

REGULATIONS

of Benefits for Students at the Warsaw University of Life Sciences



WARSAW 2026

INTRODUCTION

§ 1

1. **Part A** of these regulations (§ 2 – § 22) governs the rules for granting social scholarships, scholarships for persons with disabilities, allowances, and the rector's scholarships **for students of the Warsaw University of Life Sciences (SGGW)** including:
 - 1) the method of determining the amount of benefits,
 - 2) the detailed criteria and procedure for granting and the method of paying benefits,
 - 3) the method of documenting a student's financial situation,
 - 4) the procedure for appointing, and the composition of, the scholarship committee and the scholarship appeal committee.**Appendices No. 1 – 9** apply to the granting of benefits for students as specified in these Regulations.
2. The provisions of **Part B** of these regulations (§ 23 – § 32) constitute the regulation concerning the accommodation of students in SGGW dormitories.

A. BENEFITS FOR STUDENTS

Scholarship Fund

§ 2

1. The scholarship fund consists of:
 - 1) financial resources from the state budget allocated for student benefits,
 - 2) increases from other sources.
2. The Rector, in agreement with the relevant body of the Student Council, divides the scholarship fund among the individual benefits, which is documented by affixing a signature and date on the relevant document by: the Vice-Rector responsible for student affairs and the Chairperson of the SGGW Student Council.

General Principles for Granting Benefits

§ 3

1. Financial assistance benefits for students are granted pursuant to the Act of July 20, 2018 – Law on Higher Education and Science (Journal of Laws of 2024 item 1571, as amended), hereinafter referred to as the “PSWiN Act.”
2. When granting financial assistance benefits to students, the principle of equal access to benefits and transparency of the work of scholarship committees must be observed, while maintaining the protection of personal data.
3. A student who is a party to proceedings concerning the granting of benefits has the right to access information about the benefits granted, the right to actively participate at every stage of the proceedings, and, before a decision is issued, the opportunity to comment on the evidence and materials gathered and on the requests submitted.

Types of Benefits for Students

§ 4

1. Within the resources of the scholarship fund, a student may apply for benefits in the form of:
 - 1) social scholarship,
 - 2) scholarship for persons with disabilities,
 - 3) rector's scholarship,
 - 4) allowance.
2. A student may apply for accommodation in a university student dormitory.
3. A student may apply for the minister's scholarship for outstanding achievements. The detailed criteria and procedure for awarding the minister's scholarship are governed by separate provisions.
4. A student directed to study at other universities in the country or abroad (e.g., MOSTAR, Erasmus) may receive benefits, provided that they meet the conditions necessary to receive these benefits.

Restrictions on the Right to Benefits

§ 5

1. The benefits referred to in § 4(1) and (3):
 - 1) **are due to:**
 - a) a student in first-cycle studies, second-cycle studies, and long-cycle master's studies,
 - b) a student studying simultaneously in several fields of study, **only in one** field of study indicated by the student,
 - 2) **are not due** to a student holding the professional title of:
 - a) Master of Science/Arts, Master of Engineering, or equivalent,
 - b) Bachelor of Science/Arts, Engineer, or equivalent, if they are resuming first-cycle studies again,
 - 3) **are due** for a total period of 12 terms, regardless of whether the student has received them, provided that within this period they are due for:
 - a) first-cycle programs – no longer than 9 terms,
 - b) second cycle programs – no longer than 7 terms.
2. The total period referred to in section (1)(3) is extended by 2 terms in the case where a student has undertaken long-cycle master's studies whose duration, as specified in legal provisions, is 11 or 12 terms.
3. The period referred to in section (1)(3) and section (2) includes all terms of the studies referred to in section (1)(1)(a) that the student has commenced, including terms falling within periods of repeating classes, leave from classes, and leave from classes with the possibility of undergoing verification of learning outcomes specified in the program curriculum, with the exception of terms in subsequent first-cycle programs commenced or continued after obtaining the first professional title of bachelor's, engineer, or equivalent. In the case of studying in several fields of study, terms completed simultaneously are treated as one term.
4. In the case where a disability arose during studies or after obtaining a professional title, the scholarship for persons with disabilities is due for an additional period of 12 terms. The provisions of section (1)(3) and section (3) apply accordingly.
5. The provisions of section (1) - (4) apply accordingly to students who studied or obtained professional titles abroad.
6. The benefits referred to in § 4(1) are not due to a student for the period for which they obtained an extension of the deadline for submitting their diploma thesis.

7. A student who repeats a year, term, or classes that were the reason for conditional registration, and a student who has returned from leave or resumed studies, may not receive the rector's scholarship, taking into account section (9).
8. A student may not apply for a social scholarship or a scholarship for persons with disabilities if they are on: dean's leave, sick leave, or special leave, or are on leave from classes granted for a period longer than one academic year, hereinafter referred to as "leave."
9. A student may not receive the rector's scholarship in the first year of a second-cycle program if their course of studies was extended as a result of obtaining consent to extend the deadline for submitting their diploma thesis, or if the break between the date of completing the first-cycle program and the date of starting the second-cycle program lasted more than one term.
10. The combined monthly amount of the social scholarship and the rector's scholarship may not be higher than 38% of the minimum basic salary of a professor. In the event that the sum of the amounts of the social scholarship and the rector's scholarship exceeds the above limit, the amount of the rector's scholarship shall be reduced accordingly.

Loss of the Right to Benefits

§ 6

1. A Student loses 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) obtaining the professional title referred to in § 5(1)(2) and § 5(5),
 - 4) expiry of the period referred to in § 5(1)(3), § 5(2), and § 5(4).
2. A student who has obtained the leave referred to in § 5(8) during the course of the academic year does not receive the social scholarship or the scholarship for persons with disabilities from the month following the month in which the leave was granted.
3. For a student who has obtained leave during the course of the academic year, payment of the rector's scholarship, granted on the basis of meeting the criteria in the previous academic year, is continued until the date specified in the decision granting that scholarship.
4. For a student who completes their studies before the date specified in the study plan, all benefits due are paid for the last time for the month in which they obtained their professional title.

Deadlines and Method of Submitting Applications

§ 7

1. Applications for benefits must be submitted:
 - 1) in the case of an application for the **social scholarship** (Appendix No. 1 to the Regulations) and the **scholarship for persons with disabilities** (Appendix No. 3 to the Regulations), by October 15;
 - 2) in the case of an application for the **allowance** (Appendix No. 6 to the Regulations) - no later than within 3 months of the date of the event constituting the basis for the application;
 - 3) in the case of an application for the **rector's scholarship** (Appendix No. 4 or 4a to the Regulations), from October 12 to October 19, and for students starting the first year of a second-cycle program from the summer term, from March 10 to March 17, i.e., after the announcement of the preliminary lists of the best average grades; these lists are announced on October 9, and for first-year second-cycle students starting these studies from the summer term, they are announced on March 9;

- 4) in the case of an application for the **rector's scholarship**, a student admitted to the first year of a second-cycle program who completed their first-cycle program **at a university other than SGGW** shall submit to the Central Dean's Office, within **7 days** of the start of the term (i.e. before the announcement of the preliminary lists of the best average grades in the given field of study), **a certificate from that university on the arithmetic average grade** obtained in the final year of the first-cycle program, together with the grading scale used; after the announcement of the preliminary lists of the best average grades, up to October 15, the student has the right to submit written comments on the preliminary lists of the best average grades to the Scholarship Committee, in the summer term – by March 15; justified requests will be taken into account when creating the final lists of the best average grades,
- 5) a student submits the application for the **minister's scholarship for outstanding achievements** within **7 days** of the start of the academic year; the student provides the attachments documenting achievements and the vice-dean's opinion in accordance with the guidelines published on the website www.sggw.edu.pl/studenci/wsparcie-dla-studentow/stypendia-ministra/. The application is then submitted to the Rector, who forwards the applications to the minister responsible for higher education by October 25. Detailed application submission procedures are governed by separate provisions.
2. A student who has obtained enrollment for the summer term in a given academic year and obtained the right to the social scholarship in the winter term, within **7 days of the start of the summer term**:
 - 1) where their family and income situation **has not changed**, in order to retain the right to the benefit, submits an application according to the template in **Appendix No. 1d** to the Regulations, without the need to supplement full documentation, subject to the following sentence. If they or members of their family benefit from social assistance benefits, they are required to submit the certificate referred to in § 11(5),
 - 2) where their income or family situation **has changed**, a student applying for a social scholarship in the summer term submits a new application for the social scholarship according to the template specified in **Appendix No. 1** to the Regulations, together with a complete set of documents according to the guidelines in Appendix No. 2 to the Regulations.
3. A first-year second-cycle student who starts studies from the summer term submits, within **7 days of the start of the term**, an application for the social scholarship, according to the template specified in **Appendix No. 1** to the Regulations, together with a complete set of documents (according to the guidelines in Appendix No. 2 to the Regulations), which may consist of copies of documents authenticated by an SGGW employee, held at the Student Affairs Office, originally constituting the documentation of the scholarship application submitted to SGGW in the term immediately preceding the current summer term, and the certificate referred to in § 11(5) of the Regulations.
4. If the last day of the deadlines specified in these Regulations falls on a Saturday or a statutory holiday, the deadline expires on the next day that is not a Saturday or a holiday, excluding § 7(1)(5).
5. In the event that an application is submitted after the expiry of the deadline referred to in sections (1)(1), (2), (3), these benefits may be granted from the month following the submission of the application, provided that the scholarship will also be granted for the month in which the application is submitted, if the application is submitted within 7 days of the start of the given month.
6. In the event that an application for the rector's scholarship is submitted after the expiry of the deadline referred to in section (1)(3), the application will only be considered if the date

of receipt of the application is earlier than the date of allocation of the funds allocated for this scholarship.

7. The student submits the application referred to in section (1), together with the attached documentation, in Polish. For documents in a language other than Polish, the student shall submit these documents together with a translation prepared by a sworn translator. Documents are certified as true copies of the original by the employee accepting the application.
8. If the submitted application is incomplete, the student is called upon, in accordance with the provisions of the Act of June 4, 1960 – Code of Administrative Procedure (Journal of Laws of 2025, item 1691, as amended), to remedy the deficiencies or submit explanations and supplement the documents within the period specified in the summons, which shall not be shorter than 7 days.
9. Applications for student benefits may be submitted electronically, if the university enables the submission of electronic applications.

Place of Submitting Applications

§ 7a

Applications should be submitted to the Office of Student Affairs. Information about it is available on the website: www.sggw.edu.pl/studenci/wsparcie-dla-studentow/stypendia/

Period of Payment of Benefits

§ 8

1. The social scholarship is granted for one term.
2. The scholarship for persons with disabilities and the rector's scholarship are granted for an academic year, or for a term in cases where the course of study – in accordance with the program curriculum – lasts one term, taking into account section (5).
3. The scholarship for persons with disabilities is granted for the period of validity of the disability certificate, but not longer than the period specified in sections (2) and (5).
4. The allowance is a one-time benefit and may be granted to a student no more than twice per academic year.
5. The decision granting the benefit referred to in § 4(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(1)(2) and (5), being removed from the list of students in the field of study in which they were receiving the benefit, subject to sections (6)-(8), or the expiry of the period referred to in § 5(1)(3), § 5(2), and § 5(4).
6. In the event of removal from the list of students, payment of the benefits granted to the student is suspended from the month following the month in which the student was removed from the list of students.
7. The student loses the right to the suspended benefits on the date of removal from the list of students by a final and binding decision.
8. If the decision on removal is overturned, payment of the suspended benefits is resumed from the nearest month, with retroactive payment for the period during which payment was suspended.
9. A student applying for, or receiving, the social scholarship, the scholarship for persons with disabilities, or the rector's scholarship shall immediately notify the Scholarship Committee in writing of the occurrence of any circumstance affecting the right to financial assistance benefits that results in the loss of the right to the benefit pursuant to § 5(1)-(9).

Payment of Benefits

§ 9

1. Scholarships for persons with disabilities and rector's scholarships are paid from the date the scholarship is granted, monthly, by the 22nd of each month, whereby the first payment is made no later than December 31 of the given year, with retroactive payment for October and November, and the last benefit is paid no later than September 30, subject to section (2).
2. Allowances are paid by the 22nd day of the month following the month in which the benefit was granted.
3. The social scholarship is paid from the date the scholarship is granted, monthly, by the 22nd of each month, whereby:
 - 1) in the winter term, the first payment is made no later than December 31 of the given year, with retroactive payment from the month in which the application was submitted, and the last payment is made at the end of the winter term,
 - 2) in the summer term, the first payment is made no later than April 22 of the given year, with retroactive payment from the month in which the application was submitted, and the last payment is made no later than September 30.
4. Benefits are paid by bank transfer to the student's bank account maintained in Polish złoty (PLN) currency.

Scholarships for Foreigners

§ 10

1. Only a foreigner referred to in Article 324(3) of the PSWiN Act may apply for the **social scholarship**.
2. Foreigners may apply for the **rector's scholarship, the scholarship for persons with disabilities, and the allowance**, provided they meet the conditions for receiving them specified in these Regulations.
3. The rules for documenting the application referred to in section (1) are specified in Appendix No. 2 to the Regulations, in Chapter VI, entitled "Rights of Foreigners and Documentation."

Social Scholarships

§ 11

1. The social scholarship may be granted to a student in a difficult financial situation. The student is required to document their family, financial, and income situation in accordance with the actual facts.
2. The amount of monthly income per person in the family of a student applying for the social scholarship is determined according to the principles set out in the Act of November 28, 2003, on Family Benefits (Journal of Laws of 2025, item 1208), taking into account section (3) and § 13(1) of these Regulations.
3. The detailed method of determining income and documenting the application for the social scholarship is set out in Appendix No. 2 to the Regulations.
4. The monthly income per person in a student's family that qualifies them to apply for the social scholarship must not exceed 45% of the minimum wage determined from January 1 of the year preceding the academic year for which the social scholarship is awarded, based on the Act of October 10, 2002, on Minimum Wage (Journal of Laws of 2024, item 1773).

5. The Rector, the Scholarship Committee, or the Scholarship Appeal Committee **shall refuse** to grant the social scholarship to a student whose monthly income per person in the family does not exceed the amount specified in Article 8(1)(2) of the Act of March 12, 2004, on Social Assistance (Journal of Laws of 2026, item 639), if the student fails to attach to the application for the social scholarship a certificate from a social assistance center or a Center for social services confirming that they or members of their family benefited from social assistance benefits in the year the application was submitted.
6. In the event that the student referred to in section (5), or members of their family, do not benefit from social assistance benefits, the Rector, the Scholarship Committee, or the Scholarship Appeal Committee may grant the social scholarship to that student if they have documented the family's sources of maintenance.
7. The provisions of sections (5) and (6) also apply to foreigners.

Increased Social Scholarships

§12

1. In particularly justified cases, a student may receive the increased social scholarship.
2. Particularly justified cases may include:
 - 1) orphanhood, regardless of whether one or both parents are deceased),
 - 2) disability of an immediate family member as referred to in § 13(1) (2)-(4), regardless of the number of disabled family members,
 - 3) another justified case,
 - provided that a student may not apply for an increased social scholarship if they have already received an allowance on the same grounds.
3. A student may apply for the increased social scholarship on more than one of the grounds referred to in section (2), provided that the total amount of the increased social scholarship may not exceed the amount established by a separate directive of the Rector issued pursuant to § 33.
4. The student submits the application for the increased social scholarship (Appendix No.1 to the Regulations) as an attachment to the application for the social scholarship (Appendix No. 1 to the Regulations).

Family Composition Established for the Purposes of the Social Scholarship

§ 13

1. When determining income per person in the student's family, the income earned by the following is taken into account:
 - 1) the student,
 - 2) the student's spouse,
 - 3) the student's parents, legal guardians, or de facto guardians,
 - 4) minor children, children pursuing education up to the age of 26 (or, if they turn 26 in their final year of studies, until they complete it), and disabled children regardless of age, who are dependents of the persons referred to in items (1)-(3).
2. A student who does not run a joint household with either parent, legal guardian, or de facto guardian may apply for the social scholarship without disclosing the income earned by the persons referred to in section (1)(3) and the minor children, children pursuing education up to the age of 26 (or, if they turn 26 in their final year of studies, until they complete it), and disabled children regardless of age who are their dependents, where the student meets one of the following conditions:
 - 1) They have reached the age of 26,
 - 2) They are married,
 - 3) They have dependent children referred to in section (1)(4),

- 4) They reached adulthood while in foster care,
- 5) They have a regular source of income, and their average monthly income in the previous tax year and in the current year, in the months preceding the month in which the declaration of not running a joint household with either parent, legal guardian, or de facto guardian was submitted, is equal to or greater than 40% of the minimum wage established as of January 1 of the year preceding the academic year for which the social scholarship is granted, pursuant to the Act of October 10, 2002, on Minimum Wage (Journal of Laws of 2024, item 1773).

Scholarships for Persons with Disabilities

§ 14

1. The scholarship for persons with disabilities may be received by a student holding:
 - 1) a disability certificate,
 - 2) a certificate of degree of disability,
 - 3) a certificate referred to in Article 5 and Article 62 of the Act of August 27, 1997, on Vocational and Social Rehabilitation and Employment of Persons with Disabilities (Journal of Laws of 2026, item 884).
2. The amount of the scholarship for persons with disabilities depends on the degree of the disability.
3. The student shall attach to the application for the scholarship for persons with disabilities (Appendix No. 3 to the Regulations) the certificate referred to in section (1).
4. In the event that the validity of the certificate of degree of disability expires during the academic year, the scholarship for persons with disabilities ceases to be paid from the month following the date of expiry of the validity of that certificate.
5. The scholarship for persons with disabilities may be granted during the course of the academic year, following a finding of disability. In such a case, this scholarship is granted after the submission of the required complete set of documents and the issuance of a decision on the above matter, without the possibility of retroactive payment for previous months, except in the case of an extension of the certificate.

Rector's Scholarships

§ 15

1. The rector's scholarship is granted upon a documented application by the student, constituting Appendix No. 4 to the Regulations for students referred to in section (4)(1), and Appendix No. 4a to the Regulations for students referred to in section (4)(2).
2. The rector's scholarship is granted to no more than 10% of the number of students in a given field of study. A field of study includes all years, forms, and levels of studies. If the number of the student for fields of study is lower than 10, the rector's scholarship may be awarded to one student. Students referred to in section (4)(2) are not included in the count of those eligible for the rector's scholarship not exceeding 10% of students.
3. The number of students in individual fields of study who may be granted the rector's scholarship is determined based on the number of all students registered in a given field of study as of October 15 of the given academic year, or the next business day if October 15 falls on a non-working day.
4. The rector's scholarship for a given academic year:
 - 1) **may be received by a student who, in the previous academic year, or, in the case of a student starting a second-cycle program in the summer term, in the previous term of studies,** had outstanding academic performance or scientific or artistic achievements, or sports achievements in competition at least at the national level,

- 2) **is awarded** to a student admitted to the first year of studies in the year they passed their secondary school leaving exam (maturity exam), who is:
 - a) A laureate of an international Olympiad, or a laureate or finalist of a central-level Olympiad, as outlined in the regulations on the education system,
 - b) A medalist in at least a national-level sports competition for the title of Polish Champion in a given sport, as outlined in the provisions on sports.
5. A student applying for the rector's scholarship referred to in section (4)(1) must jointly meet the following conditions:
 - 1) have completed at least the first year of studies, or, in the case of a second-cycle program begun from the summer term, have completed at least the first term of studies,
 - 2) by the end of the previous – respectively – academic year or term:
 - a) have completed all modules specified in the program curriculum of the given field of study for the given cohort, and have obtained the number of ECTS points, specified in the program for the given period of studies, required to complete the year of studies or term of studies,
 - b) have been enrolled in the next – respectively – year of studies or term, including in the IT system in use at SGGW in which information related to the course of studies is recorded and stored in electronic form.
6. A second-cycle student who began these studies from the summer term may apply for the rector's scholarship referred to in section (4)(1) in the following academic year, i.e., from the winter term, provided that they have completed the summer term in the first year of the second-cycle program and meet the conditions specified in section (5)(2).
7. A student starting studies in the **first year of a second-cycle program** may apply for the rector's scholarship for achievements referred to in section (4)(1) obtained during the final year of a first-cycle program in the field that was the basis for admission to a second-cycle program, whereby the final year is defined as:
 - 1) the previous academic year, for students starting a second-cycle program from the winter term,
 - 2) the winter term of the current academic year, for students starting a second-cycle program from the summer term.
8. **Outstanding academic performance** are understood to mean obtaining an average grade of 4.0 or higher across all subjects covered by the program curriculum.
9. **Scientific achievements** are understood to mean:
 - 1) participation in scientific conferences of local, national, and international scope,
 - 2) participation in scientific competitions of national and international scope,
 - 3) awards and distinctions obtained at these conferences and competitions,
 - 4) a scientific publication in a scientific journal included in the current list of scientific journals and reviewed materials from international conferences of the Ministry of Science and Higher Education,
 - 5) a scientific publication in a peer-reviewed monograph included on the list of scientific monographs published by publishers indicated by the Ministry of Science and Higher Education; scientific publications must meet the conditions specified in § 9 and § 10 of the Regulation of the Minister of Science and Higher Education of February 22, 2019, on the evaluation of the quality of scientific activity (Journal of Laws of 2022, item 661).
10. **Artistic achievements** are understood to mean participation in artistic competitions of national and international scope, and awards and distinctions obtained in these competitions.
11. **Sport achievements** are understood to mean:

- 1) achieving 1st to 36th place at the Olympic Games, World Championships, Academic World Championships, European Championships, Academic European Championships, the Universiade, the World Cup, the European Games, the World Games, the European University Games, and being appointed to the Polish National Team,
 - 2) achieving 1st to 16th place at the Polish Championships, Academic Polish Championships (general classification), the Polish Cup (general classification), or playing in the national (domestic) league at the top division level of a given discipline,
 - 3) achieving 1st to 8th place at the Academic Polish Championships (university-type classification), the Academic Polish Cup, the AZS Polish Championships, or playing in the national league at the second division level of a given discipline,
or, respectively, in competitions of this rank for persons with disabilities - in sports in which Polish sports associations, referred to in the Act of June 25, 2010, on Sport (Journal of Laws of 2026, item 95, as amended), operate, as well as in sports sections operating within AZS.
12. The detailed criteria for granting the rector's scholarship are set out in Appendix No. 5 to the Regulations.

Allowances

§ 16

1. A student who has found themselves temporarily in a difficult life situation may apply for an allowance. Events that justify a student's application for the granting of an allowance include, in particular:
 - 1) an accident or serious illness of the student,
 - 2) an accident or serious illness of an immediate family member referred to in § 13(1),
 - 3) the death of an immediate family member referred to in § 13(1),
 - 4) the birth of the student's child,
 - 5) other circumstances that may temporarily cause the student significant hardship, including circumstances that may have a significant impact on the deterioration of their financial situation.
2. The amount of the allowance granted on a given ground may not exceed the amount established by a separate directive of the Rector issued pursuant to § 33.
3. A student who is on leave, or who is repeating classes or a term, may receive an allowance.
4. The student shall attach to the application for an allowance (Appendix No. 6 to the Regulations) reliable documentation confirming the circumstances justifying the submission of the application for an allowance, and, at the request of the Scholarship Committee, documentation of costs incurred.
5. An allowance may be granted only once in respect of the same event.

Procedure for Appointing, Composition, and Functioning of the Scholarship Committees

§ 17

1. At the written request of the relevant body of the Student Council, the benefits referred to in § 4(1)(1)-(4) are granted by the Scholarship Committee and the Scholarship Appeal Committee operating at the University. Benefits are granted upon a documented application by the student. The granting of a benefit, and the refusal to grant it, is made by way of an administrative decision.

2. The Rector appoints the scholarship committees referred to in section (1) for a given academic year, in written or electronic form using the EKD system..
3. The scholarship committees referred to in section (1) consist of University employees and students. Students constitute a majority of the composition of each Committee.
4. A person may not simultaneously be a member of both the Scholarship Committee and the Scholarship Appeal Committee.
5. A member of the committees referred to in section (1) shall be excluded from participation in the procedure in a case in which they are a party, or in which they are in such a legal relationship with a party that the outcome of the case may affect their rights or obligations, or in a case involving their spouse, relatives and in-laws up to the second degree, or a person related to them through adoption, guardianship, or curatorship. The exclusion of a committee member from the procedure is described in the minutes.
6. In a situation where the relevant body of the Student Council does not submit the request referred to in section (1) to the Rector, the benefits are granted by the Rector. The Rector may authorize the Vice-Rector responsible for student affairs to grant specific benefits and issue administrative decisions in this regard. In such a case, the student has the right to appeal against the decision of the Vice-Rector responsible for student affairs by submitting a request for reconsideration of the case to the Rector within 14 days of receiving the decision.
7. As part of the supervision over the activities of the Scholarship Committee and the Scholarship Appeal Committee, the Rector, by way of an administrative decision, overturns decisions of these Committees that are inconsistent with legal provisions.
8. Student representatives to the committees referred to above are delegated by the relevant body of the Student Council in writing by October 14 of each year, provided that a given student may be delegated to only one Committee. The list of student representatives nominated to the Committee is submitted to the Student Affairs Office. The Student Affairs Office forwards the requests of the Student Council bodies referred to in section (1), with the composition supplemented by University employees, to the Rector.
9. In justified cases, at the request of the Student Council, the Rector may, in writing, recall the Committee referred to in section (1), or one of its members, and, at the request of the relevant body of the Student Council, appoint a new Committee or supplement its composition. A Committee member may resign. In such a case, the Rector, at the request of the relevant body of the Student Council, may supplement the composition of the Committee. In the event of changes in the composition of the Committee, § 18(1) or § 19(1) apply accordingly.
10. Members of the Scholarship Committees referred to in section (1) are required to maintain confidentiality of the information contained in students' applications, appeals, and complaints to the Voivodeship Administrative Court in Warsaw, and to hold authorization for access to personal data.
11. The Scholarship Committees referred to in section (1) may deliberate remotely, using information technology enabling decisions to be made by means of electronic communication.

The Scholarship Committee

§ 18

1. At the first meeting of the Scholarship Committee, a chairperson, vice-chairperson, and secretary are elected.
2. If the chairperson is unable to participate in a meeting, the Scholarship Committee is chaired by the vice-chairperson. Students present at the meeting must constitute a majority of the

Committee members deliberating. In a situation where a majority of students is not present, the secretary shall set a different date for the Committee meeting.

3. The tasks of the Scholarship Committee include the timely consideration of applications submitted by students for the granting of the social scholarship, the scholarship for persons with disabilities, allowances, and the rector's scholarship.
4. The tasks of the secretary of the Scholarship Committee include:
 - 1) convening meetings of the Scholarship Committee,
 - 2) drawing up minutes of the meetings of the Scholarship Committee,
 - 3) forwarding appeals against decisions issued to the Scholarship Appeal Committee.
5. In the absence of the secretary, the meeting is convened by the chairperson of the Scholarship Committee, and during the meeting, the duties of the secretary are performed by a Committee member elected by vote of the Committee members present at the meeting.

Scholarship Appeal Committee

§ 19

1. At the first meeting of the Scholarship Appeal Committee, a chairperson, vice-chairperson, and secretary are elected.
2. If the chairperson is unable to participate in a meeting, the Scholarship Appeal Committee is chaired by the vice-chairperson. Students present at the meeting constitute a majority of the Committee members deliberating. In a situation where a majority of students is not present, the secretary shall set a different date for the Committee meeting.
3. The tasks of the Scholarship Appeal Committee include the consideration of students' appeals against decisions of the Scholarship Committee.
4. The tasks of the secretary of the Scholarship Appeal Committee include:
 - 1) successively convening meetings of the Scholarship Appeal Committee, depending on the needs arising from the number of appeals,
 - 2) drawing up minutes of the meetings of the Scholarship Appeal Committee,
 - 3) archiving considered appeals together with the complete documentation and decisions, in accordance with the procedures in force at SGGW.
5. In the absence of the secretary, the right to convene meetings of the Scholarship Appeal Committee is assumed by the Chairperson of the Scholarship Appeal Committee. The duties of the secretary at the meeting are performed by a Committee member elected by vote of the Committee members present at the meeting.

Decisions of the Scholarship Committees

§ 20

1. Decisions of the Scholarship Committee are made by a simple majority of votes, with the participation of at least 1/4 of the number of members. Decisions of the Scholarship Appeal Committee are made by a simple majority of votes, with at least three members of the Committee present. In the event of a tie, the vote of the chairperson of the given Committee is decisive.
2. Decisions issued by the Scholarship Committees referred to in § 17(1), third sentence, are signed by the chairpersons of these Committees or by authorized vice-chairpersons.
3. A student may appeal against a decision of the Scholarship Committee, in writing, to the Scholarship Appeal Committee within 14 days of receiving the decision, submitted through the Scholarship Committee.
4. Summons and decisions concerning the granting of benefits may be transmitted electronically via the IT system in use at SGGW. The summons and decisions referred to in

the first sentence are signed with a qualified electronic signature by persons authorized to do so, or in another manner provided for in the Code of Administrative Procedure.

Undue Receipt of Benefits

§ 21

1. If it is established that a student obtained a benefit based on false information, the Rector suspends payment of the benefit until the explanatory proceedings are concluded. If it is confirmed that a student obtained a benefit on the basis of false information, the decision is overturned.
2. Benefits received by a student to which they were not entitled are subject to repayment in accordance with the procedures in force at SGGW, and are credited to the scholarship fund.
3. Unduly received benefits are understood to include, in particular, the circumstances indicated in § 6(1), as well as:
 - 1) benefits paid despite the occurrence of circumstances causing the cessation or suspension of the right to benefits,
 - 2) benefits paid in cases where the student knowingly misled the Scholarship Committees referred to in § 17(1),
 - 3) benefits granted on the basis of an administrative decision which was subsequently declared invalid,
 - 4) benefits granted on the basis of an administrative decision which was subsequently overturned and the student was refused the right to the benefit,
 - 5) benefits received in more than one field of study.

Reference to the Act

§ 22

1. Proceedings concerning the granting of benefits are governed by the provisions of the Act of June 14, 1960 – Code of Administrative Procedure (Journal of Laws of 2025, item 1691, as amended), and by the provisions on appealing decisions to the administrative court.
2. A student has the right to file a complaint against a final decision issued by the Rector/Scholarship Appeal Committee to the Voivodeship Administrative Court in Warsaw within 30 days of the date of delivery of the decision. The complaint is filed through the Rector/Scholarship Appeal Committee, via the correspondence register of the Student Affairs Office.

B. ACCOMMODATION OF STUDENTS IN STUDENT DORMITORIES

Accommodation of Students

§ 23

For the purposes of this section, the following terms mean:

- 1) studies – first-cycle programs, second-cycle programs, or long-cycle master's programs conducted by SGGW,
- 2) student – a person studying in a program at SGGW,
- 3) candidate for studies – a person participating in the recruitment process for studies at SGGW, which may result in enrollment on the list of students,
- 4) resident - student, candidate, foreign exchange student on the basis of an inter-university or inter-state agreement, or student undertaking an internship, as well as the student's spouse and child accommodated in an SGGW student dormitory,
- 5) HMS – the IT system in which information related to the course of studies is recorded and stored in electronic form,
- 6) Virtual Dean's Office, eHMS – the interface of the HMS system used by students,
- 7) active student status – student status entitling the holder to extend their electronic student ID card,
- 8) DODS – the Student Dormitories Service Department of SGGW,
- 9) ZDS – the Student or Academic Dormitory Complex.

§ 24

1. A student in full-time studies in all fields, and in part-time studies in those modes and fields where classes are held regularly Monday through Friday, may apply for accommodation in a student dormitory for a period of up to nine months, from October 1 of each academic year until the last business day of June.
2. A student in part-time studies where classes are not held regularly Monday through Friday may apply for accommodation in a student dormitory during the academic year, when vacancies are available in the dormitories that have not been used by the students referred to in section (1).
3. A student may apply for accommodation in a student dormitory for their spouse and child. Spouses who are not SGGW students may receive a place when vacancies are available that have not been used by the students referred to in section (1), or when the married couple is in a particularly difficult situation, duly documented.
4. A student may apply for accommodation in a student dormitory during the vacation period.
5. Priority in the granting of a place in a student dormitory is given to a student for whom a daily commute to the university would make studying impossible or significantly hinder it, i.e., where the distance from their permanent place of residence, measured by the shortest route along the existing network of public roads to SGGW, is more than 30 km, or where the one-way travel time exceeds 1.5 hours.
6. Applications for a place in a student dormitory will not be considered for students/candidates who, in the last three academic years, have been removed from the list of students or have withdrawn from their studies three times (calculated as the sum of these events).

§ 25

1. The Vice-Rector responsible for student affairs, as part of the collective procedure for granting accommodation for the academic year, appoints the **Committee for Granting**

Places in Student Dormitories, hereinafter referred to as the “Committee.” The Committee is appointed for the period from the date of its appointment until September 30 of the year in which it was appointed.

2. The Committee may consist of between 5 and 10 persons. The Committee is composed of:
 - 1) chairperson – the Head of the Student Dormitories Service Department, or another University employee,
 - 2) vice-chairperson – the deputy Head of DODS, or another University employee,
 - 3) secretary – a DODS employee,
 - 4) members – a representative of the Student Council and University employees.
3. If the chairperson is unable to participate in a Committee meeting, they may authorize the vice-chairperson, in writing, to chair the Committee; in the absence of the secretary, their duties are performed by the vice-chairperson.
4. The tasks of the Committee include reviewing applications for accommodation in student dormitories submitted by students and candidates for studies as part of the collective procedure for allocating accommodation for the academic year in order to allocate places in student dormitories for the next academic year.
5. The tasks of the Committee’s secretary include:
 - 1) convening meetings of the Committee,
 - 2) drawing up minutes of the Committee’s meetings, which are signed by the chairperson and the Committee members present at the meeting.
6. Decisions of the Committee are made by a simple majority of votes, with the participation of at least half of the number of members. In the event of a tie, the vote of the chairperson of the Committee is decisive.
7. Committee members are required to maintain confidentiality of the information contained in students’ applications. Committee members must hold authorization for the processing of personal data.
8. During the academic year, after the accommodation process has been completed for persons on the lists of students and candidates for studies who have been granted accommodation in a student dormitory and accommodation of students and candidates for studies within the allocation of places in accordance with § 28 (3), in cases where vacancies are available in the dormitories, individual applications by students SGGW or candidates for studies for accommodation in a student dormitory are considered on an ongoing basis by the Head of the Student Dormitories Service Department or the deputy Head of DODS, subject to the rules regarding the accommodation of students and candidates for studies from abroad waiting for a visa, specified in § 3 (10) of the Regulations of the student dormitory of SGGW. Information on vacancies in SGGW student dormitories for students is published on the website: akademiki.sggw.edu.pl. The criteria specified in § 24(5) are not taken into account when considering applications. A student/candidate has the right to appeal, within 7 days of receiving the decision, to the Vice-Rector responsible for student affairs against a decision of the Head of DODS or the deputy Head of DODS. Appeals must be submitted in writing through the Student Dormitories Service Department. The ruling of the Vice-Rector responsible for student affairs is final, and no complaint may be filed against it to the administrative court.

§ 26

1. Accommodation in a student dormitory is granted upon the application of a student or a candidate for studies.
2. Students as part of the collective procedure for allocating accommodation for the academic year submit electronic applications for accommodation in a student dormitory from June 1

to August 15 of each year for the following academic year, via the Virtual Dean's Office. The conditions necessary to enable submission of the electronic application are: the student having entered, in the HMS system, the distance in kilometers from their permanent place of residence to SGGW, and the absence of outstanding financial arrears owed to SGGW student dormitories.

3. Candidates for studies at SGGW submit, to the Student Dormitories Service Department, written applications for the granting of a place in a student dormitory, after being qualified for admission to studies in the recruitment process, in July and August of each year, within the deadlines set by the recruitment procedure, announced on the SGGW website.
4. A student and a candidate for studies may apply for accommodation in a student dormitory for:
 - 1) a spouse – submission of a copy of the marriage certificate, or an official certificate of a scheduled wedding date occurring before the requested accommodation date, is required,
 - 2) a child – submission of a copy of the birth certificate, or a medical certificate of the expected date of birth due after the requested accommodation date, is required.
5. The relevant certified copies or certificates must be submitted to the Student Dormitories Service Department within the application deadline applicable, respectively, to students and to candidates for studies.
6. The Committee does not consider applications from students and candidates whose distance from their permanent place of residence, measured by the shortest route along the existing network of public roads to SGGW, is less than 30 km, or whose one-way travel time does not exceed 1.5 hours.

§ 27

1. After considering the applications submitted for the granting of a place in a student dormitory as part of the collective procedure for allocating accommodation for the academic year, the Committee draws up lists of persons granted accommodation in a student dormitory, reserve lists, and lists of applications that could not be considered due to formal deficiencies. Students and candidates for studies whose applications could not be formally considered due to failure to meet the conditions described in § 24(5) may apply for the granting of a place in additional accommodation from October 1, under the procedure set out in § 25(8).
2. Lists concerning students are published in Building No. 38 and on the DODS website, in a form containing only student ID numbers and the abbreviated name of the Faculty. Information for candidates for studies on the results of the consideration of applications is provided by email to the individual addresses provided by candidates in the system used for handling recruitment.
3. A student or candidate for studies may submit a written appeal against the Committee's ruling on the granting of a place in a student dormitory to the Appeal Body, within 14 days from the date of publication of the lists or the sending of information by email. Appeals must be submitted through the Student Dormitories Service Department.
4. The appeal body for rulings of the Committee is the Vice-Rector responsible for student affairs.
5. The ruling of the appeal body is final, and no complaint may be filed against it to the administrative court.

§ 28

1. Accommodation in a student dormitory is conditional upon:
 - 1) the student holding active student status during the period corresponding to the requested accommodation date,
 - 2) making a reservation of the accommodation date and place.
2. Candidates for studies who have been granted accommodation in a student dormitory are obliged to make a reservation of the accommodation date and place.
3. As part of the reservation procedure, the available places in student dormitories are divided among candidates for studies and students of individual Faculties, as well as exchange programs, in the form of a Place Allocation List.
4. When creating the Place Allocation List, the need to accommodate students studying at SGGW under operating student exchange programs and inter-university agreements is taken into account. The number of students to be accommodated from individual programs is reported to the Head of DODS by the coordinators of the respective programs by August 15 of each year, for the following academic year. Named lists of persons to be accommodated from individual programs are reported to the Head of DODS by the coordinators of the respective programs by September 20 of each year, excluding exchange programs beginning in the summer semester, which are reported at least 15 days before the start of the summer term.
5. Places from the exchange program pool that remain unused as of October 1 are used to accommodate persons from the reserve lists or the applications referred to in § 25(8).
6. The Place Allocation List is prepared by DODS and approved by the Vice-Rector responsible for student affairs, no later than the day preceding the start of the place reservation period, or, if reservations take place in two rounds, no later than the day preceding the start of the second round of place reservations.
7. A student and a candidate for studies are obliged to take up accommodation on the date selected in the place reservation procedure. In justified situations, accommodation on a different date is permitted, following prior arrangement with the ZDS coordinator in writing or by email, whereby the fee is charged from October 1. Failure to complete the formalities described above is treated as relinquishment of the place in the student dormitory. Vacated places will be used to accommodate persons from the reserve lists or the applications referred to in § 25(8).
8. The Committee shall not grant accommodation for the new academic year if:
 - 1) the student will be on leave during the period corresponding to the requested accommodation date, unless they provide unambiguous documentation of the need to be present at the University for reasons related to the teaching process (attending classes),
 - 2) the student will hold diploma-candidate status during the period corresponding to the requested accommodation date,
 - 3) the student applies for accommodation for a period during which, in accordance with the SGGW Study Regulations, they should already have completed their master's studies,
 - 4) the applicant has been deprived of a place in the dormitory for that period (a penalty of deprivation of a place normally applies for a period of one year from the date it was imposed, unless the terms of the penalty provide otherwise).
9. If a student obtains accommodation in a student dormitory on the basis of false information, the Committee issues a decision depriving them of accommodation in the student dormitory.

1. Reservations are made using the Virtual Dean's Office, or by telephone (only in the case of candidates for studies), while for the persons listed in section (2) – in person at DODS or by email.
2. Priority in making a reservation for the next academic year is given, among those on the lists of students and candidates for studies who have been granted accommodation in a student dormitory, to:
 - 1) persons with a disability certificate,
 - 2) persons with documented serious illnesses,
 - 3) persons raising children,
 - 4) married couples where both spouses are SGGW students (excluding accommodation in DS Limba),
 - 5) siblings (excluding accommodation in DS Limba).
3. Reservation of the accommodation date and place is mandatory.
4. After the reservation submission deadline has passed, reservations are verified by DODS employees. DODS employees have the right to change the reservation of the place and time of accommodation if the student:
 - 1) failed to make timely payments for accommodation during previous accommodation periods,
 - 2) was given a written warning or deprived of a place in a student dormitory in the academic year preceding the academic year for which they submitted the reservation,
 - 3) had other problems related to their previous accommodation.
5. The student is informed of a change to the reservation proposal described in section (4) by a DODS employee via email/the Virtual Dean's Office, to the student's email address listed in the Virtual Dean's Office.
6. During and after the reservation period, a student's reservation proposal may be changed by a DODS employee due to the need to optimize the use of places.
7. Reservations of all persons who do not take up accommodation and do not cancel their reservation will be administratively canceled. Administrative cancellation results in blocking the ability of such a person to submit an electronic application for accommodation in a student dormitory for the next academic year. In order to unblock the ability to submit an electronic application, the person must report in person to DODS, submitting an application explaining the reasons for the failure to complete the formalities.
8. Detailed information, and the specific reservation deadlines established, are published by DODS together with the list of students granted accommodation in a student dormitory, and with information on the granting of accommodation in a student dormitory to candidates for studies.

§ 30

1. From the available places in student dormitories, a pool of rector's places is set aside, amounting to 1% of the available places, intended for the accommodation of students and candidates for studies in a documented, particularly difficult personal or health situation, or who are significantly engaged in activities serving the University.
2. The decision to grant a place from the rector's pool is made by the Rector, the Vice-Rector responsible for student affairs, or the Chancellor, after considering an individual application submitted in writing by the student or candidate for studies. The above decision is final, and no appeal may be filed against it.
3. A student or candidate for studies submitting an individual application for the granting of a place from the rector's pool should meet all the conditions described, respectively, in § 26(2) and (3).

4. Places from the rector's pool that remain unused as of October 1 are used to accommodate persons from the lists or applications referred to in § 25 (8).

§ 31

1. During the vacation period, a student may apply for accommodation in a student dormitory for the period from the beginning of July to mid-September, taking business days into account.
2. Accommodation of a student after September 15 is possible, provided that they receive accommodation for the new academic year, or in other justified situations.
3. For the vacation period, a place in a student dormitory is allocated on the basis of an individual application submitted in June of each year at the dormitory office or the DODS office, within the deadlines announced by DODS in May of each year.
4. Priority for accommodation in student dormitories during the vacation period is given to students:
 - 1) referred to in § 24, who were already accommodated in student dormitories at the end of teaching activities in the summer term,
 - 2) engaged in activities on behalf of SGGW,
 - 3) taking up accommodation for the period of the resit examination session, for the purpose of sitting that session,
 - 4) foreigners – provided that an inter-university or intergovernmental agreement requires this, and also where the student reports a need to remain in Poland during the vacation period.

§ 32

1. Detailed matters relating to, among other things, fees, loss of a place in a student dormitory, and the deadlines and rules for vacating accommodation, are regulated in the Student Dormitory Regulations of the Warsaw University of Life Sciences.
2. A student may apply for meals in the student canteen, purchasing meals according to the rules and prices set by the agents operating the canteens.

FINAL PROVISIONS

§ 33

1. The Rector, in agreement with the Student Council, determines:
 - 1) income thresholds and the amount of the social scholarship at each threshold, as well as the increased social scholarship,
 - 2) the amount of the rector's scholarship,
 - 3) the amount of the allowance,
 - 4) the amount of the scholarship for persons with disabilities, taking into account the degree of disability,
 - 5) the period for which the benefit is granted,
 - 6) the percentage range of persons eligible to receive the rector's scholarship, not higher than that specified in § 15(2), first sentence, of the Regulations.
2. When determining the amount and the period for which benefits are granted, the following are taken into account:
 - 1) the amount of available funds,

- 2) planned expenditures,
- 3) the method of allocating financial resources to the University for student benefits, referred to in the relevant regulation of the minister responsible for higher education.
3. The determinations referred to in this paragraph will be introduced by separate directives of the Rector.

§ 34

1. The Regulations enter into force on October 1, 2026
2. In matters not regulated by the provisions of these Regulations, the generally applicable provisions of Polish law apply, in particular the provisions of the PSWiN Act and the provisions of the Code of Administrative Procedure.

APPENDICES TO THE REGULATIONS:

Appendix No. 1- Application for the social scholarship,

Appendix No. 1a - Application for the increased social scholarship

Appendix No. 1b - Foreign student's declaration of meeting criteria for receiving a social scholarship

Appendix No. 1c - Student declaration on not maintaining a common household with parents

Appendix No. 1d - Application for the social scholarship/increased social scholarship for the summer term (extension of the right to the benefit for the next term)

Appendix No. 2 - Rules for determining and documenting income

Appendix No. 2a - Declaration of income of the student and members of their family achieved in the calendar year preceding the academic year in which the right to the social scholarship is determined, not subject to personal income tax

Appendix No. 3 - Application for the scholarship for persons with disabilities

Appendix No. 4 - Application for the rector's scholarship

Appendix No. 4a - Application for the rector's scholarship for students admitted to the first year of studies in the year they passed their maturity exam

Appendix No. 5 - Criteria for awarding the rector's scholarship

Appendix No. 6 - Application for awarding an allowance

Appendix No. 7 - Template application for appointing the Scholarship Committee

Appendix No. 8 - Template application for appointing the Scholarship Appeal Committee

Appendix No. 9 - Procedures for granting benefits to SGGW students