

**Regulations for granting scholarships for academic performance to students
and scholarships to staff and doctoral students from the Own Scholarship Fund of the Wrocław
University of Economics and Business**

§ 1. General Provisions

1. The Regulations specify the rules for the use of funds accumulated within the Own Scholarship Fund of the Wrocław University of Economics and Business (hereinafter referred to as "University"), hereinafter referred to as "Fund" for scholarships for students, staff and doctoral students, hereinafter referred to as "scholarship holders".
2. The Fund shall be used for:
 - 1) scholarships for academic performance for students of the University,
 - 2) scholarships for academic achievements for academic staff employed under an employment relationship at the University (hereinafter referred to as "staff"),
 - 3) scholarships for academic achievements for doctoral students of the University, in all cases, regardless of their citizenship.
3. The scholarship shall be a one-time benefit paid to a scholarship holder in the academic year in which the scholarship is awarded.

§ 2. Fund

1. The Fund's resources come from the following sources:
 - 1) from a write-off charged to costs of educational and scholarly activities, not more than 20% of the planned net profit for the year, with the proviso that if the profit is less than planned, the write-off is set at a proportionally reduced amount, and if the profit is greater than planned, the write-off is set at the planned amount,
 - 2) from payments from natural and legal persons allocated to this Fund.
2. The Fund shall be used only for financing the scholarships indicated in § 1(2) of these Regulations, without the possibility of financing other activities of the University.

§ 3. Distribution of the Fund

1. The Rector shall determine, by means of a regulation, the maximum amount of funds allocated for the payment of scholarships from the Fund in a given academic year, divided into students, staff and doctoral students, subject to sections 2 and 4 of this paragraph, or shall issue a notice of non-call for applications in a given academic year if the Fund's balance as at 30 September is not at least one hundred thousand zlotys.
2. The amount of a scholarship awarded may not exceed ten thousand zlotys. Scholarships, within each group of scholarship holders indicated in § 1(2), are awarded in equal amounts.
3. The regulation or notice referred to in section 1 shall be published by 15 October of a given calendar year.
4. As part of the amount specified in the regulation referred to in section 1:

- 1) no more than 80% may be allocated to scholarships for students,
 - 2) no more than 5% may be allocated to scholarships for doctoral students,
5. Any funds allocated for scholarships under the procedure laid down in section 1 which have not been used in a given academic year shall remain in the Fund.

§ 4. Applications

1. Applicants for a scholarship from the Fund shall submit written applications:
 - 1) students and doctoral students - in the Scholarships Department,
 - 2) staff members - Academic Research Service Centre
2. The specimen of the application referred to in section 1 for students constitutes Appendix No. 1 to the Regulations, and for staff members and doctoral students - Appendix No. 2 to the Regulations.
3. A student has the right to apply for a scholarship from the Fund for the achievement indicated in §5 (1) (1).
4. A staff member and a doctoral student are entitled to apply for a scholarship for one of the achievements indicated in § 5(2). If the applicant does not make a choice and lists more than one achievement from among those referred to in § 5(2), the application shall be considered with respect to the first of the achievements listed in the application. If a doctoral student is a staff member, only one application may be submitted.
5. A staff member and a doctoral student shall attach documents confirming the achievement listed in the application, or else the application shall be left unconsidered.
6. Complete applications should be submitted by 30 November of a given calendar year. When this deadline falls on an off work day, applications may be submitted by the first working day following the date indicated in the preceding sentence. Applications received after the deadline shall be left unconsidered.
7. A staff member of the competent unit referred to in section 1 shall verify the application in formal terms and the status of the applicant. Subsequently, the applications are provided to the Chairperson of the Commission referred to in § 7 together with information on whether each of them meets the formal requirements or not.

§ 5. Achievements

1. A scholarship from the Fund may be awarded to:
 - 1) a student for his/her academic performance, understood as a grade average calculated as specified in § 6(1); the minimum average for each course of study to accept applications from students is determined annually by the Rector in the regulation referred to in § 3(1)
 - 2) a staff member and a doctoral student for academic achievements referred to in section 2.
2. The academic achievements merit referred to in § 1(2) (2) and (3) are understood to mean:
 - 1) leadership or substantive participation in a scientific research project,
 - 2) authorship or co-authorship of a research paper included in the list of academic journals of the minister in charge of science or a monograph, editorial work on a monograph or a chapter in a monograph published by a publishing house included in the list of the minister in charge of science,

- 3) authorship or co-authorship of an invention, a utility model, an industrial design or an integrated circuit topography for which a patent or a protection right has been granted to the University.
3. The scholarship is awarded for achievements in the period from 1 October of the calendar year preceding the submission of the application to 30 September of the year in which the application is submitted by:
 - 1) a student, in the course of first- or second-cycle studies at the University,
 - 2) a staff member, in the course of employment at the University,
 - 3) by a doctoral student, in the course of doctoral studies or education in a Doctoral School at the University.
4. A staff member may apply for a scholarship based on an academic achievement which did not constitute the basis for the Rector's award granted to academic staff or the basis for the payment of a financial benefit (e.g. an allowance) from other resources of the University paid for that achievement.
5. The applicant is obliged to submit a relevant statement on the subject referred to in section 4 of this paragraph.

§ 6. Scoring and manner of documenting achievements

1. For his/her academic performance, a student is awarded a number of points equal to the grade average obtained by the student. The grade average is understood as the arithmetic mean of all grades from examinations and final tests, including fail marks, obtained in the period referred to in §5(3) of the Regulations, rounded to two decimal places.
2. A staff member and a doctoral student shall be awarded the following number of points for their academic achievements:
 - 1) in the case of the applicant's leadership of a national scientific research project worth:
 - a) up to PLN 50,000 -120 points,
 - b) above PLN 50,000 to PLN 200,000 - 160 points,
 - c) above PLN 200,000 - 220 points,
 - 2) in the case of the applicant's substantive participation in a national scientific research project registered at the University - 50% of the points referred to in point 1, subject to the opinion of the project leader,
 - 3) in the case of the applicant's substantive participation in a national scientific research project registered outside the University - 25% of the number of points referred to in point 1, where the opinion of the project leader shall be attached to the application,
 - 4) in the case of the applicant's leadership of an international scientific research project worth:
 - a) up to EUR 50,000 - 160 points,
 - b) above EUR 50,000 - 220 points,
 - 5) in the case of the applicant's substantive participation in an international scientific research project registered at the University - 50% of the number of points referred to in point 4, subject to the opinion of the project leader,
 - 6) in the case of the applicant's substantive participation in an international scientific research project

- registered outside the University - 25% of the number of points referred to in point 4, where the opinion of the project leader shall be attached to the application,
- 7) in the case of publication of an article in a journal according to the scoring list in force as of the date of application submission and the rules contained in the relevant regulation concerning the evaluation of the quality of scholarly activity in force as of the date of application submission,
 - 8) in the case of research papers in the form of a monograph, editorial work on a monograph or a chapter in a monograph listed according to the rules contained in the relevant regulation on the evaluation of the quality of scholarly activity in force as of the date of application submission,
 - 9) in the case of authorship or co-authorship of an invention for which a patent has been granted to the WUEB - 220 points, divided by the number of co-authors,
 - 10) in the case of authorship or co-authorship of a utility model, an industrial design or an integrated circuit topography for which a protection right has been granted to the WUEB - 100 points, divided by the number of co-authors.
3. The staff member and doctoral student shall document the achievement presented in the application in the following manner:
- 1) in order to confirm the achievement referred to in section 2 (1) or (4) above, a written statement on the leadership of the scientific research project shall be submitted,
 - 2) in order to confirm the achievement referred to in section 2 (2)(3)(5) or (6) above a written certificate from the scientific research project leader that the applicant has made a substantive contribution to that project shall be submitted,
 - 3) in order to confirm the paper referred to in section 2 (7) or (8) above, a printout of its bibliographic description from the appropriate register of scientific achievements kept by the University shall be submitted,
 - 4) in order to confirm the achievement mentioned in section 2 (9) or (10) above, a copy of the patent document, utility model protection certificate, industrial design registration certificate or integrated circuit topography registration certificate shall be submitted.
4. For the purposes of these Regulations:
- 1) a scientific research project is a project the results of which may contribute to the development of a given discipline of science, financed in a competition procedure from the funds listed below, where:
 - a) if it is financed by foreign institutions or international organisations, or from funds referred to in Article 365(9) of the Act on Higher Education and Science, it shall be considered an international project,
 - b) if the project is financed from the funds mentioned in Article 365(11) or (12) of the Act on Higher Education and Science, it shall be considered a national project,
 - 2) substantive participation in a scientific research project should be understood as the actual, independent scientific contribution of a staff member or a doctoral student to the research conducted as part of the project, confirmed by the project leader.
5. The scientific and research project leader or a contractor in the project may obtain a scholarship only once on that account, irrespective of the duration of the project.

§ 7. Commission

1. The Rector shall award scholarships on the basis of these Regulations, each time after consulting the Commission for the Evaluation of Applications from the Own Scholarship Fund, established by a separate Rector's Regulation (hereinafter referred to as the "Commission").
2. The Commission consists of:
 - 1) the vice-rector in charge science or the vice-rector in charge of student affairs and education as the chairperson,
 - 2) the dean of the faculty or an academic staff member of the faculty designated by the dean,
 - 3) the dean in charge of student affairs or the vice-dean for student affairs designated by the dean,
 - 4) a representative of the student self-government designated by the Management Board, and a representative of the doctoral student self-government designated by the University Council of the Doctoral Student Self-Government,
 - 5) a staff member of the Main Library,
 - 6) a staff member of the Scholarship Benefits Unit,
 - 7) a staff member of the Research Service Centre.
3. A member of the Commission shall be subject to exclusion from its work during the consideration of the scholarship application submitted by him/her.
4. The Commission evaluates applications at its meetings and prepares ranking lists separately for students, staff and doctoral students.
5. The Chairperson shall notify the members of the Commission of the date and venue of the first meeting not later than seven days before the meeting, in writing or by electronic means to the relevant e-mail address of the given member of the Commission or, in the case of representatives of the executive bodies of the student self-government or doctoral student self-government respectively, to the e-mail address of the chairperson of that body. The first meeting in an academic year shall take place no later than on the last working day of February.
6. Decisions taken by the Commission shall be valid only if the Chairperson is present and all members of the Commission have been notified in accordance with the procedure laid down in section 5.
7. Before drawing up the ranking lists for scholarship applications, the Commission shall:
 - 1) shall assess the achievements in accordance with the requirements contained in these Regulations,
 - 2) may request the applicant to provide additional explanations and, in the case of students, to document their academic achievements within a maximum of 15 working days from the date of receipt of the notification by the applicant.
8. The notification from the Commission referred to in the previous sentence shall be sent to the e-mail address included in the application referred to in § 4(1). The scholarship applicant's explanation, bearing his/her own signature, shall be submitted to the unit indicated in § 4(1). The Commission shall award each applicant an appropriate number of points in accordance with the rules described in § 6 of these Regulations.
9. In the event that at least two applications with the same number of points qualify for a scholarship and awarding a scholarship to all applicants would result in exceeding the amount determined by the Rector's regulation referred to in § 3(1), the Commission applies an additional criterion to those applications and draws up a ranking list.

10. The additional criterion referred to in section 9 in relation to students is understood as:
 - 1) academic achievements to which a number of points is assigned in accordance with the current list of academic journals of the minister in charge of science and the current list of publications published by the minister in charge of science in force on the day the application is submitted,
 - 2) the achievements listed in point 1 should be documented by submitting a photocopy of pages containing the author's name and the title of the publication, the title of the journal or monograph, the date of publication and the ISBN/ISSN - if issued, or a certificate issued by the publisher, which should be attached to the completed form attached as Appendix No. 1 to the Regulations. Failure to document the achievement indicated by the applicant shall result in the application being left unexamined by the Commission.
11. The additional criterion referred to in section 9 for doctoral students is the grade average obtained in the academic year preceding the award of the scholarship, determined in accordance with the provisions of these Regulations.
12. The additional criterion referred to in section 9 for staff members shall be the shortest length of service at the University.
13. If the application of the additional criterion does not allow the Commission to identify an applicant with a higher number of points, it shall not recommend awarding a scholarship on the basis of achievements indicated in the applications referred to in section 9, which, when included, would result in the amount limits indicated in the Rector's regulation referred to in § 3(1) of the Regulations being exceeded.
14. The Commission recommends the Rector to award scholarships to applicants on the basis of a ranking list drawn up in accordance with the provisions of these Regulations.
15. The Chairperson of the Commission provides the Rector with a written report signed by all members of the Commission present during the verification of applications no later than 15 May of a given calendar year.

§ 8. Awarding and paying out a scholarship

1. The Rector issues a decision on awarding or refusing to award a scholarship within 15 days from the date of being provided the ranking lists by the Commission.
2. Within 5 working days from the date of the decision, the ranking lists shall be posted on the University's website:
 - 1) concerning students and doctoral students, containing the register number,
 - 2) concerning staff members, containing the application number and the number of points obtained by the applicant, as well as the decision on whether or not to grant the scholarship.
3. The Rector's decision on awarding or refusing to award a scholarship is delivered as a scan to the university e-mail address.
4. The Rector's decision on awarding a scholarship is conditional on the applicant having the status of a student, doctoral student or staff member of the University as of the date of the decision.
5. The Rector's decision is final and non-appealable.
6. The scholarship is paid within one month of the date of delivery of the decision.

7. The scholarship is paid once to the bank account indicated by the scholarship holder in their application.

§ 9 Personal Data Processing

1. The provision of personal data by the applicant is necessary for the application to be considered.
2. The provision of personal data is voluntary. Refusal to provide personal data shall result in leaving the application unconsidered.
3. The personal data controller is the University.

§ 10. Final provisions

1. A doctoral student may not apply for a scholarship from the Fund when:
 - 1) completing an extension of doctoral studies in the academic year in which the call for scholarships from the Fund is announced;
 - 2) completing an extension of doctoral studies in the academic year preceding the year of submission of the scholarship application.
2. A scholarship paid to a student, staff member or doctoral student for a period in which he/she has lost the right to the scholarship or on the basis of false data or information shall be reimbursed in accordance with the provisions of Article 410 of the Civil Code.
3. A student, a staff member or a doctoral student who has obtained the benefit referred to in section 1 based on false data or information may bear disciplinary liability in accordance with the Act on Higher Education and Science.
4. In matters not regulated by the Regulations, the provisions of the Act on Higher Education and Science and the internal regulations of the University shall apply.
5. The Regulations shall come into force as of 21 May 2021.