

**Regulations**  
**on granting financial assistance benefits to doctoral students**  
of the Nencki Institute of Experimental Biology PAS

**§ 1**

**GENERAL PROVISIONS**

1. Financial assistance benefits shall be granted, in particular, from the means designated for this purpose and received by the Nencki Institute of Experimental Biology (hereinafter referred to as the Institute) in the form of a donation from the Ministry of Science and Higher Education. The funds may also come from other sources of financing, in particular from the agreements concluded with the institutions awarding scientific grants.
2. Financial assistance benefits may be granted to a doctoral student who meets the conditions specified in the Act of 20 July 2018 - The Law on Higher Education and Science (Journal of Laws of 2020, item 85, as amended), hereinafter referred to as 'the Act', the 'Regulations implementing the Act - the Law on Higher Education and Science' (Journal of Laws of 2018, item 1669, as amended) and in the Regulations.
3. Granting financial assistance to the doctoral students of the Institute should be compliant with the principles of equal access to benefits and transparency of actions, while observing the rules concerning personal data protection.
4. A doctoral student, who commenced doctoral studies before the academic year 2019/2020, may apply for financial assistance benefits from the means designated for this purpose in the form of:
  - 1) social scholarship,
  - 2) allowance,
  - 3) Director's award (for the best doctoral students)
  - 4) scholarship for the disabled,- hereinafter referred to as the financial assistance benefits.
5. Doctoral students of the Warsaw4PhD Doctoral School at the Nencki Institute of Experimental Biology can apply for the Director's award (for the best doctoral students) according to the rules specified in paragraph 4 of the Regulations.
6. Scholarships set forth in Section 4, item 1, 2 and 4 are not subject to personal income tax pursuant to Art. 21 Section 1, item 39 of the Act of 26 July 1991 on Personal Income Tax (Journal of Laws of 2020, item 1426, as amended).
7. Apart from financial assistance benefits listed in Section 4, doctoral students may apply for financial assistance designated for this purpose from the state budget,

in the form of the scholarship of the President of the Polish Academy of Sciences. Detailed principles on awarding the scholarship are specified in separate regulations.

8. A doctoral student participating in several doctoral studies may receive social scholarship, scholarship for the disabled, allowance, Director's award (for the best doctoral students), and the minister's scholarship for outstanding achievements, only for one field of studies selected by the student.
9. Foreigners may apply for the benefit referred to in Section 4 item 1:
  - 1) if they have been granted a permanent residence permit, or are long-term residents of the European Union,
  - 2) if they have been granted a temporary residence permit in connection with the circumstances referred to in Art. 159, Section 1 or Art. 186, Section 1, item 3 or 4 of the Act of 12 December 2013 on Foreigners (Journal of Laws of 2020, item 35),
  - 3) if they have the refugee status granted in the Republic of Poland, or enjoy temporary or subsidiary protection on the territory of the Republic of Poland,
  - 4) if they are the holders of a certificate confirming the knowledge of Polish as a foreign language referred to in Art. 11a, Section 2 of the Act of 7 October 1999 on the Polish Language (Journal of Laws of 2019, item 1480 as amended), at least at C1 level of language proficiency,
  - 5) if they hold the Pole's Card, or persons to whom decisions on the confirmation of Polish origin were issued,
  - 6) if he/she is a spouse, ascendant, or descendant of a citizen of the Republic of Poland, residing on the territory of the Republic of Poland.
10. Financial assistance benefits referred to in Section 4 item 1, 3, 4 shall be granted for the period of 10 months.
11. The Director of the Institute shall determine once a year, by November 20<sup>th</sup>, the following:
  - 1) the validity period of the financial assistance benefits rates;
  - 2) the amount of the income threshold in the doctoral student's family entitling to apply for a social scholarship;
  - 3) the amounts of specific financial assistance benefits;
  - 4) division of funds into specific financial assistance benefits for doctoral students.

The rules for the allocating of funds for financial assistance to doctoral students, and changes in the amount of benefits, are shown in Annex No. 8.
12. The Scholarship Committee may suspend by decision the enforcement of a decision on granting financial assistance benefits to a doctoral student in the event of initiation of criminal or disciplinary proceedings in connection with a suspicion that

a doctoral student has committed a criminal offence consisting in providing false data in his/her application for financial assistance benefits, until clarification of the case.

13. A doctoral student shall lose the right to receive financial assistance benefits referred to in Section 4, item 1, 3 and 4, in the event of early graduation from the doctoral studies - starting from the month following the month when the academic degree was awarded by the Scientific Board of the Institute.
14. A doctoral student shall lose the right to the financial assistance benefits referred to in Section 4, item 2 at the moment of the academic degree being awarded by the Scientific Board of the Institute.
15. A doctoral student shall lose the right to the granted financial assistance benefits in the event of resignation from such benefits, or when he/she has been suspended the right to financial assistance benefits by a final and binding decision of the disciplinary committee.
16. Unduly received benefits by a doctoral student shall be returned to the account of the financial assistance fund, under pain of disciplinary responsibility.
17. Doctoral students directed to study in other institutions abroad may receive financial assistance benefits if they meet all conditions required to receive such benefits.
18. A doctoral student is obliged to present all documents necessary for the application for financial assistance on time. If the application for the assistance referred to in Section 4 has been submitted and accepted, but is incomplete, the doctoral student shall receive a request issued by a member of the Scholarship Committee to complete the indicated formal gaps in the application within a specified period of time from the date of delivery of the request. If a complete set of required documents for the scholarship application referred to in Section 4 is not provided, the application shall not be considered.
19. The amounts of financial assistance shall be paid by bank transfer into the bank account number specified by a doctoral student. No transfers shall be made to bank accounts of other natural or legal persons indicated by the doctoral student.
20. The scholarship shall be paid monthly, starting from the date of awarding such a scholarship, by the 10th of each month, from October to February (included) in the winter semester and from March to July (included) in the summer semester. The first payment can be made in the second month of the current semester.

## § 2

### **SOCIAL SCHOLARSHIP**

1. The social scholarship may be awarded to a doctoral student in a difficult financial situation, whose net monthly income per family member does not exceed the amount determined in accordance with paragraph 1, item 11, section 2.
2. In particularly justified instances, a doctoral student may be awarded a social scholarship in an increased amount. In order to obtain a social scholarship in the increased amount, one must meet the criteria for obtaining a social scholarship, since the social scholarship in the increased amount is not a separate scholarship.

3. A doctoral student may be awarded an increased social scholarship, in particular due to:
  - 1) orphanhood,
  - 2) due to a long-term or serious illness of a doctoral student, or his/her immediate family member,
  - 3) a natural or ecological disaster which has affected a residential building, constituting the permanent residence of the student and his/her immediate family members,
  - 4) a moderate or severe disability of the student's parent or sibling, included in the student's family,
4. The social scholarship for the new academic year shall be awarded on doctoral student's request (Annex No. 1), submitted by November 15<sup>th</sup> to the PhD Studies Office.
5. The social scholarship shall be paid from the month following the date of awarding such scholarship. The scholarship for October and November may be paid in November.
6. The social scholarship shall be awarded on the basis of monthly net income received by one member of the student's family. The basis for calculation of such income shall be the income of the student's family and the student, in the taxation year preceding the academic year when the benefit is going to be granted. The monthly income per person in the student's family shall be calculated by summing up the annual income of the student's family, and then dividing it by the number of months in the calendar year, and the number of persons in the student's family.
7. In order to calculate the income of the doctoral student's family, the income of individual members of the student's family is used after the deduction from taxable income, the amounts paid due for social insurance contributions, health insurance contributions, and due tax (net income).
8. In the case when the determination of the amount of income allowing a doctoral student to apply for a social scholarship is based on the income from an agricultural holding, such income is based on the area of agricultural land in conversion hectares, and the amount of average income from work in individual agricultural holdings from 1 conversion hectare announced under Art. 18 of the Act of 15 November 1984 on Agricultural Tax (Journal of Laws of 2020, item 333) from the last calendar year preceding the academic year for which the scholarship is to be awarded. In the event of obtaining income from the agricultural holding and other income, the income is summed up.
9. The income of a doctoral student, or a doctoral student and his/her family, including the loss and generation of income, shall be certified by appropriate documents issued by competent authorities, legal persons, associations, foundations, companies, sole proprietorships, courts, state and local government bodies, Polish or foreign, translated by a sworn translator at the expense of the applicant, and certified by appropriate statements.
10. While determining the amount of income allowing a doctoral student to apply for a social scholarship, the following income is considered:
  - 1) of the doctoral student,

- 2) of the spouse of the doctoral student, as well as minor children provided for by the student or doctoral student's spouse, children in education up to the age of 26, and if they turn the age of 26 during the last year of the studies, until the end of their studies, as well as disabled children regardless of their age,
  - 3) of parents, legal or actual guardians of the doctoral student and minor children provided for by them, children in education up to the age of 26, and if they turn the age of 26 during the last year of the studies, until the end of their studies, as well as disabled children regardless of their age.
11. The monthly amount of income per person in the doctoral student's family allowing the student to apply for a social scholarship shall be determined in accordance with the principles specified in the Act of 28 November 2003 on Family Benefits including Section 3 and with the stipulation that the income does not include:
- 1) benefits referred to in the Act on Higher Education and Science: Art. 86, Section 1, Art. 359, Section 1 and Art. 420, Section 1;
  - 2) scholarships awarded to the doctoral students as a part of:
    - a) the European Union Structural Funds,
    - b) non-recoverable means from the aid granted by Member States of the European Free Trade Agreement (EFTA),
    - c) international agreements or executive programs to such agreements or international scholarship programs,
  - 3) financial assistance benefits for students received pursuant to the Act of 7 September 1991 on the Education System (Journal of Laws of 2020, item 1327),
  - 4) social scholarships awarded by other entities referred to in Art. 21, Section 1, item 40b of the Act of 26 July 1991 on Personal Income Tax,
  - 5) certain incomes not subject to personal income tax or to a flat-rate income tax from certain incomes earned by natural persons e.g.: family benefits (i.e. family allowance, supplements to family allowance, carer's allowance including nursing benefit and attendance benefit) social welfare benefits under the Act on Social Welfare (i.e. permanent, periodic, designated benefits e.g. for education, etc.), benefits from a poviát family support centre (e.g. adopted child benefit), allowances from communes (e.g. housing), direct payments to farmers under the Common Agricultural Policy of the European Union, allowances for drought and flooding.
12. A doctoral student may apply for a social scholarship without any proof of income earned by the persons referred to in Section 10, item 3 when he/she does not maintain the common household with any of his/her parents, and has confirmed this in his/her declaration, and meets one of the following conditions:
- a) has reached the age of 26;
  - b) is married;

- c) has dependent children as referred to in Section 10, item 2;
  - d) has attained the age of majority while in foster care;
  - e) has a permanent source of income, and his/her average monthly income in the previous tax year and in the current year in the months preceding the month of submitting the declaration referred to in Section 3, is greater than or equal to 1.15 of the sum of the amounts specified in Art. 5, Section 1 and Art. 6, Section 2, item 3 of the Act of 28 November 2003 on Family Benefits.
13. The list of documents used as a basis for determination of the doctoral student's income is enclosed as Annex No. 2 to the Regulation.
  14. The principles of calculating the income of the doctoral student's family are enclosed as Annex No. 3 to the Regulation.
  15. When the circumstances affecting the determination of the right to receive financial assistance require confirmation by a document other than specified in Annex No. 2 to the Regulation, the authority determining income of the doctoral student's family and providing the benefit may require submission of such a document.
  16. In the case of a doctoral student whose monthly income per person in a family does not exceed the amount specified in Art. 8, Section 1, item 2 of the Act of 12 March 2004 on Social Welfare, it is necessary to attach to the application for a social scholarship a certificate from the social welfare centre concerning the income and financial situation of the family. In case of failure to provide the certificate, the Director of the Institute or the Scholarship Committee may request the doctoral student to provide explanations. Failure to provide explanations within the deadline may result in the refusal to award the scholarship.
  17. A doctoral student in a difficult financial situation may receive a social scholarship in an increased amount for accommodation outside the permanent place of residence, if daily commuting from the permanent place of residence to the Institute prevents or significantly hinders studying.
  18. In the case mentioned in item 12, a full-time programme student may receive a social scholarship in an increased amount also for residing with an unemployed spouse or child of the student.
  19. A full-time programme student residing outside the permanent place of residence may receive a social scholarship in an increased amount provided that the student submits a tenancy agreement or lending for use agreement to the Institute.
  20. The total monthly amount of social scholarship and Director's award (for the best doctoral students) may not exceed 90 % of the lowest basic remuneration of an assistant determined in the regulations on remuneration for academic teachers.
  21. A doctoral student applying for a social scholarship in an increased amount shall attach a declaration of accommodation to his/her application.
  22. A doctoral student, under the pain of returning undue benefits, shall notify the PhD Studies Office, if he/she receives a social scholarship from another entity/institute and the total amount of both scholarships exceeds 90 % of the lowest basic

remuneration of an assistant determined in the regulations on remuneration for academic teachers.

23. A doctoral student is obliged to notify the Institute in writing within seven days from the occurrence of the following events about:
- 1) student's resignation (or their spouse) from accommodation outside the permanent place of residence,
  - 2) expiration or termination of a tenancy agreement or another agreement constituting legal title to the premises,
  - 3) undertaking work by an unemployed spouse, who was residing with the doctoral student,
  - 4) his/her child, who does not receive education, attaining the age of majority.

### § 3

#### ALLOWANCE

1. Allowance may be granted to a doctoral student who is temporarily in a difficult life situation.
2. It shall be presumed that a temporarily difficult life situation of a doctoral student occurs in the case of events related to e.g. death of a doctoral student's family member, serious illness of the doctoral student or a member of his/her family, natural disaster (e.g. fire, flood), theft, birth of a child by a doctoral student or the birth of a child whose father is a doctoral student, and other events resulting in the doctoral student being in a temporarily difficult life situation. A doctoral student shall attach a statement on the earned income to the application for the allowance.
3. An event constituting the basis for applying for the allowance should be documented. In relation to one event referred to in Section 2 above, a doctoral student may receive only one allowance in a given academic year. The total amount of the allowance may not exceed 90 % of the lowest basic remuneration of an assistant determined in the regulations on remuneration for academic teachers.
4. The allowance is not granted if the difficult life situation is not caused by a random event but only by the worsening of the financial situation of the family. In such a case, a doctoral student may apply for a social scholarship.
5. The allowance shall be a one-time benefit and may be granted on the basis of a doctoral student's application, not more than twice in an academic year.
6. An application for allowance shall be submitted not later than within 6 months after the occurrence of the random event.
7. Applications for allowance shall be submitted on an ongoing basis, the application form is enclosed as Annex No. 6.
8. The maximum allowance amount shall be PLN 2000.

## § 4

### **DIRECTOR'S AWARD (FOR THE BEST DOCTORAL STUDENTS)**

1. Director's award (for the best doctoral students) may be awarded to a doctoral student from the second to fourth year of doctoral studies or a doctoral school affiliated with the Nencki Institute, who fulfilled at least one of the following conditions in the academic year preceding granting of the award:
  - i. obtained very good or good results in the examinations included in the doctoral studies or doctoral school programme,
  - ii. made particular progress in scientific work and preparation of the doctoral dissertation,
  - iii. demonstrated a particular commitment to the popularisation of science.
2. The award may be granted to 10% of the best doctoral students in the second year of a doctoral school and third, and fourth year of doctoral studies, who meet at least one of the conditions referred to in Section 1 of this paragraph, and are selected in accordance with the rules specified in Annex No. 4 to the Regulations.
3. If the ranking list, drawn up pursuant to Annex No. 4 of the Regulations, includes two or more doctoral students with the same number of points, the Director shall determine the order based on the following: the number and factor of impact of first-authors' publications, the number and factor of impact of non-first-authors' publications, grant management, oral presentations at conferences, poster sessions at conferences.
4. Director's award (for the best doctoral students) shall be awarded on the basis of a doctoral student's application, the application form is enclosed as Annex No. 5.
5. Applications for the Director's award (for the best doctoral students) for the new academic year shall be submitted by November 15<sup>th</sup>.

## § 5

### **SCHOLARSHIP FOR THE DISABLED**

1. A scholarship for the disabled may be awarded to doctoral students who hold a certificate of disability, 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 Disabled Persons (Journal of Laws of 2020, items 426 as amended).
2. The amount of scholarship for the disabled depends on the degree of disability.
3. A severe degree of disability shall mean:
  - 1) a severe degree of disability within the meaning of the regulations on vocational and social rehabilitation and employment of disabled persons,



- 2) full incapacity for work and of an independent existence stated under the provisions on the social insurance system, on pension benefits from the Social Insurance Fund,
- 3) permanent and/or long-term incapacity for work in an agricultural holding and incapability of an independent existence ruled on the basis of the provisions on the social insurance for farmers for the purpose of obtaining benefits specified in those provisions and holding a certificate stating a severe degree of disability.

4. A moderate degree of disability shall mean:

- 1) a moderate degree of disability within the meaning of the regulations on vocational and social rehabilitation and employment of disabled persons,
- 2) full incapacity for work stated under the provisions on pension benefits from the Social Insurance Fund;
- 3) holding a certificate stating a moderate degree of disability.

5. A mild degree of disability shall mean:

- 1) a mild degree of disability within the meaning of the regulations on social and vocational rehabilitation and employment of the disabled,
- 2) partial incapacity to work stated under the provisions on pension benefits from the Social Insurance Fund;
- 3) holding a certificate stating a mild degree of disability.

6. A scholarship for the disabled shall be awarded for the period of 10 months. If the disability degree certificate expires during the semester, the scholarship shall no longer be paid from the next month after the certificate expires. The benefit is paid again from the month of obtaining the continuation of the certificate.

7. A scholarship for the disabled may be awarded during a semester after stating the disability. The scholarship shall be awarded from the month in which the application is submitted, with no possibility of compensation for the previous months.

8. A scholarship for the disabled shall be awarded on the basis of a doctoral student's application, the application form is enclosed as Annex No. 1.

9. An application for scholarship for the disabled shall be submitted on an ongoing basis.

## § 6

### **THE MODE OF ISSUING DECISIONS, ORGANIZATION AND FUNCTIONING OF SCHOLARSHIP COMMITTEES**

1. Applications for receiving financial assistance benefits specified in paragraph 1 Section 4, items 1, 2, 4 shall be examined by the Scholarship Committee. Applications for the Director's award (for the best doctoral students) shall be examined by the Contest Committee. The composition of the Scholarship and Contest Committee is the same. The

rules for appointing the Scholarship Committee and Appeal Scholarship Committee, as well as Contest Committee, the mode of operation and the rules of procedure in cases concerning the granting of benefits are specified in Annex No. 7.

2. A doctoral student may appeal against the decision of the Scholarship Committee concerning the application for granting financial assistance specified in paragraph 1 Section 4, item 1, 2, 4 to the Appeal Scholarship Committee within 14 days from the date of receiving the decision. Appeals and requests for reconsideration of the case shall be submitted through the PhD Studies Office.
3. Decisions of the Scholarship Committee shall be made by an ordinary majority of votes in the presence of at least half of the total number of members of the Committee. Decisions of the Scholarship Committee and the Appeal Scholarship Committee shall be signed by the Head of these Committees.
4. Decisions concerning scholarships shall be delivered to a doctoral student in writing.
5. The condition for payment of the scholarship is that a doctoral student collects the scholarship decision. Scholarships awarded to a given doctoral student are paid only after the decision concerning the benefit becomes final, i.e. after 14 days from the date of delivery of the decision. The right of appeal may be waived upon receipt of the decision, which results in the decision becoming final and valid.
6. The persons specified in Art. 24 and 25 of the Act of 14 June 1960 - Code of Administrative Procedure (Journal of Laws of 2020, item 256 as amended) shall be excluded from participation in the committees' works on granting financial assistance benefits.

## § 7


### TRANSITIONAL AND FINAL PROVISIONS

1. The Regulation shall enter into force on the day of signing, and shall apply to financial assistance granted from October 1<sup>st</sup>, 2020.
2. To all matters not settled herein, provisions of the Act of 20 July 2018 – The Law on Higher Education and Science (Journal of Laws of 2020, item 85, as amended), and the provisions of the Act of 14 June 1960 - Code of Administrative Procedure and Regulations Implementing the Act - The Law on Higher Education and Science (Journal of Laws of 2018, item 1669, as amended), shall apply.

## § 8

The Regulations shall enter into force on the day of signing effective from October 1<sup>st</sup>, 2020.

Warsaw, October 21<sup>st</sup>, 2020

  
.....  
Director of the Institute

In agreement with the PhD Students' Council

**APPLICATION**  
**for social scholarship, social scholarship in increased amount,**  
**scholarship for the disabled**

.....  
 Name and surname; PESEL No.

.....  
 Address

.....  
 Phone, e-mail

.....  
 Year of studies

**The Scholarship Committee**  
**of Nencki Institute of Experimental Biology,**  
**of the Polish Academy of Sciences**

**I apply for:**

- a social scholarship
- a social scholarship in an increased amount for accommodation outside the permanent place of residence/for residing with an unemployed spouse or child.
- a scholarship for persons with mild/moderate/severe degree of disability\*

**I. I hereby declare that my family consists of the following members living in the same household:**

*The doctoral student and every member of the student's family is obliged to submit appropriate certificates from the Tax Office concerning the income for the last tax year or lack thereof. The doctoral student and every member of the student's family not entered in the register of taxpayers conducting non-agricultural business activity is obliged to additionally submit a certificate from the Tax Office confirming this fact. The list of required documents is included in Annex No. 2 to the Regulations. The certificates shall be submitted by the doctoral student and every member of the student's family over 18.*

No.	Name and surname	Date of birth	Degree of kinship	Place of employment or study (indicate also the year of studies) or other source of income


**II. I hereby enclose the following documents supporting the information contained in point I.**

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....
9. ....
10. ....
11. ....
12. ....

*For doctoral student's siblings or children under the age of 18, the copies of birth certificates or other documents confirming age are required, while for doctoral student's siblings or children who study and are over 18, certificates of study are required.*

\* income criteria does not apply to scholarships for the disabled

.....  
(place, date)

.....  
(applicant's signature)

**DECLARATION**

Cautioned about criminal responsibility for a crime under Art. 286 of the Penal Code - **"Whoever, in order to obtain financial gain, leads another person to unfavourable disposal of his/her own or someone else's property by misleading him/her or by unfair profiting through his/her error or inability to properly understand the action taken shall be subject to imprisonment for a term of between 6 months and 8 years"**. - (Journal of Laws of 2020, item 1444) and on disciplinary responsibility under Art. 322, Section 1 of the Act of 20 July 2018 - The Law on Higher Education and Science (i.e. Journal of Laws of 2020, item 85, as amended)\*\* I hereby declare that:

- the information provided in the application and the documents supporting the application are accurate and complete.

- I have read the Regulations on granting financial assistance benefits to doctoral students from the financial assistance fund.
  
- I submitted an application for financial assistance benefits for the academic year .../... only as a doctoral student at the Nencki Institute of Experimental Biology PAS. I have read Art. 199, Section 3 in connection with Art. 184, Section 4 of the Act of 27 July 2005 - The Law on Higher Education (i.e. Journal of Laws of 2017, item 2183, as amended).
  
- I declare that I am / am not\*\*\* a student of other doctoral programme (specify which one) ..... at the university/institute (specify which one).....

.....  
*(place, date)*

.....  
*(signature of the person making the declaration)*

**List of documents required in order to apply for a social scholarship**

1. Application for financial assistance benefits.
2. Documents confirming the amount of the income in the doctoral student's family, including, as appropriate:
  - 1) certificates of doctoral student family members and a doctoral student from the tax office concerning the income subject to personal income tax pursuant to the principles specified in Articles 27, 30b, 30c, 30e and 30f of the Act of 26 July 1991 on Personal Income Tax (Journal of Laws of 2020, item 1426, as amended) for the last tax year;
  - 2) in the case of income from activities subject to taxation under the provisions on flat-rate income tax, a certificate of the Head of the Tax Office containing information on: a) the form of tax paid, b) the amount of income, c) the tax rate, d) the amount of tax paid - in the calendar year preceding the academic year.
  - 3) a declaration by the doctoral student and doctoral student's family members on income not subject to personal income tax in the calendar year preceding the academic year;
  - 4) each member of the family who earned income must also submit separately a statement on the amount of health insurance contributions paid for the previous year or an appropriate certificate (from the Social Insurance System or Agricultural Social Insurance Fund).
3. Other documents and statements:
  - 1) a certificate from the competent commune authority or a payment order regarding the size of the agricultural holding measured in conversion hectares of the total area in the calendar year preceding the academic year;
  - 2) a lease agreement - in the case of a partial or full lease of an agricultural holding owned by the family of a doctoral student or a doctoral student, under an agreement concluded pursuant to the provisions on social insurance for farmers, or a lease of an agricultural holding in connection with drawing a pension specified in the provisions on support for rural development from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund;
  - 3) an agreement concluded in the form of a notarial deed, in the case of bringing an agricultural holding into use by an agricultural production cooperative;
  - 4) a copy of enforceable judicial decision awarding alimony to persons in the family or non-family members, or a copy of the minutes of the meeting containing the content of the court settlement, or a copy of a settlement agreement concluded before a mediator, approved by the court, obliging to alimony for persons in the family or non-family members,
  - 5) a money order or money transfers documenting the amount of alimony paid, if the members of the family are bound by a court order, an out-of-family settlement and if the entitled person has not received alimony or has received less than the

amount determined in the court order, court settlement or settlement concluded before a mediator:

- 6) a certificate of the body conducting the enforcement proceedings on the full or partial ineffectiveness of alimony enforcement, as well as on the amount of alimony enforced, or the information of the competent court or competent institution on actions taken by the entitled person in connection with the enforcement of the enforceable title abroad or on not taking such actions, in particular due to the lack of legal basis for taking such actions or impossibility for the entitled person to indicate the place of residence abroad of the alimony debtor if the debtor resides abroad;
- 7) a copy of a legally binding judgment dismissing the claim for the determination of alimony;
- 8) a judicial decision obliging one of the parents to bear the full costs of maintaining the child;
- 9) a full copy of the birth certificate if the father is unknown;
- 10) a copy of a legally binding family court judgment stating adoption or a certificate of the family court or the adoption and guardianship centre on the conducted court proceedings in the case of adoption of a child; a copy of a legally binding family court judgment pronouncing a divorce or separation, or a death certificate of the spouse or doctoral student's parent - in the case of a single parent;
- 11) a document specifying the date of loss of income and the monthly amount of income foregone by a doctoral student or a doctoral student's family member;
- 12) a document specifying the amount of income earned by a doctoral student or a member of the doctoral student's family if the income was earned in the calendar year preceding the academic year, also specifying the number of months in which the income was earned;
- 13) a certificate of disability or a disability degree certificate of a doctoral student or members of the doctoral student's family over 18, provided that they are not in education and are dependent on the doctoral student or the doctoral student's family;
- 14) a certificate from the employment office confirming the fact of being unemployed with or without the right to the unemployment benefit in the case of unemployed members of the doctoral student's family. Such a certificate shall also be absolutely required in the case of loss of income. Such a certificate must contain the information on the amount and period of receiving of the unemployment benefit or scholarship;
- 15) the employer's certificate regarding the date of parental leave of a doctoral student's family member, the period for which it was granted and the periods of employment;
- 16) a certificate from school or university of the applicant's siblings or children up to the age of 26. An abridged certified copy of birth certificate is required in case of siblings or children under the age of 18, who do not attend school,
- 17) a certificate on the amount of income of a doctoral student's or doctoral student's family member if he/she earned income outside the territory of the Republic of Poland

in the calendar year from which the income is determined.

4. Other essential documents necessary to establish the income in a doctoral student's family or confirming his/her family situation (e.g. a certificate of receiving benefits from the social welfare centre, a certificate from the police on the disappearance of a doctoral student's family member, a certificate regarding crisis situation in the doctoral student's family, a certificate regarding a doctoral student's family member staying in places of isolation, a copy of disability certificate or a certificate of severe or moderate degree of disability - if the doctoral student's family member is a disabled child, a child who does not study or is over the age of 26, decisions on obtaining a family allowance pension, social benefit, etc.).
5. Documents concerning international doctoral students, provided that they are entitled to financial assistance benefits, i.e.
  - 1) a residence card for a foreigner staying on the territory of the Republic of Poland on the basis of a settlement permit,
  - 2) a residence permit for a long-term resident of the European Union,
  - 3) a temporary residence permit granted in connection with the circumstances referred to in Art. 127, Art. 159, Section 1 or Art. 186, Section 1, item 3 or 4 of the Act of 12 December 2013 on Foreigners (Journal of Laws of 2020, item 35) or in connection with obtaining refugee status or subsidiary protection in the Republic of Poland;
  - 4) the Pole's Card.



**The rules of calculating the income of the doctoral student's family**

1. Whenever income is mentioned, it means - after deducting the amount of alimony provided to other persons:
  - 1) income subject to taxation under the principles specified in Art. 27, 30b, 30c, 30e and 30f of the Act of 26 July 1991 on Personal Income Tax, reduced by tax deductible expenses, personal income tax due, social insurance contributions not included in the tax deductible expenses and health insurance contributions;
  - 2) income from activities subject to taxation under the provisions on flat-rate income tax on certain income earned by natural persons, reduced by the applicable flat-rate income tax and social and health insurance contributions;
  - 3) other income not subject to taxation under personal income tax law:
    - a) pensions as defined in the provisions on war and military disabled persons and families support;
    - b) pensions paid to repressed persons and members of their families, granted in accordance with the principles specified in the provisions on war and military disabled persons and families support,
    - c) pecuniary benefits and an energy lump sum payment as defined in the provisions on pecuniary benefits and rights of soldiers in the alternative military service compulsorily employed in coal mines, quarries, ore and uranium extraction facilities and building battalions,
    - d) a veteran supplement payment, an energy lump sum payment and a compensatory additional payment as defined in the provisions on veterans and some of the people being the victims of repression during the war and the post-war period,
    - e) pecuniary benefits as defined in the provisions on pecuniary benefits for persons deported to perform forced labour and persons imprisoned in labour camps by the Third Reich or Union of Soviet Socialist Republics,
    - f) pension benefits received by people who lost their sight as a result of war activities in 1939-1945 or as a result of the explosions of unexploded ordnance or unexploded shells left after that war,
    - g) war-disabled persons' pensions, benefits received by war victims and their family members, accident pensions for persons whose disability arose as a result of forced labour in the Third Reich in 1939-1945, received from abroad,
    - h) sickness benefits specified in the regulations on social insurance of farmers and in the regulations on social insurance system,
    - i) non-returnable foreign aid received from foreign governments, international organisations or international financial institutions, derived from non-returnable aid granted on the basis of a unilateral declaration or an agreement concluded with

those countries, organisations or institutions by the Council of Ministers, the competent minister or government agencies, also in cases where a transfer of those funds is made through an entity authorised to distribute non- returnable foreign

aid to the recipients to which that aid is to be provided,

- j) amounts arising under the employment relationship or scholarship receivables of natural persons residing on the territory of the Republic of Poland, residing temporarily abroad - in the amount corresponding to the equivalent of the allowances for business travel outside the country fixed for employees employed in state or local government budgetary units under the Act of 26 June 1974 - Labour Code (Journal of Laws of 2020, item 1320),
- k) payments made to police officers, soldiers, customs officers and employees of military units and police forces used outside the country to participate in armed conflict or to reinforce the forces of the country or allied states, peacekeeping mission, action to prevent acts of terrorism or their effects, and payments made to soldiers, police officers, customs officers and employees acting as observers in peace missions of international organisations and multinational forces,
- l) financial receivables resulting from the employment relationship, received during the candidate service by officers of the Police, National Fire Service, Border Guard and Government Security Bureau, calculated for the period in which these persons received income,
- m) the income of members of agricultural production cooperatives from the membership in an agricultural production cooperative, reduced by social security contributions,
- n) alimony for children,
- o) doctoral and habilitation scholarships awarded on the basis of the Act of 14 March 2003 on Scientific Degrees and Academic Title and Degrees and Title in Art (Journal of Laws of 2017, item 1789), sports scholarships awarded on the basis of the Act of 25 June 2010 on Sport (Journal of Laws of 2020, item 1133) and other scholarships of a social nature awarded to doctoral students, with the stipulation that the income does not include:
  - i. benefits referred to in the Law on Higher Education and Science: Art. 86, Section 1, Art. 359, Section 1 and Art. 420, Section 1,
  - ii. financial assistance benefits for students received under the Act of 7 September 1991 on the Education System;
    - the benefits referred to in Art. 173a and Art. 199a, Section 1 of the Act on Higher Education, the amounts of allowances not subject to personal income tax received by persons performing activities related to the performance of social and civic duties,
    - financial receivables received for the renting of the guest rooms in residential buildings located in rural areas of an agricultural holding to

persons on holiday and received for boarding these persons,

additional payment for clandestine education as specified in the Act of 26 January 1982- Teacher's Charter (Journal of Laws of 2019, item 2215),

income obtained from a business activity conducted on the basis of a permit within a special economic zone defined in the regulations on special economic zones,

money equivalents for coal allowance specified in the regulations on commercialisation, restructuring and privatisation of the state enterprise "Polish National Railways",

equivalents for the right to free coal as defined in the regulations on the restructuring of hard coal mining in 2003-2006,

the benefits specified in the rules governing the exercise of the mandate of Member and Senator,

income from the agricultural holding,

income earned outside of the Republic of Poland, reduced respectively by an income tax and compulsory social insurance and health insurance contributions paid outside of the Republic of Poland,

pensions specified in the provisions on support for rural development from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund and in the provisions on support for rural development with contributions from the European Agricultural Fund for Rural Development,

advance alimony payments specified in the provisions on the procedure against alimony debtors and on the advance alimony payments,

pecuniary benefits paid in case of unsuccessful enforcement of alimony.

iii. scholarships awarded to the doctoral students as a part of:

the European Union Structural Funds,

non-recoverable means from the aid granted by Member States of the European Free Trade Agreement (EFTA),

international agreements or executive programs to such agreements or international scholarship programs,

2. Income not subject to personal income tax shall be documented with: statements of the persons who earn such income and certificates from entities who pay out such income or other certificates or documents.

3. The following shall be regarded as members of a doctoral student's family: spouses, parents of children, the actual child's guardian and dependent children up to the age of 25,

as well as a child over 25 years of age holding a disability certificate if, in connection with that disability, he/she is entitled to attendance benefit or a special care allowance or carer's allowance referred to in the Act of 4 April 2014 on the establishment and payment of allowances for guardians (Journal of Laws of 2020, item 1297); family members do not include a child under the care of a legal guardian, a married child, as well as an adult child having his/her own child.

4. The income of the doctoral student's family does not include:
  - 1) Income not subject to personal income tax or a lump-sum income tax on some income earned by natural persons, which was not indicated in the catalogue of income mentioned in Section 1 point 3) above - these are e.g. family benefits (i.e. a family allowance, supplements to family allowance, a carer's allowance, including a nursing benefit and an attendance benefit), social assistance benefits granted under the Social Assistance Act (i.e. permanent, temporary, designated benefits, etc.), direct payments for farmers under the Common Agricultural Policy of the European Union;
  - 2) Furthermore, the income does not include:
    - a) benefits referred to in the Act - Law on Higher Education and Science: Art. 86, Section 1, Art. 359, Section 1 and Art. 420, Section 1,
    - b) scholarships awarded to the doctoral students as a part of:
      - i. -the European Union Structural Funds,
      - ii. -non-recoverable means from the aid granted by Member States of the European Free Trade Agreement (EFTA),
      - iii. international agreements or executive programs to such agreements or international scholarship programs,
      - iv. financial assistance benefits for students received pursuant to the Act of 7 September 1991 on the Education System;
    - c) financial assistance benefits for students received on the basis of regulations on the Educational System;
    - d) social scholarships awarded by other entities referred to in Art. 21, Section 1, item 40b of the Act of 26 July 1991 on Personal Income Tax.
5. In order to calculate the amount of income in a doctoral student's family, all the income earned by the doctoral student and members of the doctoral student's family in the calendar year preceding the academic year in which the student applies for financial assistance benefits shall be aggregated.
6. If a person conducting the activity taxed under the rules set out in the provisions on lump-sum income tax also earned income taxed under the rules specified in Art. 27, 30b, 30c and 30e of the Act of 26 July 1991 on Personal Income Tax (e.g. from drawing of benefits in case of sickness and maternity), such income is included in family income.
7. When determining the right to a social scholarship, the amount of the awarded alimony

for a child, doctoral student or other member of doctoral student's family shall be included in the income of a doctoral student's family.

8. If a family member has an established right to alimony but does not receive it or receives it at the amount lower than that established by the judgment, court settlement or settlement before a mediator, the family income on which the entitlement to the scholarship is based shall include alimony at the amount received.
9. If the amount of alimony received is lower than the amount stated in the judgment or court settlement or the settlement before the mediator, in order to confirm the amount of alimony a certificate of the body conducting the enforcement proceedings on partial ineffectiveness of the enforcement of alimony as well as the amount of alimony recovered should be submitted.
10. Tax-free income includes benefits obtained from the Alimony Fund.
11. If a family member has alimony obligations towards a non-family member, the amount of alimony paid to that person shall be deducted from the income of the family member. If the parent of a doctoral student or a doctoral student who applies for financial assistance benefits is at the same time the legal guardian of another child, the income of the child remaining in legal custody shall not be included in his/her family's income, and the number of family members shall not include that child.
12. A doctoral student's siblings or a doctoral student's child who is older than age 26 shall not be considered a member of the family of the doctoral student, even if they are dependents, unless they hold a certificate of disability.
13. A loss of income shall be considered to be a loss of income which has occurred exclusively due to the following circumstances:
  - 1) obtaining the right to parental leave;
  - 2) the loss of the right to unemployment benefits or scholarships;
  - 3) the loss of employment or other gainful employment; the loss of pre-retirement allowance or pre-retirement benefit, teachers compensatory benefit, as well as pension benefits, a family allowance pension or social benefit;
  - 4) de-registration of a non-agricultural business activity or suspension of its performance within the meaning of Art. 14a, Section 1d of the Act of 2 July 2004 on Freedom of Economic Activity;
  - 5) the loss of sickness benefit, rehabilitation benefit or maternity benefit to which one is entitled after the loss of employment or other gainful employment;
  - 6) the loss of alimony awarded in connection with the death of the person obliged to such payments;
  - 7) the loss of parental benefit;
  - 8) the loss of the maternity benefit referred to in the provisions on the social insurance for farmers;

- 9) the loss of the doctoral scholarship.
14. In the case of the loss of income by a family member, in the calendar year preceding the academic year or after this year, the income forgone shall not be taken into account when determining the income.
15. The loss of income by a doctoral student or a member of his/her family is documented with a certificate of the income payer or another document confirming the loss of income (in the case of non-taxable income, a lump sum or a tax card), containing the information on the amount of lost income. Depending on the type of income, the certificate or statement should contain all income components, which are shown on specimens of these documents.
16. Being on unpaid leave shall not constitute a loss of income.
17. Earned income is considered to be earned only as a result of the following circumstances:
  - 1) the end of parental leave;
  - 2) obtaining a right to unemployment benefits or scholarships;
  - 3) obtaining employment or other gainful employment;
  - 4) obtaining the pre-retirement allowance or pre-retirement benefit, teachers compensatory benefit, as well as pension benefits, and a family allowance pension or social benefit;
  - 5) commencement of a non-agricultural business activity or resumption of its performance within the meaning of Art. 14a, Section 1d of the Act of 2 July 2004 on Freedom of Economic Activity;
  - 6) obtaining a sickness benefit, rehabilitation benefit or maternity benefit to which one is entitled after the loss of employment or other gainful employment;
  - 7) obtaining a parental benefit;
  - 8) obtaining the maternity benefit referred to in the provisions on the social insurance for farmers;
  - 9) receiving of the doctoral scholarship.
18. If a family member obtains income in the calendar year preceding the academic year, while determining the income, the income obtained in that year shall be divided by the number of months in which the income was obtained, if the income is obtained on the day of determining the right to the scholarship.
19. If the income is obtained after the calendar year preceding the academic year, the income shall be determined on the basis of the income increased by the amount of income obtained from the month following the month in which the income was obtained, if the income is obtained on the day of determining the right to the scholarship.
20. The amount of income obtained from the month following the month in which

the income was earned shall be documented with:

- 1) a certificate issued by the payer of income, if the income is subject to personal income tax on the principles specified in Art. 27, 30b, 30c, 30e and 30f of the Act of 26 July 1991 on Personal Income Tax, except for a non-agricultural business activity;
  - 2) a certificate issued by the payer of income or another document if the income is not subject to personal income tax;
  - 3) a certificate from the tax office, in the case of generating income from non-agricultural activities subject to personal income tax on the principles set out in Articles 27, 30b, 30c and 30e of the Act of 26 July 1991 on Personal Income Tax;
  - 4) a statement, in the case of generating income from non-agricultural activities subject to taxation under the provisions specified in the flat-rate income tax regulations.
21. A change in employment conditions shall not constitute the income (e.g. increase in salary, increase of the working hours) or a loss of income (e.g. decrease in salary, decrease in working hours).
22. Where income from agricultural holding is used to determine the amount of income entitling a doctoral student to apply for a social scholarship, such income shall be determined on the basis of the area of agricultural land in conversion hectares owned by the doctoral student's family in the calendar year preceding the academic year and the amount of average income from work in individual agricultural holdings per conversion hectare as announced under Art. 18 of the Act of 15 November 1984 on Agricultural Tax. The amount of this income is announced annually in September by the President of the Central Statistical Office. In case of obtaining income from an agricultural holding and non-agricultural income, the income is summed up.
23. An agricultural holding is considered to be the area of land classified in Land and Property Register as agricultural land or as wooded land within agricultural land, with the exception of land used for performing a business activity other than an agricultural activity, with a total area exceeding 1 ha or 1 conversion hectare owned or in possession of a natural person, legal person or organisational unit, including a company without legal personality. In the case of a smaller area of land, income from an agricultural holding shall not be established.
24. A change in the area of the agricultural holding (e.g. sale, purchase) does not constitute a loss or gain of income. Any change is taken into account in the years that constitute the basis for granting of financial assistance, with the stipulation that if the change in area occurs during the year, the income is to be calculated proportionally to the number of months of ownership of the agricultural holding. The income calculated in such a way shall be divided into 12 months.
25. When determining the income from an agricultural holding, direct payments obtained under the Common Agricultural Policy of the European Union shall not be taken into account.
26. When determining the family income obtained from an agricultural holding, the area of the holding constituting the basis for the calculation of the agricultural tax includes leased

agricultural areas, with the exception of:

- 1) a partially or wholly leased out, on the basis of a contract of lease concluded pursuant to the provisions on the social insurance for farmers, agricultural holding owned by a family;
  - 2) an agricultural holding operating under an agricultural production cooperative;
  - 3) an agricultural holding leased out in connection with drawing a pension specified in the provisions on support for rural development from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund;
27. The agreement referred to in Section 26, item 1 of *the Regulations* shall be deemed to be a lease agreement concluded in writing for a period of at least 10 years and entered in Land and Property Register by a retired person or a pensioner (farmer) with a person who is not:
- 1) the lessor's spouse;
  - 2) his/her descendant or stepchild;
  - 3) descendant's or stepchild's spouse;
  - 4) the person living with the lessor in the same household;
  - 5) the spouse of the person living with the lessor in the same household.
28. When determining the income obtained by a lessee of an agricultural holding under a lease in accordance with the principles referred to in Section 26, item 1 of *the Regulations*, the income obtained from the agricultural holding shall be reduced by the rent paid for the lease.
29. When determining the family income obtained from an agricultural holding leased from the Agricultural Property Agency, the income obtained from the agricultural holding shall be reduced by the rent paid for the lease.
30. If in the calendar year from which the income is documented, there was the handing over of the agricultural holding which led to receiving of a structural pension, the income from the agricultural holding for the months before the handing over of the agricultural holding should be taken into account when determining the income in the doctoral student's family for that year and the structural pension for the remaining months of the year should be added.
31. If a family member earns income outside the territory of the Republic of Poland, it is calculated on the basis of the average foreign exchange rate announced by the President of the National Bank of Poland on the last working day of the calendar year from which the income of family members constitutes the basis for determining the right to a social scholarship.
32. If a family member obtains income outside the territory of the Republic of Poland, which he/she did not obtain in the calendar year constituting the basis



for determining the right to a social scholarship, the income shall be calculated on the basis of the average exchange rate on the last working day of the month following the month in which the income was obtained.

33. If a family member of a doctoral student applying for a financial assistance benefit is missing, the doctoral student submitting an application for such a benefit shall attach a certificate from the competent police unit about the acceptance of a report on the disappearance of a doctoral student's family member.
34. When determining the family income, the income earned by the missing doctoral student's family member shall not be taken into account, and when determining the income per family member, this family member shall not be taken into account.
35. When a doctoral student meets the conditions specified in the Act on Higher Education and Science (Art. 88, Section 2) for him/her to be considered financially independent, the income of the doctoral student's parents and siblings shall not be taken into account when determining his/her financial situation, but only the income of the doctoral student alone, his/her spouse and children.
36. In determining a doctoral student's financial independence, the source of a doctoral student's or a doctoral student's spouse's fixed income may include a remuneration under a contract of employment, as well as, inter alia: a pension following the death of a parent, the disability pension, alimony, regularly concluded mandate agreement, specific task agreement and the doctoral scholarship.
37. A fixed source of income means a generally uninterrupted source of income in a year, that is, for the last tax year for 12 months of the year. However, in special cases, the Institute may consider the source of income as fixed, e.g. when a doctoral student commences work later than in January, provided that the income from the last tax year shall be treated as income from 12 months when calculating the doctoral student's monthly income.
38. A fixed source of income is documented by providing, among other things, a certificate from the workplace regarding the employment, civil law agreements (mandate agreement, specific task agreement), decisions of a competent authority on awarding a pension, a court order awarding alimony, as well as certificates on the amount of income earned (certificates from the tax office, certificates from the workplace on the amount of income earned and other).
39. A doctoral student who has started his/her family and is not financially independent, and his/her spouse is not a doctoral student and does not have any source of income may receive a social scholarship on the basis of his/her parents' income. The doctoral student's family may then include his/her spouse and his/her child (children).
40. If a doctoral student marries after the calendar year from which the income is documented but before the day of submitting the application for financial assistance, the spouse's income for that year shall be taken into account to determine the right to a social scholarship.
41. The fact of getting married shall be documented with an abbreviated copy of the marriage certificate.

42. Each member of a doctoral student's family over 18 is required to submit a separate income certificate from the tax office (this also applies to persons who have the right to joint taxation) and a declaration on income not subject to tax.
43. A certificate on the amount of health insurance contributions shall be required from members of a doctoral student's family who, in the calendar year preceding the academic year, earned income indicated in the certificate from the Tax Office, subject to personal income tax pursuant to the principles specified in Articles 27, 30b, 30c and 30e of the Act of 26 July 1991 on Personal Income Tax.
44. If a doctoral student has been brought up in a foster family, once he/she has attained the age of majority, only the income earned by him/her shall be taken into account for scholarship purposes.
45. The legal guardian of a doctoral student's family shall be deemed to be the persons who can submit a family court judgment to prove it. In this case, the income of these persons shall be included in the income of the doctoral student's family.
46. A person who has been entrusted with the custody under the rules set out in the Act on Family Benefits, i.e. a person who actually takes care of a child, is considered to be the actual guardian if he or she has applied to the family court for adoption of the child.
47. A person who, by a court judgment, only supervises a member(s) of the doctoral student's family shall not be deemed to be the legal guardian of the doctoral student's family.
48. Members of the doctoral student's family, i.e. the household members or farmers who own the agricultural holding and are insured in Agricultural Social Insurance Fund are obliged to submit a declaration (the non-taxable income form) concerning whether they received sickness benefits on this account in the year from which the income is documented. Persons being insured in Agricultural Social Insurance Fund are obliged to submit a certificate confirming this insurance and the fact of drawing or not drawing sickness benefits on this account.
49. A doctoral student applying for financial assistance benefits shall submit the necessary originals of documents or certified copies thereof. A copy of the document necessary to determine the right to and payment of benefits may be certified by an employee of the Institute, a notary public or the institution which issued the document.
50. If the Scholarship Committee or Appeal Scholarship Committee has doubts about the awarded scholarship as to the circumstances affecting the right to the scholarship, the committee shall immediately notify the doctoral student receiving a scholarship of the necessity to provide explanations on the matter or to submit the necessary documents within a specified time limit, but no later than 14 days of the date of receipt of the request.
51. If one applies for a social scholarship in an increased amount for accommodation outside the permanent place of residence, one must submit a tenancy agreement or lending for use agreement. The agreement should be drawn up in writing and contain: date and place of drawing up the agreement, indication of the parties

- a tenant and landlord, specification of the premises to be leased, time for which the agreement is concluded; in the case of a tenancy agreement also the amount of rent.

52. In the case of termination of a tenancy agreement (lending for use agreement) by one of the parties, a doctoral student is obliged to notify the Institute about this within 7 days of the event.

53. In case of foreigners' income, income certificates issued abroad must be translated into Polish by a sworn translator.

**Detailed rules on awarding Director's award**  
(for the best doctoral students)

**§1**

1. The Director's award (for the best doctoral students) may be awarded to a doctoral student who has fulfilled at least one of the criteria listed in paragraph 4 of the Regulations on granting financial assistance benefits to doctoral students and is among the two highest-ranking doctoral students (from a given year of study in which he/she is included) on the ranking list of doctoral students applying for such award.
2. Criteria for creating a ranking list of doctoral students applying for the Director's award (for the best doctoral students) for the first-year students are consistent with the criteria for evaluating candidates:
  - a) up to 15 points shall be awarded for the assessment of the Master's studies determined on the basis of the average of grades obtained during the studies;
  - b) up to 20 points shall be awarded for previous scientific activity (participation in scientific conferences, publications);
  - c) up to 20 points shall be awarded for the opinion of an independent academic who is familiar with the candidate's scientific activity (e.g. Master's thesis supervisor);
  - d) up to 10 points shall be awarded for an application (including a covering letter);
  - e) up to 30 points shall be awarded for the scientific practice at a research institute;
  - f) up to 35 points shall be awarded for the opinion of the prospective research supervisor - project manager;
  - g) 20 points shall be awarded for the participation in the "Diamond Grant" programme;
3. The criteria for creating a ranking list of doctoral students applying for the Director's award (for the best doctoral students) for the second, third or fourth-year students of doctoral studies or a doctoral school:
  - a) points shall be awarded for achieving progress in scientific work and preparation of the doctoral dissertation:
    - 10 points shall be awarded for gaining a distinction at the Nencki Institute's Doctoral Conference summing up the past academic year;
    - 5 points shall be awarded for each oral presentation at a **national** conference or other scientific symposia, mini- symposia, trainings, workshops, national courses in the previous academic year (only if the person is the first author of the presentation and at the same time is the speaker. Being the second and subsequent author in a given presentation does not entitle to receive points);

-10 points shall be awarded for each oral presentation at an **international** conference or other scientific symposia, mini- symposia, trainings, workshops, international courses in the previous academic year (only if the person is the first author

of the presentation and at the same time is the speaker. Being the second and subsequent author in a given presentation does not entitle to receive points);

-3 points shall be awarded for each publication of the research results in the form of a conference poster at a **national** conference (if the person is the first author of a poster he/she is entitled to 3 points, if the second and subsequent author - 1.5 points),

-5 points shall be awarded for each publication of the research results in the form of a conference poster at an **international** conference (if the person is the first author of a poster he/she is entitled to 5 points, if the second and subsequent author - 2.5 points),

-15 points each shall be awarded for obtaining a travel grant for a conference, internship, workshop, foreign practice, as well as for obtaining funding from the entity organising or inviting to the events listed herein, taking place in the previous academic year (this category includes obtaining the ETIUDA grant);

-for managing a research grant in the previous academic year; 20 points shall be awarded for each of the grants obtained;

-for publication of an article in a journal included in the list of journals presented by the Ministry of Science and Higher Education, up to 20 points shall be awarded for each publication (the number of points depends on the number of Ministerial points and order of authorship. The full number of points is awarded for the first author's publications. For works as the second and subsequent author, half of the points are awarded according to the point threshold determined each year on the basis of the ministerial list);

Point threshold for the year 2020-2021

Ministerial points	Works as the first author	Works as the second and subsequent author
200 points	20 points	10 points
140 points	14 points	7 points
100 points	10 points	5 points
70 points	7 points	3.5 points
40 points	4 points	2 points
20 points	2 points	1 points

-20 points shall be awarded for each patent application or obtaining a patent on the method or result of scientific work;

-for taking part in the organisation of a scientific conference held in the previous academic year, 5 points shall be awarded (for each such event);

-a maximum of 30 points shall be awarded for documented work for the popularisation of science and social work for the Institute that took place during the previous academic year.

## §2

1. Doctoral students applying for the Director's award (for the best doctoral students) shall submit applications to the PhD Studies Office within the time limit specified in paragraph 4, Section 5 of the Regulations on granting financial assistance benefits to doctoral students. The application should be filled in on the computer and printed. Handwritten applications will not be accepted!
2. The application referred to in Section 1 of this paragraph should be completed by the second, third or fourth-year student with the documentation confirming the achievements and indicating which attachment confirms particular achievements. In the case of:
  - a. gaining the distinctions at the Nencki Institute's Doctoral Conference summing up the past academic year- **a written statement of the main organiser confirming this fact;**
  - b. giving an oral presentation at conferences or other scientific symposia, mini-symposia, trainings, workshops, courses - national and international - **a copy of the programme including information on the title of the presentation and the name of the doctoral student;**
  - c. publishing the research results in the form of a conference poster- **a copy of the programme including information on the title of the presentation and the name of the doctoral student;**
  - d. obtaining a travel grant for a conference, internship, workshop, foreign practice, as well as the funding from the entity organising or inviting to the events listed herein- **a letter or e-mail confirming the provision of funding/grant or a written statement from the entity providing the funding/grant;**
  - e. obtaining the research grant that he/she manages - **a copy of the decision on obtaining the grant or other document confirming this fact;**
  - f. publication of the article - **first page of the article;**
  - g. applying for/obtaining a patent - **confirmation of registration at the patent office;**
  - h. taking part in the organisation of a scientific conference- **a written declaration of one of the organisers, a copy of the programme including the name of the doctoral student or other document confirming this fact;**
  - i. documented work for the popularisation of science and social work for the Institute- **a written statement from the organiser, coordinator or other persons responsible for carrying out the initiative.**
3. Attachments can be printed and numbered, or clearly described and placed on a Google Drive shared drive. The Contest Committee should have access to the attachments in electronic form.

**Application for the Director's Award**  
 (for the best doctoral students)  
 in the academic year ...../.....

.....  
 Name and Surname, PESEL No.  
 .....  
 Address  
 .....  
 Phone, e-mail  
 .....  
 Year of studies  
 .....

**The Contest Committee\***  
 of Nencki Institute of Experimental Biology,  
 of the Polish Academy of Sciences

Supervisor .....

	<b>Doctoral student's progress in scientific work in the previous academic year</b>
<b>Year of studies</b>	
<b>Date of starting of the doctoral dissertation, - if applicable</b>	

<b>Criteria for granting the Director's Award (for the best doctoral students) for the</b>	<b>Doctoral student's progress in scientific work in the previous academic year</b>	<b>Points obtained</b>
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<p><b>second, third or fourth-year students</b></p>		
<p>gaining a distinction at the annual Nencki Institute's Doctoral Conference (if applicable)</p>		
<p>oral presentations at a national conference or other scientific symposia, mini- symposia, trainings, workshops, national courses</p>		
<p>oral presentations at an international conference or other scientific symposia, mini- symposia, trainings, workshops, international courses</p>		
<p>publication of the research results in the form of a conference poster at a national conference</p>		
<p>publication of the research results in the form of a conference poster at an international conference</p>		
<p>obtaining a travel grant for a conference, internship, workshop, foreign practice or funding from the entity organising or inviting to the event (if applicable)</p>		



research grant (if applicable)		
publications		
patent claims		
organising of a scientific conference (if applicable)		
documented work for the popularisation of science or social work for the Institute		

List of enclosed documents:

- 1 .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....
- 8 .....
- 9 .....
- 10 .....

.....  
(date and doctoral student's signature)

**APPLICATION FOR THE  
ALLOWANCE IN THE ACADEMIC YEAR ...../.....**

.....

Name and surname; PESEL No.

.....

Address

.....

Phone, e-mail

.....

Year of studies

**The Scholarship Committee\*  
of Nencki Institute of Experimental Biology PAS**

I apply for allowance in the amount of ..... zł, due to\*:

- death of a family member (father, mother, siblings, child):
- illness or injury suffered by a doctoral student or a family member (father, mother, siblings, child);
- fire;
- theft;
- flood
- other.....  
.....  
.....  
.....

\*delete as appropriate

**Reasons:**

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I hereby enclose the following documents\*:

1. family income statement
2. ....  
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3. ....  
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4. ....  
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5. ....  
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6. ....  
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7. ....  
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8. ....  
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9. ....  
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10. ....  
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*(place, date)*

.....

*(applicant's signature)*

DECLARATION

Cautioned about criminal responsibility for a crime under Art. 286 of the Penal Code  
- **"Whoever, in order to obtain financial gain, leads another person to unfavourable disposal of his/her or someone else's property by misleading him/her or**

by unfair profiting through his/her error or inability to properly understand the action taken shall be subject to imprisonment for a term of between 6 months and 8 years". - (Journal of Laws of 2020, item 1444) and on disciplinary responsibility under Art. 322, Section 1 of the Act of 20 July 2018 - The Law on Higher Education and Science (i.e. Journal of Laws of 2020, item 85 as amended)\*\* I hereby declare that:

- the information provided in the application and the documents supporting the application are accurate and complete.
- I have read the Regulations on granting financial assistance to doctoral students from the financial assistance fund.
- I submitted an application for financial assistance benefits for the academic year ...../..... only as a doctoral student at the Nencki Institute of Experimental Biology PAS.
- I have read Art. 281, Section 1 of the Act of 3 July 2018 - the 'Regulations Implementing the Act - the Law on Higher Education and Science (Journal of Laws of 2018, item 1669, as amended) and I declare that I am / am not\*\*\* a student of other doctoral programme (specify which one) ..... at the university/institute (specify which one).....

.....  
*(place, date)*

.....  
*(signature of the person making the declaration)*

**The rules for appointing the Scholarship Committee and Appeal Scholarship Committee as well as Contest Committee (also referred to as the Committees), the mode of operation and the rules of procedure in cases concerning the granting of benefits.**

**§ 1**

1. The Scholarship Committee and Appeal Scholarship Committee as well as Contest Committee shall, with regard to the financial assistance benefits defined in paragraph 1, Section 4 of the Regulations on granting of financial assistance benefits for doctoral students, grant a doctoral student the right to such benefits or refuse the right to such benefits by way of an administrative decision, or issue a decision revoking or amending it.
2. The decisions of the committees referred to in Section 1 shall include:
  - 1) the name of the committee;
  - 2) the date of issue;
  - 3) legal basis;
  - 4) the name and surname of the doctoral student;
  - 6) the address of the doctoral student;
  - 7) the decision;
  - 8) the amount of the benefit granted;
  - 9) justification;
  - 10) information on the possibility and method of submitting an appeal;
  - 11) the signature of the Head.

**§ 2**

1. Appeals against the decision of the Scholarship Committee and Contest Committee with respect to financial assistance benefits specified in paragraph 1 Section 4 of the Regulations on granting financial assistance benefits for doctoral students shall be considered by the Appeal Scholarship Committee which, by way of a decision, shall uphold the decision of the Scholarship Committee or revoke it in whole or in part and issue a new decision.
2. The decisions of the Appeal Scholarship Committee referred to in Section 1 shall include the points listed in paragraph 1 Section 2 of this Annex.
3. A doctoral student shall submit an appeal or application for reconsideration of the case within 14 days of the date of receipt of the decision.

**§ 3**

1. The Scholarship Committee, Contest Committee and the Appeal Scholarship Committee shall be appointed and dismissed by the Director of the Institute **at the request of the PhD Students' Council** from among doctoral students delegated by the competent body of the PhD Students' Council.

2. The Scholarship Committee, Contest Committee and the Appeal Scholarship Committee shall be composed of up to 5 persons, with the Scholarship and Contest Committee being the same.
3. The director of the Institute appoints two employees of the Institute and three doctoral students to work in the Scholarship Commission and two employees of the Institute and three doctoral students to work in the Appeal Scholarship Commission.

#### **§ 4**

One cannot be a member of both, the Scholarship Committee and the Appeal Scholarship Commission at the same time.

#### **§ 5**

1. Committees on matters concerning the granting of benefits referred to in paragraph 1 of the Regulations shall make decisions by a simple majority of votes in the presence of at least half of the total number of Committee members.
2. In the event of a tie, the vote of the Head or the Vice-Head replacing the Head at a meeting of the Commission shall prevail.

#### **§ 6**

If the right to benefits is granted on the basis of the applications of a doctoral student who is a member of a given Committee, the doctoral student shall be excluded.

#### **§ 7**

1. The activity of the committee shall be supervised by the Director of the Institute.
2. As part of the supervision, the Director of the Institute may overrule the decision of the Committee which is not in accordance with the provisions of the Act or the Regulations.

#### **§ 8**

The provisions of the Act of 14 June 1960 - Administrative Procedure Code (Journal of Laws of 2013, item 267, as amended) shall apply to proceedings before Committees.

#### **§ 9**

The Head of the Committee shall be appointed by the Director of the Institute.

#### **§ 10**

1. The Head of the Committee shall manage the work of the Committee.
2. The tasks of the Head shall include:
  - 1) convening and conducting Committee meetings;

- 2) proposing dates and agendas for subsequent meetings;
  - 3) taking and signing the minutes;
  - 4) providing the Director of the Institute with information and explanations in the scope covered by *the Regulations on granting financial assistance*.
3. At the first meeting, the members of the Committee shall indicate their e-mail addresses and telephone numbers and provide a specimen of their signatures.

#### § 11

The Committee shall hold meetings.

#### § 12

1. Minutes of the Committee meetings shall be taken.
2. Minutes of the Committee meetings shall be prepared and signed by the Head of the Committee.
3. Minutes of the Committee meetings shall include in particular:
  - 1) the date of the meeting;
  - 2) the agenda;
  - 3) the list of names of participants;
  - 4) comments on the minutes of the previous sitting;
  - 5) decisions of the Committee on the matters covered by the agenda;
  - 6) the signature of the Head of the Committee.
4. The minutes shall be accessible to all members of the Committee at the PhD Studies Office.

#### § 13

1. In special circumstances requiring an immediate decision of the Committee, the Head of the Committee or a Vice-Head may order voting by e-mail.
2. The Head, in the situation referred to in Section 1, shall determine:
  - 1) the deadline for sending information to the members of the Committee;
  - 2) the date of the decision made by the members of the Committee and the e-mail address to which the members of the Committee shall forward decisions on the subject of the vote;
  - 3) a detailed description of the subject matter of the voting;
  - 4) possible explanations;
  - 5) the deadline for submitting information on the results of the vote.

#### § 14

All doubts arising in connection with the application of the Regulations shall be settled on an ongoing basis by the Head of the Committee, and in respect of matters not covered by these Regulations, the members of the Committee shall each time settle the matter by way of a vote.



**Rules for allocation of funds for financial assistance for doctoral students  
and changes in the amount of benefits**

**§ 1**

1. The benefits referred to in paragraph 1, Section 4, item 1, 2, 4 of *the Regulations on granting financial assistance to doctoral students* shall be granted and paid as a part of the financial funds received by the Institute from the State budget subsidy from the part, which is administered by the minister responsible for higher education.
2. The amount of funds referred to in Section 1 shall be determined for a given calendar year by the minister responsible for higher education.
3. From the subsidy referred to in Section 2:
  - 1) max. 2 % of the subsidy shall be allocated to the Director's reserve,
  - 2) max. 0,2 % of the subsidy shall be intended to cover the costs of carrying out tasks related to the awarding and payment of scholarships and allowances.
4. At least 60% of the total funds allocated to social scholarships, social scholarships in an increased amount for housing allowances, scholarships for the disabled, allowances and Director's award (for the best doctoral students) shall be allocated to social scholarships and allowances referred to in paragraph 1 Section 1 and Section 2 of *the Regulations on granting financial assistance*.
5. The funds from the subsidies referred to in Section 2, excluding the amounts referred to in Section 3 and 4, shall be increased by any remaining funds from the previous subsidy.

