

STUDENT BENEFIT RULES
AT THE JOHN PAUL II CATHOLIC UNIVERSITY OF LUBLIN

Pursuant to Article 95 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2022, item 574, as amended) and § 80 (1) of the Statutes of the John Paul II Catholic University of Lublin, it is hereby ordained as follows:

PART I
RULES FOR GRANTING SCHOLARSHIPS, MAINTENANCE GRANTS
AND FINANCIAL SUPPORT

CHAPTER I

GENERAL PROVISIONS

§ 1

1. These Student Benefit Rules, hereinafter referred to as “the Rules”, set forth the types of, and the rules for granting, benefits for students and doctoral students.
2. The provisions of these Rules shall apply to all doctoral students who started their doctoral studies before the academic year 2019/2020.
3. Whenever these Rules mention “the student”, it shall also mean a doctoral student, unless the Rules stipulate otherwise.
4. Doctoral students receiving education at the Doctoral School may apply exclusively for a residence hall assignment. Doctoral students may apply for residence hall accommodation for their spouses and/or children.

§ 2

1. The student may apply for the following state-funded benefits:
 - a) Maintenance Grant;
 - b) Disability Scholarship;
 - c) Financial Support;
 - d) Rector’s Scholarship.
2. The templates of applications for the benefits referred to in § 2 (1) above and for a residence hall assignment, the template of a statement representing that the student does not receive benefits in respect of other fields of study, the manner in which to document the student’s financial situation, the detailed criteria for granting the Rector’s Scholarship, including the manner in which to select the students and doctoral students eligible for the Rector’s Scholarship, shall be set forth by the Vice-Rector for Student Affairs by way of an order, which

shall be appended to these Rules, in consultation with the President of the KUL Student Self-Government, Deputy President of the Social and Financial Committee of the KUL Student Self-Government and Representatives of the Council of KUL's Doctoral Students who are members of the Scholarship Committee.

3. Applications for Maintenance Grant, Increased Maintenance Grant (in particularly justified cases), Disability Scholarship, Rector's Scholarship and Financial Support shall be submitted to the Department of Student Social Support (DSSS) personally, through the electronic inbox or a postal operator within the meaning of the Act of 23 November 2012 – Postal Law (Journal of Laws of 2022, item 896).
4. The benefit applications referred to in § 2 (1) (a-b), including any applicable appendices thereto, for the next academic year shall be submitted by:
 - a) 15 September – students from Year 2 upwards and students admitted by 31 August;
 - b) 30 September – students admitted after 31 August;
 - c) 5 March – students admitted after 31 January.
5. Applications for Rector's Scholarship for the next academic year shall be submitted by:
 - a) 30 September;
 - b) 28 February – applies exclusively to students in fields of study for which additional admissions for the summer semester are being or were held.
6. Applications submitted past the dates referred to in § 2 (4) above shall be considered in accordance with § 3 (2).

§ 3

1. The benefits referred to in § 2 (1) shall be paid by the end of each month after the ministry responsible for higher education has provided the funds for such benefits, except for October and March, when the payment may be delayed by a month.
2. Subject to available funds, the authorised bodies may consider applications for Maintenance Grant, Increased Maintenance Grant in particularly justified cases or Disability Scholarship submitted past the dates set forth in § 2 (4). Such applications, including any applicable appendices thereto, shall be submitted between the first and fifth of each month, except for the period between July and October. The scholarship or maintenance grant shall be paid in the month in which the decision to grant such a scholarship or grant became final.
3. The obligation to submit a complete application confirming the family member count and the financial situation of the family shall rest with the student. If the application does not meet the requirements prescribed by law, the DSSS shall request the student to amend it within a minimum of 7 days from the date on which such a request was delivered. Failure to do so shall result in a refusal to consider the application. In its request, the DSSS shall advise the student about the consequences of formal deficiencies in the application.
4. KUL students studying as part of international and national mobility schemes under inter-university agreements (ERASMUS, MOST) may apply for the benefits referred to in § 2 (1) subject to the general rules.
5. Students sent to a mobility scheme as referred to in § 3 (4) above shall not forfeit their benefits nor shall they lose their right to apply for and be granted student benefits.

§ 4

1. A Maintenance Grant may be applied for by foreign students who:
 - a) have been granted a permanent residence permit by Poland or who have a long-term EU residence permit.
 - b) have been granted a temporary residence permit due to circumstances set forth in Article 159 (1) or Article 186 (1) (3) or 4 of the Foreign Nationals Act of 12 December 2013 (Journal of Laws of 2021, item 2354, as amended);
 - c) have a refugee status granted in the Republic of Poland or are under temporary or subsidiary protection in the Republic of Poland;
 - d) hold a certificate of proficiency in Polish as a foreign language, as referred to in Article 11a (2) the Act of 07 October 1999 on the Polish Language (Journal of Laws of 2021, item 672), with a proficiency level of at least C1;
 - e) hold a Pole's Card or have been issued a decision to confirm that they are of Polish descent;
 - f) are spouses, ascendants or descendants of Polish citizens and live on the territory of the Republic of Poland;
 - g) have been granted a temporary stay permit due to circumstances referred to in Article 151 (1) or Article 151b (1) of the Foreign Nationals Act of 12 December 2013, or who are staying on the territory of the Republic of Poland as part of short-term research mobility, subject to the conditions set forth in Article 156b (1) of the aforementioned Act, or who hold a national visa to conduct scientific research or engage in development works.
2. Foreign students who commenced their studies in Poland in the academic year 2019/2020 may apply for other types of benefits: Rector's Scholarship, Disability Scholarship and Financial Support.
3. Foreign students who commenced their studies before 01 October 2019 may apply for scholarships in line with the existing rules arising from the Act of 27 July 2005 – Law on Higher Education.
4. Foreign students referred to in § 4 (3) above commencing and pursuing their studies subject to the same rules as those applicable to Polish citizens may apply for benefits, provided that they meet at least one of the following conditions:
 - a) they have been granted a permanent stay permit;
 - b) they have a refugee status granted by the Republic of Poland;
 - c) they are under temporary protection on the territory of the Republic of Poland;
 - d) they are migrant workers with the citizenship of an EU state, the Swiss Confederation or an EFTA state which is a party to the Agreement on the European Economic Area, and their family members if they live on the territory of the Republic of Poland;
 - e) they have been granted a long-term EU residence permit on the territory of the Republic of Poland;
 - f) they have been granted a temporary stay permit on the territory of the Republic of Poland due to the circumstance referred to in Article 127, Article 159 (1) or Article 186 (1) (3) or (4) of the Foreign Nationals Act of 12 December 2013;
 - g) they have been granted subsidiary protection on the territory of the Republic of Poland;
 - h) they are citizens of an EU state or an EFTA state which is a party to the Agreement on the European Economic Area, or of the Swiss Confederation, and their family members who have a permanent residence permit.

5. Foreign students referred to in § 4 (3) above who hold a valid Pole's Card may receive benefits on condition that they commenced their studies subject to the same rules as those applicable to Polish citizens.
6. Foreign students referred to in § 4 (3) above who are citizens of an EU state, the Swiss Confederation or an EFTA state which is a party to the Agreement on the European Economic Area, and their family members, who have the financial means to cover their living expenses during the study period, may receive the Rector's Scholarship on condition that they have commenced and pursue their studies subject to the same rules as those applicable to Polish citizens.
These students shall not have the right to claim Maintenance Grants, Disability Scholarships and Financial Support.
7. Foreign students referred to in § 4 (3) above who hold a residence card with the "access to the labour market" annotation or a Schengen visa, or a national visa issued for employment on the territory of the Republic of Poland, and who enrol on a tuition-fee basis or under international agreements subject to the rules set forth therein, or under a decision issued by the minister responsible for higher education, may receive the Rector's Scholarship. These students shall not have the right to claim Maintenance Grants, Disability Scholarships and Financial Support.
8. Applications shall be submitted in Polish. All documents appended to the application and any other evidence furnished for benefit-related proceedings, including title pages of publications listed in the Rector's Scholarship application, should be translated into Polish. Where there is doubt as to the correctness of the translation, the competent body may request the applicant to have an expert translator provide his or her assessment of the translation.
9. Documents issued by administrative authorities or certificates from organisers of academic meetings confirming participation or paper delivery at such meetings – excluding the programme of the academic meeting (conference) and title pages of publications issued in a foreign language, which may be translated by the applicant, subject to him or her providing an appropriate statement under the translation – should be translated by a sworn (certified) translator.

§ 5

1. At the request of the competent body of the student self-government and the competent body of the doctoral student self-government, the Rector, or an authorised Vice-Rector for Student Affairs, shall appoint the Scholarship Committee, hereinafter referred to as the SC, and vest it with the powers to grant the benefits referred to in § 2 (1).
2. At the request of the competent body of the student self-government and the competent body of the doctoral student self-government, the Rector, or the authorised Vice-Rector for Student Affairs, shall appoint the Scholarship Appeals Committee, hereinafter referred to as the SAC, and vest it with the powers to examine appeals against the SC's decisions.
3. The Rector, or the authorised Vice-Rector for Student Affairs, shall appoint the SC and SAC on the basis of the request referred to in § 5 (1) and (2). The request shall state the names of SC candidates, with the caveat that one candidate shall be delegated from each Faculty. The Council of KUL's Doctoral Students shall delegate two representatives to the SC. Members of the SAC shall be appointed from among students delegated by the competent body of the student self-government and two representatives delegated by the Council of KUL's Doctoral Students.

4. SC members shall include: the President of the KUL Student Self-Government, Deputy President of the Social and Financial Committee of the KUL Student Self-Government, a research and teaching staff member with an employment contract, KUL's bursar or his or her deputy, and the head of the DSSS, who shall serve in the function of SC Secretary. Other members of the SC shall include the students referred to in § 5 (3) and two representatives of the Council of KUL's Doctoral Students.
5. Members of the SAC shall include: four representatives of the Social and Financial Appeals Committee of the KUL Student Self-Government, two representatives of the Council of KUL's Doctoral Students, a research and teaching staff member with an employment contract, and an employee of the DSSS, who shall serve in the function of SAC Secretary.
6. The SC and SAC shall select their Presidents and Vice-Presidents from among their respective members by a majority vote.
7. The SC and SAC shall have a one-year term of office. The term of office shall start on appointment and end on the day preceding the date on which a new committee is appointed for the next term, not later, however, than on 31 October the following year.
8. SC or SAC meetings may be held using electronic means of communication. The SC or SAC President, or the Vice-President appointed by him or her, shall sign the minutes of the meeting and its resolutions immediately after the impediment ceases to exist.
9. In consultation with the Faculty Student Self-Government and the Council of KUL's Doctoral Students, the Dean shall appoint a Student/Doctoral Student Eligibility Committee or Student/Doctoral Student Eligibility Committees to perform the substantive assessment of applications for the Rector's Scholarship. The Eligibility Committee or Committees shall meet in Lublin. In extraordinary circumstances, Eligibility Committees may meet using electronic means of communication.
10. Student Eligibility Committees shall comprise:
 - a) the President, who shall be a research and teaching staff member with an employment contract at a given Faculty;
 - b) the Coordinator, who shall be a research and teaching staff member with an employment contract at a given Faculty. The Coordinator function may also be held by the President of the Eligibility Committee;
 - c) at least one student from each field of study at a given Faculty.
11. Doctoral Student Eligibility Committees shall comprise:
 - a) the President, who shall be Head of Doctoral Studies or a research and teaching staff member with an employment contract appointed by the President;
 - b) the Coordinator, who shall be a research and teaching staff member with an employment contract at a given faculty. The Coordinator function may also be held by the President of the Eligibility Committee;
 - c) at least one representative of doctoral students from each discipline in which doctoral studies are provided at a given Faculty.
12. Committee members shall keep confidential any information about individual students or doctoral students applying for benefits with which they have become familiar in the course of their Committee work. They shall be required to make a statement representing their compliance with the Personal Data Protection Act.

13. Committee members shall be excluded from the Committee's proceedings to grant the benefits referred to in § 2 (1) in cases stipulated in Article 24 of the Code of Administrative Procedure.
14. Residence hall managers, the university canteen manager, the Head of Administration, representatives of residence hall resident councils and other KUL students and employees may participate in SC and SAC meetings at the invitation of Committee Presidents.
15. The SC and SAC shall make decisions, within their respective powers, by a simple majority vote, subject to at least half the Committee members being in attendance. In the case of an equal vote, the President shall have the deciding voice, and if the President is absent, the deciding voice shall be given to the Vice-President, if appointed. The Committee's decisions shall be signed by its President or the Vice-President, if authorised by the President.
16. The SC and SAC shall grant powers of attorney within their respective powers. A power of attorney shall be signed by Committee members participating in the Committee's meeting at which the decision was made to grant such power of attorney. During periods in which the university's operations are limited or suspended, a power of attorney may be signed exclusively by the Committee President or the Vice-President authorised by him or her.

§ 6

1. The amount of the benefits referred to in § 2 (1) (a) (b) (d) shall be determined by the SC by way of a resolution in consultation with the Vice-Rector for Student Affairs.
2. The amount of Financial Support shall be determined by the SC or SAC during the academic year, subject to available funds and in accordance with § 23.
3. Decisions on granting the benefits referred to in § 2 (1) shall be made by the SC.
4. During periods in which the university's operations are limited or suspended, Financial Support, as referred to in § 2 (1) (c), shall be granted by the Rector. The provisions of the Code of Administrative Procedure and Article 92 (2) of the Law on Higher Education and Science shall not apply.
5. The decisions referred to in § 6 (3) above shall be delivered to applicants in accordance with general rules. For information purposes, scholarship-related decisions may be published through the University's electronic platform or as a list stating the Student's Record Book number and the SC's decision, to be posted in a designated place.
6. The student may appeal against the SC's decision with the SAC by lodging an appeal through the SC within 14 days from delivery of the decision.
7. Minutes shall be kept from each working session of the SC. In regard to the benefits referred to in § 2 (1), such minutes shall additionally contain:
 - a) alphabetical lists of students who have been granted the respective benefits, separately for each Faculty and individual benefits, stating the amounts granted;
 - b) alphabetical lists of students whose applications for individual benefits have been rejected, separately for each Faculty and individual benefits;
 - c) alphabetical lists of students whose applications for individual benefits have not been considered, separately for each Faculty and individual benefits.

8. The SC's minutes shall be signed by: the SC's President and Secretary.
9. Minutes shall be kept from each working session of the SAC. In regard to benefits, such minutes shall contain information about students:
 - a) who have been granted the respective benefits, stating the amounts of such benefits;
 - b) whose applications for the respective benefits have been rejected;
 - c) whose applications for the respective benefits have not been considered.
10. The SAC's minutes shall be signed by: the SAC President and Secretary.
11. The Rector, or the authorised Vice-Rector for Student Affairs, shall supervise the granting of benefits for compliance with applicable rules and laws, and revoke – by way of an administrative decision – any decisions made by the SC and SAC if they prove to be unlawful.

§ 7

1. The Scholarship Fund monies shall be distributed by the Vice-Rector for Student Affairs in consultation with the President of the SC, the President of the KUL Student Self-Government, Representatives of the Council of KUL's Doctoral Students who are members of the SC, and the Deputy President of the Social and Financial Committee of the KUL Student Self-Government, base on information provided by the Bursar or Deputy Bursar about the amount of state subsidy granted for a given year.
2. Subsidy funds allocated for the Rector's Scholarship shall be granted to no more than 10% of students of each respective field of study taught by KUL, and shall represent no more than 60% of all monies expended in a given year on Rector's Scholarships, Maintenance Grants and Financial Support. If the number of students in a field of study is lower than ten, the Rector's Scholarship may be granted to one student.
3. For distributing the funds referred to in § 7 (1), the proportion of the monies allocated for financial support for doctoral students who commenced their doctoral studies before the academic year 2019/2020 may not be lower than the proportion of doctoral students in the total number of students and doctoral students, and not higher than 6% of the subsidy from the monies allocated for the student benefits referred to in § 2 (1).

§ 8

1. The benefits referred to in § 2 (1) (b) (d) shall be granted for the duration of an academic year, excluding July, August and September, and where the last year of study consists of one semester as per curriculum, such benefits shall be granted for a maximum of that single semester, subject to § 8 (2) and (4) below.
2. In the case of fields of study for which additional admissions were or are being held for the summer semester, the Rector's Scholarship shall be granted for the winter semester, from 01 October for a period of 5 months, and for the summer semester, from 1 March for a period of 4 months. The SC may decide to grant the Rector's Scholarship in accordance with § 8 (1), provided that the additional admissions for the summer semester in a given field of study are not continued and the students enrolled through such additional admissions have concluded their studies.
3. In the case of students enrolled through additional admissions for the summer semester, students who have resumed their study, or students returning from leave of absence for the

summer semester of a given academic year, the scholarships shall be granted from 1 March for a period of 4 months, subject to § 8 (4).

4. Scholarships shall be paid for a period of 9 months in a given academic year from October to June, subject to § 8 (2) and § 3 (2), § 9, § 11 and § 12. In extraordinary circumstances, the Rector or Vice-Rector for Student Affairs may decide to prolong the payment of benefits until July in a given academic year, i.e. to a maximum of 10 months.

§ 9

1. The benefits referred to in § 2 (1) may be paid to first-cycle, second-cycle and long-cycle students.
2. Students who are enrolled at several higher-education institutions or in several fields of study may receive Maintenance Grants, Disability Scholarships, Financial Support or Rector's Scholarships only for one of the fields of study of their choice.
3. The benefits referred to in § 2 (1) shall not be due to students holding the professional title of:
 - 1) Master (magister), Master Engineer (magister inżynier) or equivalent;
 - 2) Bachelor (licencjat), Engineer (inżynier) or equivalent, if they re-enrol in first-cycle studies; shall not be due to doctoral students with the academic title of Doctor (doktor).
4. The total period in which the benefits referred to in § 2 (1) may be claimed shall be 12 semesters, regardless of whether or not the student receives such benefits, with the caveat that within such period, the benefits may be claimed in:
 - 1) first-cycle studies – no longer than 9 semesters;
 - 2) second-cycle studies – no longer than 7 semesters.
5. The total period referred to in § 9 (4) shall be longer by two semesters where the student has enrolled in long-cycle studies comprising 11 or 12 semesters under law.
6. The period referred to in § 9 (4) and (5) shall comprise all ongoing semesters in first-cycle, second-cycle and long-cycle studies, including any semesters falling within leaves of absence, as referred to in Article 85 (1) (3) of the Act – Law on Higher Education and Science, excluding semesters in another first-cycle studies commenced or continued after obtaining the first professional title of Bachelor, Engineer or equivalent. If the student is enrolled in several fields of study at the same time, the concurrent semesters shall be considered as a single semester.
7. If the student's disability occurred during the period of study at KUL or after obtaining a professional or academic title, the Disability Scholarship may be claimed for an additional period of 12 semesters. The provisions of § 9 (4) and (6) shall apply accordingly.
8. The provisions of § 9 (1-7) shall apply accordingly to students who studied or received their professional titles abroad.
9. The student shall make a statement representing that he or she does not receive the benefits referred to in § 2 (1) in respect of more than one field of study. The choice of the field of study in respect of which the benefits are to be claimed shall apply for the period for which such benefits have been granted.
10. Where applying for the Rector's Scholarship in respect of more than one field of study, the student shall make – by the end of the preliminary-ranking review at the latest – a statement representing that he or she does not receive the student benefits referred to in § 2 (1) in respect

of more than one field of study. This time limit may not be reinstated. Otherwise the student shall submit the statement as an integral part of the application.

11. The total monthly amount of the Maintenance Grant and Rector's Scholarship may not be higher than 38% of the professor's remuneration as set forth by regulations on academic teachers' remuneration.
12. If the sum of the granted student benefits referred to in § 9 (11) above exceeds 38% of the professor's remuneration, such benefits shall be reduced in proportion to the aforementioned amount of remuneration.

§ 10

1. Student benefits shall be paid by transfer to the student's individual Polish bank account.
2. The student shall make a statement indicating the number of his or her Polish bank account on the student benefit application form.

§ 11

1. The student applying for or receiving any of the benefits referred to in § 2 (1) (a) (b) (d) shall immediately notify the university about the occurrence of circumstances resulting in the loss of the right to claim such benefits under § 9 (2-8).
2. The student shall notify the DSSS of any changes in his or her family composition, family income or study arrangements, and in any other circumstances which have a bearing on the further receipt of the benefits, including in particular the changes referred to in § 9 and § 12. Each time such a change in circumstances occurs, the student shall immediately submit a new benefit application based on the new information, subject to penal and disciplinary liability.
3. The right to claim the Maintenance Grant shall be re-determined during the academic year where:
 - a) the number of members of the student's family has changed;
 - b) there was a loss or gain of income;
 - c) the changes arising from § 18 (2) have occurred (applies to the Increased Maintenance Grant).
4. The amount of the scholarship or maintenance grant shall be determined on the basis of updated documents at the nearest meeting of the SC. The scholarship or maintenance grant shall be paid without any offsets and deductions. If the application has been submitted between the first and fifth of a given month, the scholarship or maintenance grant shall be paid in that month.
5. The SC, SAC and Vice-Rector for Student Affairs may verify the information provided in the documents and certificates submitted by the student. A decision on granting benefits made on the basis of false or incomplete information shall be revoked by way of an administrative decision and the student shall reimburse any benefits already paid to him or her to the Scholarship Fund, notwithstanding the penal and disciplinary liability he or she may be subject to.
6. If there is reasonable suspicion that the student has fraudulently claimed a benefit that was not due to him or her, the Rector or Vice-Rector for Student Affairs shall notify the enforcement authorities about the suspected commission of a crime by the student.

§ 12

1. The benefits referred to in § 2 (1) may be claimed by the student during the period of study, subject to § 12 (2-4) below.
2. The Maintenance Grant may be claimed by the student during his or her leave of absence upon application in the event of extraordinary life circumstances, which the student shall explain in the application. The absence of such an application shall warrant a refusal to grant the scholarship or a determination that the decision to grant scholarship has expired.
3. Where proceedings have been instigated on grounds that the student has submitted an incomplete application for the re-determination of his or her right to claim student benefits, the student's right to receive the awarded Maintenance Grant shall be suspended until a new decision is reached.
4. Where facts have been established which have a bearing on the right to claim the awarded Maintenance Grant, the payment of such Maintenance Grant shall be suspended until a new decision is reached.
5. The benefits referred to in § 2 (1) (a) (b) (d) shall be suspended for the period of a suspension of student rights ordered under other regulations. The student shall be advised of the consequences of suspension of student rights in the decision granting the relevant student benefit. Student benefits may also be suspended in circumstances set forth in § 18 (6).
6. The decision to grant a student benefit referred to in § 2 (1) shall expire on the last day of the month in which the student forfeited his or her right to claim the benefit on the grounds of obtaining the professional title referred to in § 9 (3) and (8), has been disenrolled from the field of study for which he or she received the benefit, or in which the period referred to in § 9 (4) (5) and (7) elapsed.
7. In the circumstance set forth in § 2 (5), the right to claim the benefit is reinstated if the student rights have been reinstated under separate regulations. The reinstatement of benefits shall become effective in the month in which the student has been finally vested with full student rights. The student may not claim any offsets in respect of the amounts not paid while the decision to suspend student benefit payments was in force.
8. The suspended benefit payments shall be resumed only upon the student's application.
9. The suspension and reinstatement of rights to claim student benefits shall be ordered by way of an administrative decision.

§ 13

Proceedings to grant benefits shall be governed by the Law on Higher Education and Science, the Code of Administrative Procedure and regulations on appeals to administrative courts, with due consideration of the provisions of set forth in these Rules.

CHAPTER II

Maintenance Grant

§ 14

1. A Maintenance Grant may be granted to a student who is in a difficult financial situation.
2. Maintenance Grants shall be awarded on the basis of the student's per capita family income in the common household for the calendar year preceding a given academic year, subject to the provisions on gained and lost income. The composition of the student's family shall be determined as at the day on which the application is submitted.
3. Maintenance Grants shall be due to students whose per capita family income does not exceed the baseline amount applicable in a given academic year.
4. The Vice-Rector for Student Affairs, in consultation with the SC, shall determine the amount of the per capita family income which entitles students to receive Maintenance Grants.
5. The amount of the determined family income, as referred to in § 14 (4) above, may not be lower than 1.30 of the amount set forth by social assistance laws and not higher than 1.30 of the sum of amounts set forth by laws on family benefits.
6. The Maintenance Grant amount, rounded to a full Zloty (PLN) amount, shall be the difference between the baseline amount referred to in § 14 (3-4) and the student's net monthly per capita family income, which shall, however, be no less than the minimum and no more than the maximum Maintenance Grant amount.
7. A detailed list of documents required to determine the student's income shall be provided in a separate order in accordance with § 2 (2).
8. A religious applying for a Maintenance Grant shall submit a certificate issued by the provincial superior or house superior stating the monthly amount of the maintenance funds provided to that religious in a given academic year, subject to § 17.
9. A diocesan religious applying for a Maintenance Grant shall submit a certificate issued by the diocesan authorities stating the monthly amount of the maintenance funds provided to that religious in a given academic year, subject to § 17.
10. The SC and SAC, responsible for determining the student's family income, may require documents other than mentioned in the order referred to in § 2 (2) where the circumstances of the case relevant to the determination of a right to claim financial support so warrant.

§ 15

1. The amount of the monthly per capita family income of a student applying for a Maintenance Grant shall be determined as set forth in the Act of 28 November 2003 on Family Benefits (Journal of Laws of 2022, item 615, as amended), with the caveat that such a determination shall consider:
 1. the income earned by:
 - a) the student;
 - b) the student's spouse;
 - c) the student's parents, legal guardians or custodians;
 - d) minors and children who are dependants of the persons referred to in § 15 (a-c) above and who receive education until the age of 26, and if they turn 26 in the last year of study, until graduation, as well as by disabled children regardless of their age;
 2. shall not consider:
 - a) benefits referred to in Article 86 (1), Article 359 (1) and Article 420 (1) of the Act – Law on Higher Education and Science;
 - b) scholarships received by primary and secondary school students, and undergraduate, graduate and doctoral students from:
 - structural funds of the European Union;
 - non-reimbursable funds from aid provided by EFTA states;
 - international agreements, or executive programmes applicable thereto, or international scholarship schemes;
 - c) financial support benefits received by primary or secondary school students under regulations on the educational system;
 - d) living expenses scholarships granted by the entities referred to in Article 21 (1) (40b) the Personal Income Tax Act of 26 July 1991 (Journal of Laws of 2021, item 1128, as amended).

§ 16

1. A student who does not share a household with either of his or her parents, or legal guardians or custodians, may apply for the Maintenance Grant without declaring the income earned by such persons and the minors who are their dependants, and children who receive education until the age of 26, and if they turn 26 in the last year of study, until graduation, as well as by disabled children regardless of their age, provided that the student fulfils one of the following conditions:
 - a) has reached the age of 26;
 - b) is married;
 - c) has no dependent children as referred to in § 15 (1) (1) (d);
 - d) has reached the age of majority while in foster care;
 - e) has a steady source of income and his or her average monthly income in the last tax year and the current year in the months preceding the month of submitting the statement referred to in Par. 2 is higher than or equal to 1.15 of the sum of the amounts set forth in Article 5 (1) and Article 6 (2) (3) of the Act of 28 November 2003 on Family Benefits.
2. The student referred to in Par. 1 shall make a statement that he or she does not share a common household with either of his or her parents, or legal guardians or custodians.
3. The obligation to document a steady source of income shall rest with the student.

§ 17

1. The SC or SAC shall refuse to award Maintenance Grants to students whose monthly per capita family income does not exceed the amount set forth in Article 8 (1) (2) the Social Assistance Act of 12 March 2004 (Journal of Laws of 2021, item 2268, as amended) if the student does not append to the Maintenance Grant Application a certificate from a social assistance centre or social services centre regarding the student's and his or her family's income and financial situation.
2. The student applying for a Maintenance Grant shall determine his or her family's income and, accordingly, submit the certificate from a social assistance centre or social services centre regarding the student's and his or her family's income and financial situation, as referred to in Par. 1. The amount of income referred to in Article 8 (1) (2) of the Social Assistance Act of 12 March 2004 shall be provided on www.kul.pl/pomocmaterialna.
3. A student whose per capita family income does not exceed the amount set forth in Article 8 (1) (2) of the Social Assistance Act of 12 March 2004 shall furnish the certificate referred to in Par. 1 along with the Maintenance Grant Application.
4. The SC and SAC may award the student with a Maintenance Grant in the case referred to in Par. 1 if the reasons for his or her failure to append to the Maintenance Grant Application a certificate from a social assistance centre or a social services centre about the student's and his or her family's income and financial situation were legitimate, and provided that the student has documented the income sources of his or her family.

§ 18

1. The student may receive an Increased Maintenance Grant in particularly justified cases.
2. Particularly justified cases shall be deemed to exist in particular when the student:
 - a) incurs costs of accommodation at a residence hall or other type of accommodation;
 - b) incurs costs of accommodation with the student's non-working spouse or child at a residence hall or other type of accommodation;
 - c) resides within a seminary, provided that the student can prove, by way of a statement made under penal liability, that he or she incurs any costs associated with residing at the place of study;
 - d) is an orphanage leaver or individual who has reached the age of majority while in foster care and is in a difficult financial situation.
3. The student shall receive an Increased Maintenance Grant due to residing at an accommodation other than a residence hall if he or she can prove, by way of a statement made under penal liability, that:
 - a) the student incurs the associated costs of renting an apartment at the place of study;
 - b) the student has permanent residence outside the place of study.
4. The amount of the increase referred to in § 18 (1) shall be determined by the SC by way of a resolution.
5. The management of the relevant KUL residence hall shall notify the DSSS that the student has been checked in or checked out during the academic year by the fifth of each month. The list of residence hall residents shall be submitted by the tenth of October.

6. The decision to award the Increased Maintenance Grant referred to in § 18 (2) (a) or (b) shall expire on the last day of the month in which the student moved out of the residence hall without submitting a written statement that he or she lives in an accommodation other than a residence hall in accordance with § 11 (2-3), subject to § 3 (2).

CHAPTER III

RECTOR'S SCHOLARSHIP

§ 19

1. The Rector's Scholarship is granted on the student's application.
2. The Rector's Scholarship may be granted to students for outstanding academic performance, or research, artistic or sporting achievements in competitions at least at the national level.
3. In reference to undergraduate and graduate students, outstanding academic performance shall be understood as a grade average of at least 4.501, from all courses included in the study plan and study programme for a given field of study, for a year of study in the last academic year.
4. In reference to doctoral students, outstanding academic performance shall be defined as a grade average of at least 4.501, from all courses included in the study plan and study programme for a given discipline, for a year of study in the last academic year, as well as their progress in writing the doctoral dissertation in the previous academic year. If the study programme of a given discipline requires obtaining credit with no grade for courses included in the study plan, the grade average criterion shall be considered met when such credit with no grade is obtained.
5. The Rector's Scholarship shall be granted to students accepted into their first year of studies, in the year in which they passed their secondary school-leaving examination, who are:
 - a) laureates of an international secondary-school contest, or laureates or finalists of a national secondary-school contest, as referred to in legislation on the educational system;
 - b) medallists in a secondary-school sports competition for at least the title of Polish Champion in a given sports discipline, as referred to in regulations on sports.
6. International-contest laureates, or national-contest laureates or finalists, as referred to in legislation on the educational system, shall furnish a certificate consistent with the template appended to the Regulation of the Minister of National Education and Sports of 29 January 2002 on the Organisation and Manner of Holding Tournaments and Contests (i.e. Journal of Laws of 2020, item 1036).
7. Medallists in a secondary-school sports competition for at least the title of Polish Champion in a given sports discipline, as referred to in regulations on sports, shall furnish a certificate issued by a Polish Sporting Association, as referred to in the Sports Act of 25 June 2010 (i.e. Journal of Laws of 2020, item 1133, as amended), which is included on the current list published on the website of the Ministry of Sport and Tourism.
8. The Rector's Scholarship shall be granted to no more than 10% of the students enrolled in a given field of study as at the day on which the SC made the decision about the preliminary ranking list. If the number of students in a field of study is lower than ten, the Rector's

Scholarship may be granted to one student. If the figure representing 10% of the students is a non-integer, the figure shall be rounded down to an integer.

9. The Rector's Scholarship shall be granted to no more than 10% of the doctoral students enrolled in a given discipline as at the day on which the SC made the decision about the preliminary ranking list. If the number of doctoral students in a given discipline is lower than ten, the Rector's Scholarship may be granted to one doctoral student. If the figure representing 10% of the doctoral students is a non-integer, the figure shall be rounded down to an integer.
10. The students referred to in § 19 (5) shall not be included when determining the number of students receiving the Rector's Scholarship, as referred to in the first sentence of § 19 (8).
11. The Rector's Scholarship may also be applied for by first-year students of second-cycle studies commenced within 12 months from graduating from first-cycle studies who fulfilled the criteria set out in § 19 (1) in the last year of first-cycle studies. The last year of study shall be understood as one or two semesters depending on the grading period specific to the field of study.
12. The Rector's Scholarship may not be applied for by first-year students of long-cycle studies after graduating from first-cycle studies.
13. The Eligibility Committees shall perform the substantive assessment of applications by the fifteenth of October of a given academic year, and if the studies commence from the summer semester – by the fifteenth of March, and select the best candidates for the Rector's Scholarship. They shall immediately provide their assessments in this regard to the Scholarship Committee.
14. Once the Eligibility Committees have provided their assessments, as referred to in § 19 (13), a preliminary ranking list shall be drawn up. The preliminary ranking list shall be reviewed within 14 days from publication, subject to § 9 (10). Following this date, the final ranking list of the candidates for the Rector's Scholarship shall be drawn up.

§ 20

1. The Rector's Scholarship may be granted to students who fulfil all of the following criteria:
 - a) have successfully completed, or are studying in, the first year of second-cycle studies commenced within 12 months from graduating from first-cycle studies and have fulfilled the criteria set out in § 19 (2) in the last year of first-cycle studies;
 - b) have met the criteria set out in the order issued pursuant to § 2 (2);
 - c) have met, by the end of the academic year, all the requirements for the successful completion of a year of study in a given field of study, as set forth in the Rules and Regulations of Studies, and in the study plan and study programme;
 - d) have been enrolled for the next academic year.
2. The Rector's Scholarship may not be granted to students who:
 - a) retake a course;
 - b) repeat a semester of a year of study;
 - c) have resumed studies after disenrollment due to failing a semester or year.
3. The last year of study shall mean one or two semesters depending on the grading period specific to the field of study.

4. The provisions of § 20 (1-2) shall apply accordingly to students in fields of study for which additional admissions are being held for the summer semester.

§ 21

1. The Rector's Scholarship may be applied for, subject to general rules, by students who have transferred from another higher education institution to study at KUL after an academic year.
2. Students who have transferred from another higher education institution to study at KUL, or who have changed their field of study within KUL during the academic year, may apply for the Rector's Scholarship in the next academic year pursuant to these Rules.
3. The Rector's Scholarship may be granted during leave of absence. After returning from leave of absence, the student may re-apply for the scholarship after successfully completing a full academic year at KUL.

CHAPTER IV

DISABILITY SCHOLARSHIP

§ 22

1. The Disability Scholarship may be granted to students with a certified disability (disabilities), a certified degree of disability, or who have the certificate referred to in Article 5 and Article 62 of the Act of 27 August 1997 on the Occupational and Social Rehabilitation and Employment of Disabled Persons (Journal of Laws of 2021, item 573, as amended).
2. The Disability Scholarship shall be granted on the entitled student's application regardless of his or her financial situation for as long as the disability certificate is valid, subject to § 8 (1-3). A photocopy of the document certifying disability shall be appended to the application, subject to § 2 (6).
3. In the case of disability certificates or equivalent certificates, the degree of disability shall be determined pursuant to the Act on the Occupational and Social Rehabilitation and Employment of Disabled Persons.
4. Should the disability certificate expire during the academic year, the application for the aforementioned scholarship shall be submitted immediately after obtaining a valid certificate of a degree of disability, and in the last month of scholarship payment – by the fifth of June at the latest. The scholarship shall be granted with offsets for the period elapsed from the expiry of the previous certificate based on which the scholarship was granted in a given academic year, provided that it is evident from the new certificate that the disability has continued for that entire period, subject to § 3 (2). A new application shall be appended to the certificate.
5. The scholarship amount shall be contingent on the student's certified degree of disability, subject to § 6 (1) and § 9 (11-12).
6. The Disability Scholarship may be granted during leave of absence.

CHAPTER V
FINANCIAL SUPPORT

§ 23

1. Financial Support shall be provided on application on an ad-hoc and non-reimbursable basis to students who have temporarily found themselves in a difficult life situation.
2. Students referred to in § 9 (1-8) may not apply for Financial Support.
3. Financial Support, as referred to in § 23 (1), may be granted in a situation which causes the student's basic living needs to be compromised, particularly due to:
 - a) an accident suffered by the student;
 - b) an illness suffered by the student;
 - c) the death of the student's close family member (father, mother, brother, sister, spouse, the student's child);
 - d) the birth of a child;
 - e) consequences of the coronavirus;
 - f) the student being the victim of a theft;
 - g) other fortuitous event.
4. The student shall submit the application for Financial Support for reasons referred to in § 23 (1) and (3) during the academic year in which he or she has temporarily found themselves in a difficult life situation, providing suitable evidence that such a situation has occurred.
5. Applications for Financial Support submitted between 6 June and 5 September shall be examined by the SC during a meeting in September of the given academic year. Applications submitted after 5 September shall be examined within the next academic year.
6. Financial Support may be granted twice during an academic year, each time amounting to no more than 300% of the maximum Maintenance Grant sum. In extraordinary circumstances, Financial Support may be granted in higher amounts.
7. The student may also apply for Financial Support during leave of absence or when repeating a semester or year.
8. During periods in which the university's operations are limited or suspended, Financial Support shall be granted by the Rector. The provisions of the Code of Administrative Procedure and Par. 6 shall not apply.

PART II
KUL'S RESIDENCE HALLS AND UNIVERSITY CANTEEN

CHAPTER VI

UNIVERSITY CANTEEN

§ 24

Students may buy lunch at KUL's university canteen.

CHAPTER VII

RESIDENCE HALLS

§ 25

- .1. Assignments to KUL's residence hall, hereinafter referred to as "the residence hall", shall be granted by the Residence Hall Committee, hereinafter referred to as the RHC.
- .2. The RHC shall be appointed by the Vice-Rector for Student Affairs by 15 June of the given academic year.
- .3. The RHC shall comprise:
 - the Head of KUL'S Division of Residence Hall Administration, hereinafter referred to as the Head of DRHA, who shall chair the RHC;
 - a residence hall employee, who shall serve as the secretary;
 - Heads of DRHA Sections;
 - one representative of students appointed by KUL's Student Self-Government;
 - one representative of doctoral students appointed by the Council of KUL's Doctoral Students.
- .4. Representatives of KUL'S Residence Hall Resident Councils may be invited to RHC meetings.
- .5. The RHC shall make decisions by a majority vote, subject to at least half of its members being in attendance. The RHC's decisions shall be signed by the Head of the RHC.
- .6. Minutes shall be kept from each RHC meeting and signed by the chairperson and secretary of the RHC.
- .7. RHC meetings shall be convened by the chairperson in alignment with KUL's schedule of admissions.
- .8. During the academic year, RHC meetings shall be convened at least once a month. In the absence of any new applications, RHC meetings shall not be convened.

§ 26

1. Residence hall rooms shall be assigned on application by the student.

2. Students may apply for residence hall accommodation for their spouses or children.
3. To residence hall assignment application process shall consist of:
 - the correct completion of the application form using the University’s online platform;
 - the timely approval of the application, with the student being obliged to indicate the residence hall of his or her choice.
4. Priority in residence hall assignments shall be given to students for whom daily commutes to the university would make it impossible or significantly difficult to study, or who are in a difficult financial situation, making them eligible for a Maintenance Grant under Law on Higher Education and Science. Extraordinary life circumstances of the entitled student, including in particular orphanhood, disability or single parenthood, shall represent an additional criterion for the assessment of the application’s legitimacy.
5. Individuals who wish to be given priority in residence hall assignments shall attach a copy of a disability certificate to their applications. Other priority-related information shall be provided in the application.
6. Further down the priority list, residence hall assignments shall consider the following factors:
 - the student wishes to continue residing at KUL’s residence hall;
 - the student has a history of timely payments;
 - the date of application.
7. Foreign students may apply for residence hall assignments.
8. The template of the application with a statement representing the student’s net per capita family income shall be appended to these Rules.
9. The time limits for submitting and examining applications for residence hall assignments shall be published no later than 14 days before the residence hall assignment process begins.
10. Information about the assignment of a residence hall room, or the refusal of assignment, shall be provided electronically only, by being published on individual e-KUL accounts of the applicants.
11. Applicants who have been assigned a residence hall room shall confirm their acceptance thereof by paying a reservation deposit amounting to the monthly residence hall room fee within the time limit specified in the notice on time limits for application submission and examination.

The deposit shall be paid as a security to cover possible costs of damages in the residence hall, or any unpaid amounts owed for residing in KUL’s residence hall. Deposits shall be reimbursed after the student’s final checkout from the residence hall in accordance with § 4 of the Rules and Regulations of KUL’s Residence Halls.

Details about the deposit amount and payment method shall be provided in a residence hall room assignment notice. Individuals who have not paid the deposit by the required date will be considered to have relinquished their room assignment.

12. After the payment referred to in § 26 (11) has been made, the student may relinquish – in writing or in person – the residence hall room assigned to him or her within 7 days from the payment. Otherwise the reservation deposit shall not be reimbursable.
13. The RHC may refuse to assign residence hall rooms for another academic year to students who do not comply with the Rules and Regulations of KUL’s Residence Halls. Such refusal shall be

based on a documented notice to that effect delivered by the Head of DRHA Section to the RHC secretariat before an RHC meeting.

14. If a residence hall room cannot be assigned due to full capacity, the student may apply for a residence hall waiting list place.
15. Residence hall rooms shall be assigned in alignment with the date on which the studies commence, i.e. from 1 October, for a period of 9 months. However, if the last year of study comprises one semester as per curriculum, a residence hall room shall be assigned from 1 October for a period of 5 months. If the studies are commenced from the second semester, a residence hall room shall be assigned from 15 February for a period of 4.5 months.
16. During the academic year, a residence hall room shall be assigned until the end of the semester.

§ 27

1. Non-KUL students may use the residence hall subject to room availability.
2. The residence hall shall be available to persons without the student status.
3. The residence hall may provide guest rooms on a paid-for basis.

§ 28

1. Fees for residence hall rooms and the use of other residence hall spaces shall be set by the Vice-Rector for Student Affairs, in consultation with the Bursar or Deputy Bursar, based on information about the residence hall's financial situation provided by the Head of the DRHA.
2. Residence hall room fees shall be set before the meeting of the RHC held to assign residence hall rooms for the given academic year. In legitimate circumstances, residence hall room fees may be revised during the academic year.
3. The Rules and Regulations of KUL's Residence halls shall specify the dates by which to pay residence hall room fees.

§ 29

Student accommodation arrangements shall be governed by the Rules and Regulations of KUL's Residence halls.

§ 30

1. Residence hall vacancies during the academic year, if any, shall be filled in accordance with § 25 (1) of these Rules and Regulations.
2. The Rules and Regulations of KUL's Residence halls shall apply to any situations not provided for by these Rules.

3. Provisions of Part II of these Rules shall apply to other individuals receiving education at KUL, including students of the School of Polish Language and Culture.

PART III
TRANSITIONAL AND FINAL PROVISIONS

§ 31

Any amendments to and modifications of these Rules shall be approved, by way of an order, by the Rector in consultation with the President of the KUL Student Self-Government, Representatives of the Council of KUL's Doctoral Students who are RHC members and the Deputy President of the Social and Financial Committee of the KUL Student Self-Government.