

REGULATIONS
FOR DETERMINING THE AMOUNT AND PAYMENT
|OF MATERIAL ASSISTANCE BENEFITS
FOR FULL-TIME AND PART-TIME STUDENTS
OF THE MANAGEMENT ACADEMY OF APPLIED SCIENCES IN WARSAW

General regulations

Acting on the basis of disposition of article 95 of the Act of July 20, 2018 - *Prawo o szkolnictwie wyższym i nauce* (t.j. Dz. U. of 2023, par. 742, as amended), hereinafter referred to as the “Act”, the Regulations for determining the amount and payment of material assistance benefits for full-time and part-time students of the Management Academy of Applied Sciences in Warsaw are adopted.

§ 1

1. The Management Academy of Applied Sciences in Warsaw, hereinafter referred to as „MANS”, establishes a fund for material aid for students. The fund is based on the resources allocated to MANS for this purpose from the state budget pursuant to paragraph 365 article 3 in conjunction with paragraph 413 of the Act.
2. From the fund referred to in article (1), a student may apply for the following benefits:
 - a. social scholarship;
 - b. scholarship for disabled persons;
 - c. Rector's scholarship;
 - d. financial aid.
3. Regardless of the resolutions of article 2, a student may apply for:
 - a. minister's scholarship;
 - b. a scholarship financed by a local government unit;
 - c. a scholarship for academic or sports performance financed by an individual or legal entity that is not a state or local government legal entity.

§ 2

1. The benefits referred to in §1 article 2 are granted at the request of the student.
2. The proper unit for submitting applications for social scholarship, Rector's scholarship for the best students, special scholarship for disabled persons and a financial aid is the Scholarship Committee and the Office for the Welfare of Students and People with Disabilities.
3. The scholarships referred to in §1 article 2 points a-c are granted for an academic year or for a semester, if the final year of study according to the study plan lasts for one semester, subject to §16 article 2.

§ 3

1. Receiving one scholarship does not exclude the student's right to apply for other benefits referred to in §1 article 2 and §1 article 3.
2. A student studying simultaneously several fields of study may receive the benefits referred to in §1 article 2 only in one, chosen field of study. A student may receive a benefit (e.g., social scholarship) in one field of study and another benefit (e.g., Rector's scholarship) in the other, including at another university. For this purpose, the student is required to submit a statement, which is attached as annex no. 14 to these Regulations.
3. A student sent to study at other universities in the country and abroad (e.g., Erasmus), may receive the benefits from §1, provided that he/she meets the conditions necessary to receive them.

§ 4

In addition to Polish citizens, the benefits referred to in §1 article 2 and 3 may be applied for by foreign students who meet the requirements of the applicable regulation.

1. A foreigner may apply for a social scholarship when:
 - a. has been granted a permanent residence permit or is a long-term resident of the European Union
 - b. has been granted a temporary residence permit due to the circumstances referred to in §159 article 1 or §186 article 1 point 3 or 4 of the Act of December 12, 2013, *o cudzoziemcach* (i.e., Dz. U. of 2023, par. 519, as amended);
 - c. has refugee status granted in the Republic of Poland or benefits from temporary or subsidiary protection in the territory of the Republic of Poland;

- d. holds a certificate confirming the knowledge of Polish as a foreign language, as referred to in §11 article 2 of the Act of October 7, 1999, *o języku polskim*, (i.e., Dz. U. of 2021, item 672), at least at the C1 language proficiency level;
 - e. has a Pole's Card (*Karta Polaka*) or has received a decision confirming Polish origin;
 - f. being the spouse, ascendant or descendant of a citizen of the Republic of Poland, residing in the territory of the country;
 - g. has been granted a temporary residence permit in connection with the circumstances referred to in §151 article 1 or §151b article 1 of the Act of December 12, 2013, *o cudzoziemcach*, or is in the territory of the Republic of Poland in connection with the use of short-term mobility of a scientist under the conditions specified in §156b article 1 of that Act, or holds a national visa for the purpose of scientific research or development work.
2. Foreign students who began their studies in Poland since the 2019/2020 academic year are entitled to apply for the remaining types of material assistance benefits, i.e.: the Rector's scholarship, scholarship for disabled persons and a financial aid.
 3. Foreign students who began their studies before October 1, 2019, are entitled to apply for scholarship benefits under then existing rules, resulting from the provisions of the Act of July 27, 2005. *Prawo o szkolnictwie wyższym*.
 4. The foreigners referred to in §3, undertaking and pursuing studies under the rules applicable to Polish citizens, may apply for benefits provided they meet at least one of the conditions:
 - a. they have been granted a permanent residence permit;
 - b. they have been granted a refugee status in the Republic of Poland;
 - c. they benefit temporary protection in the territory of the Republic of Poland;
 - d. are migrant workers and the citizens of a Member State of the European Union, the Swiss Confederation or European Free Trade Association (EFTA) – a signatory to The European Economic Area Agreement, as well as members of their families, if they reside in the territory of the Republic of Poland;
 - e. they have been granted a temporary residence permit on the territory of the Republic of Poland
 - f. they have been granted a temporary residence permit on the territory of the Republic of Poland in connection with the circumstance referred to in §127, §159 article 1 or §186 article 1 point 3 or 4 of the Act of December 12, 2013 *o cudzoziemcach*

- g. are citizens of Member State of the European Union or European Free Trade Association (EFTA) - a signatory to The European Economic Area Agreement, or the Swiss Confederation, as well as members of their families, with the right of permanent residence.
5. Foreign students referred to in §3 who have a valid Pole's Card (*Karta Polaka*) may receive benefits, provided that they undertook their studies under the rules applicable to Polish citizens.
6. Foreigners, referred to in §3, who are citizens of the Member States of the European Union, the Swiss Confederation or the European Free Trade Agreement (EFTA) – a signatory of The European Economic Area Agreement, as well as members of their families, having financial resources necessary to cover the costs of living during studies may receive the Rector's scholarship, as long as they have undertaken and are pursuing their studies under the rules applicable to Polish citizens. Such students are not entitled to a social scholarship, a scholarship for disabled persons, and a financial aid.
7. Foreigners referred to in §3, who have a residence card with the annotation “access to the labor market” or a Schengen visa or a national visa issued in order to work in the territory of the Republic of Poland, undertaking studies on a fee-paying basis or on the basis of international agreements in accordance with the rules set forth in those agreements, or by decision of the minister responsible for higher education, may receive the Rector's scholarship. Such persons are not entitled to a social scholarship, a scholarship for disabled persons, and a financial aid.

§ 5

The Rector of the Academy, in consultation with the Chancellor of the Academy and the Student Government, determines by a separate order:

1. the amount of monthly per capita income in the student's family entitling the student to apply for a social scholarship, which is not less than 1.60 of the amount specified in §8 article 1 point 2 of the *Act o pomocy społecznej* (i.e. Dz. U. of 2023, item 905 as amended) and greater than 1.60 of the sum of the amounts specified in §5 article 1 and §6 article 2 point 2 of the *Act o świadczeniach rodzinnych* (i.e. Dz. U. of 2023, item 390 as amended).
2. The way of documenting the student's financial situation.
3. The amount of scholarship for disabled persons.
4. The amount range of financial aid.

5. The amount of the Rector's scholarship.
6. Deadlines for submitting applications for a social scholarship, a scholarship for disabled persons, taking into account §17 article 2 of these Regulations, and the Rector's scholarship.

§ 6

1. For the 2023/2024 academic year, the application deadline is until October 15, 2023, and for recruitment for the summer semester until March 24, 2024.
2. In the case of submission of an application after the deadline established in accordance with §6 article 1, the student may receive the benefits listed in §1 article 2 if the application was submitted until the funds allocated for this purpose are distributed.

§ 7

Payments of financial assistance benefits

1. Implementation of student financial aid benefits is monitored by the Chancellor of the Academy and the Finance and Personnel Center.
2. The scholarships referred to in §1 article 2 points a-c shall be paid monthly for a period of nine months in an academic year, and when the education lasts a semester - monthly for a period of five months.
3. The benefits shall be paid monthly by the last day of a given month in the form of a transfer to the bank account indicated by the student. Scholarships for the months of October and November, as well as March and April, may be paid in total in December or May, respectively.
4. The total monthly amount of the social and the Rector's scholarships may not exceed 38% of the professor's salary (PLN 2,739.80)
5. Resources of the scholarship fund referred to in §365 article 3 in connection with §91 article 3 and §414 article 3 of the Act, spent in a given year on Rector's scholarships, constitute no more than 60% of the funds spent in a given year on Rector's scholarships, social scholarships and financial aid altogether.
6. The amount of scholarships may be changed (reduced) if the amount of funds allocated is insufficient to grant in full to all those who received benefits.

§ 8

Period for receiving material assistance benefits

1. The benefits referred to in §1 article 2 point a-d:
 - a. are available for first-cycle studies, second-cycle studies and long-cycle master's studies for a total period of **12 semesters**, regardless of whether the student receives them, provided that within this period benefits are available for studies:
 - first-cycle – no longer than 9 semesters,
 - second-cycle – no longer than 7 semesters;
 - b. are not available to a student holding a professional degree:
 - master's degree, master's degree in engineering or equivalent,
 - bachelor's degree, engineer's degree or equivalent, if he/she resumes first degree studies;
 - c. the period of **12 semesters** referred to in article 1 includes all semesters of study started by the student, including semesters falling during the period of leaves from classes, with the exception of semesters of consecutive first cycle studies started or continued after obtaining a bachelor's, engineer's or equivalent degree. In the case of education in more than one field of study, semesters taken simultaneously shall be treated as one;
 - d. if the disability arose during the course of study or after obtaining a professional degree, the student may receive the benefit referred to in §1 article 2 point b for a full cycle of education in consecutive fields of study (first and second cycle or for long-cycle master's studies), for a total of up to 12 semesters;
 - e. the provisions of article 1, points a-d apply to people with professional degrees obtained abroad;
2. A student applying for or receiving the benefit referred to in §1, article 2, point a, b and d shall immediately notify the academy about the occurrence of a circumstance causing the loss of the right to the benefit pursuant to §8, article 1, point b and c, and §93, article 2 and 3 of the Act.
3. The decision to grant the benefit referred to in §1, article 2, point a-d, expires on the last day of the month in which the student has lost the right to the benefit due to obtaining the degree referred to in §8, article 1, points b and d, has been removed from the list of students in the field of study where he or she received the benefit, or the period referred to in §8, article 1, points a and c has expired.

§ 9

Loss of right to material assistance benefits

1. The loss of the right to receive the benefits referred to in §1 article 2 and the Minister's scholarship shall occur in the event of:
 - a. defense of the diploma thesis and obtaining a degree;
 - b. removal from the list of students;
 - c. when the diploma exam takes place after the end of the last academic year in the course of study;
 - d. use of a three-month extension of the deadline for submission of the diploma thesis;
 - e. suspension from student rights as a result of a decision of the Disciplinary Committee.

§ 10

1. Pursuant to §447 of the Act, the benefits referred to in §1 article 2 and 3 are not available to students who are:
 - a. professional soldiers who undertook their studies on the basis of a referral by the competent military authority and received benefits in connection with their studies under the provisions on military service;
 - b. state workers including those in candidate service who have taken up studies on the basis of a referral or approval by a competent superior and have received benefits in connection with the study under the service regulations.

§ 11

1. A student who, after completing one field of study, continues studies in a second field of study shall not be entitled to the benefits referred to in §1 article 2, unless continues studies after completing a first cycle program in order to obtain a master's degree or equivalent, but not longer than for a period of **7 semesters**.
2. Students who:
 - a. are repeating a year of study, have resumed their studies after being removed from the list of students for failure to pass the year, do not receive the Rector's scholarship and the Minister's scholarship;

- b. are on leave, do not receive the Rector's scholarship, social scholarship, and special scholarship for disabled persons; they may receive an financial aid only if they are on leave granted due to childbirth or health problems, but for the reasons indicated in §21 article 1;
 - c. obtained a leave during the academic year - they do not receive the material assistance benefits referred to in point 2 from the month after obtaining the leave.
3. Students who have obtained grades in a retake mode or have passed examinations in a conditional mode may receive a social scholarship, special scholarship for disabled persons or financial aid only.
 4. Students on leave from the beginning of the semester may apply for the Rector's scholarship, social scholarship, and special scholarship for disabled persons. If a benefit is granted, the student obtains the right to receive it after returning from leave, until the end of the period for which it was granted.
 5. Payment of the benefits referred to in article 3 is made upon return from leave, starting from the next month after an application student submits to the Scholarship Committee is positively reviewed.

§ 12

Social scholarship

1. A student in a difficult material situation is entitled to a social scholarship.
2. The social scholarship is granted on the basis of a documented application of the student, the template of which is attached as annex no. 2 to these Regulations.
3. A full-time student in a difficult material situation may receive a social scholarship in an increased amount due to:
 - a. living in a student house or in a facility other than a student house, if the daily commute from the place of residence to the academy would make studying impossible or significantly difficult;
 - b. living with the student's non-working spouse or child in a student house or in a facility other than a student house.

§ 13

Rules for calculating the social scholarship

1. The basis for granting a social grant is the amount of net monthly per capita income in the family of a student.
2. The basis for calculating this income is the income of the student's family and the student from the tax year preceding the academic year for which the benefit is to be granted.
3. The monthly per capita income in the family of a student is calculated by summing 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 people in the student's family.
4. The calculation of income in the student's family is based on the income of members of the student's family after deducting the amounts paid for social security and health insurance contributions and tax due from taxable income.
5. Where income from farming is used to determine the amount of income entitling a student to apply for a social grant, such income should be determined on the basis of the area of agricultural land in hectares and the amount of average income from work on individual farms from 1 hectare, announced pursuant to §18 of the Act of November 15, 1984 *o podatku rolniczym* (i.e., Dz. U. of 2020, item 333) from the last calendar year preceding the academic year for which the grant is to be awarded. Income obtained from the farm and non-agricultural income is added up.

§ 14

1. The amount of monthly per capita income in the family of a student applying for a social grant is determined in accordance with the rules set forth in the Act of November 28, 2003 *o świadczeniach rodzinnych* (i.e., Dz. U. of 2023, item 390, as amended), except that when determining it, taken into account is income earned by:
 - a. student;
 - b. the student's spouse;
 - c. parents, legal or de facto guardians of the student;
 - d. the dependents of the persons referred to in the points a-c, including minor children, children studying up to the age of 26, and if the 26th year falls in the last year of study, until their graduation, and disabled children regardless of age;
2. The following income aren't taken into account:
 - a. the benefits referred to in §86 article 1, §359 article 1 and §420 article 1 of the regulations on higher education;
 - b. scholarships received by pupils, students and doctoral students under:

- European Union structural funds
 - non-reimbursable funds provided by member states of the European Free Trade Agreement (EFTA),
 - international agreements or implementation programs for these agreements, or international scholarship programs;
- c. material assistance benefits received by students under the provisions of the educational system;
- d. scholarships of a social character granted by entities referred to in §21 article 1 point 40b of the Act of July 26, 1991 *o podatku dochodowym od osób fizycznych* (i.e., Dz. U. of 2022, item 2647, as amended)
3. A student who does not have a joint household with any parent, legal guardian or de facto guardian may apply for a social scholarship without showing the income earned by these persons and their dependent minor children, children studying up to the age of 26, and if the 26th year falls in the last year of study, until their graduation, and disabled children regardless of age, if they meet one of the following conditions:
- a. is over 26 years of age;
 - b. is married;
 - c. has dependent children referred to in article 1 point 4;
 - d. has reached maturity while in foster care;
 - e. has a regular source of income and average monthly income in the previous tax year and in the current year in the months preceding the month of submitting a statement on not having a joint household with any parent, legal guardian or de facto guardian, is higher than or equal to 1.15 of the sum of the amounts specified in §5 article 1 and §6 article 2, 3 of the Act of November 28, 2003 *o świadczeniach rodzinnych* (i.e., Dz. U. of 2023, item 390 as amended), i.e. **PLN 932.80**.
4. The student referred to in article 3 shall submit a statement (Annex No. 13) that he/she does not have a joint household with any parent, legal or de facto guardian.
5. The student is obliged to immediately inform the Office for the Welfare of Students and People with Disabilities or the Scholarship Committee granting the benefit of any change in personal, income and property situation that is related to the basis for granting benefits.
6. The Rector, the Scholarship Committee or the Scholarship Appeal Committee shall refuse to grant a social scholarship to a student whose monthly income per capita in the family does not exceed the amount specified in §8 article 1 point 2 of the Act of March 12, 2004 *o pomocy społecznej* (i.e., Dz. U. of 2023, item 905, as amended), i.e., PLN 674.00 if

he/she does not attach to the application for granting a social scholarship a certificate from a social welfare center on his/her and his/her family's income and asset situation.

7. The Rector, Scholarship Committee or Scholarship Appeal Committee may grant a social scholarship to a student in the case referred to in point 6 if the reasons for not attaching to the application for a social scholarship a certificate from a social welfare center on the income and financial situation of the student and the student's family were justified and the student documented the family income.

§ 15

1. A detailed list of documentation required to determine the student's income and the rules for calculating the income of the student's family are contained in Annex No. 7 of these Regulations.
2. In justified cases, the Scholarship Committee or the Scholarship Appeal Committee, respectively, may request the provision of an opinion of a unit in the social welfare system responsible for determining the income and property situation of individuals and families and take it into account in the proceedings.
3. Where the circumstances of a matter affecting the assessment of the right to a social scholarship require confirmation by a document other than those listed in Annex No. 7 to these Regulations, the Scholarship Committee or the Scholarship Appeal Committee may require the submission of such a document.

§ 16

Scholarship for disabled persons

1. A scholarship for disabled persons may be granted to a student on ground of disability confirmed by a certificate from a relevant authority, taking into account article 2, upon submission of an application, the template of which is attached as annex No. 8 to these Regulations, together with a certificate from a relevant authority confirming the disability, referred to in article 3.
2. The scholarship for disabled persons shall be granted for the period of validity of the certificate confirming the disability, but no longer than for an academic year. The scholarship may be requested by a student who has:
 - a. a certificate of disability;
 - b. a certificate on the degree of disability;

- c. a certificate of total inability to work, inability to lead an independent life or partial inability to work, referred to in §5 of the Act of August 27, 1997 *o rehabilitacji zawodowej i społecznej oraz zatrudnianiu osób z niepełnosprawnościami* (i.e Dz. U. of 2023 r., item 100 as amended);
 - d. a certificate of classification in a group of disabled persons and a certificate of permanent or long-term inability to work, as referred to in §62 of the Act of August 27, 1997 *o rehabilitacji zawodowej i społecznej oraz zatrudnianiu osób z niepełnosprawnościami* (i.e Dz. U. of 2023 r., item 100 as amended).
3. The bodies authorized to issue disability determinations are Powiatowe Zespoły ds. Orzekania o Stopniu Niepełnosprawności (or other competent bodies), and disability determinations are the assessors of Zakład Ubezpieczeń Społecznych.

§ 17

1. If the disability certificate expires during the academic year, the scholarship shall discontinue from the month following the expiration of the certificate.
2. A scholarship for disabled persons may be granted during the academic year, once the disability is confirmed. The scholarship is then granted from the month in which the application was submitted, without the possibility of compensation for previous months.
3. In the case of expiration of the certificate referred to in §16, article 2, and obtaining them again as a continuation of the previous one, the right to the scholarship shall be established from the first day of the month following the month in which the previous certificate expired, provided the student meets the conditions for acquiring this benefit and has submitted an application for a scholarship for disabled persons within three months from the expiration of the previous certificate.
4. The scholarship for disabled persons is granted regardless of the student's financial situation.

§ 18

Rector's Scholarship

1. The Rector's scholarship may be granted to a student who has achieved outstanding academic results, scientific or artistic achievements, or sports achievements in international or national academic competition in the **previous academic year**.

2. A student who, after completing first cycle studies - engineering studies, continues to study for a second cycle supplementary master's degree may apply for the Rector's scholarship for the results achieved in the last semester of first cycle studies - engineering studies (for the 7th semester).
3. Outstanding academic results should be understood as a high grade average, which is determined by the Rector.
4. Academic achievements should be understood as:
 - a. active work in the student research group, i.e. significant elaborations or papers not included in the curriculum, confirmed by the group supervisor;
 - b. participation in scientific and research work, confirmed by the project manager;
 - c. confirmed scientific cooperation with other academic or scientific centers, including foreign ones;
 - d. periodic publications in journals, f.e. at MANS in Warsaw and other universities, institutes, etc.
 - e. active participation in scientific conferences, i.e. delivering a paper or presentation;
 - f. 1st, 2nd or 3rd place in Olympiads.
5. Artistic achievements should be understood as obtaining I, II or III place in final competitions and festivals.
6. Sports achievements should be understood as obtaining by the student I, II or III place in international or national academic competition - in final tournaments or the highest level of team competitions.
7. A student may apply for the Rector's scholarship by submitting an application by the deadline specified in §8 article 1 according to the template specified in annex no. 9 of these Regulations.
8. The minister's scholarship for outstanding achievements may be granted to a student who is particularly outstanding in studies or who has outstanding scientific, artistic or sports achievements.
9. The rector's scholarship or the minister's scholarship for outstanding achievements may also be applied for by a student of the first year, second-cycle studies commenced within one year from the completion of the first cycle study, who has met the criteria set out respectively in article 1 or 6 in the final year of the first cycle study.
10. The Rector's scholarship may be granted to a student admitted to the first year of study in the year of taking the matriculation exams, who is:

- a. a laureate of an international Olympiad or a laureate or finalist of a central-level Olympiad, as referred to in the regulations on the educational system;
- b. a medalist of a sports competition at least for the title of Polish Champion in a given sport, as referred to in the regulations on sports.

§ 19

Rules for granting the Rector's Scholarship

1. The Rector's scholarship may be granted to a student who, with the exceptions provided in §18 article 3, meets the following cumulative requirements:
 - a. has passed at least the first year of first cycle program or is studying in the first year of a second cycle program that started within a calendar year of completing first cycle program;
 - b. has passed all subjects within the first scheduled period and has obtained unconditional registration for the following academic year;
 - c. obtained an average of not less than 4.75 for the previous academic year;
 - d. by the end of the academic year, has completed all the conditions provided by the Academic Regulations, the study plan and curriculum, that are required to pass the year of study in a given field of study.
2. In calculating the grade average, marks from all:
 - a. passed exams in the first attempt;
 - b. graded credits entered in the credit form;are taken into account.
3. The Rector's scholarships are granted to no more than 10% of the number of all students in a given field of study.
4. In the event that several students applying for the Rector's scholarship obtain the same final grade average, which will not allow the designation of 10% of the group of students eligible for the scholarship, the date of application will be decisive for the grant.
5. The Rector of the Academy, in consultation with the Student Government, may determine a different average than that specified in article 1 point c, in case the number of students exceeds the requirements specified in article 3 and article 6.
6. The Rector's scholarship may be granted in two categories:

- a. Category I - when the grade average obtained in the previous academic year equals 4.90 - 5.00;
- b. Category II - when the grade average obtained in the previous academic year equals 4.75 - 4.89.

The amount of the benefit depends on the grade average obtained in accordance with points a and b.

7. The grade average is increased depending on the achievements obtained in the previous academic year:
 - a. academic achievements:
 - active work in the student research group, significant elaborations or papers not included in the curriculum, confirmed by the group supervisor - increases the grade average by 0.01 per the paper,
 - participation in scientific and research work, confirmed by the project manager - increases the grade average by 0.02,
 - confirmed scientific cooperation with other academic or scientific centers, including foreign centers - increases by 0.02 grade average,
 - periodic publications in journals, f.e. at MANS in Warsaw and other universities, institutes, etc - increases the grade average by 0.02,
 - active participation in scientific conferences, i.e. delivering a paper or presentation - increases the grade average by 0.02,;
 - b. artistic achievements:
 - achieving 1st, 2nd or 3rd place in competitions and festivals at the international or national level - increases the grade average by 0.20,
 - organization or participation in artistic events of the university, e.g., theater performances, etc. - increases the grade average by 0.10,
 - other, e.g., organizing cultural events and activities through volunteer work, committee work, etc. - increases the grade average by 0.01;
 - c. sports achievements:

obtaining the first, second or third place in international or national academic competition in final tournaments or the highest level of team competition:

 - World or European Championships - increases grade average by 0.25;
 - World or European Academic Championships - increases grade average by 0.20;
 - Polish Championships or Polish Academic Championships - increases grade average by 0.15;

- active participation in team competition in the highest national league - increases the grade average by 0.1.
8. The Rector's scholarship is not granted to a student who repeated a year of study in the previous academic year, unless by the end of that previous academic year the student has passed, in addition to the repeated year, another year of study. In other cases, a student may receive a scholarship for academic performance only on the basis of grades obtained in the academic year following the year in which he/she passed the repeated year of study.
 9. Students applying for the Rector's scholarship are required to timely submit a student book and documentation confirming academic, artistic or sports achievements.
 10. The basis for calculating the grade average of a student is taken into account only the subjects passed in the academic year preceding the one for which the Rector's scholarship is to be granted. Not taken into account are grades from out-of-curriculum subjects or passed in previous academic years, grades from program differences and the diploma seminar, as well as grades obtained from other fields studied.
 11. An out-of-curriculum subject is a subject that the student is not required to pass or is not allowed to pass by the study plan and curriculum of the field of study.

§ 20

Financial aids

1. A financial aid may be granted to a student who is temporarily in a difficult life situation due to fortuitous reasons.
2. The financial aid is granted at the request of the student. A template of the application is attached as annex no. 10 to these Regulations.

§ 21

1. Events that justify a student's application for a financial aid include, in particular, the death of a family member, serious illness of the student or a member of his immediate family, fire, flood and other random events.
2. The application for the financial aid must be submitted immediately, but no later than 90 days from the date of the event entitling the student to the benefit.
3. The events given by the student as the basis for applying for the aid must be documented.

§ 22

1. A student may receive a financial aid no more than twice in an academic year.
2. A student may not receive a financial aid twice due to the same event.

3. A student on leave granted for health reasons or for the birth of a child may receive an aid for the reasons indicated in §21 article 1.

§ 23

Minister's scholarship

1. The minister's scholarship for outstanding achievement may be granted to a student who is particularly outstanding in studies or who has outstanding scientific, artistic or sports achievements.
2. The Minister's Scholarship for Outstanding Achievements - in accordance with §359 section 1 and 2 of the Act of July 20, 2018, is granted by the minister responsible for higher education at the request of the rector of the academy, with the opinion of the Dean of the Faculty.
3. The scholarship is granted for an academic year.

§ 24

Scholarships awarded by local government units and scholarships for academic or sports performance financed by an individual or legal entity that is not a state or local government legal entity

1. A scholarship may be granted to a student by a local government unit.
2. The decision-making body of the local government unit determines:
 - a. type of scholarship;
 - b. criteria and method of granting the scholarship;
 - c. the maximum amount of the scholarship a student can apply for;
 - d. conditions for the scholarship.
3. The decision-making body of a local government unit may also determine the conditions for returning the scholarship and waiving the demand for its return..

§ 25

1. A scholarship for academic or sports performance may be awarded to a student by a natural person or a legal entity that is not a state or local government legal entity.
2. At the request of the person granting the scholarship referred to in article 1, the Minister = approves the rules for the grant.

§ 26

The procedure for issuing decisions and the organization and functioning of the Scholarship Committee and Scholarship Appeal Committee

Financial aid for MANS students is granted in accordance with the principle of equal access to financial aid benefits and transparency of the activities by the Scholarship Committee and the Scholarship Appeal Committee, while applying the provisions on the protection of personal data.

§ 27

1. The Rector, in coordination with the relevant bodies of the Student Government, appoints a Scholarship Committee and a Scholarship Appeal Committee for a period of an academic year.
2. The Scholarship Committee consists of two to five students delegated by the Student Government of the University and one to three administrative staff members designated by the Chancellor, but students must retain a majority of the Scholarship Committee and the Scholarship Appeals Committee.
3. Persons indicated in Article 24 of the Act of June 14, 1960, *Kodeks postępowania administracyjnego* (i.e Dz. U. of 2023, item 775, as amended) shall be excluded from participation in the work of the Commission on granting material assistance benefits.
4. In justified cases, in coordination with the relevant body of the Student Government, the Rector may dismiss a member of the Scholarship Committee or a member of the Scholarship Appeals Committee. The Rector shall appoint a new member in place of the recalled member in coordination with the com relevant body of the Student Government.
5. The Scholarship Committee and the Scholarship Appeals Committee, based on the delegation of authority of the Rector, performs the tasks of adjudicating the benefits referred to in §1 article 2 and of adjudicating these cases on appeal, respectively.
6. The members of the Scholarship Committee and the Scholarship Appeals Committee shall elect Chairpersons from among themselves. The election of the Chairpersons shall be by vote, by simple majority.
7. Decisions of the Commission referred to in article 5 are reached by a simple majority of votes with the participation of at least half of the members.

8. The main form of delivery of a decision issued by the Scholarship Committee or the Scholarship Appeals Committee shall be its personal reception by the student at the Office for the Welfare of Students and People with Disabilities and its branches.

§ 28

1. The benefits referred to in §1 article 2 are granted, withheld and withdrawn by the Scholarship Committee. A student has the right to appeal against the decision of the Scholarship Committee to the Scholarship Appeal Committee within 14 days from the date of receipt of the decision.
2. The Rector, in consultation with the Chancellor, in the course of supervising the work of the Scholarship Committee and the Scholarship Appeals Committee, shall revoke the decision of both Committees that are inconsistent with the law.

§ 29

1. Decisions of the Scholarship Committee and the Scholarship Appeals Committee shall be forwarded to students immediately by the Office for the Welfare of Students and People with Disabilities with the student certifying on the copy of the decision receipt of the original decision. Copies of the documentation are archived in the appropriate Dean's Office, in the student's personal file.
2. Lists of students who have or have not received material aid are posted on the University's website and posted on the notice board of the Scholarship Committee, with provisions in accordance with the Regulation of the European Parliament and of the Council (EU) 2016/679 of April 27, 2016 *w sprawie ochrony osób fizycznych w związku z przetwarzaniem danych osobowych i w sprawie swobodnego przepływu takich danych oraz uchylenia dyrektywy 95/46/WE* (General Data Protection Regulation), published in Official Journal of the EU L No. 119, p. 1 as amended.
3. Decisions referred to in article 1 shall be signed by the Chairperson of the Scholarship Committee or the Chairperson of the Scholarship Appeals Committee, respectively.

§ 30

1. If it is discovered that a student has received a benefit on the basis of false data, the Rector suspends the implementation of the decision on granting material aid.
2. Benefits unduly collected by the student are subject to repayment under disciplinary liability and shall be transferred to the material aid fund.

§ 31

1. Decisions issued by the Scholarship Appeals Committee are final.
2. The Rector in consultation with the Chancellor supervises the activities of the Scholarship Committee and the Scholarship Appeals Committee.

§ 32

Transitional and final provisions

In matters not regulated by the provisions of these Regulations, the provisions of the Act of July 20, 2018 *Prawo o szkolnictwie wyższym i nauce* and Regulations of Studies at the Management Academy of Applied Sciences in Warsaw shall apply.

§ 33

In procedural matters not regulated by these Regulations, the provisions of the Act of June 14, 1960, *Kodeks postępowania administracyjnego* (i.e., Dz. U. of 2023, item 775, as amended) shall apply.

§ 34

The regulations take effect on September 1, 2023.

dr hab. inż. dr h.c. Zbigniew Ciekanski
RECTOR
OF MANS IN WARSAW