

Annex to Ordinance No. 104 of the Rector of the Warsaw University of Life Sciences of 26 October 2022 on the introduction of the Benefits Regulations for students and doctoral students of the Warsaw University of Life Sciences

Benefits Regulations

for students and doctoral students of the Warsaw University of Life Sciences

Warsaw 2022

INTRODUCTION

§ 1

1. Part A of these Regulations (§ 2 - § 40) governs the granting of a social scholarship, a scholarship for the disabled, allowances and the rector's scholarship **for students of the Warsaw University of Life Sciences**, and issues related to the criteria (conditions), the granting procedure, the period for these benefits are granted, restrictions on the possibility of granting benefits and their loss, the procedure for appointing and the composition of scholarship committees and the scholarship appeal committee, as well as the criteria and procedure for student accommodation.
2. Appendices 1-12 shall apply to granting benefits for students specified in these Regulations. Students should complete applications for benefits in the eHMS system and submit them to the dean's office or the Office for Student Affairs, or complete them in paper form, in accordance with these regulations.
3. The provisions of part A of these regulations governing the granting of a social scholarship, a scholarship for the disabled and student's allowance are the provisions applicable according to the granting of those benefits to doctoral studies participants who started their doctoral studies before the 2019/2020 academic year. The application applies in particular to: criteria entitling to apply for the above-mentioned scholarships (including income-related criteria) and the rules for determining and documenting income.
4. The provisions of part B of these regulations (§ 41 - § 50) constitute a separate regulation, applicable only to participants of doctoral studies who started their doctoral studies before the 2019/2020 academic year. Within part B of these regulations, issues are regulated separately; the procedure for granting benefits for doctoral students, the criteria (conditions) for awarding the rector's scholarship for the best doctoral students and the restrictions on the possibility of granting benefits and their loss, the procedure for appointing and the composition of the scholarship committee and the scholarship appeal committee awarding benefits for doctoral students, as well as the criteria and procedure for accommodating the above-mentioned participants of doctoral studies.
5. Annexes 13-22 and 2b shall apply to granting benefits to participants of doctoral studies referred to in sec. 3 and 4. Doctoral students should submit applications for benefits in paper form in accordance with these regulations.
6. The provisions of part C of these regulations (§ 51) regulate the accommodation of doctoral students from the doctoral school.
7. Students and doctoral students who are parties to the proceedings for the granting of benefits have access to information on the benefits granted and can actively participate in every stage of the proceedings, and before issuing a decision, they have an opportunity to comment on the collected evidence and materials as well as on the submitted requests. In connection with the above, the party, in person or acting through a proxy, has the possibility of inspecting the case files and making notes or copies of them. Moreover, the party may submit evidence in writing.

A. REGULATION REGARDING STUDENTS

I. General provisions

§ 2

1. The scholarship fund includes:
 - 1) funds for student benefits granted by the Minister of Education and Science,
 - 2) increases from other sources.
2. The resources of the scholarship fund not used in a given financial year remain in the fund for the following year.

§ 3

When granting financial assistance to SGGW students, the principles of equal access to benefits as well as transparency and impartiality of activities in the work of scholarship committees must be observed, while maintaining the protection of personal data.

§ 4

1. As part of the scholarship fund, the SGGW student may apply for benefits in the form of:
 - 1) social scholarship,
 - 2) scholarship for the person with disabilities,
 - 3) rector's scholarship,
 - 4) allowance.
2. A student may apply for accommodation in a university dormitory.
3. In addition to the benefits listed in sec. 1 student may also apply for a ministerial scholarship for significant achievements. Detailed criteria and procedure for granting the ministerial scholarship are regulated by the provisions.

§ 5

1. Students of first-cycle, second-cycle and uniform master's studies are eligible for the benefits referred to in § 4 sec. 1 and 3.
2. A student studying more than one area of study at the same time may receive a social grant, a scholarship for the person with disabilities, an allowance, a rector's scholarship and a minister's scholarship for significant achievements only in one area of study indicated by the student.
3. Any student with the following professional title:
 - 1) master's degree, master's degree in engineering or equivalent,
 - 2) bachelor's degree, engineer's degree or equivalent, if he recommences first-cycle studies,

are not eligible for a social scholarship, a scholarship for people with disabilities, an allowance, a rector's scholarship and a minister's scholarship for significant achievements.

4. The total period during which the student is entitled to benefits in the form of a social scholarship, a scholarship for people with disabilities, an allowance, the rector's scholarship and the minister's scholarship for significant achievements lasts 12 terms, regardless of whether they are collected by the student, with the proviso that within this period the benefits are granted in the following way:
 - 1) first-cycle studies – for no longer than 9 terms,
 - 2) second-cycle studies – for no longer than 7 terms.
5. The total period referred to in sec. 4, is longer by 2 terms in the case when the student has commenced uniform master's studies, the duration of which lasts 11 or 12 terms as specified in the provisions of law.
6. The period referred to in sec. 4 and 5, covers all terms started by the student during the studies referred to in sec. 1, including terms during the period of common leaves and leaves with the possibility of proceeding to the verification of the achieved learning outcomes specified in the given study program, with the exception of terms in subsequent first-cycle studies commenced or continued after obtaining the first professional title of bachelor, engineer or equivalent. In the case of studying in more than one area of study, any terms taken simultaneously are treated as one term.
7. If the disability occurred during studies or after obtaining a professional title, the scholarship for people with disabilities is granted for an additional period of 12 terms. The provisions of sec. 4 and 6 shall apply accordingly.
8. The provisions of sec. 1-7 shall apply accordingly to students who have studied or obtained professional titles abroad.
9. Applications for the benefits referred to in § 4 sec. 1 items 1), 2) should be submitted to the Faculty Dean's Office within 10 working days from the beginning of the term.
10. If the application for the benefits referred to in sec. 9 is submitted after the deadline for submitting applications, these benefits may be granted from the month following the submission of the application, with the proviso that if the application is submitted within 10 working days from the beginning of each month, the scholarship is also granted for the month in which the application was submitted.
11. The student should submit the application together with the required documentation in Polish. A true copy should be confirmed by an employee of the Dean's Office or an employee of the Office for Student Affairs. In the case of documents in a language other than Polish, the student should submit those documents together with their sworn translation.
12. If the submitted application is incomplete, pursuant to art. 64 § 2 of the Code of Administrative Procedure (Journal of Laws of 2021, item 735, as amended), the student is summoned to supplement the deficiencies within the time limit indicated in the summons, not shorter than 7 days, with the instruction that failure to remove these deficiencies will result in leaving the application without consideration. In justified cases, the student may submit a request to extend this period to 30 days.

13. In the event of failure to meet the deadlines referred to in sec. 12, the application along with the documentation and a notification that the application has been left without consideration is returned to the applicant without undue delay to the address indicated in the application.
14. If the application was supplemented after the expiry of the indicated period, however, before sending the applicant a notification that the application has been left without consideration, the application should be considered on the date of submission of the application.
15. The student may apply for the Rector's scholarship:
 - 1) for outstanding learning outcomes (grade average) at the Faculty Dean's Office no later than 7 working days from the date of publication of the ranking lists, subject to the provisions of item 4),
 - 2) for scientific, artistic or sports achievements in the Office for Student Affairs within 7 working days from the beginning of the term,
 - 3) for outstanding learning outcomes and scientific and/or artistic and/or sports achievements in the Office for Student Affairs within 7 working days from the beginning of the term,
 - 4) for outstanding learning outcomes; in the case of a student admitted to the first year of second-cycle studies who completed the first-cycle studies outside SGGW, the student should submit a certificate of grade average to the Faculty Dean's Office within 7 working days from the beginning of the term.
16. A student enrolled for the following academic year may submit an application for the benefit referred to in § 4 sec. 1 items 1)-3) before the beginning of the academic year, with the proviso that the application will be considered at the first meeting of the scholarship committee.
17. If the application for the rector's scholarship is submitted after the deadline, the student may receive the benefit if the application has been submitted before the funds allocated for the rector's scholarship have been distributed.
18. The application for the Minister's scholarship for significant achievements, together with attachments documenting the achievements, approved by the Vice-Dean, should be submitted by the student within 7 working days from the beginning of the academic year to the Office for Student Affairs, and then submitted to the Rector. The Rector shall submit the applications to the minister responsible for higher education by 25 October.

§ 6

1. The social scholarship is granted for one term.
2. The scholarship for people with disabilities and the Rector's scholarship are granted for an academic year or for a term, in case the education lasts one term, in accordance with the study program.
3. The scholarships referred to in sec. 1 and 2 are paid monthly, up to 5 months or up to 10 months respectively, subject to sec. 4.

4. The scholarship for people with disabilities is granted for the period of validity of the certificate confirming the disability, but not longer than for 10 months in a given academic year.
5. The allowance may be granted to a student no more than twice in a given academic year.

§ 7

1. A student may lose the right to receive benefits in the following cases:
 - 1) suspension of student rights,
 - 2) loss of student status in accordance with the SGGW Study Regulations,
 - 3) completion of studies before the date specified in the study plan,
 - 4) obtaining the professional title referred to in § 5 sec. 3 and 8,
 - 5) expiry of the deadline referred to in § 5 sec. 4, sec. 5 and sec. 7,
 - 6) changes in the circumstances determining the granting of the benefit.
2. Students are not entitled to benefits during the period for which they have obtained an extension of the deadline for submitting the diploma dissertation.
3. Students who repeat the year, term or classes that were the reason for conditional registration and students who returned from leave or recommenced their studies cannot receive the rector's scholarship.
4. Students on: dean's leave, sick leave or occasional leave, or leave for a period longer than one academic year, hereinafter referred to as leave, cannot apply for the benefits referred to in § 4 sec. 1 item 1), 2).
5. Students who are on leave during the academic year, do not receive the benefits referred to in § 4 sec. 1 item 1), 2) as of the month following the granting of the leave.
6. The Rector's scholarship, granted on the basis of meeting the criteria in the previous academic year, is paid to the student who is on leave in the given academic year, during that leave until the date specified in the decision granting the scholarship.
7. The payment of the Rector's scholarship to students who have been granted leave during the academic year is continued until the date specified in the decision granting the scholarship.
8. Students who continue their studying at other domestic or international universities (e.g. MOSTAR, Erasmus) may receive all benefits, provided that they meet the conditions necessary to receive those benefits.

§ 8

1. All benefits due to the Student who graduates before the date specified in the study plan are paid for the last time for the month in which they obtained the professional title.
2. All benefits are paid monthly from the date of granting the scholarship to the 5. day of each month, with the first payment being made by 31 December of a given year at the latest, with compensation for October and November, and the payment of the last benefit being made no later than 30 September.

3. The benefits are paid by bank transfer to the student's bank account in PLN.
4. The decision on granting the benefit referred to in § 4 sec. 1 expires on the last day of the month in which the student lost the right to the benefit due to obtaining the professional title referred to in § 5 sec. 3 and 8, was removed from the students' list of the study program connected to the benefit, or the period referred to in § 5 sec. 4, 5 and 7 of these regulations has expired.
5. A student applying for a social scholarship, a scholarship for people with disabilities or a rector's scholarship, or receiving such a benefit, shall immediately notify the University in writing of the occurrence of circumstances affecting the right to financial assistance, including in particular the loss of the right to benefit pursuant to § 5 sec. 3-8.

§ 9

1. The total monthly amount of the social scholarship and the rector's scholarship may not be higher than 38% of the professor's minimum base salary. In the event that the sum of the amounts of the social scholarship and the rector's scholarship exceeds the above-mentioned limit, the amount of the Rector's scholarship shall be reduced accordingly.
2. The Rector shall divide the scholarship fund into individual benefits for students and doctoral students in consultation with the competent bodies of the student's council and the doctoral students' council.
3. The division of the scholarship fund into individual benefits is documented by affixing a signature and date to the relevant document: Vice-Rector responsible for student affairs, Vice-Rector for Science, Head of the SGGW Students' Council and Head of the SGGW Doctoral Students' Council.
4. The Rector determines in consultation with the Student's Council:
 - 1) the amount of monthly income per capita in the student's family entitling him to apply for a social scholarship; the amount of monthly income may not be less than 1.30 of the amount specified in Art. 8 sec. 1 item 2) of the Act of 12 March 2004 on social assistance (Journal of Laws of 2021, item 2268, as amended), and more than 1.30 of the sum of the amounts specified in Art. 5 sec. 1 and art. 6 sec. 2 item 3) of the Act of 28 November 2003 on family benefits (Journal of Laws of 2022, item 615, as amended),
 - 2) income brackets and the amount of the social scholarship within these brackets,
 - 3) the amount of the social scholarship increase,
 - 4) the amount of the scholarship for people with disabilities, taking into account the degree of disability,
 - 5) the maximum amount of one-time allowance,
 - 6) the amount of the rector's scholarship,
 - 7) the period for which the benefits will be granted in a given academic year.
5. The amount of benefits referred to in sec. 4, is expressed in a specific amount of the above-mentioned benefits or in the method of determining it. These arrangements constitute Appendix No. 12 to these Regulations.

II. Scholarships for foreigners

§ 10

1. The following persons are eligible for the a social scholarship regulated in § 12 - § 16 hereof:
 - 1) a foreigner granted a permanent residence permit or a long-term resident of the European Union,
 - 2) a foreigner who was granted a temporary residence permit in connection with the circumstances referred to in art. 159 sec. 1 or art. 186 sec. 1 item 3 or 4 of the Act of 12 December 2013 on foreigners (Journal of Laws of 2021, item 2354, as amended);
 - 3) a foreigner with the refugee status granted in the Republic of Poland or under the temporary protection or subsidiary protection on the territory of the Republic of Poland,
 - 4) foreigner - holder of a certificate confirming the knowledge of Polish as a foreign language, referred to in art. 11a sec. 2 of the Act of 7 October 1999 on the Polish language (Journal of Laws of 2021, item 672, as amended), at least at the C1 language proficiency level,
 - 5) holder of the Pole's Card or a person who was issued an evidence confirming Polish origin,
 - 6) foreigner who is a spouse, ascendant or descendant of a citizen of the Republic of Poland, residing on the territory of the Republic of Poland,
 - 7) foreigner who was granted a temporary residence permit in connection with the circumstances referred to in art. 151 sec. 1 or art. 151b sec. 1 of the Act of 12 December 2013 on foreigners, or a foreigner residing on the territory of the Republic of Poland in connection with the use of short-term mobility of a researcher under the conditions set out in Art. 156b sec. 1 of this Act or a foreigner holding a national visa for the purpose of conducting scientific research or work.
2. The foreigner should attach the foreigner's declaration on meeting the criteria for receiving a social scholarship (Appendix 1b to these Regulations) to the application for a social scholarship (Appendix 1 to these Regulations).
3. Any foreigner not mentioned in sec. 1 items 1)-7) may not apply for the social scholarship referred to in § 12 - § 16 of these regulations.

§ 11

1. Foreigners may apply for other benefits referred to in § 4 sec. 1 items 2)-4) after meeting the conditions for granting them specified in these regulations.
2. A foreigner should submit the documents required in the proceeding for granting benefits referred to in § 4 sec. 1 items 1), 3) and 4) from the scholarship fund translated into Polish by a sworn translator.

III. Social Scholarship

§ 12

1. A social scholarship is granted to a student who is in a difficult financial situation. The student is obliged to document the family and income situation in accordance with the facts. The method of determining the income and documenting the application for a social scholarship constitutes Appendix 2 hereto.
2. The social scholarship is granted for a semester for up to 5 months. The total period of payment of the benefit in a given academic year is specified in Appendix 12 to the Regulations.
3. A student applying for a social scholarship for the first time in a given academic year should submit an application for a social scholarship, the template of which is attached as Appendix 1 to the Regulations.
4. A student who was registered for the summer term in a given academic year, and was granted a social scholarship in the winter term, whereas their family and income situation have not changed, should submit an application for a social scholarship for the summer term in accordance with the application template constituting Appendix 1d hereof, without the need to supplement the documentation, subject to sec. 5.
5. In the event of a change in the student's income or family situation referred to in sec. 4, affecting the amount of income, a student applying for a social scholarship in the summer term should submit a new application for a social scholarship according to the template set out in Appendix 1 to the Regulations, together with the relevant documents.
6. A first-year student of second-cycle studies who started his studies in the summer term in a given academic year should submit a new application for a social scholarship, according to the template set out in Appendix 1 to the Regulations together with a set of documents, which may be copies of documents attached to the application for the last year of first-cycle studies in the winter term, certified by an employee of the Dean's Office.

§ 13

1. The student is entitled to a social scholarship if the monthly net income per capita in the student's family does not exceed the amount set by the Rector in consultation with the University Student's Council and the Doctoral Students' Council for a given academic year. The income of all members of the student's family from the tax year preceding the academic year for which the benefit is to be granted shall be used as the basis for calculating this income, whereby:
 - 1) in the case of obtaining income by a student's family member in the calendar year preceding the academic year in which the scholarship is to be granted, when determining the family member's income, the income earned in that year should be

divided by the number of months in which that income was earned, if the income is earned during the period for which the right to the scholarship is established;

- 2) in the event of a loss of income by a family member in the calendar year preceding the academic year or after that year, the lost income is not taken into account when determining the family member's income;
 - 3) if a student's family member gets income after the calendar year preceding the academic year in which the scholarship is to be awarded, that income, i.e. the average monthly income achieved in the calendar year preceding the academic year, is increased by the amount of income earned for the month following the month, in which the income was earned by a family member, if that income is earned in the period for which the right to the scholarship is established;
 - 4) the provisions on loss and gain of income indicated in the Act on family benefits do not apply to income from employment or other gainful work and income from deregistration or starting non-agricultural business activity if a family member has lost income for these reasons and within 3 months from the date of loss of income, obtained income from the same employer or principal, or ordering party, or started non-agricultural business again.
2. When calculating the net income in the student's family, the following are taken into account after deducting the amounts of maintenance provided to other people:
- 1) income subject to taxation on the principles set out in art. 27, 30b, 30c, 30e and 30f of the Act of 26 July 1991 on personal income tax (Journal of Laws of 2021, item 1128, as amended), reduced by tax deductible costs, personal income tax due, social security contributions not classified as tax deductible costs and health insurance contributions,
 - 2) in the case of determining income from activities subject to taxation on the basis of the provisions on flat-rate income tax, from certain income earned by natural persons in the calendar year preceding the academic year in which the scholarship is to be granted, the monthly income in the amount of 1/12 of the annual income is assumed, by announcement by the minister responsible for family affairs in the Official Journal of the Republic of Poland "Monitor Polski" by 1 August of each year.
 - 3) other income not subject to taxation under the provisions on personal income tax.
3. In the case of obtaining income from a farm and non-agricultural income, these incomes are added up.

§ 14

1. When determining the amount of monthly income per capita in the student's family entitling to apply for a social scholarship, the following is taken into account:
- 1) student's income;
 - 2) student's spouse income;
 - 3) parents, legal guardians' income,

- 4) dependent on persons referred to in points 1)-3), minor children, children enrolled in education up to the age of 26, and if the age of 26 falls in the last year of studies, until graduation, and children with disabilities, regardless of age.

When determining the student's financial situation, persons other than those listed in points 1)-4) are not taken into account, even if they live together with the student (e.g. the student's grandmother or grandfather, parents-in-law, the parent of the student's child, the spouses of the student's parent).

2. The monthly amount of income per capita in the student's family entitling to apply for a social scholarship is determined on the principles set out in the Act of 28 November 2003 on family benefits (Journal of Laws of 2022, item 615, as amended) taking into account sec. 1, and with the proviso that the following are not included in the income:

- 1) benefits referred to in Art. 86 sec. 1, art. 359 sec. 1 and art. 420 sec. 1 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2022, item 574, as amended);
- 2) scholarships received by learners, students and doctoral students within:
 - a) European Union structural funds,
 - b) non-refundable funds provided by the Member States of the European Free Trade Association (EFTA),
 - c) international agreements or executive programs prepared for these agreements, or international scholarship programs;
- 3) financial assistance benefits for students received on the basis of the Act of 7 September 1991 on the education system (Journal of Laws of 2021, item 1915, as amended),
- 4) scholarships of a social nature granted by the entities referred to in Art. 21 sec. 1 item 40b of the Act of 26 July 1991 on personal income tax (Journal of Laws of 2021, item 1128, as amended).

3. A student who does not share a household with any of the parents, legal guardians and confirms this fact in the submitted statement (Appendix 1c hereto), may apply for a social scholarship without showing the income earned by the persons referred to in sec. 1 item 3) and their dependent minor children, children receiving education up to the age of 26, and if the age of 26 falls in the last year of studies, until graduation, and children with disabilities, regardless of age, if they meet one of the following conditions:

- a) is over 26 years old,
- b) is married,
- c) has dependent children referred to in sec. 1 item 4),
- d) reached adulthood in foster care.
- e) has a permanent source of income and its average monthly income in the previous tax year and in the current year in the months preceding the month of submitting the declaration referred to above is higher than or equal to 1.15 of the sum of the amounts specified in Art. 5 sec. 1 and art. 6 sec. 2 item 3) of the Act of 28 November 2003 on family benefits.

§ 15

1. In particularly justified cases, a student may receive an increased social scholarship.
2. The particularly justified cases are, as follows:
 - 1) orphan hood, regardless of whether one or both parents are dead,
 - 2) disability of the immediate family member referred to in § 14 sec. 1 item 2-4 of the Regulations, regardless of the number family members with disability,
 - 3) other circumstances,

with the proviso that the student may not apply for an increased social scholarship after receiving an allowance on this account.

3. A student may apply for an increased social scholarship for more than one reason, referred to in sec. 2, provided that the benefit granted may not exceed the amount set out in Appendix 12.
4. When submitting an application for a social scholarship (Appendix 1 to these Regulations), the student should prove the state of being an orphan by attaching the death certificate of the parent or parents and the student's birth certificate to the application for a social scholarship in an increased amount (Appendix 1a to these Regulations).
5. A student submitting an application for a social scholarship (Appendix 1 to these Regulations) should prove the disability of a family member by attaching the decision of disability of that family member indicated in § 17 sec. 3 to the application for a social scholarship in an increased amount (Appendix 1a to these Regulations).
6. In other particularly justified cases, the student attaches an application for a social scholarship in an increased amount (Appendix 1a to these regulations) with documents confirming the circumstances, to the application for a social scholarship (Appendix 1 to these regulations), on the basis of which a social scholarship in an increased amount may be granted.
7. Students who were registered for the summer term in a given academic year and were given a social scholarship in an increased amount in the winter term and their situation documented in the application, when applying for the above-mentioned benefit in the winter term, has not changed, may submit an application for a social scholarship in an increased amount for the summer term in accordance with the application template attached as Appendix 1d to the Regulations, without the need to supplement the documentation, subject to sec. 8.
8. In the event of any changes in the student's situation affecting the granting of a social scholarship in an increased amount, the student applying for a social scholarship in an increased amount for the summer term should submit a new application for a social scholarship in an increased amount according to the template set out in Appendices 1 and 1a to Regulations along with documents.

§ 16

1. A detailed list of documentation applicable when applying for a social scholarship and the rules for calculating the student's family income can be found in Appendix 2 to these Regulations.

2. The Rector or Vice-Dean, or the Faculty Scholarship Committee or Scholarship Appeal Committee refuses to grant a social scholarship to a student whose monthly income per capita in the family does not exceed the amount specified in Art. 8 sec. 1 item 2) of the Act of 12 March 2004 on social assistance (Journal of Laws of 2021, item 2268), if the application for a social scholarship has not been accompanied by a certificate from a social welfare centre, or information about the student's and family's income and financial situation - in the case of transformation of a social assistance centre into a social services centre pursuant to the Act of 19 July 2019 on the provision of social services by a social service centre (Journal of Laws of 2019, item 1818).
3. The Rector or Vice-Dean, or the Faculty Scholarship Committee or Scholarship Appeal Committee may grant a social scholarship to a student in the case referred to in sec. 2, if the reasons for not attaching a certificate from a social welfare centre and in the case of transformation of a social assistance centre into a social services centre pursuant to the Act of 19 July 2019 on the provision of social services by a social service centre (Journal of Laws of 2019, item 1818), to the application for a social scholarship regarding the income and financial situation of the student and the student's family were justified and the student documented the sources of income for the family.
4. The certificate referred to in sec. 2 must be valid on the day of submitting the application for the social scholarship, which means that the certificate cannot be issued with a date later than three months before the date of submitting the application for the social scholarship.
5. The provisions of sec. 2-4 shall also apply to foreigners entitled to apply for a social scholarship.
6. In the event of a change in the financial situation, the student receiving the social scholarship shall immediately notify the head of the body granting the social scholarship about such changes (Appendix 9).

IV. Scholarship for persons with disabilities

§ 17

1. A scholarship for people with disabilities may be granted to a student who:
 - 1) has a certificate of disability,
 - 2) has a disability degree certificate,
 - 3) has a certificate referred to in art. 5 and Art. 62 of the Act of 27 August 1997 on vocational and social rehabilitation and employment of persons with disabilities (Journal of Laws of 2021, item 573, as amended),regardless of the student's financial situation.
2. The amount of the scholarship for people with disabilities depends on the degree of disability.
3. A student should attach a disability degree certificate or a certificate of disability treated by the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of Persons

with Disabilities (Journal of Laws of 2021, item 573, as amended) as equivalent to the application (Appendix 3 to these Regulations) for a scholarship for people with disabilities.

§ 18

1. If the validity of the disability degree certificate expires during the academic year, the scholarship for the person with disabilities ceases to be paid from the month following the date of expiry of the certificate.
2. A scholarship for people with disabilities may be granted during the academic year, after the disability has been diagnosed. The scholarship is then granted after submitting the required set of documents and issuing a decision in the above-mentioned case in accordance with § 4, without the possibility of compensation for previous months, except for prolongation of the certificate.
3. A scholarship for people with disabilities is granted for an academic year or for a term if the education - in accordance with the study program - lasts one term. The total period of payment of the scholarship in a given academic year is specified in Appendix 12 to the Regulations.

V. Rector's scholarship

§ 19

1. Rector's scholarship for a given academic year may be granted to a student who has achieved outstanding academic results in the previous year of study or has scientific or artistic achievements, or has sports achievements at least at the national level.
2. The Rector's scholarship may be granted to a student admitted to the first year of studies in the year of high school graduation, in case the student:
 - 1) is a laureate of an international school competition (*olimpiada*) or a laureate or finalist of a central degree school competition (*stopień centralny olimpiady*) referred to in the provisions on the education system,
 - 2) a medallist of at least a sports competition for the title of the Polish Champion in a given sport, referred to in the regulations on sport.
3. The Rector's Scholarship may be granted upon a documented student's application constituting Appendix 4 to these Regulations for students indicated in sec. 1, and Appendix 4a for students referred to in sec. 2.
4. The Rector's scholarship is granted for the academic year or for one term if education - in accordance with the study program - lasts one term. The total period of payment of the scholarship in a given academic year is specified in Appendix 12 to the Regulations.

§ 20

1. Rector's scholarship may be granted to a student who achieved outstanding results in learning, other scientific or artistic achievements, or sports achievements in competition at least at the national level in the previous year of study, and meets all the conditions:

- 1) has completed at least the first year of study,
- 2) by the end of the academic year, in accordance with the ordinance of the Rector of the Warsaw University of Life Sciences on the organization of the academic year preceding the academic year for which the scholarship is granted, has completed all modules specified in the study program of a given field of study for a given year, and obtained the number of ECTS credits specified in the program for a given period of study, required to complete a year of study, subject to § 7 sec.2,
- 3) is registered for the next year of study, including in the IT system in force at the Warsaw University of Life Sciences, in which information related to the course of studies is recorded and stored in electronic form

or a student referred to in sec. 2 or sec. 3.

2. The Rector's scholarship is granted if a student admitted to the first year of studies in the year of the high school graduation, submits an appropriate application (Appendix 4a to these Regulations), and is:
 - 1) a laureate of an international school competition (*olimpiada*) or a laureate or finalist of a central degree school competition (*stopień centralny olimpiady*) referred to in the provisions on the education system,
 - 2) a medallist of at least a sports competition for the title of the Polish Champion in a given sport, referred to in the regulations on sport.
3. A student of the first year of second-cycle studies may apply for the Rector's scholarship for outstanding learning results, scientific or artistic achievements, or sports achievements at least at the national level obtained during the last year of first-cycle studies in the area of study which was the basis for admission to second-cycle studies, if it concerns achievements obtained in the current academic year in the case of a student commencing studies in the summer term or the previous academic year in the case of a student commencing studies in the winter term, subject to § 7 item 3.
4. A first-year second-cycle student commencing studies in the summer term may apply for the Rector's scholarship for outstanding learning, scientific or artistic achievements, or sports achievements at least at the national level, in a given academic year, if the achievements were obtained during the first term of second-cycle studies in the previous academic year.
5. Obtaining a grade point average of 4.0 or higher in all subjects covered by the study program is considered to be outstanding academic performance.
6. Scientific achievements cover any participation in local, regional, national and international scientific conferences, awards and distinctions obtained at those events and scientific publications in a scientific journal included in the current list of scientific journals and reviewed materials from international conferences of the Ministry of Education and Science or in a reviewed monograph from the list of scientific monographs published by publishing houses indicated by the Ministry of Education and Science.
7. Artistic achievements include any participation in national and international artistic competitions as well as awards and distinctions obtained in those competitions.

8. Sports achievements include:

- 1) getting first to thirty-sixth place at the Olympic Games, World Championships, World Academic Championships, European Championships, European Academic Championships, Universiade, World Cup, European Games, World Games, European Universities Games, and being appointed to the Polish National Team,
- 2) getting first to sixteenth place at the Polish Championships, Polish Academic Championships (general classification), Polish Cup (general classification), playing in the national league at the highest level division of a given discipline,
- 3) getting first to eighth place at the Polish Academic Championships (by type of university), Polish Academic Cup, AZS Polish Championships, playing in the national league at the second level division of a given discipline,

or competitions for people with disabilities, considering sports disciplines in which Polish sports associations are active, as referred to in the Act of 25 June 2010 on sports (Journal of Laws of 2022, item 1599, as amended).

9. Scientific, artistic or sports achievements taken into account when granting the Rector's scholarship, and the number of scholarship points allocated for a specific achievement and for the position on the ranking list of average grades from the previous year of study are set out in Appendix 5 to these Regulations.

10. When considering the application for the rector's scholarship for sports achievements, the student may receive scholarship points for one highest-ranking individual or team sports score. A team score may be taken into account when an individual score has been taken into account in determining the team placement and classification.

11. When applying for the rector's scholarship the student is obliged to present all achievements entitled them to the scholarship, otherwise it will not be possible to add any achievements at subsequent stages of the application's examination.

12. When applying for the rector's scholarship the student is obliged to verify the records regarding the terms' completion in the IT system (in the virtual dean's office) and to report and explain any inaccuracies in the relevant dean's office before submitting the application.

§ 21

1. The Rector's scholarship may be granted to no more than 10% of students in a given field of study. The field of study covers all years, forms and levels of study. If the number of students is less than 10, the Rector's scholarship may be granted to one student. The number of 10% of students entitled to the Rector's scholarship does not include the students referred to in § 20 sec. 2.
2. The number of students of the given field of study who may be granted the Rector's scholarship is determined on the basis of the number of all students registered for a given field of study as of 10 October of a given academic year.

3. The amount of the Rector's scholarship depends on the number of scholarship points obtained by the student, taking into account sec. 1. The rates of the Rector's scholarship are set out in Appendix 12 to the Regulations.

§ 22

1. The grade point average of the students pursuing part of their studies at another domestic university or abroad, carried out on the basis of an agreement on the curriculum approved by the Dean/Vice-Dean, includes all grades of the subjects covered by the agreement. In the case of other domestic universities, this refers to at least five grades per term or year.
2. A student admitted to SGGW as a transfer from another university may apply for the Rector's scholarship only for scientific or artistic achievements or sports achievements in the academic year in which admission to studies took place.
3. When applying for the rector's scholarship, a student of the first year of second-cycle studies who completed his first-cycle studies at a university other than SGGW is obliged to submit a certificate from the previous university with the average grade obtained during the last year of first-cycle studies in the field that was the basis for admission to second-cycle studies, within 7 working days from the beginning of the term. The certificate should contain the average grade obtained in the last year of first-cycle studies, the number of subjects in the last year of studies, the academic year in which the last term of studies was completed, the grading scale used at the given university, the date of commencement of first-cycle studies and the duration of these studies specified in their study program.
4. The grade point average for scholarship purposes for the student referred to in sec. 3, applying for the rector's scholarship for outstanding learning results, is calculated on the basis of at least 3 grades per term.
5. For a student of the first year of second-cycle studies who completed his first-cycle studies at a university with a different grading scale than the one used at SGGW, the grade point average obtained in the last year of first-cycle studies is calculated as follows:
 - 1) for a scale of 2 - 5.5
SGGW average = grade point average from the last year of first-cycle studies * 0.909
 - 2) for a scale of 2 - 6.0
SGGW average = grade point average from the last year of first-cycle studies * 0.833

VI. Allowance

§ 23

1. A student who is temporarily in a difficult life situation may receive the allowance. The events that justify a student's application for an allowance include in particular:
 - 1) an accident or serious illness of the student;
 - 2) an accident or serious illness of a member of the immediate family referred to in § 14 sec. 1;

- 3) death of a member of the immediate family referred to in § 14 sec. 1;
 - 4) birth of a student's child;
 - 5) natural disasters (e.g. fire, flood);
 - 6) other circumstances that may cause a temporary difficult life situation for the student, including, among others, a significant deterioration of the student's financial situation.
2. The amount of the allowance granted for a given reason may not exceed the amount specified in Appendix No. 12 to these Regulations.
 3. A student may receive the allowance referred to in sec. 1, twice per academic year.
 4. A student on leave may receive an allowance.
 5. A student should attach credible documentation confirming the circumstances justifying the application for the allowance to the application.
 6. The application for an allowance (constituting Appendix 6 to these regulations) should be submitted to the Faculty Dean's Office not later than within three months from the date of the event justifying the granting of the allowance.

VII. Procedure for appointing, composition and functioning of scholarship committees

§ 24

1. Benefits referred to in § 4 sec. 1 items 1) - 4) are granted upon the student's documented application. Granting of the benefit and the refusal to grant it takes place by means of an administrative decision.
2. Rector delegates the powers to grant a social scholarship, a scholarship for the persons with disabilities and financial assistance to the scholarship committee competent for a given faculty, hereinafter referred to as the Faculty Scholarship Committee, and the rector's scholarship - to the Scholarship Appeal Committee, upon a written request of the competent body of the Student Council. The decision of the Faculty Scholarship Committee may be appealed against to the Scholarship Appeal Committee, submitted via the Faculty Scholarship Committee, within 14 days from the date of receipt of the decision.
3. In the case when the competent body of the Student Council fails to submit an application to the Rector for the transfer of powers to the Faculty Scholarship Committee or the Scholarship Appeal Committee, scholarships are granted by the Rector. The Rector may authorize the relevant vice-dean to grant scholarships at the Faculty and issue administrative decisions in this regard. In such a case, the student may apply for reconsideration of the case against the decision of the vice-dean, submitted to the Rector through the vice-dean, within 14 days from the date of receipt of the decision.
4. As part of the supervision over the activities of the Faculty Scholarship Committees and the Scholarship Appeal Committee, the Rector may repeal the unlawful decision of the Committee.
5. Student representatives to the individual committees referred to above are delegated in writing by 14 October each year by the appropriate body of the Student Council, with the proviso that a given student may be delegated to only one committee. The list of student representatives

reported to the Faculty Scholarship Committees is submitted to the Dean's Office, and to the Appeals Scholarship Committee to the Office for Student Affairs.

6. The requests of the Student Council's body regarding the transfer of powers to relevant committees supplemented by the university staff should be submitted to the rector by the faculty and office for Student Affairs.

§ 25

1. The Faculty Scholarship Committee for a given academic year is appointed in writing by the Rector.
2. The Faculty Scholarship Committee consists of University staff and students. Students make up the majority of the Committee's composition.
3. In justified cases, the Rector, at the request of the competent Student Council's body, may dismiss the Committee or its member in writing and appoint a new Committee or its member. Any Committee member may resign. In such a case, the Rector completes the composition of the Committee at the request of the competent Student Council's body. In the event of changes in the Committee, sec. 4 shall apply accordingly.
4. At the first meeting of the Committee, the chairperson, vice-chairperson and secretary of the Committee are elected.
5. If the chairperson is unable to attend the meeting of the Committee, the Committee shall be chaired by the vice-chairperson. Students present at the meeting of the Committee must constitute the majority of the members of the Committee. In the absence of the majority of students, the secretary sets a different date for the meeting of the Committee.
6. The tasks of the Faculty Scholarship Committee include timely consideration of applications submitted by students for a social scholarship, a scholarship for people with disabilities and allowances.
7. The secretary of the Faculty Scholarship Committee is responsible for:
 - 1) convening meetings of the Committee,
 - 2) drawing up minutes of Committee meetings,
 - 3) transferring the considered applications together with the decisions to the relevant dean's offices,
 - 4) checking the completeness of submitted statements of Committee members before proceeding to the meeting.
8. Members of the Faculty Scholarship Committee are obliged to maintain the secrecy of information contained in student applications and to be authorized to process personal data.
9. Faculty Scholarship Committees may hold meetings remotely with the use of information technology enabling decision-making by means of electronic communication.
10. A member of the Faculty Scholarship Committee is obliged to inform the chairperson of the Committee about any circumstances affecting their exclusion from the proceedings in the case, in which they remain in a relationship with the applicant that may affect the right to the benefit, or in which they participated in the decision under appeal. In the event of confirmation of the

above circumstances, the Chairperson of the Committee excludes a member of the Committee from participation in the proceedings in the case. This fact shall be recorded by the secretary in the minutes of the Committee meeting.

§ 26

1. The Scholarship Appeal Committee for a given academic year is appointed in writing by the Rector.
2. The Scholarship Appeal Committee consists of University staff and students. Students make up the majority of the Committee's composition.
3. In justified cases, the Rector, at the request of the competent Student Council's body, may dismiss the Committee or its member in writing and appoint a new Committee or its member. Any Committee member may resign. In such a case, the Rector completes the composition of the Committee at the request of the competent Student Council's body. In the event of changes in the Committee, sec. 4 shall apply accordingly.
4. At the first meeting of the Committee, the chairperson, vice-chairperson and secretary of the Committee are elected.
5. If the chairperson is unable to attend the meeting of the Committee, the Committee shall be chaired by the vice-chairperson. Students present at the meeting of the Committee must constitute the majority of the members of the Committee. In the absence of the majority of students, the secretary sets a different date for the meeting of the Committee.
6. The tasks of the Scholarship Appeal Committee include:
 - 1) consideration of students' appeals against decisions of the Faculty Scholarship Committees,
 - 2) consideration of applications for the rector's scholarship and applications for reconsideration of the case regarding the rector's scholarship.
7. The secretary of the Scholarship Appeal Committee is responsible for:
 - 1) receipt of appeals;
 - 2) convening the meetings of the Committee successively, depending on the needs resulting from the number of appeals;
 - 3) drawing up minutes of Committee meetings;
 - 4) transferring the considered applications and appeals together with the decisions to the relevant dean's offices,
 - 5) checking the completeness of submitted statements of Committee members before proceeding to the meeting.
8. Members of the Scholarship Appeal Committee are obliged to maintain the secrecy of information contained in student applications and appeals and to be authorized to process personal data.
9. The Scholarship Appeal Committee may hold meetings remotely with the use of information technology enabling decision-making by means of electronic communication.

10. A member of the Scholarship Appeal Committee is obliged to inform the chairperson of the Committee about any circumstances affecting their exclusion from the proceedings in the case, in which they remain in a relationship with the applicant that may affect the right to the benefit, or in which they participated in the decision under appeal. In the event of confirmation of the above circumstances, the Chairperson of the Committee excludes a member of the Committee from participation in the proceedings in the case. This fact shall be recorded by the secretary in the minutes of the Committee meeting.

§ 27

1. Decisions of the Faculty Scholarship Committee are made by a simple majority of votes with the participation of at least half of the members. Decisions of the Scholarship Appeal Committee are made by a simple majority of votes in the presence of at least three members of the Committee. In the event of an equal number of votes, the vote of the chairperson of the Faculty Scholarship Committee and the Scholarship Appeal Committee shall prevail, respectively.
2. Decisions issued by the Faculty Scholarship Committees and the Scholarship Appeal Committee are signed by the chairpersons of these committees or the vice-chairpersons acting under their authority.
3. Decisions of the first instance on the granting of benefits for students are delivered to students in dean's offices or by post with acknowledgment of receipt, or in the manner specified in sec. 4. They are prepared by the Faculty Scholarship Committee of the first instance together with the faculty administration.
4. Call on the Faculty Scholarship Committee and decisions on granting a social scholarship, a scholarship for people with disabilities, and allowances may be, after prior consent of the student to receive calls and decisions electronically, transmitted in electronic form via the IT system in force at SGGW, in which information related to the course of studies is recorded and stored in electronic form. The calls and decisions referred to in the first sentence shall be signed by authorized persons with a qualified electronic signature.
5. Receipt of the decision on granting the scholarship referred to in sec. 4 is a prerequisite for the payment of the scholarship to the student.

§ 28

1. The student may appeal against the decision of the Faculty Scholarship Committee on granting a social scholarship, scholarship for people with disabilities and allowance in writing to the Scholarship Appeal Committee within 14 days from the date of delivery of the decision via the authority that issued the decision.
2. The student has the right to submit an application for reconsideration of the case to the Scholarship Appeal Committee within 14 days from the date of its receipt against the decision of the Scholarship Appeal Committee on granting the rector's scholarship.

3. Decisions of the Scholarship Appeal Committee are delivered to the Office for Student Affairs or by post with acknowledgment of receipt, or in the manner specified in sec. 5. They are prepared by the Scholarship Appeal Committee together with the Office for Student Affairs staff.
4. If applications for the appointment of the Faculty Scholarship Committee and the Scholarship Appeal Committee Are not submitted, the provisions of § 24 sec. 3 of these regulations should be applied, respectively.
5. Call on the Scholarship Appeal Committee and decisions on granting a social scholarship, a scholarship for people with disabilities, and allowances may be, after prior consent of the student to receive calls and decisions electronically, transmitted in electronic form via the IT system in force at SGGW, in which information related to the course of studies is recorded and stored in electronic form. The calls and decisions referred to in the first sentence shall be signed by authorized persons with a qualified electronic signature.
6. Receipt of the decision of the Scholarship Appeal Committee is a prerequisite for the payment of the scholarship to the student.

§ 29

1. If it is determined that the student has obtained the benefit on the basis of false data, the Rector suspends the payment of the benefit until the end of the explanatory proceedings. If the fact that the student received the benefit on the basis of false data is confirmed, the decision is repealed.
2. Undue benefits collected by the student shall be returned in accordance with the procedures in force at the Warsaw University of Life Sciences and shall be transferred to the scholarship fund.
3. Benefits are considered to be unduly collected:
 - 1) benefits paid despite the occurrence of circumstances resulting in termination or suspension of the right to benefit,
 - 2) benefits paid in cases of deliberate misrepresentation of the authority by the student,
 - 3) benefits granted on the basis of a decision which was declared invalid,
 - 4) benefits granted on the basis of a decision that was subsequently revoked as a result of the reopening of the proceedings and the student has been denied the right to benefit,
 - 5) benefits collected in more than one field of study.
4. In the event of a change in the student's financial situation on the basis of which the benefits were granted or the occurrence of other circumstances that exclude the right to receive the benefit, during the period of receiving these benefits, the authority granting the benefit may revoke or amend the decision.

§ 30

1. Provisions of the Act of 14 June 1960 Code of Administrative Procedure and provisions on appealing against decisions to the administrative court shall apply to the procedure for granting benefits.
2. The student is obliged to participate in the appeal proceedings conducted at their request.
3. The student has the right to lodge a complaint against the final decision issued by the Rector/Scholarship Appeal Committee to the Provincial Administrative Court in Warsaw within 30 days from the date of delivery of the decision. The complaint should be lodged via the Rector/Scholarship Appeal Committee and the correspondence journal of the Office for Student Affairs.

VIII. Students' accommodation

§ 31

1. For the purposes of this article, the following terms mean:
 - 1) studies - first-cycle studies, second-cycle studies or uniform master's studies conducted by SGGW,
 - 2) student - a person studying at SGGW,
 - 3) candidate - a person participating in the recruitment process for studies at SGGW, which may end with enrolment in the student list,
 - 4) resident - a person accommodated in the SGGW student dorm,
 - 5) HMS – an IT system in which information related to the course of studies is recorded and stored in an electronic form,
 - 6) Virtual Dean's Office, eHMS – HMS interface used by students,
 - 7) active student status - student status entitling to extend the electronic student ID card,
 - 8) ADiSS - SGGW Dorms (Halls of Residence) and Canteens Administration Office (D&CA),
 - 9) ZDS - SGGW Student Dorms Complex.

§ 32

1. A student of full-time studies of all majors and part-time studies of these modes and majors whose classes are held regularly from Monday to Friday may apply for accommodation in a student dormitory for a period of up to nine months, starting from 1 October of each academic year until the last working day of June.
2. A student of part-time studies, whose classes are not held regularly from Monday to Friday, may apply for accommodation in a student dormitory during the academic year, if there are available places which are not occupied by students referred to in section 1.
3. A student may apply for accommodation in a student dormitory for a spouse and a child. Spouses who are not SGGW students may get an accommodation if there are free places available, not occupied by students specified in sec. 1, or in the case when the marriage is in a particularly difficult situation that is properly documented.
4. A student may apply for accommodation in a student dormitory during the holidays.

5. A student whose daily commute to the university significantly impedes studying shall be given priority in granting a place in a student dormitory, i.e. the distance from the place of permanent residence, measured by the shortest connection along the existing public road network to SGGW, is over 50 km or one-way travel time exceeds 2.5 hours.

§ 33

1. Vice-Rector responsible for student affairs appoints the Commission for the Room Allocation in the Student Dormitories, hereinafter referred to as the "Commission", within the room allocation procedure for the given academic year.
2. The commission may consist of 5 to 10 people. The members of the Commission are:
 - 1) chairperson - the University employee,
 - 2) vice-chairperson - Head of SGGW Dorms (Halls of Residence) and Canteens Administration Office or deputy Head of ADiSS,
 - 3) secretary - ADiSS employee,
 - 4) members - a representative of the Student's Council and the University employees.
3. In case the chairperson is unable to participate in the Commission's meeting, the vice-chairperson may replace the Chairperson upon written authorisation; in the absence of the secretary, their duties are taken over by the vice-chairperson.
4. The Commission's tasks include consideration of applications for accommodation in a student dormitory in a timely manner submitted by students and candidates.
5. The tasks of the Commission's secretary include:
 - 1) convening Commission meetings,
 - 2) drawing up minutes of the Commission meetings, which should be signed by the chairperson and the Commission members present at the meeting,
 - 3) checking the completeness of submitted statements of Committee members before proceeding to the meeting.
6. Decisions of the Commission are made by a simple majority of votes with the participation of at least half of the members. In the event of an equal number of votes, the vote of the chairperson shall prevail, respectively.
7. Members of the Commission are obliged to maintain the secrecy of information contained in student applications and to be authorized to process personal data.
8. Any member of the Commission is obliged to inform the chairperson of the Commission about any circumstances affecting their exclusion from the proceedings in the case, in which they remain in a relationship with the applicant that may affect the right to the benefit, or in which they participated in the decision under appeal. In the event of confirmation of the above circumstances, the Chairperson of the Commission excludes such members from participation in the proceedings in the case. This fact shall be recorded by the secretary in the minutes of the Commission meeting.
9. During the academic year, after the accommodation of persons on the lists of students and candidates has been completed and there are some vacancies in student dormitories, the

applications for accommodation in a student dormitory of other people are reviewed on an ongoing basis by the Head of Dorms and Canteens Administration Office, or Deputy Head of ADiSS. The order of applications is determined by the distance from the student's place of residence to the University.

§ 34

1. Accommodation in a student dormitory may be granted at the request of a student or a candidate.
2. SGGW students may submit electronic applications for accommodation in a dormitory from 1 June to 15 August each year for the next academic year via the Virtual Dean's Office. The prerequisites for sending an electronic application are, as follows: entering the distance from the place of permanent residence to the Warsaw University of Life Sciences in kilometres in the HMS system, and no financial arrears towards SGGW dormitories.
3. Candidates for studies at SGGW should submit paper applications for allocation in a student dormitory to ADiSS, after being qualified in the recruitment process, in July and August each year, on dates set by the recruitment procedure, announced on the SGGW website.
4. Accommodation in a student dormitory at the request of a student or a candidate may be granted to:
 - 1) a spouse - it is required to submit a copy of the marriage certificate or an official certificate on the set wedding date, before the requested date of accommodation;
 - 2) a child - it is required to submit a copy of the birth certificate or a medical certificate regarding the planned date of delivery, falling after the requested date of accommodation.
5. All appropriate copies of acts or certificates should be submitted to ADiSS, within the deadline for submitting applications, for students and candidates, respectively.

§ 35

1. After examining the submitted applications for accommodation in a student dormitory, the Commission prepares lists of persons who were granted accommodation in a student dormitory, as well as the reserve lists and lists of applications that could not be considered for formal reasons.
2. Students' lists are published on the ADiSS website in the form containing album numbers and the abbreviation of the name of the Faculty, and are posted in the building 38. Information for candidates regarding the submitted applications is delivered by e-mail to individual addresses provided by candidates in the recruitment system.
3. A student or candidate may appeal against the decision on granting accommodation in a student dormitory in writing to the appeal body within 14 days from the date of publication of the lists or receiving email. Any appeals should be submitted via ADiSS.

4. The appeal body against the Commission's decision is the Vice-Rector for Student Affairs.
5. The decision of the appeal body is final and cannot be appealed against to the administrative court.

§ 36

1. Accommodation in a student dormitory is subject to:
 - 1) active student status in the period corresponding to the requested date of accommodation,
 - 2) booking the date and place of accommodation by an eligible student.
2. Candidates who have been granted accommodation in a student dormitory are required to book the date and place of accommodation.
3. Under the booking procedure, available places in student dormitories are divided for candidates and students of individual Faculties and exchange programs in the form of a Place Distributor.
4. When creating the Place Distributor, accommodating SGGW students under existing student exchange programs and inter-university agreements is taken into consideration. The number of students for accommodation from given programs should be reported to the Head of ADiSS by the coordinators of those programs by 15 August each year for the next academic year. Name lists of people to be accommodated from the given programs should be submitted to the Head of ADiSS by coordinators of those programs by 20 September each year.
5. As of 1 October all unused places assigned to exchange programs are used to accommodate persons from the reserve lists or applications referred to in § 33 sec. 8.
6. The allocation of places should be prepared by ADiSS and approved by the Vice-Rector for Student Affairs.
7. The student and candidate is obliged to check in on the date indicated in the procedure of booking places. In justified cases, it is allowed to check-in at a different time, after prior agreement with the ZDS manager in writing or by e-mail, with the fee charged for a full month. Failure to comply with the above-mentioned formalities is treated as resignation from a place in a dormitory. The vacated place will be used to accommodate people from the reserve lists or applications referred to in § 33 sec. 8.
8. Under The collective procedure for allocating accommodation for a given academic year, accommodation is not provided if:
 - 1) the student will be on leave during the period corresponding to the requested date of accommodation, unless they can clearly document the need to stay at the University for reasons related to the learning process,
 - 2) the student will have the status of a diploma student during the period corresponding to the requested accommodation date,
 - 3) the student applies for accommodation for the period when they should have already completed master's studies according to the SGGW Study regulations,

- 4) the student's application relates the semester in which they are expected to repeat the summer semester.
9. If the student obtains accommodation in a student dormitory on the basis of untrue data, the Commission issues a decision to deprive the student of accommodation in a student dormitory.

§ 37

1. Bookings should be made using the Virtual Dean's Office (eHMS) or by phone (only for candidates), and in the case of persons listed in section 2 - in person at ADiSS or via email.
2. Priority to book a place for the next academic year are given to the following groups who have been granted accommodation in a student dormitory:
 - 1) persons with disabilities,
 - 2) persons with documented serious health problems,
 - 3) persons bringing up children,
 - 4) marriages if both spouses are SGGW students,
 - 5) siblings,
 - 6) students working for the University,
 - 7) other persons, for special reasons duly documented.
3. Booking the date and place of accommodation is mandatory.
4. After the deadline for submitting reservations, they are verified by ADiSS employees. ADiSS employees have the right to change the reservation of the place and time of accommodation if a student:
 - 1) did not make timely payments for accommodation in the previous accommodation period;
 - 2) was admonished in writing or deprived of a place in a student dormitory in the academic year preceding the academic year for which they made the reservation;
 - 3) there were other problems related to the previous accommodation.
5. The student should be informed by an ADiSS employee via email/Virtual Dean's Office to the e-mail address entered by the student in the Virtual Dean's Office in case of any change of the booking proposal described in sec. 4.
6. During and after the booking deadline, the student's booking proposal may be changed by an ADiSS employee, due to the need to optimize the use of places.
7. Reservations of all people who do not check in and do not cancel the reservation will be administratively cancelled. Administrative cancellation blocks the possibility of sending an electronic application for accommodation in a student dormitory for the next academic year. To unblock the possibility of sending an electronic application, the student should report to ADiSS in person with an explanation of the reasons for not completing the formalities.
8. All detailed information and exact booking dates are provided by ADiSS, together with the list of students who have been allocated in a student dormitory and information about candidates' accommodation in a student dormitory.

§ 38

1. Of all available places in student dormitories, a number of Rector's places is separated in the amount of 2%, intended for accommodation of students and candidates in a documented, particularly difficult life, family, material or health situation or involved in University activities.
2. The decision to grant the Rector's place is made by the Rector, the Vice-Rector for student affairs or the Chancellor, after considering the individual application of a student or candidate submitted in writing. The above-mentioned decision is final and cannot be appealed.
3. Any student or candidate submitting an individual application for the rector's place is obliged to meet all the conditions described in § 34 sec. 2 and sec. 3.
4. As of 1 October unused rector's places should be used to accommodate people from lists or applications.

§ 39

1. During the holiday period, a student may apply for accommodation in a student dormitory for the period from the beginning of July to mid-September, taking into account working days.
2. It is possible to accommodate students after 15 September, provided that they receive accommodation for the new academic year or in other justified situations.
3. For the holiday period, a place in a student dormitory is allocated on the basis of an individual application, submitted from June each year to the administration office of the dormitory or to ADiSS directly.
4. Priority for accommodation in student dormitories during the holidays is given to the following students:
 - 1) listed in § 32, who at the end of classes during the summer term were already accommodated in student dormitories,
 - 2) acting for the benefit of SGGW,
 - 3) accommodated for the period of the make-up session,
 - 4) foreigners - provided that an inter-university or inter-state agreement requires it, and in the case when the student reports the need to stay in Poland during the holidays.

§ 40

1. Any details related to payment, loss of a place in a student dormitory, dates and rules of accommodation are specified by the Regulations of the SGGW student dorms.
2. A student may apply for meals in a student canteen by buying meals according to the rules and prices set by the franchise holders running the canteens.