



ORDER No. 79/2024
of the Rector of the Maritime University of Szczecin
30 September, 2024

*Consolidated text including Orders No. 5/2025 and 59/2025,
effective from 1 October, 2025*

ref.: **introduction of the "Regulations on benefits for students of the Maritime University of Szczecin".**

Pursuant to Article 95(2) of the Act of 20 July, 2018, Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), in consultation with the Student Self-government, the following is hereby ordered:

§ 1.

1. The "Regulations on benefits for students of the Maritime University of Szczecin," hereinafter referred to as the "Regulations," constituting an appendix to this order, are hereby introduced.
2. The Regulations specify:
 - 1) the method of determining the amount of benefits for students in the form of:
 - a) maintenance grant,
 - b) disability allowance,
 - c) special allowance,
 - d) Rector's scholarship,
 - 2) detailed criteria and procedure for awarding the benefits referred to in point 1,
 - 3) method of payment of the benefits referred to in point 1,
 - 4) method of documenting the student's financial situation,
 - 5) procedure for appointing and the composition of the scholarship awarding committee and the scholarship appeal committee,
 - 6) detailed criteria and procedure for accommodation in student halls of residence (dormitories) of the Maritime University of Szczecin,
 - 7) application form templates for benefits,
 - 8) a template for a statement confirming that the student is not receiving benefits for more than one field of study, whereby the student is required to inform the authority of any benefits received at another university and/or field of study.

§ 2.

Order No. 69/2020 of the Rector of the Maritime University of Szczecin of 30 September, 2020, on the introduction of the "Regulations on benefits for students of the Maritime University of Szczecin," as amended, is hereby repealed.

§ 3.

I entrust the supervision and control of the implementation of this Order to the division managers according to their areas of competence.

§ 4.

This Order shall enter into force in the 2024/2025 academic year.

RECTOR

dr hab. inż. kpt. ż. w. Wojciech Ślączka prof. PM

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Regulations on benefits for students of the Maritime University of Szczecin

Section 1. General provisions

§ 1. Subject scope

The regulations apply to:

- 1) students of the Maritime University of Szczecin, including students studying there as part of international student exchange programs and students sent by the Maritime University of Szczecin to study at other universities in Poland or abroad as part of such exchanges,
- 2) doctoral students at the Doctoral School – referring exclusively to the rules and procedures for allocating places at a hall of residence.

§ 2. Definitions and terms

1. The terms used in these Regulations shall have the following meanings:
 - 1) University – Maritime University of Szczecin,
 - 2) Act – the Act of 20 July 2018, Law on Higher Education and Science,
 - 3) SSG – Student Self-government,
 - 4) benefits – forms of financial assistance granted by the University under these Regulations,
 - 5) scholarship authority:
 - a) Rector – in the scope of granting benefits,
 - b) Scholarship Committee for Students (committee) – if the Rector, upon a written request from the SSG, has transferred his powers of granting benefits, with the exception of allocating places in a hall of residence,
 - 6) scholarship appeal body:
 - a) Rector,
 - b) Student Scholarship Appeals Committee (appeals committee) – if the Rector, at the written request of the SSG, has transferred his powers to it in matters of appeals against first instance decisions,
 - 7) "commencement of studies":
 - a) for students beginning the academic year in the winter semester – the first day of the academic year,
 - b) for students beginning their academic year in the summer semester – the start date of the summer semester in accordance with the academic year schedule,
 - 8) grade point average – the arithmetic mean of all final grades in subjects obtained in the required period (the sum of grades divided by their number).
2. The provisions of generally applicable law take precedence over the provisions of these Regulations.

§ 3. Interpretation of the Regulations

The provisions of the Regulations concerning students shall be interpreted by the Rector in consultation with the SSG. Scholarship authorities may request assistance in resolving other legal and procedural issues from the relevant organizational units of the University.

§ 4. Information on the processing of personal data

1. The administrator (Controller) of the personal data of applicants for or using the benefits of the Szczecin Maritime University is the Szczecin Maritime University, ul. Wały Chrobrego 1-2, 70-500 Szczecin, tel. (91) 48 09 400, pm@pm.szczecin.pl.
2. Contact details for the Data Protection Officer: e-mail: iod@pm.szczecin.pl.
3. The University processes personal data, both ordinary and special (health-related), of students and doctoral students of the Maritime University of Szczecin, which are sourced from the persons the data refer to. In addition, when obtaining data from students/doctoral students, it also processes personal data of:
 - 1) the spouse of the student/doctoral student,
 - 2) the parents, legal or actual guardians of the student/doctoral student,
 - 3) the student/doctoral student's siblings,
 - 4) children dependent on the student/doctoral student or persons referred to in points 1-2, minor children, children in education up to the age of 26, and if the age of 26 falls in the last year of study, until its completion, and disabled children regardless of age.
4. The University processes personal data for the purpose of considering and granting benefits in the form of:
 - 1) maintenance grant,
 - 2) disability allowance,
 - 3) special allowance,
 - 4) Rector's scholarship.
5. The basis for data processing for the above-mentioned purpose is the Act of 20 July, 2018, on Higher Education and Science, as well as provisions clarifying, among others, the provisions of the Act of 12 March, 2004, on social assistance and the Act of 28 November, 2003, on family benefits, on the basis of which the income per family member (student) is determined in connection with Article 6(1)(e) of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) – hereinafter referred to as "GDPR" – with regard to special categories of data, e.g. health data, the legal basis is Article 9(2)(b) of the GDPR. In accordance with these provisions, it is also necessary in certain situations to provide data on the income and financial situation of members.
6. Family members' data is processed in order to determine whether a benefit can be granted to a student and in what amount. This amount is determined in accordance with these regulations, and in particular with the provisions of the Act of March 12, 2004, on social assistance and the Act of November 28, 2003, on family benefits. Family members' data is processed on the basis of the above-mentioned statutory provisions, in connection with Article 6(1)(e) of the GDPR and Article 9(2)(b) of the GDPR.
7. The university also processes the data of students, doctoral students, and candidates admitted to the first year of studies and the first year of doctoral school in order to grant a place in a hall of residence (dormitory) of the Maritime University of Szczecin, pursuant to Article 6(1)(b) of the GDPR, i.e. for the purpose of taking steps prior to entering into a contract and performing the contract.

8. The provision of personal data is required for the consideration and granting of benefits and is therefore mandatory.
9. Personal data will be processed for the period necessary to achieve the processing purposes indicated above, i.e. for the period necessary to consider and process the application, fulfill the legal obligations of the University, including obligations related to data storage, e.g. for financial and archival reporting purposes regulated by law.
10. The recipients of personal data may be entities processing data on our behalf, on the basis of a data processing agreement that obliges recipients to maintain the confidentiality of the data obtained. Personal data will not be transferred to third countries (i.e., outside the European Economic Area) or to international organizations.
11. With regard to personal data, decisions will not be made in an automated manner, in accordance with Article 22 of the GDPR.
12. Persons whose personal data is processed by the Controller have the right to:
 - 1) access their personal data pursuant to Article 15 of the GDPR,
 - 2) rectify personal data pursuant to Article 16 of the GDPR,
 - 3) request the erasure of personal data in the cases specified in Article 17 of the GDPR,
 - 4) request the Controller to restrict the processing of personal data pursuant to Article 18 of the GDPR, subject to the cases referred to in Article 18(2) of the GDPR,
 - 5) transfer personal data in the cases specified in Article 20 of the GDPR,
 - 6) object to the processing of personal data in the cases specified in Article 21 of the GDPR.
13. The scope of each of the above rights and the situations in which they may be exercised are specified by law. The possibility of exercising some of these rights may depend, among other things, on the legal basis, purpose, or method of processing.
14. The person whose data is processed by the University may exercise these rights by submitting a written request to the Data Protection Officer at the Controller's address with the note "Data Protection Officer" or to the e-mail address: iod@pm.szczecin.pl.
15. A person whose personal data is processed by the University has the right to lodge a complaint with the President of the Personal Data Protection Office at ul. Stawki 2, 00-193 Warsaw, if they consider that the processing of their personal data violates the provisions of the GDPR.

§ 5. Support for persons with disabilities

Persons who, in the scope of applying for the benefits specified in these Regulations or using them, wish to receive assistance in connection with their disabilities or health-related needs, may contact the Office for Persons with Disabilities (BON) for this purpose. Information about BON can be found on the University's website or at the Academic Support Center.

Section 2. Rules and procedure for granting benefits

Chapter 1. General rules

§ 6. Scholarship fund and forms of benefits for students

1. The University establishes a scholarship fund on the terms specified in Article 412 of the Act.
2. A student may apply for benefits from the scholarship fund referred to in paragraph 1, allocated for this purpose in the form of:
 - 1) maintenance grant,
 - 2) disability allowance,
 - 3) special allowance,
 - 4) Rector's scholarship,

hereinafter referred to as benefits.

- When awarding benefits to students of the University, the principles of equal access to benefits and transparency of the activities of scholarship committees shall be observed.

§ 7. Conditions and period of benefit payment

- Scholarships are awarded for the maximum of nine months of the academic year, i.e. for the period from October to February inclusive in the winter semester, and from March to June inclusive in the summer semester. If the final year of study lasts one semester in accordance with the study plan, scholarships are awarded for the months in that semester.
- Scholarships for persons with disabilities are awarded for the period of validity of the disability certificate, but not longer than the period referred to in paragraph 1.
- The total monthly amount of scholarships – social and Rector's – for one student may not exceed 38% of the minimum monthly salary for a professor at a public university specified in the regulations issued on the basis of Article 137(2) of the Act.

§ 8. Entitlement to benefits

- A student studying simultaneously in several fields of study may receive benefits only in one field of study indicated by them.
- Benefits are not available to students holding the following professional titles:
 - master's degree, master of engineering degree or equivalent,
 - bachelor's degree, bachelor of engineering (*inżynier*) degree or equivalent, if they resume first-cycle studies.
- The total period for which benefits are payable is 12 semesters, regardless of whether the student receives them, with the proviso that within this period, benefits are payable:
 - first-cycle studies – for no longer than 9 semesters,
 - second-cycle studies – for no longer than 7 semesters.
- The period referred to in paragraph 3 shall include all semesters of study commenced by the student, including semesters falling within the period of leave referred to in Article 85(1)(3) of the Act, with the exception of semesters in subsequent first-cycle studies commenced or continued after obtaining the first professional title of bachelor, engineer, or equivalent. In the case of studying several fields of study, semesters completed simultaneously shall be regarded as one semester.
- If the disability arose during studies or after obtaining a professional title, the benefit for persons with disabilities shall be granted for an additional period of 12 semesters. The provisions of paragraphs 3 and 4 shall apply accordingly.
- The provisions of paragraphs 1-5 shall apply accordingly to students who studied or obtained professional degrees abroad.

§ 9. Expiration of entitlement to benefits

- A student applying for a scholarship or receiving a scholarship shall immediately, no later than within 14 days from the date of submitting the application or from the date of receiving the decision, notify the University of the occurrence of circumstances causing the loss of the right to a scholarship on the basis of § 8 sections 2-6.
- The decision to grant the benefit shall expire on the last day of the month in which the student lost the right to the benefit due to obtaining the professional title referred to in § 8 sections 2 and 6, was removed from the list of students in the field of study in which they received the benefit, or the period referred to in § 8 sections 3 and 5 expired.

§ 10. Applications for benefits

1. Benefits for students are granted upon application.
2. Applications for student benefits shall be submitted to the scholarship authority.
3. Applications for the Rector's scholarship shall be submitted within 30 days of the start of studies, as defined in the Regulations. Applications for other benefits may be submitted during the academic year.
4. Submission of an application for the Rector's scholarship after the deadline specified in paragraph 3 will result in disqualification from the ranking list referred to in § 22.
5. Submission of a complete application for maintenance grant or disability allowance after the end of the month in which it should be submitted in accordance with paragraph 3 will result in the scholarship being awarded for a shorter period (i.e., from the month in which the application was submitted).
6. Applications submitted during the summer break (July-September) will be considered from the date of commencement of studies as defined in the Regulations.
7. Confirmation of application submission is issued upon request.
8. The student is required to submit a statement confirming that they are not receiving student benefits in more than one field of study.
9. The University verifies in the list of students in the POL-on Integrated System of Information on Higher Education and Science whether the student receives benefits at another university and whether they do not exceed the period for which they are entitled to benefits, referred to in § 8.
10. If it is revealed that the documentation submitted by the student with the application, which is the basis for granting the benefit, is not consistent with the facts, the student may be subject to disciplinary action, and any benefits received unduly shall be refunded. The scholarship authority shall notify the Rector of any situation that may be grounds for disciplinary proceedings against the student.

§ 11. Change in the amount of benefits in specific months of the academic year

1. If the funds at the disposal of the University exceed the total amount of all planned benefits, the Rector may decide:
 - 1) to increase the benefits in accordance with the applicable regulations concerning the procedure for changing decisions, or
 - 2) to pay the scholarship in the tenth month (July or September) in consultation with the Student Self-government.
2. In the case specified in 1(1), the Rector may specify three coefficients for increasing benefits, which are the ratio of funds available in a given period for the payment of benefits to the University's obligation resulting from the benefits granted, or in the case specified in 1(2), the Rector may decide to pay the scholarship in the tenth month, in three groups of benefits:
 - 1) Rector's scholarship,
 - 2) disability allowance,
 - 3) maintenance grant.
3. In the situation specified in section 1(2), the scholarship in the tenth month is awarded in accordance with the last application submitted by the student in a given academic year on the basis of an individual administrative decision. An individual administrative decision regarding students cannot be issued in relation to persons who have lost their student status by the date of

the decision specified in 1(2). The student is obliged to notify of any change in their financial situation within the time limit specified in § 15, section 9.

4. The minimum monthly amount of the scholarship awarded is 500 PLN (zlotys).
5. The calculated monthly amounts of benefits shall be rounded to full tens of zlotys in such a way that amounts ending in less than 5 zlotys shall be omitted (rounded down), and amounts ending in 5 zlotys or more shall be increased to full tens of zlotys (rounded up). If rounding up exceeds the amount referred to in § 7(3), the amounts of the benefits shall be rounded down to full tens of zlotys.

§ 12. Rules of procedure for scholarship authorities

1. The provisions of the Act of June 14, 1960, Code of Administrative Procedure, and the provisions on appealing decisions to an administrative court shall apply accordingly to proceedings for the award of benefits.
2. Scholarship authorities shall be responsible for the correctness of their decisions and rulings in the proceedings they conduct, to the extent and on the terms resulting from separate provisions.
3. The finding of a violation in the proceedings for a benefit, which may affect the decision on its award or amount, shall result in the suspension of the awarded benefit and the re-examination of the application. If, as a result of the reconsideration, the decision is revoked or the amount of the benefit is changed, the student is obliged to return the unduly received benefit, unless separate regulations provide otherwise, or compensation is paid.

Chapter 2. Maintenance grant

§ 13. Right to a maintenance grant

1. A maintenance grant may be awarded to a student in a difficult financial situation.
2. In the academic year in which, according to the study program, maritime internships take place, the maintenance grant is not awarded for the program period of these internships.
3. An international student referred to in Article 324(3) of the Act (foreigner) may apply for a maintenance grant.

§ 14. Amount of maintenance grant

1. The amount of maintenance grant is the difference between the amount specified in these Regulations as the maximum monthly net income per person in the student's family entitling them to receive the scholarship (D.max) and the amount of the actual net income per person in the student's family (basis – P).
2. The amount of the maintenance grant for a student is calculated according to the following formula:
$$\text{Scholarship} = D.\text{max} - P$$
3. The maximum monthly net income per person in the student's family entitling them to apply for a scholarship (D.max) is 45% of the minimum salary referred to in paragraph 4.
4. The maximum monthly income referred to in paragraph 3 shall not exceed 45% of the minimum salary set on January 1 of the year preceding the academic year for which the maintenance grant is awarded, pursuant to the Act of October 10, 2002, on the minimum wage.
5. In particularly justified cases, a student may receive a maintenance grant increased by 600 zlotys. The decision to increase the scholarship may be made only once in a given academic year.

§ 15. Determination of the student's financial situation

1. A student is considered to be in a difficult financial situation if the income per person in the student's family does not exceed the amount referred to in § 14(3).
2. The student's financial situation is determined on the basis of the student's statement, expressed in the scholarship application, on the number of people in the family, subject to sections 6 and 7, and on the basis of statements or certificates documenting the sources and amount of income of the student's family members. A list of these documents is included in Appendix 1 to the Regulations.
3. When determining the amount of income entitling a student to apply for a maintenance grant, the following income is taken into account:
 - 1) the student's,
 - 2) the student's spouse,
 - 3) the student's parents, legal or actual guardians,
 - 4) minors dependent on the persons referred to in points 1-3, children in education up to the age of 26, and if the age of 26 falls in the final year of study, until its completion, and disabled children regardless of age.
4. The family members of international students referred to in Article 324(2)(1) of the Act are considered to be the persons listed in Article 2(4) of the Act of July 14, 2006 on the entry into, residence in, and departure from the territory of the Republic of Poland of citizens of European Union member states and members of their families.
5. The amount of monthly income, also referred to in the Regulations as net income, per person in the family of a student applying for a maintenance grant, shall be determined in accordance with the rules laid down in the Act of November 28, 2003, on family benefits, taking into account paragraph 3, with the proviso that the following shall not be included in the income:
 - 1) benefits referred to in Article 86(1), Article 359(1) and Article 420(1) of the Act;
 - 2) scholarships received by pupils, students, and doctoral students under:
 - a) European Union structural funds,
 - b) non-refundable funds from aid granted by member states of the European Free Trade Association (EFTA),
 - c) international agreements or executive programs drawn up for these agreements, or international scholarship programs;
 - 3) financial assistance received by pupils under the provisions on the education system;
 - 4) maintenance grants awarded by other entities referred to in Article 21(1)(40b) of the Act of July 26, 1991, on personal income tax;
 - 5) amounts of alimony paid by family members to other persons.
6. A student who does not share a household with any of their parents, legal or actual guardians may apply for a maintenance grant without showing the income earned by these persons and their dependent minor children, children in education up to the age of 26, and if the age of 26 falls in the final year of study, until completion of their studies, and disabled children regardless of age, if they meet one of the following conditions:
 - 1) they are over 26 years of age;
 - 2) they are married;
 - 3) they have dependent children referred to in paragraph 3(4);
 - 4) they reached the age of majority while in foster care;
 - 5) they have a stable source of income and their average monthly income in the previous tax year and in the current year in the months preceding the month of submitting the declaration referred to in paragraph 7 is higher than or equal to 40% of the minimum salary set on January 1 of the

year preceding the academic year, for which a maintenance grant is awarded, pursuant to the Act of October 10, 2002, on the minimum wage.

7. The student referred to in paragraph 6 shall submit a statement that they do not share a household with any of their parents, legal guardians, or actual guardians.
8. When the conditions specified in paragraphs 6 and 7 are met, none of the persons referred to in paragraph 3(3) shall be included in the statement referred to in paragraph 2.
9. In circumstances affecting the amount of the benefit granted (e.g., loss of income, gain of income, change in the number of family members), the student shall be required to notify the authority that issued the decision of the circumstances and then submit an application for a recalculation of income within 14 days of the occurrence of the situation. The scholarship, in the amount determined after recalculation, shall apply from the month following the month in which the circumstance occurred.
10. If the income obtained results in the loss of the right to a scholarship or a reduction in its amount, the scholarship shall not be granted or shall be granted at a lower amount from the month following the month in which the income was obtained.
11. The scholarship authority shall refuse to grant a maintenance grant to a student whose monthly income per person in the family does not exceed the amount specified in Article 8(1)(2) of the Act of March 12, 2004 on social assistance, if the application for a maintenance grant does not include a certificate issued by a social assistance center or a social services center confirming that the student or members of their family received social assistance benefits in the year in which the application was submitted.
12. If the student referred to in paragraph 11 or members of their family do not receive social assistance benefits, the scholarship authority may award that student a maintenance grant if they have documented the family's sources of income.
13. In justified cases other than those described in paragraph 11, the competent scholarship authority may request a certificate from the social welfare center on the income and financial situation of the student and the student's family and take this situation into account when assessing whether the student meets the criterion referred to in § 13(1).
14. If the student fails to provide the certificate referred to in paragraph 13, the provisions of paragraphs 11 and 12 shall apply accordingly.

§ 16. Procedure for applying for a maintenance grant

1. The application for a maintenance grant shall be submitted by the student.
2. The application should be submitted on the form given in Appendix 2 to the Regulations, and in the situation referred to in § 15 sections 9 and 10, on the form given in Appendix 3 to the Regulations.
3. The application shall be accompanied by the documents listed in the list referred to in § 15(2), under pain of the circumstances stated in the application being considered unproven. The burden of proof rests with the applicant.

Chapter 3. Disability allowance

§ 17. Right to a disability allowance

A disability allowance may be awarded to a student who has a disability certificate, a certificate of the degree of disability, or a certificate referred to in Articles 5 and 62 of the Act of August 27, 1997, on vocational and social rehabilitation and employment of persons with disabilities.

§ 18. Amount of the disability allowance

1. The amounts of the disability allowance are specified in Table 1.

Table 1. Amounts of disability allowance

Degree of disability	Allowance amount [PLN]
Mild	100
Moderate	1200
Severe	1400

2. In particularly justified cases, at the student's request, the scholarship authority may increase the allowance amount by 100%.

§ 19. Determination of a student's disability

1. The Act referred to in § 17 recognizes the equivalence of decisions issued by adjudication panels and medical examiners of the Social Insurance Institution (ZUS), as well as decisions on classification into one of the disability groups and on permanent or long-term incapacity for work on a farm issued before the date of entry into force of the Act, i.e. before January 1, 1998, if they have not expired.
2. Pursuant to Article 5 of the above-mentioned Act, decisions of the Social Insurance Institution's medical examiner on:
 - 1) total incapacity for work, determined on the basis of Article 12(2), and incapacity for independent existence, determined on the basis of Article 13(5) of the Act of December 17, 1998, on pensions and disability benefits from the Social Insurance Fund, shall be treated as equivalent to a decision on a severe degree of disability;
 - 2) incapacity for independent living, determined on the basis of Article 13(5) of the Act referred to in point 1, is treated as equivalent to a decision on a severe degree of disability;
 - 3) total incapacity for work, determined on the basis of Article 12(2) of the Act referred to in point 1, is treated as equivalent to a certificate of moderate disability;
 - 4) partial incapacity for work, determined on the basis of Article 12(3), and the advisability of retraining referred to in Article 119(2) and (3) of the Act referred to in point 1, shall be treated as equivalent to a decision on a mild degree of disability.
3. Certificates of classification into a disability group (only those issued before January 1, 1998, if they have not expired) are treated as equivalent to the relevant certificate of disability. This means that a certificate of classification into:
 - 1) Group I disability is treated as equivalent to a decision on a severe degree of disability;
 - 2) Group II disability is treated as equivalent to a moderate disability certificate;
 - 3) Group III disability is treated as equivalent to a mild disability certificate.
4. A certificate of permanent or long-term incapacity for work on a farm (if issued before January 1, 1998, and not expired after that date), if it entitles the holder to a care allowance, is treated as equivalent to a certificate of severe disability. Other certificates of incapacity for work on a farm are treated as equivalent to a certificate of mild disability.

§ 20. Procedure for applying for a disability allowance

1. The application for a disability allowance is submitted by the student.
2. The application should be submitted on the form specified in Appendix 4 to the Regulations.

3. The application shall be accompanied by a certificate of disability or a certificate treated as equivalent to such a certificate, otherwise the circumstances stated in the application being considered will be regarded as not proven. The applicant is obliged to prove that the circumstances given are true.

Chapter 4. Rector's Scholarship

§ 21. Right to a Rector's Scholarship

1. The Rector's Scholarship may be awarded to a student who has achieved outstanding academic results, scientific or artistic achievements, or sporting achievements in competition at least at the national level in the last year of study.
2. Students who are repeating a year of study are not eligible for the Rector's scholarship.
3. The Rector's Scholarship is awarded to students admitted to the first year of study in the year of their high school graduation exam who are:
 - 1) a winner of an international competition or a winner or finalist of a national-level competition, as referred to in the regulations on the education system;
 - 2) a medalist in at least a sports competition for the title of Polish Champion in a given sport, referred to in the regulations on sport.
4. In the case of a student undergoing an internship for one semester during the academic year, the average for the semester in which they studied during that academic year is taken into account.
5. The Rector's Scholarship may be awarded to a student no earlier than after completing the first year of study, subject to paragraph 3.
6. The Rector's Scholarship may be awarded to a student who has completed a year of study within the time limit specified in the academic year organization.
7. The application for the Rector's scholarship must be accompanied by documents confirming the achievements, otherwise the circumstances stated in the application shall be considered as not proven. The burden of proof rests with the applicant.

§ 22. Qualification for the Rector's scholarship

1. Eligibility for the Rector's scholarship is determined in accordance with the following rules:
 - 1) the scholarship body shall draw up a ranking list of students who meet the conditions for receiving the scholarship;
 - 2) the ranking list is created no earlier than 30 days after the start of studies, as defined in the Regulations;
 - 3) if at least one specialization in a given field of study begins in a semester other than the other specializations in that field, the scholarship is awarded twice per academic year, based on separate ranking lists, for the periods from October to February and from March to June of the given academic year, respectively;
 - 4) all applications submitted in time are taken into account when creating the ranking lists;
 - 5) The position on the ranking list depends on the amount (from highest to lowest) of the sum of the amounts awarded for achievements in the previous academic year or for achievements referred to in § 21(3) in four categories:
 - a) outstanding academic performance,
 - b) scientific achievements,
 - c) artistic achievements,
 - d) sports achievements,
 - 6) if the total number of students on the ranking list exceeds the indicators referred to in section 2, the scholarship authority shall decide on the award of scholarships in accordance with the

principle that if there are persons on the ranking list who have the same amount referred to in point 5:

- a) a person who has outstanding academic results is placed above a person who does not have such results on the ranking list, and within this group, a person with a higher grade point average is placed above a person with a lower grade point average, and within this group, a person with a higher exam grade point average is placed above a person with a lower exam grade point average; in the absence of exams, lecture grades will be taken into account;
 - b) then a person who has academic achievements is ranked higher than a person who does not have them;
 - c) if, despite applying the rules set out in points a and b, the order of persons with the same score cannot be determined, they shall not be included in the ranking list;
- 7) the scholarship is awarded in an amount equal to the amount referred to in point 5, subject to § 11(5).
2. In the first stage, scholarships shall be awarded to no more than 9% of the number of students in each field of study and degree program offered by the University separately, and in the second stage, no more than 10% of that number shall be added. If the number of students in a field of study is less than ten, the Rector's scholarship may be awarded to one student. The students referred to in § 21(3) shall not be taken into account when determining the number of students receiving the Rector's scholarship referred to in the first sentence. The number of students shall be determined as of October 1 or March 31, depending on when they commence their studies in a given academic year, as defined in the Regulations.
3. Scholarships within the limit of the second stage referred to in section 2 may be awarded after consideration of requests for reconsideration or appeals, taking into account the outcome of the decisions.

§ 23. Criteria for outstanding academic performance

The amounts awarded for outstanding academic performance, which is recognized as a high grade point average, vary for different fields of study and for different grade point averages, as specified in Table 2.

Table 2. Amounts for grade point averages

Field of study	Grade point average range	Amount in PLN
Navigation <i>First-cycle studies</i>	4.71-5.00	1000
	4.31-4.70	700
	3.90-4.30	500
Inland navigation <i>First-cycle studies</i>		
Telecommunications <i>First-cycle studies</i>		
Computer Science <i>First-cycle studies</i>	4.71-5.00	1000
	4.31-4.70	700
	4.15-4.30	500
	4.76-5.00	1000
	4.41-4.75	700

Geodesy and Cartography <i>First-cycle studies</i>	4.15-4.40	500
Naval Architecture and Shipbuilding <i>First-cycle studies</i>		
Geoinformatics <i>Second-cycle studies</i>	4.81-5.00	1000
Navigation <i>Second-cycle studies</i>	4.61-4.80	700
Naval Architecture and Shipbuilding <i>Second-cycle studies</i>	4.40-4.60	500
Computer Science <i>Second-cycle studies</i>		
Logistics <i>First- and second-cycle studies</i>		
Transport <i>First- and second-cycle studies</i>		
Management <i>First-cycle studies</i>		
Management and Production Engineering <i>First and second cycle studies</i>		
Mechanical Engineering <i>First-cycle and second-cycle studies</i>	4.51-5.00	1000
Industrial Engineering and Offshore Wind Farms <i>First-cycle studies</i>	4.11-4.50	700
Spatial Modeling Engineering <i>First-cycle studies</i>	3.70-4.10	500
Mechatronics <i>First-cycle studies</i>		
Automation and Robotics <i>First-cycle studies</i>		

§ 24. Scientific achievement criterion

1. One achievement with the highest amount is accepted for the ranking.
2. The amounts for scientific achievements are specified in Table 3.

Table 3. Amounts for scientific achievements

	Type of scientific achievement	Amount in PLN
1.	Scientific monograph (peer-reviewed and published)	1000

2.	Article in a scientific journal (peer-reviewed and published) indexed in Web of Science or Scopus	900
3.	Article in a collective work (peer-reviewed and published) indexed in Web of Science or Scopus	800
4.	Article in a scientific journal or collective work (peer-reviewed and published) other than those listed in points 2 and 3	700
5.	Article in a non-peer-reviewed journal	700
6.	Popular science article, e.g., report, review, introduction, etc.	500
7.	Session abroad (active participation)	500
8.	International session in Poland (active participation)	400
9.	Nationwide session (active participation)	400
10.	Local session (active participation)	300
11.	Obtaining a research grant (certificate confirmed by the institution awarding the grant, which must include the title, grant number, date of award, and name of the applicant)	1000
12.	Participation in a team research program (certificate from the research program manager, which must include the following information: applicant's name, research program name, start date, and scope of applicant's participation)	600
13.	Participation in an international scientific exchange (a photocopy of the relevant certificate confirming completion of the exchange, issued by the delegating entity, must include the applicant's name and surname, the start and end dates of the exchange)	400
14.	Participation in inter-university scientific exchange, e.g., MOST (a photocopy of the relevant certificate, confirming completion of the exchange, issued by the delegating unit, must include the applicant's first and last name, the start and end dates of the exchange)	300
15.	Ranking first to third or winning a prize in an international competition referred to in § 16(3).	100
16.	Ranking first to third or winning a prize in a nationwide subject-based competition referred to in § 16(3).	600

§ 25. Criterion of artistic achievements

1. Artistic achievement is understood as achievements in the field of music, visual arts, theater, film, or literary and recitation, provided that these achievements does not constitute the basis for passing a subject covered by the study program, was not part of the duties arising from the employment relationship, and was not the subject of a civil law contract.
2. In the case of multiple artistic achievements obtained in a given academic year on the basis of the same work, the highest achievement should be indicated, which will be the only one eligible for qualification.
3. One achievement bringing the highest amount is accepted for the ranking.
4. The amounts for artistic achievements are specified in Table 4.

Table 4. Amounts for artistic achievements

	Type of artistic achievement	Amount in PLN
1.	Ranking first to third or winning a prize in international competitions, reviews, and festivals	900
2.	Publication/dissemination of artistic achievements internationally	700
3.	Ranking first to third or winning a prize in nationwide competitions, reviews, and festivals.	500
4.	Publication/dissemination of artistic achievements on a national scale	500
5.	Ranking first to third or winning a prize in local (regional) competitions, reviews, and festivals	400
6.	Publication/dissemination of artistic achievements on a local (regional) scale	400

§ 26. Criterion for sports achievements

1. One achievement with the highest score is accepted for the ranking.
2. The amounts for outstanding sports achievements are specified in Table 5.

Table 5. Amounts for outstanding sports achievements

	Sports achievement	Amount in PLN
1.	Participation in the Olympic or Paralympic Games, participation in world or European championships, participation in universiades, academic world or European championships, as well as other equivalent sporting achievements	900
2.	Ranking first to fourth in the Polish championships in team games or individual sports, ranking first to fourth in the Polish academic championships in team games or individual sports, as well as other equivalent sports achievements	700
3.	Ranking first in the academic championships of Szczecin, the West Pomeranian Province, and Pomerania (inter-university leagues) in team sports (with a minimum of four teams competing) or individual sports	500

§ 27. Procedure for applying for the Rector's scholarship

1. The application for the Rector's scholarship is submitted by the student.
2. The application should be submitted on the form specified in Appendix 5 to the Regulations.
3. The application shall be accompanied by:
 - 1) certificates of academic achievements referred to in Table 3,
 - 2) documents confirming artistic achievements,

- 3) certificates of sports achievements, including information about the applicant, the date, place, and nature of the achievement, confirmed by a Polish sports association (list of sports associations – <http://msport.gov.pl/polskie-zwiazki-sportowe>), a nationwide sports association operating in the academic community or by a competent national organization dealing with sports, including sports for people with disabilities, in the case of achievements specified in Table 5,
- 4) certification of achievements specified in Table 5 by the Head of Physical Education and Sports Studies or the Vice-President of the University Club of the Academic Sports Association of the Maritime University of Szczecin (KU AZS).

Chapter 5. Special allowance

§ 28. Right to special allowance

1. Special allowance may be granted to a student who is temporarily in a difficult life situation.
2. Special allowance may be granted once or twice per academic year.
3. A student may not receive special allowance twice for the same reason.
4. A difficult life situation may be caused by unforeseen circumstances, which include in particular:
 - 1) an accident;
 - 2) serious illness of the student, their child, or spouse, resulting in additional financial expenses;
 - 3) death of a close family member (parents, legal guardians, child, spouse, siblings);
 - 4) damage caused by a natural disaster or random event (e.g., fire, theft);
 - 5) birth of a student's child,
 provided that they have caused a temporary financial hardship.
5. The student submits a statement on their and their family's life situation with the application.

§ 29. Amount of special allowance

1. The amount of the special allowance is proportionate to the deterioration in financial circumstances.
2. The amount of the allowance is determined by the scholarship authority, but the single amount granted may not exceed 5,000 zlotys.
3. In particularly justified cases, at the student's request, the scholarship authority may grant an increased allowance, but not more than 100% of the amount specified in paragraph 2.

§ 30. Procedure for applying for special allowance

1. The student shall submit an application for special allowance no later than 3 months after the occurrence of the unforeseen event.
2. The application should be submitted on the form specified in Appendix 6 to the Regulations.
3. In justified cases, the student may submit an application for special allowance on a form other than that specified in paragraph 2 or till the date other than that specified in paragraph 1.
4. When submitting an application for special allowance, the student:
 - 1) is required to justify and document the circumstances on which the application is based,
 - 2) should indicate the amount of assistance required.
5. The scholarship authority has the right to request documentation of the circumstances on which the application is based, whereby the scholarship authority accepts certificates issued no earlier than 3 months prior to their submission.
6. The application for special allowance must be accompanied by documents confirming the circumstances referred to in paragraph 4(1), otherwise the circumstances stated in the application will be considered unproven. The burden of proof rests with the applicant.

Chapter 6. Student committees. Procedure for awarding and paying benefits

§ 31. Student Scholarship Committee

1. The Student Scholarship Committee is appointed by the Rector, who also appoints the chair and vice-chair of the committee from among its members who are employees of the University.
2. The committee shall consist of at least: four students delegated by the Student Self-government and three employees of the University.
3. The duties of the committee chairperson include:
 - 1) convening committee meetings,
 - 2) appointing decision-making panels and their chairpersons,
 - 3) assigning tasks and responsibilities to individual committee members, including a member who is a qualified employee – responsibility for the correct calculation of income referred to in § 14(1), examining the right of international students to receive benefits under these Regulations and ensuring compliance with substantive and procedural provisions when granting benefits,
 - 4) informing committee members about meetings,
 - 5) requesting the Rector to arrange appropriate training,
 - 6) supervising the correctness of the procedure for granting benefits and keeping records.
4. The committee making decisions shall be composed of at least the chair of the decision-making panel, who is the chair of the committee or their deputy, and at least one student. The decision-making panel shall include the person referred to in section 3(3).
5. When reconsidering a case, the committee shall rule in a different composition than the one in which the contested decision was issued.
6. The duties of the chair of the decision-making panel shall include:
 - 1) convening meetings of the panel,
 - 2) informing the members of the panel about meetings,
 - 3) signing administrative decisions containing the committee's rulings.
7. The chairperson of the committee may authorize the deputy chairperson to perform the activities specified in paragraph 3 on their behalf.
8. The commission holds meetings from October to June.
9. In justified cases, the committee may hold meetings and make decisions using means of direct remote communication that allow for the identification of participants. Remote meetings are chaired by the chair of the committee.
10. The heads of the University's organizational units or their deputies, the President of KU AZS, and the Director of the Academic Culture Center may participate in the committee's meetings in an advisory capacity, invited at the request of the committee expressed by a majority vote.
11. The committee's duties include the timely consideration of applications and the preparation of minutes of each meeting.
12. The committee's decisions are made by a simple majority of the decision-making panel in the presence of at least half of the members of the panel entitled to vote. In the event of an equal number of votes "for" and "against," the chairperson has the casting vote.
13. The Rector supervises the activities of the committee.
14. The Student Affairs Department provides administrative support to the committee.
15. Members of the Student Scholarship Committee are authorized to process personal data in accordance with the procedure described in the security policy for the processing of personal data at the Maritime University of Szczecin.

§ 32. Student Scholarship Appeals Committee

1. The Student Scholarship Appeals Committee is appointed by the Rector, who also appoints the chairperson and vice-chairperson from among its members who are employees of the University.
2. The appeals committee consists of four students delegated by the Student Self-government and three employees of the University, whose candidacies are presented by the Vice-Rector responsible for student affairs.
3. The duties of the chair of the appeals committee shall include:
 - 1) assigning tasks and responsibilities to individual committee members, including an employee with relevant expertise responsible for the correct calculation of income referred to in § 14(1), for examining the right of an international student to be granted benefits under these Regulations, and for complying with substantive and procedural provisions when granting benefits,
 - 2) convening meetings of the appeals committee,
 - 3) informing the members of the appeals committee about meetings,
 - 4) signing administrative decisions containing the decisions of the appeals committee,
 - 5) supervising the correctness of the procedure for granting benefits and keeping records.
4. The decisions of the appeals committee shall be made by a simple majority of votes in the presence of at least half of the committee members entitled to vote.
5. The provisions of § 31 sections 7-11 shall apply accordingly.
6. The Rector supervises the activities of the appeals committee.
7. The Student Affairs Department provides administrative support to the appeals committee.
8. Members of the Student Scholarship Appeals Committee are authorized to process personal data in accordance with the procedure described in the security policy for the processing of personal data at the Maritime University of Szczecin.

§ 33. Work and documentation of the Student Scholarship Committee

1. After reviewing the submitted applications for benefits, the Student Scholarship Committee (decision-making panel) draws up minutes of the meeting, which include at least:
 - 1) the date of the meeting and the decision-making panel,
 - 2) a list of applications received,
 - 3) a list of applications rejected on formal grounds (incomplete applications or missing attachments, etc.) and not considered further, with justification (reasons for rejection),
 - 4) a list of students to whom the committee grants the benefit, the amount of the benefits together with justification, including justification for increasing the amount of the benefit,
 - 5) a list of students who were not awarded the benefit, together with justification,
 - 6) any dissenting opinions or other comments or information,
 - 7) signatures of the decision-making panel.
2. The Student Scholarship Committee shall forecast and analyze the financial resources from the scholarship fund on an ongoing basis, based on the payment lists. The analysis shall be carried out each time at a committee meeting in order to decide on the award of the benefit, in accordance with the scholarship fund plan and taking into account the current use of funds.
3. On the basis of the minutes referred to in paragraph 1, a list of benefits awarded is drawn up.
4. The lists of benefits granted shall be approved by the Rector. The approved lists shall be forwarded to the Bursar's Office (Kwestura) for payment.
5. The students referred to in paragraph 1(4) and (5) shall be delivered individual administrative decisions that meet the formal requirements of the Code of Administrative Procedure.
6. As part of his supervisory role, the Rector may overturn a decision of the committee that is inconsistent with the provisions of the Act or the Regulations.

7. A student residing abroad who has not appointed a representative residing in Poland to handle the case is required to appoint a representative in Poland for the purpose of delivering documents, unless delivery is effected by electronic means of communication .
8. If no representative for the delivery of documents is appointed, letters intended for the student shall be left in the case file with the effect of delivery. The student shall be informed of this when submitting the application. The student should also be informed of the possibility of submitting a response to the letter initiating the proceedings and written explanations, as well as who may be appointed as a representative.
9. The complete documentation of the committee's work shall be archived in the Student Affairs Department.

§ 34. Appeals against decisions

1. Subject to paragraph 2, an appeal against a decision of the scholarship authority may be lodged with the scholarship appeals authority within 14 days of receipt of the decision through the authority that issued the decision.
2. In the case of a final decision of the scholarship authority taken by it in the first instance, a request for reconsideration of the case may be submitted to it. When reconsidering the case, the person who participated in issuing the contested decision shall be excluded from participating in the proceedings.
3. An appeal or request for reconsideration submitted by a student should be considered by the scholarship authority within one month of the date of submission of the appeal or request.
4. If the scholarship authority considers that the student's appeal or request is wholly justified, it may issue a new decision amending or revoking the contested decision. Otherwise, the appeal and the case files shall be forwarded immediately to the appeal scholarship authority.

§ 35. Work and documentation of the Student Scholarship Appeals Committee

1. After reviewing appeals against decisions on the award of benefits, the Student Scholarship Appeals Committee shall draw up minutes of the meeting, which shall include at least:
 - 1) the date of the meeting and the composition of the appeals committee at the meeting,
 - 2) a list of appeals received,
 - 3) information on how the appeals were considered, together with justification,
 - 4) any dissenting opinions or other comments or information,
 - 5) the signatures of the members of the appeals committee present at the meeting.
2. Before closing and signing the minutes and issuing the individual decisions referred to in paragraph 5, the appeals committee is required to obtain written confirmation from the administrator of the funds or a person authorized by them that it is possible to finance the benefits for students within the amounts included in the University's scholarship fund plan.
3. On the basis of the minutes referred to in paragraph 1, a list of benefits granted under the appeal procedure shall be drawn up.
4. The lists of benefits granted under the appeal procedure shall be approved by the Rector. The approved lists shall be forwarded to the Bursar's Office for payment.
5. Students who have appealed against decisions issued in the first instance shall be delivered individual administrative decisions that meet the formal requirements of the Code of Administrative Procedure.
6. As part of his supervisory role, the Rector may overturn an appeals committee decision that is inconsistent with the provisions of the Act or the Regulations.
7. Full documentation of the appeals committee's work shall be archived in the Student Affairs Department.

§ 36. Payment of benefits

1. Scholarships are paid monthly, from October to February inclusive in the winter semester and from March to June inclusive in the summer semester, with the first payment in the winter semester taking place in the second or third month of the semester.
2. Benefits are paid by the last day of the month, and payment lists must be received by the Bursar's Office by the 20th day of the month in which the payment is to be made. If the decision to pay is made and forwarded to the Bursar's Office after that date, the scholarship is paid by the last day of the following month.
3. Benefits are paid by bank transfer to the student's individual bank account.

Section 3. Rules and procedure for allocating places in the halls of residence

§ 37. Right to reside in a hall of residence

1. Places in a hall of residence are allocated to:
 - 1) students of the University as part of the Action *Akademik*,
 - 2) to candidates admitted to the first year of studies at the University or the first year of education at the University's Doctoral School,
 - 3) other candidates in the event of vacancies after completing the allocation of places to the persons referred to in points 1 and 2.
2. For the purposes of this chapter, students also means doctoral students of the University.

§ 38. Number of places

1. The number of places to be allocated to:
 - 1) students under the Action *Akademik*,
 - 2) students who, in accordance with the organization of the academic year, are on maritime training during the Action *Akademik* and resided in the hall of residence before going to sea for training,
 - 3) candidates admitted to the first year of studies at the University or the first year of education at the University's Doctoral Schoolis determined by the Campus Head in consultation with the Accommodation Committee of the Student Self-government's Parliament, and in the case of doctoral students, with the resolution-making body of the Doctoral Student Self-government, and is submitted for approval to the Vice-Rector responsible for student affairs (Vice-Rector).
2. A reserve pool of 10 places is allocated to the Vice-Rector for appeals and unforeseen circumstances. If this pool is not used by the start of the academic year, the vacant places will be allocated to the persons referred to in § 37(1)(3).

§ 39. Period of residence

1. A place in a hall of residence is allocated for the duration of the academic year in accordance with the organization of the year at the University, but no longer than until the end of the summer examination session.
2. The places referred to in § 38(1)(2) may be allocated by the campus administration (AOA) for a fixed period (until the students return from their internships) to other students.

§ 40. Applications

1. Places in the halls of residence are allocated upon application by the person interested in residing there.
2. Applicants for a place in a hall of residence listed in § 41(1)(1) submit their applications as required in the Action Akademik. The deadlines for activities within the action are set by the campus head in the Action Akademik Schedule (Schedule), which constitutes Appendix 7 to the Regulations. The completed Schedule shall be communicated to students by posting it on the notice boards at the dean's offices and at the halls of residence by 10 January of the given calendar year.
3. Applicants for a place in a hall of residence listed in § 37(1)(2) shall submit their applications by 10 August of the calendar year to which the recruitment procedure relates.
4. Applications should be submitted electronically using the IT system available on the website akademik.pm.szczecin.pl.
5. The university provides internet access via individual computer stations located, among others, in two halls of residence Pasat and Korab.
6. Students applying for a place may request to remain in their current room or to change it.
7. Failure to submit an application till the deadline specified in sections 2 or 3 will be regarded as a resignation from applying for accommodation.

§ 41. Announcement of results and allocation of places

1. The campus administration shall notify about the allocation of places:
 - 1) students – within the deadline specified in the Schedule,
 - 2) candidates admitted to the first year of study at the University or the first year of education at the University's Doctoral School – no later than 31 August of the calendar year to which the recruitment procedure relates,
 - 3) other persons referred to in § 37(1)(3),by changing the status of the submitted application from registered to accepted.
2. Within the deadline specified in the Schedule, the campus administration shall prepare for the persons referred to in § 37(1)(1) and display on the notice boards at the halls of residence:
 - 1) a list with the register numbers of persons who have been allocated a place in their current room,
 - 2) a list with the register numbers of persons eligible for a change of place,
 - 3) a list of rooms and single places in rooms designated for exchange,
 - 4) the date of allocation of places by Accommodation Committee of the Student Self-government's Parliament, and in the case of doctoral students – the resolution-making body of the Doctoral Student Self-government, as part of the change of place.
3. Persons with disabilities who have been allocated a place in a residence hall have priority in the allocation of places designated for persons with disabilities. The allocation of such designated places takes into account the current evacuation plan.
4. The campus administration has the right to move a resident from a room designated for persons with disabilities to another room, including another residence hall if, in accordance with the principle of priority, a person with disabilities who has been allocated a place in a residence hall has the right to stay in such a room.

§ 42. Procedure in the event of a limited number of places

1. If there are more applicants than places in the residence hall, the right to reside there shall be granted first to students and candidates for whom daily commuting to the University would prevent or significantly impede their education and who are in a difficult financial situation, in particular persons with disabilities.
2. A person applying for a place in a residence hall and citing financial hardship shall indicate in their application the monthly net income per person in their family.
3. The amount of income is determined for the last ended calendar year preceding the start of the academic year.
4. The monthly income per person in the family, hereinafter also referred to as the net income of a student, doctoral student, or candidate, is determined in accordance with the rules set out in § 15 of the Regulations.
5. The campus head and Accommodation Committee of the Student Self-government's Parliament, and in the case of doctoral students – the resolution-making body of the Doctoral Student Self-government, may randomly check selected applications for compliance of statements with the actual situation, e.g. by requesting documents and certificates.
6. Based on the submitted applications, the campus administration prepares:
 - 1) a preliminary ranking list of students,
 - 2) a list of candidateswho have been allocated a place at a residence hall.
7. The order of persons on the lists is determined according to the following rules:
 - 1) priority is given to persons for whom daily commuting from their place of permanent residence to the University would prevent or significantly impede their education, in particular persons with disabilities,
 - 2) among the persons listed in point 1, priority is given to persons with a lower per capita income in the family over persons with a higher income,
 - 3) next in line are persons who do not meet the condition in point 1, with point 2 applying accordingly.
8. Students may report errors in the list referred to in paragraph 6(1).
9. The campus administration shall draw up and post on the notice boards at residence halls a list of students who have been allocated a place at a residence hall.
10. Students who apply for a change of place shall choose a place in the order resulting from paragraph 7.
11. Persons who participated in the Action Akademik but did not receive a place in a residence hall are placed on the waiting list in the order specified in section 7. Places are allocated to these persons by the campus head as vacancies arise.

List of documents required for applications for maintenance grants for students (excerpt from the regulations)

The monthly income per person in the family of a student applying for a maintenance grant is determined on the basis of the rules set out in the Act of 28 November, 2003, on family benefits, taking into account the provisions of the Act of 20 July, 2018, on Higher Education and Science.

Legal status as of 1 October, 2024.

Please note! The provisions cited below are subject to change. In such a case, the amended provisions shall apply.

I. Excerpt from the Act of 28 November, 2003, on family benefits (Journal of Laws of 2024, item 323)

Article 23.

[...]

4. The application should be accompanied by, as appropriate:

1) certificates or statements documenting the amount of income other than income subject to personal income tax on the terms specified in Articles 27, 30b, 30c, 30e, and 30f of the Act of 26 July, 1991, on personal income tax, for each family member;

[...]

3) certificates or statements and evidence necessary to establish entitlement to family benefits:

a) a final decision of a family court confirming adoption or a certificate from a family court or adoption center confirming that court proceedings are pending in a case concerning the adoption of a child,

b) a final court decision granting a divorce or separation,

c) a family court ruling appointing a legal guardian for the child,

ca) a certificate from the organizer of family foster care, the district family assistance center, or the entity referred to in Article 190 of the Act of 9 June, 2011, on family support and the foster care system (Journal of Laws of 2024, item 177), on the placement of the child in a foster family, family-type children's home, care and education facility, regional care and therapy facility or pre-adoption intervention center, together with the date of placement - if the applicant is a foster family, a person running a family-type children's home, the director of a care and education facility, the director of a regional care and therapy facility, or the director of an intervention pre-adoption center,

d) a statement confirming that the child or student attends school or higher education,

e) a certificate from the employer or a statement on the period for which parental leave was granted and on periods of employment,

f) other documents confirming that the conditions for granting or determining the amount of the family benefit covered by the application are met.

[...]

4d. In the event of loss of income or gain of income, documents confirming the loss or gain and the amount thereof shall be attached to the application for family benefits.

[...]

5a. Whenever confirmation of the following circumstances is required in proceedings for the granting of family benefits:

1) attendance of a child or student at school or higher education institution,

2) the amount of income earned by the family or family members in the calendar year preceding the benefit period, including the income referred to in paragraph 4(1),

3) the size of the farm,

4) non-payment of fees for a family member's stay in an institution providing 24-hour care,

- 5) the date and period for which parental leave was granted by the employer, and periods of employment,
- 6) not using 24-hour care for a child placed in a special educational center
- the person applying for a family benefit shall submit a certificate or a statement.

[...]

5c. The statements referred to in paragraph 5a shall be made under penalty of criminal liability for making false statements. The person making the statement is required to include the following clause in it: "I am aware of the criminal liability for making a false statement." This clause replaces the authority's instruction on criminal liability for making false statements.

II. Excerpt from the Regulation of the Minister of Family and Social Policy of 6 July 6, 2023, on the method and procedure for handling cases concerning the granting of family benefits and the scope of information to be included in applications and statements for determining the right to family benefits (Journal of Laws of 2023, item 1340).

[...]

§ 5 When determining entitlement to family allowance, in addition to the relevant information and documents specified in § 2-4, the following shall also be taken into account:

[...]

4) documents confirming the family's income, including, as appropriate:

a) a certificate from the competent municipal authority, a payment order or a statement on the size of the farm expressed in conversion hectares of the total area in the calendar year preceding the benefit period - in the case of income from a farm,

b) a lease agreement - in the case of leasing part or all of the farm owned by the family, on the basis of an agreement concluded in accordance with the provisions on social insurance for farmers, or leasing the farm in connection with receiving a pension specified in the provisions on supporting rural development from funds from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund,

c) an agreement on the contribution of land - in the case of contributing a farm for use by an agricultural production cooperative,

d) in the case of income from alimony:

- a copy of an enforceable court decision awarding alimony to persons within or outside the family, or a copy of the minutes of the hearing containing the content of the court settlement, a copy of a court-approved settlement reached before a mediator or other enforcement title originating from or approved by a court, obliging to pay alimony to persons within or outside the family,

- money orders or bank transfers documenting the amount of alimony paid, if family members are obliged by a court ruling, court settlement, or settlement concluded before a mediator or other enforcement title originating from or approved by a court to pay it to a person outside the family,

- if the entitled person has not received maintenance or has received it in an amount lower than that determined in a court ruling, court settlement, settlement concluded before a mediator, or other enforcement title originating from or approved by a court:

- - a certificate from the authority conducting the enforcement proceedings confirming the total or partial ineffectiveness of the enforcement of maintenance payments, as well as the amount of maintenance payments enforced, or

- - information from the competent court or competent institution about the entitled person taking action related to the enforcement of the enforcement title abroad or about not taking such action, in particular in connection with the lack of a legal basis for taking such action or the inability of the entitled person to indicate the place of residence of the maintenance debtor abroad, if the debtor resides abroad,

e) a statement or other document specifying the date of loss of income and the amount and type of income lost,

f) a statement or other document specifying the date of obtaining income and the amount and type of income obtained by a family member and the number of months in which the income was obtained - in the case of income obtained in the calendar year preceding the benefit period,

- g) a statement or other document specifying the date of obtaining income and the amount and type of income obtained by a family member for the month following the month in which the income was obtained - in the case of income obtained after the calendar year preceding the benefit period;
 - 5) a full or abridged copy of the parents' death certificates or a copy of an enforceable court decision awarding maintenance, or a copy of the minutes of the hearing containing the content of the court settlement, or a copy of the court-approved settlement concluded before a mediator or other enforcement title originating from or approved by the court, obliging to pay alimony - in the case of a single parent or a student;
 - 6) a copy of a final court decision granting a divorce or separation, or a full or abridged copy of the death certificate of the spouse or parent of the child - in the case of a single parent;
 - 7) a full copy of the child's birth certificate - in the case where the father is unknown;
 - 8) a copy of a final court decision dismissing a claim for maintenance;
 - 9) a copy of a final court ruling obliging one of the parents to bear the full costs of maintaining the child;
 - 10) a copy of a court ruling indicating that the child is in the alternating care of both parents for comparable and recurring periods;
 - 11) a copy of a final court decision granting adoption - if the person applying for family allowance has adopted a child;
 - 12) a certificate from the family court or adoption center confirming that court proceedings are underway in the case of the child's adoption, if the person applying for the family allowance is the child's actual guardian;
 - [...]
 - 14) statements or other documents necessary to determine entitlement to family allowance.
- [...]
- § 14 Attached to the application:
- 1) statements shall be submitted in original;
 - 2) documents other than statements shall be submitted in the form of copies, with the exception of the documents referred to in § 5(4)(d), third indent, which shall be submitted in the original.

To the Rector/Scholarship Committee
Maritime University of Szczecin

To be completed by the student:

First and last name	FULL-TIME studies <input type="checkbox"/>	PART-TIME studies <input type="checkbox"/>
Date of birth (dd;mm;yy)	First-cycle studies <input type="checkbox"/>	Second-cycle studies <input type="checkbox"/>
Permanent residence address	Year of study	
	Field of study	
	Faculty	
Phone number	Specialization	
	Register number	

Please transfer the benefits to my bank account:

Benefits granted on the basis of false data are subject to repayment, and the student may be referred to a disciplinary committee.

A student residing abroad who has not appointed a representative residing in Poland to handle the case is required to appoint a representative in Poland for the purpose of delivering documents, unless delivery is effected by electronic means of communication.

If no representative for delivery of documents is appointed, letters intended for the student shall be left in the case file with the effect of delivery.

Application for a maintenance grant

for the academic year 20..../20....

1. I am applying for a maintenance grant due to my difficult financial situation
 2. Currently, my family consists of the following persons (Table A):

Degree of kinship	First name and last name	Year of birth	Place and date of employment (month, year), place of education (school, year of study)
1. Student			Szczecin Maritime University
2.			
3.			
4.			
5.			

Persons who may be members of the student's family are listed in § 15(3)(3-4) of the Regulations

3. Due to my difficult financial situation, I am requesting an increase in the amount of my maintenance grant Yes, No

4. Aware of the criminal liability for false testimony under Article 233 § 1 of the Criminal Code and disciplinary liability for providing false information, I **declare** that:

 - 1) the above information regarding the fulfillment of the conditions necessary to receive benefits is complete and true,
 - 2) I do not receive a maintenance grant, a disability allowance, a rector's scholarship, or special allowance for more than one field of study;
 - 3) I am also studying:
 YES (provide the name of the university, year, and field of study)
studies: first-cycle, second-cycle, uniform master's degree; NO

- 4) I have already completed studies:
 YES – date of graduation (provide the name of the university, years, field of study, specialization)
 and I hold the title of: NO
- 5) I have read the Regulations on benefits for students of the Maritime University of Szczecin and accept all the terms and conditions contained therein;
- 6) I undertake to return any unduly received benefits and agree to the deduction of any unduly received benefits from the scholarships I receive;
- 7) I undertake to immediately inform the scholarship authority about receiving a maintenance grant, a scholarship for disabled persons, a Rector's scholarship, and special allowance for more than one field of study.

.....
 (date and student's signature)

To be completed by a University employee:

Calculation of average income per person in the family (Table B)
 (consisting of the persons listed in Table A)

	Type of data for calculating the average income per person in the family	Amount in PLN
1.	Average monthly net family income	
2.	Number of persons in the family	
3.	Monthly net income per person	

Date	Maximum income entitling you to receive a scholarship	Actual income per person/month	Difference between maximum and actual income

It is proposed:

not to award the scholarship due to

.....

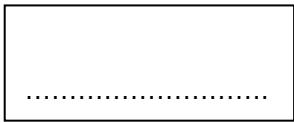
to award a scholarship for the academic year 20.../20... in accordance with the Regulations:

	Type of scholarship	Grant amount	Proposed grant period
1.	Maintenance grant		
2.	Increase in maintenance grant		
TOTAL			

Justification for the proposal:

.....

.....
 (date and signature of the person preparing the document)



Appendix No. 3 to the Regulations on benefits for students
(Order 79/2024 of the Rector of the Maritime University of Szczecin, 30 September, 2024)

To the Rector/Scholarship Committee of the Maritime University of Szczecin

To be completed by the student:

First and last name	FULL-TIME studies <input type="checkbox"/>	PART-TIME studies <input type="checkbox"/>
Date of birth (dd;mm;yy)	First-cycle studies <input type="checkbox"/>	Second-cycle studies <input type="checkbox"/>
Permanent residence address	Year of study	
	Field of study	
	Faculty	
Phone number	Specialization	
	Register number	

Please transfer the benefits to my bank account:

Benefits granted on the basis of false data are subject to repayment, and the student may be referred to a disciplinary committee. A student residing abroad who has not appointed a representative residing in Poland to handle the case is required to appoint a representative in

Poland for the purpose of delivery of documents, unless delivery is effected by electronic means of communication.

Application for recalculation of income

in order to determine the right to a maintenance grant or change the amount of the maintenance grant awarded for the academic year 20.../20....

1. I request a recalculation of the income earned by my family members in the year due to:

- 1) loss of income¹ by:
a member of my family

.....

- 2) income earned² by:
- a member of your family

.....

- 3) change in the number of family members. Current number of family members:

Degree of of kinship	First and last name	Year of birth	Place and date of employment (month, year), place of education (school, year of study)
1. Student			Maritime University of Szczecin
2.			
3.			
4.			
5.			

¹ pursuant to Article 3(23) of the Act of 28 November, 2003, on family benefits

² pursuant to Article 3(24) of the Act of 28 November, 2003, on family benefits

- 4) Other:
2. Aware of the criminal liability for false testimony under Article 233 § 1 of the Criminal Code and disciplinary liability for providing false information, I **declare** that:
- 1) the above information regarding the fulfillment of the conditions necessary to receive benefits is complete and true,
 - 2) I do not receive a maintenance grant, a disability allowance, a rector's scholarship, or special allowance for more than one field of study;
 - 3) I am also studying:

YES (provide the name of the university, year, and field of study)

studies: first-cycle, second-cycle, uniform master's degree

NO
- 4) I have already completed studies:
- YES – date of graduation (provide the name of the university, years, field of study, specialization)
- and I hold the title of:
- NO
- 5) I have read the Regulations on benefits for students of the Maritime University of Szczecin and accept all the terms and conditions contained therein;
- 6) I undertake to return any unduly received benefits and agree to the deduction of any unduly received benefits from the scholarships I receive;
- 7) I undertake to immediately inform the scholarship authority about receiving a maintenance grant, a scholarship for disabled persons, a Rector's scholarship, and special allowance for more than one field of study.

.....
(date and student's signature)

To be completed by a University employee:

Calculation of average income per person in the family (Table B)
in the period

	Type of data for calculating the average income per person in the family	Amount in PLN
1.	Average monthly net family income	
2.	Number of persons in the family	
3.	Monthly net income per person	

Date	Maximum income entitling you to receive a scholarship	Actual income per person/month	Difference between maximum and actual income

It is proposed

not to award the scholarship due to

.....

.....

.....

to award the scholarship for the academic year 20..../20.... in accordance with the Regulations:

	Type of scholarship	Scholarship amount	Proposed scholarship period
1.	Maintenance grant		
2.	Increase in maintenance grant		

	TOTAL	
--	-------	--

Justification for the proposal:

.....
.....
(date and signature of the person preparing the proposal)

To the Rector/Scholarship Committee
Szczecin Maritime University

To be completed by the student:

Last name and first name	FULL-TIME studies <input type="checkbox"/>	PART-TIME studies <input type="checkbox"/>
Date of birth (dd;mm;yy)	First-cycle studies <input type="checkbox"/>	Second-cycle studies <input type="checkbox"/>
Permanent residence address	Year of study	
	Field of study	
	Faculty	
Phone number	Specialization	
	Register number	

Please transfer the benefits to my bank account:

Benefits granted on the basis of false data are subject to repayment, and the student may be referred to a disciplinary committee.

A student residing abroad who has not appointed a representative residing in Poland to handle the case is required to appoint a representative in Poland for the purpose of delivery of documents, unless delivery is effected by electronic means of communication.

If no representative for delivery of documents is appointed, letters intended for the student shall be left in the case file with the effect of delivery.

Application for a disability allowance

for the academic year 20..../20....

1. I hereby apply for a disability allowance
Permanent degree of disability or disability group
Degree of disability or disability group certified periodically until
I enclose the certificate
(name of the issuing authority)
 2. Aware of the criminal liability for false testimony under Article 233 § 1 of the Criminal Code and disciplinary liability for providing false information, **I declare** that:
 - 1) the above information concerning the fulfillment of the conditions necessary to receive benefits is complete and true,
 - 2) I do not receive a maintenance grant, a disability allowance, a Rector's scholarship, or special allowance for more than one field of study;
 - 3) I am also studying:
 YES (provide the name of the university, year, and field of study)
.....
studies: first-cycle, second-cycle, uniform master's degree

- 5) I have read the Regulations on benefits for students of the Maritime University of Szczecin and accept all the terms and conditions contained therein;
- 6) I undertake to return any unduly received benefits and agree to the deduction of any unduly received benefits from the scholarships I receive;
- 7) I undertake to immediately inform the scholarship authority about receiving a maintenance grant, a disability allowance, a rector's scholarship, and special allowance for more than one field of study.

.....
(date and student's signature)

To be completed by a University employee:

Scholarship proposal for the academic year 20.../20.... according to the Regulations

It is proposed

awarding a scholarship in accordance with the Regulations in the amount of PLN
for the period

.....

not to award the scholarship.

Justification for the proposal:

.....

.....

.....

.....
(date and signature of the person preparing the document)

To the Rector/Scholarship Committee of the Maritime University of Szczecin

To be completed by the student:

First and last name	FULL-TIME studies <input type="checkbox"/>	PART-TIME studies <input type="checkbox"/>
Date of birth (dd;mm;yy)	First-cycle studies <input type="checkbox"/>	Second-cycle studies <input type="checkbox"/>
Permanent residence address	Year of study	
	Field of study	
	Faculty	
Phone number	Specialization	
	Register number	

Please transfer the benefits to my bank account:

Benefits granted on the basis of false data are subject to repayment, and the student may be referred to a disciplinary committee.

A student residing abroad who has not appointed a representative residing in Poland to handle the case is required to appoint a representative in Poland for the purpose of delivery of documents, unless delivery is effected by electronic means of communication.

If no representative for delivery of documents is appointed, letters intended for the student shall be left in the case file with the effect of delivery.

Application for the Rector's scholarship

for the academic year 20.../20...

1. I hereby apply for the Rector's scholarship on the basis of the following achievements in the previous academic year or, in the case of students admitted to the first year of study in the year of their secondary school graduation exam, prior to commencing their studies (achievements in academic competitions):
 - 1) high grade point average. I confirm that my grade point average for the previous academic year is _ . _ _ _ _

note!!! the average should be given to four decimal places without rounding

I certify that the student obtained the above-mentioned grade point average for the previous academic year.

I certify that the current academic year is not a repeat year.

I certify that the student has passed the year in due time.

(date and signature of the dean's office employee)

- ## 2) academic achievements:

(type of scientific achievement)

(Amount)

- ### 3) artistic achievements:

(type of artistic achievement)

(Amount)

- #### 4) outstanding sports achievements:

(type of sporting achievement)

(Amount)

Confirmation of the student's sports achievements by the Head of Physical Education and Sport at MUS / Vice-President of KU AZS PM.

Confirmation of artistic achievements.

.....
(date and employee's signature)

2. Aware of the criminal liability for false testimony under Article 233 § 1 of the Criminal Code and disciplinary liability for providing false information, **I declare** that:

- 1) the achievements I have entered have not been submitted in previous applications,
- 2) the above information regarding the fulfillment of the conditions necessary to receive benefits is complete and true,
- 3) I do not receive a maintenance grant, a disability allowance, a Rector's scholarship, or special allowance for more than one field of study; – I am also studying:

YES (provide the name of the university, year, and field of study)
.....

studies: first-cycle, second-cycle, uniform master's

NO

- 4) I have already completed studies:

YES – date of graduation (provide the name of the university, years, field of study, specialization)
.....

and I hold the title of:

NO

- 5) I have read the Regulations on benefits for students of the Maritime University of Szczecin and accept all the terms and conditions contained therein;
- 6) I undertake to return any unduly received benefits and agree to the deduction of any unduly received benefits from the scholarships I receive;
- 7) I undertake to immediately inform the scholarship authority about receiving a maintenance grant, a disability allowance, a Rector's scholarship, and special allowance for more than one field of study.

.....
(date and student's signature)

To be completed by a University employee:

Scholarship proposal for the academic year 20..../20.... in accordance with the Regulations

It is proposed:

awarding a scholarship in the amount of PLN
for the period
.....

not to award the scholarship

Justification for the proposal:
.....

.....
(date and signature of the person preparing the document)

To the Rector/Scholarship Committee of the Maritime University of Szczecin

To be completed by the student:

First and last name	FULL-TIME studies <input type="checkbox"/>	PART-TIME studies <input type="checkbox"/>
Date of birth (dd;mm;yy)	First-cycle studies <input type="checkbox"/>	Second-cycle studies <input type="checkbox"/>
Permanent residence address	Year of study	
	Field of study	
	Faculty	
Phone number	Specialization	
	Register number	

Please transfer the benefits to my bank account:

Benefits granted on the basis of false data are subject to repayment, and the student may be referred to a disciplinary committee.

A student residing abroad who has not appointed a representative residing in Poland to handle the case is required to appoint a representative in Poland for the purpose of delivery of documents, unless delivery is effected by electronic means of communication.

If no representative for delivery of documents is appointed, letters intended for the student shall be left in the case file with the effect of delivery.

Application for special allowance

1. I am applying for financial assistance in the amount of PLN for the following reason:

- an accident;
 - serious illness of the student or a member of their immediate family (parents, legal guardians, child, spouse, siblings), resulting in additional financial expenses;
 - death of a close family member (parents, legal guardians, child, spouse, siblings); (*present death certificate for inspection*)
 - damage caused by a natural disaster or unforeseen event (e.g., fire, theft);
 - birth of a student's child (*present the birth certificate for inspection*).
 - other:

2. I declare that I am temporarily in a difficult life situation. Description of the difficult situation:

3. I am receiving the following benefits:

- In the current academic year, I have received special allowance in the amount of PLN
 in the current academic year, I have not received special allowance

4. Aware of the criminal liability for false testimony under Article 233 § 1 of the Criminal Code and disciplinary liability for providing false information, **I declare** that:
- 1) the above information regarding the fulfillment of the conditions necessary to receive benefits is complete and true,
 - 2) I do not receive a maintenance grant, a disability allowance, a Rector's scholarship, or special allowance for more than one field of study,
 - 3) I am also studying:
 YES (provide the name of the university, year, and field of study)
.....
studies: first-cycle, second-cycle, uniform master's degree
- NO
- 4) I have already completed studies:
 YES – date of graduation (provide the name of the university, years, field of study, specialization)
.....
and I hold the title of:
- NO
- 5) I have read the Regulations on benefits for students of the Maritime University of Szczecin and accept all the conditions contained therein;
 - 6) I undertake to return any unduly received benefits and agree to the deduction of any unduly received benefits from the scholarships I receive;
 - 7) I undertake to immediately inform the scholarship authority about receiving a maintenance grant, a disability allowance, a Rector's scholarship, and special allowance for more than one field of study.

.....
(date and student's signature)

To be completed by a University employee:

Proposal for special allowance in the academic year 20.../20.... according to the Regulations

It is proposed:

- to grant special allowance in the amount of PLN
- not to grant special allowance.

Justification for the proposal:

.....
.....
.....
.....
.....
.....
.....

.....
(date and signature of the person preparing the document)

Action Akademik* Schedule

1. Submission of applications for a place in a residence hall
via the online portal available at akademik.pm.szczecin.pl by (date)
2. Posting of the list of persons who have submitted applications - by (date)
3. Accepting appeals against errors in the above list - by (date)
4. Notice board posting:
 - 1) a list of persons who have been assigned a place in a residence hall in their current room,
 - 2) a list of persons entitled to change their place,
 - 3) a list of rooms and single places in rooms designated for exchange,
 - 4) the place and date of room allocation by the Accommodation Committee of Student Self-government (KM PSS) / the resolution-making body of the Doctoral Student Self-government as part of the room change process - by (date)

Szczecin, (date)

.....
(Campus head)

* Translator's note: *akademik* means a *hall of residence*, aka *residence hall*, *dormitory*, *dorm*.