Appendix No. 1 to Ordinance No.91/2024 of the Rector of BUT of September 30, 2024

.

RULES AND REGULATIONS OF BENEFITS FOR STUDENTS OF BIALYSTOK UNIVERSITY OF TECHNOLOGY

CONDITIONS AND PROCEDURE FOR GRANTING BENEFITS

## § 1

1. A student may apply for benefits from funds allocated for this purpose in the state budget in the form of:
	1. the social scholarship,
	2. the scholarship for persons with disabilities,
	3. the rector's scholarship,
	4. the financial aid.
2. In addition to the benefits listed in subsection 1 may also apply for a minister’s scholarship for significant scientific, artistic achievements related to studies, or for sporting achievements. The detailed conditions and procedure for granting such scholarships are defined by a regulation of the minister responsible for higher education and science.
3. The granting of a benefit referred to in subsection 1, as well as the refusal to grant it, shall take the form of an administrative decision. The delivery of documents, including decisions of the Rector, the Scholarship Committee or the Appeal Scholarship Committee, shall take place in accordance with the provisions of the Code of Administrative Procedure, with the possibility of delivering documents via the USOSweb system.
4. The ‘Rules and Regulations of Benefits for Students of Bialystok University of Technology’, hereinafter referred to as the ‘Rules and Regulations’, shall apply to students of first-cycle and second-cycle study programmes, as well as long-cycle Master’s degree study programmes.

## § 2

1. A foreign student may apply for benefits from funds allocated for this purpose in the state budget in the forms referred to in § 1 subsection 1.
2. Foreigners not listed in Article 324 subsection 2 of the Act – Law on Higher Education and Science, hereinafter referred to as ‘HEA’, may not apply for a social scholarship.
3. Documents issued in a foreign language, attached to an application for a scholarship, must be translated into Polish by a sworn translator.

## § 3

1. The Rector, in consultation with the student self-government, shall allocate the funds granted for student benefits referred to in § 1.
2. The allocation of the fund shall be made in accordance with the principle that the funds from the subsidy designated for Rector’s scholarships shall constitute no more than 60% of the total funds allocated for Rector’s scholarships, social scholarships and financial aid.
3. The amount of individual material assistance benefits shall be determined on the basis of information provided by Vice-Deans for Student Affairs of the respective faculties concerning:
	1. the number of students eligible to receive a social scholarship,
	2. the number of students eligible to receive an increased social scholarship,
	3. the number of students eligible to receive a scholarship for persons with disabilities,
	4. the number of students eligible to receive a rector's scholarship,
	5. the number of students receiving financial aid in the previous academic year,
	6. the number of students studying under the Erasmus or Erasmus+ programme who failed to submit their transcript of records within the deadline.
4. The Rector, in consultation with the university student self-government body, based on the number of students eligible to receive material assistance benefits, shall determine the amount of:
	1. the social scholarship, depending on the established income thresholds per person in the student’s family,
	2. the increased social scholarship,
	3. the rector's scholarship,
	4. the scholarship for persons with disabilities, depending on the certified degree of disability,
	5. the financial aid.

## § 4

1. The scholarships referred to in § 1 subsection 1 paragraphs 1–3 and in§ 16 of the Rules and Regulations are awarded for an academic year (for a period of 9 months) or for a semester of studies (in the winter semester for a period of 5 months, and in the summer semester for a period of 4 months):
	1. the social scholarship and the scholarship for persons with disabilities:
		1. for an academic year – in the case of completing in a given academic year two semesters of the same year of study or two semesters of different years of study,
		2. for a semester of studies – in the case of completing in a given academic year one semester of studies,
	2. the rector's scholarship:
		1. or an academic year – in the case of completing in a given academic year two semesters of the same year of study,
		2. for a semester of studies – in the case of completing in a given academic year one semester of studies or two semesters of different years of studies.
2. The scholarships referred to in § 1 subsection 1, paragraphs 1-3 and in§ 16 shall be paid monthly, with the first scholarship in a given academic year paid in November, no later than on the 30th day of the month, with compensation for October, while in the summer semester, the scholarship for March may be paid in April.
3. A student may receive the scholarships:
4. until the end of February, if the studies end in the winter semester,
5. until the end of June, if the studies end in the summer semester.
6. The Rector, in consultation with the relevant body of the BUT Student Self-Government, may in a given academic year extend the period of granting the benefits referred to in § 1 subsection 1 paragraphs 1–3 and in§ 16 up to ten months, and in the case of benefits granted for the summer semester up to 5 months, provided that the state of the scholarship fund referred to in Article 409 subsection (1) of the HEA allows for the coverage of the planned expenditures. At the request and with the consent of the student concerned, a decision amending the granting of the benefit shall be issued.

## § 5

1. The deadline for submitting complete applications for benefits expires on:
2. 20th October of the given academic year, in the case of applying for benefits from the winter semester,
3. 10th March in the case of applying for benefits from the summer semester.
4. Applications for a rector's scholarship submitted after the deadline specified in subsection 1 shall not be considered.
5. Applications for benefits referred to in § 1 subsection 1, paragraphs 1–2 and in § 16, submitted after the deadline specified in subsection 1, shall be considered starting from the month following the month in which the documents were submitted, without the right to compensation of benefits.
6. Applications shall be delivered in person to the relevant Dean’s Offices during their office hours or via postal operators (the date of receipt by the University determines whether the application has been submitted on time).
7. The social scholarship, the scholarship for persons with disabilities, the Rector’s scholarship and the financial aid are awarded upon the student’s application. The application for a benefit must be submitted in paper form together with the required documentation, after completing and registering the electronic form in the USOSweb system. The paper form of the application shall be the printout generated from USOSweb. Registering the electronic form in USOSweb does not initiate proceedings for awarding a benefit; it is a technical activity and does not constitute submission of the application.

## § 6

1. A student pursuing more than one study programme simultaneously may receive the benefits referred to in § 1 subsection 1 only within one study programme, indicated by the student.
2. The total period during which the benefits referred to in §1 subsections 1–2 may be awarded is 12 semesters, regardless of whether the student actually receives them, provided that within this period the benefits may be awarded for:
	1. first-cycle studies – for no longer than 9 semesters,
	2. second-cycle studies – for no longer than 7 semesters.
3. The period referred to in subsection 2 shall include all semesters commenced by the student in the studies referred to in subsection 1, including semesters falling within the period of leaves referred to in Article 85 subsection 1 paragraph 3 of the HEA, with the exception of semesters in subsequent first-cycle studies commenced or continued after obtaining the first professional title of licencjat (bachelor), bachelor of engineering (inżynier) or equivalent. In the case of pursuing more than one study programme, semesters completed simultaneously shall be counted as one semester.
4. The benefits shall not be awarded to a student who already holds a professional title of:
5. Master, Master of Engineering or equivalent,
6. Bachelor, Bachelor of Engineering or equivalent, if the student undertakes first-cycle studies again.
7. The provisions of subsections 1-4 shall apply to persons holding professional titles obtained abroad.
8. In the application for a benefit, the student is obliged to inform the University of the studies completed or being pursued.
9. The total monthly amount of the scholarships referred to in § 1 subsection 1 paragraphs 1 and 3 for a student may not exceed 38% of a professor’s remuneration. If the total amount of the benefits awarded to a student exceeds this threshold, the rector’s scholarship shall be reduced first.

## § 7

1. The benefits shall be awarded to a student who holds student status.
2. A student on a special leave, occasional leave, medical leave, maternity leave, parental leave, short-term leave or unconditional leave, hereinafter referred to as ‘leave’, may apply for the rector's scholarship.
3. If a student referred to in subsection 2 does not submit an application for the rector’s scholarship, the student loses the right to the rector’s scholarship upon return from leave.
4. A student who is on leave, repeats a year or has been conditionally enrolled for a given semester or year of study may apply for: the social scholarship, the increased social scholarship, the scholarship for persons with disabilities and the financial aid.
5. A student who has transferred from another university shall have the right to apply for benefits under the conditions applicable at Bialystok University of Technology.
6. Students sent to study at other universities in Poland or abroad under student exchange programmes may receive all benefits, provided they meet the conditions required for their award.

BODIES AWARDING BENEFITS

## § 8

1. The benefits referred to in § 1 shall be awarded by the Rector.
2. The Rector may authorise a Dean or Vice-Dean to issue decisions referred to in subsection 1. In such a case, an Evaluation Team shall function under the Dean, reviewing applications for benefits and issuing an opinion.
3. Upon a written request of the competent body of the Student Self-Government submitted by 5 October of a given year, the benefits referred to in § 1 subsection 1 shall be awarded by the Scholarship Committee. An appeal against the decision of the Committee may be lodged with the Scholarship Appeals Committee within 14 days of the delivery of the decision. A template of the appeal constitutes Annex No. 7 to the Regulations.
4. The Scholarship Committee shall be appointed by the Rector by 15th October of a given year. The Scholarship Committee shall include the Vice-Dean for Student Affairs of the respective faculty, students of the faculty delegated by the Faculty Council of the Student Self-Government (not fewer than three persons), and employees of each Dean’s Office (up to two persons), with students constituting the majority of the Committee. The Committee shall be appointed for an academic year. The Committee shall make decisions by a simple majority of votes with at least half of its members present.
5. The Scholarship Appeal Committee shall be appointed by the Rector by 20th October of the given year from among students delegated by the competent body of the Student Self-Government and employees of the University. Students shall constitute the majority of the Committee. The Committee shall be appointed for an academic year. The Committee shall make decisions by a simple majority of votes with at least half of its members present.
6. The benefits shall be paid by transfer to the bank account indicated by the student in USOSweb.

## § 9

1. The Evaluation Team shall be appointed by the Dean by 15th October of a given year.
2. The Evaluation Team shall include:
	1. employee(s) of the Dean’s Office,
	2. representatives of the students of the faculty delegated by the Faculty Council of the Student Self-Government (not fewer than three persons), with students constituting the majority of the Team. The Team shall be appointed for an academic year. The Chair of the Evaluation Team shall be an employee of the Dean’s Office.
3. Decisions of the Evaluation Team shall be adopted by a simple majority of votes with at least half of the members present.
4. Persons indicated in Articles 24 and 25 of the Act of 14 June 1960 – Code of Administrative Procedure (Journal of Laws of 2024, item 572) shall be excluded from participation in the work of the committees and the Evaluation Team.

## § 10

1. An application for reconsideration of the case may be lodged against the Rector’s decision within 14 days from the date of delivery of the decision. A sample application form is attached as Appendix No. 7 to the Rules and Regulations.
2. The application shall be submitted to the relevant Dean’s Office.
3. Acting on behalf of the Rector, the Vice-Rector for Student Affairs shall consider applications for reconsideration of cases concerning the awarding of the benefits described in § 1.
4. If a student submits an application for reconsideration of the case, the Dean’s Office shall be obliged to immediately forward the application together with the documentation to the Centre for Student Affairs, Education and Admissions. The documentation shall include the decision which is the subject of the application for reconsideration, together with the complete set of documents on the basis of which the decision was issued, as well as the position of the Evaluation Team on the objections raised in the application.

SOCIAL SCHOLARSHIP

## § 11

1. A student in a difficult financial situation may receive the social scholarship by submitting an application together with the required documents, listed in Appendix No. 1 to the Rules and Regulations, to the Dean’s Office, after completing and registering the electronic form in the USOSweb system. The paper form of the application shall be the printout generated from USOSweb.
2. The monthly income per person in the student’s family entitling the student to apply for the social scholarship shall not exceed 45% of the minimum wage established as of 1st January of the year preceding the academic year for which the social scholarship is awarded, pursuant to the Act of 10 October 2002 on the Minimum Wage (Journal of Laws of 2020, item 2207).
3. When determining the monthly income per person in the family of a student applying for the social scholarship:
	1. the following incomes shall be taken into account:
		1. the student,
		2. the student's spouse,
		3. the student’s parents, legal guardians, or factual guardians,
		4. children dependent on the persons referred to in letters a–c: minor children, children in education up to the age of 26, and if the 26th birthday falls in the final year of studies – until their completion, as well as children with disabilities regardless of age.
	2. the following incomes shall not be taken into account:
		1. the benefits referred to in Article 86 subsection 1, Article 359 subsection 1 and Article 420 subsection 1 of the HEA,
		2. scholarships received by pupils, students and doctoral students under:
			* European Union structural funds,
			* non-repayable funds provided by the Member States of the European Free Trade Association (EFTA),
			* international agreements or implementing programmes related to such agreements, or international scholarship programmes,
		3. material assistance benefits for pupils received pursuant to the Act on the Education System,
		4. social-type scholarships awarded by other entities referred to in Article 21 subsection 1 paragraph 40b of the Act of 26 July 1991 on Personal Income Tax.
4. A student who does not share a household with any parent, legal guardian or factual guardian may apply for the social scholarship without declaring the income of such persons and their dependent children (minor children, children in education up to the age of 26, and if the 26th birthday falls in the final year of studies – until their completion, as well as children with disabilities regardless of age), if the student meets one of the following conditions:
	1. has reached the age of 26,
	2. is married,
	3. supports children referred to in subsection 3 paragraph 1 letter d,
	4. has reached the age of majority while in foster care,
	5. has a permanent source of income and their average monthly income in the previous tax year and in the current year in the months preceding the month of submitting the statement referred to in subsection 5 is equal to or higher than 40% of the minimum wage established as of 1 January of the year preceding the academic year for which the social scholarship is awarded, pursuant to the Act of 10 October 2002 on the Minimum Wage.
5. A student referred to in subsection 4 shall submit a statement declaring that they do not share a household with any parent, legal guardian or factual guardian (Appendix No. 4 to the Rules and Regulations).

## § 12

1. A student applying for the social scholarship shall be required to document their difficult financial situation.
2. When assessing the financial situation of the student and the student’s family, the maintenance obligation of the parents (legal guardians) towards their children shall be taken into account.
3. The fact that a student resides independently outside the family home, without meeting the requirements set out in § 11 subsection 3, does not release the student’s parents from their maintenance obligation during the period of study. Nor shall it constitute grounds for recognising such a student’s income as zero.
4. The Rector, or a Dean or Vice-Dean authorised by the Rector, the Scholarship Committee or the Scholarship Appeals Committee shall refuse to award the social scholarship to a student whose monthly income per person in the family does not exceed the amount specified in Article 8 subsection 1 paragraph 2 of the Act of 12 March 2004 on Social Assistance, if the application for the social scholarship is not accompanied by a certificate issued by a social welfare centre or a social services centre confirming that, in the year in which the application is submitted, the student or the student’s family members have received social assistance benefits.
5. If the student referred to in subsection 4, or their family members, do not receive social assistance benefits, the Rector may award the social scholarship to that student if the sources of the family’s maintenance are documented.
6. The applicant shall submit a statement on the reason for not attaching the certificate referred to in subsection 4, together with documents confirming the sources of the family’s maintenance (Appendix No. 8 to the Rules and Regulations).

## § 13

METHOD OF CALCULATING INCOME

1. The income of the student’s family shall mean the total income of the student’s family members.
2. The income of a family member of the student shall mean the average monthly income earned in the calendar year preceding the academic year for which material assistance benefits are to be awarded, subject to § 14 and 15.
3. In order to calculate the average monthly income per person in the student’s family, the average monthly incomes earned by the student and the student’s family members (including siblings in education who have reached the age of 18) in the calendar year preceding the academic year for which the scholarship is to be awarded shall be added together, and the resulting amount shall then be divided by the number of members of the student’s family.
4. For persons who have submitted a certificate from the tax office, annual income shall be determined by deducting from revenue:
	1. tax-deductible costs,
	2. personal income tax due,
	3. social insurance contributions not included in tax-deductible costs,
	4. health insurance contributions.
5. For persons who have submitted a certificate of lump-sum income tax, annual income shall be determined on the basis of the announcement of the Minister of Family, Labour and Social Policy, published in the Official Gazette of the Republic of Poland 'Monitor Polski' by 1st August each year.
6. When determining income from agricultural holdings, it shall be assumed that 1 conversion hectare yields monthly income in the amount of 1/12 of the income announced annually by the President of the Central Statistical Office, pursuant to [Article 18](https://sip.lex.pl/%23/document/16791718?unitId=art(18)&cm=DOCUMENT) of the Act of 15 November 1984 on Agricultural Tax (Journal of Laws of 2020, item 333). If a student or a member of the student’s family earns income from an agricultural holding and non-agricultural sources, such incomes shall be added together. An agricultural holding shall mean an area of land referred to in Article 1 of the Act on Agricultural Tax, with a total area exceeding 1 hectare or 1 conversion hectare, owned or possessed by a natural person, legal person or organisational unit, including a partnership without legal personality.
7. When determining family income earned from an agricultural holding, the area of the holding forming the basis for the agricultural tax assessment shall include land leased out, except for:
	1. part or all of the family’s agricultural holding leased on the basis of a lease agreement concluded pursuant to the provisions on social insurance for farmers;
	2. an agricultural holding contributed for use by an agricultural production cooperative;
	3. an agricultural holding leased in connection with receipt of a pension specified in the [provisions](http://www.lex.pb.edu.pl/lex/index.rpc%23hiperlinkDocsList.rpc?hiperlink=type%3Dmerytoryczny%3Anro%3DPowszechny.514585%3Apart%3Da5u8(a)p3%3Anr%3D3&full=1%23hiperlinkDocsList.rpc%3Fhiperlink%3Dtype%3Dmerytoryczny%3Anro%3DPowszechny.514585%3Apart%3Da5u8(a)p3%3Anr%3D3&full=1) on support for rural development from funds of the Guarantee Section of the European Agricultural Guidance and Guarantee Fund, as well as in the [provisions](http://www.lex.pb.edu.pl/lex/index.rpc%23hiperlinkDocsList.rpc?hiperlink=type%3Dmerytoryczny%3Anro%3DPowszechny.514585%3Apart%3Da5u8(a)p3%3Anr%3D4&full=1%23hiperlinkDocsList.rpc%3Fhiperlink%3Dtype%3Dmerytoryczny%3Anro%3DPowszechny.514585%3Apart%3Da5u8(a)p3%3Anr%3D4&full=1) on support for rural development from funds of the European Agricultural Fund for Rural Development;
8. When determining family income earned by a lessee of an agricultural holding leased under the principles referred to in subsection 7, the income earned from the agricultural holding shall be reduced by the rent paid for the lease.
9. When determining family income earned from an agricultural holding leased from the National Support Centre for Agriculture, the income earned from the agricultural holding shall be reduced by the rent paid for the lease.
10. The income of the student’s family shall not include income not subject to personal income tax or lump-sum income tax on certain revenues earned by natural persons, which are not listed in the catalogue of incomes specified in Appendix No. 1 to the Rules and Regulations, such as: certain family benefits (i.e. family allowance, supplements to family allowance, care benefits, including nursing allowance and care allowance, the 800+ benefit), social assistance benefits (i.e. permanent, temporary, targeted allowances, etc.), direct payments for farmers under the Common Agricultural Policy of the European Union.

## § 14

LOSS OF INCOME

1. In the case of loss of income by a student or a member of the student’s family in the calendar year preceding the academic year in which the student applies for the social scholarship or after that year, when determining the income of the student or a member of their family, the lost income shall not be taken into account.
2. Loss of income shall be understood exclusively as loss of income resulting from the following circumstances:
	1. obtaining the right to parental leave,
	2. loss of unemployment benefit or unemployment scholarship,
	3. loss of employment or other gainful work,
	4. loss of pre-retirement allowance or pre-retirement benefit, teachers’ compensatory benefit, as well as retirement pension, disability pension, survivor’s pension, social pension, parental supplementary benefit referred to in the Act of 31 January 2019 on Parental Supplementary Benefit (Journal of Laws of 2022, item 1051), or a monetary benefit granted under the rules set out in the Act of 8 February 2023 on Monetary Benefit for Family Members of Officers or Professional Soldiers whose death occurred in connection with service or when undertaking, outside of service, actions to save human life or health or property (Journal of Laws, item 658),
	5. deletion from the register of non-agricultural economic activity or suspension of its performance within the meaning of Article 16b of the Act of 20 December 1990 on Farmers’ Social Insurance (Journal of Laws of 2022, items 933, 1155 and 2140) or Article 36aa subsection 1 of the Act of 13 October 1998 on the Social Insurance System (Journal of Laws of 2022, item 1009, as amended),
	6. loss of sickness allowance, rehabilitation benefit or maternity allowance due after the loss of employment or other gainful work,
	7. loss of adjudicated maintenance payments due to the death of the person obliged to provide such payments or loss of monetary benefits paid in the event of ineffective enforcement of maintenance payments due to the death of the person obliged to provide such payments,
	8. loss of parental benefit,
	9. loss of maternity allowance referred to in the provisions on farmers’ social insurance,
	10. loss of doctoral scholarship referred to in Article 209 subsections 1 and 7 of the Act of 20 July 2018 – HEA.
3. The provisions on loss and gain of income shall not apply to income from employment or other gainful work and income from deletion from the register or commencement of non-agricultural economic activity, if a family member, a dependent student or a child under the care of a legal guardian lost income from these titles and, within three months from the date of loss of income, obtained income from the same employer or principal, or ordering party, or again commenced non-agricultural economic activity. Lost income shall be documented by a document specifying the date of loss of income, the monthly amount of the lost income, and the type of income lost (e.g. PIT 11 form – Polish annual tax information).

## §15

GAIN OF INCOME

1. Gain of income shall be understood exclusively as income obtained as a result of the following circumstances:
	1. completion of parental leave,
	2. receipt of unemployment benefit or unemployment scholarship,
	3. commencement of employment or other gainful work,
	4. receipt of pre-retirement allowance or pre-retirement benefit, teachers’ compensatory benefit, as well as retirement pension, disability pension, survivor’s pension, social pension, parental supplementary benefit referred to in the Act of 31 January 2019 on Parental Supplementary Benefit, or a monetary benefit granted under the rules set out in the Act of 8 February 2023 on Monetary Benefit for Family Members of Officers or Professional Soldiers whose death occurred in connection with service or when undertaking, outside of service, actions to save human life or health or property,
	5. commencement of non-agricultural economic activity or resumption of such activity after suspension within the meaning of Article 16b of the Act of 20 December 1990 on Farmers’ Social Insurance or Article 36aa subsection 1 of the Act of 13 October 1998 on the Social Insurance System,
	6. receipt of sickness allowance, rehabilitation benefit or maternity allowance due after the loss of employment or other gainful work,
	7. receipt of parental benefit,
	8. receipt of maternity allowance referred to in the provisions on farmers’ social insurance,
	9. receipt of a doctoral scholarship referred to in Article 209 subsections 1 and 7 of the Act of 20 July 2018 – HEA.
2. If income is obtained by a student or a member of the student’s family in the calendar year preceding the academic year, then when determining the income of the student or a member of their family, the income obtained in that year shall be divided by the number of months in which the income was earned, provided that this income is earned in the period for which the right to scholarship benefits is determined.
3. If income is obtained by a student or a member of the student’s family after the calendar year preceding the academic year in which the student applies for the social scholarship, the income of the student’s family shall be determined on the basis of the income of the student or a member of their family, increased by the amount of income earned in the month following the month in which the income was obtained, provided that this income is earned in the period for which the right to scholarship benefits is determined.
4. Income obtained shall be documented by a certificate issued by an authorised entity, specifying the amount and type of income obtained.

INCREASED SOCIAL SCHOLARSHIP

## § 16

1. In particularly justified cases, a student may be awarded the increased social scholarship, provided that they meet the conditions required to receive the social scholarship, in particular in the case of:
	* 1. orphanhood/semi-orphanhood of a student under the age of 25,
		2. attaining majority by a student who has been in foster care,
		3. residing in a Student Residence Hall or in a facility other than a Student Residence Hall, if daily commuting from the place of permanent residence to the University would make studying impossible or significantly difficult.
2. In the case of students of faculties located in Bialystok and Kleosin, the increased social scholarship shall be awarded to students residing permanently outside the city of Bialystok and the municipalities of Lapy, Suraz, Juchnowiec Koscielny, Turosn Koscielna, Choroszcz, Dobrzyniewo Koscielne, Wasilkow, Czarna Bialostocka, Suprasl and Zabludow, subject to subsection 1 paragraph 3.
3. The increased social scholarship shall be awarded upon the student’s application. The application must be submitted in paper form together with the required documentation, after completing and registering the electronic form in the USOSweb system. The paper form of the application shall be the printout generated from USOSweb.
4. The application referred to in subsection 3 shall be accompanied by a statement by the student confirming their residence in a Student Residence Hall or in a facility other than a Student Residence Hall. The template of the statement is set out in Appendix No. 2 to the Rules and Regulations.
5. The student shall be obliged to notify the University within 7 days from the occurrence of the event of ceasing to reside in a Student Residence Hall or in a facility other than a Student Residence Hall. In such a case, the student shall lose the right to the increased social scholarship.

SCHOLARSHIP FOR PERSONS WITH DISABILITIES

## § 17

1. The scholarship for persons with disabilities may be awarded to a student holding a disability certificate, a certificate of the degree of disability, or a certificate referred to in Article 5 and Article 62 of the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities.
2. This benefit shall be awarded upon the student’s application. The application must be submitted in paper form together with the required documentation, after completing and registering the electronic form in the USOSweb system. The paper form of the application shall be the printout generated from USOSweb. The student shall be obliged to attach to the application a valid certificate referred to in subsection 1.
3. The scholarship for persons with disabilities may be awarded during the academic year, after the disability has been certified. In such a case, the scholarship shall be awarded from the month following the month in which the documents were submitted, without the right to compensation of benefits.
4. If, during the academic year, the student’s disability certificate expires, the payment of the scholarship shall be suspended as of the first day of the following month. The scholarship may be paid retroactively for previous months if the student provides a valid certificate that constitutes a continuation of the previous one.
5. If the disability arises during studies or after obtaining a professional degree, the benefit referred to in § 1 subsection 1 paragraph 2 shall be due for an additional period of 12 semesters. The provisions of § 6 subsections 2 and 4 of the Rules and Regulations shall apply accordingly.

FINANCIAL AID

## § 18

1. Financial aid may be awarded to a student who has temporarily found themselves in a difficult life situation caused by:
2. the birth of a child,
3. the death or serious illness of a member of the student's immediate family,
4. a serious illness of the student,
5. natural disaster (e.g. fire, flood),
6. the occurrence of sudden random circumstances that may significantly worsen the life situation.
7. The financial aid may be awarded upon the student's application. The application for financial aid must be submitted in paper form together with the required documentation, after prior completion and registration of the electronic form in USOSweb, no later than 3 months from the date of the event entitling the student to receive the benefit. The paper form shall consist of a printout generated from USOSweb.
8. The student shall be obliged to attach the necessary documents confirming the situation presented in the application (e.g. documents from the Civil Registry Office, medical certificates, personalised invoices confirming expenses related to the event, other certificates from competent institutions and offices).
9. A student may receive financial aid no more than twice in an academic year.
10. Financial aid may not be awarded again on the basis of the same grounds.
11. During a period of restriction or suspension of the University’s functioning, financial aid shall be awarded by the Rector. The provisions of the Code of Administrative Procedure and § 18 subsection 4 shall not apply.

THE RECTOR’S SCHOLARSHIP

## § 19

1. The rector's scholarship shall be awarded upon the student's application. The application must be submitted in paper form together with the required documentation, after completing and registering the electronic form in the USOSweb system. The paper form of the application shall be the printout generated from USOSweb.
2. The Rector’s scholarship for students may be awarded to a student who, in the previous year of study, obtained outstanding academic results, scientific or artistic achievements, or sporting achievements in competitions at least at the national level, and who:
	1. has been registered for the next semester of studies without a credit deficit from the previous year of study,
	2. has fulfilled all the requirements set out in the study plan for each semester of the previous year of study.
3. The rector’s scholarship shall not be awarded to a student who:
	1. completed the year with a credit deficit,
	2. repeats a semester,
	3. was subject to a disciplinary penalty in the previous academic year,
	4. did not exercise the right specified in § 7 subsection 2 and did not submit an application while on leave.
4. Scientific, artistic and sporting achievements obtained by students representing another university or third-party entities and applying for the scholarship on that basis shall not be taken into account. This does not apply to first-year students of second-cycle studies who completed first-cycle studies at another university.
5. The rector’s scholarship shall be awarded by the Rector or by a Dean or Vice-Dean authorised by the Rector, or by the Scholarship Committee.
6. A student may apply for the rector’s scholarship no earlier than after completing the first year of studies, subject to subsection 7.
7. A first-year student of second-cycle studies, commenced within one year of completing first-cycle studies, may also apply for the rector’s scholarship, provided that in the final year of the first-cycle studies they met the conditions referred to in subsection 2. The student shall be obliged to attach to the application a certificate of the average grade obtained in the final year of the first-cycle studies, and if the final year lasted one semester, a certificate of the average grade obtained in the final semester. The certificate should be certified by an employee of the Dean’s Office of the university from which the student graduated. The obligation to attach the certificate does not apply to students undertaking second-cycle studies at the same faculty where they completed their first-cycle studies. In the case of graduates of other universities, the certificate should include information on the weighted average grade. If the weighted average grade was not applied at the given university, the arithmetic average may be used.
8. The rector’s scholarship may also be awarded to a student admitted to the first year of first-cycle studies or long-cycle Master’s degree studies in the year of passing the secondary school leaving examination (matura exam), who is:
9. a laureate of an international Olympiad, or a laureate or finalist of a central-level Olympiad referred to in the provisions on the education system,
10. a medallist of at least a national sports competition for the title of Champion of Poland in a given sport, as referred to in the provisions on sport.

## § 20

The rector’s scholarship for students may be awarded to up to 10% of the best students of a given year, study programme and mode of study, provided that the number of students receiving the scholarships in a given study programme does not exceed 10% of the number of students in that programme. Students referred to in § 19 subsection 8 shall not be included when determining the number of students receiving the rector’s scholarship referred to in the first sentence.

For the purpose of calculating the 10% of the best students, 100% of students shall be understood as the number of all students registered for a given year of study, study programme and mode of study as of 10th October in the case of awarding the scholarship in the winter semester, and as of 5th March in the case of awarding the scholarship in the summer semester. In the case of preparing the ranking list in the summer semester, 100% of students from which the 10% of the best students of the programme is calculated shall be determined as of 10th October if the scholarship is awarded for the entire academic year, and as of 5th March if the scholarship is awarded for one semester of studies.

If the number of students in a given study programme is fewer than ten, the Rector’s scholarship may be awarded to one student.

The best students of a given study programme shall be determined on the basis of a ranking list.

The ranking list shall be drawn up taking into account the number of points obtained by the student, which shall be calculated according to the following formula:

Number of points = A+1,25∑B+∑C+∑D

A – means the number of points for the student's grade point average,

B – means the number of points for scientific achievements,

C – means the number of points for sporting achievements,

D- means the number of points for artistic achievements.

|  |  |  |
| --- | --- | --- |
| A | Grade Point Average | Number of points |
|  | 1. A grade point average from 3.9 (inclusive) is converted according to the formula

A = GPA \* 60 – 200, calculated to two decimal places1. For a GPA below 3.9, the student receives 0 points.
2. The grade point average shall be understood as the weighted average.
 | max. 100 |
| B | Scientific achievements(Points in this category are cumulative**)**In case of difficulties in choosing between categories B and D, the rule shall apply that for competition work carried out as part of a study programme, points are awarded under category B, whereas in other cases they are awarded under category D. | Number of points |
| 1 | Publication of an article in a scientific journal included in the unified list of scientific journals announced by the minister responsible for higher education (works submitted to the BUT Library must specify the title of the publication, the list of authors and the name of the journal).\* | 100\* |
| 2 | Patents - Application for a patent, utility/industrial design based on the recommendation of the Director of the Technology Transfer Centre.\*\* | 100 – patent granted50 – patent application filed. |
| 3 | Active participation in research and development work (project, grant, commissioned work conducted at the University jointly with an employee). Based on a certificate from the project manager/coordinator including information on the scientific involvement of the student participating inresearch and development work. \*\*\* | 80 |
| 4 | Publication of a scientific article in a specialist or professional journal published by a research centre, a state institution or a university (works submitted to the BUT Library must specify the title of the publication, the list of authors and the name of the journal).\* | 80\* |
| 5 | Placing 1st-3rd in scientific competitions/ festivals/ olympiads at the international level (event name and achievement must be specified). | 100 – individual50 – team |
| 6 | Placing 4th-7th, receiving a distinction, or qualifying through elimination for the finals in international scientific competitions/festivals/olympiads (event name and achievement must be specified). | 80 – individual40 – team |
| 7 | Active participation in an international conference/ symposia/scientific sessions or a post-conference publication (paper, poster, multimediapresentation). | 80 |
| 8 | Active participation in national or regional conferences, symposia, scientific sessions (paper, poster, multimedia presentation) or a post-conference publication (event name, presentation topic, form and authors must be specified). | 70 |
| 9 | Placing 1st-3rd in national scientific competitions/ festivals/ olympiads (event name and achievement must be specified). | 70 – individual50 – team |
| 10 | Placing 4th-7th, receiving a distinction, orqualifying through elimination for the finals in national scientific competitions/festivals/olympiads (event name and achievement must be specified). | 50 – individual30 – team |
| 11 | Active participation (paper, poster, multimedia presentation, conducting and analysing research) in scientific activities carried out within a student scientific association. Based on information confirmed by the supervisor of the scientific association. \*\*\* | 20 |
| 12 | Active participation in the work of the Student Self-Government of a scientific nature. Based on information confirmed by the Vice-Rector for Student Affairs. | up to 10 |
| \* If more than one student co-authors a scientific article, the number of points awarded to the student is proportional to their contribution to the publication. If the degree of the student’s involvement is not indicated, the total number of points is divided by the number of co-authors from one research centre. Only BUT students are taken into account when dividing points. The achievement must be confirmed by a statement from the publication supervisor or another document confirming the information required to determine the points.\*\* The number of points awarded to the author must comply with the BUT Intellectual Property Centre results submission form.\*\*\* In the case of team work, the awarded points are divided proportionally among all students participating in the project.Points awarded shall be rounded to two decimal places.For points 5–10, the achievement must be confirmed by a diploma, certificate, or statement issued by the event organiser. |

|  |  |  |
| --- | --- | --- |
| C | Sporting achievements(Points in this category are cumulative up to max. 3 highest-scoring achievements taken into account) | Number of points |
| 1 | Participation in the Olympic/Paralympic Games, World Championships/World Championships for people with disabilities, Academic World Championships, European Championships/European Championships for people with disabilities, Academic European Championships, or the Universiade. | 100 |
| 2 | International master sports class | 100 |
| 3 | 1st place (individual or team) at the Polish Championships organised by Polish Sports Federations or at the Academic Championships of Poland in thegeneral classification or classification by type of universities. | 95 – individual90 – team |
| 4 | Master sports class | 95 |
| 5 | 2nd or 3rd place (individual or team) at the Polish Championships organised by Polish Sports Federations or at the Academic Championships of Poland in the general classification or classification by type of universities. | 85 – individual80 – team |
| 6 | First sports class | 85 |
| 7 | Scoring place (4th to 7th) (individual or team) at the Polish Championships organised by Polish Sports Federations or at the Academic Championships of Poland in the general classification or classification by type of universities. | 75 – individual70 – team |
| 8 | Second sports class | 75 |
| 9 | 1st, 2nd or 3rd place at the AZS Cups (Academic Polish Cups) | 65 |
| 10 | 1st place (individual or team) in the Podlasie Inter-University Academic League (for team sports, atleast 75% attendance in matches is required). | 50 – individual45 – team |
| 11 | 2nd place (individual or team) in the Podlasie Inter-University Academic League (for team sports, at least 75% attendance in matches is required). | 40 – individual35 – team |
| 12 | 3rd place (individual or team) in the Podlasie Inter-University Academic League (for team sports, at least 75% attendance in matches is required). | 30 – individual25 – team |
| 13 | Other sporting achievements not listed above. | up to 10 |
| Declared achievements must be confirmed by the Head of the Department of Physical Education and Sport (SWFiS) or an authorised person.If more than one classification exists for a sporting achievement, points are awarded for only one. |

|  |  |  |
| --- | --- | --- |
| D | Artistic achievements(Points in this category are cumulative up to max. 3 highest-scoring achievements taken into account) | Number of points |
| 1 | 1st to 3rd place, or a distinction, in international artistic competitions/festivals/olympiads organised by artistic, cultural institutions or organisations of established artistic prestige (museums, art galleries, NGOs). | 100 – individual50 – team |
| 2 | 1st to 3rd place, or a distinction, in national artistic competitions/festivals/olympiads organised by artistic, cultural institutions or organisations of established artistic prestige (museums, art galleries, NGOs). | 90 – individual45 – team |
| 3 | 1st to 3rd place, or a distinction, in regional artistic competitions/festivals/olympiads organised by artistic, cultural institutions or organisations of established artistic prestige (museums, art galleries, NGOs). | 80 – individual40 – team |
| 4 |  Participation in an international design or art exhibition | 70 – individual35 – team |
| 5 | Participation in a national design or art exhibition | 50 – individual25 – team |
| 6 | Publication of artistic works presented at festivals/ reviews/in the media circulation?/publications \* | 40 – individual30 – team |
| 7 | Active participation in the Choir of Bialystok University of Technology (in at least 3 concerts) | 30 |
| 8 |  An individual design or artistic exhibition at the university or city-level\*\* | 20 – individual |
| Declared achievements must be confirmed by the Director of the Institute of Art or an authorised person.One work can only be awarded points in one category of achievement listed above.All achievements must be confirmed by the curator/organiser of the exhibition, competition, or event. Medal-winning places must be confirmed additionally by a diploma. A medal-winning place is understood as an achievement awarded a prize/medal/distinction.\* Publication is understood as making the work public for the first time, e.g. painting a mural, publishing an art book, photo album, or mention of the work with an image in the media. Media circulation is understood as the press/radio/news portals and the websites of artistic and cultural institutions or institutions of established artistic prestige, such as museums, art galleries, or non-governmental organisations. Public presentation should have a specific date and place.\*\*Works created outside the curriculum, not included in courses, student scientific associations, or competitions for BUT students. |

1. At the request of the Faculty Student Self-Government body, the Dean may decide to prepare:
	* a joint ranking list for a given year covering different modes of study, if in a given year of a study programme and mode of study there are 20 or fewer students;
	* a separate ranking list for each specialisation carried out in a given year, study programme and mode of study;
	* separate ranking lists for a study programme with different profiles, in compliance with the principles referred to in subsections 1-3.
2. If 10% of the best students results in a non-integer number, mathematical rounding shall apply as follows: numbers below 0.5 shall be rounded down to the nearest integer, and numbers equal to or above 0.5 shall be rounded up to the nearest integer, provided that the number of students receiving scholarships in a given study programme may not exceed 10% of the number of students in that programme. If rounding up results in exceeding 10% of the number of students in that programme, rounding down to the nearest integer shall apply. Rounding down shall apply to that year of the study programme where the non-integer number is closest to an integer. If the number of students in a given study programme is fewer than ten, the rector’s scholarship may be awarded to one student. If rounding results in zero students in a given year, study programme and mode of study, a joint ranking list shall be prepared for the given mode of the study programme without division into years of study.
3. If, due to the same number of points, the number of eligible students qualifying for the scholarship exceeds 10% of the students of a given year, study programme and mode of study, that number shall be increased by the number of students who obtained the same number of points entitling them to receive the rector’s scholarship for students, provided that the number of students receiving scholarships in a given study programme may not exceed 10% of the number of students in that programme. If, due to the same number of points, the number of eligible students qualifying for the scholarship exceeds 10% of the students in that study programme, then, when determining the number of students entitled to the rector’s scholarship, students with the same number of points shall not be included.
4. The Dean’s Offices of individual faculties shall be obliged to prepare lists of grade point averages of 3.9 or higher, calculated to two decimal places, in order to allow students to verify their calculated grade point average. The list shall include, in addition to the grade point average, the student's album (register) number. The lists shall be prepared separately for each year, study programme and mode of study, and shall be published in the USOSweb system.
5. The grade point average shall be calculated from the previous year of study, subject to subsections 9 and 11, and when calculating the grade point average, all grades (including failing grades) obtained in subjects included in the study plans for the individual semesters of the previous year of study completed by the student shall be taken into account.
6. The ranking list, taking into account the points obtained by the student calculated according to the formula referred to in subsection 5, shall be prepared for all students of a given study programme who submitted an application for the rector’s scholarship.
7. Information on the number of students qualifying for the rector’s scholarship shall be forwarded to the Centre for Student Affairs, Education and Admissions.
8. First-year students of second-cycle studies may apply for the rector’s scholarship on the basis of achievements from the final year of their first-cycle studies, and if the final year of the first-cycle studies lasted one semester, on the basis of the final semester.

14. First-year students of second-cycle studies, where individual semesters are carried out in two academic years, shall apply for the rector’s scholarship twice, i.e. separately for the first and second semesters of the second-cycle studies, on the basis of achievements from the final year of the first-cycle studies, and if the final year of the first-cycle studies lasted one semester, on the basis of the final semester.

TERMINATION OF THE RIGHT TO BENEFITS

## § 21

The decision awarding the benefits referred to in §1 shall expire at the end of the month in the event of:

* + 1. obtaining a professional degree referred to in § 6 subsection 4,
		2. removal from the list of students in the study programme in which the scholarship was received,
		3. the expiry of the period referred to in § 6 subsections 2-3,
		4. suspension of student rights as a result of a final ruling of the disciplinary committee for students,
		5. a significant change in the conditions on the basis of which the benefit was awarded to the student.

STUDENT’S RESPONSIBILITY

## § 22

A student receiving a scholarship shall be obliged to immediately notify the Evaluation Team/Scholarship Committee of any change in family composition and of any loss or gain of income. In such a case, a new application for a scholarship must be submitted.

A student may be subject to disciplinary liability if:

1. they receive benefits on the basis of untrue statements or false documents,
2. they fail to inform the University of circumstances resulting in the loss of entitlement to benefits,
3. unduly received benefits from the scholarship fund shall be reimbursed.

STUDENT RESIDENCE HALLS

## § 23

1. A student may apply for accommodation in a Student Residence Hall.
2. A student may apply for accommodation of their spouse and child in a Student Residence Hall.
3. Detailed criteria for accommodation shall be set out in the Rules and Regulations of the Student Residence Halls of Bialystok University of Technology.

FINAL PROVISIONS

## § 24

1. In matters not regulated by these Rules and Regulations, the provisions of the Act – Law on Higher Education and Science shall apply.
2. The Rules and Regulations shall apply to benefits awarded from the academic year

2024/2025 onwards.

Rector

Assoc. Prof. Marta Kosior-Kazberuk, DSc, PhD

## Appendices to the Rules and Regulations:

* Appendix No. 1 – List of documents specifying the income of the student and their family members
* Appendix No. 2 – Student’s statement on residence
* Appendix No. 3 – Statement on income not subject to personal income tax
* Appendix No. 4 – Student's declaration of financial independence
* Appendix No. 5 – Statement on the amount of health insurance contributions
* Appendix No. 6 – Statement on criminal liability
* Appendix No. 7 – Template of the application for reconsideration of the case
* Appendix No. 8 – Statement on the financial and income situation of the applicant and the applicant's family

Appendix No. 1 to the Rules and Regulations of Benefits for BUT Students

List of documents specifying the income of the student and their family members

1. A student applying for a social scholarship shall be required to attach certificates or statements confirming the amount of the family’s income, including as appropriate:
	1. certificates issued by the head of the tax office for the student and the student’s adult family members on income in the calendar year preceding the academic year, subject to taxation under [Articles 27,](http://www.lex.pb.edu.pl/lex/index.rpc%23hiperlinkText.rpc?hiperlink=type%3Dtresc%3Anro%3DPowszechny.832179%3Apart%3Da27&full=1%23hiperlinkText.rpc%3Fhiperlink%3Dtype%3Dtresc%3Anro%3DPowszechny.832179%3Apart%3Da27&full=1) [30b,](http://www.lex.pb.edu.pl/lex/index.rpc%23hiperlinkText.rpc?hiperlink=type%3Dtresc%3Anro%3DPowszechny.832179%3Apart%3Da30(b)&full=1%23hiperlinkText.rpc%3Fhiperlink%3Dtype%3Dtresc%3Anro%3DPowszechny.832179%3Apart%3Da30(b)&full=1) [30c,](http://www.lex.pb.edu.pl/lex/index.rpc%23hiperlinkText.rpc?hiperlink=type%3Dtresc%3Anro%3DPowszechny.832179%3Apart%3Da30(c)&full=1%23hiperlinkText.rpc%3Fhiperlink%3Dtype%3Dtresc%3Anro%3DPowszechny.832179%3Apart%3Da30(c)&full=1) [30e](http://www.lex.pb.edu.pl/lex/index.rpc%23hiperlinkText.rpc?hiperlink=type%3Dtresc%3Anro%3DPowszechny.832179%3Apart%3Da30(e)&full=1%23hiperlinkText.rpc%3Fhiperlink%3Dtype%3Dtresc%3Anro%3DPowszechny.832179%3Apart%3Da30(e)&full=1) and 30f of the Act of 26 July 1991 on Personal Income Tax. Persons entitled to joint settlement may submit one certificate with a statement indicating whether the reported income was earned by one or both persons. In the case of a foreign student – a document confirming the above data from the competent authority of the state of which the student is a citizen,
	2. a certificate issued by the head of the tax office on income exempt from personal income tax pursuant to Article 21 subsection 1 paragraph 148 of the Act of 26 July 1991 on Personal Income Tax, reduced by social insurance contributions and health insurance contributions,
	3. a certificate issued by the head of the tax office on the amount of sums received pursuant to Article 27f subsections 8–10 of the Act of 26 July 1991 on Personal Income Tax,
	4. a certificate on the amount of income earned by a family member of the student if they earned income outside the Republic of Poland:
		1. in the calendar year from which income is determined – the income shall be converted on the basis of the average exchange rate announced by the President of the National Bank of Poland on the last working day of the calendar year from which the family income is used to determine entitlement to the scholarship,
		2. after the calendar year preceding the academic year – the income shall be converted on the basis of the average exchange rate announced on the last working day following the month in which the income was obtained,
	5. certificates issued by the head of the tax office for the student and the student’s adult family members who settled tax under the provisions on lump-sum income tax on certain revenues earned by natural persons, concerning income earned in the calendar year preceding the academic year,
	6. statements of the student and the student’s adult family members on income not subject to personal income tax earned in the calendar year preceding the academic year (Appendix No. 1.3),
	7. certificates or statements of the student and the student’s adult family members containing information on the amount of health insurance contributions in the calendar year preceding the academic year. Certificates or statements shall be submitted by all persons who submitted certificates of the head of the tax office referred to in point 1 (excluding certificates of zero income) (Appendix No. 1.5),
	8. a certificate from the competent municipal authority, a tax demand note on the size of the agricultural holding owned by the student or the student’s family members, expressed in conversion hectares of total area in the calendar year preceding the academic year in which the student applies for benefits. The certificate of the size of the agricultural holding shall also be accompanied by certificates from the head of the tax office on the amount of income (or lack thereof) of the student and their family members referred to in point 1,
	9. lease agreements if part or all of the agricultural holding owned by the student or the student’s family has been leased out, on the basis of an agreement concluded in accordance with the provisions on social insurance for farmers (a written agreement concluded for at least 10 years, registered in the land and building records, where the lessor is a farmer retiree or pensioner), or if the agricultural holding has been leased in connection with receipt of a pension specified in the provisions on support for rural development from funds of the Guarantee Section of the European Agricultural Guidance and Guarantee Fund,
	10. a document confirming the amount of rent paid for the lease,
	11. a lease agreement for an agricultural holding from the National Support Centre for Agriculture,
	12. a certificate from the Agricultural Social Insurance Fund for household members or farmers on receipt of sickness benefits in the year from which income is calculated,
	13. an agreement concluded in the form of a notarial deed in the case of an agricultural holding contributed for use by an agricultural production cooperative,
	14. a copy of an enforceable court judgment awarding maintenance to family members or non-family members, or a copy of the hearing protocol containing the content of a court settlement, or a copy of a court-approved settlement concluded before a mediator, or another enforceable title originating from or approved by a court, obliging to pay maintenance to family members or non-family members,
	15. transfers or bank statements documenting the amount of maintenance paid if family members are obliged by a court judgment, court settlement, or settlement concluded before a mediator or other enforceable title originating from or approved by a court to pay them to a person outside the family,
	16. if the entitled person did not receive maintenance or received it in an amount lower than determined in a court judgment, court settlement, settlement concluded before a mediator or other enforceable title originating from or approved by a court:
		1. a certificate from the authority conducting enforcement proceedings on the total or partial ineffectiveness of enforcement of maintenance, as well as the amount of enforced maintenance, or
		2. information from the competent court or institution on whether the entitled person undertook actions related to enforcement abroad or not, in particular due to lack of legal grounds or inability to indicate the residence of the debtor abroad, if the debtor resides abroad,
	17. a document specifying the date of loss of income as well as the monthly amount and type of lost income,
	18. a document specifying the date, amount and type of income obtained by the student or a family member of the student and the number of months in which the income was obtained – in the case of income obtained in the calendar year preceding the academic year,
	19. a document specifying the date, amount and type of income obtained by the student or a family member of the student for the month following the month in which the income was obtained – in the case of income obtained after the calendar year preceding the academic year.
2. A student applying for a social scholarship shall also be required to attach other certificates or statements, including as appropriate:
	1. a certificate of attendance at a school or higher education institution by siblings or children of the student aged 7–26,
	2. a short-form birth certificate or certificate of residence issued by the competent city authority for siblings or children of the student under 7 years of age, and siblings under 18 years of age not attending school,
	3. a disability certificate (degree of disability) for family members of the student over 18 years of age, provided that they are not studying and remain dependent on the student or the student’s family,
	4. a copy of the death certificate of the student's parent (s),
	5. a copy of a final court judgment granting divorce or separation,
	6. a full copy of the birth certificate of a child – in the case where the father is unknown,
	7. a copy of a final court judgment dismissing a claim for maintenance or a copy of a final court judgment declaring termination of the maintenance obligation,
	8. a copy of a final court judgment obliging one of the parents to bear the full costs of maintaining the child,
	9. a copy of a final court decision on adoption or a certificate from the family court or adoption centre on pending court proceedings concerning adoption of a child,
	10. a court decision appointing a legal guardian of a child, a court decision placing a child in foster care,
	11. a short-form copy of the student’s marriage certificate,
	12. a certificate from the competent authority on payment of benefits from the maintenance fund, specifying their amount,
	13. a decision or certificate from the competent social welfare centre on the amount and period of receipt of the parental benefit,
	14. a decision or certificate from the competent authority on the amount and period of receipt of the maternity allowance referred to in the provisions on farmers’ social insurance,
	15. a decision or certificate from the competent authority on the period and amount of the doctoral scholarship referred to in Article 209 subsections 1 and 7 of the Act of 20 July 2018 – HEA,
	16. a certificate from an institution providing full-time care. An institution providing full-time care shall mean a social welfare home, a youth educational centre, a juvenile shelter, a correctional facility, a remand centre, a prison, a military school or another school, provided that these institutions offer full board free of charge. When determining the family income of the student, persons placed in these institutions or in foster care shall not be included,
	17. a certificate from the competent police unit confirming that a family member of the student has been reported missing. When determining family income, the missing family member and their income shall not be included,
	18. other documents necessary to determine the financial situation of the student’s family, e.g. a certificate from the labour office confirming the status of an unemployed person, an employer’s certificate confirming the period of parental leave, a statement on criminal liability (Appendix No. 1.6),
	19. the student shall be obliged to submit documents drawn up in languages other than Polish together with translations made by a sworn translator.

Appendix No. 2 to the Rules and Regulations of Benefits for BUT Students

....................................................

(first name(s) and surname)

......................................................

(faculty)

.....................................................

(study programme, year of study)

....................................................

(permanent residence address)

………………………………………………..

(permanent residence address continued)

STUDENT'S STATEMENT ON RESIDENCE

Pursuant to § 16 subsection 4 of the Rules and Regulations on Benefits for Students of Bialystok University of Technology, I hereby declare that I reside in a Student Residence Hall or in a facility other than a Student Residence Hall and that daily commuting from my permanent place of residence to the University would make studying impossible or significantly difficult.

.................................................... ...............................................................

(place, date) (signature of the declarant)

Appendix No. 3 to the Rules and Regulations of Benefits for BUT Students

…….…..……….…..……….…………………………………...…………

name and surname of the family member submitting the statement

STATEMENT ON INCOME NOT SUBJECT TO PERSONAL INCOME TAX

Statement for Bialystok University of Technology on income not subject to personal income tax in the calendar year preceding the academic year, other than income subject to taxation under the provisions of Articles 27, 30b, 30c, 30e and 30F of the Personal Income Tax Act \*)

**I hereby declare that in the calendar year …….…..… I received income not subject to personal income tax \*) in the total amount of ..................... PLN ........ grosz**, from the following sources:

* from an agricultural holding in the amount of …………… PLN …….. grosz\*\*)  (area of agricultural land in conversion hectares: ………… ha)
* sickness benefits from the Agricultural Social Insurance Fund (KRUS) in the amount of …………… PLN …….. grosz
* maintenance payments / advance on maintenance payments / monetary benefits paid in the event of ineffective enforcement of maintenance payments\*\*\*) in the amount of …………… PLN …….. grosz
* income earned abroad in the amount of …………… PLN …….. grosz \*\*\*\*) (net – less income tax paid abroad: income tax in the amount of …….……..…, compulsory social insurance contributions in the amount of …………...… PLN, and compulsory health insurance contributions in the amount of …...……….. PLN)
* doctoral scholarship in the amount of …………… PLN …….. grosz
* unemployment benefits financed from the European Union or the Labour Fund in the amount of …………… PLN …….. grosz
* sums received under Article 27f subsections 8-10 of the Personal Income Tax Act\*) (*i.e. the refund of the unused child tax credit paid by the Tax Office)* in the amount of …………… PLN …….. grosz, amount paid by the Tax Office in the year: …………………
* parental benefit in the amount of …………… PLN …….. grosz
* income exempt from personal income tax under Article 21 subsection 1 point 148 of the Act of 26 July 1991 on Personal Income Tax (income from remuneration exempt from tax for persons under 26 years of age), reduced by social insurance contributions and health insurance contributions in the amount of …………… PLN …….. grosz
* other: ……………………………………………………………………………… in the amount of …………… PLN …….. grosz
* other: ……………………………………………………………………………… in the amount of …………… PLN …….. grosz

I hereby declare that I am aware of the criminal liability for making a false statement.

................................................             .........................................................................

 place, date,                 signature of the family member submitting the statement

\*) Act of 26 July 1991 on the personal income tax

\*\*) the average number of conversion hectares from the calendar year preceding the academic year multiplied by the amount of monthly income per 1 conversion hectare (announced by the President of the Central Statistical Office) multiplied by the number of months

\*\*\*) delete as appropriate

\*\*\*\*) the income must be converted from foreign currency into Polish zloty on the basis of the average exchange rate of foreign currencies announced by the President of the National Bank of Poland as at the last working day of the calendar year from which the family members’ income constitutes the basis for determining entitlement to the benefit

INSTRUCTION

Income not subject to personal income tax (Article (3) (1) (c) of the Act of 28 November 2003 on Family Benefits, taking into account Article 88 of the Act – Law on Higher Education and Science) includes:

* + 1. pensions specified in the [provisions](https://sip.lex.pl/%23/search-hypertext/17066846_art%283%29_4?pit=2020-09-11) on benefits for war invalids and military invalids and their families,
		2. pensions paid to persons repressed and their families, granted under the [provisions](https://sip.lex.pl/%23/search-hypertext/17066846_art%283%29_5?pit=2020-09-11) on benefits for war invalids and military invalids and their families,
		3. cash benefit, compensatory allowance and energy allowance specified in the [provisions](https://sip.lex.pl/%23/search-hypertext/17066846_art%283%29_6?pit=2020-09-11) on cash benefits and entitlements for substitute military service soldiers compulsorily employed in coal mines, quarries, uranium ore plants and construction battalions,
		4. combatant’s allowance, energy allowance and compensatory allowance specified in the [provisions](https://sip.lex.pl/%23/search-hypertext/17066846_art%283%29_7?pit=2020-09-11) on combatants and certain persons who are victims of war repression and the post-war period,
		5. ash benefit specified in the [provisions](https://sip.lex.pl/%23/search-hypertext/17066846_art%283%29_8?pit=2020-09-11) on cash benefits for persons deported to forced labour and placed in labour camps by the Third Reich of Germany or the Union of Soviet Socialist Republics,
		6. energy allowance, pensions and annuities received by persons who lost their sight as a result of warfare in 1939–1945 or the explosion of unexploded ordnance and remnants of that war,
		7. invalidity pensions due to war invalidity, benefits received by war victims and their families, accident pensions of persons whose invalidity arose from forced labour in the Third Reich of Germany in 1939–1945, received from abroad,
		8. sickness benefits specified in the [provisions](https://sip.lex.pl/%23/search-hypertext/17066846_art%283%29_9?pit=2020-09-11) on social insurance for farmers and in the [provisions](https://sip.lex.pl/%23/search-hypertext/17066846_art%283%29_10?pit=2020-09-11) on the social insurance system,
		9. non-repayable foreign aid received from governments of foreign states, international organisations or international financial institutions, originating from non-repayable aid granted under unilateral declarations or agreements concluded with those states, organisations or institutions by the Council of Ministers, the competent minister or government agencies, including in cases where the transfer of such funds is made through an entity authorised to distribute non-repayable foreign aid to the entities to which such aid is intended,
		10. remuneration from employment or scholarships for natural persons residing in the territory of the Republic of Poland, temporarily staying abroad – up to the amount corresponding to the equivalent of per diem allowances for business trips abroad for employees employed in state or local government budgetary units, as established on the basis of the [Labour Code](https://sip.lex.pl/%23/document/16789274?cm=DOCUMENT) of 26 June 1974 (Journal of Laws of 2025, items 277 as amended),
		11. cash benefits paid to police officers, soldiers, customs officers and employees of military units and police units deployed abroad for the purpose of participating in armed conflict or strengthening the forces of the state or allied states, peace missions, preventing acts of terrorism or their consequences, as well as cash benefits paid to soldiers, police officers, customs officers and employees acting as observers in peacekeeping missions of international organisations and multinational forces,
		12. cash benefits from service relationship received during candidate service by officers of the Police, State Fire Service, Border Guard, Government Protection Bureau and Prison Service, calculated for the period in which these persons received income,
		13. income of members of agricultural production cooperatives from membership in such cooperatives, less social insurance contributions,
		14. maintenance payments for children,
		15. doctoral scholarships awarded under [Article 209 subsections 1](https://sip.lex.pl/%23/document/18750400?unitId=art(209)ust(1)&cm=DOCUMENT) and [7](https://sip.lex.pl/%23/document/18750400?unitId=art(209)ust(7)&cm=DOCUMENT) of the Higher Education and Science Act of 20 July 2018, sports scholarships awarded under the Act of 25 June 2010 on sport (Journal of Laws of 2024, items 1488 as amended) and other scholarships of a social nature awarded to pupils or students, with the exception of:
		16. amounts of per diem allowances not subject to personal income tax, received by persons performing activities related to the fulfilment of social and civic duties,
		17. cash income received from the rental of guest rooms in residential buildings located in rural areas within an agricultural holding to persons on holiday and from the provision of meals to those persons,
		18. supplements for secret teaching specified in the Teachers’ Charter [Act](https://sip.lex.pl/%23/document/16790821?cm=DOCUMENT) of 26 January 1982 (Journal of Laws of 2024, item 986 as amended),
		19. income from economic activity conducted on the basis of a permit in a special economic zone as defined in the [provisions](https://sip.lex.pl/%23/search-hypertext/17066846_art%283%29_13?pit=2020-09-11) on special economic zones,
		20. cash equivalents for coal allowances specified in the [provisions](https://sip.lex.pl/%23/search-hypertext/17066846_art%283%29_14?pit=2020-09-11) on the commercialisation, restructuring and privatisation of the state-owned enterprise ‘Polish State Railways’,
		21. cash equivalents for the right to free coal specified in the provisions on restructuring hard coal mining in the years 2003–2006,
		22. benefits specified in the [provisions](https://sip.lex.pl/%23/search-hypertext/17066846_art%283%29_16?pit=2020-09-11) on the exercise of the mandate of a deputy and senator,
		23. income from an agricultural holding,
		24. income earned outside the Republic of Poland, reduced accordingly by the income tax and compulsory social and health insurance contributions paid abroad,
		25. pensions specified in the [provisions](https://sip.lex.pl/%23/search-hypertext/17066846_art%283%29_32?pit=2020-09-11) on support for rural development from funds from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund and in the [provisions](https://sip.lex.pl/%23/search-hypertext/17066846_art%283%29_34?pit=2020-09-11) on support for rural development with the participation of funds from the European Agricultural Fund for Rural Development,
		26. advance on maintenance payments specified in the provisions on proceedings against maintenance debtors and on advance on maintenance payments,
		27. cash benefits paid in the event of ineffective enforcement of maintenance payments,
		28. amounts received under [Article 27f subsections 8–10](https://sip.lex.pl/%23/document/16794311?unitId=art(27(f))ust(8)&cm=DOCUMENT) of the Act of 26 July 1991 on Personal Income Tax,
		29. cash benefit specified in the [Act](https://sip.lex.pl/%23/document/18196005?cm=DOCUMENT) of 20 March 2015 on anti-communist opposition activists and persons repressed for political reasons (Journal of Laws of 2024, items 906 as amended),
		30. parental benefit,
		31. maternity allowance referred to in the provisions on social insurance for farmers,
		32. unemployment scholarships financed from the European Union or the Labour Fund, regardless of the entity that pays them,
		33. income exempt from personal income tax under [Article 21 subsection 1 paragraph 148](https://sip.lex.pl/%23/document/16794311?unitId=art(21)ust(1)pkt(148)&cm=DOCUMENT) of the Act of 26 July 1991 on Personal Income Tax, reduced by social insurance contributions and health insurance contributions,
		34. income exempt from personal income tax under Article 21 (1)(152)(a, b, d), Article 21(1)(153)(a, b, d) and Article 21 (1)(154) of the Personal Income Tax Act of 26 July 1991 in respect of income from service relationship, employment relationship, outwork relationship, cooperative employment relationship, contracts of mandate referred to in Article 13(8) of the Personal Income Tax Act, maternity allowance referred to in the Act of 25 June 1999 on cash benefits from social insurance in case of sickness and maternity, reduced by social insurance contributions and health insurance contributions,
		35. income exempt from personal income tax under Article 21 (1)(152)(c), Article 21(1)(153)(c) and Article 21(1)(154) of the Personal Income Tax Act of 26 July 1991 from non-agricultural economic activity taxed under the rules set out in Articles 27 and 30c of that Act, reduced by social insurance contributions and health insurance contributions,
		36. income from non-agricultural economic activity taxed in the form of a lump sum on recorded revenues referred to in Article 21 (1) (152) (c), (153) (c) and (154) of the Act of 26 July 1991 on Personal Income Tax, on the basis of a statement concerning each family member.

Appendix No. 4 to the Rules and Regulations of Benefits for BUT Students

………………………………………………..

(name and surname of the student)

……………..…………………………………

 (student register/ID number)

……………….………………………………

study programme and year of study

Applicant's declaration of financial independence

Having been advised of my criminal liability for the offence defined in Article 286 § 1 of the Penal Code of 6 June 1997 (consolidated text: Journal of Laws of 2024, item 17, as amended) – ‘Whoever, with the intent of gaining a material benefit, causes another person to make an unfavourable disposal of their own or another’s property by misleading them or by taking advantage of their mistake or inability to properly understand the undertaken action, shall be subject to a penalty of imprisonment from 6 months to 8 years.’ – as well as of the disciplinary liability defined in Title VII, Chapters 2 and 3 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), hereinafter referred to as "the Act", I hereby declare that:

I do not share a household with any of my parents, legal or actual guardians, and I meet one of the conditions specified in Article 88, subsection 2 points 1–5\* of the Act, namely:

I have reached the age of 26,

I am married,

I support children referred to in Article 88, subsection 1 point 1 letter d of the Act – minor children, children in education up to the age of 26, and if the age of 26 falls in the final year of study, until graduation, as well as children with disabilities regardless of age,

I reached the age of majority while in foster care,

I have a permanent source of income ………………………………… (please specify) and my average monthly income in the previous tax year amounted to …………………………… PLN and in the current year, in the months preceding the month of submitting this statement, amounted to ……………………… PLN, which means that it is equal to or greater than 40% of the minimum wage set as of 1st January of the year preceding the academic year for which the social scholarship is awarded, pursuant to the Act of 10th October 2002 on Minimum Wage.

Białystok, date ……………… ….……….…………..…………..………

 legible signature of the student

Appendix No. 5 to the Rules and Regulations of Benefits for BUT Students

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…………………………………………………

(name and surname of the family member)

STATEMENT ON THE AMOUNT OF HEALTH INSURANCE CONTRIBUTIONS IN THE CALENDAR YEAR PRECEDING THE BENEFIT PERIOD

I hereby declare that in the calendar year .............. the amount of the health insurance contribution was ................ PLN ................ grosz.

I hereby declare that I am aware of the criminal liability for making a false statement.

……………….…………………………                  ………….…………………………………………………….

 (place, date)           (signature of the family member submitting the statement)

Appendix No. 6 to the Rules and Regulations of Benefits for BUT Students

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.………………………………………………. ………………………………..

(name and surname of the family member) (place, date)

STATEMENT

Having been advised of my criminal liability for making a false statement under Article 233 § 1 of the Penal Code – ‘Whoever, giving testimony intended to serve as evidence in judicial proceedings or in other proceedings conducted under a statute, gives false testimony or conceals the truth, shall be subject to a penalty of imprisonment from 6 months to 8 years’ – I hereby declare that:

 ……………….……………………………………………………………………………….………………………………………..

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I am aware of criminal liability for making a false statement.

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(legible signature of the person making the statement)

Appendix No. 7 to the Rules and Regulations of Benefits for BUT Students

………………………..………, on (date) ……………………………..

 (place and date)

………………………………….…………..

(name and surname)

………………………………….…………..

(faculty and study programme)

………………………………….………….

(year, cycle and mode of study)

student register/ID number………………………………….

telephone number*………………………………………*

Rector of Bialystok University of Technology/

Scholarship Appeals Committee \*

APPLICATION FOR RECONSIDERATION/APPEAL\*

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Yours faithfully

 …..………………………………………………

(legible signature of the applicant)

\*delete as appropriate in accordance with the instructions in the decision

Appendix No. 8 to the Rules and Regulations of Benefits for BUT Students

 ………………………..………, on (date) ……………………………..

 (place and date)

………………………………………………..

(name and surname of the student)

……………..…………………………………

(student register/ID number)

……………….………………………………

(study programme and year of study)

STATEMENT

I hereby declare that I have not attached a certificate from the Social Welfare Centre because neither I nor the members of my family make use of social welfare benefits, and the source of the family’s livelihood is:

……………………………………………………………………………………………………………………………………………………………..……………………………………………………………………………………………………………………………………………………………..……………………………………………………………………………………………………………………………………………………………..

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I attach the following documents confirming the sources of income of myself and my family:

1. ……………….…………………………………………………………………………..…………………………..

2. …………………………………………………………………………..……………………………………..….…

3. …………………………………………………………………………..…………………………………..……….

4. …………………………………………………………………………….……………..…………………..………

…………………………………………………

(legible signature of the applicant)

Social assistance benefits include, among others: permanent benefit, periodic benefit or benefit for becoming independent, as well as non-financial benefits such as residence and services in a social welfare home.

Social assistance benefits do not include family benefits, care allowance or the parental benefit (800+)