

**Regulations regarding benefits for doctoral students
of the International Doctoral School
run by the
Institute of Human Genetics PAS in Poznań**

§ 1

General provisions

1. Under material support scheme, a doctoral student of the doctoral school may apply for:
 - 1) a social scholarship,
 - 2) a scholarship for disabled persons,
 - 3) an allowance.
 - 4) a rector's scholarship.
2. Both granting the benefits referred to in para. 1 points 1-4 and refusal to grant them takes place by means of an administrative decision.
3. Decisions in matters referred to in para. 2, are issued by the Director or an authorized person.
4. A doctoral student may apply for a re-consideration the case in relation to the decision referred to in para.2. The application shall be submitted to the Director within 14 days of receipt of the decision.
5. The benefits mentioned in para. 1 are granted at the request of a doctoral student of the doctoral school submitted on the template created by the Director in consultation with a representative of doctoral students. The application must be submitted in writing (paper) under pain of nullity.
6. The application referred to in para. 5, must be complete and submitted in due time.
7. The deadline for submitting applications for benefits is always determined by the Director.
8. Scholarships referred to in § 1 para. 1 points 1, 2 and 4 are awarded for the academic year.
9. Payment of scholarships depends on the funds received from the state budget.
10. Benefits are transferred to the bank account of a doctoral student indicated in the application for a benefit. If two or more benefits are granted, all scholarships are transferred to one indicated bank account.
11. The amount of benefits depends on the number of eligible persons and the amount of the subsidy received by the institute for this purpose.
12. The amount of benefits in a given academic year is determined by the Director in consultation with a representative of doctoral students.
13. The total monthly amount of the social scholarship and the director's scholarship may not be higher than 38% of the professor's remuneration.

14. A doctoral student of the doctoral school who is a participant in several doctoral schools may receive a social scholarship, a scholarship for disabled persons, an allowance or a Director's scholarship only at one of the schools s/he has indicated. In such a case, a doctoral student of doctoral school is obliged to submit a declaration on not receiving benefits at other doctoral studies.
15. The benefits referred to in § 1 para. 1:
are due for doctoral schools, but not longer than until December 31, 2023.
16. A doctoral student of the doctoral school in the last year of studies has the right to apply for financial support no longer than by the end of the last semester of the doctoral school, respectively, subject to paragraph 20.
17. The decision to grant the benefit referred to in para. 1 points 1 - 4, expires on the last day of the month in which:

a doctoral student of the doctoral school has lost his/her benefits due to the expiry of the period referred to in paragraph 20, was removed from the list of doctoral students or completed doctoral studies.

§ 2

Social scholarship

1. A doctoral student who is in a difficult financial situation and submits an application may receive a social scholarship.
2. The amount of the monthly income entitling the doctoral student to apply for a social scholarship is determined by the Director in consultation with a representative of doctoral students, however, in accordance with art. 87 para. 2 of the Act of 20 July 2018 – Law on Higher Education and Science, the monthly amount of income per person in the family of a doctoral student of the doctoral school may not be lower than 1.30 of the amount referred to in art. 8 para. 1 item 2 of the Act of 12 March 2004 on social assistance and greater than 1.30 of the sum of amounts specified in art. 5 para. 1 and art. 6 para. 2 point 3 of the Act of 28 November 2003 on family benefits. The amount of income per person in the family of a doctoral student who is eligible to apply for a social scholarship is set out in Appendix 1 to these Regulations.
3. If the income from running a farm is taken to determine the amount of income authorizing a doctoral student to apply for a social scholarship, this income is determined on the basis of the area of agricultural land in conversion hectares and the amount of average income from work in individual farms per 1 ha conversion, announced by the President of the Central Statistical Office on the basis of art. 18 of the Act of 15 November 1984 on agricultural tax. Income from a farm and non-agricultural income are added together.
4. When determining the amount of monthly income entitling a doctoral student to apply for a social scholarship, we consider the income generated by:
 - 1) a doctoral student of the doctoral school;

- 2) a spouse of a doctoral student of the doctoral school;
 - 3) parents, legal guardian, actual guardians of the doctoral student;
 - 4) dependent persons referred to in points 1-3, underage children, children receiving education up to 26 years of age, and if 26 years of age falls in the last year of study, until their completion, and disabled children regardless of age.
5. The monthly amount of income per person in the family of a doctoral student who is eligible to apply for a social scholarship is determined on the principles set out in the Act of 28 November 2003 on family benefits, subject to paragraph 4 of this paragraph, with the provision that income does not include:
- 1) benefits for doctoral students received on the basis of art. 86 para. 1, art. 359 para. 1, art. 420 para. 1 of the Act of 20 July 2018 - Law on Higher Education and Science;
 - 2) scholarships received by doctoral students of the doctoral school within:
 - a) European Union structural funds,
 - b) non-returnable funds resulting from support granted by the Member States of the European Free Trade Agreement (EFTA),
 - c) international agreements or executive programs drawn up for such agreements or international scholarship programs;
 - 3) material support benefits received by students under the provisions on the education system;
 - 4) scholarships of a social nature, awarded by the entities described in art. 21 para. 1 point 40b of the Act of 26 July 1991 on personal income tax.
6. A doctoral student who does not run a shared household with any of his/her parents, legal or actual guardians, may apply for a social scholarship without showing income earned by these persons and their underage children, children under 26 years receiving education, and children with disabilities regardless of age if they meet one of the following conditions:
- a) is 26 years old,
 - b) is married,
 - c) has dependent children referred to in para. 6
 - d) reached the age of 18 while in a foster care,
 - e) has a stable source of income and the average monthly income in the previous tax year and in the current year in the months preceding the month of submitting the declaration, is higher than or equal to 1.15 of the sum of amounts specified in art. 5 paragraph 1 and art. 6 clause 2 point 3 of the Act of 28 November 2003 on family benefits;
7. The doctoral student referred to in para. 6 makes a declaration that s/he does not run a shared household with any of his/her parents, legal or actual guardians.
8. The Director or an authorized person refuses to grant a social scholarship to a doctoral student whose monthly income per person in the family does not exceed the amount specified in art. 8 para. 1 point 2 of the Act of 12 March 2004 on social assistance, if s/he does not attach to the

application for a social scholarship a certificate from the social assistance center on the income and financial situation of his/her family.

9. The Director or an authorized person may grant a doctoral student a social scholarship in the case referred to in para. 8, if the reasons for failure to attach to the application for a social scholarship a certificate from the social assistance center on the income and financial situation of the doctoral student and the doctoral student's family were justified and the doctoral student documented the sources of the family's livelihood.
10. A template of an application for a social scholarship is attached as Attachment no 2 to these Regulations.

§ 3

Scholarship for disabled persons

1. A scholarship for disabled persons may be obtained by a doctoral student of the doctoral school with:
 - a) a disability certificate,
 - b) a degree of disability certificate,
 - c) a certificated referred to in art. 5 and art. 62 of the Act of 27 August 1997 on professional and social rehabilitation and employment of disabled persons issued by the competent Polish authority.
2. The basis for applying for a scholarship for disabled persons is an application accompanied by a current certificate, referred to in para. 1, in the original or a certified copy (by the authority issuing the certificate or by the institute).
3. The amount of the scholarship for disabled persons is independent from the degree of disability.
4. A template of an application for a scholarship for disabled persons is attached as Attachment no 2 to these Regulations.

§ 4

An allowance

1. An allowance may be granted to a doctoral student who has been in a difficult life situation temporarily, in particular because of
 - 1) Serious illness of a doctoral student or a close family member;
 - 2) Death of a close family member;
 - 3) Natural disaster;
 - 4) Child's birth
 - 5) Other.
2. A doctoral student of the doctoral school, together with the application, is required to submit documents:

- 1) presenting the financial situation according to the rules in force when applying for a social scholarship;
 - 2) certifying the circumstances that constitute the basis for applying for an allowance;
 - 3) confirming the deterioration of the financial situation (personal invoices, bills, etc.).
2. A doctoral student of the doctoral school may apply for an allowance within 6 months of the occurrence of an event that took place during the studies.
 3. A doctoral student may receive the allowance no more than once per academic year.
 4. A template of an application for an allowance is attached as Attachment no 2 to these Regulations.

§ 5

Director's scholarship for doctoral students of the doctoral studies

1. A scholarship may be awarded to a doctoral student of the doctoral school upon an application submitted to the secretariat of the institute.
2. The Director's scholarship may be awarded to a doctoral student:
 - a) in the first year of the doctoral studies, if s/he achieved very good results in the recruitment procedure,
 - b) in the second and subsequent years of the doctoral studies, if in the academic year preceding the award of the scholarship s/he met jointly the following conditions: obtained very good or good results of examinations covered by the doctoral study program, showed progress in scientific work and preparation of the doctoral dissertation.
3. A template of an application for a director's scholarship is attached as Attachment no 2 to these Regulations.

§ 6

Processing of personal data

1. Providing personal data by the applicant applying for benefits is a prerequisite for considering the application.
2. The transfer of personal data is voluntary - the applicant is not obliged to provide it, however, failure to do so prevents you from applying for benefits. Refusal to provide data means leaving the application without consideration.
3. The administrator of personal data is the Institute of Human Genetics PAS in Poznań, 32 Strzeszyńska street, 60-479 Poznań, phone +48 61 6579100, NIP: 7811745737 REGON number 000326428.

4. The data administrator is responsible for the security of personal data provided and for processing it in accordance with the law. The administrator has appointed a Data Protection Inspector to supervise the correct processing of personal data in the person of Mr. Rafał Andrzejewski, who can be contacted at the following e-mail address: iod.r.andrzejewski@szkoleniaprawnicze.com.pl. Telephone number: 504 976 690
5. Personal data will be processed on the basis of voluntary consent to determine the entitlement to grant and pay benefits under the provisions of the Law on Higher Education and Science.
6. Personal data contained in the application will be stored for a period of five years beginning from 1 January of the year following the year of graduation, with the provision that after this period it will be subject to archival expertise conducted by the state archives.
7. The data will be processed by employees of the Institute of Human Genetics PAS or by persons employed by the institute based on civil law contracts -based on the authorizations granted by the Data Administrator to process personal data.
The data will be processed by external entities providing IT Administrator services for IT systems - based on authorizations granted by the Data Administrator to process personal data or data entrustment agreements concluded with these entities.
8. The person whose data is processed has the right to request access from the Administrator to the personal data, rectification, deletion or limitation of processing -within the limits permitted by law. The person whose data is processed also has the right to object to the processing of personal data, withdraw consent to its processing at any time, without affecting the lawfulness of the processing that was carried out on the basis of consent before its withdrawal. The applicant has the right to receive in a structured, commonly used machine-readable format personal data concerning him/her which s/he has provided to the Data Administrator and has the right to send this personal data to another administrator without any obstacles on the part of the Data Administrator.
9. There will be no automated decision making, including profiling, regarding the personal data being processed.
10. Any person whom the data refer to has the right to lodge a complaint with a supervisory authority, in particular in the Member State of his/her residence, place of work or place of alleged violation, if s/he thinks that the processing of personal data concerning him/her violates the provisions of Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of persons physical relationships with the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (General Data Protection Regulation).

§ 7

Final provisions

1. Benefits paid to the doctoral student of the doctoral school for the period in which s/he has lost his/her right to them or on the basis of incorrect, incomplete information shall be reimbursed pursuant to art. 410 of the Civil Code.
2. A doctoral student of the doctoral school who received benefits specified in § 1 para. 1 on the basis of false data, may be held disciplinary.

The amount of income entitling the student to apply for a social scholarship
in the academic year 2019/2020

1. The amount of net income per person in a doctoral student's family, entitling to apply for a social scholarship in the academic year 2019/2020, **may not be higher than PLN 1,051.70.**
2. Pursuant to art. 88 para. 4 of the Act of 20 July 2018, the Law on Higher Education and Science a social scholarship may not be granted if the income in the family of a doctoral student does not exceed the amount specified in art. 8 clause 1 point 2 of the Act of 12 March 2004 on social assistance. As of 1 October 2019, **the income may not be lower than PLN 528.00**, unless a doctoral student of the doctoral school submits a certificate from the social assistance center about the income and financial situation of his/her family.

**AN APPLICATION
FOR GRANTING MATERIAL SUPPORT FOR A DOCTORAL STUDENT
OF THE INTERNATIONAL DOCTORAL SCHOOL
FINANCED FROM THE STATE BUDGET**

Name and surname of the doctoral student.....

Department

.....

Date of commencement of doctoral school..... **year of the school**

Phone no

email:

I request for material support in the form*

- social scholarship
- scholarship for disabled persons
- Director's scholarship
- allowance

Justification of the application:

As proof of the facts described I submit:

My family consists of..... persons**

The average net monthly income per person in my family is PLN

Aware of the responsibility for providing false data, including disciplinary liability and the obligation to return unlawfully taken material support, hereby I declare that all data contained in the application and attached documents regarding the types and amount of income of my family are complete and consistent with the facts.

I declare that I have read the regulations regarding granting financial support for doctoral students financed from the state budget at the Institute of Human Genetics PAS.

.....
(legible signature of a doctoral student)

* tick as appropriate

** complete if you apply for an allowance or a social scholarship