

## **REGULATIONS FOR GRANTING FINANCIAL AID TO PHD STUDENTS AT POZNAN UNIVERSITY OF MEDICAL SCIENCES DOCTORAL SCHOOL**

### **§1**

The Regulations for granting financial aid to PhD students at Poznan University of Medical Sciences, hereinafter referred to as the Regulations, define procedure and conditions for granting financial aid; the criteria for determining the amount of the benefit and the method of its payment.

### **§2**

Whenever the provisions of these Regulations refer to:

- 1) the University, this should be understood as Poznan University of Medical Sciences;
- 2) Doctoral Students, this should be understood as participants of Poznan University of Medical Sciences Doctoral School;
- 3) the Act, this should be understood as the Act of July 20, 2018 – Law on Higher Education and Science (i.e. Journal of Laws of 2018, item 1571, as amended);
- 4) the Committee, this should be understood as the Assistance Committee for PhD students;
- 5) the Board, this should be understood as the Board of the Doctoral School Students Council of Poznan University of Medical Sciences
- 6) financial aid, this should be understood as the financial aid for PhD students of Poznan University of Medical Sciences;
- 7) DSO, this should be understood as the Doctoral School Office at Poznan University of Medical Sciences.

### **§3**

1. The financial aid is a one-time, non-refundable cash benefit granted on a discretionary basis.
2. Financial aid may be awarded to a doctoral student who is temporarily facing difficult life circumstances.
3. Financial aid is paid from the internal funds of Poznan University of Medical Sciences.
4. This benefit is exempt from personal income tax pursuant to Article 21(1)(39) of the Act of July 26, 1991, on Personal Income Tax (i.e., Journal of Laws of 2025, item 163, as amended).
5. In granting this benefit to doctoral students, the University adheres to the principles of equal access to benefits and transparency of actions, while ensuring the protection of personal data as required by separate regulations

### **§4**

1. Decisions regarding the award of financial aid are made by the Rector. Before issuing a decision, the Rector may request an opinion from the Committee. The award or denial of

financial aid is made by way of an administrative decision. The Rector may authorise the Director of the Doctoral School to handle matters in this regard.

2. The Committee serves as an advisory body to the Rector regarding the allocation of financial aid for Doctoral School students. The Committee's opinion is not binding on the Rector.
3. An appeal for reconsideration of the Rector's decision may be filed with the Rector within 14 days of the date of delivery of the decision.
4. The Rector may request the Committee's opinion regarding a request for reconsideration. In such a case, the Committee presents to the Rector its position on the merits of granting the request for reconsideration. The Committee's opinion is not binding on the Rector.
5. The Committee issues opinions regarding applications for financial aid and requests for reconsideration within 14 days of the Rector's request to the Committee
6. The Commission's opinion is signed by the Chair of the Commission or the Vice Chair of the Commission.
7. In proceedings concerning the award of financial aid, the provisions of the Act of June 14, 1960, Code of Administrative Procedure (Journal of Laws of 2025, item 1691) applies.

## **§5**

1. The Rector appoints the Committee by June 30 of the preceding academic year for the following academic year. The first Committee is constituted within 14 days of the effective date of these Regulations for a term ending at the close of the academic year following the year in which it was constituted.
2. Candidates for the Committee are proposed to the Rector by the Director of the Doctoral School.
3. The Committee consists of:
  - 1) the chair, who is the Deputy Director of the Doctoral School;
  - 2) the vice-chair, who is a representative of the Rector;
  - 3) a member of the Doctoral School Council;
  - 4) two doctoral students appointed from among candidates nominated by the Council;
  - 5) a DSO employee nominated by the Head of the DSO.
4. Any change in the composition of the Committee is announced by order of the Rector.
5. The Commission issues opinions by an absolute majority of votes.
6. Members of the Committee are required to keep confidential any information obtained in the course of its work.
7. A member of the Committee is excluded from participating in the review if the subject of the proceedings is the review of an application for the award of a grant:
  - 1) to him or her or to a doctoral student with whom he or she has such a legal or factual relationship that the outcome of the proceedings may affect his or her rights or obligations;
  - 2) to his or her spouse or relatives and in-laws up to the second degree;
  - 3) a person related to him or her by adoption, guardianship, or custody.

8. In the event of a tie during the Committee's vote on an opinion, the Chairperson of the Commission has the casting vote.

## **§6**

1. The availability of financial aid depends on the budget allocated for financial aid to doctoral students at the University, as determined by the Rector for a given calendar year in consultation with the Council.
2. The Rector, in consultation with the Council, sets the maximum amount of the financial aid and announces it no later than January 31 of each calendar year.
3. In the first year of the Regulations' validity, the Rector, in consultation with the Council, determines the budget for financial aid for the University's doctoral students and the maximum amount of financial aid within 14 days of the Regulations' entry into force.
4. The determinations referred to in paragraph 3 remains in effect until the end of the calendar year in which the Regulations entered into force.

## **§7**

1. A doctoral student who is temporarily facing financial hardship may receive financial assistance, but only upon their request.
2. The doctoral student must provide documentation on deterioration of their living situation.
3. A difficult life situation means, in particular:
  - 1) the death or serious illness of a member of the PhD student's immediate family,
  - 2) an accident resulting in serious health or financial consequences,
  - 3) a serious illness of the PhD student, documented by a medical certificate,
  - 4) damage caused by a natural disaster; e.g., flood, fire;
  - 5) the PhD student suffering financial loss as a result of theft or burglary.
4. A doctoral student may receive financial assistance no more than twice per academic year.
5. A doctoral student may receive financial assistance only once for the same event.
6. In justified cases, the Rector has the right to request that a doctoral student supplement their application for financial assistance with additional documents confirming their difficult life circumstances.
7. In particularly justified cases, the Rector may decide to increase the maximum amount of the financial aid, as specified in § 6 of the Regulations.
8. A doctoral student may apply for financial assistance no later than 4 months after the occurrence of the unforeseen event. If the unforeseen event occurred between March 27, 2026, and the date these Regulations take effect, the period referred to in the first sentence begins on the date these Regulations take effect.

## **§ 8**

1. A doctoral student wishing to apply for a financial aid must submit an application. The application form is available on the Doctoral School's website.

2. The application for financial assistance must be accompanied by relevant documentation confirming financial hardship or the occurrence of an unforeseen event, in particular: a document confirming the occurrence of the event and specifying the amount of damage issued by the appropriate authority (police, insurance company, fire department, etc.), medical certificates, hospital discharge summaries, disability assessment reports, copies of prescriptions, and personalized invoices or receipts for purchased medications, rehabilitation equipment, medical equipment, and orthopedic devices, as well as documents confirming the provision of life-saving medical services, opinions from relevant authorities documenting the applicant's situation, or a death certificate. Documents containing sensitive data, particularly regarding health status, are provided for review only and are returned to the applicant immediately after the application for assistance has been considered.
3. The doctoral student must submit a printed and signed application, along with attachments documenting the deterioration of their financial situation, to the DSO.
4. An incomplete application, submitted without the required attachments, or not supplemented by the specified deadline indicated in the notification, will not be considered.
5. The processing period begins on the date the formal deficiencies in the financial aid application are corrected.
6. The DSO employee receiving the application confirms this with an entry on the appropriate list.
7. The assistance is paid into the doctoral student's bank account specified in the application no later than the last day of the month following the month in which the decision to grant the assistance became final.

## **§ 9**

1. These Regulations enter into force on the date of their adoption.
2. A template application form for financial assistance is included in Appendix No. 1 to these Regulations.