

Appendix to Regulation No. 37 of the Rector of the Warsaw University of Life Sciences of 16 May 2022 on the introduction of the Rules and Regulations for the award and payment of scholarships financed from SGGW's Own Scholarship Fund for academic staff and PhD students

Rules and Regulations

for the award and payment of scholarships financed from SGGW's Own Scholarship Fund for academic staff and PhD students coming from abroad in order to continue research or studies at SGGW

§1

General

1. The following terms shall have the meanings, respectively, ascribed to them below:

- 1) International Cooperation Office or BWM – the employees of the International Cooperation Office, who perform tasks related to SGGW's Own Scholarship Fund;
 - 2) PhD Student – doctoral students coming from abroad to SGGW, referred in § 1 sec. 7 Resolutions;
 - 3) Employee – an academic teacher (in particular a young academic teacher) or another person who is not an academic teacher employed in a foreign entity in the higher education and science sector, in particular at a university or research institute referred in § 1 sec. 7 Resolutions;
 - 4) Own Scholarship Fund or Fund – the own scholarship fund established at SGGW under Resolution No. 53-2010/2011 of the Senate of the Warsaw University of Life Sciences on 20 June 2011, as amended by Resolution No. 25-2021/2022 of the Senate of the Warsaw University of Life Sciences of 25 October 2021;
 - 5) Rules and Regulations – the rules and regulations for the award and payment of scholarships financed from SGGW's Own Scholarship Fund for academic staff and PhD students incoming to SGGW;
 - 6) Rector – the Rector of the Warsaw University of Life Sciences;
 - 7) Scholarship or Fund Scholarship – the financial means designated for employees and doctoral students coming from abroad to continue their research or studies at the Warsaw University of Life Sciences;
 - 8) Scholarship Holder – an applicant who has been awarded a Scholarship;
 - 9) Resolution – Resolution No. 53-2010/2011 of the Senate of the Warsaw University of Life Sciences of 20 June 2011 on SGGW's own scholarship fund, as amended by the Resolution No. 25-2021/2022 of the Senate of the Warsaw University of Life Sciences of 25 October 2021;
 - 10) University or SGGW – the Warsaw University of Life Sciences;
 - 11) Application or Fund Scholarship Application – an application submitted in a given enrollment period by a PhD Student and/or Employee in order to apply for a Scholarship;
 - 12) Applicant – a PhD Student and/or Employee submitting an Application.
2. The Rules and Regulations provide detailed rules for the use of funds from the Own Scholarship Fund, including the procedure for granting and paying such funds to Employees and PhD Students.

§2

General rules for using the Fund and awarding Scholarships

1. The scholarship is awarded in the amount of PLN 3,250 gross per month for a PhD student and PLN 6,550 gross per month for an Employee, subject to section 2.
2. A Scholarship may be granted at an amount different from the one specified in section 1 in case of execution of a bilateral agreement between SGGW and foreign institutions, concerning trips of PhD Students and/or Employees. The amount of the Scholarship awarded by both parties referred to above shall be determined in a relevant bilateral agreement.

§3

Recruitment

1. Scholarship Holders are selected in a process involving the submission of Fund Scholarship Applications, conducted as part of the recruitment procedure upon the conditions outlined below.
2. Information about the period for submission of Fund Scholarship Applications is published at the University's website at <https://www.sggw.edu.pl/strona-glowna/wspolpraca/wlasny-fundusz-stypendialny-sggw/>
3. BWM additionally announces the call for Applications by sending an e-mail to the Institutes at the beginning of the submission period.
4. A Fund Scholarship is awarded by the Rector on the basis of an Application submitted by an Applicant in BWM.
5. The applicant submits the application, which is attached as Appendix 1 to the Regulations, subject to sec. 6 - 8.
6. Incomplete Applications, will not be considered.
7. Applications for a Scholarship from the Fund are accepted as part of monthly recruitment (until the 20th of each month) and considered until the last day of each month.
8. Before submitting the application, each Applicant should report to the appropriate Institute or another organizational unit of SGGW in which he wants to continue research or studies in order to determine the possibility of continuing these research or studies in this unit, including assigning a research tutor and obtaining approvals and preparing the indicated documentation in part III "Attachments" of the application.
9. A PhD student and/or an employee may submit an Application if his stay at SGGW is planned for a period of maximum 2 months.

§4

Evaluation of Applications

1. The Applications submitted are reviewed by a BWM staff member from the formal perspective. Applications that are complete and correctly filled out, as well as those whose missing elements have been corrected, are forwarded to the Vice-Rector for International Cooperation. Incomplete Applications and those in which the deficiencies have not been corrected will not be considered. The request for correction will be sent by e-mail to the e-mail address provided in the Application for the Scholarship.

2. The Vice-Rector for International Cooperation evaluates the Applications in the manner described in sections 3 and § 5, and submits them to the Rector for the final decision to be made.
3. The applications referred to in sections 1 and 2 are rated as:
 - 1) Applications recommended for funding under the Fund Scholarship;
 - 2) Applications that are not recommended for funding under the Fund Scholarship.

A list of applications referred to in items 1) and 2) is prepared separately for employees and PhD students along with information on points awarded to individual applications in accordance with §5.

4. On the basis of the aforesaid ranking list prepared by the Vice-Rector for International Cooperation, the Rector makes a decision to grant or refuse to grant a Scholarship. The decision will be sent by e-mail to the e-mail address provided in the Application.
5. An appeal against the Rector's decision may be submitted through BWM to the Rector within 14 days from the date of delivery of the respective decision to the Applicant.
6. Decisions on granting or refusing to grant a scholarship do not constitute an administrative decision.

§6

Scoring

1. The Vice-Rector for International Cooperation conducts an evaluation and prepares a ranking list of Applications based on the following eligibility criteria:

<p>The Applicant's scientific or academic career history and achievements, taking into account the current stage of their scientific career</p> <p><i>a) A paper published or accepted for publication within the last 5 years,</i></p> <p><i>b) A reviewed scientific monograph (or a chapter in a monograph) published within the last 5 years,</i></p> <p><i>c) Managing, within the last 5 years, a research or teaching project</i></p>	0–50 points
<p>The expected outcome of participation in the international exchange, and the impact of the exchange on the participant's development</p> <p><i>The assessment covers (among others) the scientific value and innovativeness, results, and the relation between the Project duration to the planned activities</i></p>	0–50 points
<p>Σ</p>	0–100 points

2. Scholarship Applications that are recommended by the Vice-Rector for International Cooperation for funding under the Scholarship need to have at least 60 points in total.

§7

Rights and obligations of the Scholarship Holder

1. The Scholarship Holder is obliged to hold at least basic health insurance coverage, in particular, the costs of treatment and transport to the hospital, the stay at the SGGW as well as the journey to the SGGW and the return to the home country. As part of the

confirmation Insurance health recognized is EHIC card (European Health Insurance Card) or any different policy including the indicated scope of protection.

2. The Scholarship Holder is obliged to carry out all activities in accordance with the submitted Application and to achieve the results specified in the Application. Within 14 days from the end of the scholarship, the Scholarship Holder shall submit to BWM, together with the opinion of the research supervisor and the director of the Institute of SGGW, documentation confirming the achievement of the results referred to in the Application.
3. The Scholarship Holder's failure to comply with his/her obligations will result in a request for immediate repayment of the entire Scholarship paid thus far.
4. If the period of stay abroad under a Fund Scholarship is shorter than originally assumed, this will entail the obligation for pro-rata return of the unused part thereof. In this regard the Scholarship Holder is obliged to inform BWM immediately, the unit can determine the amount unused from the scholarship granted to the Scholarship Holder. The reimbursement should be made to the following bank account: SGGW Own Scholarship Fund 51 1240 6003 1111 0000 4944 6762. In case of return delays, BWM starts the procedure indicated in the order of the Rector of the Warsaw University of Life Sciences on debt recovery at the Warsaw University of Life Sciences in Warsaw.

Appendix to the Rules and Regulations for the award and payment of scholarships financed from SGGW's Own Scholarship Fund for academic staff and PhD students coming from abroad in order to continue research or studies at SGGW

Application for a Scholarship from SGGW's Own Scholarship Fund for outstanding PhD Students and Employees	
<i>I Personal details</i>	Warsaw, day
Full name	
Status	
SGGW Institute	
Telephone number	
E-mail	
Home University	
Period	From: day To: day
<i>III GDPR statement</i>	
<p>I, the undersigned [name], hereby acknowledge that:</p> <ol style="list-style-type: none"> The personal data controller is the Warsaw University of Life Sciences, Nowoursynowska 166, 02-787 Warsaw, NIP [<i>Tax Identification Number</i>] 5250007425, REGON [<i>Statistical Number</i>] 000001784 hereinafter referred to as the "Controller"; The Controller appointed a Data Protection Officer who can be contacted in any matter concerning the processing of personal data. The Data Protection Officer can be contacted at the following address: iod@sggw.edu.pl or by letter to the Controller's address, with the following note: "To the Data Protection Officer." Personal data will be processed on the basis of the Regulation (EU) of the European Parliament and of the Council no. 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation / GDPR), for the following purposes: <ol style="list-style-type: none"> examination of Scholarship Applications, payment of Scholarships and performance of other tasks resulting from the Regulation of the Rector of the Warsaw University of Life Sciences on SGGW's Own Scholarship Fund, hereinafter referred to as the "Regulation" (article 6 section 1 item b) of GDPR); ensuring compliance with the Controller's legal obligations (article 6 section 1 letter c) of GDPR); asserting or defending potential claims in connection with the Regulation or with the need to demonstrate certain facts, which are significant for the Controller (article 6 section 1 letter f) of GDPR). The personal data may be provided to authorized employees and associates of SGGW, who perform tasks arising from the Regulation, as well as to entities that process data upon the request and on behalf of the Controller, on the basis of a data processing agreement, in order to provide services specified in a contract, e.g. ICT services, i.e. hosting, delivery or maintenance of IT systems; legal services; consulting services, including as part of outsourcing of the Data Protection Officer function; accounting services, traditional mail handling, and in case of electronic mail – Microsoft company, together with other tools provided by Microsoft; It is voluntary to provide personal data, but it is nonetheless necessary for the purposes of the recruitment process, the processing of Scholarship Applications and the performance of other tasks resulting from the Regulation. Refusal to provide data means that the Application will not be processed, or other tasks resulting from the Regulation will not be performed. The personal data will be used for the period specified in applicable legal regulations or necessary to conduct an inspection, evaluation or statistical studies. The data subject holds the right: <ol style="list-style-type: none"> to request access to their personal data; of rectification, erasure or restriction of data processing; to object to data processing; of portability of their personal data; to lodge a complaint with the supervisory authority (President of the Personal Data Protection Office, Stawki 2, 00-193 Warsaw) in accordance with GDPR. As part of the processing of personal data, the Controller shall not make decisions based solely on automated processing of personal data, including profiling. As the Microsoft services are used, data may be transferred outside the European Economic Area (EEA), including to the United States. Microsoft provides assurances under Chapter 5 of the GDPR and has been required to comply with personal data protection under standard contractual clauses concluded with SGGW. Further information can be found at: https://www.microsoft.com/pl-pl/Licensing/product-licensing/products?rtc=47 and https://privacy.microsoft.com/pl-pl/privacystatement. 	
<i>IV Appendices</i>	
<ol style="list-style-type: none"> Consent of the director of the Institute/head of another organizational unit of SGGW accepting an employee or doctoral student in order to continue research or studies at SGGW with information about the date of implementation of the scholarship and the data of the academic tutor (if applicable); Description of the expected outcome of participation in the international exchange, and the impact of the exchange on the participant's development; 	

3. Applicant's scientific or academic career history and achievements, taking into account the current stage of scientific career;

Applicant's signature	Endorsement of the academic tutor at SGGW
	Endorsement by the head of the department where the research will be carried out (if applicable)
	Endorsement by the Institute Director