

Regulations

for granting financial aid to doctoral students at Poznan University of Technology

I. General Provisions

§ 1

1. A doctoral student of the Poznan University of Technology may apply for a financial aid grant granted by the Rector upon the doctoral student's request, except as provided in § 2 sec. 1.
2. The granting or denial of financial aid shall be made by way of an administrative decision.

II. The Welfare Commission for Doctoral Students and the Appeals Welfare Commission for Doctoral Students

§ 2

1. The authority to grant financial aid is entrusted to the Welfare Commission for Doctoral Students and the Appeals Welfare Commission for Doctoral Students. The commissions have separate membership.
2. The application for financial aid, generated in the University's database, is submitted electronically via the doctoral student's individual account. The application form is attached as Annex 1 to the Regulations.
3. An appeal against a decision of the Welfare Commission for Doctoral Students may be submitted to the Appeals Welfare Commission for Doctoral Students in electronic form via the doctoral student's individual account in the University's database within 14 days of service of the decision. A form for the appeal is provided in Annex 2 to the Regulations.
4. The Welfare Commission for Doctoral Students forwards the doctoral student's appeal, along with the opinion, to the Appeals Welfare Commission for Doctoral Students.
5. The Rector may, by way of an administrative decision, revoke the decision of the Welfare Commission for Doctoral Students or the Appeals Welfare Commission for Doctoral Students, in accordance with the procedures and rules specified in the Code of Administrative Procedure.

§ 3

1. The Rector appoints the Welfare Commission for Doctoral Students and designates its Chair and Vice-Chair.
2. The Welfare Commission for Doctoral Students consists of three members.
3. The Welfare Commission for Doctoral Students consists of two University employees appointed by the Rector and one doctoral student appointed by the PhD Students' Union of Poznan University of Technology.
4. The Welfare Commission for Doctoral Students is appointed for the academic year.
5. The Welfare Commission for Doctoral Students reviews applications for financial aid from doctoral students.

§ 4

1. The Appeals Welfare Commission for Doctoral Students is appointed by the Rector, who also designates the Chair and Vice-Chair.
2. The Appeals Welfare Commission for Doctoral Students consists of three members.
3. The Appeals Welfare Commission for Doctoral Students consists of two University employees appointed by the Rector and one doctoral student appointed by the PhD Students' Union of Poznan University of Technology.
4. The Appeals Welfare Commission for Doctoral Students is appointed for the academic year.
5. The Appeals Welfare Commission for Doctoral Students reviews appeals lodged by doctoral students against decisions made by the Welfare Commission for Doctoral Students.

§ 5

1. Meetings of the Welfare Commission for Doctoral Students and the Appeals Welfare Commission for Doctoral Students may be held in person at the University's headquarters or remotely, using electronic means of communication.
2. Commission members are required to keep confidential any information obtained in the conduct of their work. Commission members must hold a certificate in personal data protection.
3. A commission meeting is valid if at least two members are present, and decisions are made by a simple majority of votes. If only two commission members are present at a meeting, the commission chair has the casting vote.
4. The persons specified in Articles 24 and 25 of the Act of June 14, 1960, on the Code of Administrative Procedure, are excluded from participating in the commission's work on the granting of benefits.
5. The Rector is obliged, at the request of a member of the commission or a party, or on his own initiative, to exclude that member from participating in the proceedings if it is established that there are circumstances not listed in point 4 which may cast doubt on the member's impartiality.
6. The excluded member of the commission should only undertake actions that cannot be delayed in the public interest or in the vital interests of the parties.
7. In justified cases, the Rector, after consultation with the PhD Students' Union, may dismiss the commission or a member thereof, or appoint additional members to the commission.
8. Decisions issued by the Welfare Commission for Doctoral Students and the Appeals Welfare Commission for Doctoral Students shall be signed by the Chairs of these commissions or by the Vice-Chairs acting on their behalf.
9. Decisions regarding the grant or denial of financial aid are delivered via the University's database. A decision is deemed to have been effectively delivered on the date it is downloaded from the University's database. Decisions that have not been downloaded are deemed to have been automatically delivered 14 days after the date of issue.
10. The doctoral student will be notified of how to collect the decision via the University e-mail address.

III. Application rules and eligibility for financial aid

§ 6

1. Financial aid may be granted to a doctoral student who is temporarily facing difficult circumstances and has provided justification for this in their application.
2. The financial aid is granted upon a documented application from the doctoral student (including all required attachments) submitted in accordance with the provisions of § 2 sec. 2 of the Regulations.

§ 7

1. Events that justify a doctoral student's application for financial aid include, in particular:
 - a. sudden illness of the doctoral student or a member of their immediate family;
 - b. death of an immediate family member;
 - c. being a victim of a crime;
 - d. a natural disaster;
 - e. a construction disaster;
 - f. hostilities;
 - g. fire;
 - h. accident;
 - i. serious material damage.
2. An application for financial aid must be submitted without undue delay, no later than 3 months from the date of the event that entitles the applicant to the benefit.

3. The financial aid is discretionary, and the amount depends on the doctoral student's circumstances.

§ 8

1. A doctoral student may receive financial aid no more than twice per academic year, regardless of the number of unforeseen circumstances.
2. A doctoral student may not receive financial aid twice for the same reason.
3. The financial aid is paid as a one-time payment.
4. The maximum amount of financial aid is determined by the Rector.

§ 9

1. The date on which the doctoral student submits the application is deemed to be the date on which the application, together with the required attachments, is sent via the University's system.
2. Information regarding the progress of the application review process, including any need to provide additional documentation, is communicated to the doctoral student via the University's system.
3. If a doctoral student submits documents with their application in a language other than Polish, the Welfare Commission for Doctoral Students or the Appeals Welfare Commission for Doctoral Students may request that the doctoral student supplement their application with a translation of those documents carried out by a sworn translator into Polish.
4. The Welfare Commission for Doctoral Students or the Appeals Welfare Commission for Doctoral Students may request that a doctoral student provide additional documentation to enable a decision to be made, within 7 days of the date of delivery of the request.
5. If an application is incomplete, the doctoral student may be requested by the Welfare Commission for Doctoral Students or the Appeals Welfare Commission for Doctoral Students to supplement the documentation within 7 days of the date of delivery of the request, under penalty of the application being left unexamined.
6. Requests to complete deficiencies and provide additional documentation are sent via the University's system.
7. The applicant must submit the missing documents and provide additional documentation via the University's system.
8. A positive decision can only be issued once the deficiencies in the application have been completed within the time limit specified in point 5.
9. If the application contains formal deficiencies that are not corrected within the time limit specified in point 5, the application will not be reviewed, and the applicant will be notified of this via the University's system.
10. A decision on whether to grant or deny financial aid shall be issued without undue delay, taking into account the time limits set out in the Code of Administrative Procedure.
11. The financial aid is paid exclusively into a bank account held with a Polish bank, as specified by the doctoral student for the payment of their doctoral scholarship.
12. If there is a change to the bank account number, a doctoral student who has been granted financial aid is required to update this number in their personal account within the University's database.
13. The financial aid is paid within 30 days of the date on which the decision becomes final.

§ 10

1. The doctoral student loses the right to receive a financial aid due to:
 - a. loss of doctoral student status;
 - b. suspension of doctoral student rights;
 - c. submission of a declaration of withdrawal from the granted financial aid;
 - d. obtaining financial aid on the basis of false information.
2. The doctoral student applying for financial aid, or a doctoral student who has been granted financial aid, is required to notify the University immediately of any circumstances that result in the loss of entitlement to financial aid.
3. The doctoral student is obliged to return any unduly received financial aid, in particular in the case of:
 - a. providing false information;

- b. submitting false documents.
- 4. If it is established that the benefit was received without entitlement, an administrative decision is issued requiring its refund.
- 5. The benefit must be refunded within the time limit specified in the decision, which must be at least 14 days from the date of its delivery.
- 6. If the refund is not made within the specified time limit, the amount due shall be recovered in accordance with the rules laid down in generally applicable legislation, in particular the provisions on public finances and administrative enforcement proceedings.

IV. Final provisions

§ 11

- 1. In situations not covered by these Regulations, decisions shall be taken by the Rector.
- 2. Records relating to financial aid granted are kept by the University in accordance with the applicable data protection legislation.
- 3. Information and templates for the documents required to apply for financial aid are available on the Doctoral School's website.