

## **REGULATIONS**

### **For granting benefits for students of Gdańsk University of Technology**

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#### **LIST OF TERMS AND ABBREVIATIONS**

ASC - Academic Sport Center of Gdańsk University of Technology

working days - days from Monday to Friday, excluding public holidays

DS - Dormitory / Dormitories

SAO - Student Affairs Office of Gdańsk University of Technology

Scholarship Fund - University Fund, intended for the implementation of tasks related to the provision of student benefits

guarantee deposit - a specific amount of money paid into the appropriate bank account of the University, whose task is to secure the University's claims against the resident of DS

Committee - if not specified, the statement applies to the Scholarship Committee and the Scholarship Appeal Committee

KAP - The Act of 14 June 1960 Code of Administrative Procedure (consolidated text, Journal of Laws of 2018, item 2096, as amended)

SC - Scholarship Committee

Scholarships Module - My GUT module supporting the granting of scholarships (and other benefits) and DS; as part of the module students gain access to the options: applying for student benefits, preview of submitted applications, preview of scholarships paid, preview of the granted DS

My GUT - university portal available at [moja.pg.edu.pl](http://moja.pg.edu.pl); the portal consists of many modules that enable electronic support for students, academic staff, administrative staff and University associates

SAC - Scholarship Appeal Committee

SHE - Student Housing Estate of Gdańsk University of Technology

GUT / University - Gdańsk University of Technology

Study regulations - Study regulations at Gdańsk University of Technology in force in a given academic year

RC - Residents Council

HEC - Housing Estate Council

PhDSUGUT - PhD Student Union of Gdańsk University of Technology

SHECN – Student Housing Estate Computer Network

URS - User Registration System

SGGUT - Student Government of Gdańsk University of Technology

SUEC - Student University Electoral Commission

SFEC - Student Faculty Electoral Commission

Benefits for students - if not specified, the statement concerns a maintenance grant, a disability grant, special assistance grants and a rector's scholarship jointly.

Act - Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended)

Family Benefits Act - Act of 6 November 2018 on family benefits (Journal of Laws of 2018, item 2220, as amended)

Act on Social Assistance - Act of 20 July 2018 on social assistance (Journal of Laws of 2018, item 1508, as amended)

Rehabilitation Act - Act of 16 May 2019. on professional and social rehabilitation and employment of disabled people (Journal of Laws of 2019, item 1172, as amended)

Income Tax Act - Act of 5 July 2019. on personal income tax (Journal of Laws of 2019, item 1387, as amended)

Sports Act - Act of 25 June 2010 on sport (Journal of Laws of 2018, item 1263, as amended)

Act on the Education System - Act of 7 September 1991 on the education system (Journal of Laws of 2019, item 1481, as amended)

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

Act on Social Insurance for Farmers - Act of 20 December 1990 on social insurance for farmers (Journal of Laws of 2019, item 299, as amended)

professor's salary - the minimum amount of the salary of a public university professor specified in the regulation by the Minister competent for higher education and science

FSC - Faculty Student Council

## **GENERAL PROVISIONS**

### **§ 1**

1. A student may apply for:

- 1) maintenance grant;
- 2) disability grant;
- 3) special assistance grant;
- 4) rector's scholarship;
- 5) accommodation at the Dormitory.

2. The right to apply for the benefits referred to in paragraph 1 of this article refer to both full-time and part-time students.

3. A student may apply for accommodation in DS and for accommodation for a spouse or a child.

4. Funds allocated to student benefits come from the designated subsidy from the state budget, referred to in Art. 365 point 3 of the Act, which supplies the Scholarship Fund.

### **§ 2**

1. The Rector, in consultation with the chairman of the SGGUT, shall divide the Scholarship Fund into individual student benefits.

2. The division shall be made in such a way that the funds allocated for the rector's scholarship constitute no more than 40% of the funds allocated jointly for the rector's scholarships, maintenance grants and special assistance grants, and the reserve left for the next calendar year is not less than 10% and not more than 25% of the designated subsidy from the state budget, referred to in Art. 365 point 3 of the Act.

3. The division is made on the basis of the formulas set out in Annexe 1 to these Regulations.

### **§ 3**

1. The benefits referred to in §1 para. 1 of these Regulations are awarded by the Rector.

2. At the SGGUT's request, student benefits shall be granted by:

- 1) SC - in the scope of granting student benefits;
- 2) SAC - regarding appeals against decisions of the Scholarship Committee.

3. At the request of SGGUT, the benefit referred to in §1 para. 1 point 5) of these Regulations, is granted by:

- 1) SC - places granted in stages I, III and VII, referred to in §46 of these Regulations;
- 2) SAC - regarding appeals against decisions of the Scholarship Committee (stages II and IV) and the distribution of places in stages II, V, VI, VIII, referred to in §46 of these Regulations.

## **§ 4**

The Rector may authorize the Vice-Rector competent for student affairs to make decisions regarding student benefits on his/her behalf. In such a case, all provisions of the Regulations relating to the Rector shall apply to the Vice-Rector acting on the basis of the Rector's written authorization.

## **Appointing Committees**

## **§ 5**

1. Committees are appointed for the academic year.
2. Not later than 4 weeks before the beginning of the academic year, the SGGUT shall submit to the Rector an application to appoint the Committee and to transfer the rights related to the granting of benefits referred to in §1 para. 1 of these Regulations.
3. The SC is appointed by the Rector and consists of:
  - 1) University employees who are not academic teachers - indicated by the Rector,
  - 2) students - up to 2 representatives from each GUT Faculty - elected by the SGGUT resolution body,with the proviso that students constitute the majority of the Committee.
4. The Scholarship Appeal Committee is appointed by the Rector and consists of:
  - 1) University employees who are not academic teachers - indicated by the Rector;
  - 2) students - up to 3 representatives - elected by the SGGUT resolution body;with the proviso that students constitute the majority of the Committee.
5. The chairperson of the Committee is appointed by the Rector.
6. The Vice-Chairperson shall be elected from among the members of the Committee by an absolute majority of votes in the presence of the entire composition of the Committee. Candidates for the Committee Vice-Chairperson may nominate themselves or be appointed by the Committee Chairperson.

## **§ 6**

1. All decisions of the Committee shall be taken at meetings. Meetings are held at least once a month. A report should be drawn up on the course of the meeting, which is signed by all committee members.
2. The decisions of the Committee shall be taken in an open vote, by simple majority, in the presence of at least half of the members, including the chairman or vice-chairman. If the vote does not lead to a decision because of the same number of

votes in favour and against, the chairperson has the decisive vote (and in his/her absence - the vice-chairperson).

#### **§ 7**

Decisions issued by the Committee shall be signed by the chairperson or vice-chairperson authorized by him/her.

#### **§ 8**

At the invitation of the Committee chairperson, persons who are not the Committee members with an advisory and opinion voice may participate in the proceedings. This rule does not apply when considering individual student matters.

#### **§ 9**

The Rector, by way of an administrative decision, revokes the decision of the Committee which is inconsistent with the law.

#### **§ 10**

If the deadline referred to in §5 para. 2 of these Regulations is not met by the SGGUT, the Rector on his/her own initiative may appoint the Committees referred to in §3 para. 2 and 3 of these Regulations without complying with the rules referred to in §5 para. 3 and 4 of these Regulations. In this case, the Committee will be composed of employees whom the Rector authorizes to perform specific functions pursuant to Art. 268a CAP.

### **Rights and obligations of members of the Committee**

#### **§ 11**

1. Each member of the Committee is obliged to:

1) prior to the beginning of the academic year for which he/she was appointed to the Committee, undergo training completed with an aptitude test in the field of:

- a. the procedures for granting student benefits as described in these Regulations;
- b. procedures for granting benefits, as described in the CAP;
- c. procedures related to personal data protection;
- d. handling the Scholarships Module.

2) prior to the start of the academic year, sign a written undertaking to comply with the principles of personal data protection and an obligation to comply with these Regulations;

3) participate in the meetings of the Committee, and in the event of absence provide a justification / sick leave not later than on the day of the scheduled meeting.

3. Training and aptitude tests can be performed by means of the e-learning platform.

#### **§ 12**

1. In the event of failure to comply with the obligations referred to in §11 para. 1 point 1) or 2) of these Regulations, membership in the Committee shall expire on the day of the academic year commencement.
2. In the case of an unjustified absence twice during the meetings of the Committee, the chairperson of the Committee shall request the Rector to remove the member from the Committee and to admonish the member.
3. In the event of a member being removed from the Committee, the chairperson may request the Rector to supplement its composition, in accordance with the principles described in §5 para. 3 and 4 of these Regulations.
4. In the event of removal or termination of membership of more than 50% of the composition of the Committee (according to composition pursuant to §5 para. 3 and 4 of these Regulations), the Committee shall be dismissed. The appointment of a new Committee should take place within 2 weeks of the Committee being dismissed. §5 para. 3 - 6 and §10 of these regulations shall apply accordingly.

### **§ 13**

A member may resign from membership in the Committee. Membership expires after 14 days from the date of delivery of the self-signed written resignation to the chairperson of the Committee. The provisions of article § 12 para. 3 or para. 4 of these Regulations shall apply accordingly.

## **AWARDING BENEFITS TO STUDENTS**

### **General Provisions**

### **§ 14**

1. A student studying simultaneously in several fields of study may receive benefits for students only in one field of study indicated by him/her.
2. Benefits for students:
  - 1) are due at first- and second-cycle studies, as well as at uniform Master's studies for a period not longer than 6 years;
  - 2) are not payable to a student holding a professional title:
    - a. Master's degree, Master's Engineer degree or equivalent,
    - b. Bachelor, Engineer or equivalent, if he/she resumes first-cycle studies;
3. The provisions referred to in para. 2 point 2) of this article shall apply to persons holding professional titles obtained abroad.
4. The period of six years referred to in para. 2 point 1) of this article defines the total period (not exceeding 6 calendar years, i.e. 72 months) during which a student is entitled to apply for student benefits within the framework of studies (including during leave from classes) - regardless of their type and duration. The 6-year period

of entitlement begins at the time of starting studies and acquiring student rights for the first time (in the first field of study), which occurs at the moment of taking the oath. The study periods before the entry into force of the Act are also included in the six-year benefit period.

5. If the disability has arisen during studies or after obtaining a professional title, a student may receive a disability grant only in one subsequent field of study, but not longer than for a period of 6 years.

### **§ 15**

The granting and refusal of granting student benefits takes place by way of an administrative decision in the manner and on the principles described in CAP.

### **§ 16**

Granting or refusal to grant the benefit referred to in §1 para. 1 point 5) of these Regulations is made public by means of an announcement or by issuing an individual referral to DS.

### **§ 17**

1. The benefits referred to in §1 para. 1 of these Regulations are granted at the student's request.
2. Applications, the forms of which have been set out in Annexes 8a to 8e to the Regulations, are submitted only via the electronic form available on the individual student's account on the My GUT portal in the Scholarships Module. Then, the student prints out the generated application, signs it and submits it to the Committee together with the required attachments.
3. Applications or declarations whose forms are specified in Annexes 8f - 8m (excluding Annexes 8g) to the Regulations, bearing the student's own signature, are submitted to the Committee together with the required documents.
4. Applications or statements, the forms of which are specified in Annexes 8e-w, 8g, 8n to the Regulations, bearing the student's own signature, are submitted in:
  - 1) RC or SGGUT, in accordance with §62 para. 4 of these Regulations - applies to Annexe 8e-w to the Regulations;
  - 2) HEC - refers to Annexe 8g to the Regulations;
  - 3) RC - refers to Annexe 8n to the Regulations;
5. Before submitting the application for the benefits referred to in para. 2 of this article, the student is obliged to update his/her personal data, and in the case of applying for student benefits, also the bank account number on the My GUT website.
6. The student is responsible for filling out the application incorrectly.

### **§ 18**

1. The student is responsible for the correct completion of the documents needed to consider the application referred to in §17 of these Regulations.
2. Each application is considered individually. In doubtful cases, the Committee may request the person submitting the application to provide additional explanations in person.



## **§ 19**

1. The Rector, in consultation with SC, and in the case SC is not appointed - with the SGGUT chairperson or a deputy acting on his/her authority, determines the conditions for granting student benefits, in particular:

- 1) the amount of monthly income per person in the student's family entitling him/her to apply for a maintenance grant;
- 2) the basis for calculating the maintenance grant;
- 3) the minimum and maximum amount of the maintenance grant;
- 4) the maximum amount of the increase to the maintenance grant;
- 5) the minimum amount of the disability grant;
- 6) the minimum and maximum amount of the Rector's scholarship, with the criteria;
- 7) the maximum percentage of students entitled to receive the Rector's scholarship, referred to in Art. 91 paragraph 3 of the Act;
- 8) the minimum and maximum amount of the special assistance grant.

2. The amount of the monthly income referred to in para. 1 item 1) of this article may not be:

- 1) less than 1.30 of the amount specified in Art. 8 para. 1 point 2 of the Act on social assistance;
- 2) greater than 1.30 of the sum of the amounts specified in Art. 5 para. 1 and Art. 6 para. 2 point 3 of the Family Benefits Act.

3. The conditions for granting student benefits are set out on the basis of the formulas contained in Annexe 1 to these Regulations and published not later than within 2 weeks as of the last day of the deadline specified in §2 para. 1 of Annexe 1 to these Regulations.

## **§ 20**

Applications for student benefits awarded in accordance with these Regulations shall be submitted in accordance with the schedule set out in §2 of Annexe 1 to these Regulations.

## **§ 21**

Applications for benefits referred to in §1 para. 1 point 1) -4) of these Regulations may be considered when they were submitted after the date indicated in the schedule. Then, the award of a grant depends on the funds remaining in the Scholarship Fund reserve, and in the case of the benefit referred to in §1 para. 1 point 4) - from the pool of scholarships available. A student may receive them from the month following the submission of all required documents (no backward adjustment).

## **§ 22**

A student may receive the benefit referred to in §1 para. 1 point 2) of these Regulations from the month of submission of all required documents if the decision referred to in §34 para. 3 of these Regulations expired during the academic year, and the student submitted a new application together with a new-valid decision to the SC immediately after receiving it.

## **§ 23**

Applications for student benefits referred to in these Regulations may be considered if they were submitted before the deadline indicated in the schedule; however, the deadline for examining the application runs from the moment indicated in the deadline referred to in § 2 of Annexe 1 to these Regulations.

#### **§ 24**

Benefits referred to in § 1 para. 1 point 3) of these Regulations are granted once, and the benefits referred to in §1 para. 1 point 1), 2) and 4) of these Regulations are granted for the period:

1. from:

- 1) October of a given academic year - if the application is submitted in accordance with the deadline specified in §2 para. 1 of Annexe 1 to these Regulations;
- 2) March of a given academic year - if the application is submitted in accordance with the deadline specified in §2 para. 2 of Annexe 1 to these Regulations;
- 3) the month indicated in §21 and §22 of these Regulations - in the case of submitting the application after the deadline set out in §2 of Annexe 1 to these Regulations.

2. up to 10 months, though not longer than until July of a given academic year, except for:

- 1) the benefits referred to in §1 para. 1 point 4) of these Regulations - for students of the second-cycle studies, to whom the benefit is granted for a period of up to 5 months;
- 2) when the last year of studies (according to the study plan) lasts one semester - student benefits are granted for a period of up to 5 months.

#### **§ 25**

1. Applications for the benefit referred to in §1 para. 1 point 5) of these Regulations should be submitted in accordance with the announcement referred to in §48 of these Regulations.
2. The benefit referred to in §1 para. 1 point 5) of these Regulations is granted for the period indicated in the notice or referral.

#### **§ 26**

Student benefits are paid monthly, based on a valid decision, not later than on the 15th day of each month. If the payment of benefits also concerns previous months, the compensation shall be paid once.

#### **§ 27**

1. The sum of the amounts of benefits awarded, referred to in §1 para. 1 point 1) and point 4) of these Regulations may not exceed the amount of 38% of professor's remuneration.
2. If the sum of the awarded amounts of benefits referred to in §1 para. 1 point 1) and point 4) of these Regulations exceed the amount of 38% of the professor's remuneration, the rector's scholarship is reduced by the amount of the excess.

#### **Maintenance grant**

## **§ 28**

A student in a difficult financial situation has the right to receive a maintenance grant.

## **§ 29**

1. Maintenance grant may be awarded to a student on the basis of an application submitted together with the documents indicated in Annexe 2 to these Regulations.
2. The content of the documents referred to in Annexe 2 to these Regulations must be consistent with the facts.
3. The Committee may verify the documents referred to in Annexe 2 to these Regulations in any way consistent with the law.
4. In the summer semester of a given academic year, students of the 1st semester of second-cycle studies who completed their first-cycle studies at GUT and received maintenance grant in the winter semester of a given academic year do not have to attach the documents referred to in Annexe 2 to the application for a maintenance grant - the application should be accompanied by a statement, the form of which is Annexe 8h to these Regulations.

## **§ 30**

1. The maintenance grant is awarded on the basis of the average monthly net income per student family member.
2. The method of determining the income is set out in Annexe 2 to these Regulations.
3. To receive a maintenance grant, an income less than or equal to the income determined in accordance with Annexe 1 to these Regulations is required.

## **§ 31**

The principle of allocating the maintenance grant is to align the amount of the average monthly income per student family member with the assessment basis.

## **§ 32**

1. In particularly justified cases, a student may apply for an increased amount of the maintenance grant.
2. The following situations shall be considered to be particularly justified cases:
  - 1) a student growing up in an incomplete family;
  - 2) a student raising their own or adopted child.

## **§ 33**

1. A change in financial situation of one of the family members during the academic year must be notified and documented immediately. A form of a declaration of a change in circumstances affecting the allocating / not allocating the maintenance grant is set out in Annexe 8m to these Regulations.
2. In the event of submitting the declaration referred to in para. 1 of this article, the Committee has the right to resume proceedings ended with a final decision.
3. If it is determined that the circumstance described in the statement referred to in para. 2 of this article does not affect the material situation affecting the grant awarded - the declaration does not affect the resumption of proceedings, and the Committee issues a decision in this case.

## **Disability grant**

### **§ 34**

1. The disability grant may be awarded to a student with a disability certificate, a certificate stating the degree of disability or a certificate referred to in Art. 5 and Art. 62 of the Rehabilitation Act.
2. The disability grant, referred to in para. 1 of this article may be awarded to a student on the basis of an application submitted by him/her.
3. A student applying for the disability grant must attach a disability certificate or a certificate treated on an equal basis with the disability certificate stating the degree of disability under the provisions of the Rehabilitation Act.
4. If the validity of the decision referred to in para. 3 of this article ends before the period described in §24, then the disability grant is awarded for the period until the end of the period indicated in the decision.
5. The amount of the disability grant depends on the degree of disability:
  - 1) mild degree of disability - 100% of the amount referred to in §19 point 5 of these Regulations;
  - 2) moderate degree of disability - 200% of the amount referred to in §19 point 5 of these Regulations;
  - 3) severe degree of disability - 300% of the amount referred to in §19 point 5 of these Regulations.

## **Special Assistance Grant**

### **§ 35**

1. Special Assistance Grant may be awarded to a student who is temporarily in a difficult life situation.
2. A student may receive the grant referred to in para. 1 of this article, a maximum of twice an academic year.

3. The awarding of the grant depends on the condition of the SF.
4. The grant is awarded on the basis of the application and attached documents confirming the applicant's situation.
5. An application for assistance grant may be submitted not later than 6 months after the occurrence of the event which the student refers to in the application for assistance grant. It is not possible to receive the grant twice because of the same event.
6. No special assistance grant can be awarded in connection with a situation that has caused an increase in the maintenance grant, in accordance with §32 of these Regulations.

### **Rector's Scholarship**

#### **§ 36**

1. The rector's scholarship may be awarded to students who have obtained outstanding academic, scientific or artistic achievements or sports achievements in competition at least at the national level.
2. The rector's scholarship is awarded to the student admitted to the first year of studies in the year of passing the matriculation examination, who is:
  - 1) the laureate of the international olympiad or the laureate or finalist of the central level olympiad;
  - 2) medalist of at least sports competition for the title of Polish Champion in a given sport, referred to in the provisions of the Act on sport.
3. A student may apply for the scholarship referred to in para. 1 of this article not earlier than after registering for the third semester of study.
4. A first-year student of second-cycle studies commenced within one year of completing the first-cycle studies, who has met the criteria referred to in para. 1 of this article, may also apply for the rector's scholarship in the last year of first-cycle studies.
5. The rector's scholarship may be awarded to a student who belongs to the group of persons referred to in §19 para. 1 point 7) of these Regulations.

#### **§ 37**

1. The rector's scholarship may be awarded to a student who:
  - 1) has not repeat any of the semesters on the basis of which he/she is applying for the rector's scholarship;

2) does not take leave, except for leave granted to continue education abroad;  
3) does not avail of didactic breaks;  
4) has been registered for the next semester / year of study or is a student of second-cycle studies commenced within a year of completing first-cycle studies or is a first-year student of first-cycle studies admitted to studies in the year of passing the matriculation examination.

2. The condition of receiving the rector's scholarship is submitting an application for the rector's scholarship for the best students along with the documents referred to in Annexe 4 to these Regulations.
3. The weighted average grade considered in the rector's scholarship application for the best students shall be adopted on the day following the last day indicated in the schedule referred to in §20 of these Regulations.
4. For students of the first semester of second-cycle studies, the calculated weighted average grade does not include the grade from the diploma examination.
5. The weighted average grade is calculated by the Committee on the basis of these Regulations and the applicable Regulations of Studies.

6. The average grade, which is taken into account when considering the Rector's scholarship application, must be the average grade from the final period, i.e.

- 1) the last two consecutive semesters, winter and summer - for first-cycle students;
- 2) one last semester - in the case of second-cycle students (excluding first-semester students);
- 3) the last semester of first-cycle studies - in the case of first-semester students of second-cycle studies, whose last year of first-cycle studies lasted one semester;
- 4) last two semesters of first-cycle studies - in the case of first-semester students of second-cycle studies whose last year of first-cycle studies lasted two semesters.

7. Scientific, artistic or sport achievements that are taken into account when considering the Rector's scholarship application must come from the last two consecutive semesters. The achievements referred to in the first sentence do not include the achievements obtained during the leave of classes or other breaks granted in accordance with the Study Regulations.

### **§ 38**

In the event of a change of faculty or a change of field of study at GUT, the Rector's scholarship shall be paid in the amount previously granted.

### **§ 39**

1. The amount of scholarships in a given field of study is determined for each field of study according to the principles and algorithm described in Annexe 4 to these Regulations.
2. Based on the distribution of the scholarship pool, the student is assigned to a given ranking group. A student may be assigned to more than one ranking group within one field of study.
3. The point threshold for receiving the Rector's scholarship is determined separately for each ranking group, taking into account the number of scholarships in a given group.

#### § 40

The Rector's scholarship is awarded with the division into criteria, depending on the student's achievements:

- 1) Criterion I - for academic performance and scientific or artistic achievements;
- 2) Criterion II - for sports achievements in competition at least at the national level;
- 3) Criterion III - scholarship awarded under the conditions described in §36 para. 2 of these Regulations.

#### § 41

1. The rector's scholarship according to criterion I is awarded on the basis of the sum of obtained points calculated using the formula:

$$\text{number of points} = 0.4 * x_1 + 0.3 * x_2 + 0.3 * x_3$$

Where:

- $x_1$  - points obtained for a high average grade;
- $x_2$  - points obtained for scientific achievements;
- $x_3$  - points obtained for artistic achievements.

2. Points for a high average grade are calculated on the basis of all final grades from the final period multiplied by weights constituting the number of ECTS credits assigned to given subjects.
3. If the subjects do not have credit weights assigned to them, to determine the average referred to in para. 2 of this article, the arithmetic average shall apply.
4. The average grades are calculated on the basis of grades entered in the MojaPG [MyGUT] system.
5. The  $x_1$  coefficient referred to in par. 1 of this article shall be determined from an average of 3.800 using the formula:

$$x_1 = (x - 3.799) * \frac{100}{1.701}$$

where:  $x$  - average grade obtained by the student;  
for an average below 3.800 the  $x_1$  coefficient is 0.

6. The  $x_2$  and  $x_3$  coefficients referred to in para. 1 of this article are determined respectively on the basis of a catalog of scientific achievements, artistic achievements and the principles described in Annexe 4 to these Regulations.

#### **§ 42**

1. The Rector's scholarship according to criterion II is awarded to students for sports achievements in competition at least at the national level.
2. Individual achievements referred to in para. 1 of this article are assigned an appropriate point value.
3. The scholarship may be awarded to a student on the basis of an attached sports class certificate issued by the Sports Association of a given discipline (the list of Polish Sports Associations can be found on the websites of the Ministry of Sport and Tourism). The condition for awarding points for sport achievements is also the impeccable attitude of the student as an athlete.
4. In the case when a student has obtained more than one sports result in a given discipline, points are awarded for one result with the highest number of points.
5. Applications containing sports achievements are forwarded by SCS to the director of ASC in order to obtain opinions about the student's sports achievements. The ASC director or an authorized ASC employee shall issue a written opinion on the student's attitude as an athlete referred to in para. 3 of this article and suggest the number of points to the student for the achievements listed. The opinion and the number of suggested points for sports achievements are binding for the Committee.
6. ASC proposes to award a number of points according to the rules described in Annexe 4 to these Regulations.

#### **§ 43**

1. The condition of receiving the Rector's scholarship, according to criterion III, is submitting to the Committee an application with relevant attachments:
  - 1) a certificate or diploma confirming the title of laureate of an international olympiad;
  - 2) a certificate confirming the title of laureate or finalist of the olympiad referred to in the provisions of the Act on the education system;
  - 3) a certificate or diploma confirming the title of medalist of at least sports competition for the title of Polish Champion in a given sport, referred to in the provisions of the Act on sport.



2. The documents referred to in para. 1 of this article prepared in a foreign language should be translated into Polish by a sworn translator.

#### **§ 44**

If a student receives a scholarship according to criteria I and II - the amounts of scholarships resulting from the above conditions are added, though to a sum not higher than the maximum amount of the Rector's scholarship described in §19 point 6 of these Regulations.

#### **Place in a Dormitory**

#### **§ 45**

1. Non-local GUT students who study full-time and are in a difficult financial situation have the right to obtain a place in DS as first.
2. The spouse and minor child of a student who has been granted a place in the DS shall also be entitled to reside in the DS if the student applied for it when submitting the application.
3. The difficult financial situation is determined on the basis of the criteria specified in §30 para. 1 and 2 of these Regulations.
4. The basic criterion taken into account when awarding the place is the monthly net income per student's family member.
5. Students who are not permanently registered in towns located in the communes indicated in Annexe 5 to these Regulations are considered to be non-local students.
6. Persons permanently registered in towns located in the communes indicated in Annexe 5 to these Regulations may, in exceptional cases, apply for a place in DS with the rights of non-resident students if:
  - 1) they demonstrate in writing that access from the place of residence to the GUT premises is very difficult,
  - or
  - 2) are full orphans.

#### **§ 46**

Places in DS are allocated in the following stages:

- 1) stage I - the pool of 75% of places is awarded to students of senior years and candidates for the first year of second-cycle studies who will complete first-cycle studies at GUT in the summer semester of the academic year in which the application is submitted;
- 2) stage II - the pool of places supplementing to 78% of places is allocated for senior students and candidates for the first year of second-cycle studies; it consists of taking into account student appeals considered by SAC and the possible allocation of places to persons from the reserve list;

- 3) stage III - a pool of 21% of places is allocated for newly admitted students;
- 4) stage IV - a pool of 1% of places is allocated to newly admitted students; it consists of taking into account appeals of newly admitted students considered by SAC;
- 5) stage V - the pool of unused places from previous stages and the ones obtained as a result of resignation from a place in DS is allocated, stage V lasts until the beginning of a given academic year;
- 6) stage VI - twice a week, during the winter semester of the academic year, a pool of vacancies in DS unused from previous stages and obtained as a result of resignation from a place in DS is allocated;
- 7) stage VII - a pool of vacancies in DS unused from previous stages and acquired as a result of resignation from a place in DS is allocated for newly admitted students and senior students wishing to be accommodated from the summer semester of a given academic year;
- 8) stage VIII - twice a week, during the summer semester of the academic year, a pool of vacancies in DS unused from previous stages and acquired as a result of resignation from a place in DS is allocated.

#### **§ 47**

The student may appeal to SAC against the SC's decision issued in stages I and III.

#### **§ 48**

1. The Rector, within the period specified in §3 of Annexe 1 to these Regulations, in consultation with the PhDSUGUT for a given academic year, shall determine in the form of an announcement:

- 1) the deadlines for the individual stages of the allocation of places referred to in §46 of these Regulations;
- 2) deadlines for submitting applications for a room, time limits for processing applications, deadlines for lodging, deadlines for resignation from DS, as well as the amount and date of payment of the guarantee deposit for an academic year;
- 3) deadlines for submitting applications for a place in DS for a holiday under the so-called "Summer Action", including consideration of applications and accommodation, as well as the amount and date of payment of the guarantee deposit for the holiday.

2. The information referred to in para. 1 of this article is presented in the form of an announcement.

#### **§ 49**

1. In the second week of April of a given year, the SHE shall submit to SAO:

1) the number of places in individual DSs which have been previously approved by the rector;

2) lists of persons who lost their place in DS, referred to in §72 para. 8 of these Regulations;

3) lists of DS residents as of 31 March of a given year.

2. From the pool of places referred to in para. 1 item 1) of this article, the following shall be excluded:

1) places in DS 12 for GUT PhD students;

2) places for people studying at inter-university faculties;

3) up to 30 places for first-year students from China, which are divided by the GUT Faculty of Management and Economics;

4) up to 80 places in total for students under the Erasmus + programme, Erasmus Mundus, which are allocated by the International Relations Office;

5) 2 places in each DS within the Rector's pool, which the rector allocates after consulting SAC.

3. Places referred to in par. 2 of this article, not allocated by the deadline specified in the announcement referred to in §48 of these Regulations shall pass to stage VI, available to SAC.

4. Information about vacant places in the DS during the academic year is transmitted to SAC on an ongoing basis by SHE. These places pass to Stages VI, VII and VIII, respectively.

5. SAC allocates places in stages V, VI and VIII according to the waiting list, in accordance with the principles contained in §60 and §61 of these Regulations.

#### **§ 50**

Places in DS are granted on the basis of an application submitted by the student along with a set of documents referred to in Annexe 2 to these Regulations (in the case of foreigners, an application is sufficient). The provisions of §29 para. 2, 3 and §30 para. 1 and 2 of these Regulations shall apply accordingly.

#### **§ 51**

1. A student is informed about the granting or refusal of a place in DS, in stages I, II, III, IV, V and VII by means of a notice published on the SAO website.

2. A student who has received a place in DS is obliged to pay a guarantee deposit in the amount and within the time limits specified in the announcement referred to in §48 of these Regulations.

3. Details on the rules for collecting the deposit, its purpose and return are set out in §92 of these Regulations.

#### **§ 52**

A student who has received a place in DS may resign from the granted place within the period specified in the announcement referred to in §48 of these Regulations. This fact should be reported in writing to SAC. The resignation submitted will be the basis for the refund of the guarantee deposit paid, subject to §91 para. 9 of these Regulations. The vacated place is passed to Stage V, referred to in §46 point 5) of these Regulations.

#### **§ 53**

1. A student re-registered for a given year or semester retains the right to apply for a place in DS.
2. A student who will not reside in DS during the leave granted to him/her, shall be obliged to check out; otherwise, they shall be charged a residence fee. The unused place is at the disposal of SAC.
3. In order to preserve his/her place in DS, a student completing first-cycle studies in the winter semester is required to submit information on participation in the admission procedure for second-cycle studies for the summer semester at GUT to the DS administration within 7 calendar days of obtaining the professional title of engineer.
4. A student residing in DS who completes first-cycle studies in the winter semester, in the case of continuing second-cycle studies in the summer semester at GUT, maintains a place in DS.

#### **§ 54**

1. A GUT student studying abroad as part of the ERASMUS + programme who returns to study at GUT during the academic year, may apply for a place in DS. The condition for considering his/her request is to send to SAC an application for a place not later than two weeks before returning to the country. Such a student is entered at the beginning of the waiting list referred to in §61 para. 2 point 1) of these Regulations.
2. A GUT student who lived in DS and studies at an inter-university field of study after returning from an exchange with a Partner University receives a place in DS as a person who previously lived in DS (continuation of seniority in DS received in the third year of first-cycle studies).

#### **§ 55**

Places in stage I are allocated to students with the highest number of points until the number of places allocated for this stage is exhausted.

**§ 56** The number of points referred to in §55 of these Regulations is calculated from the formula:

$$\text{number of points} = \text{pkt}_{\text{doch}} + \text{pkt}_{\text{staż}} + \text{pkt}_{\text{niep}} + \text{pkt}_{\text{dziecko}}$$

Wherein:

- 1) the  $\text{pkt}_{\text{doch}}$  income point ratio results from the income referred to in §30 para. 1 and 2 of these Regulations and from the basis referred to in §19 para. 1 point 2) of these Regulations and is calculated from the formula:

$$\text{pkt}_{\text{doch}} = 100 - \frac{\text{dochód}}{2 * \text{podstawa}} * 100$$

- 2)  $\text{pkt}_{\text{staż}}$  coefficient is 25 when the applicant is on the list referred to in §49 para. 1 point 3) of these Regulations;
- 3)  $\text{pkt}_{\text{niep}}$  coefficient is awarded if the student does not have a parent in his/her family (does not apply to students referred to in §19 of Annexe 2 to these Regulations), in the amount of 15 for each missing parent;
- 4)  $\text{pkt}_{\text{dziecko}}$  coefficient is 10 if the student has at least one dependent child.

The allocation of places in stages III, IV and VII takes place in the same way as in the case of stage I, with the exception of  $\text{pkt}_{\text{staż}}$  coefficient, which is 0.

### **§ 57**

Students who did not receive a place in the first stage of distribution of places are entered on the reserve list for stage II. SAC, after examining the appeals, grants places in DS until the number of places allocated for the first and second stage of the distribution is exhausted.

### **§ 58**

Students awarded a place in DS are assigned DS numbers in accordance with the principles described in Annexe 3 to these Regulations.

### **§ 59**

A student who received a place in the first and second stage of the distribution of places has the right to request a specific room in the allocated DS. The rules for applying for and granting a specific room are described in Annexe 3 to these Regulations.

### **§ 60**

1. In the fifth stage of the allocation of places can participate students who:
  - 1) did not apply for a place in DS in earlier stages;
  - 2) applied for a place in earlier stages but have not received it;
  - 3) received a non-preferred DS number.

2. Priority in obtaining a place in DS in the fifth stage is given in the following order:

- 1) to non-local full-time GUT students;
- 2) to other GUT students.

3. During the fifth stage, two 'waiting lists' are created:

- 1) list 1 - for persons referred to in para. 1 point 1) and 2) of this article;
- 2) list 2 - for persons referred to in para. 1 point 3) of this article.

4. To enter the waiting list, students must follow the below-mentioned steps, within the time limit specified in the announcement referred to in §48 of these Regulations:

- 1) submit an application in which he/she wishes to participate in the fifth stage of the distribution of places, which is Annexe 8f to these Regulations;
- 2) submit an application for a place in DS (Annexe 8e), together with a set of documents referred to in Annexe 2 to these Regulations, if he/she did not participate in the earlier stages of the distribution of places;
- 3) pay the guarantee deposit referred to in §91 of these Regulations.

5. The order on waiting lists depends on the income referred to in §30 para. 1 and para. 2 of these Regulations. Students with the lowest income have priority in obtaining a place in DS, subject to para. 2 of this article.

## **§ 61**

1. The distribution of places in DS in stages VI, VIII takes place during the duty hours for distribution of vacant places, which are run by SAC twice a week.

2. Referrals to DS are issued at the duty hours for distribution of vacant places in the following order:

- 1) students on the waiting list - in the order on the waiting list;
- 2) other GUT students - in the order of their arrival at the duty hours;
- 3) other persons who have obtained the Rector's consent to reside in GUT DS - in the order in which they have arrived at the duty hours.

3. The waiting list in stage VI is a continuation of the combined lists referred to in §60 para. 3 of these Regulations.

4. The waiting list in stage VIII includes students who did not receive a place in the DS in stage VII.

5. The lists referred to in para. 3 or para. 4 of this article may be expanded by persons who:

- 1) submit an application in which they wish to participate in stages VI and VIII of the distribution of places respectively, constituting Annexe 8f to these Regulations;
- 2) submit an application for a place in DS (Annexe 8e), together with a set of documents referred to in Annexe 2 to these Regulations if they did not participate in earlier stages of the distribution of places.

5. The provisions regarding the order of the lists in stages VI and VIII shall apply accordingly as on the lists in stage V.

### **A place in the Dormitory for a holiday - the so-called 'Summer Action'**

#### **§ 62**

1. Every student has the right to apply for residence in DS within the so-called 'Summer Action'.
2. The spouse or minor child of a student who has been granted a place in DS within the Summer Action shall also be entitled to reside if the student made a request for it when submitting the application.
3. The number of places intended for students under the Summer Action is given in the announcement referred to in §48 of these Regulations.
4. The pool of places in DS is shared. Within the deadline specified in the Regulations a student submits one application constituting Annexe 8e-w to:
  - 1) RC DS in which the student resides - for students currently living in DS;
  - 2) SGGUT office - for students who do not live in DS.
5. The condition for accommodation for the holiday period is to pay the dues arising from residence in DS in the academic year.

#### **§ 63**

1. The distribution of places in the DS within the Summer Action is done by HEC.
2. SGGUT publishes on its website detailed deadlines for submitting applications referred to in §62 para. 4 point 2) of these Regulations. The last deadline may not exceed the date given in the announcement referred to in §48 of these Regulations.
3. The rooms shall be distributed in accordance with the point ranking referred to in §9 and §10 of Annexe 3 to these Regulations, with the proviso that:
  - 1) persons residing in a DS which is not excluded from the Summer Action have priority to receive a place in this DS;
  - 2) students involved in the didactic process, including interns performing internship in the communes referred to in Annexe 5 to these Regulations and graduates have priority in obtaining a place in DS. The list of interns and graduates is provided by the Dean to SHE and HEC by 31 May of a given year;
  - 3) students who live in a room intended for student accommodation in the Summer Action during the academic year and have received this room for the next academic year have priority to this room in the Summer Action.

4. Until May 1 of a given year, the Dean issues an announcement addressed to students referred to in para. 3 point 2) of this article, setting a deadline for expressing their need to reside in DS under the Summer Action.

#### **§ 64**

1. Within the time limit specified in the announcement referred to in §48 of these Regulations, HEC is obliged to display in a visible place a list of persons who have been assigned a place in DS together with the room number (the form provided in Annexe 11 to these Regulations).
2. Within 3 calendar days after the announcement of the results of the allocated rooms, HEC are required to submit to SGGUT the minutes of the HEC meeting at which the rooms were allocated, together with the list referred to in para. 1 of this article.
3. A student applying for a place in DS for a holiday should have paid at the time of submitting the application a guarantee deposit in the amount specified in the announcement referred to in §48 of these Regulations.
4. Students who are not living in DS at the time of submitting the application for residence during holidays must attach/enclose a payment confirmation of the guarantee deposit to the application.

### **ACCOMMODATION IN THE DORMITORY**

#### **§ 65**

1. A student who has been granted a place in DS for the academic year should be accommodated in accordance with the dates specified in the announcement referred to in §48 of these Regulations.
2. In the case of persons who received a referral to DS during the academic year, the accommodation deadline is one day from the date of receipt of the referral. This does not apply to persons who received a place in stage VII.
3. A student who received a place in stages I - V and VII, and whom circumstances prevent accommodation within the period specified in para. 1 of this article, is obliged to notify the DS administration of this fact in writing or by e-mail to the address [akademiki@pg.edu.pl](mailto:akademiki@pg.edu.pl) by the beginning of the winter or summer semester respectively, specifying the planned date of accommodation.
4. If the student fails to use the place and there is no written notification on his/her part, the place is transferred to the pool referred to in §49 para. 4 of these Regulations.
5. A student who has been granted a place in the DS for holidays should be accommodated in accordance with the deadlines specified in the announcement referred to in §48 of these Regulations. The student may resign from the allocated place within the time limit specified in the announcement referred to in §48 of these



Regulations. Failure to announcing resignation will result in the loss of the guarantee deposit.

#### **§ 66**

1. A resident occupies a place in the room assigned to him/her.
2. Changing the room is possible only after obtaining a written consent of the DS manager in consultation with RC.

#### **§ 67**

1. The basis of accommodation in DS are:

- 1) lists of people who have been granted the place (form: Annexe 6 to these Regulations);
- 2) individual referrals issued by SAC or authorized persons (form: Annexe 6 to these Regulations).

2. When accommodating, the resident is obliged to submit:

- 1) an ID card;
- 2) a photograph for the resident's card.

3. When accommodating, the resident should receive:

- 1) information about the room number;
- 2) information on room furnishings;
- 3) a DS resident's card, which is a document authorizing entry to the DS premises;
- 4) bed clothing that is replaced at least every three weeks;
- 5) depending on the DS number other room equipment, e.g. bedding, blanket, lamp, telephone.

4. The room intended for accommodation should be prepared for living, cleaned and equipped with technically efficient equipment and furniture.

5. The resident should immediately submit any reservations regarding the condition and equipment of the room in writing. If there are no objections, it is assumed that the room equipment is consistent with the information referred to in para. 3 point 2) of this article, and the condition of the equipment and furniture is acceptable.

6. Acceptance and return of a room with equipment takes place on the basis of a protocol signed by the resident and the DS manager or an authorized person (room equipment card).

#### **§ 68**

1. If a student's co-resident moves out earlier than specified in the referral, the DS employee has the right to accommodate another student with a valid referral.
2. If it is necessary to relocate a resident to another room for organizational reasons, he/she must relocate within 3 working days.

#### **§ 69**

After checking out, the student may not leave personal belongings in the DS. The exceptions are special locked rooms – storage rooms - during summer holidays. Items unclaimed from the storage rooms by the end of October shall be removed.

## **EXPIRY/LOSS OF BENEFITS**

### **Grants and scholarships**

#### **§ 70**

1. The decision to grant student benefits shall expire on the last day of the month in which:
  - 1) the student has been finally removed from the list of students, or
  - 2) the student has completed studies in the field in which he/she received the benefit, or
  - 3) the student has lost the right to benefit under §14 of these Regulations.
2. The student is obliged to immediately notify SC in writing about the situation referred to in para. 1 point 3) of this article.
  3. The decision to grant student benefits shall be revoked by the Rector if the student has received student benefits on the basis of incomplete or false data.
  4. In the event of disclosure that benefits received are collected unlawfully, this fact shall be reported to the appropriate institution in order to impose civil or criminal consequences. In addition, disciplinary consequences will be imposed on the student (even in the form of expulsion from the University) and unlawful benefits along with statutory interest will be reimbursed.

### **Place in a Dormitory**

#### **§ 71**

1. A student who has obtained a place for the next academic year shall be deprived of the right to reside in DS by the Rector if:
  - 1) he/she did not settle financial liabilities towards DS for the previous academic year, or
  - 2) he/she did not settle with the DS administration the equipment collected in the previous academic year (telephone, bedding, other), or
  - 3) he/she left a dirty room without receipt by designated persons during the previous check-out.
2. Information on the occurrence of the situation referred to in para. 1 of this article shall be immediately forwarded to the Rector by the head of SHE via SAC.
3. The provisions of §72 para. 4 and 5 of these Regulations shall apply accordingly.

#### **§ 72**

1. A resident loses the right to live in DS if:

1) he/she has lost the status of a student, in particular as a result of a final removal from the student register;

2) he/she has not complied with applicable accommodation rules for a period longer than specified in the referral or announcement referred to in §48 of these Regulations;

3) the referral has expired;

4) he/she has ceded the place in DS to another person or obtained a ceded place;

5) he/she obtained the place on the basis of false data and documents;

6) is in arrears with a residence fee of at least 2 months unless he/she has obtained permission to extend the payment period from the DS head;

7) has violated these Regulations;

8) grossly violated the norms of social coexistence in DS.

2. The deprivation of the right to reside, referred to in para. 1 of this article:

1) in the case described in par. 1 point 1) of this article - occurs not later than 14 calendar days from the date of the event;

2) in the cases described in par. 1 points 2) - 8) of this article - shall take place immediately after the event.

3. The fulfillment of the conditions referred to in para. 1 points 1) - 3) of this article does not require the student to be informed in writing about deprivation of the right to reside.

4. The student shall be informed on deprivation of the right to reside for the reasons referred to in para. 1 points 4) - 8) of this article in writing by the Rector.

5. In connection with the decision taken due to the facts listed in para. 1 points 4) - 8) of this article, the resident has the right to apply for reconsideration of his/her case. An appropriate application should be submitted to the Rector within 7 working days from the date of delivery of the letter referred to in para. 4 of this article.

6. In the cases mentioned in para. 1 point 4) and 5) of this article, the resident loses the right to apply for a place in DS during the entire period of study at GUT.

7. In the cases mentioned in para. 1 points 6) - 8) of this article, the resident loses the right to apply for a place in DS until the end of the current academic year.

8. The list of persons who lost their place in DS pursuant to para. 6 or para. 7 of this article is regularly updated by SHE and forwarded to SAC.

### **§ 73**

At least once a month SHE verifies if the student-resident has not lost the right to live in DS pursuant to §72 para. 1 point 1) of these Regulations.

### **§ 74**

Any violation of these Regulations committed under the influence of alcohol or drugs, including the so-called designer drugs ('legal highs') or other intoxicating substances, is punished with special severity, including deprivation of the right to reside in DS with immediate effect.

## **RULES FOR SUBMITTING AND CONSIDERING APPLICATIONS FOR BENEFITS**

1. The following statuses of applications are introduced in the Scholarships Module:

1) when the application is with the student:

- a. draft,
- b. sent;

2) when the application is with the Committee:

- a. accepted,
- b. request for completion,
- c. in preparation,
- d. awaiting decision;

3) informing about the end of the proceedings:

- a. granted,
- b. refusal,
- c. no examination,
- d. resignation.

2. After selecting the appropriate type of benefit, the student goes to the electronic form to fill it in with the necessary information.

3. In a given academic year, the Scholarships Module enables students to submit:

1) one application for a maintenance grant, regardless of the number of fields of study pursued by the student at GUT;

2) one application for a disability grant, regardless of the student's number of fields of study pursued by the student at GUT;

- 3) many applications for a special assistance grant, until the Committee has positively considered two applications for the special assistance grant in a given academic year, regardless of the number of fields studied;
- 4) one application for a Rector's scholarship in the field in which the student is studying;
- 5) one application for a place in DS for a given academic year at a given stage.

4. A student may stop filling in the electronic form by clicking the 'Cancel' button or save the entered information using the 'Save draft' button for later completion. After clicking 'Save draft' the application goes to the 'Draft' status.

5. After completing the form (completing all required fields and approving the declarations indicated in the form), the student generates an application and by clicking the 'Send' button sends an electronic form to SC. The status of the application changes to 'Sent'.

6. The 'Sent' status allows the student to print the application in order to sign it with his/her own signature and submit it to SC together with the required documents.

7. The student should provide the application described in para. 6 of this article within the time limit set in accordance with §20 of these Regulations. The Committee considers only generated and printed out applications, signed by the student, with the required documents.

8. After the application is accepted by SC, the status of the application may change to 'Accepted' or 'Request for completion'.

9. For applications referred to in para. 3 points 1) - 4) of this article, the status 'Accepted' or 'Request for completion' indicates the commencement of the proceedings in accordance with the provisions of the Code of Administrative Procedure.

10. For applications referred to in para. 3 point 5) of this article, the 'Accepted' status indicates the submission of the application by the student.

11. After SC accepts the application, the student may check the status of proceedings on the application on an ongoing basis.

12. The 'Accepted' status means correct delivery of the printed application to SC.

13. The 'Request for completion' status informs the student that the submitted application has not been submitted with the required documents. The student should report to SC to clarify the situation and submit the required documents.

14. The 'In preparation' status indicates the commencement of proceedings on the formal analysis of the application and examination of the documentation provided by the student.

15. The status 'Accepted' and 'In preparation' may, if necessary, change to the 'Request for completion' status.

16. The 'Awaiting decision' status means the completion of proceedings on the student's application and transfer of the case to the SC meeting for decision.

17. The status 'Granted' or 'Refused' indicates that the student's application has been considered and the grant or refusal to grant the benefit referred to in §1 para. 1 of these Regulations have been issued, respectively. In addition, the above statuses inform that the decision on student benefits may be collected at a venue and time specified by the Committee.

18. The 'No examination' status indicates that the application has not been examined due to the fact that the deficiencies were not remedied within the set time limit.

19. The 'Resignation' status indicates the student's failure to submit an application. In order to resign from the application, the student must submit the declaration of resignation in writing to the Committee.

20. After submitting the written declaration of resignation from applying for the benefits referred to in §1 para. 1 of these Regulations, the student has the right to submit another application for the benefit referred to in §1 para. 1 of these Regulations in accordance with para. 3 of this article.

## **§ 75**

1. Appeals from decisions or information about changes in the situation affecting the maintenance grant awarded shall be submitted by the student in writing.

2. Submission of the letter referred to in para. 1 of this article is recorded by the Committee on the Moja PG [MyGUT] website in the Scholarships Module and is further handled in the electronic system.

3. Statuses of the letter referred to in para. 1 of this article are analogous to the statuses listed in §75 para. 1 point 2) and 3) of these Regulations.

## **USE OF DORMITORIES**

### **Rights and obligations of residents**

## **§ 76**

A DS resident has the right to:

1) active and passive participation in elections to RC;

2) use all rooms and equipment intended for general use, on the terms specified by the head of DS and RC;

3) organise social gatherings in rooms intended for this purpose with prior written consent of the DS head and on the conditions specified by the DS head and RC, in accordance with applicable regulations. The meeting organizer is financially liable for any damages and the behaviour of participants;

4) receive visitors in accordance with the rules set out in §82 of these Regulations.

### **§ 77**

A DS resident is obliged to:

1) carry out accommodation and registration activities within the applicable time and mode;

2) pay residence fees within set time limits;

3) immediately inform the DS administration about being removed from the list of students (also due to graduation);

4) immediately inform the DS administration of any case affecting the amount of the residence fee in DS;

5) respect DS property and property in its vicinity;

6) maintain the occupied room and public spaces in proper order and cleanliness;

7) comply with health and safety, fire and property protection regulations in force at the DS;

8) restore the room and bathroom to their original condition, in particular walls, floor, furniture, doors and appliances before checking out of the room;

9) immediately report to the DS head on cases of destruction of property by co-residents or third parties;

10) immediately inform the DS head about accidents occurring within the DS and about the unjustified absence of co-residents;

11) show the resident card without prior request to the DS porter and on request to the employees of the DS administration and members of RC;

12) comply with the provisions of these Regulations, SHECN regulations, GUT Statute and the Act.

## **Rights and obligations of residents' councils and housing council**

### **§ 78**

1. DS residents are represented by RC and HEC.

2. The rules of the RC and HEC elections, their detailed competences and rules of operation are regulated by separate internal acts of the University.

### **Rights and duties of the student housing manager and student housing staff**

#### **§ 79**

1. SHE manager and DS head are employees of the GUT Administration.
2. Detailed competences of SHE employees are set out in separate provisions.
3. The DS head or persons authorized by him/her have the right to enter the rooms for official purposes only in the presence of an RC representative, unless the chairperson of RC consents to enter without the participation of an RC member.
4. The regulations referred to in para. 3 of this article shall not apply:
  - 1) in cases of higher necessity, e.g.
    - a. related to a threat to the life or health of DS residents,
    - b. in case of suspected DS infrastructure failure;
  - 2) when conducting inventory, mandatory inspections of the installation (e.g. electrical, alarm, fire protection), disinfestation works;
  - 3) throughout the duration of the check-out procedure.
5. An official note is drawn up on the activities referred to in para. 4 point 1) and 2) of this article, signed by the persons participating in them.

### **Rules applicable in Dormitories**

#### **§ 80**

DS residents are required to leave room keys at the porter's lodge. The keys are issued only to persons who have a valid resident's card.

#### **§ 81**

There is a curfew (night-time quiet hours) in the DS area between 10 p.m. and 6 a.m.

#### **§ 82**

1. DS residents can be visited by guests between 7a.m. and 11 p.m. only with the consent of the other room's residents.
2. Visitors to a DS resident are required to provide the first and last name of the resident they visit and present their GUT DS resident card, student ID card or any other document with a photo to the porter, to register the entry.



3. Guests of DS residents can enter only in the presence of the host person.
4. Residents receiving visitors bear full responsibility for their stay in DS.
5. Residents are obliged to counteract the behavior of their guests leading to damage or disorder in the DS area. If necessary, they should inform RC or the administration of DS about a problem. If the above obligations are neglected, a resident may be held disciplinary responsible.
6. Residents are financially liable for damages caused by their guests.
7. Guests of residents who are in a state indicating the consumption of alcohol or intoxicants, as well as people behaving in a rude manner, are not allowed to enter DS.
8. Guests staying outside the hours referred to in para. 1 of this article require the written consent of the DS head or of an RC member. The consent is issued on the basis of a written application of a resident, submitted not later than by 10 p.m. on the day of the guest's visit.
9. The payment for staying the guest in DS outside the set hours is defined in the current price list. The fee is payable in advance at the reception desk. The proof of the fee payment is a receipt.
10. DS residents may obtain permission to receive a guest up to seven times outside the set hours in a given month. A visitor (staying overnight) may not stay in DS more than seven times a month, regardless of which of the residents he/she visits. In justified cases, after obtaining the written consent of the DS head, the number of nights may be increased.
11. If a guest stays in DS without the consent referred to in para. 8 of this article, a person who receives the guest will be subject to a fine of 3 times the accommodation fee.
12. If any resident of the room objects to the guest's stay, the consent to the guest's accommodation shall be withdrawn by the head of DS or a member of RC.
13. Accommodation fees are not charged for a resident of another GUT DS provided that the person has a valid resident card for another GUT DS.
14. In the event of a breach of these Regulations, a visitor may be removed from DS without the right to refund the accommodation fee.
15. The above rules regarding guest accommodation do not apply during summer holidays.

### **§ 83**

1. Residents are obliged to maintain the room or a housing unit as well as general use rooms clean and tidy.
2. Residents bear full material responsibility for the property of the entrusted room and are responsible for any damage caused to it.

3. In the event that the DS head cannot enforce the costs of material damage from a resident, he/she shall notify the deputy chairperson of the student government for social affairs and RC of the given DS and collect the amount due from the guarantee deposit.

4. In the event that the damage caused is greater than the amount of the guarantee deposit, the DS employee shall refer the matter to the Disciplinary Committee.

5. If the damage concerns devices or common rooms, and it is not possible to determine the perpetrator of the damage, the decision on the coverage of losses is made by a person managing the estate, in agreement with RC or HEC.

6. Making any changes in the state of the furniture or significant changes in the decor of the room requires the consent of the DS head. This applies in particular but not only to drilling holes in the walls, exchanging furniture between rooms, taking equipment out of the room.

7. Before checking out, each resident of a given room is obliged to bring the room or housing unit to its previous condition. Room inspection, in the presence of a person checking out, is carried out by a designated DS employee, who in the event of damage or deficiencies in the equipment draws up a damage report and presents it to the checking-out person for signature.

8. When checking out of DS, the resident is obliged to:

- 1) settle all payments;
- 2) account for the equipment taken;
- 3) vacate the allocated place in the room;
- 4) hand over the key at the DS reception desk - if the student is the last resident checking-out.

9. In the case of multi-person rooms or housing units, the responsibility falls on all residents of the room or housing unit.

#### **§ 84**

1. All failures in rooms should be reported in writing by residents at the porter's lodge (failures and defects book).

2. Reporting a defect is tantamount to allowing to enter a room or housing unit also during the absence of residents.

3. The defect or damage not reported by the resident is materially charged to the resident, residents of a given room or housing unit, or residents of a given floor.

#### **§ 85**

On the DS premises, it is prohibited to:

- 1) consume or produce drugs, designer drugs ('legal highs'), and smoke cigarettes;
- 2) use the rooms contrary to their purpose:
  - a. wilful install, alter or repair electrical installations,
  - b. destroy walls, doors, furniture,
  - c. use electric or gas cookers in rooms,
  - d. install satellite television without a prior written consent of the DS administration,
  - e. establish any external and internal computer networks that do not comply with SHECN regulations;
- 3) practice gambling;
- 4) possess firearms or pneumatic weapon;
- 5) arrange parties and social gatherings disturbing the co-inhabitants;
- 6) break the curfew (night-time quiet hours);
- 7) conduct business activity (apart from the activity determined on the basis of lease agreement in rooms intended for this purpose);
- 8) keep animals;
- 9) replace door locks or make additional keys;
- 10) store goods and property in rooms and public areas of DS, the purpose and quantity of which may indicate commercial activity.

#### **§ 86**

A resident may compensate for violations of these Regulations (in particular those causing material losses) by working for DS. Decisions in this matter are made by the head of DS in consultation with RC.

#### **§ 87**

Gdańsk University of Technology is not financially liable for items left within the DS premises.

#### **§ 88**

All SHE announcements directed to DS residents are posted on notice boards located in DS buildings. The boards may also display:

- 1) student announcements - with the consent of the DS head;
- 2) announcements of organizations operating at GUT - with the consent of the DS head or RC;

3) announcement of events under the patronage of the Rector or SGGUT or PhDSUGUT - the issuer is obliged to inform the DS head of their wish to display the announcement.

### **Fees for living in Dormitories**

#### **§ 89**

1. The amount of the fee paid by a resident for a place in DS is specified in the "Price list for living in dormitories of Gdańsk University of Technology", set by the Rector in consultation with the competent SGGUT body.

2. Payments for residing in DS are made to the individual bank account number provided on the Moja PG website within:

- 1) for GUT students - by the 20th day of a given month;
- 2) for other residents - by the 10th day of a given month.

3. In special cases, justified by the student's financial situation, at the written request of the person concerned, the DS head may agree to extend the payment deadline.

#### **§ 90**

1. A resident who has been granted a place in DS for a given academic year is obliged to pay the fee for the whole October, even if he/she shall lodge later.

2. When the place is granted at a later date, the student is obliged to pay a fee for the period from the day the place is granted until the end of the month in the amount set out in the price list referred to in § 89 para. 1 of these Regulations.

3. A resident who has been accommodated for a new academic year within the time limit specified in the announcement referred to in §49 of these Regulations, is obliged to pay the stay at the daily rate according to the rate applicable in the academic year for which the student received the place.

4. The amount referred to in para. 3 of this article should be paid not later than 30 September of a given year at the cash register of a given DS.

### **Guarantee deposit**

#### **§ 91**

1. The guarantee deposit is a guarantee of the proper performance of obligations by the resident of DS, i.e. covering any damage arising from causes attributable to him/her.

2. Throughout the validity period of the referral the guarantee deposit must amount to the value specified in the announcement referred to in §48 of these Regulations. If the deposit

or its part is used to cover the obligations, a DS resident is obliged to supplement the deposit within 14 days of receiving a summons from the DS head.

3. The deposit may be credited towards satisfying claims for payment, e.g. to cover overdue payments arising from residence in DS.

4. Deposits must be paid to the individual bank account number provided on the Moja PG website.

5. Failure to pay the deposit is tantamount to resignation from the place awarded in DS.

6. The deposit will be refunded upon a student's written request when:

1) the room or place occupied will be vacated without reservations on the part of the DS head or an authorized person and all obligations towards DS have been met;

2) the student will resign from the allocated place in DS before accommodation, within the period specified in the announcement referred to in §48 of these Regulations;

3) the student resigns from studies;

4) random circumstances will arise that the student previously had no influence on, i.e. deletion from the students register or other justified situations;

5) the student has paid a deposit but has not been granted a place in DS.

7. The decision regarding the return of the deposit due to the event referred to in para. 6 point 4) of this article shall be taken by the Rector at the student's written request.

8. The deposit shall be returned to the payer to the bank account number indicated within 21 working days of submitting the application to the DS administration.

9. The deposit paid is not refundable if:

1) the student, despite the place granted, does not lodge in DS;

2) the student resigns from the place awarded in DS after the date specified in the announcement referred to in §48 of these Regulations;

3) the student has caused damage as a result of his/her behavior;

4) the student has been accommodated in DS for a period shorter than 14 days;

5) the student has other financial obligations with the University.

10. A retained deposit increases SHE revenue.

11. The deposit does not bear interest.

12. A student who has received a place in DS for the next academic year and has not submitted the application referred to in para. 6 of this article, shall not get back the deposit as it is kept for the next academic year.

## **STUDENTS – FOREIGNERS**

### **§ 92**

1. Foreigners may apply for the benefits referred to in §1 para. 1 points 2) - 5) of these Regulations.

2. The benefit referred to in §1 para. 1 point 1) of these Regulations may be applied for by foreign students who:

1) have been granted a permanent residence permit or a long-term European Union resident's permit;

2) have been granted a temporary residence permit in connection with the circumstances referred to in Art. 159 paragraph 1 or Art. 186 section 1 point 3 or 4 of the Act of 12 December 2013 on foreigners (consolidated text Journal of Laws of 2018, item 2094, as amended);

3) have the refugee status granted in the Republic of Poland or enjoy temporary protection or subsidiary protection on the territory of the Republic of Poland;

4) have a certificate confirming the knowledge of Polish as a foreign language, as referred to in Art. 11a paragraph 2 of the Act of 7 October 1999 on Polish language (Journal of Laws of 2018, item 931, as amended), at least at the language proficiency level C1;

5) who hold a Pole's Card or are persons who have been issued with a decision on establishing Polish origin;

6) being a spouse, ascendant or descendant of a citizen of the Republic of Poland, living on the territory of the Republic of Poland.

## **PHD STUDENTS IN THE SYSTEM OF GRANTING BENEFITS**

### **§ 93**

PhD students may apply for the benefit referred to in §1 para. 1 point 5) of these Regulations. In this case, all the provisions of the Regulations relating to students shall apply to PhD students.

### **§ 94**

The benefits referred to in § 93 of these Regulations are granted by the Rector or employees authorized by him/her, whom the Rector authorizes to perform specific functions pursuant to Art. 268a CAP.

#### **§ 95**

1. Stages referred to in §46 para. 1 and para. 3 of these Regulations are divided into:

- 1) Stage I.I - applying for a place in DS without the need to document the income;
- 2) Stage I.II - applying for a place in DS with the need to document the income;
- 3) Stage III.I - applying for a place in DS without the need to document the income;
- 4) Stage III.II - applying for a place in DS with the need to document the income.

Stages I.II and III.II do not have to take place. The necessity of documenting income by PhD students is announced in the Rector's announcement the next working day after the end of Stage I.I and Stage III.I respectively.

2. The announcement referred to in §48 of these Regulations contains the time limits of the stages referred to in para. 1 of this article.

3. PhD students apply for a place in DS 12 together with a specific room in this DS.

#### **§ 96**

When allocating places in rooms in DS 12, the following order shall be adopted:

- 1) holding a disability or equivalent certificate, as referred to in the Rehabilitation Act;
- 2) a completed year of studying at the third-cycle studies or at PhD school;
- 3) residing in DS12 in previous years;
- 4) active action for the community of GUT PhD students.

### **TRANSITIONAL PROVISIONS**

#### **§ 97**

Students and PhD students who have received a place in Dormitories for the academic year 2019/2020 before the beginning of the academic year - maintain the allocated place on the principles set out in these Regulations.

#### **§ 98**

1. PhD students who started their PhD studies before the academic year 2019/2020 may receive the benefits referred to in §1 para. 1 points 1) - 3) of these Regulations.

2. PhD students who started their PhD studies before the academic year 2019/2020 may receive the benefits referred to in §1 para. 1 point 4) of these Regulations. Detailed criteria, the method of determining the number of scholarship/grant holders and the amount of scholarships/grants is explained in Annexe 9 to these Regulations.

3. From the number of  $D_R$  referred to in §1 para. 1 point 1) of Annexe 1 to these Regulations, the  $D_{DR}$  number shall be excluded, which is not more than the ratio of the number of PhD students who began their PhD studies before the academic year 2019/2020 to the number of students.

4. From 1 October 2019 to 31 December 2023, these Regulations for benefits shall apply accordingly to PhD students referred to in para. 1 and 2 of this article, with the reservation referred to in para. 2 sentence two of this article.

### **§ 99**

Effective since 1 October 2019, the existing bodies shall be dissolved:

- 1) Faculty Scholarship Committees;
- 2) Appeal Scholarship Committees for the Rector's Scholarship;
- 3) Social Affairs Committee of PhD Students' Self-government of Gdańsk University of Technology;
- 4) University Scholarship Committee.

### **§ 100**

In the academic year 2019/2020:

- 1) the date referred to in §5 para. 2 of these Regulations expires on 4 October 2019;
- 2) selection of students referred to in §5 para. 3 point 2) and para. 4 point 2) of these Regulations is made by the SGGUT chairperson;
- 3) the obligation referred to in §11 para. 1 point 1) or point 2) of these Regulations must be completed within 5 working days from the expiry of the deadline referred to in para. 1 of this article;
- 4) in the event of failure to comply with the obligation within the time limit referred to in para. 3 of this article - membership in the Committee shall expire on the next working day;
- 5) to calculate the change coefficient referred to in §1 para. 1 point 4) of Annexe 1 to these Regulations, it is assumed that the amount of  $D_{r-1}$  is part of the subject subsidy awarded for year 2018 for scholarships;
- 6) points for publication from the list of ranked scientific journals referred to in §4 point 1) of Annexe 9 to these Regulations are awarded on the basis of the Announcement of the Minister of Science and Higher Education of 25 January 2017.



### **§ 101**

1. The announcement of the Vice-Rector for Education for the academic year 2019/2020 issued on the basis of §4 of Dormitory Regulations referred to in the Rector's Decree No. 13/2015 of 12 June 2015, shall remain valid in the academic year 2019/2020.

2. By 11 October 2019, the Rector shall have completed the announcement referred to in para. 1 of this article with the missing information resulting from §48 of these Regulations.

## **FINAL PROVISIONS**

### **§ 102**

In matters not covered by the provisions of these Regulations, the provisions of the Act and the Code of Administrative Procedure shall apply.

### **§ 103**

Information clause for students applying for financial assistance benefits:

1) the administrator of personal data indicated in the application for the benefits referred to in §1 para. 1 of these Regulations is Gdańsk University of Technology with headquarters in Gdańsk, ul. G. Narutowicza 11/12;

2) Gdańsk University of Technology has appointed a data protection officer, who can be contacted only in matters related to the processing of personal data via the email address: [iod@pg.edu.pl](mailto:iod@pg.edu.pl);

3) personal data will be processed for the purposes necessary to consider the application for scholarship/grant or DS place and to implement the decision closing the proceedings between me and Gdańsk University of Technology, pursuant to the provisions of the Act of 27 July 2005 Law on Higher Education, pursuant to the provision of Art. 6 clause 1 point c 2 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Regulation on Data Protection, hereinafter referred to as GDPR);

4) the data provided will not be disclosed to third parties. The only recipients of the data shall be lawful institutions;

5) personal data will be processed throughout the entire academic year in which the application for scholarship/grant and DS place will be submitted. After this period, the personal data will be

a. transferred to the student's file located in the dean's office, and will be stored for 50 years - applicable to students who started their education in the academic year 2018/2019 or earlier,

b. stored in the archive for 5 years, and then disposed of - applicable to students who started their studies in the academic year 2019/2020 or later;

6) student has the right to access his/her data, the right to rectify it, limit processing, the right to transfer data and the right to object to data processing;

7) student has the right to lodge a complaint to the President of the Personal Data Protection Office, if he/she considers that the processing of his/her personal data violates the provisions of the GDPR;

8) providing personal data by a student is voluntary but necessary for the purposes of examination of the application for the benefits referred to in §1 para. 1 of these Regulations. In the event of refusal to provide data, it will not be possible to achieve the specific purposes indicated above;

9) the processing of personal data will not be subject to automated decision making, including profiling referred to in Art. 22 paragraph 1 and 4 of the GDPR;

10) the data administrator does not intend to transfer personal data to a third country or international organization.

#### **§ 104**

The following annexes constitute an integral part of these regulations:

- 1) Annexe 1 - Conditions for granting student benefits;
- 2) Annexe 2 - Documentation and calculation of student family income;
- 3) Annexe 3 - Criteria for assigning a DS number, room in DS;
- 4) Annexe 4 - Division of the pool into rector's scholarships, catalogs of achievements;
- 5) Annexe 5 - List of communes whose inhabitants are considered to be local;
- 6) Annexe 6 - Form of referrals to the Dormitory;
- 7) Annexe 7 - List of rooms allocated – a form;
- 8) Annexe 8 - Applications and declarations – samples and forms:
  - a. Annexe 8a - Sample application for a maintenance grant,
  - b. Annexe 8b - Sample application for disability grant,
  - c. Annexe 8c - Sample application for special assistance grant,
  - d. Annexe 8d - Sample application for Rector's scholarship,
  - e. Annexe 8e - Sample application for a place in a Dormitory,
  - f. Annex 8e-w - Application for a place in the Dormitory for holidays,
  - g. Annexe 8f - Application declaring participation in stages V - VII for a place in the Dormitory,
  - h. Annexe 8g - Application for a specific room in the Dormitory,
  - i. Annexe 8h - Statement for students of the first semester of second-cycle studies who completed first-cycle studies at GUT,
  - j. Annexe 8i - Statement on income and livelihoods,
  - k. Annexe 8j - Application to include income lost in family income,
  - l. Annexe 8k - Application to include income earned in family income,

- m. Annexe 8l - Declaration on waiver of the right to appeal,
- n. Annexe 8m - Declaration on the change of circumstances affecting the awarding/not awarding the right to a maintenance grant,
- o. Annexe 8n - Declaration of joint residence of persons of the opposite sex in a room in DS;
- 9) Annexe No. 10 - Criteria for awarding the Rector's scholarship for PhD students;

#### **§ 105**

The following documents are repealed:

1. Decree of the GUT Rector No. 13/2015 of 12 June 2015 on: the introduction of Dormitory Regulations;
2. Decree of the GUT Rector No. 10/2016 of 4 May 2016 on: the introduction of changes to the Dormitory Regulations;
3. Decree of the GUT Rector No. 20/2017 of 29 September 2017 on: the introduction of the Regulations on granting financial assistance benefits to students and PhD students of Gdańsk University of Technology;
4. Decree of the GUT Rector No. 33/2018 of 25 September 2018 on: amendments to the Regulations on granting financial assistance benefits to students and PhD students of Gdańsk University of Technology.

#### **§ 106**

These Regulations have been established in consultation with the SGGUT.

#### **§ 107**

These Regulations shall enter into force on 1 October 2019.



**ANNEXE 1**

**to the Regulations for granting benefits for students of Gdańsk University of Technology**

§ 1 The following methods of calculating the amounts are determined:

1. Expenditure on individual student benefits:

1) The amount of expenditure for individual benefits is determined on the basis of the following formula:

$$W = 10(X_S + X_R + X_{Np} + X_Z) + R$$

Where:

$$X_S = W_{sp_{zmiany}} * \frac{X_{S_{1-7}}}{7}$$

$$X_R = W_{sp_{zmiany}} * \frac{X_{R_{1-7}}}{7}$$

$$X_{Np} = W_{sp_{zmiany}} * \frac{X_{Np_{1-7}}}{7}$$

$$X_Z = W_{sp_{zmiany}} * \frac{X_{Z_{1-7}}}{7}$$

$$W_{sp_{zmiany}} = \left(1 + \frac{D_r - D_{r-1}}{D_r}\right) * 100\%$$

2) Coefficients  $X_S$ ,  $X_R$ ,  $X_{Np}$ ,  $X_Z$  mean the maximum monthly expenditure on individual forms of student benefits: maintenance grant, Rector's scholarship, disability grant and special assistance grant, respectively;

3) Coefficients  $X_{S_{1-7}}$ ,  $X_{R_{1-7}}$ ,  $X_{Np_{1-7}}$ ,  $X_{Z_{1-7}}$  mean the total expenditure on individual forms of student benefits for the period January-July of the calendar year in which the amounts are calculated;

4)  $W_{sp_{zmiany}}$  - coefficient determining the ratio of the change in the amount of the subject subsidy for the current calendar year ( $D_r$ ) in relation to the amount of the subsidy from the previous calendar year ( $D_{r-1}$ );

5)  $R$  coefficient is in the interval  $0.1 D_r \leq R \leq 0.25 D_r$  and is a reserve in SF for the next calendar year;

6) SC has the right to modify  $W_{sp_{zmiany}}$  for the following reasons:

- a) The R-coefficient is outside the interval referred to in para. 4) of this article,
- b) The amount W exceeds the amount  $D_r$ ,
- c) The amount W is much lower than the amount  $D_r$ ;

7) The principle of maximizing the W sum to the amount of  $D_r$  is binding.

2. The amount of average monthly income referred to in §30 para. 3 of the Regulations and the basis for calculating referred to in §31 of the Regulations.

- 1) The total monthly amount of expenditure for the maintenance grant is determined according to the formula:

$$X = \sum_{\substack{\text{próg} \\ \text{dochód}=0}} \left\{ \begin{array}{l} \bigvee_{(\text{podstawa}-\text{dochód}) \leq \frac{1}{9}\text{podstawa}} \left( \frac{1}{9}\text{podstawa} \right) \\ (\text{podstawa} - \text{dochód}) + \text{dodatek} \\ \bigvee_{(\text{podstawa}-\text{dochód})+\text{dodatek} \geq 1\frac{1}{4}\text{podstawa}} \left( 1\frac{1}{4}\text{podstawa} \right) \end{array} \right.$$

2) The principle of maximizing X to  $X_s$  factor referred to in para. 1 point 3) of this article is binding. The initial values of the *threshold* and *base* coefficients are taken from the previous academic year. Modification of coefficients includes changes of +/- PLN 100 separately to obtain the result mentioned in the first sentence.

3. Minimum amount of the disability grant

- 1) The total monthly amount of expenditure on the disability grant is determined according to the formula:

$$X = x * L + 2x * U + 3x + Z$$

Where

L, U, Z coefficients mean the number of persons with a mild, moderate and severe disability degree, who have applied for the grant within the time limit specified in §2 para. 1 point 2) of this Annexe.

2) The principle of maximizing X to  $X_n$  factor referred to in para. 1 point 3) of this article is binding. The initial value of x coefficient is taken from the previous academic year. The modification of the coefficient includes changes of +/- PLN 50 to obtain the result mentioned in the first sentence.

4. The minimum and maximum amount of the special assistance grant

- 1) The minimum amount of grant:  $\frac{1}{9}$  of the amount the basis referred to in para. 2 of this article;

- 2) The maximum amount of grant:  $1 \frac{1}{4}$  of the amount the basis referred to in para. 2 of this article.

5. The minimum and maximum amount of the Rector's scholarship:

- 1) The amount of scholarship awarded according to criterion I, for a specific student in a given group is determined on the basis of the formula:

$$S = \frac{S_{max} - S_{min}}{\hat{S}r_{max} - \hat{S}r_{min}} * \hat{S}r + \left[ S_{min} - \left( \frac{S_{max} - S_{min}}{\hat{S}r_{max} - \hat{S}r_{min}} * \hat{S}r_{min} \right) \right]$$

Where

S – the amount of Rector's scholarship

$S_{min}$  - minimum Rector's scholarship that a student may receive

$S_{max}$  - maximum Rector's scholarship that a student may receive

$\hat{S}r$  - the number of points obtained by a student, based on the formula in §41 para. 1 of the Regulations

$\hat{S}r_{min}$  - the minimum number of points in the group of the student for whom the amount of the Rector's scholarship is calculated

$\hat{S}r_{max}$  - the maximum number of points the group of the student for whom the amount of the Rector's scholarship is calculated

- a. If there are fewer than 4 students in a given group and all students have a higher number of points than 28.250,  $S_{min}$  coefficient takes the average value of  $S_{min}$  and  $S_{max}$  coefficients,
- b. If there are fewer than 4 students in a given group and all students obtained a number of points lower than 10.500,  $S_{max}$  coefficient takes the average value of  $S_{min}$  and  $S_{max}$  coefficients,
- c. If all students in a given group have obtained the same number of points, the formula from point 1) of this article shall not apply and the S amount shall be  $S_{max}$  (subject to point 3 of this article);

The sum of the amounts of scholarships awarded according to criterion I will be marked as:  
 $\sum kryt I$

- 2) The amount of the scholarship awarded according to criterion II for a specific student is determined on the basis of a growing series (according to points achieved) of students who will receive the scholarship according to criterion II, and so:

- a.  $S_{\min} - 100$ : for students in the 1st quartile of the series,
- b.  $S_{\min}$ : for students in the 2nd quartile of the series,
- c.  $S_{\min} + 100$ : for students in the 3rd quartile of the series,
- d.  $\frac{S_{\min} + S_{\max}}{2}$ : for students in the 4th quartile of the series.

The sum of the amounts of scholarships awarded according to criterion II will be marked as:  
 $\sum kryt II$

- 3) The amount of the scholarship awarded according to criterion III is  $\frac{S_{\min} + S_{\max}}{2}$ .

The sum of the amounts of scholarships awarded according to criterion III will be marked as:  
 $\sum kryt III$

- 4) The total monthly amount of expenditure on the Rector's scholarship is determined according to the formula:

$$X = \sum kryt I + \sum kryt II + \sum kryt III$$

The principle of maximizing  $X$  to  $X_R$  coefficient referred to in para. 1 point 3) of this article is binding. The initial value of  $S_{\min}$  and  $S_{\max}$  coefficients is taken from the previous academic year. The modification of coefficients includes changes of +/- PLN 100 individually to obtain the result mentioned in the first sentence.

## § 2

Schedule for submitting applications for benefits referred to in §1 para. 1 points 1) - 4) of the Regulations:

1. Winter semester:

- 1) from the first Monday following the commencement of the academic year;
- 2) until the third Monday following the commencement of the academic year.

2. Summer semester:

- 1) from the first working day following the commencement of the summer semester;
- 2) until the tenth calendar day following the day referred to in item 1) of this paragraph.

The number of students in a given field and the weighted average grade considered in the Rector's scholarship application is taken on the last day of the above periods.

**§ 3**

The announcement referred to in §48 of the Regulations for a given academic year should be published not later than 3 weeks after the announcement of the academic year calendar.





**POLITECHNIKA  
GDAŃSKA**

## **ANNEXE 2**

### **to the Regulations for granting benefits for students of Gdańsk University of Technology**

#### **DEFINITIONS**

##### **Student's family members**

###### **§ 1**

The student's family members are:

- 1) the student;
- 2) student's spouse;
- 3) the student's parents, legal or actual guardians;
- 4) dependent on persons referred to in points 1-3 of this article: minor children; learning children under 26 years of age, and if they are 26 in the last year of studies - until their completion; children with disabilities regardless of age.

###### **§ 2**

Persons staying in the institution providing round-the-clock care and incurring no fees for their stay, as well as persons permanently staying in foster care - shall not be included.

##### **Base year**

###### **§ 3**

The notion of 'base year' means the calendar year preceding the academic year for which a maintenance grant or place at the Dormitory is awarded.

##### **One-parent family**

###### **§ 4**

A family in which a student is brought up by one adult who is responsible for the family maintenance.

#### **LIST OF DOCUMENTS REQUIRED**

###### **§ 5**

1. The list of required documents applies to all members of the student's family, unless specified otherwise in the relevant point in the list of documents. The student is obliged to present the original documents.

2. Copies of documents are accepted if confirmed by the Commune Office, City Hall, notary or the institution that issued the document.

3. At a student's request, an authorized GUT employee that is a member of the Committee, who the original document with a copy has been presented to, certifies the compliance of the copy of the document with the original. The certificate includes the employee's signature, date and place of preparation of the certificate, and at the student's request, also the time of preparation of the certificate. If the document contains special features (notes, corrections or damage), it should be stated in the certificate.

4. Documents issued abroad must be translated into Polish by a sworn translator. Students are required to submit the translation of the document together with the original document.

**§ 6** A student is obliged to attach the following documents to the application for a maintenance grant or a place at DS:

1. If the persons referred to in §1 point 4) of this Annexe are included in the common household:

1) an abridged copy of the birth certificate;

2) in the case of reaching the age of majority - a certificate from a school or university where they continue their education or a certificate confirming disability.

2. If a person referred to in §1 point 2) of this Annexe is included in the common household: a certificate of marriage to the student.

3. For each adult family member:

1) a certificate from the Tax Office on total income, taxed on the principles set out in Art. 27, Art. 30b, Art. 30c, Art. 30e and Art. 30f of the Income Tax Act, for the base year;

2) certificate from the Tax Office regarding economic activity:

a. for persons who do not conduct economic activity: a certificate that they are not included in the register of economic activity,

b. for persons conducting economic activity taxed on general principles: a certificate of listing in the register of economic activity, together with an indication of the form of taxation of the activity,

c. for persons settling under the provisions of the flat-rate income tax on certain revenues generated by natural persons, a certificate containing information respectively on, respectively: the form of tax paid, the amount of income, the tax rate, the amount of tax paid in the base year;

3) a certificate from the Social Insurance Institution or the Agricultural Social Insurance Fund or the Ministry of Internal Affairs and Pension Agency or the Military Pension Office or the Pension Office of the Prison Service about the amount of health insurance contributions paid for the base year - applicable to persons who have achieved income.

4. For each family member with an agricultural holding:

a certificate from the Commune Office (Commune Offices) on the area of the agricultural holding in conversion hectares.

5. For any family member who has lost income:

- 1) application to include income lost in family income (Annexe 8j);
- 2) documents confirming the loss of income and its annual (or monthly) amount.

6. For each family member who has achieved income:

- 1) application to include income achieved in family income (Annexe 8k);
- 2) documents confirming the fact of achieving income.

7. For each family member who has obtained income abroad and has not settled this income with the Polish Tax Office:

a certificate of net annual remuneration issued by the employer or the foreign equivalent of the Polish Tax Office.

8. If the student is a member of a single-parent family:

1) when the parent is dead – the death certificate;

2) when the parent is alive:

a. court judgment or court settlement regarding granting and amount of maintenance. It is possible to provide a court judgment on the total waiver of the obligation to care for a student's family member,

b. in justified cases: a court bailiff's certificate of the amount of maintenance enforced or a court bailiff's certificate of partial or total ineffectiveness of the enforcement of maintenance,

c. in the event of the total ineffectiveness of the enforcement of maintenance - a certificate from social assistance on the benefits received from the Maintenance Fund.

9. In the case of having other income than resulting from the above-mentioned documents:

a certificate or statement documenting the source and net amount of income.

10. If a family member has a maintenance obligation:

documents certifying the maintenance obligation and certifying the payment of that maintenance.

#### **§ 7**

If the income referred to in §30 of these Regulations is less than the amount specified in Art. 8 clause 1 point 2 of the Act on Social Assistance, a student is required to provide a certificate from the social assistance centre on the income and financial situation of the student's family for the application for a maintenance grant.

#### **§ 8**

If it is not possible to provide the certificate referred to in §7 of this Annexe, a student is required to substantiate in writing the reasons for not providing the certificate and document the family's livelihood. A form of a letter is attached as Annexe 8i to these Regulations.

#### **§ 9**

To the application for a place in the dormitory, a student may attach a disability certificate or a decision treated on an equal footing with a disability certificate based on the provisions of the Rehabilitation Act.

#### **§ 10**

Certificates from the Tax Office and the authorities referred to in §6 para. 3 point 3) of this Annexe should be issued not earlier than 3 months before, and certificates issued by other bodies or institutions - not earlier than 1 month before the date of submission of the application for a benefit. When applying for a place in DS, documents from the Tax Office regarding income should be issued not earlier than in May of the year in which the application for a place in DS is submitted.

#### **§ 11**

1. In the event of failure to provide the documents referred to in §6 of this Annexe to the application for a maintenance grant, the application in the manner provided for in the CAP is not considered.

2. In the event of failure to provide the documents referred to in §7 or §8 of this Annexe to the application for a maintenance grant, the Committee shall refuse to grant a maintenance grant.

3. In the event of failure to provide the documents referred to in §6 of this Annexe to the application for a place in DS, the Committee shall refuse to grant DS or enter the student on the waiting list.

### **CALCULATION OF STUDENT FAMILY INCOME**

#### **§ 12**

Income sources include:

1. taxable income on the principles set out in Article 27, Article 30b, Article 30c, Article 30e and Article 30f of the Income Tax Act, less tax deductible costs, personal income tax due, social security contributions not included in tax deductible costs and health insurance contributions;

2. income from taxable activities under the provisions of the flat-rate income tax on certain revenues generated by natural persons;

3. other income not subject to taxation pursuant to the provisions on personal income tax in accordance with the income definition specified in Art. 3 point 1c of the Act on Family Benefits, e.g.:

1) sickness benefits specified in the provisions of the Act on Social Insurance for Farmers and in the provisions of the Act on the Social Insurance System;

2) income of members of agricultural production cooperatives due to membership in an agricultural production cooperative, less social security contributions;

3) child maintenance;

4) PhD scholarships awarded on the basis of Art. 209 section 1 and 7 of the Act, sports scholarships awarded on the basis of the sport act and other maintenance grants awarded to pupils or students;

5) amounts of expense allowance not subject to personal income tax, received by persons performing activities related to social and civic obligations;

6) cash receivables received for renting guest rooms in residential buildings located in rural areas on a farm for persons on holiday and obtained on account of the board of such persons;

7) income obtained from an economic activity carried out on the basis of a permit in a special economic zone as defined in the provisions on special economic zones;

8) benefits specified in the provisions on the exercising of the mandate of a member of the parliament or the senate;

9) income obtained from an agricultural holding;

10) income obtained outside of the Republic of Poland, less respectively the following paid outside the Republic of Poland: income tax and contributions for compulsory social insurance and compulsory health insurance;

11) maintenance advance specified in the provisions on proceedings against maintenance debtors and maintenance advance;

- 12) cash benefits paid in the event of ineffective enforcement of maintenance,
- 13) amounts received on the basis of Art. 27f paragraph 8-10 of the Income Tax Act;
- 14) parental benefit;
- 15) maternity allowance referred to in the provisions of the Act on Social Insurance for Farmers,
- 16) scholarships for the unemployed financed from the European Union funds.

### **§ 13**

Income sources do not include:

- 1) the benefits referred to in §1 para. 1 of the Regulations;
- 2) ministerial scholarships referred to in Art. 359 para. 1 of the Act;
- 3) scholarships paid from the university's own fund, referred to in Art. 420 para. 1 of the Act;
- 4) scholarships received by pupils, students and PhD students under:
  - a. the European Union structural funds,
  - b. non-returnable funds resulting from aid granted by Member States of the European Free Trade Agreement (EFTA),
  - c. international agreements or executive programs prepared for such agreements or international scholarship programs;
- 5) material assistance benefits received by students under the provisions of the Act on the Education System;
- 6) maintenance benefits granted by the entities referred to in Art. 21 para. 1 item 40b of the Income Tax Act.

### **§ 14**

When determining the income from taxable activities on the basis of the provisions on flat-rate income tax on certain revenues achieved by natural persons in the calendar year preceding the benefit period, a monthly income of 1/12 of the income announced annually in a notice by the minister competent for family in the Official Journal of the Republic of Poland 'Monitor Polski' by 1 August each year.

### **§ 15**

1. When determining the income from an agricultural holding, it is assumed that from 1 conversion ha, a monthly income of 1/12 of income is announced annually in a notice by the President of Statistics Poland pursuant to Art. 18 of the Act of 15 November 1984 on agricultural tax (Journal of Laws of 2019, item 1256, as amended).

2. When determining the income referred to in para. 1 of this article, the area of the farm underlying the agricultural tax shall include agricultural areas leased, with the exception of:

1) leased, on the basis of a lease agreement concluded in accordance with the provisions of the Act on social insurance for farmers, part or all of the agricultural holding owned by a family;

2) an agricultural holding brought into use by an agricultural production company;

3) an agricultural holding leased in connection with receiving a pension specified in the provisions on support for rural development from the resources from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund and in the provisions on support for rural development with the participation of the European Agricultural Fund for Rural Development.

3. When determining the income obtained by a leaseholder of an agricultural holding leased under the principles referred to in para. 2 of this article, the income obtained from the agricultural holding shall be reduced by the rent paid for the lease.

4. In the case of obtaining income from an agricultural holding and non-agricultural income, this income shall be added together.

## **§ 16**

1. In the event of loss of income by a family member in the base year preceding the benefit period or after that year, the lost income shall not be taken into account when determining income.

2. The loss of income referred to in para. 1 of this article, shall mean the loss of income due to:

1) obtaining the right to a parental leave;

2) loss of an unemployment benefit or an unemployment scholarship;

3) loss of employment or other gainful activity;

4) loss of a pre-retirement allowance or pre-retirement benefit, teacher compensatory benefit, as well as retirement or disability pension, family pension or social pension;

5) deregistration of non-agricultural economic activity or suspension of its performance within the meaning of Article 16b of the Act on Social Insurance for Farmers or Article 36aa (1) of the Act on the Social Insurance System;

6) loss of a sickness benefit, rehabilitation benefit or maternity benefit, due after the loss of employment or other gainful activity;

7) loss of adjudicated maintenance due to the death of the person liable for these benefits or loss of cash benefits paid in the event of ineffective enforcement of maintenance due to the death of the person liable for maintenance;

8) loss of a parental benefit;

9) loss of a maternity benefit referred to in the provisions of the Act on Social Insurance for Farmers;

10) loss of PhD scholarship specified in Art. 209 para. 1 and 7 of the Act.

## **§ 17**

1. In the case of obtaining income by a family member in the base year preceding the benefit period, in order to determine income obtained in that year, the income shall be divided by the number of months in which this income was obtained, if this income is obtained on the day the entitlement to benefit is established.

2. In the case of obtaining income by a family member after the base year preceding the benefit period, this income shall be determined on the basis of the family member's income increased by the amount of income obtained for the month following the month in which the income was obtained, if this income is obtained in the period for which the right of the student to obtain the benefit is established.

3. Obtaining the income referred to in para. 1 and 2 of this article means obtaining income due to:

1) end of a parental leave;

2) obtaining an unemployment benefit or an unemployment scholarship;

3) obtaining employment or other gainful activity;

4) obtaining a pre-retirement allowance or pre-retirement benefit, teacher's compensatory benefit as well as retirement or disability pension, family benefit or social pension;

5) commencement of non-agricultural economic activity or its resumption after a suspension period within the meaning of Article 16b of the Act on Social Insurance for Farmers or Article 36aa (1) of the Act on the Social Insurance System;

6) obtaining a sickness benefit, rehabilitation benefit or maternity benefit, due after the loss of employment or other profit-making activity;

7) obtaining family benefit;



8) obtaining a maternity benefit, referred to in the provisions of the Act on Social Insurance for Farmers;

9) obtaining a PhD scholarship specified in Art. 209 para. 1 and 7 of the Act.

4. It is a student's obligation to immediately report the fact of obtaining income by a family member.

5. If the family's income increased by the obtained income results in the loss of the right to the benefit, it shall not be payable from the month following the first full month after obtaining the income.

### **§ 18**

The provisions on the loss and obtaining of income shall not apply to income from employment or other gainful activity and income from deregistration or non-agricultural economic activity, if a family member has lost income on these accounts and within 3 months from the date of loss of income, obtained income from the same employer or principal, or contracting entity, or re-opened non-agricultural economic activity.

### **§ 19**

1. A student who does not run a shared household with any of the parents, legal or actual guardians, may apply for a maintenance grant or a place in DS without documenting income generated by persons referred to in §1 point 3) of this Annexe, if he or she meets one of the following conditions:

1) is over 26 years of age;

2) is married;

3) has dependent children referred to in §1 point 4) of this Annexe;

4) has reached the age of majority while in foster care;

2. has a stable source of income and the 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 para. 2 of this article, is higher than or equal to 1.15 of the sum of amounts specified in Art. 5 para. 1 and Art. 6 para. 2 point 3 of the Family Benefits Act.

3. Students referred to in para. 1 of this article are obliged to make a statement that they do not run a shared household with any of the parents, legal or physical guardians.

4. The source of a stable income of a student may be remuneration under an employment contract, as well as, among others, a pension from a deceased parent, disability pension, a PhD scholarship, maintenance, periodic contracts of mandate, contracts for specific work.

5. A stable source of income means an uninterrupted source of income in a year, that is for the last tax year for 12 months of the year.



### **ANNEXE 3**

#### **to the Regulations for granting benefits for students of Gdańsk University of Technology**

#### **AWARDING THE DS NUMBER**

#### **Students who received places in stage I and II**

##### **§ 1**

When assigning the number of DS in which the student receives the place, the following order is adopted:

- 1) Persons who lived in these DSs during the previous academic year (as of 31 March of a given year) and express a desire to continue living there by selecting this DS as the first priority;
- 2) Persons with an income below PLN 200 net monthly per person in the family have priority to choose the cheapest DS;
- 3) Persons who obtained the highest number of points according to the formula:

$$\text{number of points} = 1000 * (pkt_{staz} + pkt_{stud} + pkt_{niepeł}) + 100 * (pkt_{dz} + pkt_{sem}) + pkt_{doch}$$

The meaning of the coefficients and the method of their determination are described in §2 of this Annexe.

##### **§ 2**

1.  $pkt_{staz}$  (points for living in DS) =

- 1) 0 if a student is not on the list referred to in §49 para. 1 point 3) of the Regulations;
- 2) 25, if a student is on the list referred to in §49 para. 1 point 3) of the Regulations.

2.  $pkt_{stud}$  (points for results in education or sport) =

- 1) 0 if a student does not receive a Rector's scholarship;
- 2) 20 if a student receives a Rector's scholarship.

3.  $pkt_{niepeł}$  (points for disability certificate holders) =

- 1) 0 if a student has no disability;
- 2) 5, if a student has a mild degree of disability;
- 3) 10 if a student has a moderate degree of disability;
- 4) 15, if a student has a significant degree of disability.

4.  $pkt_{dz}$  (for activities for the University) =

- 1) 10 if a student is the Chairperson of SGGUT or deputy chairperson of the SGGUT;
- 2) 7, if a student is: the chairperson of FSC or the president of a scientific circle or organisation;
- 3) 5, if a student is: a member of FSC or a member of the Student Parliament (with 100% attendance at Student Parliament meetings), a member of the Scholarship Committee or Appeal Scholarship Committee (with 100% attendance at the Committee meetings) or a member of scientific circles or organisations.

Points for individual achievements do not add up.

5.  $\text{pkt}_{\text{sem}}$  is the sum of points:

- 1) 7, if a student has completed first-cycle studies and continues (or starts) second-cycle studies at GUT;
- 2) 1, for each completed semester of the current cycle of study at GUT.

6.  $\text{pkt}_{\text{doch}}$  is calculated according to the formula in §56 point 1) of the Regulations.

### **§ 3**

A student is required to provide a certificate documenting activities for the University, referred to in §2 para. 4 of this Annexe. The certificate should be issued by:

1. the Rector - concerns the chairperson of SGGUT;
2. Dean - applies to the chairperson of the Faculty Student Council, the president of a scientific circle or organization, members of a scientific circle or organization;
3. chairperson of SGGUT - applies to deputy chairpersons and members of the Student Parliament;
4. chairperson of FSC - applies to FSC members;
5. chairperson of SC or SAC - applies to members of SC and SAC, respectively.

### **§ 4**

In the absence of vacancies in the DS preferred by the student, a place is awarded in the first vacant DS according to the list set by SC before the distribution of places in a given academic year. The list is established according to the interest of the applicants.

### **Students who received places in stages III, IV and VII**

### **§ 5**

The DS number is assigned to students randomly.

### **§ 6**

Students with disabilities, chronically ill students, students applying for more than one place, on the terms described in §45 para. 2 of the Regulations, are assigned a number of DS which, according to the Committee's knowledge, will best meet the needs and expectations of the student.

## **Students who received a place in stage V**

### **§ 7**

1. Students specify the preferred DS number by ticking it on the application.
2. SAC may assign a non-preferred DS number if there are no vacancies in the preferred DS.
3. SAC may refuse to grant a place if there are no vacancies in the preferred DSs provided that the student has marked it accordingly.

## **Students who received a place in the remaining stages**

### **§ 8**

The DS number is selected by a student among the available free DSs during the duty hours for distribution of vacant places organized by SAC.

## **GRANTING A ROOM IN DS**

### **Students who received places in stage I and II**

#### **§ 9**

A student has the right to submit an application for a specific room within the time limit specified in the announcement referred to in §48 of the Regulations. The application is submitted to the Student Council of the DS where the student was assigned a place.

#### **§ 10**

Rooms are awarded in accordance with the points ranking:

1. For each completed and current semester of studies, a student is awarded 5 points. The maximum number is 50 points and is awarded to students after completing second-cycle studies. Points are not awarded for semesters in the second field of study.
2. Points awarded for 'residence period in DS':
  - 1) 5 points - for each lived so far and current semester of studies in the same DS in which a student applies for a place in a room;
  - 2) 4 points - for each lived so far and current semester of studies in a different DS than the one in which a student applies for a place in a room.

The sum of points may not exceed the sum of points obtained in point 1) of this article.

3. Points awarded for functions performed for DS:

- 1) 20 points - RC;
- 2) 16 points - SHECN administrators;
- 3) 10 points - administrators of other internet services rendered for the housing estate;
- 4) 7 points – in charge of: a gym, laundry, drying room, bicycle room, parcel room;

- 5) 5 points – in charge of: a TV room, study room, drawing room, vacuum cleaner, table tennis room, fitness room, other rooms to which supervisors have been assigned (points can be obtained for being in charge of only one object or room);
- 6) 3 points - electoral commission to RC.

The function performed must be positively assessed by RC of a given DS and confirmed by the DS head.

#### 4. Points awarded for performing functions for GUT:

- 1) 35 points - Chairperson of SGGUT and his/her deputy;
- 2) 25 points - chairperson of FSC;
- 3) 10 points - members of SC, FSC, SAC, SGGUT committees, presidents of student associations, circles and organizations;
- 4) 5 points - members of student associations, circles and organizations at GUT (points can be obtained for membership only in one association, circle or organization);
- 5) 5 points - members of SUEC and SFEC.

The function performed must be positively assessed by the chairperson of the board of a given body, committee, association, circle or student organization.

#### 5. Bonus points:

- 1) 10 points - persons applying for the same room (as the first preference) in which they are currently staying;
- 2) 5 points - persons studying at two fields of study at GUT;
- 3) 4 points - for each person who submits jointly declarations for all places in the same segment (does not apply to segments with one room).

### **§ 11**

In the case of the criteria referred to in §9 of this Annexe, the status as of 31 March of a given year shall apply.

### **§ 12**

1. If persons jointly apply for a room or a segment, the sum of points awarded to those persons in accordance with the points referred to in §1 point 1) of this Annexe shall be taken into account.
2. If persons with the same number of points apply for the same room, priority is given to the person currently staying in it. Otherwise, the allocation will be decided by lot in the presence of all interested parties.
3. If persons who have previously resided in the DS which as a result of renovation was excluded from use, the number of points is awarded in accordance with the rules applicable to the current residents of the DS.

4. In the case of people who study at an inter-university faculty and have stayed in the DS before leaving for an exchange programme to partner Universities, after returning, the provisions of §1 point 1) of this Annexe shall apply, as in the case of a student who lived in the DS throughout the last year.

### **§ 13**

In the event that a person moving out of a DS excluded from use applying for a place in a room in another DS receives the same number of points as the current resident of the given DS, priority is given to the current resident. Otherwise, the place allocation will be decided by lot in the presence of all interested parties.

### **§ 14**

1. Persons applying for a shared room or segment are required to submit a complete set of documents together.

2. Special situations (e.g. health requirements) are considered individually on the basis of an application together with appropriate documentation (e.g. medical certificates, but one-off certificates will not be taken into account).

### **§ 15**

1. If a resident would like to receive a new room during the academic year, he/she may subscribe to the waiting list at the head of RC of the given DS (the scoring from §1 point 1 of this Annexe applies in the ranking).

2. When a room is vacated, the number of points resulting from the conditions specified in §1 point 1) of this Annexe shall be decisive in terms of its granting, taking into account extra 4 points for each full month of waiting on the waiting list.

### **§ 16**

In the event that a student has received a place in stage I or II, at the moment of losing or changing the DS before the beginning of the academic year, he/she loses the room awarded. The allocation of a new room is based on the principles described in §15 of this Annexe.

### **Students who received a place in the remaining stages**

### **§ 17**

Students receive a room upon lodging. After receiving the room, a student has the right to change on the principles set out in §15 of this Annexe.



**ANNEXE 4**

**to the Regulations for granting benefits for students of Gdańsk University of Technology**

**DIVISION OF THE RECTOR'S SCHOLARSHIP POOL**

**General rules**

**§ 1**

For the division procedure all numbers are rounded down to an integer. If the sum of the number of scholarships in given groups is lower than the number referred to in §2 point 3) of this Annexe, the Committee has the right to increase the number of scholarships in a given group.

**First-cycle studies**

**§ 2**

The procedure for determining the number of Rector's scholarships in a given group, referred to in §39 para. 1 of these Regulations:

1. Determining the number of people in a field of study, following the provisions of §2 of Annexe 1 to the Regulations;
2. Determining the number of students in a field, which is the number referred to in point 1) of this article minus the number of students who have been awarded a scholarship according to criterion III;
3. Determining the overall pool of scholarships in a given field of study - it is an integer not exceeding the maximum percentage of students entitled to receive the Rector's scholarship, referred to in §19 para. 1 point 7) of the Regulations, calculated from the number of students in a field of study referred to in point 2) of this article;
4. From the pool referred to in para. 3 of this article, scholarships not exceeding 1% of the number of students referred to in para. 2 of this article, intended for Rector's scholarships according to criterion II are excluded. Remaining scholarships are allocated to Rector's scholarships awarded according to criterion I - the pool shall be named: Pool for criterion I.

**§ 3**

Division of the Pool for criterion I:

1. If a field of study is conducted in two study modes - there is a division of the Pool for criterion I into Full-time Pool and Part-time Pool. The division is proportional, depending on the ratio of students studying full-time to students studying part-time in a given field;



2. The pool for criterion I or pools referred to in para. 1 of this article are divided by the number depending on the number of years of study in a given field, i.e.

- 1) 2 - for 3-year studies (6 semesters)
- 2) 3 - for 4-year studies (7 or 8 semesters)
- 3) 4 - for 5-year studies (9 or 10 semesters)

The pools created in this way will be named respectively: pool for the 2nd year, pool for the 3rd year, etc.

3. If, in a given year of a field of study students are divided into specialisations / profiles / and during the crediting period referred to in §37 para. 6 of the Regulations, at least one semester was subject to an identical division - the pool allocated for a given year is divided into subgroups - in proportion to the number of students in given specialisations.

## **Second-cycle studies**

### **§ 4**

The number of students in the field of study and the division of the pool of scholarships awarded according to criterion I and criterion II are determined in the same way as in §1 of this Annexe, with the exception of §1 point 2) of this Annexe.

### **§ 5**

Division of the Pool for criterion I:

1. If the field of study is conducted in two study modes - there is a division of the Pool for criterion I into a Full-Time Pool and a Part-Time Pool. The division is proportional, depending on the ratio of students studying full-time to students studying part-time in a given field;

2. The pool for criterion I or pools referred to in point 1) of this article are divided by a number depending on the number of years of study in a given field, i.e.:

- 1) 2 - for 2-year studies (3 or 4 semesters)
- 2) 3 - for 3-year studies (5 or 6 semesters)

3. If, during a given semester, students are divided into specialisations / profiles / and during the crediting period referred to in §37 para. 6 of the Regulations, there was an identical division - the pool allocated for a given year is divided into subgroups - in proportion to the number of students in given specialisations.

4. The rule referred to in point 3) of this article does not apply to students applying for a Rector's scholarship for the first semester of second-cycle studies.

## **Exceptions**

### **§ 6**

1. If the number of students in a field of study is lower than 100 - one scholarship is excluded from the pool referred to in §2 point 3) of this Annexe, intended for scholarship awarded according to criterion II.

2. The rules referred to in para. 1 of this article shall not apply if the number of scholarships that can be awarded according to criterion I is smaller than the number of semesters on which the Rector's scholarship should be awarded - in this case the principles described in §3, §5 of this Annexe shall not apply. The committee awards scholarships only on the basis of criterion I and jointly in the whole field (without division into semesters or specialisations).

## **ACHIEVEMENT CATALOGUE**

### **§ 7**

1. Each achievement must be documented properly. For the achievements referred to in §10 points 1) - 3) and §11 points 1) - 3) of this Annexe, it is necessary to attach a copy of the publication (in the case of extensive work an abstract confirmed by the supervisor or the dean should be attached) or diploma.

2. For the achievement referred to in §10 point 8) of this Annexe, it is necessary to provide a certificate confirming the fact of studying in another field of study and receiving timely registration for the next semester.

3. In the case of multiple achievements in specific sub-sections referred to in §10 and §11 of this Annexe, the score may be multiplied in these positions; however, in total a student may not receive more than 100 points for scientific achievements.

### **§ 8**

1. In justified cases, the Rector, in consultation with SC, may apply an individual point value to scientific or artistic achievements;

2. In justified cases, the Rector, in consultation with SC and the director of ASC, may apply an individual point value to sport achievements.

### **§ 9**

Allocation of individual credit points is made after a student submits an appropriate application to the Rector prior to applying for the scholarship.

## **Scientific achievements**

### **§ 10**

The following points may be awarded for individual scientific achievements during the crediting period:

1) publication or participation in a scientific publication published in a journal included in the JCR list - 25 points;

2) publication of a chapter in a book or participation in publication in other scientific publications - 15 points;

- 3) publications, scientific and popular science articles or participation in publications in other magazines - 5 points;
- 4) presentation of a paper, lecture, bulletin, poster at a scientific conference - 5 points;
- 5) laureate of a scientific competition consistent with the field of study at a regional level - 3 points, national level - 7 points, international level - 15 points;
- 6) development of devices and models, substantive participation in projects popularizing science - 10 points;
- 7) active participation in research and implementation projects - 10 points;
- 8) studying in two or more fields, with registration for the next semester without delays - 15 points.

### **Artistic achievements**

#### **§ 11**

The following points may be awarded for individual artistic achievements during the crediting period:

- 1) publication or participation in the publication of paintings, sculptures, implementation of spatial installations, artistic photography, design for articles in international magazines - 25 points;
- 2) publication or participation in the publication of paintings, sculptures, implementation of spatial installations, artistic photography, design for articles in national magazines - 15 points;
- 3) publication or participation in the publication of painting, sculptures, implementation of spatial installations, artistic photography, design for articles in other magazines - 5 points;
- 4) exhibition of the student's own works (painting, sculpture, implementation of spatial installations, artistic photography, design) - 10 points;
- 5) laureate of an artistic, architectural, design and urban competition at an international level - 15 points, national level- 7 points, regional level - 3 points;
- 6) active concert activity in a music band. Concerts at an international level - 15 points, national level - 7 points;
- 7) participation in national urban and architectural workshops - 10 points.

### **Sports achievements**

## § 12

The following points may be awarded for individual sports achievements during the crediting period,:

| <b>Sporting class</b>   | <b>Points</b>   |
|---|---|
| At least national master class  | 64  |
| first sporting class  | 48  |
| second sporting class   | 32  |
| <b>Individual achievements in the Polish Academic Championships</b>   | <b>Points</b>   |
| first or second place   | 64  |
| third place   | 48  |
| fourth to tenth place   | 32  |
| <b>Individual achievements in Polish Academic Championships of Technical Universities</b>   | <b>Points</b>   |
| first place   | 48  |
| second and third place  | 32  |
| <b>Achievements in the Polish Academic Championships in team games and disciplines in which individual classification is not conducted.</b> | <b>Scoring depends on the player's contribution to success.</b> |
| first to third place  | up to 64  |
| fourth place  | up to 48  |
| fifth to eighth place   | up to 32  |
| <b>Team achievements in Polish Academic Championships of Technical Universities</b>   | <b>Scoring depends on the player's contribution to success.</b> |
| first place   | up to 48  |
| second and third place  | up to 32  |
| <b>Other achievements</b>   | <b>Points</b>   |
| Significant achievements in the Polish Academic Championships   | up to 32  |
| Significant sports achievements in the colors of Gdańsk University of Technology  | up to 32  |
| Participation in the Polish Academic Championships  | up to 32  |

## § 13

If a student has obtained more than one sports result in a given discipline, points are awarded for the result with the highest number of points.



**POLITECHNIKA  
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**ANNEXE 5**

**to the Regulations for granting benefits for students of Gdańsk University of Technology**

**List of communes**

Students are considered to be locals if they are registered in towns located within the following communes:

| <b>Lp.</b> | <b>Commune<br/>[Gmina]</b> |
|------------|----------------------------|
| 1          | Cedry Wielkie              |
| 2          | Gdańsk                     |
| 3          | Gdynia                     |
| 4          | Kolbudy                    |
| 5          | Kosakowo                   |
| 6          | Pruszcz Gdański            |
| 7          | Pszczółki                  |
| 8          | Reda                       |
| 9          | Rumia                      |
| 10         | Sopot                      |
| 11         | Suchy Dąb*                 |
| 12         | Tczew                      |
| 13         | Trąbki Wielkie             |
| 14         | Żukowo*                    |

\* applies only to students registered in the capital of the commune



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**ANNEXE 6**

**to the Regulations for granting benefits for students of Gdańsk University of Technology**

**Referral for DS - forms**

**§ 1**

A collective list of persons who have been granted a place in the Dormitory, referred to in §67 para. 1 point 1) of the Regulations

(SC stamp)

**List of students who have been granted a place in  
DS No. ...  
for the academic year 20 ... / 20 ... \***

| <b>No.</b> | <b>Full name</b> | <b>Album numer</b> | <b>Faculty</b> | <b>Comments<sup>1)</sup></b> |
|------------|------------------|--------------------|----------------|------------------------------|
|            |                  |                    |                |                              |
|            |                  |                    |                |                              |
|            |                  |                    |                |                              |
|            |                  |                    |                |                              |
|            |                  |                    |                |                              |
|            |                  |                    |                |                              |
|            |                  |                    |                |                              |

1) e.g.

- husband - GUT student, child;
  - student's wife, not studying;
  - wife - student at another university;
- e.t.c.

(date)

(SC signature)

\* the list should be prepared in alphabetic order

**§ 2**

Individual referral to the DS referred to in §67 para. 1 point 2) of the Regulations.

.....  
unit stamp

Gdańsk, date .....

**Referral No. ....**  
**to DS**

I grant to Mr/Ms....., a student  
of the Faculty of ..... (album number: .....)  
a place in a Dormitory [DS] No. .... of Gdańsk University of Technology  
from ..... to .....

The referral is valid until .....

Comments:

.....  
Signature



**POLITECHNIKA  
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**ANNEXE 7**

**to the Regulations for granting benefits for students of Gdańsk University of Technology**

**A list of persons who have been granted a place in a room in DS – a form**

(RC stamp)

**List of students who have been granted a place  
in a room in DS No. ...  
for the academic year 20 ... / 20 ... \***

| <b>No.</b> | <b>Album number</b> | <b>Number of points</b> | <b>Number of room<br/>granted</b> | <b>Number of places<br/>granted</b> |
|------------|---------------------|-------------------------|-----------------------------------|-------------------------------------|
|            |                     |                         |                                   |                                     |
|            |                     |                         |                                   |                                     |
|            |                     |                         |                                   |                                     |
|            |                     |                         |                                   |                                     |
|            |                     |                         |                                   |                                     |
|            |                     |                         |                                   |                                     |
|            |                     |                         |                                   |                                     |

**List of vacant rooms:**

(date)

(signature of RC)

\* the list should be prepared according to the order of the album numbers





**ANNEXE 9**

**to the Regulations for granting benefits for students of Gdańsk University of Technology**

**RECTOR'S SCHOLARSHIP FOR PhD STUDENTS**

**General information - scholarship for the best PhD students**

**§ 1**

1. Rector's scholarship for PhD students, referred to in §99 para. 2 of the Regulations, is awarded on the basis of the number of points obtained.
2. Points are obtained on the basis of scientific and didactic achievements.
3. The minimum and maximum amount of the Rector's scholarship is set by the Rector in consultation with the PhDSUGUT.
4. The minimum number of points necessary to obtain the Rector's scholarship for a PhD student at a given faculty is set by the Rector in consultation with the PhDSUGUT.

**§ 2**

1. The amounts referred to in §1 para. 3 of this Annexe and the number of points referred to in §1 para. 4 of this Annexe shall be determined not later than by the tenth working day following the day referred to in §2 para. 1 point 3 of Annexe 1 to the Regulations.
2. The amounts referred to in §1 para. 3 of this Annexe and the number of points referred to in §1 para. 4 of this Annexe are determined on the basis of the formula:

$$X = \sum_{w=1}^n \sum_{d=1}^m \left\{ \frac{S_{max} - S_{min}}{p_{max} - p_{min(w)}} * p + \left[ S_{min} - \left( \frac{S_{max} - S_{min}}{p_{max} - p_{min(w)}} * p_{min(w)} \right) \right] \right\}$$

where:

$\sum_{w=1}^n$  – means the sum of scholarship amounts from individual faculties;

$\sum_{d=1}^m$  – means the sum of scholarship amounts at a given faculty;

$p_{min(w)}$  - means the adopted minimum number of points at a given faculty;

The definitions of  $S_{max}$ ,  $S_{min}$ ,  $p$ ,  $p_{min}$ ,  $p_{max}$  coefficients are described in §7 of this Annexe

The maximization of  $X$  to  $X_{RD}$  coefficient referred to in §100 para. 3 of the Regulations is valid. The value of  $S_{min}$ ,  $S_{max}$  and  $p_{min(w)}$  coefficients at the input are taken from the previous academic year. The modification of  $S_{min}$  and  $S_{max}$  coefficients includes changes of +/- PLN 100, and  $p_{min(w)}$  coefficient includes changes of +/- 1 point separately to obtain the result in the first sentence.

### **§ 3**

1. PhD students who jointly have obtained very good or good results of examinations covered by the doctoral studies curriculum, showed progress in scientific work and preparation of the doctoral dissertation and during the course of the doctoral studies conducted by the university showed special commitment in didactic scholarship may apply for the Rector's scholarship.
2. Doctoral students who are on the extension of the doctoral studies period referred to in §4 para 6 – 8 of the Regulations of doctoral studies at Gdańsk University of Technology may not apply for the Rector's scholarship for doctoral students.
3. 20% of the best doctoral students at a given faculty may receive the Rector's scholarship for doctoral students, subject to §1 para. 4 of this Annexe.

### **Setting scholarship scores for the best PhD students**

#### **§ 4**

Points for obtained scientific achievements are awarded as follows:

- 1) for publications from the list of ranked scientific journals (parts A, B, C) published by the appropriate organizational unit of the Ministry of Science and Higher Education and the Committee for the Evaluation of Scientific Units in accordance with the Regulation of the Minister of Science and Higher Education of 12 December 2016 on granting categories to scientific units and universities in which, according to their statutes, no basic organizational units were distinguished (Journal of Laws of 2016, item 2154), including in journals distinguished in Journal Citation Reports (having Impact Factor) - the number of points consistent with the number of points given in the list;
- 2) for publications in materials at national conferences in Polish (abstracts are not included) - 2 points;
- 3) for publications in materials at national conferences in English (abstracts are not included) - 3 points;
- 4) for publications in materials at foreign conferences - 3 points;
- 5) for a patent application - 3 points;
- 6) for a patent - 15 points;

- 7) for implementation - 10 points;
- 8) for a chapter in a monograph or reviewed collective work in Polish - 4 points;
- 9) for a chapter in a monograph or reviewed collective work in English - 5 points;
- 10) for a chapter in a script/book - 3 points;
- 11) for an oral presentation at a conference in English (reporting seminars, faculty seminars, department seminars are not included) - 3 points;
- 12) for an oral presentation at a conference in Polish (reporting seminars, faculty seminars, department seminars are not included) - 2 points;
- 13) for conducting a scientific event (preparing and conducting a demonstration/show) at Pomorski Festiwal Nauki (Pomeranian Science Festival) - 2 points;
- 14) for developing new teaching positions - up to 5 points;
- 15) for developing new teaching materials - up to 5 points;
- 16) a member of a research team in a research or implementation project who plays an active role confirmed jointly by the project manager - 5 points.

## § 5

1. In the case of collective works and achievements, the points are divided by the number of co-authors with the status of PhD student of Gdańsk University of Technology for the time of publication of a given achievement, with 60% of points awarded for a publication from A list where the doctoral student submitting the scholarship application is the first author. The 60% points rule for the first author does not apply if the doctoral students submitted statements on equal contributions. In the case of conference presentations, points are not divided, the full number of points is awarded to the PhD student who presented the results of the research.
2. In the case of implementations and copyrights to works in the field of architecture and urban planning, points are equally divided between all authors, unless the shares have been otherwise divided by the authors. All publications must be entered into the registration database of the scientific and research output of Gdańsk University of Technology.
3. All scientific achievements must be properly confirmed. A doctoral student is the person responsible for a proper and clear presentation of his/her achievements together with documented confirmations of activities presented for assessment to the committee.

## § 6

1. In justified cases, the Rector may apply an individual point value of scientific achievements.
2. Allocation of individual credit points is made after the doctoral student submits an appropriate application to the Rector prior to applying for the scholarship.

### Determining the scholarship amounts

## § 7

The amounts of the Rector's scholarship for doctoral students are determined on the basis of formula 1:

$$S = a \times p + b \quad (1)$$

where:

- 1)  $S$  - the amount of the Rector's scholarship awarded to doctoral students;
- 2)  $a, b$  – slope coefficients
- 3)  $p$  - the number of points obtained by a doctoral student

Slope coefficients  $a$  and  $b$  are defined by formulas 2 and 3, respectively.

$$a = \frac{S_{max} - S_{min}}{p_{max} - p_{min}} \quad (2)$$

$$b = S_{min} - a \times p_{min} \quad (3)$$

where:

- 1)  $S_{min}$  - the amount of the minimum Rector's scholarship for doctoral students specified in §6 of this Annexe;
- 2)  $S_{max}$  - the amount of the maximum Rector's scholarship for doctoral students specified in §6 of this Annexe;
- 3)  $p$  – the number of points obtained by a doctoral student;
- 4)  $p_{min}$  - the minimum number of points in a group of doctoral students receiving the Rector's scholarship for doctoral students in a given faculty;
- 5)  $p_{max}$  – the maximum number of points in a group of doctoral students receiving the Rector's scholarship for doctoral students in a given faculty.