*Appendix 1 to Regulation No. 104/2020*

*of the Rector of the University of Opole of 15 September 2020[[1]](#footnote-1)*

**RULES ON BENEFITS FOR STUDENTS AND DOCTORAL STUDENTS OF THE UNIVERSITY OF OPOLE**

Chapter 1

**General provisions**

**§ 1**

1. The Rules on benefits for students and doctoral students of the University of Opole - hereinafter referred to as the "Rules" - lay down:
	1. the rules of establishing the amount of benefits for students and doctoral students of the University of Opole;
	2. detailed criteria and procedures for granting benefits referred to in subsection 1, the manner of payment and accommodation;
	3. the manner of documenting a financial situation of students and doctoral students;
	4. the procedure for the appointment and composition of the Scholarship Committee for students and the Scholarship Appeal Committee for students;
	5. the procedure for the appointment and composition of the Scholarship Committee for doctoral students and the Scholarship Committee for doctoral students.
2. Terms used herein shall be understood to mean:
	1. doctoral student - a participant in doctoral studies referred to in Article 279(1) of the Act of 3 July 2018. - Implementation Provisions of the Act - Law on Higher Education and Science, admitted to the studies before the academic year 2019/2020;
	2. Hall - Hall of Residence of the University of Opole;
	3. Code of Administrative Procedure - the Act of June 14, 1960, Code of Administrative Procedure;
	4. Rector - Rector of the University of Opole;
	5. Rules - Rules on benefits for students and doctoral students;
	6. student - student of first-cycle, second-cycle or long-cycle studies;
	7. University - University of Opole;
	8. Personal Income Tax Act - the Act of July 26, 1991 on Personal Income Tax;
	9. Act on Agricultural Tax - the Act of November 15, 1984 on Agricultural Tax;
	10. Act on Social Welfare - the Act of March 12, 2004 on Social Welfare;
	11. Act on Rehabilitation - the Act of August 27, 1997 on Vocational and Social Rehabilitation and Employment of People with Disabilities;
	12. Act on Family Benefits - the Act of November 28, 2003 on Family Benefit
	13. Act on Higher Education and Science - the Act of July 20, 2018 - Law on

 Higher Education and Science;

* 1. Act implementing provisions of the Act - Law on higher education and

 science - Act of 3 July 2018 - Regulations implementing the Act - Law on

 higher education and science;

* 1. USOSweb - University Study Oriented System, available at:

 https://www.usosweb.uni.opole.pl .

**§ 2**

When granting benefits to students and doctoral students of the University of Opole, the principle of equal access to benefits by students and doctoral students should be followed.

**§ 3**

1. A student may apply for:
	1. maintenance grant;
	2. scholarship for the disabled;
	3. Rector's scholarship;
	4. aid.
2. The benefits referred to in subsection 1(1-4) shall be granted, inter alia, from the scholarship fund referred to in Article 412 of the Act - Law on Higher Education and Science, and the resources of the University of Opole.
3. The resources of the scholarship fund not used in a given budgetary year shall remain in the fund for the following year.
4. The distribution of funds allocated for students and doctoral students is made by the Rector in consultation with the Students’ Union and the Doctoral Students’ Union.
5. The subsidy spent in a given year on the Rector's scholarships shall account for no more than 60% of the total funds spent in a given year on the Rector's scholarships, maintenance grants and aid.
6. The total monthly amount of the scholarships referred to in subsection 1(1 and 3) may not be higher than 38% of the professor's remuneration.

**§ 4**

1. The benefits referred to in section 3 (1)(1-4) can be applied for by all students regardless of the mode of study (full-time, part-time) who are Polish citizens.
2. All students, regardless of the form of study (full-time, part-time), who are foreigners referred to in Article 324(2)(2-7) of the Law on Higher Education and Science may apply for the benefits referred to in section 3(1)(2-4).
3. All students, regardless of the form of study (full-time, part-time), who are foreigners referred to in Article 324(2)(2-8) of the Law on Higher Education and Science may apply for the benefits referred to in section 3(1)(1).

**§ 5**

1. The benefits referred to in section 3(1)(1-3) are granted to students for a period of nine months within an academic year, except when the final year of study, as provided for in the study plan, lasts one semester, or the first year of study begins in the summer semester, then the scholarship is granted for a period of four months, and in the cases referred to in section 10(5) and section 14(3).
2. Students who continue their studies at a foreign university under student exchange programmes, e.g. Erasmus+, are entitled to apply for benefits at the University.

**§ 6**

1. The benefits referred to in section 3(1)(1-4) are granted at first-cycle studies, second-cycle studies and long-cycle studies, however, not longer than for a period of 6 years.
2. A student who simultaneously follows several programmes may receive benefits only in one programme chosen by the student.
3. A student receiving a benefit is obliged to immediately notify the University of any circumstances influencing the entitlement to the benefit.
4. The rules set out in subsections 1-3 shall also apply to persons holding professional titles obtained abroad.
5. Applications for maintenance grant, scholarship for disabled students, Rector's scholarship, aid, and an income statement are generated in the USOSweb.

**§ 7**

1. Benefits are not due to:
	1. A student with a professional title, including one obtained abroad:
		1. MA, MEng, or equivalent;
		2. BA, BEng, or equivalent, if he or she resumes first-cycle studies.
	2. while waiting for the semester to be repeated;
	3. during the extension period for taking the diploma exam;
	4. if the period of study exceeds 6 years.
2. A student loses the right to benefits in the case of:
	1. graduation before the date specified in the study plan;
	2. removal from the register of students during an academic year;
	3. failure to complete a semester;
	4. taking a leave of absence from classes;
	5. obtaining benefits based on false data;
	6. resignation from studies;
	7. resignation from granted benefits;
	8. one of the conditions for granting benefits becoming invalid;
	9. being punished with a valid sentence of a disciplinary committee.
3. Payment of benefits shall be suspended from the following month, except for removal from the register due to failure to complete the winter semester (payment shall be suspended from March).

**§ 8**

1. If it is found that a student has obtained a benefit on the basis of false data or a false statement, the enforcement of the decision on the award of the benefit shall be withheld by discontinuing the payment of the benefit.
2. The benefits unduly collected by a student shall be returned under pain of disciplinary liability and shall be credited to the scholarship fund.
3. Granted benefits are paid by the 28th day of a month, with the proviso that the first payment of benefits in an academic year is made by the end of November together with an amount due for October.
4. The payment of benefits is conditional on the student collecting a decision on the award of benefits.
5. In justified cases, in consultation with the Students’ Union or Doctoral Students’ Union, the Rector may change the deadlines for payment of granted benefits.
6. Benefits are transferred to bank accounts of students and doctoral students. A student or doctoral student is obliged to provide a personal bank account number, which is to be entered into the USOSweb.

**§ 9**

1. The Rector - after obtaining an opinion of the Students' Union and the Doctoral Students’ Union of the University of Opole - establishes separately in the form of a regulation every year:
	1. the amount of income per person in the family of students and doctoral students entitling them to apply for a maintenance grant,
	2. rates of benefits referred to in section 3(1)(1-3) for students and doctoral students,
	3. the maximum amount of the benefit referred to in section 3(1)(4) for students and doctoral students.

Chapter 2

**Maintenance grant**

**§ 10**

1. A maintenance grant may be awarded to a student in a difficult financial situation.
2. A student applying for a maintenance grant is obliged to reliably and truthfully present and document his or her financial situation.
3. A student applying for a maintenance grant should complete a grant application form, income statement and attach all required documents in the USOSweb by the following deadlines:
	1. October 20 - for students who continue their studies and first-year students;
	2. 15 March (students admitted in the summer semester).
4. Applications for a maintenance grant submitted in September are treated as submitted by October 20 of a given year.
5. A student may submit an application for a maintenance grant also after the deadlines referred to in subsection 3. If an application together with all required documents is submitted in the USOSweb by the 10th day of a given month, the maintenance grant is awarded as of a given month without any compensation for previous months. Payment is made not later than by the end of the next month after submitting the application.

**§ 11**

1. The basis for granting a maintenance grant is the average net income per capita in a student’s family in the last tax year, i.e. from January 1 to December 31 of the year preceding the academic year, subject to section 12(5 and 7-12).
2. When establishing the amount of income entitling a student to apply for a maintenance grant, the income earned by the following persons is taken into account:
	1. the student;
	2. the student's spouse, as well as underage children who are dependent on the student or their spouse, children in education up to the age of 26, and if the age of 26 falls in the final year of studies, until their graduation, and children with disabilities, regardless of age;
	3. the student’s parents, legal or actual guardians and dependent on them underage children in education up to the age of 26, and if the age of 26 falls in the final year of studies, final year of studies, until their graduation, and children with disabilities, regardless of age;
3. A student may apply for a maintenance grant without proving the income earned by the persons referred to in subsection 2(3):
	1. if he or she does not run a joint household with any of his or her parents and confirms that fact in his or her statement and fulfils one of the following conditions:
		1. is over 26 years old,
		2. is married,
		3. has dependent children referred to in subsection 2(2),
		4. has reached the age of majority while in foster care,
	2. if he or she meets all the following conditions:
		1. had a regular source of income in the last tax year,
		2. has a regular source of income in the current year,
		3. his or her monthly income in the periods referred to in paragraphs a and b is higher than or equal to 1.15 of an amount set out in Art. 5(1) and the amount set out in Art. 6(2)(3) of the Act on Family Benefits,
		4. does not run a joint household with either of his or her parents, and will confirm that fact in a submitted statement.
4. In the case of a married student couple who do not have their own income, their financial situation is determined separately on the basis of the income of their parents, regardless of their place of residence.
5. The monthly income per capita in the student's family entitling to apply for a maintenance grant is calculated pursuant to the rules laid down in the Act on Family Benefits, taking into account subsection 3, with the proviso that income does not include:
	1. income referred to in Article 88(1)(2) of the Act on Higher Education and Science;
	2. income not mentioned in Article 3(1)(c) of the Act on Family Benefits, e.g. family benefits, additional allowances to family benefits, care benefits (nursing allowances, attendance allowances), social welfare benefits (permanent, periodical, purpose-specific allowances) and other;
	3. amounts allocated for alimonies paid by members of the student's family to other people.

**§ 12**

1. The basic documents conditioning the granting of benefits, including those confirming the income in the student's family are:
	1. an application form together with a current statement on the composition of the student's family within the meaning of Article 88(1)(1) of the Law on Higher Education and Science, hereinafter referred to as "family" and a statement that the student is not receiving benefits in another field of study or at another higher education institution;
	2. a certificate from the Tax Office on the amount of taxable income pursuant to the provisions of Articles 27, 30b, 30c, 30e, and 30f of the Personal Income Tax Act earned by all adult members of the family in the calendar year preceding the academic year - stating the income of a person running a business activity on the general rules and collaborating in the operation of such an activity; the income shall be understood as the amount confirmed by the Tax Office;
	3. a certificate from the Social Insurance Institution [ZUS] or from the employer of the student and family members receiving income, stating the amount of health insurance contributions actually paid in the calendar year preceding the academic year, with the payer and period of employment specified;
	4. a certificate from the Head of the Tax Office concerning the student or their family members who settle their accounts on the basis of the provisions on

flat-rate tax on certain incomes earned by natural persons containing information about: the form of tax paid, the tax rate, the amount of tax paid in the calendar year preceding the current academic year - if income from activities subject to taxation on the basis of the flat-rate income tax on some incomes earned by natural persons in the calendar year preceding the academic year is determined, the income announced annually by the minister competent for family matters shall be taken into account;

* 1. statements of adult family members and the student on earning or not earning income other than the income subject to personal income tax pursuant to the rules specified in Article 27, Article 30b, Article 30c, Article 30e and Article 30f of the Personal Income Tax Act, and in the event of earning income, certificates from relevant institutions on the amount of such income, including family benefits;
	2. a certificate of a competent commune authority, a payment order stating the size of an agricultural holding expressed in conversion hectares - the income is established on the basis of the area of agricultural land in conversion hectares for the preceding academic year and the amount of the average income from work in an individual agricultural holding and 1 conversion hectare, announced on the basis of Article 18 of the Act on Agricultural Tax;
	3. a lease agreement concluded in accordance with the provisions of the social insurance of farmers in the case of a lease of a part or all of an agricultural holding, a lease of an agricultural holding in connection with collection of an annuity specified in the provisions on support for rural development from funds originating from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund, and also a contract in the case of an agricultural holding brought into use by an agricultural production cooperative - when determining the family income obtained by a lessee of a farm leased according to the above mentioned rules, the income obtained from the agricultural holding is reduced by the rent paid for the lease, while when determining the family income obtained from an agricultural holding leased from the Agricultural Property Agency, the income obtained from the agricultural holding is reduced by the rent paid for the lease;
	4. a birth certificate or document confirming the age of siblings (student's children), certificates from schools of siblings (children) who are over 18 years old and certificates confirming the granting of family benefits;
	5. a copy of the court decision awarding alimony to family members or non-family members, or a copy of the minutes of the meeting containing the contents of the court settlement, or a copy of the settlement approved by the court and concluded before a mediator obliging to pay alimony to family members or non-family members, or a bailiff's certificate of partial or complete ineffectiveness of alimony enforcement, and the amount of enforced alimonies, or information of a competent court or a competent institution on taking actions by an entitled person related to execution of an enforcement title abroad or not taking such actions, in particular due to the lack of a legal basis for taking such actions or due to the impossibility for the entitled person to indicate the place of residence of the alimony debtor abroad, if the debtor resides abroad;
	6. decisions on cash benefits paid in the case of ineffective enforcement of

 alimony;

* 1. money orders or transfers documenting the amount of alimonies adjudged

 by a court verdict or court settlement for the benefit of persons from non-

 family members (this amount may be deducted from the student's family

 income);

* 1. a certificate from the employment office on the registration of an

 unemployed family member. If a student's parents do not work and are not

 registered in the employment office, it is necessary to document whether and

 where they are insured;

* 1. a copy of a final court verdict pronouncing a divorce or separation, a copy of

 a death certificate of a family member (originals to be inspected);

* 1. a full copy of the birth certificate of the student, siblings or children, if the

 father is unknown;

* 1. documents confirming the date of income loss and the amount of the lost

 income, if the household income has been reduced as a result of income loss

 by a family member (e.g. employment certificate, income remitter's certificate

 or PIT 11 issued by them, a certificate of registration of a family member as

 an unemployed person or a statement in the event of obtaining income from

 non-agricultural activity taxed according to the provisions on flat-rate

 income tax and a document confirming the de-registration of the activity;

* 1. a document stating the amount of income earned by a family member, and

 the number of months during which the income was earned, if the income

 was earned in the calendar year preceding the academic year. However, if

 the income was earned after the calendar year preceding the academic year,

 a document stating the amount of income earned by a family member from

 the month following the month in which the income was earned;

* 1. other documents, opinions and decisions relevant to the case, required by

 the provisions of the act on family benefits and executive regulations to the

 act;

* 1. declarations and written explanations of the student.
1. The Rector, Scholarship Committee or Scholarship Appeal Committee refuses to grant a maintenance grant to a student whose monthly income per capita in his or her family does not exceed the amount indicated in Article 8(1)(2) of the Act on Social Welfare if the student fails to submit an application for a maintenance grant with a certificate from a social welfare centre on the income and financial situation of the student and the student's family. A certificate which, instead of data on the income and financial situation of the student and his or her family, contains information that the family has not applied for or does not benefit from social welfare benefits has the same consequences as failure to present a certificate on the income and financial situation of the student and his or her family. Whenever a student and a foreigner cannot submit a certificate with the required contents, Article 88(5) of the Act on Higher Education and Science shall apply.
2. The Rector, Scholarship Committee or Scholarship Appeal Committee for students may grant a maintenance grant to a student in the case referred to in subsection 2 if the reasons for not enclosing a certificate from a social welfare centre concerning the income and financial situation of the student and the student's family with the application for a maintenance grant are justified and the student has documented the sources of income of the family.
3. A student who receives alimony is obliged, each time the decision setting the amount of alimony is changed, to present a current court decision awarding alimony or a copy of the minutes of the meeting containing the content of the court settlement or a copy of a settlement reached before a mediator and approved by the court. If the amount of the alimony received is lower than the amount specified in the court decision or court settlement, it is necessary to submit

money orders or transfers documenting the actual amount of received alimonies and a bailiff's certificate stating that the enforcement of alimonies is partly, or in the case of non-payment of alimonies - totally ineffective, as well as the amount of enforced alimonies or information of a competent court or a competent institution on taking actions by an entitled person related to the execution of an enforceable title abroad or not taking such actions, in particular due to the lack of a legal basis for taking such actions or due to the impossibility for the entitled person to indicate the place of residence of the alimony debtor abroad, if the debtor resides abroad.

1. In the case of a change in the family status which occurred in the calendar year preceding the academic year or thereafter, consisting in a change of family composition in connection with an order for alimony payments in favour of the student, the student's siblings or the student's child, the monthly amount of alimony ordered shall be taken into account in the income of the student's family. The composition of the family does not include the person of the parent from whom alimony was ordered and his or her income.
2. If a family member receives income outside the Republic of Poland, the income is converted on the basis of the average exchange rate announced by the President of the National Bank of Poland on the last working day of the previous calendar year.
3. The entitlement to a maintenance grant is determined anew during the academic year if:
	1. the number of family members increases or decreases, also due to the fact that a child in education has reached the age of 26, and a sibling or the student's child who reached the age of 18 left education during the academic year,
	2. income is lost or earned in situations listed in the Act on Family Benefits;
	3. the student's siblings or student's children, irrespective of the age, obtain

a disability certificate or equivalent, and if they remain dependent on the student's family, as well as in the event of losing such a certificate due to the end of the period for which the disability was determined or other reasons;

1. If a student's family member obtains income outside the Republic of Poland, which he or she did not earn in the calendar year constituting the basis for determining the right to a maintenance grant, the conversion is made on the basis of the average exchange rate from the last business day of the month following the month in which the income was obtained. A student is obliged to inform the Office of Academic and Student Affairs about any new income earned by him or her and family members in the calendar year preceding the academic year, and beyond that year if the income exists on the day of submitting an application for a maintenance grant, and also during the period of collecting a maintenance grant. If the income was earned in the calendar year preceding the academic year, when determining the income of the student's family, the income is divided by the number of months in which it was earned, if the income is earned on the day the eligibility for a maintenance grant is determined.
2. If the income was earned after the calendar year preceding the academic year, the income of the student's family shall be increased by the amount of the earned income of the month following the month in which the income was earned, if the income is earned on the day the entitlement to a maintenance grant is established.
3. If the family income increased by the income gained by a member of the student's family results in the loss or reduction of benefits - the benefits shall not

be granted or shall be reduced as of the month following the month in which the income was obtained.

1. In the event of loss of income by a member of the student's family in the calendar year preceding the academic year or after that year, before the entitlement to a maintenance grant is established, the lost income shall not be taken into account when determining the family income.
2. In the case of income loss, the eligibility for benefits is established as of the first

 month following the month in which the loss of income occurred.

1. The provisions on the loss and obtaining of income shall not apply to income

 from employment or other gainful employment and income from deregistration

 or starting non-agricultural business activity, if a family member lost income

 from these titles and within 3 months from the date of loss of income, earned

 income from the same employer or contracting entity and re-started non-

 agricultural activities.

1. A student receiving benefits is obliged to inform the Office of Academic and Student Affairs without delay about the occurrence of circumstances affecting the entitlement to benefits, in particular: about any changes occurring in the composition of his or her family, in the case of an increase or decrease in the number of family members, also due to a child in education who reached the age of 26, and about a sibling or the student's child who reached the age of 18 and left education during the academic year. In such cases, the eligibility for a maintenance grant is determined again during the academic year.

**§ 13**

1. In particularly justified cases a student may receive an increased maintenance grant.
2. Particularly justified cases referred to in subsection 1 shall include:
	1. serious illness of a student, their parents, siblings in the same household, or their own children,
	2. substantial losses as a result of a natural disaster;
	3. orphanhood.

Chapter 3

**Scholarships for the disabled**

**§ 14**

1. The scholarship for disabled students may be awarded to students who have a disability certificate, a certificate on the degree of disability or a certificate referred to in Art. 5 and Art. 62 of the Act on Rehabilitation, regardless of other benefits, for one study programme indicated by the student.
2. A student applying for a scholarship for disabled students fills in an application for a scholarship and attaches the certificate referred to in subsection 1 on the USOSweb platform by the following dates:
	1. October 20;
	2. March 15 (students enrolled in the summer semester);
3. A student submitting an application after the deadline referred to in subsection 2 may receive a scholarship for disabled students as of the month of submission if the application is received by the Office of Academic and Student Affairs by the 10th day of a given month without any compensation for the previous months. Payment is made not later than by the end of the next month after submitting the application.
4. In the event that the certificate referred to in subsection 1 has been issued for a specific period of time, payment of the scholarship for disabled persons shall be suspended as of the following month after expiry of that period.

In the event of submitting another certificate (continuing a previously issued certificate), payment of the scholarship is resumed from the month in which the scholarship was suspended if the student applies within 14 days of obtaining a new certificate (but not later than two months from the date of expiry of the previous certificate). If the time limit referred to in the previous sentence is exceeded, the grant is paid without compensation for previous months.

1. If a disability was diagnosed in the course of studies or after obtaining a degree, a student can receive a grant for disabled students only in one subsequent study programme, but not longer than for a period of 6 years.

Chapter 4

**Rector's Scholarship for the best students**

**§ 15**

1. The Rector's scholarship shall be awarded to a student after completing the first year of his or her studies with outstanding academic, scientific or artistic achievements, or competitive sporting achievements at least at national level, in accordance with the "Criteria for awarding the Rector's Scholarship of the University of Opole" constituting Appendix 1 to these Rules and “Commentary to the criteria for awarding the Rector's Scholarship" constituting Appendix 2 to these Rules, as established by a resolution of the Student Parliament.
2. A student in the first year of second-cycle programmes commencing within one year of the completion of his or her first-cycle programme who has fulfilled the criteria set out in subsection 1 in the final year of his or her first-cycle programme may also apply for the Rector's scholarship.
3. The rector's scholarship can be awarded to a student admitted to the first year of studies in the year of taking the maturity examination who is:
	1. a laureate of an international secondary school contest or the laureate or finalist of a secondary school contest at the central level, as referred to in the legislation on the education system;
	2. a medallist of a sports competition for at least the title of Polish Champion in a given sport, as referred to in sports regulations.
4. In the case of studies lasting 1.5 years, in the first year of studies the Rector’s scholarship is awarded for the summer semester of a given academic year and the winter semester of the next academic year, according to current scholarship rates in a given year.

**§ 16**

1. The Rector’s scholarship can be awarded to a student who passed all courses provided for by the study plan for a given academic year (not later than by the end of the resit period). A student studying simultaneously several fields of study may apply for the Rector’s scholarship only in one chosen field of study. If a student is studying on first-cycle and second-cycle programmes simultaneously, he or she can apply for a scholarship on the second-cycle programme only.
2. A student applying for the Rector’s scholarship submits an application in the USOSweb system together with scanned documents certifying scientific, artistic or sporting achievements.
3. A student is required to submit the original documentation at the request of the Committee,
4. Students of the first year of second-cycle studies, who completed their first-cycle studies at another faculty of the University or at another university,

shall attach to the application a certificate of the average grade obtained in the last two semesters of the first-cycle studies (Bachelor's or Engineer's studies).

1. The Rector’s scholarship is awarded to no more than 9.5% of students of each study programme with no breakdown into years, or the form (full-time, part-time, or evening), and with a breakdown into cycles of studies. In the case of programmes where the number of students is less than 10 the scholarship shall be granted to one person from among applicants from a given programme. The number of 100% students, which is the basis for determining a group of up to 9.5% of the best students in each field of study and mode of study (full-time and part-time studies), is determined on the basis of the number of students on the last day of submission of applications, deducting students starting their studies from the summer semester, who shall be taken into account to determine 100% of the total number of students in fields of study in the summer semester. When determining this number, the students referred to in section 17(3), are not taken into account.
2. In order to be awarded a scholarship, students must have an arithmetic mean of grades not lower than 4,000. The condition for receiving a scholarship is to reach the grade average not lower than 4.000, in accordance with Appendix 1 hereto. The requirement of the minimum grade average in the leading programme does not apply to students applying on the basis of their sporting achievements (i.e. high sports scores in international or national competitions). However, if the requirement of a minimum average grade is met by the above-mentioned students, the points for that average shall be awarded. On this basis, a ranking list of students with the highest number of points is determined.
3. If the number of students with the highest number of points entitled to receive the Rector's scholarship exceeds 9.5%, the order on the ranking list of students (with the same number of points) is determined on the basis of:
	1. the individual grade average for the last semester; If this criterion fails to determine the difference, previous semesters are taken into account;
	2. individual average for the summer semester - for students who completed the first year.
	3. for students applying in the summer semester - individual average for the winter semester.
4. The arithmetic mean of a student's grades shall be calculated from all grades of courses completed in the previous year of study to three decimal places, according to the mathematical rounding rule.
5. The grade average achieved by a first-year student of second-cycle studies on the scale with the highest grade of 6.0 or 5.5 shall be replaced by the equivalents converted using the following formula:
	1. the grade scale 2 - 5.5: UO average= 6/7 \* average + 2/7
	2. the rating scale 2 - 6: UO average = ¾ \* average + ½, where:
		1. the UO average means the average of grades on the University's scale (the final average we want to obtain);
		2. the average means the grade average of the candidate calculated on the basis of his or her transcript of records and certificate from the previous university.
6. Within the time limit specified in the schedule prepared by the Office of Academic and Student Affairs, a student is obliged to verify the points awarded to him or her in the USOSweb and to report any reservations to the University Scholarship Committee for students.

**§ 17**

1. The Rector's scholarship for the best students is not available to the student:
	1. who is repeating a semester/year of studies,
	2. who is continuing studying on the basis of a conditional entry,
	3. who failed to complete the previous academic year studying at the University, with the exception of first-year students of the second degree, who started the second-cycle studies within one year of completing their first-cycle studies,
	4. due to reasons referred to in section 7(1),
	5. who has received a disciplinary sanction.

Chapter 5

**Aid**

**§ 18**

1. The aid is a non-repayable form of material assistance which can be granted to a student who is temporarily in a difficult life situation, and in particular because of the following circumstances:
	1. unfortunate accident
	2. serious illness of parents, siblings in the same household, spouse or their own children,
	3. substantial losses as a result of a natural disaster,
	4. birth of a child (if both parents are students of the University, one of them is entitled to the aid);
	5. death of a person from the closest family (parents, siblings in the common household, husband, wife, children).
2. A student cannot receive the aid twice under the same situation.
3. A student applying for aid shall submit an application on the USOSweb platform together with documentation confirming the occurrence of the event which caused the difficult situation.
4. The application for aid shall be submitted without delay, but not later than within 6 months from the date of the event giving entitlement to the benefit. In the case of students enrolled in the first year of studies, they may not indicate in the application for aid an event occurring before the date of matriculation.
5. A student may be granted aid only in one field of study indicated by the student, not more than twice in a given academic year.

Chapter 6

**Benefits for doctoral students**

**§ 19**

In the period between the entry into force of these Rules and December 31, 2023, the provisions of Chapter I and the provisions concerning the granting of benefits to students referred to in section 3(1)(1, 2 and 4) shall apply accordingly to doctoral students who commenced their doctoral studies before the academic year 2019/2020.

Chapter 7

**Rector's scholarship for the best doctoral students**

**§ 20**

1. The (Rector's) scholarship for the best doctoral students in the third and consecutive years of doctoral studies may be awarded to a doctoral student who was placed in the group of the best doctoral students in a given year and completed in due time the year of studies preceding the award of the scholarship and fulfilled all of the following requirements:
	1. obtained grade average for the entire academic year not lower than 4.0;
	2. demonstrated progress in scientific work and preparation of a doctoral dissertation;
	3. demonstrated, during the doctoral studies, particular involvement in the teaching work (if doctoral students were allowed to teach classes);
	4. obtained at least 22 ranking points awarded by the relevant Scholarship Committee considering the application.
2. An application for the (Rector's) scholarship for the best doctoral students together with a set of documents confirming relevant achievements shall be submitted to the Head of Doctoral Studies by 15 October of each year.
3. The (Rector's) scholarship for the best doctoral students is awarded in three groups comprising participants in doctoral programmes at individual faculties, according to the following division:
	1. group one - Faculty of Social Sciences, Faculty of Political Science and Social Communication, and Faculty of Theology;
	2. group two - Faculty of Philology;
	3. group three - Faculty of Mathematics, Physics and Computer Science, Faculty of Natural Sciences and Technology and Faculty of Chemistry.
4. Assessment of doctoral achievements confirming fulfilment of the conditions referred to in subsection 1(1-3) shall be conducted on the basis of criteria separate for each group, taking into account its specific nature. The list of criteria, the scoring and the manner of documenting achievements are specified in application forms, separate for each group, which constitute:
	1. application template for the first group referred to in subsection 3(1)- constitutes Appendix 5 hereto;
	2. application template for the first group referred to in subsection 3(2)- constitutes Appendix 6 hereto;
	3. application template for the first group referred to in subsection 3(3)- constitutes Appendix 7 hereto;
5. Each group referred to in subsection 3 shall be awarded funding taking into account its size as of 31 October of the year in which the scholarship is awarded.
6. The (Rector's) scholarship for the best doctoral students shall be awarded in accordance with a ranking list, separate for each group referred to in subsection 3(1-3), drawn up by the relevant Scholarship Committee for doctoral students considering applications.
7. A ranking list shall be compiled after considering applications for the (Rector's) scholarship for the best doctoral students. It shall be published on the website of the Doctoral Students' Union.
8. Ranking points are awarded in accordance with the formula specified in application forms referred to in subsection 4.
9. Within 7 days of the publication of the ranking lists referred to in section 3, doctoral students who have been awarded the (Rector's) scholarship for the best doctoral students shall be obliged to check whether they have been placed on the list, and to submit any reservations to the Scholarship Committee for doctoral students.
10. In order to apply for the (Rector's) scholarship for the best doctoral students for a given academic year, the following conditions have to be fulfilled:
	1. timely completion of the previous academic year, for which the grade mean is calculated;
	2. obtaining full registration for the next academic year;
	3. having no disciplinary record;
	4. in the case of doctoral students extending the duration of their studies - having an open doctoral thesis.
11. The (Rector's) scholarship for the best doctoral students cannot be awarded for a repeated year.

Chapter 7

**Accommodation in Hall of Residence**

**§ 21**

1. A student may apply for accommodation in a Hall of Residence.
2. A student may also apply for accommodation for their spouse and child in a Hall of Residence.
3. A student requesting accommodation referred to in subsections 1 and 2 submits an application at the Hall od Residence according to the template in Appendix No. 4 hereto by the following deadlines:
	1. June 30 (students I-IV);
	2. September 20 (students enrolled for the 1st year before matriculation).
4. The granting of a place in a Hall od Residence for persons referred to in subsection 3 is based on:
	1. basic criterion: the amount of net income per capita in the student's family in the last year;
	2. auxiliary criterion: distance between the University and the student's place of permanent residence.
5. The criteria referred to in subsection 4, when considering applications referred to in subsection 3, are taken into account in the ratio of 70% (basic criterion) and 30% (auxiliary criterion).
6. In addition, a place in a Hall of Residence may be further granted due to:
	1. bad health;
	2. single parenthood;
	3. active participation in activities for the benefit of the academic community.

**§ 22**

1. A shared family room is available if one of the spouses has been assigned a place in a Hall of Residence.
2. A student may apply for accommodation in a student Hall of Residence for the student's non-working spouse or child.

**§ 23**

1. Places in single rooms are available first to students:
	1. who are single parents,
	2. due to poor health condition,
	3. who achieve outstanding academic results,
	4. for active work for the university and academic community.
2. Places in single rooms are allocated at the request of a student by the Committee for the allocation of places in halls of residence for a period of one academic year, after prior granting a right to accommodation in halls of residence.
3. Within the limit, accommodation in halls of residence is granted to foreign students and students of the Erasmus+ and MOST programmes.
4. Accommodation in halls of residence may be obtained by persons who do not fulfil the conditions stipulated in section 21 within the quota of vacant places.

**§ 24**

1. Accommodation in halls of residence is granted for an academic year.
2. By May 31 of a given academic year, a student is obliged to submit a written declaration to the administration of the Hall regarding the continuation of the use of accommodation in the Hall in the next academic year.
3. Failure to do so is tantamount to resignation from the allocated place.

**§ 25**

1. The Committee for allocation of accommodation in Halls of Residence is appointed by the Rector after obtaining the opinion of the Students' Union of the University of Opole.
2. The Committee for allocation of accommodation in Halls of Residence is composed of representatives delegated by the Students' Union and the Head of the campus.
3. The Committee shall consist of at least 3 members.
4. The Committee shall consider submitted applications referred to in section 21(3).
5. With the approval of the Vice-Rector for Academic and Student Affairs, the Head of the campus grants accommodation in halls of residence during the academic year in the event of vacancies.
6. The head of the campus announces lists of students who have been allocated places in halls.
7. The documentation submitted by students is collected and stored by the Administration of Halls of Residence.
8. Students who have been refused accommodation have the right to submit a written appeal to the Vice-Rector for Academic and Student Affairs via the Head of the campus within 14 days of receiving the decision of the Committee.

**§ 26**

1. The fee for accommodation in a Hall of Residence is set by the Rector in consultation with the Students' Union and is based on a calculation of the maintenance costs of Halls (excluding refurbishment costs).
2. The payment for accommodation in the Seminary House for students of the Higher Theological Seminary is governed by separate regulations of the University's Faculty of Theology.

**§ 27**

Detailed rules on the use of accommodation in Halls by students, rights and responsibilities of the residents of the Halls of Residence are contained in the Rules of Halls of Residence of the UO.

Chapter 7

**Procedure for issuing decisions and organisation and operation of Scholarship Committees for students**

**§ 28**

1. The benefits referred to in section 3(1)(1-4) are granted by the Rector upon a written application of a student.
2. At the written request of the competent body of the Students' Union, the Rector shall delegate the powers concerning the granting of benefits referred to in section 3(1)(1-4)to the Scholarship Committee for students, and appeals against decisions given by the Scholarship Committee for students to the Scholarship Appeal Committee for students.

**§ 29**

1. The Scholarship Committee for students is appointed by the Rector. The Scholarship Committee for students shall consist of:
	1. 12 students - delegated by the relevant Students' Union body, one from each faculty;
	2. 4 employees of the University of Opole selected by the Chancellor
2. The Scholarship Appeal Committee for students is appointed by the Rector. The Scholarship Appeal Committee for students consists of:
	1. 6 students - delegated by the competent body of the Students' Union;
	2. 3 employees of the University of Opole.
3. The members of the Scholarship Committee for students may not sit on the Scholarship Appeal Committee for students.
4. The committees referred to in sections 1 and 2 are appointed for a four (4) year term coinciding with the term of office of the rector, with the proviso that students are appointed for one academic year.
5. The Chair and Vice-Chair of the Scholarship Committee for students are elected by the members of the Committee from among their number, after obtaining an absolute majority of votes.
6. The Chair of the Scholarship Appeal Committee for students is appointed by the Rector.
7. The Rector, ex officio or at the request of the Students' Union, may dismiss the Chair of the Scholarship Appeal Committee for students and appoint another person in their place.

**§ 30**

1. Rules for meetings and decision-making of the Committees referred to in section 29:
	1. the Committees are obliged to keep minutes of their meetings,
	2. the Committees shall observe the principles of equal access to material aid benefits and openness of actions in the works of the Committees, while respecting personal data protection;
	3. decisions of the Committees shall be taken by a majority of the votes of those present at a meeting of the Committees;
	4. in the event of an even vote, the Chair shall have the casting vote and in the event of his or her absence or inability to perform his or her duties, the Vice-Chair shall have the casting vote.
2. Rules for issuing and delivering the Committee's decisions referred to in section 29:
	1. decisions issued by the Scholarship Committee for students and the Scholarship Appeal Committee for students shall be issued in the form of an administrative decision, within the meaning of the provisions of the Code of Administrative Procedure, to be signed by the Chairs of those Committees or the Vice-Chairs authorised by them;
	2. decisions referred to in section 1 shall be issued within one month of the receipt of a complete application,
	3. decisions are issued in two copies - one copy is delivered to the student via electronic means of communication in the USOSweb and signed with a qualified electronic signature in the USOSweb. A student shall be informed about the above by a message sent to the electronic mail address (e-mail address) indicated in the application. The other copy of the decision together with the confirmation of its receipt by the student is kept in the student's scholarship documentation.
	4. students are informed about the fact that the application has been considered and about the date and manner of collecting the administrative decision on the websites of the faculties and the Office of Academic and Student Affairs as well as via e-mail;
	5. if a student does not collect the decision within a maximum of two weeks of its issuance, it shall be sent against a receipt to the address indicated by the student with the effect of delivery,
	6. scholarships granted to a given student shall be paid only after the decision concerning a given grant becomes final and binding.
3. A student may appeal against the decision of the Scholarship Committee for students to the Scholarship Appeal Committee for students within 14 days of its receipt.
4. Appeals against the decision of the Scholarship Committee for students to the Scholarship Appeal Committee for students should be filed via the Scholarship Committee for Students in the Office of Academic and Student Affairs.
5. A student may lodge a complaint against the decision of the Scholarship Appeal Committee for students with the Voivodeship Administrative Court within 30 days of its receipt. The complaint shall be filed via the Scholarship Appeal Committee for students in the Office of Academic and Student Affairs.

**§ 31**

1. Within the framework of supervision - conducted in the Office of Academic and Student affairs - the Rector overrules a decision of the Scholarship Committee for students or the Scholarship Appeal Committee that is inconsistent with law.
2. The administrative service of the Scholarship Committee for students and the Scholarship Appeal Committee for students is provided by the Office of Academic and Student Affairs, in particular with regard to:
	1. completing applications,
	2. formal verification of applications,
	3. preparing a draft decision and submitting it together with the application to the Committee,
	4. preparing a decision,
	5. delivering a decision to the applicant,
	6. receiving and completing appeals and forwarding them to the Committee,
	7. delivering decisions on appeals.
3. The Director of the Office of Academic and Student Affairs of the UO performs formal and legal supervision, in particular, in the scope of proper conduct of proceedings and the issuing of decisions, and carries out the assessment of the proceedings.

Chapter 8

**Procedure for issuing decisions, and organisation and operation of scholarship committees for doctoral students**

**§ 32**

1. The benefits referred to in section 3(1)(1-4) shall be granted by the Rector upon a written application of a doctoral student.
2. At the written request of the competent body of the Doctoral Students' Union, the Rector shall delegate the powers concerning the granting of benefits referred to in section 3(1)(1-4)to the Scholarship Committee for doctoral students, and appeals against decisions given by the Scholarship Committee for doctoral students to the Scholarship Appeal Committee for doctoral students.

**§ 33**

1. The Scholarship Committee for doctoral students shall be appointed by the Rector. The Scholarship Committee for doctoral students shall be composed of:
	1. at least one representative of doctoral students from each doctoral programme conducted at the University of Opole - delegated by the appropriate body of the Doctoral Students’ Union;
	2. head of doctoral studies appointed by the Rector.
2. The Scholarship Appeal Committee for doctoral students shall be appointed by the Rector. The Scholarship Appeal Committee for doctoral students shall be composed of:
	1. at least one representative of doctoral students from each doctoral programme conducted at the University of Opole - delegated by the appropriate body of the Doctoral Students’ Union;
	2. head of doctoral studies appointed by the Rector.
3. Members of the Scholarship Committee for doctoral students may not sit on the Scholarship Appeal Committee for doctoral students.
4. The committees referred to in subsections 1 and 2 shall be appointed for one academic year.
5. The chair and vice-chair of the Scholarship Committee for doctoral students and of the Scholarship Appeal Committee for doctoral students shall be elected by the members of the Committees from their number after an absolute majority of votes has been obtained.

**§ 34**

1. Rules for meetings and decision-making of the Committees referred to in section 33:
	1. the Committees are obliged to keep minutes of their meetings,
	2. the Committees shall observe the principles of equal access to material aid benefits and openness of actions in the works of the Committees, while respecting personal data protection;
	3. decisions of the Committees shall be taken by a majority of the votes of those present at a meeting of the Committees;
	4. in the event of an even vote, the Chair shall have the casting vote and in the event of his or her absence or inability to perform his or her duties, the Vice-Chair shall have the casting vote.
2. Rules for issuing and delivering the Committee's decisions referred to in Section 33:
	1. decisions issued by the Scholarship Committee for doctoral students and the Scholarship Appeal Committee for doctoral students shall be issued in the form of an administrative decision, within the meaning of the provisions of the Code of Administrative Procedure, and shall be signed by the Chairs of these Committees or the Vice-Chairs authorised by them;
	2. decisions shall be issued within one month of the receipt of a complete application,
	3. decisions shall be issued in two copies - one copy shall be delivered to the doctoral student against a receipt. the other copy of the decision with the confirmation of receipt is kept in the doctoral student's scholarship documentation;
	4. doctoral students are informed about the fact of considering their application and about the date and manner of collecting administrative decisions of the Committee on the websites of the Doctoral Students' Union and the Office of Academic and Student Affairs
	5. if a doctoral student does not collect the decision within a maximum of two weeks of its issuance, it shall be sent against a receipt to the address indicated by the doctoral student with the effect of delivery,
	6. scholarships granted to a given doctoral student shall be paid only after the decision concerning a given grant becomes final and binding.
3. A doctoral student may appeal against the decision of the Scholarship Committee for doctoral students to the Scholarship Appeal Committee for doctoral students within 14 days of the receipt of the decision.
4. Appeals against the decision of the Scholarship Committee for doctoral students to the Scholarship Appeal Committee for doctoral students should be submitted via the Scholarship Committee for doctoral students.
5. A doctoral student may lodge a complaint against the decision of the Scholarship Appeal Committee for doctoral students with the Voivodeship Administrative Court within 30 days of the receipt of the decision. The complaint should be submitted via the Scholarship Appeal Committee for doctoral students.

**§ 35**

1. Within the framework of supervision - conducted in the Office of Academic and Student affairs - the Rector overrules a decision of the Scholarship Committee for doctoral students or the Scholarship Appeal Committee that is inconsistent with law.
2. The administrative services for the Scholarship Committee for doctoral students and the Scholarship Committee for doctoral students shall be provided by the Office of Academic and Student Affairs in the scope of the benefits referred to in section 3(1)(1, 2 and 4), in particular with respect to:
	1. completing applications,
	2. formal verification of applications,
	3. preparing a draft decision and submitting it together with the application to the Committee,
	4. preparing a decision,
	5. delivering a decision to the applicant,
	6. receiving and completing appeals and forwarding them to the Committee,
	7. delivering decisions on appeals.
3. The Director of the Office of Academic and Student Affairs of the UO performs formal and legal supervision, in particular, in the scope of proper conduct of proceedings and the issuing of decisions, and carries out the assessment of the proceedings.

Chapter 9

**Final provisions**

**§ 36**

1. In matters not regulated by these Rules, the provisions of the Act on Higher Education and Science, the Act on Family Benefits and the Code of Administrative Procedure are applicable.
2. In matters not regulated by these Rules or by the provisions of the Act on Higher Education and Science, the Act on Family Benefits and the Code of Administrative Procedure as well as in disputable issues, the decision is made by the Rector.
3. The Rector is entitled to provide the binding interpretation of the provisions of these Regulations.
4. The Rector supervises the observance of the provisions of these Rules.
1. As amended by section 1(1) of Regulation No. 117/2021 of the Rector of the University of Opole of September 15, 2021 on amending and issuing the consolidated text of Regulation No. 104/2020 of the Rector of the University of Opole on rules on benefits for students and doctoral students of the University of Opole. [↑](#footnote-ref-1)