

The rules and regulations for granting financial assistance to doctoral students at the Institute of Geophysics of the Polish Academy of Sciences

General Principles:

1. While granting the financial support to the doctoral students of the Institute of Geophysics of the Polish Academy of Sciences (IGF PAN), one has to observe the principle of equal access to financial benefits and the transparency of the financial assistance committee's work, with the protection of the personal data.
2. A doctoral student can apply for financial assistance in the form of:
 - a. the maintenance grant;
 - b. the allowance;
 - c. the special grant for disabled persons;
 - d. the scholarship for the best doctoral students;
 - e. the minister's scholarship for outstanding achievements.
3. Matters not regulated herein shall be governed by the commonly binding provisions of the Polish law, in particular the provisions of
 - a. the Act of 27 July 2005 – Law on Higher Education. Dz. U. [*Journal of Laws*] of 2012, Item 572 as amended
 - b. the Act of 14 June 1960 – The Code of Administrative Procedure U. [*Journal of Laws*] of 2013, Item 267 as amended.
 - c. the Act of 12 March 2004 on social assistance [*Journal of Laws*] of 2013, Item 182 as amended
 - d. the Act of 28 November 2003 on Family Benefits, Dz. U. [*Journal of Laws*] of 2013, Item 1456 as amended

Detailed Principles:

4. The Director of the Institute appoints the Financial Assistance Committee and the Financial Assistance Appeal Committee, from among the doctoral students appointed by the Doctoral Students' Self-Government and the employees of the Institute, with the doctoral students constituting the majority of the committees' composition. One cannot be the member of both committees at the same time.
5. At the request of the Doctoral Students' Self-Government, the Director of the Institute transfers the rights related to awarding the maintenance grant, the special grant for disabled persons, the allowance and the scholarship for the best doctoral students accordingly to the Financial Assistance Committee or the Financial Assistance Appeal Committee.
6. The chairs of the committees, mentioned in point 4, are appointed by the Director of the Institute.

7. The benefits referred to in Point 2 (a-c) are granted by the Financial Assistance Committee at the substantiated request of the doctoral student.
8. The benefits referred to in Point 2 (d) are granted by the Director of the Institute at the substantiated request of the doctoral student, on the basis of the opinion presented by the Financial Assistance Committee.
9. The detailed rules and manner of granting the minister's scholarship, mentioned in Point 2 (e), are governed by the Ordinance of the Minister of Science and Higher Education of 14 September 2011 on the detailed conditions and manner of awarding and paying the minister's scholarship to doctoral students for their outstanding achievements (namely Dz. U. [*Journal of Laws*] No. 214, Item 1271).
10. Applications for scholarships, mentioned in Point 2 (a-d), along with a complete set of documents required under the present Rules and Regulations, shall be submitted by the doctoral students to the Head of the doctoral studies.
11. A doctoral student who is simultaneously a student or a doctoral student at other research institutions or universities, and who is applying for the financial support benefits, is obliged to deliver a statement that he/she does not collect any benefits at any other institutions (template of the statement can be found in Appendix No. 5 to the Rules and Regulations).
12. The Head of the doctoral studies shall, not later than within 3 working days from the receipt of the applications and upon verifying their completeness, deliver such applications to the Financial Assistance Committee. In the case of incomplete applications, the Head summons the student to supplement the necessary information within 2 working days. Applications which are not completed within the time limit will not be examined.
13. The Financial Assistance Committee examines the applications transferred by the Head of Studies immediately; however, no longer than within 30 days of the date of the receipt thereof by the Committee. Where it is necessary to conduct an additional explanatory procedure in particularly complicated cases, the time-limit for the examination of the applications may be extended up to 60 days.
14. The Financial Assistance Committee and the Financial Assistance Appeal Committee take decisions in an open vote by an ordinary majority of the votes, with the present of at least half of their members.
15. The Financial Assistance Committee is responsible for the timely examination of the applications for financial assistance filed by the doctoral students, in accordance with the applicable provisions.
16. The duties of the Financial Assistance Appeal Committee include the timely examination of appeals lodged by doctoral students against the Financial Assistance Committee's decisions.
17. A doctoral student has the right to appeal against the decision of the Financial Assistance Committee concerning the maintenance grant, the special grant for disabled persons or the allowance, in writing, along with justification to the Financial Assistance Appeal Committee, within 14 days of the receipt of the decision on granting or denial of the benefits. Students can submit an application contesting the decision of the Director of the Institute concerning the scholarship for the best doctoral students, for re-examination of the case, in writing, along with justification. Such an application shall be submitted to the Director within 14 days of the receipt of the decision.
18. Supervision over the activities of the Financial Assistance Committee and the Financial Assistance Appeal Committee is the responsibility of the Director of the Institute. Within the supervision, the Director may repeal accordingly the decision of the Financial Assistance Committee or the

Financial Assistance Appeal Committee, if such a decision violates the commonly applicable provisions of law, the statutes of IGF PAN or the present Rules and Regulations.

19. The scholarships, referred to in Point 2 (a) and Point 2 (c), are awarded in a given academic year and paid on a monthly basis, in advance for the period of a semester or an academic year to the bank account of the doctoral student indicated in the application. Doctoral students may obtain the allowance referred to in Point 2 (b) twice in an academic year.
20. The scholarship for the best doctoral students is awarded once in an academic year and is paid on a monthly basis, in advance for the period of one academic year to the bank account of the doctoral student indicated in the application.
21. Applications for the maintenance grant, the special grant for disabled persons, the allowance and the scholarship for the best doctoral students should be submitted upon the announcement of the application process to the Head of the doctoral studies.
22. Calls for applications for financial assistance are by the Head of the doctoral studies once a year at the beginning of winter semester.
23. In justified cases, the maintenance grant, the special grant for disabled persons and the allowance may be awarded in other time-limits than those indicated in Point 22. In such a case, the benefit is granted from the month following that in which the application was submitted.
24. The Financial Assistance Committee may withhold the financial support benefits of the doctoral student, in writing, in the following cases:
 - a. initiation of disciplinary proceedings against the doctoral student;
 - b. failure of the doctoral student to pass a semester (year);
 - c. a change in the material situation that entitles the candidate to financial benefits.
25. In the event of a final and binding acquitting decision in the disciplinary procedure, the doctoral student receives the suspended scholarship for the entire period from the date of suspension in the month following the month in which the acquitting decision became final and binding.
26. A doctoral student loses his/her right to receive scholarships upon losing the status of doctoral student, namely upon:
 - a. deletion of the student's name from the list of the doctoral studies participants;
 - b. resignation from the doctoral studies;
 - c. completion of the doctoral dissertation.
27. During trips abroad, related to the curriculum of the doctoral studies, the student may receive the financial support benefits.
28. A doctoral student is obliged - without being summoned - to immediately provide a written notification to the Head of the doctoral studies about each and every change in his/her financial situation, on the basis of which the benefits were granted.
29. In the event of a change in the financial situation, on the basis of which the financial benefits were granted, or other circumstances, which exclude the right to receive benefits, in the period in which the financial support benefits are received, the authority granting these benefits may repeal or change the decision without the consent of the party concerned.

Regulations concerning the individual benefits:

30. The maintenance grant is awarded to the doctoral student who is in a difficult financial situation on the basis of a substantiated, complete application confirming the relevant situation as well as a statement on the total income of his/her family from the tax year preceding the year in which the benefit is to be granted (template of the application together with the statement can be found in Appendix No. 1 to the Rules and Regulations).
31. The amount of net income (in the sense of Article 3, point 1 of the Act on Family Benefits from November 28th, 2003) per person in the family of the doctoral student applying for the maintenance grant may not exceed PLN 850.
32. The allowance may be granted to the doctoral students, who - for reasons beyond their control - temporarily found themselves (in the academic year, in which this benefit is applied for) in a difficult financial situation. This benefit is not to be paid where the difficult financial situation has not been caused by any fortuitous event. The circumstances which justify filing the application for an allowance include, in particular:
 - a. unfortunate accident of the doctoral student or his/her immediate family member, child under his/her legal custody or the student's spouse;
 - b. severe illness of the doctoral student or his/her immediate family member, child under his/her legal custody or the student's spouse;
 - c. death of an immediate family member;
 - d. natural disasters (e.g. flood, fire),
 - e. other circumstances that may substantially affect a temporary deterioration of the material situation.
33. The allowance application (template of the application can be found in Appendix No. 2 to the Rules and Regulations) should be submitted immediately; however, not later than within 3 months from the date of the event which justifies the award of the benefit. Where the nature of the event precludes the submission of the application within this time-limit, the application along with justification should be submitted as soon as possible.
34. The doctoral student may receive an allowance not more than once per semester.
35. An allowance may be granted at a written request of the doctoral student or the doctoral student self-government. An application should be accompanied by relevant documents confirming the existence of conditions necessary to grant the allowance
36. The special grant for disabled persons may be granted to a doctoral student due to his/her disability confirmed by means of a certificate from a proper authority, independently of the financial situation of the doctoral student.
37. The application for the special grant for disabled persons (template of the application can be found in Appendix No. 3 to the Rules and Regulations) shall be accompanied by a certificate on the level of disability or an equivalent decision. The Act of 27 August 1997 on Occupational and Social Rehabilitation and Employment of the Disabled (namely Dz. U. [*Journal of Laws*] of 2011, No. 127, Item 721 as amended) recognises the equivalence of certificates issued by evaluating boards and a certifying physician of the Polish Social Insurance Company (ZUS).

38. Decisions on classification into an invalidity class (only those issued before January 1, 1998, if still in force) shall be on a par with disability certificates.
39. Scholarship for the best doctoral students may be granted to an candidate who:
 - a. being the student of the 1st year of doctoral studies, achieved as many points as possible in the recruitment procedure; however, not fewer than 80 points. A doctoral student is not required to fulfil any other conditions than those specified in the recruitment procedure;
 - b. having completed the 1st, 2nd and 3rd year of doctoral studies, have fulfilled the following cumulative conditions:
 - obtained an outstanding opinion from the tutor/supervisor with regard to his/her achievements in scientific work and progress in the fulfilment of his/her doctoral dissertation;
 - demonstrates excellent scientific activity and commitment to teaching activities;
 - obtained a positive opinion of the Head of Studies.
40. The conditions referred to in Point 39 (b) shall also be applied to doctoral students who obtained a prolongation of the doctoral studies.
41. The scholarship for the best doctoral students is awarded by the Director of the Institute, at the request of the doctoral student concerned (template of the application can be found in Appendix No. 4 to the Rules and Regulations).
42. The Financial Assistance Committee prepares materials for the Director of the Institute necessary for issuing the decision on granting or denial of the scholarship for the best students, creating a ranking list of doctoral students (separately for each year of the doctoral student) on the basis of the criteria specified in Point 39, from among those who submitted the applications for the award of the scholarship for the best doctoral students.