



**Announcement of Vice-Rector for Student Affairs and Quality of Teaching
Professor Jolanta Choińska-Mika
regarding the submission of applications for benefits
and rules of awarding benefits**

This document is a modified version of the [announcement](#) of Vice-Rector for Student Affairs and Quality of Teaching, Professor Jolanta Choińska-Mika issued on 22 April 2020 regarding the submission of applications for benefits provided for in the [Rules for students' benefits at the University of Warsaw](#) (hereafter: "Rules") and rules of awarding them.

The benefits can be awarded **only to students** (understood as students of the first cycle study, second cycle study, and long second cycle study at the University of Warsaw) and **participants of doctoral studies** (not doctoral candidates who study in doctoral schools).

Changes regarding rules of applying for the benefits and awarding them are the result of new [act of 16 April 2020](#) issued in Poland due to coronavirus outbreak and [Ordinance no 78](#) of the Rector of University of Warsaw of 22 April 2020.

The document **focuses on the allowance aid** (in Polish: „zapomoga”) which can be awarded to student or doctoral candidate, who – for reasons beyond their control – is temporarily in difficult life situation resulting in expensive and short-term problems in studying (see § 21 of [Rules](#)).

For foreign students and doctoral candidates the most accessible form of financial aid is allowance aid. The eligibility for other benefits for foreign students or doctoral candidates is limited by more strict formal provisions set in Act on Higher Education and Science and in case of social scholarship also by the amount of family income; in case of scholarship for persons with disabilities – by the requirement of Polish disability certificate.

To get more information about **social scholarship and scholarship for people with disabilities**, see contact info in section "II. Other benefits".

I. Allowance aid

[Foreign applicants' eligibility for allowance aid](#)

The allowance aid can be awarded to foreign students and doctoral candidates. Their **eligibility depends on when they started their studies at the University of Warsaw:**

- 1) all foreign students who started studies on **1 October 2019 and later** (i.e. they are on 1st year of studies in academic year 2019/2020) can be awarded with the allowance aid;
- 2) foreign students and doctoral candidates who started studies **before 1 October 2019** (i.e. they are on at least 2nd year of studies) can be awarded with the allowance aid **if they pursue studies on rules applying for Polish citizens** (see § 32 of [Rules](#)).

When allowance aid can be awarded

The allowance aid can be awarded to the student or doctoral candidate, who – **for reasons beyond their control – is temporarily in difficult life situation** resulting in expensive and short-term problems in studying, in particular as **a result of**:

- 1) **loss of the permanent and main source of income** by the applicant child, their married spouse or parent if the applicant was dependent on the parent;
- 2) sudden **illness or accident** of the applicant or a member of their close family;
- 3) death of the applicant's child, married spouse or parent if the applicant was dependent on the parent.

How to apply for the allowance aid

There is no need to submit hard copy of the documents (including signed copy of application) in the units. This rule also applies to the applications submitted in accordance with the previous procedure, issued by Vice-Rector for Student Affairs and Quality of Teaching on 18 March 2020.

To submit the application you need to register the allowance aid application in USOSweb (Common Section > [Applications](#) > Application for assistance grant in academic year 2019/2020), generate PDF of application from USOSweb and send PDF with scans of documents to the e-mail address:

- 1) students: zapomogi@samorzad.uw.edu.pl;
- 2) doctoral candidates: stypendia.usos@uw.edu.pl

Applicants shall use the e-mail account allocated with the domain of the University (students and doctoral candidates can create the account allocated with such domain on this page: <https://wp.uw.edu.pl>). Application send from addresses in other domains shall not be considered as submitted.

Status of the application in USOSweb should change from „Registered” to „Submitted” within two days.

Sending the application in accordance with the above rules is necessary to initiate the proceeding.

How to justify and document an application

According to § 23 of the [Rules](#) the applicant shall be obliged to **document their difficult life situation** and present **documents allowing for the evaluation of the applicant's financial position** in order to determine the amount of the allowance aid.

The applications are examined in order of submission. If there is a need to supplement the omissions applicant is informed by e-mail and in USOSweb. If the omissions are not supplemented within the time limit set by the coordinator, the allowance aid shall not be awarded.

Rector is taking the decision which is final and there is no possibility to fill the application for re-examination.

Important changes to the previous provisions

The most important changes to the previous provisions are:

- 1) the allowance aid is awarded by Rector,
- 2) process is not subjected to the Code of Administrative Procedure (as a consequence there is no possibility to fill the application for re-examination),
- 3) the allowance aid can be received more than two times in academic year (but still shall not be awarded a second time for the same event),
- 4) until 30 September 2020 the application of the provision which limits the right to be awarded with the allowance aid for students who are studying longer than 6 years is suspended – it means that **students who study longer than 72 months are eligible to apply for and can receive allowance aid.**

Questions

In case of any questions regarding the allowance aid students should contact at the e-mail address: zapomogi@samorzad.uw.edu.pl, doctoral candidates: stypendia.usos@uw.edu.pl.

II. Other benefits

Students and doctoral candidates can also apply for social scholarship and scholarship for people with disabilities.

To submit the application applicant shall register scholarship application in USOSweb, generate PDF of application from USOSweb and send PDF with the necessary documents at the e-mail address:

- 1) **in case of social scholarship:**
 - a) students: at the e-mail address of scholarship coordinator from the unit ([the list of coordinators](#));
 - b) doctoral candidates: stypendia.usos@uw.edu.pl
- 2) **in case of scholarship for people with disabilities** (students and doctoral candidates): bon@uw.edu.pl.

In case of any questions regarding those benefits please contact with the e-mail addresses mentioned above.