

REGULATIONS OF BENEFITS FOR WSG UNIVERSITY STUDENTS

WSG University (hereinafter referred to as the University), as a non-public university operating under the Act of July 20, 2018, the Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended), and in agreement with the Student Government, grants benefits to full-time and part-time students under the following rules.

Introductory Provisions

§1

1. Students of WSG University may apply for the following benefits, which are financed from the scholarship fund established under Article 409, section 1, point 1 of the Act, from funds allocated for this purpose from the state budget:
 - 1) Social scholarship, including an increased amount;
 - 2) Scholarship for persons with disabilities;
 - 3) Rector's scholarship;
 - 4) Financial aid.
2. A student demonstrating significant academic or artistic achievements related to their studies or significant sports achievements may receive a ministerial scholarship. The scholarship is granted by the minister upon the rector's request.

§2

1. Upon a written request from the Student Government, the Rector appoints a scholarship committee and an appeals scholarship committee for the academic year by way of an ordinance.
2. The benefits referred to in §1, section 1, are granted by the scholarship committee or the appeals scholarship committee. The majority of the committee members are students. The decision is made by the committee chairperson or their authorized deputy.
3. Decisions regarding applications submitted in the winter semester are issued no earlier than November, and in the summer semester no earlier than April.
4. The granting or refusal of the benefit referred to in §1, section 1, is made by way of an administrative decision.
5. The student is obliged to collect the decision of the scholarship committee and the appeals scholarship committee.
6. An appeal against the decision of the scholarship committee may be submitted to the appeals scholarship committee within 14 days of the decision's delivery. The decision of the appeals scholarship committee is final.
7. The Rector, by way of an administrative decision, may revoke a committee decision that is inconsistent with the law.
8. A student who is a member of the committee must leave the meeting during the consideration of their application for a scholarship or financial aid. They do not participate in the decision-making process in their own case, and if they are the committee chairperson, the decision regarding their application is signed by the deputy chairperson.

In this case, the remaining students present at the meeting must constitute the majority of the committee.

§3

1. A student pursuing multiple study programs simultaneously may receive the benefits referred to in §1, sections 1 and 2, only for one program indicated by the student.
2. The benefits referred to in §1, sections 1 and 2, are available for first-cycle studies, second-cycle studies, and uniform master's studies. The total period is 12 semesters, regardless of whether the student receives the benefits, with the proviso that within this period, the benefits are available for:
 - a) First-cycle studies – no longer than 9 semesters,
 - b) Second-cycle studies – no longer than 7 semesters.
3. The total period referred to in section 2 is extended by 2 semesters if the student has undertaken a uniform master's program, the duration of which, as specified by law, is 11 or 12 semesters.
4. The benefits referred to in §1, section 1, are not available to a student who holds a professional title of:
 - a) Master, master of engineering, or equivalent,
 - b) Bachelor, engineer, or equivalent, if the student is undertaking first-cycle studies again.
5. The period referred to in sections 2 and 3 includes all semesters started by the student in first-cycle studies, second-cycle studies, and uniform master's studies, including semesters falling within the period of using leaves referred to in Article 85, section 1, point 3 of the Act, except for semesters in subsequent first-cycle studies started or continued after obtaining the first professional title of bachelor, engineer, or equivalent. In the case of pursuing multiple study programs simultaneously, semesters taken concurrently are counted as one semester.
6. The provisions of sections 2-5 shall apply accordingly to students who have studied or obtained degrees abroad.
7. In the case of a disability that arose during studies or after obtaining a professional title, the scholarship for persons with disabilities is available for an additional period of 12 semesters. The provisions of sections 2 and 5 apply accordingly.
8. The benefits referred to in §1, section 1, are not available to:
 - a) Students who are professional soldiers and have undertaken studies based on a referral from the appropriate military authority and have received assistance in connection with their studies under the provisions on military service (Article 447, section 1 of the Act),
 - b) Students who are soldiers called up for voluntary basic military service, as referred to in Article 95, section 4, point 1 of the Act of March 11, 2022, on the Defense of the Homeland, or professional soldiers serving in a military university where they are studying,
 - c) Students who are candidates for state services or state service officers who have undertaken studies based on a referral or consent from the appropriate superior and have received assistance in connection with their studies under the provisions on service (Article 447, section 2 of the Act).
9. Benefits are granted upon the student's application.

10. The application must be submitted electronically via the iSAPS system and delivered in printed and signed form, along with the required attachments specified in these Regulations, within the deadline specified on the University's website.
11. The applicant is responsible for properly completing the documents required for the consideration of the application for benefits.
12. In the case of documents issued in a foreign language other than English, the application must be accompanied by a translation into Polish prepared by a professional translation agency. The documents do not require a sworn translation, and the applicant certifies the accuracy of the translation.
13. If deficiencies in the documentation preventing the consideration of the application are found, the applicant is requested to supplement them within a specified period, not shorter than seven days. Failure to supplement the missing documents within the specified period results in the issuance of a decision to leave the application unprocessed, of which the applicant is notified.
14. The condition for the payment of the first installment of the granted benefit is the collection of the administrative decision.

Social Scholarship

§4

1. A social scholarship may be granted to a student in a difficult financial situation, whose average monthly net income per family member does not exceed the amount specified in section 2. The student receives the benefit no later than July of the academic year in which they receive the benefit or until the funds allocated for this purpose in the scholarship fund are exhausted.
2. The monthly income per family member entitling a student to apply for a social scholarship does not exceed 45% of the minimum wage established as of January 1 of the year preceding the academic year for which the social scholarship is granted, based on the Act of October 10, 2002, on the Minimum Wage (Journal of Laws of 2002, item 200, as amended).
3. The amount of the social scholarship depends on the average monthly net income per family member earned in the base year, subject to the provisions on lost and obtained income.
4. The Rector, in agreement with the Student Government, determines the monthly income per family member entitling a student to apply for a social scholarship, whose monthly income per family member does not exceed the amount specified in Article 8, section 1, point 2 of the Act of March 12, 2004, on Social Assistance (Journal of Laws of 2023, item 901, as amended).
5. A social scholarship in an increased amount may be granted to a student for the following reasons:
 - 1) Residing in a dormitory or another facility other than a dormitory, if daily commuting from the place of permanent residence to the university would make studying impossible or significantly difficult (applies only to full-time students),
 - 2) Residing in a dormitory or another facility other than a dormitory during a period of studying outside the University, if the studies are conducted under a delegation by the university, including under international or domestic exchange programs,

- 3) The applicant or their family receiving support from a social assistance center in the form of permanent or periodic benefits,
 - 4) Complete orphanhood of the applicant who has not reached the age of 26,
 - 5) Possessing the status referred to in Article 1, section 1 of the Act on Assistance to Ukrainian Citizens in Connection with the Armed Conflict on the Territory of that State,
 - 6) Other particularly justified cases described in the application.
6. The monthly income per family member of a student applying for a social scholarship is determined in accordance with the Act of November 28, 2003, on Family Benefits, with the following provisions:
- 1) The following persons and their incomes are taken into account:
 - a) The student,
 - b) The student' spouse,
 - c) The students' parents, legal guardians, or *de facto* guardians,
 - d) Other dependents, including minor children, children studying up to the age of 26, or disabled children regardless of age.
 - 2) The following are not taken into account:
 - a) Benefits referred to in Article 86, section 1, Article 359, section 1, and Article 420, section 1 of the Act,
 - b) Scholarships received by pupils and students under:
 1. European Union structural funds,
 2. Non-repayable funds from aid provided by EFTA member states,
 3. International agreements or executive programs prepared under these agreements, or international scholarship programs,
 - c) Financial aid for pupils received under the provisions of the Education System Act,
 - d) Social scholarships granted by entities referred to in Article 21, section 1, point 40b of the Act of July 26, 1991, on Personal Income Tax (Journal of Laws of 2018, items 1509, 1540, 1552, and 1629).
7. Student, może ubiegać się o stypendium socjalne bez wykazywania dochodów osiągniętych przez osoby, o których mowa w ust. 6 pkt. 1 c) w przypadku, gdy nie prowadzi wspólnego gospodarstwa domowego z żadnym z rodziców, opiekunów prawnych lub faktycznych i potwierdzi ten fakt oraz spełnia jeden z następujących warunków:
- a) They have reached the age of 26,
 - b) They are married,
 - c) They support minor children, children studying up to the age of 26, or disabled children regardless of age,
 - d) They reached adulthood while in foster care,

- e) They have a permanent source of income, and their average monthly income in the previous tax year and in the current year in the months preceding the month of submitting the declaration of not sharing a household with any parent, legal guardian, or de facto guardian is equal to or higher than 40% of the minimum wage established as of January 1 of the year preceding the academic year for which the social scholarship is granted, based on the Act of October 10, 2002, on the Minimum Wage.
8. The student referred to in section 7 must submit a declaration that they do not share a household with any parent, legal guardian, or de facto guardian.
 9. A student whose monthly income per family member does not exceed the amount specified in Article 8, section 1, point 2 of the Act of March 12, 2004, on Social Assistance, must attach to the application for a social scholarship a certificate from a social assistance center or social services center confirming that they or their family members received social assistance benefits in the year of submitting the application. Failure to attach such a certificate results in a negative decision regarding the grant of the social scholarship.
 10. If the student referred to in section 9 or their family members do not receive social assistance benefits, the social scholarship may be granted to the student if they document the family's sources of income (i.e., income that is not considered for the scholarship).
 11. A social scholarship may be granted to a foreign student who began their studies in the academic year 2019/2020 or later, provided they:
 - a) Have a permanent residence permit or are long-term EU residents,
 - b) Have a temporary residence permit under the circumstances referred to in Article 159, point 1 or Article 186, section 1, points 3 or 4 of the Act on Foreigners,
 - c) Have been granted refugee status by the Republic of Poland or are under temporary or complementary protection in the Republic of Poland,
 - d) Have a certificate confirming knowledge of Polish as a foreign language at least at the C1 level,
 - e) Have a Polish Card or a decision confirming Polish origin,
 - f) Are a spouse, ascendant, or descendant of a Polish citizen residing in the Republic of Poland.
 12. The rules for determining family composition and calculating family income apply accordingly to foreigners. Foreigners, in particular:
 - a) Are required to submit a certificate of income from the relevant tax authority in their country of citizenship,
 - b) Residing in the Republic of Poland in the base year must also submit a certificate from the head of the tax office relevant to their place of residence in the Republic of Poland.
 13. A Ukrainian student referred to in Article 41, section 10 of the Act of March 12, 2022, on Assistance to Ukrainian Citizens in Connection with the Armed Conflict on the Territory of that State (Journal of Laws of 2022, item 583, as amended), applying for a social scholarship, must submit a declaration on their family and financial situation.
 14. A Ukrainian student referred to in Article 41, section 10 of the Act on Assistance to Ukrainian Citizens in Connection with the Armed Conflict on the Territory of that State is exempt from the obligation referred to in Article 12, section 1, as well as from documenting other income earned in Ukraine. The lack of documentation does not exempt the student from the obligation to declare such income in the income declaration.

1. A social scholarship is granted to a student who meets the following conditions:
 - a) The income per family member does not exceed the amount established for the academic year in accordance with §4, sections 2 and 4;
 - b) They have submitted a correctly completed application for a social scholarship electronically via the iSAPS system (Attachment No. 1) and delivered the printed and signed application along with the required attachments specified in these Regulations within the deadline specified on the University's website.
2. If the application is submitted after the deadlines specified in section 1, point 2, the student may receive the scholarship if the application is submitted before the funds allocated for this purpose are distributed.
3. The social scholarship is granted for the current academic year, subject to possible changes in the scholarship amount in individual semesters, depending on the amount of the state budget subsidy.

Scholarship for Persons with Disabilities

§6

1. A scholarship for persons with disabilities may be granted to a student who has a disability certificate, a degree of disability certificate, or a certificate referred to in Article 5 and Article 62 of the Act of August 27, 1997, on Vocational and Social Rehabilitation and Employment of Persons with Disabilities (Journal of Laws of 2021, item 573, as amended).
2. The disability must be documented with the certificate referred to in section 1 at the time of submitting the application.
3. A scholarship for persons with disabilities in an increased amount may be granted to a student with special educational needs, taking into account the particular difficulties encountered in the course of their studies and in relation to other forms of support available to students with disabilities.
4. The scholarship for persons with disabilities is granted no longer than until the last day of the month in which the validity period of the certificate expires.
5. In the case of the expiration of the disability certificate or degree of disability certificate and the re-establishment of disability or degree of disability constituting a continuation of the previous certificate, the right to the scholarship is established from the first day of the month following the month in which the previous certificate expired, provided that the new certificate indicates the continuous duration of the disability and the applicant has submitted an application for a scholarship for persons with disabilities.
6. The application for a scholarship for persons with disabilities in the situation referred to in section 5 must be submitted immediately, but no later than within 100 days from the date of issuance of the certificate, unless the applicant demonstrates and documents that it was impossible to submit the application within this period due to reasons beyond their control.
7. The scholarship for persons with disabilities is granted for the current academic year, subject to possible changes in the scholarship amount in individual semesters, depending on

the amount of the state budget subsidy, but no longer than until the funds allocated for this purpose in the scholarship fund are exhausted.

8. The right to the scholarship is established from the month of submitting the application, subject to section 5.
9. The scholarship for persons with disabilities may be granted during the academic year, after the disability is established.
10. The scholarship for persons with disabilities is granted to a student who has submitted a correctly completed application for a scholarship for persons with disabilities electronically via the iSAPS system (Attachment No. 2) and delivered the printed and signed application along with the required attachments specified in these Regulations within the deadline specified on the University's website.

Rector's Scholarship

§7

1. A Rector's scholarship may be granted to a student who has achieved outstanding academic results, academic or artistic achievements, or sports achievements at least at the national level.
2. A Rector's scholarship is granted to a student admitted to the first year of first-cycle studies or uniform master's studies who meets the following conditions:
 - 1) has applied for a scholarship,
 - 2) was admitted to the first year of study in the year of taking the matriculation exam,
 - 3) is a laureate of an international Olympiad or a laureate or finalist of a central-level Olympiad, referred to in the regulations on the educational system, or a medalist in at least a sports competition for the title of Champion of Poland in a given sport, referred to in the regulations on sports.
3. The Rector's scholarship may be awarded to no more than 10% of the number of students in each field of study conducted at the University.
4. If the number of students in a particular field of study is less than 10, the rector's scholarship may be awarded to one student.
5. The students referred to in Section 2 shall not be taken into account in determining the number of students receiving the rector's scholarship.
6. To determine the number of students constituting 10% of each field of study, data as of the date of the first meeting of the scholarship committee shall be used.
7. 100% of the students in the course are considered to be full-time and part-time students in the course at all levels of education (first and second degree or single master's degree), excluding Erasmus+ students.
8. The Rector's scholarship shall be awarded to a student who has submitted a properly completed application for the Rector's scholarship electronically via iSAPS (Annex No. 3) and provided a printed and signed application with the attachments required by these Regulations by the deadline specified on the university's website.
9. The ranking list, based on which the rector's scholarship is awarded, is determined based on the sum of points obtained for:
 - 1) excellent sports results,
 - 2) educational achievements,
 - 3) artistic achievements,

- 4) high grade point average obtained in the last two semesters of study.
10. Detailed rules for the allocation of the Rector's scholarship are set forth in Attachment No. 3.1.
11. The rector's scholarship is awarded for a semester.

Relief Aid

§8

1. An aid payment is a form of ad hoc, non-refundable financial assistance granted at the request of a student who is temporarily in a difficult life situation.
2. A difficult life situation justifying the granting of one-time financial support in the form of an allowance shall be understood as a set of conditions (e.g., material, family, social, health) in which the student's family found itself, causing temporary problems in meeting the material needs of the family.
3. A difficult life situation that justifies an application for the grant of assistance shall be considered, in particular, a situation caused by the following circumstances:
 - 1) fortuitous events affecting the health or property of the student or family members, as referred to in Article 88 Section 1 item 1 of the Act (e.g., theft, fire, serious illness, accident;
 - 2) death of a family member referred to in Article 88, section 1, item 1 of the Act;
 - 3) the applicant's sudden need to care for a sick family member, as referred to in Article 88 Section 1 item 1 of the Act,
 - 4) bailiff seizure of the property of the student or family members referred to in Article 88, section 1, item 1 of the Act, except for maintenance seizures;
 - 5) birth of a child to a female student or a male student, with the proviso that only one of them may receive the allowance. In the case of submission of an application for a childbirth allowance by both a female student and a male student, the date and time of submission of the application is important,
 - 6) unexpected loss of a regular and main source of income by the applicant, his/her spouse or his/her parent, if the applicant is dependent on the parent;
 - 7) relief aid for the rehabilitation of the student or immediate family member,
 - 8) other justified temporary difficult life situations.
4. The student shall document the occurrence of a difficult life situation.
5. A student is entitled to an aid payment if he/she has submitted a properly completed application application for a financial aid grant electronically via iSAPS (Attachment No. 4) and has delivered the printed and signed application with the attachments required by these Regulations by the deadline set by the University.
6. A student may receive an aid payment no more than twice in an academic year. The limitation on the number of aid grants does not apply to students of Ukrainian citizens referred to in paragraph 10 of the Law of March 12, 2022 on assistance to citizens of Ukraine in connection with the armed conflict on the territory of that country.
7. The application for assistance should be submitted no later than three months from the date of the occurrence of the circumstances causing temporary difficult life situation, unless the applicant credibly proves and documents that for reasons beyond his control it was impossible to submit the application within this time limit.
8. The grant shall not be granted a second time due to the same event and for the reason, for which the student receives an increased amount of social grant.

Distribution of Funds

§9

1. Based on the submitted applications and the financial resources of the fund, the Rector, in agreement with the Student Government, determines the amount of individual benefits referred to in §1, section 1, by issuing an Ordinance of the Rector of the University of Economy on the amount of social scholarships, increased social scholarships, scholarships for persons with disabilities, and Rector's scholarships.
2. The subsidy allocated in a given fiscal year for Rector's scholarships shall not exceed 60% of the total funds allocated in that year for Rector's scholarships, social scholarships, and financial aid.
3. Within the distribution of state budget funds, up to 0.2% of the subsidy is allocated in the fiscal year to cover the costs of tasks related to the granting and payment of benefits.

Withdrawal of Funds

§10

1. The University undertakes to pay the benefits specified in §1, section 1, in the awarded amount, provided that the financial resources are obtained from the Ministry of Science and Higher Education.
2. Unpaid scholarship amounts resulting from reasons attributable to the student, after six months, increase the fund for student benefits.
3. All benefits are paid to the applicant's bank account held in Polish złoty (PLN) at a bank operating in Poland. The account number or any changes to it must be reported before submitting the scholarship or financial aid application. If the University is not informed of a change in the account number or if an incorrect number is provided, the University is not responsible for transferring funds to the wrong bank account. The student may declare that the awarded scholarship or financial aid amounts be transferred to cover tuition fees.
4. The total monthly amount of benefits referred to in §5, section 2, points 1 and 3, awarded to one person may not exceed 38% of a professor's salary.
5. If the sum of the awarded scholarships exceeds the amount referred to in section 4, the scholarship is reduced accordingly to the amount of the aforementioned salary.

Loss of Entitlements

§11

1. A student applying for or receiving a benefit referred to in §1, section 1, points 1–3, is obliged to immediately notify the University of the occurrence of circumstances causing the loss of entitlement to the benefit.
2. The decision to grant the benefit referred to in §1, section 1, expires on the last day of the month in which:
 - 1) The period referred to in §3, sections 2 and 3 has ended;
 - 2) The student has lost the right to the benefit due to obtaining a professional title referred to in §3, section 4;
 - 3) The student has been removed from the list of students or has completed their studies in the program for which they were receiving the benefit.

3. A person who has received undue benefits referred to in §1, section 1, is obliged to return them.

§12

In matters not regulated by these Regulations, the provisions of the Act of July 20, 2018, the Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended) shall apply.

Announcements

§13

1. These Regulations enter into force on October 1, 2024.
2. Announcements referred to in these Regulations are made public in the manner adopted by the University..

Rektor

WSG Prof. Dr. Marek Chamot

Attachments:

- Attachment No. 1 Application for a social grant
- Attachment No. 1A Statement of family member on flat income tax
- Attachment No. 1B Statements of family members on untaxed income
- Attachment No. 1C Housing Statement
- Attachment No. 1D Statement of health insurance premiums
- Attachment No. 1E Request for consideration of income lost and gained
- Attachment No. 1F Declaration of not farming with parents
- Attachment No. 1G Statement of being unemployed
- Attachment No. 1H Statement on the receipt of a scholarship in a particular field of study
- Attachment No. 2 Application for a scholarship for persons with disabilities
- Attachment No. 3 Application for rector's scholarship
- Attachment No. 3.1 Rules for awarding the rector's scholarship
- Attachment No. 4 Application for the grant of an allowance