

Regulations for awarding financial aid benefits to doctoral students of the International Doctoral Studies at the Institute of Physical Chemistry of the Polish Academy of Sciences

Article 1 GENERAL PROVISIONS

1. The financial aid from the state budget funds that are in possession of the Institute of Physical Chemistry of the Polish Academy of Sciences may be awarded to a doctoral student who meets the conditions laid down in the Act of 27 July 2005 - Law on Higher Education and in these Regulations.
2. The doctoral student may apply for financial aid benefits from the funds allocated specifically for that purpose in the state budget in the form of:
 - 1) need-based scholarship;
 - 2) special assistance grant
 - 3) scholarship for outstanding doctoral students
 - 4) special scholarship for disabled students,- hereinafter referred to as the financial aid benefits.
3. The total amount of financial aid benefits referred to in par. 2 subpar. 1 and 3 of this Article may not be higher than 90% of the minimum basic remuneration of an assistant, as set forth in regulations on remuneration of academic staff.
4.
 - 1) The financial aid benefits referred to in par. 2 subpar. 1, 2, 4, shall be awarded for a period of 5 months, twice in a given calendar year. There are two deadlines for submitting applications for granting these benefits in a calendar year: 15 March and 15 September.
 - 2) The financial aid benefits referred to in par. 2 subpar. 3, shall be awarded for a period of 10 months, once in a given calendar year. The deadline for submitting applications for granting these benefits in a calendar year is 15 September.
5. The financial aid benefits shall be paid monthly in equal monthly instalments. The first payment may be effected with a one month delay, with a compensation for the preceding month. If appropriate, the payment schedule can be changed by the decision of the Director of the Institute.
6. The financial aid benefits shall be paid to the bank account only. The doctoral student must indicate the bank account number in the benefit application form.
7. The Director of the Institute of Physical Chemistry of the Polish Academy of Sciences in Warsaw shall specify each year, by regulation:
 - 1) the allocation of funds for each financial aid benefit for doctoral students;
 - 2) the maximum monthly income per person in a doctoral student's family that qualifies the doctoral student to receive the need-based scholarship.
8. The Scholarship Committee shall decide on the amount of each benefit based on the Regulation of the Director of the Institute referred to in par. 7 of these Regulations and the number of applications eligible for granting financial aid, not later than two weeks after the deadline for submission of applications as specified in par. 4.

9. The scholarships shall be awarded on a substantiated application submitted by a doctoral student in the due time as stipulated by the Director of the Institute. The specimens of the application forms are enclosed to these Regulations.
10. The doctoral student, who has not submitted the application for a need-based doctoral scholarship or a special scholarship for disabled students in the due time as stipulated in par. 4 of the Regulations, may apply for the scholarship during the calendar year, but the scholarship can be awarded to the doctoral student from the month following the date of application submission.
11. The doctoral student, who had obtained permission for a leave longer than eight weeks, shall not receive the financial aid benefits from the month following the date the leave begun or the duration of doctoral studies was extended. The doctoral student must inform the Scholarship Committee in writing about the circumstances referred to above.
12. The genuineness of the documents submitted together with the application for financial aid and the information contained therein shall be attested with doctoral student's own signature.
13. In the case the data given in the application for awarding financial aid are found false, the awarded financial aid shall be immediately withdrawn and the doctoral student be required to repay the unduly received benefits.
14. The Director of the Institute shall stay the enforcement of the decision on awarding financial aid benefits (i.e., withhold payments of financial aid benefits) to a doctoral student if criminal proceedings or disciplinary proceedings are initiated in relation to suspicion of committing by the doctoral student a crime consisting in fraudulent representation of the data in the application for financial aid, until the matter is clarified.
15. The payment of benefits shall be reinstated on the doctoral student's request, by the decision of the Director of the Institute or the Scholarship Committee, after the circumstances justifying the withholding of payments of financial aid benefits have ceased to exist, with compensation for preceding months after the circumstances representing the base for the withholding of payments of financial aid benefits have been settled to the doctoral student's advantage.
16. A doctoral student shall forfeit the right to financial aid benefits referred to in par. 2 in the case he/she has completed the doctoral studies within a period shorter than that provided for – from the month following the month in which the academic degree has been conferred by the council of the organisational unit.

Article 2 NEED-BASED SCHOLARSHIP

1. A need-based scholarship may be received by doctoral student who is in a difficult financial position, beginning from the first year of studies.
2. A necessary prerequisite to receive the need-based scholarship is to document the financial position by the doctoral student by submitting the documents listed in Appendix No. 1.
3. The need-based scholarship shall be awarded in response to doctoral student's application (Appendix No. 2).

4. The need-based scholarship shall be awarded from the month following the date the complete application has been submitted or the missing documents have been delivered at the secretary office.
5. The base for assessment of the financial position is the amount of the documented monthly per capita income in the doctoral student's family, calculated in accordance with the rules laid out in the Regulations.
6. The income of a doctoral student's family is calculated based on the incomes of doctoral student family members after deduction from the taxable income the social insurance premiums, health insurance premiums and the tax due (net income).
7. In the case the calculation of the income qualifying a doctoral student to apply for a need-based scholarship involves the income from farming, the income shall be determined based on the agricultural acreage in comparative fiscal hectares and the average income from farming from 1 comparative fiscal hectare, as announced pursuant to Art. 18 of the Act of 15 November 1984 on Agricultural Tax (uniform text Journal of Laws from 2006 No. 136, item 969, as subsequently amended) from recent calendar year preceding the year, for which the scholarship is to be awarded. If the incomes are received from farming and from non-agricultural activity, the incomes are summed up.
8. In determining the income qualifying a doctoral student to apply for a need-based scholarship the incomes received by the following persons shall be taken into account:
 - 1) doctoral student;
 - 2) doctoral student's spouse, and minor children financially dependent on the doctoral student or his/her spouse, children in education or training until age 26, and if the 26th year of age coincides with the final year of a degree programme, until completion of the programme, as well as disabled children irrespective of their age;
 - 3) doctoral student's parents, legal or actual guardians and their minor children financially dependent on them, children in education or training until age 26, and if the 26th year of age coincides with the final year of a degree programme, until completion of the programme, as well as disabled children irrespective of their age.
9. The monthly per capita income in the doctoral student's family qualifying to apply for a need-based scholarship shall be calculated pursuant to the rules laid down in the Act of 28 November 2003 on Family Benefits, in the context of par. 5 of this Article and with the reservation that the income does not include the following:
 - 1) incomes referred to in par. 8 subpar. 3 of this Article, if the doctoral student is financially independent;
 - 2) financial aid benefits for doctoral students, received under provisions of the Act - Law on Higher Education;
 - 3) scholarships granted to doctoral students under:
 - a) European Union Structural Funds;
 - b) non-reimbursable funds from the aid granted by the member states of the European Free Trade Association (EFTA);
 - c) international agreements or executive programmes to these agreements or international scholarship programmes;
 - 4) financial aid granted to doctoral students by local self-government units pursuant to the rules laid down in Article 173a of the Act – Law on Higher Education, performance-based scholarships granted to doctoral students by natural persons or legal persons being neither state nor self-government legal persons pursuant to the rules laid down in Article 173b of the Act – Law on Higher Education, financial aid for doctoral students granted by local self-government units pursuant to the rules laid

down in Article 199a of the Act – Law on Higher Education and doctoral scholarship referred to in Article 200 of the Act – Law on Higher Education.

10. Doctoral students shall be considered financially independent if they or their spouse fulfil **all** the following conditions:
 - 1) they had a regular source of income in the last tax year;
 - 2) they have a regular source of income in the current year;
 - 3) their monthly income in periods referred to in subparagraphs 1 and 2 is not lower than 1.30 of the sum of amounts specified in Article 5 par. 1 of the Act of 28 November 2003 on Family Benefits;
 - 4) they did not submit a declaration on having a joint household with their parents or at least with one of them.
11. If the circumstances of the case that are relevant for establishing the right to financial aid require confirmation with another document than those listed in Appendix No. 1 to these Regulations, the authority calculating the income of the doctoral student's family and disbursing the benefits may demand submission of such a document.
12. In appropriate cases, the Director of the Institute or adequately the Scholarship Committee may demand provision of the opinion of a unit that in the social aid system is responsible for establishing the income situation and the economic position of persons and families and to take into account the opinion in the proceeding.
13. Should the financial position change due to income loss or earning by a doctoral student or a doctoral student's family member, the amount of the need-based scholarship shall change pursuant to the rules resulting from the Regulation of the Director. If the change in financial position results in cessation of the right to scholarship, the scholarship shall be withheld. The doctoral student must submit the application to the Scholarship Committee to take into account the income lost or earned.

Article 3

SPECIAL SCHOLARSHIP FOR DISABLED PERSONS

1. The special scholarship for disabled persons may be received by a doctoral student who is in possession of a disability certificate issued by a competent body and specifying the level of disability or a certificate considered equivalent to the disability certificate based on the provisions of the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of Disabled Persons (uniform text: Journal of Laws from 1997 No. 123, item 776 as amended), containing information on the level of disability.
2. A doctoral student applying for the special scholarship for disabled persons shall submit at the secretary office the application for the scholarship (Appendix No. 3) together with the disability certificate or a copy of the application for issuing the certificate, or a copy of the summons to appear before the appropriate commission for certification of disability. The decision in response to the doctoral student's application shall be taken after providing a valid certificate, and the benefit shall be paid since next month following the date of application submission.
3. The amount of special scholarship for disabled persons shall be dependent on the level of disability. A I category scholarship shall be awarded to doctoral students with significant level of disability, a II category scholarship – to doctoral students with moderate level of disability, and a III category scholarship – to doctoral students with light level of disability.

4. The special scholarship for disabled persons shall be awarded for a period of 10 months from October to July. If the validity of the disability certificate expires during that period, the payment of the scholarship shall be discontinued since the month following the expiry of the certificate.
5. The special scholarship for disabled persons may be awarded any time after the disability has been pronounced. Then, the scholarship shall be awarded from the month, in which the application has been submitted, with no possibility of compensation for the preceding months.

Article 4

SPECIAL ASSISTANCE GRANT

1. The special assistance grant may be awarded to a doctoral student who is temporarily in trouble due to acts of God, during calendar year, in which the doctoral student applies for the benefit.
2. The events which justify the doctoral student's application (Appendix No. 4) for the special assistance grant include in particular:
 - a) serious illness of the doctoral student or his/her closest family member;
 - b) death of doctoral student's closest family member;
 - c) child birth or adoption;
 - d) severe property damage in the doctoral student's family as a result of the act of God or crime (e.g., theft, fire, flooding);
 - e) other events resulting in temporary deterioration of the doctoral student's financial position.
3. In a given calendar year, doctoral student can receive only one special assistance grant in relation to one of the events referred to in par. 2 of this Article. The doctoral student cannot receive the special assistance grant more than twice in a given calendar year. The special assistance grant is a one-time benefit.
4. The events representing the base for the application for the special assistance grant must documented.
5. The amount of the special assistance grant shall be determined individually in each case.

Article 5

SCHOLARSHIP FOR OUTSTANDING DOCTORAL STUDENTS

1. The scholarship for outstanding doctoral students may be awarded:
 - 1) in the first year of the doctoral programme – to a doctoral student who achieved very good results in the admission procedure;
 - 2) in the second and subsequent years of the doctoral programme – to a doctoral student who in preceding academic year fulfilled jointly the following conditions:
 - a) achieved very good or good grades in examinations covered by the doctoral study programme;
 - b) showed a progress in the research work and in preparation of the doctoral dissertation.

2. The scholarship for outstanding doctoral student shall be awarded on the doctoral student's application (Appendix No. 5).

Article 6 PROCEDURE

1. The need-based scholarship, the special scholarship for disabled persons, and the special assistance grant shall be awarded by the Scholarship Committee.
2. The scholarship for outstanding doctoral students shall be awarded by the Director of the Institute.
3. The decision on awarding or non-awarding a benefit is an official decision in the meaning of provisions of the Act – Administrative Procedure Code.
4. The decision shall be delivered to the recipient in writing, with acknowledgement of receipt. The decision should contain reasons and guidance on appeal and possibility of filing a complaint with the court.
5. The decision of the Scholarship Committee is subject to appeal to the Director of the Institute. The appeal shall be filed within 14 days from delivery of the decision.
6. The decision of the Director of the Institute issued in response to an application for the scholarship for outstanding doctoral students shall not be subject to appeal, the doctoral student may, however, submit the application for review of the case within 14 days from delivery of the decision.

Article 7

1. The Scholarship Committee shall be appointed by the Director of the Institute from among the doctoral students and the Institute's staff for a one year term.
2. The Scholarship Committee shall be composed of three persons, including two representatives of the doctoral students.
3. The Scholarship Committee's decision shall be signed by its chairman or a deputy chairman authorised by the chairman.
4. The members of the Scholarship Committee must keep confidential the information concerning the applicants applying for a benefit.
5. The activity of the Scholarship Committee shall be supervised by the Director of the Institute who can reverse the decision of the Scholarship Committee as inconsistent with provisions of the Act - Law on Higher Education.

Article 8

In matters not regulated in these Regulations the Regulations of the Director of the Institute shall apply.

Article 9

These Regulations have been developed in consultation with the Doctoral Student Government of the Institute of Physical Chemistry of the PAS.

Appendix No. 1
to the Regulations for awarding financial
aid benefits to doctoral students of the
International Doctoral Studies at the
Institute of Physical Chemistry of the PAS

List of documents confirming the doctoral student's financial position

The following documents must be attached to the application for the need-based scholarship:

- 1) certificate from the competent tax office providing the information on incomes received by the doctoral student or the doctoral student and his/her family members, for incomes subject to the natural persons income tax;
- 2) doctoral student's or doctoral student's and his/her family members' declaration on the income received, for incomes subject to lump sum income tax from some revenues received by natural persons;
- 3) certificate from competent local authorities (borough office) or payment order providing information on the agricultural acreage of the farm in comparative fiscal hectares, for income received by the doctoral student or the doctoral student and his/her family members from farming;
- 4) doctoral student's or doctoral student's and his/her family members declaration on other income received;
- 5) certificate from the organisational unit on disbursement and amount of the doctoral scholarship;
- 6) other documents that are necessary for determination of the income in the doctoral student's family.

Appendix No. 2
to the Regulations for awarding financial
aid benefits to doctoral students of the
International Doctoral Studies at the
Institute of Physical Chemistry of the PAS

SPECIMEN

**Application for a need-based scholarship for doctoral students of the International
Doctoral Studies at the IPC PAS**

Warsaw, date.....

Applicant's name and surname

.....

Address, phone, e-mail

.....

**To the Scholarship Committee for Doctoral
Students of the International Doctoral
Studies at the IPC PAS**

I apply for granting me the need-based scholarship for the period.....

My bank account number

Reasons

(give general reasons for the application)

Being aware of responsibility for false deposition, including disciplinary responsibility and obligation to repay unlawfully received funds, as well as the prosecution under Article 233 of the Penal Code, I declare herewith that all the above information is true.

.....

Applicant's signature

Attachments²

- 1.
- 2.
- 3.

¹ delete as appropriate

² list the documents confirming the doctoral student's financial position (as required in Appendix No. 1)

Appendix No. 3
to the Regulations for awarding financial
aid benefits to doctoral students of the
International Doctoral Studies at the
Institute of Physical Chemistry of the PAS

SPECIMEN

**Application for special scholarship for disabled persons for doctoral students of the
International Doctoral Studies at the IPC PAS**

Warsaw, date.....

Applicant's name and surname

.....

Address, phone, e-mail

.....

**To the Scholarship Committee for Doctoral
Students of the International Doctoral
Studies at the IPC PAS**

I apply for granting me the special scholarship for disabled persons for the period.....

.....

I have the following level of disability
as stated in the certificate dated

My bank account number

Being aware of responsibility for false deposition, including disciplinary responsibility and
obligation to repay unlawfully received funds, as well as the prosecution under Article 233 of
the Penal Code, I declare herewith that all the above information is true.

.....

Applicant's signature

Attachment

1. Medical certification

Appendix No. 4
to the Regulations for awarding financial
aid benefits to doctoral students of the
International Doctoral Studies at the
Institute of Physical Chemistry of the PAS

SPECIMEN

**Application for special assistance grant for doctoral students of the International
Doctoral Studies at the IPC PAS**

Warsaw, date.....

Applicant's name and surname

.....

Address, phone, e-mail

.....

**To the Scholarship Committee for Doctoral
Students of the International Doctoral
Studies at the IPC PAS**

I apply for granting me the special assistance grant amounting toPLN.

My bank account number

Reasons

(indicate specific incident that caused difficult financial position of the applicant)

Being aware of responsibility for false deposition, including disciplinary responsibility and obligation to repay unlawfully received funds, as well as the prosecution under Article 233 of the Penal Code, I declare herewith that all the above information is true.

.....

Applicant's signature

Attachments

1. Documents confirming the incident that substantiates awarding of the special assistance grant.

Appendix No. 5
to the Regulations for awarding financial
aid benefits to doctoral students of the
International Doctoral Studies at the
Institute of Physical Chemistry of the PAS

SPECIMEN

**Application for scholarship for outstanding doctoral students of the International
Doctoral Studies at the IPC PAS**

Warsaw, date.....

Applicant's name and surname

.....

Address, phone, e-mail

.....

**To the Director of the Institute of Physical
Chemistry of the PAS**

I apply for granting me the scholarship for outstanding doctoral students of the International
Doctoral Studies at the IPC PAS for the period from to

My bank account number

Being aware of responsibility for false deposition, including disciplinary responsibility and the
obligation to repay unlawfully received funds, as well as the prosecution under Article 233 of
the Penal Code, I declare herewith that all the above information is true.

.....

Applicant's signature

Attachments¹

1.

¹ list all attachments confirming the requirements of Article 5 of these Regulations