

**BENEFIT RULES  
for the Students of Gdańsk University of Technology**

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## LIST OF TERMS AND ABBREVIATIONS

**CSA** – Academic Sports Centre of Gdańsk Tech

**working days** - days from Monday to Friday, excluding public holidays and Saturdays

**DS** – Student House/Student Houses

**DSS** – Student Affairs Office at Gdańsk Tech

**Graduation student** – student of the last semester of studies of a current cycle

**Scholarship Fund** – University Fund intended for the performance of tasks related to granting benefits for students

**guarantee deposit** – a specified sum of money paid to the relevant bank account of the University, whose aim is to secure claims of the University in relation to the resident of DS

**Committee** – if not specified, refers to the Scholarships Committee and the Appeal Committee for Scholarships

**Announcement** - a document issued by the rector including:

1. the duration of individual phases of the allocation of places in DS
2. the deadlines for submitting application for the allocation of a room, deadlines for examining applications, deadlines for accommodation, deadlines for resignation from DS, as well as the amount and deadline for the payment of the guarantee deposit for the academic year
3. the deadlines for submitting applications for the place in DS for holidays as part of the so-called “Summer Action,” including processing of applications and accommodation, as well as the amount and deadline for the payment of the guarantee deposit for holidays

**KPA** – Act of 14 June 1960 Code of Administrative Procedure (i.e. Journal of Laws of 2021, item 735. as amended)

**KS** – Scholarships Committee

**Scholarship Module** – module available on “Moja PG” webpage, supporting the grant of scholarships and DS; as part of the module, students gain access to the following options: applying for student benefits, preview of submitted applications, preview of granted scholarships, preview of assigned DS

**Moja PG** – a university portal available on moja.pg.edu.pl; the portal consists of many modules, which enable the electronic service of students, academic staff, administrative employees and the University’s associates

**OKS** – Appeal Committee for Scholarships

**Certificate of disability** - a certificate confirming the degree of disability or certificate referred to Article 5 and 62 of the Act of 27 August 1997, on Professional and Social Rehabilitation and Employment of People with Disabilities (i.e. Journal of Laws of 2021, item 573, as amended)

**OS** – Student Campus of Gdańsk Tech

**Gdańsk Tech/University** – Gdańsk University of Technology

**Apprentice** – a student who, in accordance with the study plan, carries out mandatory internship during the holiday period

**Rules** – benefit rules for the students of Gdańsk University of Technology

**Study Rules** - the rules of studies in force in a given academic year at Gdańsk University of Technology

**RM** – Student Residents’ Council

**RO** – Campus Council

**Base year** - calendar year preceding the academic year which the scholarship is granted in

**Incomplete family** - a family in which the student is brought up by a single adult, who is responsible for providing for the family.

**SDPG** – Doctoral Students’ Council of Gdańsk Tech

**SKOS** – Student Campus Computer Network

**SSPG** – Student Government at Gdańsk Tech

**SUKW** – Students’ Electoral Committee

**SWKW** – Students’ Faculty Electoral Committee

**Scholarships** – if not specified, refers to the maintenance scholarship, disability scholarship, the hardship scholarship and the rector’s scholarship.

**Benefits** – if not specified, refers to the scholarships and the places in student houses

**Act** - the Act of 20 July 2018, Law on Higher Education and Science (i.e. Journal of Laws of 2021, item 478, as amended)

**Family benefits act** – the Act of 28 November 2003 on Family Benefits (i.e. Journal of Laws of 2020, item 111, as amended)

**Act on Social Assistance** – the Act of 12 March 2004 on Social Assistance (i.e. Journal of Laws of 2020, item 1876, as amended)

**Income tax act** – the Act of 26 July 1991 on Personal Income Tax (i.e. Journal of Laws of 2021, item 1128, as amended)

**Agricultural Tax Act** – the Act of 15 November 1984 on Agricultural Tax (i.e. Journal of Laws of 2020, item 333)

**Act on Parental Supplementary Benefit** – the Act of 31 January 2019 on Parental Supplementary Benefit (i.e. Journal of Laws of 2021, item 419, as amended)

**Sports Act** – the Act of 25 June 2010 on Sports (i.e. Journal of Laws of 2020, item 1133)

**Act on the System of Education** - the Act of 7 September 1991 on the System of Education (i.e. Journal of Laws of 2020, item 1327, as amended)

**Act on Social Security System** – the Act of 13 October 1998 on the Social Security System (i.e. Journal of Laws of 2021, item 423, as amended)

**Act on Social Insurance of Farmers** – the Act of 20 December 1990 on the Social Insurance of Farmers (i.e. Journal of Laws of 2021, item 266, as amended)

**Professor's remuneration** – the minimal remuneration of a professor of a public university specified in the Regulation by the Minister competent for higher education and science

**WRS** – Faculty Student Government

## SECTION I. STUDENT SCHOLASHIPS

### Chapter 1. General provisions

§1 A student of full-time and part-time studies may apply for the following scholarships:

- 1) a maintenance scholarship;
- 2) a disability scholarship;
- 3) a hardship scholarship;
- 4) a rector's scholarship;

#### §2

1. Scholarship resources are provided from the national budget intended for that purpose, supplying the Scholarship Fund.
2. In collaboration with proper SSPG body, the rector distributes the Scholarship Funds into individual scholarships, based on the amount of funds granted from the national budget, pursuant to Art. 414, paragraph 3 of the Act.

#### §3

- 1 Scholarships are granted by the rector upon the application of the student.
- 2 The rector may authorize the vice-rector for student affairs to deal with student benefits on the rector's behalf within the full scope, as stipulated in these Rules, including making decisions concerning the benefits. In such a case, all the provisions of the Rules related to the rector, shall apply to the vice-rector, acting on the basis of a written authorization of the rector.
- 3 At the request of the SSPG, the benefits for students can be granted by:
  - 1) KS - within the scope of processing scholarship applications;
  - 2) OKS – in the scope of examining appeals against the decision of the Scholarships Committee.
- 4 Granting and refusal to grant scholarships to students shall take place through an administrative decision, in accordance with the procedure and on the terms described in the KPA.

#### §4

1. Applications for scholarships shall be delivered in accordance with the following **schedule**:
  - 1) **in the winter semester**: from the first to the third Monday following the beginning of the academic year;
  - 2) **in the summer semester**: from the first workday following the beginning of the summer semester, to the tenth calendar day following the beginning of the summer semester.
2. Applications for scholarships delivered after the indicated schedule will be evaluated under the condition that granting the scholarship is dependent on the resources left in the Scholarship Fund, whereas in the case of the rector's scholarship, additionally dependent on the application of available scholarship resources. The scholarship can be granted from the month following the month that the required documents were delivered at KS (backdating inapplicable).
3. Applications for scholarships delivered before the indicated deadline, will be analyzed provided that the deadline for analysis starts on the first day indicated in the schedule.

## §5

1. The student shall be responsible for incorrect or factually incorrect filling in of the application. Providing false information is amenable to disciplinary punishment, getting expelled inclusively, independent of civil law effects.
2. The student is responsible for correct compiling of documents necessary to examine the applications referred to in §17 of these Rules.
3. Before submitting an application for benefits, the student shall update his or her personal data and bank account number on the "Moja PG" portal.
4. Each application shall be examined on a case-by-case basis. In doubtful cases, the committee may invite the applicant to provide additional, personal explanations.

## §6

1. The following scholarships: maintenance scholarship, disability scholarship and rector's scholarship:
  - 1) From:
    - a. October of a given academic year – if the application is submitted in winter semester, in accordance with the deadline specified in §4(1)(1);
    - b. March of a given academic year – if the application is submitted in summer semester, in accordance with the deadline specified in §4(1)(1);
    - c. the month following delivery of all required documents - in case of applying after the deadline provided for in §4(1);
  - 2) up to 10 months, but not longer than by July of the academic year concerned, with the following exception:
    - a. rector's scholarship for students of II cycle studies  
, granted for 5 months;
    - b. when the year of studies that the student applies for the scholarship in, in accordance with the study plan, lasts one semester – scholarships for students are granted for up to 5 months.

## §7

1. Student scholarships are paid as follows:
  - 1) on the basis of a binding decision;
  - 2) on individual bank account of the student, indicated on "Moja PG" platform;
  - 3) monthly, starting from the month following validation of the decision on granting the scholarship;
  - 4) by the 15th day of a given month.
2. If compensation for previous months is required - it is paid once only.
3. In the event of force majeure the payment of scholarship may be postponed.

## §8

1. A student enrolled in a few fields of study at the same time may receive benefits for students only in one field of study, indicated by the student.
2. Student scholarships are paid as follows:
  - 1) for first- and second-cycle studies, as well as at uniform master's studies for a period of not more than 6 years;
  - 2) shall not be granted to a student holding a professional title of:
    - a. Master of Science, Master of Science in Engineering or equivalent,
    - b. Bachelor, Engineer or equivalent, if he or she resumes the first-cycle studies;
3. The provisions referred to in paragraph 2 item 2 of this article shall also apply to persons with professional titles obtained abroad.
4. The period of 6 years referred to in paragraph 2 item 1 of this article specifies the total period (not exceeding 6 calendar years, i.e. 72 months), in which the student will be entitled to apply for student benefits as part of their studies (including during holidays). The period of 6 years commences at the time of taking up studies and acquiring the student's rights for the first time (in the first field of study), which takes place after taking the oath. The periods of studying prior to the entry into force of the Act shall also be included in the 6-year period of the right to benefits.
5. If a disability occurred during the course of studies or after obtaining a professional title, the student may receive a scholarship for people with disability only in one subsequent field of study, but not longer than for a period of 6 years.

## §9

1. In agreement with KS and the competent body of SSPG, the rector shall determine the **conditions for granting benefits to students for a given academic year**, in particular:
  - 1) the amount of monthly income per person in the student's family entitling to apply for maintenance scholarship;
  - 2) the basis for calculating the maintenance scholarship;
  - 3) the minimal and maximal amount of maintenance scholarship;
  - 4) the maximum amount of the increase in the maintenance scholarship;
  - 5) base amount for the scholarship for disability people;
  - 6) the minimal and maximal amount of the rector's scholarship, broken down by criteria;
  - 7) the maximum percentage of students entitled to receive the rector's scholarship referred to in Article 91 paragraph 3 of the Act;
  - 8) the minimal and maximal amount of the hardship scholarship.
2. Upon establishing the threshold amounts and amounts listed in paragraph 1 herein, the following legal requirements and criteria are included:
  - 1) **the monthly income amount** referred to in paragraph 1 item 1 herein cannot amount to:
    - a. less than 1.30 of the amount specified in Article 8(1)(2) of the Act on Social Assistance;

b. more than 1.30 of the sum of the amounts specified in Article 5(1) and Article 6(2)(3) of the Family Benefits Act.

- 2) **the maintenance scholarship amount** is an alignment of the average monthly income amount per person in the student's family, as the calculation basis referred to in paragraph 1(2) herein. The scholarship amount is rounded up to full PLN amount, so that the amount following the comma is skipped;
- 3) **the minimal hardship scholarship** is equal  $\frac{\textit{herein}}{10}$  to the calculation basis referred to in paragraph 1(2);
- 4) **the maximum hardship scholarship** is equal  $1\frac{1}{4}$  to the calculation basis referred to in paragraph 1(2) herein;
- 5) **rector's scholarship amount according to criterion I** marked S, is calculated using the following formula:

$$S = a \cdot \hat{S}r + b$$

where:  $a = \frac{S_{max} - S_{min}}{\hat{S}r_{max} - \hat{S}r_{min}}$   $b = S_{min} - (a \cdot \hat{S}r_{min})$

$S_{min}$  - minimal amount of rector's scholarship according to criterion I

$S_{max}$  - maximum amount of rector's scholarship according to criterion I

$\hat{S}r$  - number of points obtained by the student, referred to in §35(1)

$\hat{S}r_{min}$  – minimal number of points in the group of the student that the amount of rector's scholarship is calculated for

$\hat{S}r_{max}$  – maximal number of points in the group of the student that the amount of rector's scholarship is calculated for

- a. If there are less than 4 students in a given group and all of the students obtained number of points higher than 28.250, then  $S_{min}$  is the average value of  $S_{min}$  and  $S_{max}$ ,
  - b. If there are less than 4 students in a given group and all of the students obtained number of points higher than 10.500, then  $S_{max}$  is the average value of  $S_{min}$  and  $S_{max}$ ,
  - c. If all of the students obtained the same number of points, the formula in point 5 is not applicable and S amounts to  $S_{max}$
- 6) **rector's scholarship amount according to criterion II** is dependent on the number of points granted for sport results and the amount is equal to:
    - a. minimal amount of the rector's scholarship according to criterion I, reduced by PLN 100 if the student is in group starting from 75,1% of students with the highest number of points;
    - b. minimal amount of the rector's scholarship according to criterion I, reduced by PLN 100 if the student is in group starting from 50,1% up to 75% of students with the highest number of points;
    - c. minimal amount of the rector's scholarship according to criterion I, increased by PLN 100 if the student is in group starting from 25,1% up to 50% of students with the highest number of points;
    - d. arithmetic mean of the minimal and maximal amount of the rector's scholarship according to criterion I if the student is in group up to 25% of students with the highest number of points;



- 7) **rector's scholarship amount according to criterion III** is equal to the arithmetic mean of the minimal and maximal amount of the rector's scholarship calculated according to criterion I;
- 8) **low disability level scholarship amount** is equal to the base amount referred to in paragraph 1(5) herein;
- 9) **medium disability level scholarship amount** is equal to the duplicated base amount referred to in paragraph 1(5) herein;
- 10) **high disability level scholarship amount** is equal to tripled base amount referred to in paragraph 1(5) herein.

**§10** The total amount of rector's and maintenance scholarship granted shall not exceed 38% of a professor's remuneration. If the aforementioned condition is not met, the rector's scholarship is reduced by the exceeded amount.

#### **§11**

1. KS and OKS are appointed by the rector for a given academic year.
2. The SSPG shall, not later than 2 weeks before the beginning of an academic year, submit to the rector a request for the appointment of the committee and the delegation of the powers related to granting of the benefits.
3. KS comprises of:
  - 1) employees of the University, other than academic teachers – indicated by the rector,
  - 2) students constituting the majority of the committee, not more than 10 persons - appointed by SSPG, fulfilling the requirements stipulated in §12(1)
4. OKS comprises of:
  - 1) employees of the University, other than academic teachers – indicated by the rector,
  - 2) students constituting the majority of the committee, not more than 3 persons - appointed by SSPG, fulfilling the requirements stipulated in §12(1).
5. The committee chairman and vice-chairman are appointed by the rector.

#### **§12**

1. A student who meets the following conditions, can be a member of the committee, appointed by SSPG:
  - 1) before the beginning of an academic year which he or she is appointed for as a member of the committee, he or she shall complete a training with a positive test result in the following scope:
    - a. procedures for granting benefits to students as described in these Rules;
    - b. procedures for granting benefits described in KPA;
    - c. procedures related to personal data protection;
    - d. operation of the Scholarship Module.
  - 2) undertakes to respect the principles of personal data protection and commit to comply with these Rules;

**§13** Each member of the committee shall:

1. participate in the committee's deliberations and, if absent, provide an excuse, not later than on the day of the scheduled meeting.
2. follow:
  - 1) records of the Act;
  - 2) records of the Code of Administrative Procedure;
  - 3) records of the Act of the European Parliament and of the Council (UE) 2016/679 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 No. 95/46/EC (the General Data Protection Regulation, GDPR) and personal data protection
  - 4) records of these Rules;
  - 5) applied internal procedures of the Scholarship Committee.

#### **§14**

1. A member may cancel membership in the committee in a written resignation delivered to the rector - membership expires following 14 days from delivery of the resignation. The provisions of paragraph 3 and 4 shall apply accordingly.
2. In the event of two unexcused absences from the committee's deliberations, the president of the committee can request the rector to remove the member from the committee.
3. In the event of removal of the committee member, the president of the committee can request the rector to complete the committee composition, in accordance with the provisions of §11(3) and (4) herein.
4. The committee shall be dissolved if the number of dismissed members fails to meet the requirements provided for in §11 (3)(2) or paragraph (4)(2). Appointment of the new committee should take place within 2 weeks from the moment of the committee's dissolution, in accordance with §11(3) to (5) of these Rules.

#### **§15**

1. All decisions of the committee are made as follows:
  - 1) during committee sessions;
  - 2) in an open voting;
  - 3) by majority of votes;
  - 4) in the presence of at least half of the members, including the president or the vice-president.
2. If the vote does not lead to a decision due to the same number of votes 'for' and 'against', the president shall have the casting vote (and in his or her absence – the vice-president).
3. Decisions made by the committee shall be signed by the president or by the vice-president designated by him or her.
4. By means of an administrative decision, the rector shall revoke the committee's decision which is incompatible with the provisions of law.

## **§16**

1. Committee sessions shall be held at least once in two months. Session minutes shall be made and signed by the committee president.
2. At the invitation of the president of the committee, persons who are not members of the committee shall have the right to participate in the deliberations.

## **Chapter 2. Maintenance scholarship**

### **2.1. General provisions**

**§17** A student in a difficult material situation is entitled to receive a maintenance scholarship.

## **§18**

1. Maintenance scholarship is granted on the basis of an average monthly income net per one member of the student's family.
2. In order to receive the scholarship the income needs to be lower than or equal to the income established by the rector, as referred to in §9(1)(1).

## **§19**

1. Maintenance scholarship may be granted to the student on the basis of the application submitted to KS together with the documents indicated in Appendix 1 to these Rules. Situation described in point 5 herein constitutes an exception.
2. The application for a maintenance scholarship, Appendix 2a-2d and Appendix 4 need to be signed by the student.
3. The content of the documents attached to the application shall be consistent with the facts.
4. The committee may verify the documents attached to the application, in any lawful manner.
5. In the summer semester of a given academic year, students of the first semester of the second-cycle studies, who have completed the first-cycle studies at Gdańsk Tech and received maintenance scholarships in the winter semester of a given academic year, do not have to attach the documents referred to in Appendix 1 – one shall attach a statement as provided for in a template included in Appendix 4 to these Rules.

## **§20**

1. In particularly justified cases, a student may apply for a maintenance scholarship in an increased amount.
2. The following situations are regarded as well grounded:
  - 1) a student raised in an incomplete family;
  - 2) a student raising their own child or an adopted child.

## **§21**

1. Change of material situation of one of the family members during an academic year needs to be reported and documented immediately. Template of the declaration on changed conditions

influencing the granted/denied right to the maintenance scholarships included in Appendix No. 2d to these Rules.

2. If declaration referred to in paragraph 1 is submitted, the committee has the right to resume the proceedings resulting in a final decision.
3. Upon establishing that the circumstances described in the statement referred to in paragraph 2 do not affect the material situation, the committee does not resume the proceedings and issues a decision on this matter.

## **§22**

1. When granting the right to the maintenance scholarship, the income of following parties is taken into consideration:
  - 1) student's;
  - 2) spouse's of the student;
  - 3) parents', legal guardians' or student's themselves;
  - 4) being supported by the persons referred to in points 1)-3):
    - a. minors;
    - b. minors learning until the age of 26, whereas if the age of 26 falls on the last year of study - until graduation;
    - c. children with disability regardless of the age.
2. Income of a person referred to in paragraph 1 is understood as the total of their entire income, as defined in §23 of these Rules, including lost and obtained income, as defined in §27 and §28 herein, following deduction of maintenance payment paid for persons whose income is not included when granting the right to the scholarship.
3. The student's family income is the total income of all the persons referred to in paragraph 1.
4. If the student's family member, referred to in paragraph 1(2)-(4), is in foster care or any other institution that provides 24-hour maintenance, calculation of the average monthly income per person does not include the person in foster care or the institution that provides maintenance.

## **2.2. Calculating the income of the student's family**

### **§23** Sources of income include the following:

1. income due to tax on the basis of article 27, 30b, 30c, 30e, and 30f of the Personal Income Tax Act, reduced by the personal income tax, social insurance contributions not included in the income tax and health insurance;
2. taxable business income based on provisions for flat-rate income tax on certain revenue earned by natural person;
3. other non-taxable income, based on the provisions for income tax due by natural persons, in accordance with the definition of income described in article 3(1c) of the Act on Family Benefits, e.g.:
  - a. sickness benefits provided for in the Act on the Social Security for Farmers and on the Social Insurance System;

- b. income of the agricultural cooperative members from membership in the cooperative, reduced by social insurance;
- c. maintenance payment for children;
- d. doctoral scholarship granted on the basis of article 209(1) and (7) of the Act, sports scholarships are granted on the basis of the Sport Act and other scholarships of social character, granted to pupils and students;
- e. amount of allowance free of the personal income tax, received by persons carrying out social and public duties;
- f. amount received on account of renting guest rooms in buildings located on rural areas, in agricultural holdings, to persons being on recreational stay and on account of providing food to these persons;
- g. income received from business conducted on the basis of special economic zone permit, as determined in the regulations on special economic zones;
- h. benefits determined in the act on the duties of members of parliament and senators;
- i. income from running an agricultural holding;
- j. income from working outside the borders of the Republic of Poland, reduced appropriately by the amounts paid abroad: income tax and mandatory social and health insurance;
- k. maintenance payment advance payment, as determined in the regulations for maintenance payment debtors and the maintenance payment advance;
- l. cash assistance paid in case of failure to enforce the maintenance payment;
- m. the amounts received on the basis of article 27f(8)-(10) of the Act on Personal Income Tax;
- n. parental allowance;
- o. maternity allowance, provided for in the Act on the Social Security for Farmers;
- p. scholarship for unemployed, financed from the European Union resources,
- q. income free of tax, on the basis of article 21(1)(148) of the Act on income tax, reduced by social insurance and health insurance.

**§24** Sources of income do not include the following:

- 1) benefits referred to in §1, i.e. maintenance scholarship, rector's scholarship, disability scholarship and hardship scholarships
- 2) minister's scholarships referred to in article 359(1) of the Act;
- 3) scholarships paid from university funds, as referred to in article 420(1) of the Act;
- 4) scholarships received by pupils, students and doctoral students:
  - a. European Union structural funds,
  - b. non-refundable benefits received as aid from European Free Trade Association member countries,
  - c. international agreements or execution programmes, developed for these agreements or international scholarship programme;

5) financial assistance received by the students on the basis of the Act on Education;

6) maintenance scholarship granted by parties referred to in article 21(1)(40b) of the Income Tax Act.

**§25** Upon determining taxable business income, based on provisions for flat-rate income tax on certain revenue earned by natural person in a base year, the assumed monthly income is 1/12 of the income declared yearly through an announcement of the minister for family affairs, in the Official Journal of the Republic of Poland named "Monitor Polski", by 1 August of each year.

## **§26**

1. When determining the income from an agricultural holding, it is assumed that 1 conversion hectare brings monthly income amounting to 1/12 of the income declared yearly through an announcement of the president of the Central Statistical Office on the basis of article 18 of the Agricultural Tax Act.
2. When determining the income referred to in paragraph 1, the surface of the holding being the basis of the agricultural tax, includes leased agricultural areas except for:
  - 1) part of or entire area owned by the family, leased on the basis of a lease agreement concluded pursuant to the Act on the Social Security for Farmers;
  - 2) agricultural holding launched by agricultural production cooperative;
  - 3) agricultural holding leased in connection with a benefit determined in the regulations for the support of rural development from the European Agriculture Guidance and Guarantee Funds, as well as the regulations on support of rural development from the European Agriculture Fund for Rural Development.
3. Upon determining the income obtained by the lessor of the agricultural holding based on Rules determined in paragraph 2, the income from agricultural holding shall be reduced by the lease rent amount paid.
4. In case of obtaining both agricultural and non-agricultural income, the amounts shall be added up.

## **§27**

1. In case of loss of income by a family member in a base year or the year following, upon determining their income, **one shall not include the lost income.**
2. Loss of income referred to in paragraph 1 shall be understood as follows:
  - 1) resulting from the right to child care leave;
  - 2) caused by loss of a benefit or scholarship for unemployed;
  - 3) loss of employment or other paid occupation;
  - 4) loss of pre-retirement benefit/allowance, teacher's compensatory benefit, old-age pension or disability pension, survivor's pension, social pension or parental supplementary benefit, referred to in the Act on Parental Supplementary Benefit;
  - 5) removal from the non-agricultural business activity register or suspension of the activity, as provided for in article 16b of the Act on Social Insurance for Farmers or Article 36aa(1) of the Act on Social Insurance System;
  - 6) loss of sickness benefit, rehabilitation benefit or maternity benefit, payable after loss of employment or other paid occupation;

- 7) loss of adjudicated maintenance payment due to death of the person liable or loss of cash benefits paid if enforcement of maintenance payment is not possible due to the death of the person liable for maintenance payments;
- 8) parental allowance loss;
- 9) loss of maternity allowance, referred to in the Act on the Social Security for Farmers;
- 10) loss of doctoral scholarship referred to in article 209(1) and (7) of the Act;
- 11) reduction of remuneration due to employment or other paid occupation, or reduction of the non-agricultural business activity due to COVID-19 preventive measures - binding until 31 October 2022.

## **§28**

1. In the case of income earned by the family member in a base year, when establishing their income in that year the income is divided by the number of months that the income was earned in, if received on the day of applying for the maintenance scholarship.
2. In the case of income earned by a family member after the base year, such income will be determined on the basis of the family member income increased by the amount that was earned in the month following the month which the income was received in, if the income is received on the day of applying for the scholarship.
3. Earning income referred to paragraph 1 and 2 shall be understood as follows:
  - 1) resulting from ending child care leave;
  - 2) resulting from received benefit or scholarship for unemployed;
  - 3) resulting from obtained employment or other paid occupation;
  - 4) resulting from obtaining pre-retirement benefit/allowance, teacher compensation benefit, retirement benefit or pension, family pension, social pension or parental supplementary benefit, referred to in the Act on parental supplementary benefit;
  - 5) resulting from starting a non-agricultural business activity or restarting it, following the suspension period, as stipulated in article 16b of the Act on social insurance system for farmers or article 36aa(1) of the Act on social insurance system;
  - 6) resulting from obtaining of sickness benefit, rehabilitation benefit or maternity benefit, payable after loss of employment or other paid occupation;
  - 7) resulting from obtaining parental allowance;
  - 8) resulting from obtaining maternity allowance, referred to in the Act on the social security for farmers;
  - 9) resulting from obtaining doctoral scholarship referred to in article 209(1) and (7) of the Act.
4. The student is obliged to immediately inform about the fact of receiving income by the family member.
5. If family income increase results in loss of the scholarship right, the scholarship is canceled starting from the month following the first full month from obtaining the income.

**§29** The rules for losing and obtaining the income do not apply to employment income or other paid occupation income, as well as income from deregistering or starting a non-agricultural business, if the

family member lost the income due to these reasons and in the period of 3 months, counting from the date of income loss, received income from the same employer or ordered, or restarted the non-agricultural business.

### **§30**

1. A student who does not run a joint household with any of their parents, legal guardians or de facto guardian, can apply for a maintenance scholarship without the obligation to present income received by parents, legal guardians or de face to guardian of the student, if they fulfill one of the following conditions:
  - 1) turned 26 years old;
  - 2) remains married;
  - 3) provides for their children, as referred to in § 22(1)(4);
  - 4) reached the age of majority, while being under foster care;
  - 5) has a permanent source of income and their income in the preceding fiscal year and current year, in the months preceding the month of submitting the declaration referred to in paragraph 2, amounts to more that or is equal to 1,15 of the sum of the amounts specified in Article 5(1) and Article 6(2)(3) of the Family Benefits Act.
2. The student referred to in paragraph 1 is obliged to submit the declaration confirming they do not run a household together with their parents, legal guardians or de facto guardians.
3. The source of student's permanent income might be remuneration resulting from an employment agreement, as well as i.a. benefit on account of a parent's death, disability allowance, doctoral scholarship, maintenance payment, commission contract, contract for specific work.
4. Permanent source of income constitutes an uninterrupted source of income in a year, i.e. for the last fiscal year, for 12 months per year.

## **Chapter 3. Disability scholarship**

### **§31**

1. Scholarship for people with disability can be received by a student holding a disability certificate.
2. The disability scholarship can be granted to the student based on an application included in Appendix 3 and a valid disability certificate, submitted at KS.
3. If the validity of the certificate ends before the period described in §6, the disability scholarship shall be granted only for the period that the certificate is valid.
4. If the certificate of disability expired during the academic year and the student submitted a new application with a new valid certificate to the KS immediately after receiving it, the student can be granted a disability scholarship, starting from the month the certificate is valid.



## **Chapter 4. Hardship scholarship**

### **§32**

1. A hardship scholarship may be granted to a student who found themselves in a temporarily difficult life situation, on the basis of an application included in Appendix 5 and documents confirming the student's situation, submitted at KS.
2. Difficult life situation constituting the basis for granting the hardship scholarship is understood as general conditions (e.g. material, family, social, health) that the student's family experience, causing temporary problems with satisfying the material needs of the family.
3. An application for hardship scholarship may be submitted no later than 6 months after the occurrence of the event which the student invokes in the application for hardship scholarship.
4. The hardship scholarship cannot be granted twice for the same circumstances.
5. The hardship scholarship is not granted in connection with a situation which has resulted in an increase in the maintenance scholarship.
6. The hardship scholarship can be granted to a student not more frequently than 2 in an academic year.
7. The granting of the hardship scholarship depends on the condition of the Scholarship Fund.

## **Chapter 5. Rector's scholarship**

### **5.1. General provisions**

#### **§33**

1. The rector's scholarship can be granted to the following student:
  - 1) a student who registered for the third semester of the first-cycle studies, who obtained distinctive results in learning, scientific or artistic achievements or sports achievements in a competition at least on a national level.
  - 2) a student accepted for the first year of studies in the year of passing the matriculation exam, who fulfills the following conditions:
    - a) is the winner of an international olympiad or the winner, or the finalist of the central stage;
    - b) is the winner of a medal in a sports competition at least for the title of the Champion of Poland in a given sport discipline, referred to in the provisions of the sports act.
  - 3) is a student of the first semester of second-cycle studies, started within two years from finishing first-cycle studies, who fulfilled the criteria referred to in paragraph 1, in the last year of the first-cycle studies.
2. The rector's can be granted to the student based on an application included in Appendix 6, submitted at KS.
3. Rector's scholarship is not granted to persons waiting for the diploma exam on the attended diploma faculty.

**§34** The rector's scholarship shall be granted according to the criteria, depending on the achievements presented by the student:

1. Criterion I – for learning results and scientific or artistic achievements;
2. Criterion II — for sports achievements in competition at national level;
3. Criterion III - for students of the first-cycle studies.

**§35**

1. The rector's scholarship according to criterion I shall be granted on the basis of the sum of the points obtained, calculated using the following formula:

$$\text{Number of points} = 0,3 * x_1 + 0,35 * x_2 + 0,35 * x_3$$

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. The  $x_1$  coefficient referred to in paragraph 1 shall be determined from the average of 3.800 by means of the following formula:

$$x_1 = (x - 3,799) * \frac{100}{1,201}$$

where:

- $x$  – the average of grades obtained by the student;
- For an average of less than 3.800  $x_1$  is 0.

**§36** The average of grades received in a semester is calculated in compliance with the Study Rules, including the grades from all subjects in a grading period, as defined in paragraph 8. If there is no grade in any of the subjects, the coefficient  $x_1$  equals 0.

1. If the subjects do not have a point weight required to determine the average, the arithmetic mean shall be applied.
2. The average is calculated on the basis of grades recorded in "Moja PG" portal and in the case of students applying for a scholarship based on grades obtained at another university, on the basis of the supplement to the diploma or a relevant certificate from the relevant university confirming the obtained grades.
3. If the average is calculated on the basis of the grades obtained in the system in which the applied scale of grades is different from the one applicable at Gdańsk Tech in the academic year preceding the year of application for the scholarship, the student's grades shall be scaled proportionally.
4. If the student repeated any of the semesters on the basis of which he or she applies for the rector's scholarship, i.e. has been repeatedly registered for at least one of these semesters, the  $x_1$  coefficient is equal to 0.
5. The  $x_2$  and  $x_3$  coefficient referred to in section §35(1) shall be determined on the basis of the catalogue of scientific achievements, artistic achievements and principles described in §37 to §41.
6. The weighted average of grades reviewed in the application for the rector's scholarship shall be adopted on the day following the deadline of application for the rector's scholarship for a given semester, as stipulated in the schedule, included in §4 if these Rules.

7. In the case of students of the first semester of the second-cycle studies, the grade received in the diploma exam is not included in the average.
8. The average of grades taken into account when analyzing the applications for the rector's scholarship, must be from a grading period, i.e.:
  - 1) the last successive semesters – winter and summer - in the case of students of first-cycle studies;
  - 2) the last semester of studies - in the case of students of the second-cycle studies (excluding students of the first semester);
  - 3) the last semester of the first-cycle studies – in the case of students of the first semester of the second-cycle studies, whose last year of first-cycle studies lasted one semesters;
  - 4) the last two semesters of the first-cycle studies – in the case of students of the first semester of the second-cycle studies, whose last year of first-cycle studies lasted two semesters;

## 5.2. Achievement catalogue

**§37** Each scientific achievement in the grading period receives the following points:

1. publication or participation in a scientific publication in a magazine listed in current register of scientific magazines and reviewed international conference materials, published by the Ministry of Education and Science - the number of points determined in the register shall be divided by 2 - from 10 to 100 points;
2. patent authorship or co-authorship, launching a patent submitted by the University - 50 points;
3. authorship or co-authorship of a scientific monograph, published by a publishing house listed in a current register of scientific monograph publishers, issued by the Ministry of Education and Science - 40 points for a monograph published by a publisher of the 1st register level, 100 points for a scientific monograph published by 2nd register level;
4. authorship or co-authorship of a scientific monograph, published by a publishing house listed in a current register of scientific monograph publishers, issued by the Ministry of Education and Science - 10 points for a chapter in the monograph published by a publisher of the 1st register level, 25 points for a chapter in a scientific monograph published by 2nd register level publisher;
5. published book chapter or participation in other scientific publications - 10 points;
6. publications, scientific articles and popular science articles or participation in other magazine publications - 5 points;
7. presenting a paper, reading, announcement, scientific conference poster - 10 points;
8. winner of a scientific competition consistent with their study field, on a district level - 3 points, national level - 7 points, international level - 15 points;
9. developing devices and models, essential participation in projects popularizing science - 10 points;
10. active participation in research and introduction projects - 7 points;
11. work in a team implementing a project financed from the resources of the Ministry of Education and Science, National Science Center, National Research and Development Center or the European Commission resources - 25 points;

12. study at two or more faculties, without delayed registration for the following semester - 7 points;
13. content-related participation in the organization of the Baltic Science Festival, Organization and Academic Association Forum, Gdańsk Tech Museum Night of Gdańsk Tech Open - 1 point.

**§38** Individual artistic achievements, architectural and urban creative accomplishments, obtained in grading period, are evaluated as follows:

1. publications or participation in publications of painting, sculpture works, outdoor spatial installations, artistic photography, design, architectural or urban pieces, music, articles in magazines with international reach - 25 points;
2. publications or participation in publications of painting, sculpture works, outdoor spatial installations, artistic photography, design, architectural or urban pieces, music, articles in magazines with national reach - 15 points;
3. publications or participation in publications of painting, sculpture works, outdoor spatial installations, artistic photography, design, architectural or urban pieces, music, articles in other magazines - 5 points;
4. exhibition of own work (painting, sculptures, spatial installations, artistic photography, design) in institutions intended for that purpose - 10 points;
5. solo music performance (solo recitals, which are not national exams, solo performance with an orchestra, band) - 10 points;
6. winner of an artistic, architectural, designer, urban competition at international level - 25 points, national level - 15 points, regional level - 5 points;
7. winner of a music competition at international level - 25 points, national level - 13 points, regional level - 7 points;
8. winner of a choir competition at international level - 10 points, national level - 5 points, regional level - 2 points;
9. active concert activity in a music band, international concerts - 15 points, national - 7 points;
10. active concert activity in a choir band, international concerts - 7 points, national - 3 points;
11. participation in urban and architectural workshops - 10 points.

**§39**

1. The application for the rector's scholarship shall be accompanied by the documents confirming the achievements referred to in §37 and §38.
2. For achievements mentioned in §37(1)-(6) and §38(1)-(3) it is necessary to attach documents including a date and location of publication or a diploma.
3. For achievements mentioned in §37(12), it is necessary to provide a confirmation of study at a different faculty and registration for the following semester according to the deadline.
4. In the case of documented, multiple achievements mentioned in §37 and §38, the points can be doubled, however points for scientific achievements in total cannot exceed 100 points.
5. In each category referred to in §37 and §38, the student can be granted points for maximum 5 highest evaluated achievements.
6. The scientific and artistic achievements must be related to additional, non-obligatory student activity and cannot result from the study plan and programme.

#### §40

1. In justified cases, upon the student's request or the request of KS, the rector can grant individual points for each scientific, artistic and/or sport achievements.
2. Granting individual points for individual achievements follows submitting a proper application to the rector prior to applying for the scholarship, or upon application by KS.

#### §41

1. Scientific, artistic or sports achievements which are taken into account when reviewing applications for the rector's scholarship shall come from the last two consecutive semesters.
2. The provisions, provided for in paragraph 1 do not apply to the achievements from holiday period or any other breaks established according to the Study Rules, unless the student was on a leave for scientific purposes related to the process of education or representation of the University.

#### §42

1. The rector's scholarship according to criterion II is granted to a student for sports achievements in competition at least at national level.
2. The condition for awarding points for sports achievements is the unimpaired attitude of a student as a sportsman.
3. If the number of students applying for rector's scholarship on the basis of criterion II exceeds the number of available scholarships, then the scholarship is granted based on the average of grades obtained and registration for the following semester without a point debt.
4. The rector's scholarship for sport class according to criterion II may be awarded to a student on the basis of a certificate of sport level, attached to the application, issued by the Sports Association of a given discipline (the list of the Polish Sports Associations is available on the websites of the Ministry of Sport and Tourism).
5. Individual sport achievements get points in accordance with the following table:

Type of sport achievement		Points
<b>I.</b>	<b>Sport level</b>	
1.1	at least national master level	64
1.2	Sport level I	48
1.3	Sport level II	32
<b>II.</b>	<b>Individual achievements in Polish Academic Championships</b>	
2.1	I or II place	64
2.2	III place	48
2.3	IV-X place	32
<b>III.</b>	<b>Individual achievements in Polish Academic Championships for Technical Universities</b>	
3.1	I place	48
3.2	II and III place	32
<b>IV.</b>	<b>Achievement in the Polish Academic Championships in team games and other disciplines, which do not have individual classification</b>	points dependent on the player's input and the success achieved
4.1	I-III place	up to 64
4.2	IV place	up to 48
4.3	V-VIII place	up to 32

<b>V.</b>	<b>Team achievements in Polish Academic Championships for Technical Universities</b>	points dependent on the player's input and the success achieved
5.1	I place	up to 48
5.2	II and III place	up to 32
<b>VI</b>	<b>Remaining achievement</b>	
6.1	Considerable achievements in Polish Academic Championships	up to 32
6.2	Considerable sport achievements for Gdańsk University of Technology	up to 32
6.3	Participation in Polish Academic Championships	up to 32

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

7. Applications containing sports achievements shall be submitted by the KS to the director of the CSA, in order to reach an opinion on the student's sports achievements. The director of the CSA or an employee authorized by him or her shall issue a written opinion on the student's attitude as a sportsman, referred to in paragraph 2 and propose a number of points which the student will be entitled to for the listed achievements, in compliance with paragraph 5. The opinion and the number of points proposed for sports achievements shall be binding on the committee.

**§43** The condition for receiving the rector's scholarship according to criterion III is to submit an application to KS together with the relevant appendices:

1. a document confirming obtaining the title of the winner of an international championship;
2. a document confirming obtaining the title of the winner or finalist of a central championship, referred to in the provisions on the system of education;
3. a document confirming obtaining the title of a medalist in a sports competition at least for the title of the Champion of Poland in a given sport, referred to in the provisions of the sports act.

**§44** If the student receives a scholarship according to criterion I and II, the amounts of scholarships resulting from the above-mentioned conditions are summed up, however, up to the sum not higher than twice the maximum amount of the rector's scholarship, according to criterion I.

**§45** The documents confirming achievements in a foreign language should be translated into Polish by a sworn translator. This requirement does not apply to scientific publications.

### 5.3. Distribution of the rector's scholarship

**§46** General pool of scholarships is the number of rector's scholarships available in a given academic year, on particular faculty and degree of studies, which is limited and dependent on the number of students on a given faculty and degree, and on the maximum percentage of students entitled to the scholarship, as determined by the rector, pursuant to §9(1)(7).

**§47** Faculty size is the number of students in a given faculty, as determined in §36(6), whereas in the case of I degree studies, it is the number of students reduced by the number of students with scholarship granted according with criterion III.

#### **§48**

1. Student whose application for rector's scholarship was submitted correctly, is assigned in accordance with the faculty, level and profile of studies to a ranking group with a number from "Moja PG" platform.

2. The student may be assigned to more than one ranking group in one field of study.
3. The students in a given ranking group are listed in accordance with the number of points from the highest to the lowest.

**§49** Rector's scholarship in a given ranking group is granted to the students with highest number of points, equal to the scholarships for particular ranking group.

**§50** In the case of *ex aequo*, i.e. when due to obtaining the same number of points in a given ranking group by at least two students, it would be necessary to grant more scholarships than available, in accordance with the aforementioned rules, the decisive criterion on granting the scholarship is the weighted mean of the grades from the previous semester, whereas when still unable to decide - the weighted mean of grades from exams from the previous semester. In the case of no exams in the previous semester, the arithmetic mean from the previous semester is taken into consideration. If it is impossible to decide, the above-mentioned criteria shall be applied to former semesters. When dividing the scholarship pool, all numbers are rounded down to zero decimal places.

#### **§51**

1. The procedure for establishing the pool of rector's scholarships granted according to criterion I for a given ranking group:
  - 1) determining the number of students within a faculty;
  - 2) obtaining a general pool of scholarships for a given faculty;
  - 3) scholarships constituting not more than 1% of the faculty count, intended for rector's scholarship according to criterion II, are excluded from the general pool of scholarships;
  - 4) the pool of rector's scholarships according to criterion I is divided by the number dependent on the number of study years of a given faculty, i.e.:
    - a. divided by 2 - for students of 3-year, first-cycle studies (6 semesters) and for 2-year second-cycle studies (3 or 4 semesters);
    - b. divided by 3 - for students of 4-year first-cycle studies (7 or 8 semesters).

Scholarship pools for a given year are established in that manner.

- 5) If a semester in a faculty is conducted in two study modes - the scholarship pool is divided into full-time pool and part-time pool. The division is proportional, dependent on the proportion of the full-time students to the part-time students in a given semester;
  - 6) If students of a given semester in a given mode of study are divided in departments/profiles and in the grading period referred to in §36(8) of these Rules, identical division was in force - the full-time and/or part-time pool is divided - proportionally to the number of students in a given specialization. This rule does not apply to students applying for rector's scholarship on the 1st semester of the second-cycle studies.
2. If the number of faculty students is lower than 100 - 1 scholarship is excluded from the general pool of scholarships for the purposes of scholarship granted according to criterion II. This rule does not apply when the scholarship pool to be granted in accordance with criterion I is lower than the number of semesters that the rector's scholarship should be granted for. In such case, only scholarships pursuant to criterion I are granted on a given faculty.
  3. When the scholarship pool to be granted in a given faculty, in accordance with criterion I is lower than the number of semesters that the rector's scholarship should be granted for, the committee grants the scholarships for the entire faculty (without division into semesters, modes, specialization etc.).

## **Chapter 6. Students – international**

### **§52**

1. Students without Polish citizenship can apply for benefits such a disability scholarship, rector's scholarship, hardship scholarship, on the basis of rules stipulated herein.
2. Non-Polish citizens can apply for maintenance scholarship if the following conditions are met:
  - 1) they have been granted permanent residence permits or are long-term residents of the European Union;
  - 2) they have been granted a temporary residence permit in connection with circumstances referred to in Article 159(1) or Article 186(1)(3) or (4) of the Act of 12 December 2013 on foreigners (i.e. Journal of Laws of 2020, item 35, as amended);
  - 3) they have a refugee status in the Republic of Poland or benefit from temporary protection or subsidiary protection in the Republic of Poland;
  - 4) they hold a certificate confirming the knowledge of Polish as a foreign language referred to in Article 11a(2) of the Act of 7 October 1999 on the Polish language (i.e. Journal of Laws of 2021, item 672), at least at the level of language proficiency of C1;
  - 5) they hold the Card of the Pole (Karta Polaka) or a declaration of Polish origin has been issued to them;
  - 6) are a spouse, lineal ascendant or descendant of a citizen of the Republic of Poland, residing in the Republic of Poland.

## **Chapter 7. Scholarship module in the process of granting scholarships**

### **§53**

1. In the Scholarship module, the following statuses of applications are introduced:
  - 1) when the application has not yet been sent:
    - a. working copy,
    - b. sent;
  - 2) when the application was received by the committee:
    - a. received,
    - b. request for completion,
    - c. under assessment,
    - d. waiting for decision;
  - 3) informing about the completion of the procedure:
    - a. granted,



- b. refusal,
  - c. without recognition,
  - d. resignation.
2. After selecting the appropriate type of benefit, the student proceeds to an electronic form in order to supplement it with the necessary information.
  3. In a given academic year, the Scholarship module enables the student to submit:
    - 1) one application for the maintenance scholarship, regardless of the number of fields of study on Gdańsk Tech;
    - 2) one application for the disability scholarship, regardless of the number of fields of study on Gdańsk Tech;
    - 3) many applications for the hardship scholarship, regardless of the number of fields of study at Gdańsk Tech;
    - 4) one application for the rector's scholarship in one field of study;
  4. The student may interrupt the completion of the electronic form by clicking the "Cancel" button or retain the entered information using the "Save a working copy" button in order to supplement the data at a later stage. After clicking "Save a working copy", the application is transferred to the "Working copy" status.
  5. After completing the form (the completion of all required fields and approval of the statements indicated in the form), the student generates the application and by clicking on the "Send" button, sends the electronic form to the KS. The status of the request is changed to "Sent".
  6. Status „Sent“:
    - 1) enables the student to print the application in order to sign it with a handwritten signature and submit it in the KS together with the required documents, if the student selected the paper version of application.
    - 2) enables to send e-letters together with the application and required documents to KS through the ePUAP platform to the Electronic Inbox of Gdańsk University of Technology: [politechnikagdanska/SkrytkaESP](mailto:politechnikagdanska@skrytka.esp), if the student selected the electronic version of application.
  7. The student should submit the application for the scholarship to the committee within the period determined in §4(1) herein. The application can be submitted in person, to the committee inbox, through post office of courier and by ePUAP platform, in accordance with paragraph 8. The committee examines only the generated and printed applications, signed with a handwritten signature of the student, accompanied by the required documents or applications signed using the trusted profile through ePUAP platform, including required attachments.
  8. The applications for maintenance scholarship and hardship scholarship can be submitted according to paragraph 6(1).
  9. After the application has been received by the KS, the status of the application may be changed to "Received" or "Request for completion". The status of "Received" or "Request for completion" indicates the commencement of the process, pursuant to the provisions of KPA.
  10. Once KS has received the application, the student may check the status of works on the application on an ongoing basis.

11. The status "Request for completion" informs the student that the application is not submitted together with the required documents. Request for completion of required documents was prepared for the student.
12. The "Under assessment" status indicates that work on the formal analysis of the application and examination of documentation provided by the student has been undertaken.
13. The "Received" status and "Under assessment" status may, if necessary, go to the status "Request for completion".
14. The "Waiting for decision" status means completing the work on a request of a student and submitting the case to the committee meeting in order to make a decision.
15. The status "Granted" or "Refusal" indicates verification of the student's application and granting or refusal to grant the benefit. Moreover, the above-mentioned statuses inform that the administrative decision was sent on the correspondence address or ePUAP electronic inbox of the student.
16. The status of "Without recognition" indicates the lack of recognition of the application due to failure to complete the deficiencies within the specified deadline.
17. The status "Resignation" indicates the failure to submit an application by the student. In order to resign from the request, the student shall inform the committee in writing of the wish to resign.
18. After submitting a written statement on the willingness to resign from applying for the benefits, the student has the right to submit another application for the benefit referred to in paragraph 3.

#### **§54**

1. Appeals from the decision on maintenance scholarship, hardship scholarship or information on a change of situation having an impact on granting the student's maintenance scholarship shall be made in writing.
2. Appeals from the decision on rector's scholarship or disability scholarship can be submitted by the student in paper or electronically.
3. Submission of the letter referred to in paragraph 1 and 2 is recorded by the committee on "Moja PG" portal in the Scholarship module and further processed in the electronic system.
4. The statuses of the letter referred to in paragraph 1 and 2 are analogous to those listed in §53(1) herein.

**§55** If the functionality changes, including a change of technical nature, during the academic year the rector shall issue an announcement on "Moja PG" portal, informing about the changes in the manner of submitting and reviewing applications for benefits.

### **Chapter 8. Termination/loss of scholarships**

#### **§56**

1. The decision to grant benefits to students shall expire on the last day of the month in which:
  - 1) the student was finally removed from the list of students, or
  - 2) the student has completed studies in the field of studies on which he received the benefit, or
  - 3) the student lost the right to the benefit pursuant to the provisions of §8 herein.
2. The student shall be obliged to immediately notify the KS in writing about the situation referred to in section 1 item 3) of this paragraph.

3. The decision to grant the benefit to students shall be revoked by the rector for the student who has been receiving benefits on the basis of incomplete or false data.
4. In the event of disclosure that the collected benefits are collected unlawfully, this fact shall be reported to the relevant institution for the purpose of drawing up civil or criminal consequences. In addition, disciplinary action will be taken against the student (up to the expulsion from the University) and unlawfully received benefits, together with statutory interest, are subject to reimbursement.

## SECTION II. STUDENT RESIDENCE HOUSE

### Chapter 1. Place in the Student Residence House (DS)

#### 1.1. General provisions

**§57** A student of full-time and part-time studies may apply for accommodation in a Student Residence House.

**§58** Places in student houses for an academic year are distributed by:

1. KS – places allocated in the 1st, 3rd and 7th phase referred to in §61 herein;
2. OKS – in the scope of verification of appeals from the decision of the Scholarships Committee (2nd and 4th phase) and allocation of places in the 5th, 6th and 8th phase, referred to in §61 herein.

**§59** Foreign students can apply for accommodation in a Student Residence House based on the same rules as Polish citizens.

#### **§60**

1. The right to receive a place in DS is granted in the first place to non-local students of Gdańsk Tech who study in a full-time mode, whose place of residence, and in case of its lack – a place of stay, is located at a significant distance from Gdańsk University of Technology.
2. A local person is a student registered permanently in the following districts:
  - 1) Gdańsk, Gdynia, Reda, Rumia, Sopot;
  - 2) capitals of municipalities: Kolbudy, Kosakowo, Pruszcz Gdański, Pszczółki, Suchy Dąb, Trąbki Wielkie, Żukowo.
3. Persons registered permanently in districts indicated in Appendix 2 to these Rules may apply for a place in DS following the rights of non-local students if they fulfill the following conditions:
  - 1) demonstrate in writing that the travel from the place of residence to Gdańsk Tech is very difficult,  
  
or
  - 2) are full orphans.
4. A spouse and a minor child of a student who has been granted a place in DS shall also be entitled to reside in DS if the student has applied for it when submitting the application.
5. The basic criterion taken into account in allocation of a place in DS is the distance of the Gdańsk University of Technology from the place of permanent residence of the student, or in the case of its lack - place of residence, however for applications submitted:
  - 1) in stage I, the priority is given to students with difficult material situation, established on the basis of the list of students receiving the maintenance scholarship in a month that the applications for accommodation at DS are verified.
  - 2) in stage III, the priority is given to students with difficult material situation, established on the basis of the following declaration sent to KS:
    - a. declaration issued by a competent body, confirming that in a given year the family of the student receives a family benefit resulting from the regulations on family benefits,

or

- b. declaration issued by a competent university, confirming that the student receives a maintenance scholarship in a given year, on the basis of the Act.

**§61** The places in DS are allocated in the following phases:

1. phase I - 71% of places for senior students and students of the sixth semester, who completed first-cycle studies at Gdańsk Tech in the summer semester of the academic year, in which the application is submitted and intend to continue studying at Gdańsk Tech in the second-cycle studies from the next semester;
2. phase II – distribution of up to 3% of places for senior students and candidates for the first year of second-cycle studies; it consists in taking into account appeals of students from stage I, reviewed by OKS;
3. phase III – distribution of 25% of places for newly admitted students;
4. phase IV – distribution of 1% of places intended for newly admitted students; it consists in taking into account the appeals of students from phase III, reviewed by OKS;
5. phase V – distribution of a pool of vacant places from previous phases and obtained as a result of resignation from a place in DS;
6. phase VI – up to twice during the week, during the winter semester of an academic year, distribution of a pool of vacant places in DS not used in previous phases and obtained as a result of resignation from a place in DS;
7. phase VII – distribution of a pool of vacant places in DS not used in previous phases and obtained as a result of resignation from a place in DS, dedicated for the newly admitted students and senior students who wish to accommodate from a summer semester of a given academic year;
8. phase VIII – up to twice during the week, during the summer semester of an academic year, distribution of a pool of vacant places in DS not used in previous phases and obtained as a result of resignation from a place in DS;

**§62** The student is entitled to appeal at OKS from the decision of KS issued in phase I and III.

**§63** Having announced the academic calendar for the following academic year, the rector, in consultation with SSPG, announces the deadlines concerning DS issues.

**§64**

1. In the second week of April of a given year the OS provides the following to the DSS:
  - 1) the number of places intended for accommodation of the student in a given DS for the following academic year, that have been previously approved by the rector;
  - 2) list of persons that lost their place in DS as a result of violation of coexistence rules binding at DS;
  - 3) the list of residents of DS as at 31 March of a given year.
2. The following shall be excluded from the pool of places referred to in section 1 item 1) of this paragraph:
  - 1) places in DS 12 for Gdańsk Tech doctoral students;
  - 2) places for persons studying in the interuniversity fields of study;

- 3) up to 80 places in total for the students of Erasmus+, Erasmus Mundus, which are distributed by the Department of International Cooperation;
  - 4) 2 places in each DS within the rector pool, which the rector allocates after consulting the OKS.
3. The places referred to in paragraph 2 which are not allocated until the deadline specified in the announcement, are transferred to phase VI, to be allocated by OKS.
  4. Information on vacant places in DS during the academic year is provided to the OKS on an ongoing basis by the OS. These places supply phases VI, VII and VIII respectively.

#### **§65**

1. Places in DS are assigned on the basis of an electronic application delivered by the student in a dedicated process at "Moja PG" portal.
2. All additional documents that the student will attach to the application for a place in DS, shall be sent by scan to a mailbox with the domain student.pg.edu.pl, to the following e-mail addresses:
  - a) KS (komisja.stypendialna@pg.edu.pl) – documents for phase I, III and VII
  - b) OKS (oks@pg.edu.pl) – documents for phase II, IV-VI and VIII.
3. The student receives the information about approval or denial of the place in the student house on their account on "Moja PG" portal.

**§66** The student who was allocated with a place in DS in phase I-IV may resign from the allocated place within the time limit specified in the announcement. This fact should be reported in writing or by e-mail to the OKS. The announced resignation shall be the basis for returning the paid guarantee deposit, subject to §119(10) of these Rules.

#### **§67**

1. A student re-registered for a given year or semester retain the right to apply for a place in DS.
2. The student may live in DS during their holiday.
3. In order to keep a place in DS, a student completing first-cycle studies in the winter semester is obliged to report their participation in the admission procedure for the second-cycle studies in the summer semester at Gdańsk Tech, to the administration of DS within the deadline determined by OS.
4. A student residing in DS, completing first-cycle studies in the winter semester, in the case of continuation of second-cycle studies in the summer semester at Gdańsk Tech, maintains his or her place in DS.

#### **§68**

1. Students of Gdańsk Tech studying abroad under the Erasmus+ programme, returning to studying at Gdańsk Tech during the academic year, may apply for a place in DS. Such students have priority when allocating places in DS.
2. The student of Gdańsk Tech, who used to live in DS, and studies in the interuniversity field of study after returning from the exchange from the Partner University, receives a place in DS as a person who previously resided in DS (continuation of seniority in DS received in the third year of first-cycle studies).

**§69** Places in DS in phase I, III, VII are granted to students who have obtained the highest number of points, until the number of places allocated to that phase has been exhausted.

**§70** The number of points referred to in §69 is calculated using the following formula:

$$\text{Number of points} = \text{pchild}_{\text{km}} + \text{pchild}_{\text{seniority}}$$

where:

1) the  $\text{p}_{\text{km}}$  coefficient is calculated from the following formula:

$$\text{pkchild}_{\text{km}} = \frac{1}{5} * \text{KM}$$

KM results from the shortest route of travel by car from the address "Politechnika Gdańska, Gabriela Narutowicza 11/12, 80-233 Gdańsk" to the registered address of the student, entered in the student's data on "Moja PG" portal. In the absence of a registered address, it is allowed to use the address of stay, entered into the student's data on "Moja PG" portal. The distance referred to in the preceding sentence is an integer and is determined by the Google Maps portal. In the case of non-nationals, KM is 1000.

2) the  $\text{pkt}_{\text{staz}}$  coefficient is 25 if the applicant resides in DS as of 31 March of a given academic year;

In phase III and VII the coefficient  $\text{pkt}_{\text{staz}}$  is 0.

**§71** Students who have been assigned a place in DS, shall be granted a DS number, in accordance with the rules described in §72 herein.

## 1.2. Assigning DS number

**§72** When assigning DS number to a student, the following order shall be adopted:

1. persons who were residents of DS as of 31 March of a given year and wish to continue living there, marking that particular DS as a priority choice;
2. persons who obtained the highest number of points according to the following formula:

$$\text{Number of points} = 1000 * (\text{pkt}_{\text{staz}} + \text{pt}_{\text{stud}} + \text{pt}_{\text{niepeł}}) + 100 * (\text{pkt}_{\text{dz}} + \text{pt}_{\text{sem}}) + \text{pkt}_{\text{KM}}$$

where:

1.  $\text{pkt}_{\text{staz}}$  (points for residence in DS) =
  - 1) 0 if the student does not live in DS on 31 March of a given academic year.
  - 2) 25 if the student lives in DS on 31 March of a given academic year.
2.  $\text{pkt}_{\text{stud}}$  (points for results in education or sports) =
  - 1) 0 if the student does not receive the rector's scholarship;
  - 2) 20 if the student receives the rector's scholarship.
3.  $\text{pkt}_{\text{niepeł}}$  (points for disability certificate) =
  - 1) 0 if the student does not have a disability certificate;
  - 2) 5 if the student has a mild degree of disability;
  - 3) 10 if the student has a moderate degree of disability;
  - 4) 15 if the student has a severe degree of disability;
4.  $\text{pkt}_{\text{dz}}$  (work for the University) =

- 1) 10 if the student is the president of SSPG or a deputy president of the SSPG;
- 2) 7 if the student is: the president of WRS, an organization or a research club;
- 3) 5 if the student is: a member of WRS or a member of the Student Parliament (with 100% presence at Student Parliament sittings), a member of the Scholarship Committee (with 100% presence at the committee sittings) or a member of organizations and research clubs.

Only one activity with the highest score is taken into account for coefficient  $pkt_{dz}$ . The student is obliged to deliver a certificate confirming work for the benefit of the University.

5.  $pkt_{sem}$  is the sum of points:

- 1) 7, if the student completed first-cycle studies and continues (or has just started) second-cycle studies at Gdańsk Tech;
- 2) 1, for each passed semester of current cycle of studies at Gdańsk Tech.

6.  $pkt_{KM}$  is calculated according to the formula determined in §70 herein.

**§73** The student is obliged to deliver a certificate confirming work for the benefit of the University as referred to in §72(4) herein. The certificate shall be issued by the following persons:

1. rector - with regard to the president of SSPG;
2. dean - with regard to the president of the Faculty Student Council, the president of an organization or a science group, members of an organizations or a research club;
3. president of SSPG - with regard to deputies of the presidents of SSPG and members of the Student Parliament;
4. president of WRS - with regard to members of WRS;

**§74** Place in DS is granted in accordance with the preferences of the student, included in the application. If a place in the preferred DS is unavailable, it is granted in a random student house, unless the student chose to resign from participation in a given phase in the application.

**§75** Allocation of DS number in phase II and VII is conducted in a random manner.

## **§76**

1. The following students may participate in the 5th phase of allocation of places:

- 1) who did not apply for a place at DS in earlier phases;
- 2) who have applied for a place in earlier phases but have not received it;
- 3) who received a non-preferred DS number.

2. Phase V is conducted in two stages:

- 1) V.I for students who received a non-preferred DS number in former stages (§76(1)(3));
- 2) V.II for remaining students (§76(1)(1) to (2)).

3. In order to participate in phase V of place allocation, one needs to do the following, within the deadline provided for in the announcement:

- 1) submit an application for a place in DS in a procedure dedicated for this phase on "Moja PG" portal;



2) pay security deposit.

### **§77**

1. The allocation of places in DS in phase VI and VIII phase takes place twice a week.
2. In order to take part in phase VI and VIII, one needs to submit an application for a place in DS in a procedure dedicated for this phase on "Moja PG" portal.
3. In a week before the beginning of the academic year (phase VI) and a week before beginning of the summer semester (phase VIII), OKS will determine particular days of the week for submitting applications and allocation of places in phases VI and VIII.

### **§78**

1. The only criterion taken into account in allocation of places in DS in phases V, VI and VIII, is the distance of the Gdańsk University of Technology from the place of permanent residence of the student, or in the case of its lack - place of residence, provided that non-local, full-time students have priority.
2. Place in DS in phase V, VI and VIII is granted in accordance with the preferences of the student, included in the application. If a place in the preferred DS is unavailable, it is granted randomly, provided that the student selected appropriately in the application.

## **1.3. Allocation of rooms in DS**

**§79** Only the student who was assigned a place in DS in phase I or II has the right to submit an application for a particular room in DS.

**§80** The student who was assigned a place in DS in phase III-VIII receives the room upon quartering.

**§81** Student who received a place in DS in phase I or II and wishes to apply for a room, should send a scan of the application, constituting Appendix 9 to these Rules, and any other additional documentation, within the deadline and on the address of the Student House Residents Council they were assigned to, as indicated in the announcement.

**§82** The rooms are assigned in accordance with the following ranking:

1. The student receives 5 points for each completed and current semester. The maximum number of points is 50 and can be received by students who completed second-cycle studies. The points are not granted for semesters attended in other faculties.
2. The student receives 5 points for "seniority at DS" - for each semester they resided in DS. The sum of points for seniority cannot exceed the sum of points received for a semester, as provided for in paragraph 1.
3. The points are granted for fulfilling a function for the benefit of DS:
  - 1) 20 points - RM;
  - 2) 16 points - SKOS administrators;
  - 3) 10 points - administrators of other internet services for the benefit of the student housing estate;
  - 4) 7 points - maintenance of: gym, laundry room, drying room, bicycle room, parcel room;
  - 5) 5 points - maintenance of: TV room, learning room, drawing room, table tennis room, fitness room, other rooms with assigned administrators;

6) 3 points - election committee for RM;

7) 2 points - participation in Student Housing Cup.

The performed function has to be approved and confirmed by RM of a given DS. Points can be granted for maintenance of only one thing and one room.

4. Points granted for fulfilling a function for the benefit of PG:

1) 35 points - president of SSPG and their deputies;

2) 25 points - president of WRS;

3) 15 points - president of clubs and student organizations;

4) 10 points - members of KS, WRS, OKS, SSPG committee (points are granted only for membership in one of the bodies);

5) 5 points - members of clubs and student organizations at Gdańsk Tech (points are granted only for membership in one of the bodies);

6) 5 points - members of SUKW and SWKW.

The performed function has to be approved by the president of a given body, committee, club or student organization.

5. Bonus points:

1) 10 points - persons applying for the same room (first choice), which they currently abide in;

2) 5 points - persons attending two faculties at Gdańsk Tech;

3) 4 points - for each of the persons who apply together for all places in the same vestibule (does not apply to one-room vestibules).

**§83** In the case of criteria referred to in §82, status as of 31 March of a given year shall apply.

#### **§84**

1. If persons jointly apply for a room or vestibule, the decisive factor is the sum of points granted to these persons, as stipulated in §82.

2. If persons who obtained the same number of points, apply for the same room, the person residing there so far prevails. In other circumstances, the assignment will be solved by a drawing, in the presence of all interested parties.

3. Students of inter-university faculties, living in DS before their trip for an exchange to partner Universities, receive the same number of points for seniority, as students who lived were residents of DS for the past year.

4. If a person who moves due to closing of DS, applies for a place in another DS, obtains the same number of points as its current resident, the current resident prevails.

**§85** Extraordinary circumstances (e.g. health needs) are analyzed individually on the basis of an application with proper documentation attached (e.g. medical, whereas single-use certificates will not be admitted).

#### **§86**

1. If during an academic year, a resident wishes to change the room, they can enroll on a waiting list held by RM of a given DS (the ranking uses scoring determined in §82).

2. Once a room is free, the number of points determined in §82 is decisive, including additional 4 points for each full month of being on the waiting list.

**§87** If a student received a place in phase I and II, upon losing their place or changing the DS prior to commencement of the academic year, they lose the assigned room.

## **Chapter 2. Scholarship module in the process of assigning places in DS**

### **§88**

1. In the Scholarship module, the following statuses of applications are introduced:
  - 1) when the application has not yet been sent:
    - a. working copy,
    - b. sent;
  - 2) when the application was received by the committee:
    - a. received,
    - b. request for completion,
    - c. under assessment,
    - d. waiting for decision;
  - 3) informing about the completion of the procedure:
    - a. granted,
    - b. refusal,
    - c. without recognition,
    - d. resignation.
2. After selecting the appropriate student house procedure, the student follows to an electronic form in order to supplement it with the necessary information.
3. In a given academic year the Scholarship module enables the student to submit one application for a place in DS for a given academic year in a given phase.
4. The student may interrupt the completion of the electronic form by clicking the "Cancel" button or retain the entered information using the "Save a working copy" button in order to supplement the data at a later stage. After clicking "Save a working copy", the application is transferred to the "Working copy" status.
5. After completing the form (completion of all required fields and approval of the statements indicated in the form), the student generates the application and by clicking on the "Send" button and sends the electronic form to KS. The status of the request is changed to "Sent".
6. Status „Sent" determines completion of the application process for a place in DS and is equivalent to delivery of the application to the committee.
7. After the application has been delivered to the committee, the status of the application may be changed to "Received" or "Request for completion".

8. The status "Received" indicates submission of the application by the student.
  9. Once the committee has received the application, the student may check the status of works on the application on an ongoing basis.
  10. The status "Request for completion" informs the student that the application is not submitted together with the required documents.
  11. The "Under assessment" status indicates that work on the formal analysis of the application and examination of documentation provided by the student has been undertaken.
  12. The "Received" status and "Under assessment" status may, if necessary, go to the status "Request for completion".
  13. The "Waiting for decision" status means completing the work on a request of a student and submitting the case to the committee meeting in order to make a decision.
  14. The status "Granted" or "Refusal" indicates verification of the student's application and granting or refusal to grant the place in DS.
  15. The status of "Without recognition" indicates the lack of recognition of the application due to failure to complete the deficiencies within the specified deadline.
  16. The status "Resignation" indicates the failure to submit an application by the student. In order to resign from the request, the student shall inform the committee in writing of the wish to resign.
  17. After submitting a written statement on the willingness to resign from applying for the benefits, the student has the right to submit another application for the benefit referred to in paragraph 3.
- §89** If the functionality changes, including a change of technical nature, during the academic year the rector shall issue an announcement on "Moja PG" portal, informing about the changes in the manner of submitting and reviewing applications for a place in DS.

### **Chapter 3. Place in the Student Residence during holidays – the so-called "Summer Action"**

#### **§90**

1. Each student has the right to apply for a place in DS as part under the so-called "Summer Action".
2. A spouse or an minor child of a student who has been allocated with a place in DS as part of the Summer Action shall also have the right to reside if the student has applied for it when submitting the application.
3. The number of places intended for students as part of the Summer Action (Akcja Lato), are provided in the announcement.

**§91** Student who wishes to live in DS during the summer holidays, should send a scan of the application, constituting Appendix 8 to these Rules, and any other additional documentation, within the deadline indicated in the announcement:

1. on the e-mail address of RM for the DS in which the student resides – for students who are currently residing in DS;
2. on the e-mail address: [akcjatalo@pg.edu.pl](mailto:akcjatalo@pg.edu.pl) – for students who do not reside in DS.

## **§92**

1. At the time of submitting an application, the student who applies for a place in DS shall have a guarantee deposit paid in the amount specified in the announcement.
2. Students who, at the time of submitting the application for residence in DS during holidays, do not reside in DS, are obliged to attach to the application a confirmation of deposit payment.

## **§93**

1. The condition of accommodation for the holiday period is settling the receivables arising from residing in DS in the academic year.
2. The student that was assigned a place in DS for holidays period shall check in according to the deadlines set out in the announcement.

## **§94**

1. The RO is responsible for the allocation of places in DS as part of the Summer Action.
2. The rooms shall be allocated in accordance with the point ranking referred to in §82 and §83, provided that:
  - 1) persons residing in DS, which is not excluded from the Summer Action, shall have priority to receive a place in that DS;
  - 2) students who select their current room as their first choice, have priority. This rule concerns solely the dorms entirely intended for the "Summer Action" accommodation for students.

## **§95**

1. Students connected with the teaching process, including serving apprenticeship in municipalities, referred to in §60(2) to these Rules, and the graduates shall have priority in receiving a place in DS and are entitled to lower fees, as provided for in the price list for residence in Student House at Gdańsk University of Technology.
2. Students referred to in paragraph 1 shall declare their willingness to stay in the dorm as part of the "Summer Action" at the dean's office by 20 June. On this basis, the dean establishes a list of persons entitled to lower fee for OS.

## **§96**

1. Within the period determined in the announcement, RO is obliged to publish the results of the "Summer Action" on SSPG webpage, in a table including logbook numbers of students assigned a place in DS, room number and number of allocated places.
2. Within 3 calendar days following the announcement of the results room allocation, RO is obliged to provide SSPG with the minutes of the RO meeting, during which the rooms were allocated, including a list referred to in paragraph 1.

## **Chapter 4. Accommodation in the Student House**

### **§97**

1. A student who was assigned a place in DS for holidays shall check in according to the deadlines set out in the announcement.
2. In the case of persons who have received a referral to DS during the academic year, the deadline for checking in is determined in the referral.
3. A student who received a place in phase I-V and VII, and whose circumstances prevent checking in within the deadline specified in paragraph 1, shall notify the DS administration in writing or by e-mail to the address [akademiki@pg.edu.pl](mailto:akademiki@pg.edu.pl) prior to commencement of the winter or summer semester respectively, informing of the planned date of checking in. Otherwise, the student loses the assigned place.
4. The student can resign from the allocated place within the time limit specified in the announcement. Failure to resign shall result in a loss of the guarantee deposit.

### **§98**

1. The resident takes place in the room that he or she has been allocated with.
2. It is possible to change the room only after obtaining a written consent of the DS manager in consultation with the RM.

### **§99**

1. The basis for accommodation in DS are:
  - 1) list of persons to whom places has been allocated (template: Appendix 10 to these Rules);
  - 2) individual referrals issued by the OKS or authorized persons (template: Appendix 10 to these Rules);
2. When checking-in, the resident is required to submit:
  - 1) an identity card;
  - 2) a photograph for a resident card.
3. Upon checking-in, the resident should receive the following:
  - 1) information on the number of the room;
  - 2) information on the furnishing of the room;
  - 3) the DS resident card, which is a document authorizing the student to enter the area of DS;
  - 4) duvet covers, which shall be changed at least every three weeks;
  - 5) depending on the DS number, other equipment for the room, e.g. a blanket, a lamp, a telephone.
4. The room for accommodation should be prepared for residence, cleaned and equipped with technically operations equipment and furniture.
5. Any reservations concerning the condition and equipment of the room should be immediately reported by the resident in writing. If there are no reservations, it is assumed that the room

equipment complies with the information referred to in section 3 item 2) of this paragraph and the condition of the equipment and furniture is correct.

**§100** The receipt and return of the room together with the equipment takes place on the basis of a protocol signed by the resident and the DS manager or an authorized person (room equipment card).

**§101**

1. If a co-resident of the student will move out earlier than is specified in the referral, the DS employee has the right to accommodate another student holding a valid referral.
2. If, for organizational reasons, it is necessary to rehouse a resident to another room, he or she shall be obliged to rehouse within 3 working days.

**§102** After moving out, the student cannot leave personal belongings in DS. The exception are locked rooms provided for this purpose – parcel rooms during summer holidays. The items uncollected from the parcel room by the end of October are removed.

## **Chapter 5. Rights and obligations of Student House residents**

**§103** Every resident of DS has the right to:

1. an active and passive participation in the election of RM;
2. use all rooms and equipment intended for general use, according to the rules defined by DS and RM manager;
3. organize social events in the rooms intended for that purpose with a prior written consent of DS manager and on the conditions set out by DS and RM manager, subject to generally applicable law. The person organizing an event is materially responsible for any damage and behavior of the participants;
4. have guests in accordance with the rules specified in §109 and generally applicable law.

**§104** Every resident of DS is obliged to:

1. perform check-in and reporting activities in the applicable time and mode;
2. pay charges for the residence on a timely basis;
3. immediately inform the administration of DS of deletion from the list of students (also due to the completion of studies);
4. immediately inform the administration of DS of any case having an impact on the amount of the charge for living in DS;
5. respect the property of DS and property located in his or her surrounding;
6. maintain the occupied room and general-purpose rooms in proper order and cleanliness;
7. comply with occupational health and safety regulations, fire safety regulations and regulations concerning the protection of property in force at the premises of DS;
8. before moving out of the room, bring the room and bathroom to their original state, in particular walls, floors, furniture, doors and devices;
9. immediately report to DS manager on any cases of destruction of property by the co-residents or third parties;

10. immediately notify DS manager of accidents occurring within DS area and about any unjustified absence of the co-residents;
11. present DS resident card without notice to the employees of the reception of DS, and at the request of DS administration employees and members of RM;
12. comply with the provisions of these Rules, SKOS rules, Gdańsk Tech sand the Act.

## **Chapter 6. Rights and obligations of the resident council (RM) and the campus council (RO)**

### **§105**

1. The residents of DS are represented by RM and RO.
2. The rules of election of RM and RO, their specific competences and rules of operation are regulated by separate internal rules of SSPG.

## **Chapter 7. Rights and obligations of the student campus manager and employees**

### **§106**

1. OS manager and DS manager are employees of the administration at Gdańsk Tech.
2. The specific competences of the employees of OS are regulated by separate rules.
3. DS manager or persons authorized by him or her shall have the right to enter a residential room for business purposes, only in the presence of RM representative, unless RM approves entry without participation of a member of RM.
4. The provisions provided for in paragraph 3 do not apply in the following cases:
  - 1) in cases of force majeure, e.g.:
    - a. related to the threat to the life or health of the residents of DS,
    - b. in the case of a suspected failure of DS infrastructure;
    - c. carrying out an inventory, mandatory inspections of the installation (e.g. electrical, alarm, fire protection), disinfection;
  - 2) during the procedure of moving out.
5. An official report shall be drawn up from the activities referred to in paragraph 4(1) and (2), signed by the persons participating in them.

## **Chapter 8. Student Residence Rules**

**§107** The residents of DS are obliged to leave keys to the rooms in the reception. The keys are issued only to persons with a valid resident card.

**§108** The area of DS is subject to a curfew:

1. From Sunday to Thursday, between: 10:00 p.m. - 6:00 a.m.



2. On Fridays and on Saturdays, between: 11:00 a.m. – 6:00 a.m.

#### **§109**

1. The residents of DS may have guests between 6:00 a.m. and 1:00 p.m. only with the consent of the co-residents of a given room.
2. The resident shall declare the fact that guests stay in the residence outside the hours referred to in section 1 of this paragraph to the employee the reception no later than until 12:00 a.m. on the day of the guests' visit.
3. Persons visiting the residents of DS shall be obliged to provide the first name and surname of the person whom they come to the visit and to show to the employee of the reception of their Gdańsk Tech residence card, student card or other document with a photo confirming their identity, other than identity card, for the purpose of recording their entry.
4. Guests of the residents of DS may enter only in the presence of the person receiving them.
5. The resident having guests is fully responsible for their stay in DS.
6. The resident is obliged to prevent the behavior of their guests, leading to damage or order disturbances on the premises of DS. If necessary, the resident should inform RM or the administration of DS. In the event of negligence of the above obligations, the resident may be held liable to disciplinary action.
7. The resident is materially responsible for damage caused by its guests.
8. Guests of residents who are in a state indicating the consumption of alcohol or intoxicants, as well as persons who behave in a vulgar way, do not have the right to enter the area of DS.
9. Payment for staying of a guest in DS outside the designated hours is specified in the applicable price list. The fee shall be paid in advance at the reception. The proof of payment is a fiscal receipt.
10. The resident of DS may obtain approval to have one guest outside the designated hours maximum seven times in a given month. The person visiting (staying overnight) shall not stay in DS more than seven times per month, regardless of which resident he or she visits. In justified cases, after obtaining a written consent of DS manager, the number of overnight stays may be increased.
11. In the event of a guest's stay in DS without the notification referred to in paragraph 2, a fine of three times the accommodation fee shall be imposed on the person having the guest.
12. The accommodation charges shall not be charged in the case of a resident of another DS of Gdańsk Tech, provided that the person has a valid residence card of another DS of Gdańsk Tech. Such persons shall not be subject to limits referred to in paragraph 10.
13. If these rules are violated, the visitor can be removed from DS without the right to return the paid accommodation fee.

**§110** Members of the Management Board of SSPG, in the case of performing their duties, shall have the right to be present at the premises of DS at any time without charging the fee referred to in § 8(9) of these Rules.

#### **§111**

1. The residents bear full material responsibility for the property of the entrusted room and are responsible for damage caused in the room.
2. If DS manager cannot enforce the costs of a material damage caused by the resident, he/she shall notify the deputy president of the Student Government for Social Affairs and RM of the relevant DS and shall charge the amount due from the deposit.

3. If the damage caused exceeds the amount of the deposit, DS employee submits the case to the Disciplinary Board.
4. If the destruction applies to common devices or premises and there is no possibility to determine the perpetrator, the decision to cover losses shall be made by the person managing the facility, in agreement with RM or RO.
5. Making any changes in furniture or material changes in the room decoration requires the consent of DS manager. This applies in particular, but not exclusively, to drilling holes in the walls, replacement of furniture between rooms, removal of equipment from the room.
6. Before moving out, each resident of a given room is obliged to bring the room or the segment back to the original state. The room inspection, in the presence of a person releasing the room, is carried out by a designated employee of DS who, in the case of damage or shortages in equipment, prepares a loss report and presents it for signature to the person releasing the room.
7. At the moment of moving out of DS, the resident is obliged to:
  - 1) settle all payments;
  - 2) settle the collected equipment;
  - 3) leave the place allocated in the room;
  - 4) return the keys to the reception of DS - if the student is the last person moving out.
8. In the case of rooms or segments with many residents, the liability falls upon all the residents of a given room or segment.

#### **§112**

1. Any defects in the rooms should be reported in writing by the residents to the reception (deficiencies and failures book).
2. Notification of a failure is equivalent to giving consent to entry to the room or a segment also during the absence of the residents.
3. The cost of the defect or damage not reported by the residents is borne by the resident, residents living in a given room or segment or residents of a given floor.

#### **§113** It is forbidden to do the following in DS area:

1. Consume or manufacture of drugs, legal highs, intoxicants and smoking, including smoking in novel tobacco products and smoking electronic cigarettes; Including smoking novel tobacco products and smoking electronic cigarettes.
2. Use the premises contrary to their intended purpose:
  - 1) install, modify or repair electrical installations on one's own,
  - 2) destruct walls, doors, furniture,
  - 3) use electric, gas or petrol stoves in the rooms,
  - 4) install satellite TV, without a prior written consent of the administration of DS,
  - 5) install any external and internal computer networks that do not comply with the rules of SKOS,
3. practice gambling;
4. be in possession of firearms or pneumatic weapons;

5. organize reception and social gatherings in the rooms disrupting the peace of co-residents;
6. disturb the peace during the night;
7. conduct business activity (outside the activity specified on the basis of the lease agreement in rooms intended for this purpose);
8. have animals;
9. change door locks or duplicating keys;
10. store in residential and public spaces of DS goods the purpose and quantity of which may indicate commercial intentions.

**§114** The resident can remedy violations against these rules (in particular causing material losses) through work for DS. Decisions on this matter shall be taken by the DS manager in agreement with the RM.

**§115** The Gdańsk University of Technology does not bear any material liability for items left on the premises of DS.

**§116** All announcements of the OS addressed to the residents of DS are displayed on the notice boards located in the premises of DS. The following may also be displayed on the notice boards:

1. announcements of students - with the consent of the DS manager;
2. announcements of organizations operating at Gdańsk Tech – with the consent of the DS or the manager of RM;
3. announcements about events that have a patronage of the rector or the SSPG or the SDPG – the person displaying this information is obliged to inform the DS manager about the intention to display the announcement.

## **Chapter 9. Residence fees**

### **§117**

1. The amount of the fee paid by the resident for a place in DS is determined by the “Price list for accommodation in Student Residence House at Gdańsk University of Technology”, as determined by the rector, in agreement with the competent authority of SSPG.
2. The fees for accommodation in DS shall be paid to the individual bank account number provided in the “Moja PG” portal within:
  - 1) students of Gdańsk Tech – by the 20th day of a given month;
  - 2) other residents – by the 10th day of a given month.
3. In special cases justified by the material situation of a student, at the written request of the person concerned, DS manager may agree to an extension of the payment deadline.

### **§118**

1. A resident that has been allocated a place in DS for a given academic year, is obliged to pay the fee for entire October, even in the case of accommodation at a later date.

2. If the place in DM is allocated at a later date, the student is obliged to pay the fee in the amount determined in the price list.
3. A resident who has checked in for a new academic year before 1 October, is obliged to pay for his or her stay according to a daily rate applicable in the academic year for which the student has received the place, not later than on 30 September of a given year, at the cash register in DS.

## **Chapter 10. Guarantee deposit**

### **§119**

1. The student who was allocated a place in DS is obliged to pay the guarantee deposit in the amount and within the time limits specified in the announcement.
2. The guarantee deposit is a security for the performance of the obligations by the resident of DS, i.e. possible damage or destruction caused for reasons attributable to the resident.
3. During the period of referral validity the guarantee deposit shall amount to a specific value provided for in the announcement. If the deposit or its part is used to cover liabilities, the resident of DS is obliged to supplement the deposit within 14 days of receiving a request from DS manager.
4. The security deposit may be credited towards the settlement of claims for payment, e.g. to cover outstanding payments resulting from residing in DS.
5. The security deposits should be paid to the individual bank account number provided in the Gdańsk Tech portal.
6. Failure to pay the security deposit is tantamount to a resignation from the place allocated in DS.
7. The security deposit paid shall be returned at the student's written request when:
  - 1) the occupied room or place is approved without reservations by DS manager or an authorized person and all obligations towards DS have been met;
  - 2) the student resigns from the allocated place in DS within the time limit specified in the announcement referred to in §49 of these Rules;
  - 3) the student resigns from the studies or is deleted from the list of students;
  - 4) random circumstances take place, on which the student did not have any influence;
  - 5) the student paid the security deposit and he or she did not receive a place in DS.
8. A decision on the return of the security deposit in connection with the occurrence of the fact referred to in paragraph 7(4) shall be made by the rector on a written request of the student.
9. The security deposit shall be returned to the payer to the bank account number indicated by it within 21 working days from the submission of the application in the administration of DS.
10. The security deposit paid shall not be returned if:
  - 1) a student, despite the allocated place, has not moved in DS;
  - 2) a student resigns from the place allocated in DS after the date specified in the announcement;
  - 3) a student by his or her behavior caused damage to DS;
  - 4) a student moved in DS for a period of less than 14 days;

- 5) a student has other financial liabilities towards the University.
- 11. This security deposit increases the revenue of the OS.
- 12. The security deposit is not subject to interest rates.
- 13. The security deposit will not be returned and will be retained for the following academic year if a student was assigned a place in DS for the following academic year and has not submitted the application for the deposit return.

## **Chapter 11. Expiry / loss of accommodation in the Student House**

### **§120**

- 1. The rector shall deprive of the right of residence in DS a student who has received a place for the following academic year, and:
  - 1) has not accounted for the financial liabilities towards DS for the previous academic year or
  - 2) has not accounted for the collected equipment in the previous academic year at the administration of DS (telephone, bedding, other) or
  - 3) has left a dirty room without approval by designated persons, during the previous accommodation.
  - 4) grossly violated the standards of social co-existence in DS.
- 2. OSD manager immediately informs the rector about occurrence of the situation referred to in paragraph 1 via OAK.
- 3. The provisions of §121(4) and (5) of these Rules shall apply accordingly.

### **§121**

- 1. The resident loses the right of residence in DS if the following circumstances occur:
  - 1) they lost the status of a student, in particular as a result of a final deletion from the list of students;
  - 2) they failed to comply with the applicable accommodation rules for a period longer than that specified in the referral or announcement;
  - 3) the validity of the referral has expired;
  - 4) they gave their place in DS to another person or received a place;
  - 5) they obtained a place on the basis of false data and documents;
  - 6) they are in arrears with payment for the residence of at least 2 months, unless he or she has been authorized to extend the payment date by DS manager;
  - 7) they breached these rules;
  - 8) they grossly violated the standards of social co-existence in DS.
- 2. The deprivation of the right to residence, as defined in paragraph 1:

- 1) in the case described in paragraph (1), shall take place no later than 14 calendar days from the date of the occurrence of the situation;
  - 2) in the cases described in paragraph 1(2) to (8), shall take place immediately after the occurrence of the situation.
  3. Fulfilment of the conditions referred to in paragraph 1(1) to (3) does not require a written notification of the student of the deprivation of the right to residence.
  4. The student shall be informed by the rector in writing about the deprivation of the right to residence for the reasons referred to in paragraph 1(4) to (8).
  5. The resident has the right to re-examine the position adopted in connection with the facts listed in paragraph 1(4) to (8). The relevant motion shall be submitted to the rector, within 7 working days from the date of delivery of the letter referred to in paragraph 4.
  6. In the cases referred to in paragraph 1(4) and (5), the resident loses the right to apply for a place in DS throughout the period of studying at Gdańsk Tech.
  7. In the cases referred to in paragraph 1(6) to (8), the resident loses the right to apply for a place in DS until the end of the current academic year.
  8. A list of persons who have lost their place in DS pursuant to paragraph 6 or 7 shall be updated by OS and transferred to OKS.
- §122** OS verifies, at least on a monthly basis, if a student/resident has not lost his or her right to reside in DS pursuant to § 121(1)(1) of these Rules.
- §123** Any violation of these rules committed under the influence of alcohol or drugs, including the so-called "legal highs" or other intoxicants, is punished with particular severity, including deprivation of the right to live in DS with immediate effect.

### **SECTION III. DOCTORAL STUDENTS IN THE BENEFIT AWARD SYSTEM**

**§124** Doctoral students can apply for a place in a Student Residence House (DS). All provisions of chapter 2 of these Rules relating to students apply to doctoral students.

**§125** Places in the student house for doctoral students are assigned by the rector or employees authorized by the rector.

#### **§126**

1. The announcement determines the duration of individual phases for allocation of places for doctoral students, deadlines for payment of guarantee deposit and rules for applying for place in DS 12 for the period of summer holiday, in case of doctoral students who are not residents of DS.
2. Doctoral students apply for a place in DS 12 including allocation of a specific room in this DS.
3. Doctoral students are assigned places in DS 12 for the entire academic year and summer holidays i.e. from 1 October of a given year to 30 September of the following year.

**§127** The following order is adopted when allocating places in DS 12:

1. having a disability certificate
2. completed year of studies on third-cycle studies or at a doctoral school;
3. having resided in DS12 in previous years;
4. active participation in actions in favor of the community of doctoral students at Gdańsk Tech.

**§128** By 31 December 2023:

1. Doctoral students who started doctoral studies before the academic year of 2019/2020 can receive scholarships. In this case, all the provisions of the rules relating to students shall apply to doctoral students, subject to paragraph 2.
2. Detailed criteria for obtaining the rector's scholarship for doctoral students, the manner of calculating the number of scholarship holders and the scholarship amounts are provided for in §129-§134 herein.

#### **§129**

1. The rector's scholarship for doctoral students is granted on the basis of obtained points.
2. The points are obtained on the basis of academic and didactic achievements, as described in §131 herein.
3. The minimal and maximal amount of rector's scholarship is determined by the rector, in agreement with SDPG.
4. The minimal number of points required in order to be granted the rector's scholarship at a given faculty is determined by the rector, in agreement with SDPG, provided that rector's scholarship for doctoral students can be granted to 40% of the best doctoral students at particular faculty.

#### **§130**

1. Only doctoral students who obtained very good or good exam results within the doctoral studies program in total, proved research progress and preparation for the doctoral thesis, and displayed exceptional didactic engagement during their studies at the university, can apply for rector's scholarship for doctoral students.

2. Doctoral students who extended their period of study, referred to in §4(6) to (8) of the doctoral studies rules at Gdańsk University of Technology, cannot apply for the rector's scholarship.

**§131** Points for academic and didactic achievements are granted as follows:

1. for articles published in periodicals and conference materials included in the register referred to article 267(2)(2)(b) of the Act - the number of points compliant with the points provided for in the register, in force as of 1 October of the scholarship granting year;
2. for publications in national conference materials in English, international conferences (except for abstracts) and periodicals, other than referred to in paragraph 1-12 points;
3. for publications in national conference materials in Polish, other than referred to in paragraph 1 (except for abstracts) - 8 points;
4. for monographs published by publishing house from the register referred to article 267(2)(2)(a) of the Act - the number of points compliant with the points provided for in the register, in force as of 1 October of the scholarship granting year;
5. for monographs or reviews of collective work, other than referred to in point 4 - 20 points;
6. for chapters in monographs and collective work referred to in point 4 and 5 - 1/4 of points for that monograph; points can be granted for not more than 4 chapters in one monograph;
7. for a patent application - 12 points;
8. for a patent - 60 points;
9. for introduction - 40 points;
10. for a chapter in a script/book - 12 points;
11. for a speech in English at a conference (excluding report seminars, faculty seminars, cathedral seminars) - 12 points;
12. for a speech in Polish at a conference (excluding report seminars, faculty seminars, cathedral seminars) - 8 points;
13. for leading a scientific event (preparation and leading) at the Pomeranian Science Festival - 8 points;
14. for developing new didactic positions - up to 20 points;
15. for developing new didactic positions - up to 20 points;
16. for membership in a research team, in a research or implementation project, demonstrating engagement confirmed by the project manager - 20 points.

**§132**

1. In the case of collective work and achievements, the points are divided by the number of co-authors with the status of a doctoral student of Gdańsk University of Technology at the time of publication, whereas if the scholarship applicant is the first author of the achievement referred to in §131(1)-(6), they receive 60% of the points. The rule of 60% of points for the first author does not apply if there are declarations of equal input attached by the doctoral students. In the case of conference speeches, the points are not divided. The doctoral student who presented the research results gets complete set of points.
2. In the case of implementation and copyrights on architectural and urban scope of work, the points are divided equally between the authors, unless shares have been distributed otherwise.



3. All publications need to be registered in the scientific and research achievements database of Gdańsk University of Technology.
4. All achievements need to be properly confirmed. The doctoral student is responsible for proper and legible presentation of their achievements, including documented confirmations of the activities, presented to the commission for evaluation.

### §133

1. In justified circumstances, the rector may adopt individual scoring for academic achievements.
2. Granting individual points for achievements follows submitting a proper application to the rector, prior to applying for the scholarship.

**§134** The rector's scholarship amount for doctoral students is calculated in accordance with formula No. 1:

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

where:

- 1) S – rector's scholarship for doctoral students
- 2) a, b - faculty coefficients
- 3) p - the number of points obtained by the doctoral student

Faculty coefficients "a" and "b" are defined using 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 minimal amount of rector's scholarship for doctoral students;
- 2)  $S_{max}$  – the maximal amount of rector's scholarship for doctoral students;
- 3) p - the number of points obtained by the doctoral student;
- 4)  $p_{min}$  – the minimal number of points in the group of doctoral students receiving rector's scholarship for doctoral students in particular faculty;
- 5)  $p_{max}$  – the maximal number of points in the group of doctoral students receiving rector's scholarship for doctoral students in particular faculty.

## SECTION IV. FINAL PROVISIONS

**§135** In matters not regulated by the provisions of these Rules, the provisions of the Act and the Administrative Procedure shall apply.

**§136** Information clause for doctoral students applying for benefits:

1. The administrator of personal data indicated in the application for granting the benefits referred to in §1 and §57 of these Rules is Gdańsk University of Technology with its registered office in Gdańsk, ul. G. Narutowicza 11/12;
2. Gdańsk University of Technology has appointed a Data Protection Officer, who can only be contacted in matters related to the processing of personal data via e-mail address: iod@pg.edu.pl; e-mail: iod@pg.edu.pl;
3. Personal data of the applicant and, if applicable, of his or her family members shall be processed for the purpose necessary to review the application for scholarship or DS and to implement the decision terminating the proceedings connected with me and the Gdańsk University of Technology in accordance with the provisions of the Act. The basis for the processing of personal data is Article 86(1) and Article 104 of the Act in connection with Article 6(1)(c) and Article 9(2)(b) of the 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 (the General Data Protection Regulation, GDPR).
4. The provided data will not be made available to third parties. Data recipients will only be institutions authorized by law;
5. Personal data will be processed throughout the academic year in which the application for scholarship and DS is submitted. Following expiration of that period, personal data will be moved to the student's file in the dean's office and will be stored for 50 years – applies to students who started studying in the academic year of 2018/2019 or earlier, will be stored in the archive for 5 years and then deleted – applies to students who started studying in the academic year of 2019/2020 or later;
6. The student has the right to access the content of his or her data, the right to rectification, restriction of processing, the right to data portability and the right to object to the processing;
7. The student has the right to lodge a complaint with the President of the Personal Data Protection Office, if he or she believes that the processing of his or her personal data violates the regulations of the GDPR;
8. Providing the student's personal data is voluntary, but necessary for the purpose of examining the application for the benefits referred to in §1(1) of these Rules. In the event of refusal to provide the data, it will not be possible to achieve the aforementioned objectives;
9. The processing of personal data will not be subject to automated decision-making, including profiling, as referred to in Article 22(1) and (4) of the GDPR;
10. The administrator does not intend to transfer personal data to a third country or an international organization.

**§137** The following appendices form an integral part of these Rules:

- 1 Appendix No. 1 - List of documents required to apply for maintenance scholarship,
- 2 Appendix No. 2 – Template of a maintenance scholarship application,
  - 1) Appendix No. 2a – Declaration on income and sources of livelihood,

- 2) Appendix No. 2b – Template of the application to include lost income in the income of the family,
- 3) Appendix No. 2c – Template of the application to include earned income in the family income,
- 4) Appendix No. 2d – Declaration on a change in circumstances affecting the granted/non-granted right to maintenance scholarship,
3. Appendix No. 3 – Template of the application for disability scholarship,
4. Appendix No. 4 – Declaration for students of the first semester of second-cycle studies, who completed the first-cycle studies at Gdańsk Tech – regarding maintenance scholarship and/or disability scholarship,
5. Appendix No. 5 – Template of a financial aid application,
6. Appendix No. 6 – Template of a rector's scholarship application,
7. Appendix No. 7 – Template application for a place in the Student House,
8. Appendix No. 8 – Template application for a place in the Student House in the holiday period,
9. Appendix No. 9 – Template application for allocation of a room in the Student House of Gdańsk University of Technology,
10. Appendix No. 10 – Templates of referrals to the Student House.
11. Appendix No. 11 – Declaration of cohabitation of two persons of opposite sex outside marriage;
12. Appendix No. 12 – Declaration on the waiver of the right to appeal.

**§138** The following shall cease to be in force:

1. Rector's Regulation No. 66/2020 of 28 September 2020 on: introduction of Rules for student benefits at Gdańsk University of Technology;
2. Rector's Regulation No. 30/2021 of 11 May 2021 on: temporary amendments to the Rules for student benefits at Gdańsk University of Technology, due to COVID-19, in force in the academic year of 2021/2022.

**§139** These Rules have been established in agreement with SSPG and SDPG.

**§140** These Rules enter into force on 1 October 2021.