

*Order No. 44/23/24  
of 17 September 2024  
of the Rector of the Wrocław Business Academy*

**on amendments to the Regulations regarding of benefits of students of the  
Wrocław Business Academy for the academic year 2024/2025**

**TERMS AND CONDITIONS REGARDING FINANCIAL SUPPORT FOR STUDENTS OF  
WROCLAW BUSINESS ACADEMY**

Pursuant to the Act on Higher Education and Science (Journal of Laws of 2018, item 1668) and in consultation with the Student Self-Government, the following detailed criteria and procedure for granting financial support to students of the Wrocław Business Academy, hereinafter referred to as the "University", are established for students who may receive the Rector's scholarship, samples of applications for granting financial support. The criteria are also determined for a method of documenting the student's financial situation, rules, conditions, procedures for granting and paying financial support for students of the Wrocław Business Academy, hereinafter referred to as the "University":

**GENERAL PROVISIONS**

**§ 1**

1. A student may apply at the University for benefits from the funds collected for this particular purpose in the form of:
  - 1) a social scholarship,
  - 2) a scholarship for disabled people,
  - 3) the rector's scholarship,
  - 4) allowances.
2. On the basis of separate regulations, a student may also apply for a minister's scholarship for outstanding achievements.
3. A student may simultaneously receive the rector's scholarship and the minister's scholarship for outstanding achievements. The receipt of these scholarships does not preclude the student's right to financial support and the right to receive a scholarship awarded by local government bodies and employers, as well as from the European Union structural funds.
- 4.. The Rector, after consultations with the Student Self-Government, determines:
  - 1) the maximum total amount of the social scholarship and the rector's scholarship, which may not be higher than 38% of the professor's remuneration, as determined in the provisions on remuneration of academic teachers,
  - 2) the amount of income per person in the student's family facilitating the application for a social scholarship,
  - 3) income thresholds and the amount of the social grant,
  - 4) thresholds and the amount of the scholarship for disabled people,
  - 5) the average as well as thresholds and the amount of the rector's scholarship,
  - 6) the maximum amount of the allowance,
  - 7) division of funds into individual benefits.
5. The thresholds and amounts of the scholarships referred to in para. 1 point 1-4, applicable in a given academic year, are announced by the Rector in a way of an order.

## § 2

1. The benefits referred to in § 1 section 1 items 1-4 are granted at the student's request by the Rector.
2. No material assistance benefits shall be granted during the summer break. Unless the Rector decides otherwise. Students are not allowed to apply during the holiday break.
3. The Rector's decisions are to be delivered in writing, with an acknowledgment of receipt, in person, and in the absence of receipt of the decision within the indicated time limit, by post. Students are to be informed about the place and date of receipt of the decision regarding granting of benefits via a message posted on the USOSweb
4. The Rector's decisions are conveyed to the student by posting the lists on the USOSweb
5. Each student submitting the application for the benefit is obliged to collect the decision regardless of the outcome regarding particular case.
6. If the decision cannot be served in the indicated manner, the provisions of Art. 44 of the Code of Administrative Procedure come into force, recognizing the letter as delivered and leaving it in the student's files.

## § 3

1. The total monthly amount of the scholarships referred to in § 1 sec. 1 items 1 and 3 must not exceed 38% of the professor's remuneration, as specified in the provisions on remuneration of academic teachers.
2. If the total amount of the scholarships referred to in § 1 sec. 1 items 1 and 3 exceeds the amount determined by the Rector and the Student Self-Government for a given academic year, the amount of the Rector's scholarship for the best students is to be proportionally reduced to the amount of the above-mentioned remuneration.
3. The basis for the payment of the financial support referred to in § 1 sec. 1 points 1-3 is the receipt of the decision. The scholarships are paid monthly, with the proviso that the October and November payments may be paid in December and the March payments may be paid in April. The scholarship is paid out within 7 days from the date of receiving subsidy funds from the Ministry of Science and Higher Education.
4. A student, being at several fields of study at the same time, may receive the scholarships referred to in § 1 sec. 1 points 1- 4 and § 1 sec. 2 on one chosen major.
5. The student is obliged, within 7 days from the date of receipt of the decision, to submit a declaration of resignation from the granted benefit (Appendix 6), if he/she has decided to receive benefits in a different field of study / another university. The lack of the submitted declaration is tantamount to the selection of the granted benefit in the field of study in which the student applied at the Wroclaw Business Academy.

## § 4

1. The benefits referred to in § 1 (1) are entitled to first-cycle studies and second-cycle studies.
2. The total period for which the benefits referred to in § 1, paragraph 1, are due is 12 semesters, regardless of their collection by the student, with the proviso that within this period the benefits are due for studies: 1) first degree - for no more than 9 semesters; 2) second degree - for no more than 7 semesters.
3. The period referred to in paragraph (2) shall include all semesters started by the student in the studies referred to in paragraph (1), including semesters falling during the period of taking leaves of absence, except for semesters of consecutive first degree studies started or continued after the first bachelor's, engineer's or equivalent degree. In the case of education in several fields of study, semesters taken simultaneously are treated as one semester.
4. If the disability arose during the course of study or after obtaining a degree, the benefit referred to in §1, paragraph 1, item 2, shall be paid for an additional period of 12 semesters. The provisions of paragraphs 2 and 3 shall apply accordingly.
5. The provisions of paragraphs (1) to (4) shall apply mutatis mutandis to students who have studied or obtained degrees abroad.

6. Scholarships are not entitled to students with the professional title of:
  - 1) master's degree, master's degree in engineering or equivalent,,
  - 2) bachelor's, engineer or equivalent, if the student take up first-cycle studies again.
7. The benefits referred to in § 1.1 are not entitled to students who are:
  - 1) candidates for professional soldiers or professional soldiers who have undertaken studies on the basis of a referral by a competent military authority and received assistance in connection with receiving education on the basis of the provisions on military service of professional soldiers,
  - 2) state services officers in the candidate service or those, who are officers of state services who have started studies on the basis of a referral by a competent military authority and received assistance in connection with receiving education under the provisions on military service of professional soldiers.
8. The right to receive the scholarship referred to in § 1.1 shall expire on the last day of the month in which:
  - 1) the student was removed from the list of students, whereby the date of the decision on removal is considered this particular date,
  - 2) completed studies in the field, in which he received the benefit, whereby the date of graduation is the date of passing the diploma examination.
  - 3) the period of 6 years referred to in para. 1 has passed,
  - 4) the validity of the document entitling the foreign student to receive the benefit has expired.
9. A student receiving a benefit is obliged to immediately notify the university of the occurrence of the circumstances referred to in section 1 which affect the right to benefits.
10. Benefits are paid to the bank account indicated by the student. Based on the submitted, written declaration of will, the benefits may be counted towards the tuition fee or other financial obligations towards the University.
11. During the period of payment of the scholarship, the student has the opportunity to change the bank account after prior and effective notification to the Bursar's Office in writing
12. A student who has collected undue financial benefits is obliged to return them. The following are to be considered as unduly collected benefits:
  - benefits paid despite the occurrence of circumstances causing the cessation or suspension of the right to obtain benefits;
  - benefits granted or paid on the basis of false testimony, in cases of: -
  - willful misrepresentation or fraud provided by the student;
  - benefits collected in more than one major.

## § 5

1. Scholarship benefits may be provided only within the financial resources allocated to the University for this particular purpose. The division of the financial aid fund into individual forms of support is made by the Rector in consultation with the Student Self-Government, in compliance with the principle that the funds from the subsidy allocated to the rector's scholarships, granted in the number of no more than 10% of the number of students of each field of study at the university, constitute no more than 60 % of funds allocated in total to the rector's scholarships, social scholarships and allowances. If the number of students in the field of study is less than ten, the rector's scholarship may be awarded to one student.
2. The scholarship fund, in the part not exceeding 0.2% of the subsidy in a given financial year, may be allocated to cover the costs of carrying out tasks related to the awarding and payment of scholarships and allowances, incurred by the University (Article 413 of the Act).
3. The financial means of the scholarship fund may not be used for purposes other than students' benefits, with the exception of the case specified in para. 2.
4. The financial means of the scholarship fund, unrealized in a given budget year, shall be transferred to the next year.

5. The condition for awarding a scholarship is to have funds in the scholarship fund. In a situation where the funds for the payment of a given form of material assistance have been exhausted, the scholarship will not be awarded even if the student meets the criteria for its receipt.

#### **§ 6**

1. In case, if the University has any doubts about the granted benefit, as to the circumstances affecting the right to acquire these benefits, it immediately notifies the student of the need to submit explanations or provide the necessary documents within the prescribed period, not longer than 14 days from the date of receipt of the request.
2. If the required explanations are not provided or the necessary documents are not submitted within the prescribed period, the payment of benefits is suspended from the next payment date.

#### **§ 7**

1. Foreigners who've started their studies before the academic year 2019/2020, have the right to apply for the benefits referred to in § 1 on the terms determined in art. 43 of the Act of 27 July 2005 Law on Higher Education (Journal of Laws of 2017, item 2183, as amended).
2. Foreigners who've started their studies from the academic year 2019/2020, have the right to apply for the benefits referred to in § 1 on the terms determined in art. 324 of the Act of July 20, 2018 Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended).

#### **§ 8**

The changes to present regulations are made by the Rector in consultation with the Student Self-Government.

### **MAINTENANCE GRANT**

#### **§ 9**

1. A maintenance grant may be awarded to a student in a difficult financial situation.
2. A maintenance grant may be awarded in a given academic year for up to 9 months. It is awarded for the academic year, and in the case of graduates in the winter semester, for a period of 1 semester. In the case of students applying for a maintenance grant from the summer semester, the scholarship is granted for the period of 1 semester (5 months).
3. The application for a maintenance grant shall be submitted by the student by 25 October, on the form no. 1 constituting an appendix to these Regulations. In the case of commencing studies from the summer semester, the application for a maintenance grant should be submitted by the student by 15 March.
4. In the case of submitting an application for a maintenance grant after the deadline specified in para. 3, the student acquires the right to the benefit depending on the date of receipt of the application:
  - a) on the 1st day of the month, if the application was received by the 15th day of a given month,
  - b) on the 1st day of the following month, if the application is received after the 15th day of a given month.
4. In the event of any changes in income, the student submits an application for recalculation of income on the form no. 4.
5. The obligation of submitting complete, detailed documentation rests with the student.
6. In the event of a defective application, the Scholarship Committee / Rector summons the student to correct or supplement the application within 14 days from the date of receipt of the request. In the event of failure to comply with the summoning, the application shall not be considered.
7. Pursuant to Art. 88 sec. 4 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2018, item 1668), the Rector refuses to grant a maintenance grant to a student whose monthly income per family member does not exceed the amount specified in Art. 8 sec. 1 point 2 of the Act of 12 March 2004 on social assistance (i.e. PLN 600.00), if the student

does not attach a certification from the social welfare center about their own and family's income and financial situation to the application for granting financial support .

8. Rector may grant the student a maintenance grant in the case referred to in section 4 of the Act of 20 July 2018 Law on Higher Education and Science, if the reasons for not attaching a certificate from a social welfare center to the application for a maintenance grant regarding the income and financial situation of the student and the student's family were justified and the student documented the source of income for the family.
9. The basis for the payment of the financial support is the receipt of the decision, collected by the student.

#### **§ 10**

1. The monthly income amount entitling a student to apply for a maintenance grant is determined by the Rector in consultation with the Student Government. The amount of monthly income per person in the student's family entitling the student to apply for a maintenance grant shall not exceed 45% of the minimum wage as established as of January 1 of the year preceding the academic year for which the maintenance grant is awarded, based on the Act of October 10, 2002 on the minimum wage for labor (Journal of Laws of 2020, item 2207, as amended).
2. Translated with DeepL.com (free version)
3. The monthly amount of the maintenance grant is determined by the Rector in agreement with the Student Self-Government.
4. The monthly amount of the student's family income means the average monthly income of family members obtained in the calendar year preceding the academic year in which the maintenance grant is given.
5. The monthly amount of income per person in the family of a student who is eligible to apply for a maintenance grant is determined in accordance with the principles determined in the Act on family benefits, subject to the proviso that the income does not include:
  - 1) benefits referred to in art. 86 sec. 1, art. 359 paragraph. 1 and art. 420 paragraph. 1,
  - 2) scholarships awarded to pupils, students and doctoral students as part of:
    - a) European Union structural funds,
    - b) non-recoverable funds granted by the Member States of the European Free Trade Association (EFTA),
    - c) international agreements or executive programs drawn up within the framework of these agreements, or international scholarship programs;
  - 1) material assistance benefits for students, received on the basis of the Act on the education system;
  - 2) scholarships of a social nature, granted by other entities referred to in the Act on personal income tax in art. 21 sec. 1 point 40b (Journal of Laws of 2018, items 1509, 1540, 1552 and 1629)

#### **§ 11**

1. The family income may be reduced by the income lost or increased by the income obtained.
2. The catalog of lost and obtained income is specified in Art. 3 points 23 and point 24 of the Act on family benefits (Journal of Laws of 2018, item 2220 as amended).
3. The following circumstances are considered as a loss of income:
  - a) obtaining the right to parental leave,
  - b) loss of benefit or scholarship for unemployed,
  - c) loss of employment or other gainful work,
  - d) loss of pre-retirement benefits or pre-retirement allowance, teacher's compensation benefit, as well as old-age or disability pension, survivor's pension, social pension or parental supplementary benefit referred to in the Act of 31 January 2019 on parental supplementary benefit (Journal of Laws item 303)
  - e) expunging from the register of non-agricultural, economic activity or suspension of its activity within the meaning of Art. 16b of the Act of 20 December 1990 on farmers' social insurance (Journal of Laws of 2019, items 299 and 303) or art. 36aa paragraph. 1 of

the Act of 13 October 1998 on the social insurance system (Journal of Laws of 2019, item 300, as amended, 4)

- f) loss of sickness benefit, rehabilitation benefit or maternity benefit, payable after the loss of employment or other gainful work,
  - g) loss of adjudicated alimony maintenance due to the death of the person liable for these benefits or loss of cash benefits paid in the event of ineffectiveness of the enforcement of maintenance due to the death of the person liable for it,
  - h) loss of parental benefit,
  - i) loss of the maternity allowance referred to in the provisions on social insurance for farmers,
  - j) loss of the doctoral scholarship specified in art. 209 paragraph. 1 and 7 of the Act of July 20, 2018 - Law on Higher Education and Science,
  - k) lowering the remuneration in virtue of employment or other gainful work or lowering the income from non-agricultural economic activity within the meaning of the Act of 28 November 2003 on family benefits (Journal of Laws of 2020, item 111)
  - l) due to counteracting COVID-19.
4. In the case of loss of income by a family member, a person submitted to educational process or a child in the custody of legal guardian in the calendar year preceding the benefit period or after that year, when determining their income, the lost income is not taken into account. The right to a scholarship is determined at the student's request, starting from the month in which the application was submitted, but not earlier than from the month in which the loss of income occurred. In the event that a family member has lost income, the student should attach relevant documents.
5. The following circumstances are considered as an income earned:
- a) ending the childcare leave,
  - b) obtaining a benefit or scholarship for unemployed,
  - c) obtaining employment or other gainful work,
  - d) obtaining pre-retirement allowance or pre-retirement benefit, teacher's compensation benefit, as well as old-age or disability pension, survivor's pension, social pension or parental supplementary benefit referred to in the Act of 31 January 2019 on parental supplementary benefits (Journal of Laws item 303),
  - e) commencing non-agricultural business activity or resuming its activity after the suspension period within the meaning of 16b of the Act of December 20, 1990 on farmers' social insurance or art. 36aa paragraph. 1 of the Act of 13 October 1998 on the social insurance system,
  - f) obtaining sickness benefit, rehabilitation benefit or maternity allowance, payable after the loss of employment or other gainful work,
  - g) obtaining parental benefit,
  - h) obtaining a maternity allowance referred to in the provisions regarding social insurance for farmers,
  - i) obtaining a doctoral scholarship, specified in art. 209 paragraph. 1 and 7 of the Act of July 20, 2018 Law on Higher Education and Science.
5. If the income is obtained by a family member, a student or a child in the custody of a legal guardian:
- a) in the given calendar year, preceding the benefit period, while determining the income of a family member, a student or a child in the custody of a legal guardian, the income earned in that year is divided by the number of months in which the income was obtained, if the income is received on the day determining the right to a social scholarship.
  - b) after the calendar year preceding the benefit period, their income is determined on the basis of the income of a family member, the income of the person studying or the income of the child in the custody of a legal guardian, increased by the amount of income ob-

tained in the month following the month in which the income was obtained, if obtained on the day of establishing the right to be given a maintenance grant.

- c) provisions on the loss and obtaining of income do not apply to income derived from employment or other gainful work and income from deregistration or commencement of non-agricultural economic activity, if a family member has lost income regarding aforementioned titles and within 3 months from the date of loss of income, a family member earned income from the same employer, commissioning party or ordering party or restarted a non-agricultural business activity (the provision applies to the exclusion of loss and obtaining income in some cases).

### **§12**

1. Establishing the amount of income entitling a student to apply for a maintenance grant the following income is taken into consideration, obtained by:

- 1) student,
- 2) the student's spouse, as well as underage children, children under the age of 26 submitted to educational process, and if the age of 26 falls in the last year of studies, until their completion, and disabled children regardless of age,
- 3) parents, legal guardians, actual guardians of the student as well as underage children, children under the age of 26 submitted to educational process, and if the age of 26 falls in the last year of studies, until their completion, and disabled children, regardless of age.

2. A student may not apply for a social scholarship without providing information regarding the income earned by family members living in the same household.

3. A student who does not run a common household with any of the parents, legal or actual guardians, may apply for a social scholarship, without providing information regarding the income earned by aforementioned persons and their dependent children, under the age of 26, undergoing education, and if the 26th year of life falls in the last year of studies, until their completion, as well as disabled children, regardless of age, if they meet one of the following conditions:

- a) is 26 years old,
- b) is married,
- c) has children to support,
- d) has reached the age of majority being in foster care,
- e) has a regular source of income and his average monthly income in the previous tax year and in the current year in the months preceding the month of submission of the statement referred to in paragraph 3 is higher than or equal to 40% of the minimum wage established as of January 1 of the year preceding the academic year for which the social scholarship is awarded, based on the Act of October 10, 2002 on the minimum wage.

4. The student referred to in para. 3, submits a declaration that he does not run a joint household with any of the parents, legal or actual guardians (Annex 4).

### **§ 13**

- 1. In the case when a student's family member stays in an institution providing 24-hour support, the family member staying in this institution is not taken into account, while determining the family income per person.
- 2. The institution providing round-the-clock maintenance, referred to in paragraph 1, is understood as: a social welfare home, a care and educational facility, a youth educational center, a shelter for minors, a correctional facility, a detention center, a correctional facility, a care and treatment facility, nursing and care, military school or other school, if these institutions provide free, full maintenance.

3. In the event that a family or a student lives on a farm, this income is determined on the basis of the agricultural land area in conversion hectares and the average income from work in individual farms per 1 conversion hectares, announced on the basis of Art. 18 of the Act of November 15, 1984 on agricultural tax (Journal of Laws of 2006, No. 136, item 969, as amended)
4. Establishing the family income obtained from an agricultural holding, the area of the farm constituting the basis for agricultural tax, includes leased agricultural areas, except:
  - 1) leased, on the basis of a lease agreement concluded in accordance with the provisions on social insurance for farmers, part or all of a farm owned by the family,
  - 2) an agricultural holding brought into use by an agricultural production cooperative,
  - 3) an agricultural holding leased in connection with the receipt of a pension specified in the provisions on supporting rural development from the funds from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund.
5. Determining the family income obtained by the leaseholder of the farm leased on the principles referred to in point. 4 § 14, the income obtained from an agricultural holding shall be reduced by the rent paid for the lease.
6. Establishing the family income obtained from a farm leased from the National Agricultural Support Center, the farm income is reduced by the rent paid for the lease.
7. If the student's family lives on a farm and obtains non-agricultural income, these incomes aggregate.
8. In the case of persons settling the tax issues, pursuant to the Act of 20 November 1998 on flat-rate income tax on certain revenues earned by natural persons (Journal of Laws No. 144, item 930, as amended), it is assumed income from activities subjected to taxation under the provisions on flat-rate income tax on certain revenues obtained by natural persons in the amount of 1/12 of the income announced annually, by way of an announcement, by the minister responsible for family affairs in the Official Journal of the Republic of Poland, "Monitor Polski" by on August 1 of each year.

#### § 14

1. The list of documentation, on the basis of which, the amount of the student's income is settled, is determined in Appendix 1 to these Regulations.
2. In the event that the circumstances of the case, affecting the determination of the entitlement to benefits, require confirmation with a document other than those listed in Annex 1 to these Regulations, the University may require the submission of such a document.

### INCREASING MAINTENANCE GRANT

#### § 15

1. The following premises are considered the reasons for obtaining a social scholarship in an increased amount:

- a) residence in a dormitory or in a facility other than a dormitory where daily commuting from student's place of permanent residence to the university would make it impossible or significantly difficult to study,
- b) living with an unemployed spouse or child of a student in a dormitory or in a facility other than a dormitory,
- c) raising a child alone,
- d) a serious health situation involving high costs of treatment,
- e) other special material and living situation or other randomly documented situation.



1. The catalog of reasons and premises for receiving a maintenance grant in an increased amount is not closed, and the decision to grant that allowance depends on the Scholarship Committee / Rector.
2. The amount of increased maintenance grant referred to in para. 1 is determined by the Rector, in agreement with the Student Self-Government, based on the amount of the subsidy and the number of eligible students.
3. If, during the academic year, the reasons justifying an increase in the maintenance grant cease to exist, the student loses the right to this additional benefit.
4. The student is obliged to immediately notify the Scholarship Committee / Rector about the cessation of the conditions entitling them to an increased maintenance grant.

## **SCHOLARSHIPS FOR STUDENTS WITH DISABILITIES**

### **§ 16**

1. A scholarship for disabled persons may be awarded to a student in virtue of disability confirmed by a decision:
  - a) about disability,
  - b) about the degree of disability,
  - c) referred to in Article 5 and Article 62 of the Act of 27 August 1997 on vocational and social rehabilitation and employment of disabled people (Journal of Laws of 2019, item 1172, as amended.)
1. The scholarship for disabled students may be awarded in a given academic year for up to 9 months. The scholarship for people with disabilities is awarded for the academic year, and in the case of students graduating in the winter semester, for a period of 1 semester. In the case of students applying for a scholarship for people with disabilities from the summer semester, the scholarship is awarded for the period of 1 semester (5 months). The scholarship for disabled people is awarded in accordance with the date of the certified disability.
2. After the expiry of the validity of the decision during the academic year, the student must re-apply for the scholarship, and Rector issues a new decision on granting the scholarship.
3. The application for a scholarship for disabled people shall be submitted by the student by 25 October, on the form no. 2 constituting an appendix to these Regulations. In the case of commencing studies at the summer semester, the application for a special scholarship should be submitted by 16 March.
4. In the event of submitting an application for a scholarship for disabled people after the deadline specified in sec. 4, the student becomes entitled to the benefit depending on the date of receipt of the application:
  - a) on the 1st of the month, if the application was received by the 15th day of a given month,
  - b) on the 1st of the following month, if the application is received after the 15th of a given month.
5. In a situation where the delay in submitting the application is due to reasons beyond the Student's control, Rector makes a decision on the possible granting of the benefit and its payment, starting from the date of the disability occurrence.
6. When a disability arises during studies or after obtaining a professional title, a student may receive a scholarship for disabled people in another field of study, but only for one field and no longer than 6 years.
7. The basis for the payment of the benefit for the disabled people is the collecting of the decision by the students themselves.
8. The amount of the scholarship for the disabled ones is determined by the Rector in consultation with the Student Self-Government.

## RECTOR'S SCHOLARSHIP

### § 17

1. Rector's scholarship may be awarded to a student who has achieved outstanding results in science, on scientific or artistic grounds, or sports achievements in competition at least at the national level.
2. Outstanding results in science are understood as obtaining a weighted average above 4.00 in the last year of studies.
3. In the application for the Rector's scholarship, academic or artistic achievements or sports achievements in competition at least at the national level obtained in the previous academic year may be demonstrated.
4. The Rector's scholarship may be obtained not earlier than after completing the first year of studies during the time of registering for the next semester / year of studies.
5. A first-year student of second-cycle studies, who has met the criteria for receiving the benefit in the last two semesters of first-cycle studies, may apply for the rector's scholarship.
6. The Rector's scholarship may be granted to a student admitted to the first year of studies in the year of submitting the matriculation examination, which is:
  - a laureate of an international Olympiad or a laureate or finalist of a central level Olympiad, referred to in the regulations on the education system.
  - a medalist of at least sports competition for the title of Polish Champion in a given sport, referred to in the regulations on sport.
7. The Rector's scholarship may not be awarded to a student who, irrespectively of the average obtained in the course of completed subjects:
  - a) repeat the year / semester of study;
  - b) obtained a conditional entry or a conditional credit for the next semester / year;
  - c) resumed studies after being expelled from the list of students due to failing a semester or a year;
  - d) returned from dean's or health leave and did not complete the next year of studies.
8. The Rector's scholarship is awarded for the period of 1 semester.
9. A student submits an application for the rector's scholarship for the winter semester by 25 October and for the summer semester by March 15th, using the form no. 3 attached to these Regulations. Applications submitted after the deadline shall not be considered.
10. The responsibility of documenting the achievements of applying for the rector's scholarship rests with the student concerned. In order to correctly document his achievements, the applicant should present such documents as diplomas, certificates and statements, signed by persons authorized to do so.
11. Personal collecting of the decision issued by the Scholarship Committee is the factor for a payment of Rector's scholarship.
12. The Rector's scholarship may be granted to a student who, within the time limit specified in the study regulations, has passed exams in all subjects in which classes ended in a given year, with all examinations, and obtained all required credits, as well as obtained the required average exam grade in the previous academic year.
13. Rector's scholarship is awarded to 10% of the students in each field of study at the University. If the number of students in the field of study is less than ten, the scholarship may be awarded to one student. The Rector decides about the number of scholarships in a given academic year and the rules for granting them.
14. The number of students in the field of study is defined for an October 15 for the winter semester and March 15 for the summer semester.

15. Rector's scholarship is granted to students who achieve the best possible results. The student's score is determined by adding the number of points for scientific, artistic and sports achievements to the weighted average obtained for the last year of studies.
16. The basis for the payment of the rector's scholarship is the collection of the decision by the students themselves..
17. The amount of the Rector's scholarship and the conditions for obtaining it for a given academic year, are both set by the Rector in consultation with the Student Self-Government.

## **ALLOWANCES**

### **§ 18**

1. A grant is a form of emergency aid for a student who has found themselves temporarily in a difficult life situation.
2. A temporary difficult life situation refers to an event which cannot be predicted, is accidental and independent of the will of the person, e.g. death of the closest family member, accident, serious illness of a student or a member of the student's family, natural disasters, other event.
3. The application regarding the grant is submitted by the student on the form No. 6 constituting an appendix to these Regulations.
4. A student applying for the allowance attaches all documents confirming the situation for which the allowance is to be granted (medical certificate, certificates from a social welfare center, court and police decisions, invoices, bills confirming the expenses incurred as a result of the situation random and other). Undocumented applications cannot be the basis for granting the allowance.
5. The application for the allowance shall be submitted within 90 days from the date of the event which is the basis for applying for the allowance. In exceptional cases, the 90-day period may be extended by the Rector's decision.
6. A student may receive the allowance referred to in section 1 not more frequently than twice in the academic year.
7. The amount of the allowance is determined by the Rector in consultation with the Student Self-Government.

## **ACCOMMODATION IN THE DORMITORY AND CATERING IN THE STUDENT CANTEEN**

### **§ 19**

The university does not run dormitories or canteens.

## **APPEAL PROCEEDINGS**

### **§ 20**

8. The student has the right to apply to the Rector for reconsideration of the particular case in a paper form within fourteen days from the date of decision's delivery.
- 9.
10. The student has the right to lodge a complaint to the administrative court against the final decision, i.e. the one against which there are no further appeal proceedings, within 30 days from the date of delivery of the final decision.
11. Decisions regarding appeal proceedings are delivered to students with acknowledgment of receipt.

## **INFORMATION ON THE PROCESSING OF PERSONAL DATA**

### **§ 21**

**Personal data administrator** - Wrocław Business Academy, ul. Ostrowskiego 22, 53-238 Wrocław.

**Contact details for the Data Administrator and Data Protection Officer: [rodo@wab.edu.pl](mailto:rodo@wab.edu.pl)**

**Purpose and legal basis as well as the period of personal data processing.**

Conducting the process related to the allocation of benefits to students, i.e. maintenance grants, scholarships and allowances, in accordance with the Regulations on benefits for students. The legal basis for data processing is the necessity to fulfill the legal obligation incumbent on the controller, which is the Act - Law on Higher Education. In terms of sensitive personal data which may be transferred in connection with applications for a scholarships for disabled people and allowances, the legal basis lies in the voluntary consent of the student. Data processing will be taking place until the end of storage of documents related to the learning process, in accordance with the Law on Higher Education.

**§ 22**

**Data recipients:**

1. Authorized employees of the data controller.
2. Service providers to whom data is transferred for the purposes of providing services for the data controller, in particular entities such as IT service providers, law firms, accounting service providers to the extent necessary for the proper performance of the ordered services.
3. Personal data is also entered into the POL-ON system, an integrated information system on science and higher education, which supports the work of the Ministry of Science and Higher Education, as well as the Central Statistical Office.

**§ 23**

**Voluntary provision of data**

Providing data is voluntary, but necessary for the implementation of verification processes and allocation of benefits.

**§ 24**

**Rights related to the processing of personal data**

**The data subject has the right to:**

1. Access to own data and the right to request its rectification,
2. Withdrawal of the freely given consent. Withdrawal of consent does not affect the lawfulness of data processing that was carried out before the consent was withdrawn.
3. To transfer personal data, i.e. to receive personal data, in a structured, commonly used machine-readable format,
4. To limit data processing or to remove it ("right to be forgotten")
5. To lodge a complaint to the President of the Personal Data Protection Office.

**TRANSITIONAL AND FINAL PROVISIONS**

**§ 25**

1. In all matters not covered nor mentioned by the aforementioned provisions of these Regulations, the provisions of the Act of July 20, 2018 shall apply. - Law on higher education and science (Journal of Laws of August 30, 2018, item 1668) and the provisions of the Act of June 14, 1960 Code of Administrative Procedure (Journal of Laws of 2000, No. 98, item 1071 as amended)
2. The Regulations on financial support for students of the University of Business in Wrocław, introduced by the Rector's Order No. 71/19/20 of 23 September 2020, shall expire.
3. The Regulations enter into force on October 15, 2020.

**Wrocław, September 12, 2024 r.**

Attachments:

Form No. 1 - application for a maintenance grant / increasing the maintenance grant

Form No. 2 - Application for a scholarship for people with disabilities

Form No. 3 - application for the rector's scholarship for the best students

Form No. 4 - application for recalculation of income

Form No. 5 - application for reconsideration of the case

Appendix 1 to the maintenance grant - list of documentation to determine the amount of the student's income

Appendix 2 to the maintenance grant - declaration on non-taxable income

Appendix No. 3 to the maintenance grant - declaration on the possession of the farm

Appendix 4 to the maintenance grant - declaration on not running a joint household with parents

Appendix No. 5 - information clause

Appendix 6 - declaration of resignation from the granted benefit.

Appendix 7 – statement of the Student - citizen of Ukraine about the family and financial situation

Appendix 8 - statement on the monthly amount of income that was received abroad in the Republic of Poland