Aid Committees are appointed and dismissed by the Rector from among University staff and students nominated by the relevant student government body. The Rector appoints the committee chairperson from among the student members.
5. The Rector may, for justified reasons, dismiss a student member from the Student Aid Committee before their term expires, based on a request from the University Student Government body.
6. The Rector appoints University staff members to the Student Aid Committees and may dismiss them for justified reasons.
7. The committees referred to in § 3(1) are composed of 3 to 5 members.

§ 4

1. The benefits mentioned in § 2 are granted at the student's request. Students may choose to waive a granted benefit.
2. Benefit applications are submitted by students to the Dean's office, using forms provided in the schedules to these Regulations, along with the required documents. The following application and declaration forms are available:
 - 1) Form No. 1: Application for a maintenance grant;
 - 2) Form No. 2: Application for a scholarship for students with disabilities;
 - 3) Form No. 3: Application for a Rector's scholarship;
 - 4) Form No. 4: Application for a hardship grant;
 - 5) Form No. 5: Declaration confirming no financial aid benefits received for more than one field of study;
 - 6) Form No. 6: Declaration of income derived from non-agricultural business activities taxed under the provisions on flat-rate income tax on certain revenue earned by natural persons;
 - 7) Form No. 7: Declaration of non-taxable income;
 - 8) Form No. 6: Declaration of not maintaining a common household.
3. Decisions of the Student Aid Committee and the Student Aid Appeals Committee must be signed by their respective chairperson or the vice-chairperson acting under their authority.
4. The activities of the Student Aid Committees are overseen by the Rector. As part of this supervision, the Rector may issue an administrative decision to revoke any decision of the Student Aid Committee or the Student Aid Appeals Committee that is inconsistent with the provisions of law or these Regulations. Benefits disbursed based on a decision that is subsequently revoked are not subject to reimbursement.

§ 5

1. Student financial aid is granted for 1 academic year and cover the months of October, November, December, January, February, March, April, May, June, and July, subject to § 5(2) and (3).
2. Students completing their studies as scheduled in the winter semester are eligible for financial aid in their final year of study in the months of October, November, December, January, and February. Students not awarded financial aid for 1 academic year may still qualify for one during the summer semester, covering the months of March, April, May, June, and July.
3. The financial aid amount may be adjusted during the academic year.

§ 6

1. The allocation of subsidies for specific benefits is determined by the Rector in consultation with the University Student Government body, with the proviso that funds allocated for Rector's scholarships, awarded to no more than 10% of students in each field of study offered by the University, must not exceed 60% of the total funds allocated for Rector's scholarships, maintenance grants, and hardship grants. No more than 0.2% of the subsidies may be allocated to cover the administrative costs associated with awarding and disbursing financial aid benefits.
2. The number of students in each field of study, pursuant to § 6(1), is calculated as of 15 October of the academic year in which the financial aid is granted.
3. Rector's scholarships are granted to no more than 10% of students in a given field of study. If there are fewer than 10 students in a field of study, the Rector's scholarship may be awarded to 1 student. Students referred to in § 24(2) are not included when determining the number of

students eligible for the Rector's scholarship as specified in the first sentence.

§ 7

1. Students enrolled in multiple fields of study concurrently may receive a maintenance grant, a scholarship for students with disabilities, a hardship grant, or a Rector's scholarship in only one field of study, as specified by students in submitted declarations.
2. Students are required to submit a declaration confirming no financial aid benefits received for more than one field of study.
3. Financial aid benefits are available for first-cycle and second-cycle study programmes.
4. The total period during which the benefits specified in § 2(1)-(4) may be received is 12 semesters, regardless of whether the benefits were actually collected by the student, with the following limits:
 - 1) for first-cycle programmes: up to 9 semesters;
 - 2) for second-cycle programmes: up to 7 semesters.
5. The period referred to in § 7(3) and (4) includes all semesters commenced by the student in the programmes referred to in § 7(3), including those during leaves of absence as outlined in § 9(1), except for semesters in subsequent first-cycle programmes commenced or continued after obtaining the first Bachelor's degree [*licencjat*], Engineer's degree [*inżynier*], or equivalent degree. When studying in multiple fields simultaneously, overlapping semesters are considered a single semester.
6. Benefits are not available to students who:
 - a) hold a Master's degree [*magister*], Master of Science in Engineering [*magister inżynier*] or an equivalent degree;
 - b) hold a Bachelor's degree [*licencjat*], Engineer's degree [*inżynier*] or an equivalent degree, and are re-enrolling in a first-cycle programme.
7. Students whose disability develops during the course of study or after obtaining a degree are entitled to the benefit specified in § 2(2) for an additional period of 12 semesters. The provisions of § 7(3) apply accordingly.
8. The rules outlined in § 7(1)-(8) apply to students who have studied or obtained degrees abroad.

§ 8

The total monthly amount of the maintenance grant and the Rector's scholarship must not exceed 38% of a professor's salary.

§ 9

1. The decision to grant student financial aid shall be revoked if a final and unappealable disciplinary penalty is imposed, involving suspension of financial aid benefits or expulsion from the University. However, financial aid disbursed for previous months are non-repayable, subject to § 10.
2. Suspension of financial aid and revocation of the decision to grant it for the reasons listed in § 9(1) and (2) shall be initiated ex officio.

§ 10

1. If a student provides false information about the income of their family or the number of persons in a common household, the student shall be subject to disciplinary and criminal liability.

2. Financial aid received based on false information must be repaid and transferred back to the financial aid fund.

§ 11

1. Applications with required documents must be submitted by 15 October or, in cases specified in § 5(2), by March 15.
2. In justified cases, the Rector may extend the deadline for application submission, and the Student Aid Committee may extend the deadline for completing required documents.

II. Maintenance grants and scholarships for students with disabilities

§ 12

1. A maintenance grant may be awarded to students experiencing financial hardship. The Rector, in consultation with the student government, determines the income threshold per capita in a student's family to qualify for a maintenance grant, which must not exceed 45% of the minimum wage as of 1 January of the year preceding the academic year for which the maintenance grant is awarded, pursuant to the Act on Minimum Wage of 10 October 2002 (Dz.U. – Journal of Laws – of 2020, item 2207). An increased maintenance grant may be awarded to full-time students in financial hardship, due to residing in a dormitory or a facility other than a dormitory, if the daily commute from the place of permanent residence to the University renders studying impracticable or significantly difficult, particularly if the distance between the place of permanent residence and the seat of the University exceeds 60 km in a straight line.
2. Students who meet the above conditions due to living with a non-working spouse or a student's child in a dormitory or a facility other than a dormitory may also qualify for an increased maintenance grant.
3. Full-time students applying for an increased maintenance grant under § 12(2) must attach documentation of the legal title or a declaration confirming the right to occupy the dwelling to their application.
4. Based on the decision allocating the benefits referred to in § 6(1), the Rector, in consultation with the University Student Government body, shall determine the amounts for maintenance grants, increased maintenance grants, and scholarship for students with disabilities.

§ 13

1. The student's financial situation is assessed based on information about the income of family members living in a common household during the last completed calendar year.
2. If the required information is not provided, or if the income disclosed under § 13(1) does not qualify for a maintenance grant, the award decision will be revoked, and the grant received must be repaid in accordance with § 10(2).

§ 14

Students applying for a maintenance grant must document their financial situation and that of their family members by submitting income certificates and declarations for the previous year issued by the appropriate tax office or other public authority. This includes information regarding parents (or guardians) and other family members residing in the same household, as well as the applying student.

§ 15

Declaration forms are included in the schedules, and students must also provide additional documents specified in the application forms.

§ 16

The financial aid granting body may base its assessment on the average gross monthly income from a more recent period than that specified in § 13, if the provided documents show a substantial and permanent change in the student's financial situation. In such cases, the student must submit:

- 1) documents referred to in § 13 and § 14 for the last completed calendar year;
- 2) other documents proving a permanent reduction in income compared to the last completed calendar year.

§ 17

The per capita income in a student's family is determined based on the student's declaration regarding the number of family members living in a common household, supported by relevant documentation.

§ 18

1. The income entitling a student to apply for a maintenance grant is determined based on the income earned by:
 - 1) the student
 - 2) the student's spouse, as well as the student's or the student's spouse's dependent minor children, children in education up to the age of 26, or until graduation if they turn 26 in the final year of study, and children with disabilities regardless of age;
 - 3) the student's parents, legal guardians, or de facto guardians, and their dependent minor children, children in education up to the age of 26, or until graduation if they turn 26 in the final year of study, and children with disabilities regardless of age.
2. The monthly per capita income in a student's family qualifying for a maintenance grant is calculated according to the rules set forth in the Act on Family Benefits of 28 November 2003, subject to § 18(1); however, the following are excluded from the income calculation:
 - 1) financial aid benefits for students and doctoral students pursuant to the provisions of Article 86(1), Article 359(1), and Article 420(1) of the Act on Higher Education and Science;
 - 2) financial aid received by students and doctoral students under:
 - a) European Union structural funds;
 - b) non-reimbursable aid from member states of the European Free Trade Association (EFTA);
 - c) international agreements or implementation programmes established under such agreements or international scholarship programmes;
 - 3) financial aid benefits received by students under the provisions on the educational system;
 - 4) maintenance grants awarded by entities referred to in Article 21(1)(40b) of the Act on Personal Income Tax of 26 July 1991 (Dz.U. – Journal of Laws – of 2022, item 2647, 2687, and 2745, as well as of 2023, item 28, 185, and 326).
3. If farming income is considered when determining student's eligibility for a maintenance grant, it is calculated using the area of agricultural land measured in comparative fiscal hectares and the average income from work in individual agricultural farms from 1 comparative fiscal hectare, as announced pursuant to Article 18 of the Act on Agricultural Tax of 15 November 1984 (consolidated text: Dz.U. – Journal of Laws – of 2024, item 1176). When both agricultural

and non-agricultural income are earned, the incomes are aggregated.

4. The Student Aid Committee or the Student Aid Appeals Committee shall refuse a maintenance grant to a student whose monthly per capita family income does not exceed the amount specified in Article 8(1)(2) of the Act on Social Welfare of 12 March 2004, if the student fails to attach to a maintenance grant application a certificate from a social welfare centre or social services centre confirming that they or their family members are receiving social welfare benefits during the year of submitting this application.
5. In the event that the student referred to in § 18(4), or their family members are not receiving social welfare benefits, the Student Aid Committee or Student Aid Appeals Committee may award a maintenance grant to that student, if they have documented sources of family support.
6. Detailed rules for determining student income are outlined in the schedules to these Regulations.

§ 19

1. A student who does not maintain a common household with any parent, legal guardian, or de facto guardian may apply for a maintenance grant without disclosing the income earned by these persons, their dependent minor children, children in education up to the age of 26, or until graduation if they turn 26 in the final year of study, and children with disabilities regardless of age, if the student meets one of the following conditions:
 - 1) is over the age of 26;
 - 2) is married;
 - 3) has dependent children as referred to in § 18(1)(2)-(3);
 - 4) reached the age of majority while in foster care;
2. has a regular source of income, and their average monthly income in the previous fiscal year and in the current year in the months preceding the month of submitting the declaration referred to in § 19(3) is higher than or equal to 40% of the minimum wage as established on 1 January of the year preceding the academic year for which the maintenance grant is awarded, in accordance with the Act on Minimum Wage of 10 October 2002.
3. The student referred to in § 19(1) must submit a declaration confirming that they do not maintain a common household with any parent, legal guardian, or de facto guardian.

§ 20

A scholarship for students with disabilities may be awarded to a student who holds a disability certificate, a disability degree certificate, or a certificate referred to in Article 5 and Article 62 of the Act on Vocational and Social Rehabilitation and Employment of Persons with Disabilities of 27 August 1997 (Dz.U. – Journal of Laws – of 2023, item 100, 173, and 240).

§ 21

Students must submit their applications for a maintenance grant or a scholarship for students with disabilities using the form provided in the schedule, along with the required documents.

§ 22

Benefits are paid by wire transfer to the student's checking and savings account or at the University's cashier's office, on dates determined by the Rector. Students are informed about payment schedules through their Dean's offices.

§ 23

1. A student applying for or receiving a benefit under § 2(1)-(3) must promptly notify the University of any circumstances leading to the loss of entitlement to the benefit pursuant to § 7(4)-(8).
2. The decision to grant a benefit under § 2(1)-(4) expires on the last day of the month in which the student loses eligibility due to obtaining the degree referred to in § 7(6) and (8), being removed from the student register for the study programme where they received the benefit, or the expiration of the period specified in § 7(4), (5), and (7).

III. Rector's scholarships

§ 24

1. The Rector's scholarship may be awarded to a student who has achieved a high grade point average for the academic year or demonstrated academic, artistic, or significant sports achievements in competitions of at least national level.
2. Students admitted to the first year of study after passing the secondary school final examinations [*matura*] may apply for a Rector's scholarship if they are laureates of an international contest [*olimpiada*], or laureates or finalists of a central-level contest specified in the regulations on the educational system, provided the contest's profile aligns with their field of study, or medallists in sports competition for the title of at least Polish Champion specified in the sports regulations.
3. Students are entitled to a scholarship based on their academic merit if they have completed the academic year within the timeframe defined in the study regulations, have been registered for the next semester at the Warsaw University of Ecology and Management, and have achieved a grade point average of at least 4.0.
4. For scholarship purposes, an academic year consists of the consecutive recent winter and summer semesters, or the consecutive recent summer and winter semesters for programmes beginning in the summer semester, except for students subject to § 24(5).
5. Completion of the academic year within the timeframe stipulated in the study regulations requires passing all exams and receiving all credits specified in the curriculum for that year.

§ 25

A Rector's scholarship for sports achievements may be awarded to students who have completed at least the first academic year, are enrolled in the next semester at WSEiZ, and have achieved notable sports results in national-level competitions or higher.

§ 26

Students with academic or artistic achievements may receive the Rector's scholarship after their application has been approved by the Dean.

§ 27

The grade point average for the final academic year is calculated based on final grades from examinations and credits. For students following an individualised curriculum or programme of study, the grade point average for the previous academic year is calculated based on grades earned in examinations and credits as outlined in the curriculum.

§ 28

Students returning from a leave of absence qualify for the Rector's scholarship based on grades from the academic year prior to their leave.

§ 29

1. The Rector determines the amount of the Rector's scholarship in consultation with the University Student Government body, specific to each field of study. Scholarship amounts may vary depending on the grade point average.
2. The amounts for Rector's scholarships awarded under § 25 and § 26 are determined by the Rector in consultation with the University Student Government body.

§ 30

The Rector's scholarship is payable during the study period at WSEiZ, subject to the provisions of § 9.

IV. Hardship grants

§ 31

1. A hardship grant is an ad hoc, non-repayable financial aid provided to students experiencing temporary hardship.
2. The maximum amount of the hardship grant is determined by the Rector in consultation with the University Student Government body.
3. The application form for the hardship grant, along with required certificates and declarations, is specified in the schedules. The Student Aid Committee may award the hardship grant even if the certificates do not strictly follow the prescribed format, provided the submitted documentation regarding the student's financial situation is deemed sufficiently reliable.

§ 32

Students can receive a hardship grant no more than twice during an academic year. The Student Aid Committee shall review hardship grant applications at least once every two months, as outlined in § 5.

V. Appeal proceedings

§ 33

1. Decisions made by the Student Aid Committee can be appealed to the Student Aid Appeals Committee within 14 days of receiving the decision.
2. Following the Student Aid Appeals Committee's decision, students may submit a request to the Rector within 14 days of receiving the decision, as per § 4(4). Filing this request does not suspend the deadline for appealing against the Student Aid Committee's decision and does not constitute an administrative appeal.
3. Decisions by the Student Aid Appeals Committee may be further appealed to the Provincial Administrative Court in Warsaw.

List of schedules:

1. Application form for a maintenance grant.
2. Application form for a scholarship for students with disabilities.
3. Application form for a Rector's scholarship.
4. Application form for a hardship grant.
5. Declaration form confirming no financial aid benefits received for more than one field of study.
6. Declaration form of income derived from non-agricultural business activities taxed under the provisions on flat-rate income tax on certain revenue earned by natural persons.
7. Declaration form of non-taxable income.
8. Declaration form of not maintaining a common household.