**ORDER No 160**

**of the Rector of the Nicolaus Copernicus University in Toruń**

of 30 September 2016

**Rules for granting financial support to doctoral students**

**of the Nicolaus Copernicus University in Toruń**

Pursuant to art. 199.2 of the Act of 27 July 2005 - Law on Higher Education (Dz. U. of 2012, item 572 as amended)

**i t i s o r d e r e d** as follows:

Chapter 1

General provisions

Article 1

1. The Rules lay down the principles for specifying the amount, granting and payment of financial support benefits referred to in Article 199.1.1-4 of the Act of 27 July 2005 - Law on Higher Education (Dz. U. of 2012, item 572 as amended), including detailed criteria and procedures for granting financial support benefits to doctoral students, templates of application forms for financial support benefits, a template statement confirming not receiving benefits in another field of a degree programme and the method of documenting financial and social situation of a doctoral student.
2. Subject to art. 1.3, the provisions of the Rules shall apply to doctoral students pursuing their degree programmes at the Nicolaus Copernicus University in Toruń, hereinafter referred to as the "NCU".
3. The Rules shall not apply to foreign doctoral students pursuing a degree programme at the Nicolaus Copernicus University unless otherwise provided for in separate regulations.

Article 2

1. Financial support for doctoral students is granted from the Financial Support Fund for students and doctoral students established by the Nicolaus Copernicus University pursuant to art. 103 of the Act - Law on Higher Education.
2. The fund referred to in art. 2.2 shall be established separately for the Toruń faculties and the faculties of Collegium Medicum in Bydgoszcz.

Article 3

A student may apply for the following benefits from the fund referred to in art. 2.1:

1. maintenance grant,
2. special grant for disabled persons,
3. scholarship for outstanding doctoral students,
4. assistance grant.

Article 4

1. A doctoral student may also apply for financial support from the funds allocated for this purpose in the state budget in the form of the minister's scholarship for outstanding achievements.
2. Detailed requirements and procedures for granting and paying the minister's scholarships for outstanding achievements are governed by separate regulations.

Article 5

1. The rector, in consultation with the NCU Student Council and the University PhD Student Council, shall distribute the subsidy referred to in Article 94.1.7 of the Act - Law on Higher Education, subject to art. 5.2.
2. The subsidy allocated for financial support for doctoral students may not be less than the proportion between the number of doctoral students and the number of students and may not be more than 6% of the subsidy referred to in art. 5.1.

Article 6

1. The dean shall grant the benefits referred to in art. 3.
2. The rector shall be a higher authority in matters regarding financial support benefits.
3. The dean shall delegate powers referred to in art. 6.1 to the faculty PhD student grants committee at the written request of the University PhD Student Council.
4. The rector shall delegate powers referred to in art. 6.2 to the PhD Student Grants Appeals Committee at the written request of the University PhD Student Council.
5. The University PhD Student Council shall submit requests referred to in art. 6.3 and art. 6.4 by 30 June of each year.

Article 7

The Faculty PhD Grants Committee shall be appointed by the dean from among faculty doctoral students delegated by the University PhD Council and faculty staff.

The PhD Student Grants Appeals Committee shall be appointed by the rector from among doctoral students delegated by the University PhD Student Council and University staff.

The PhD student grants committee and the PhD Student Grants Appeals Committee shall be composed of: the chairperson, the deputy chairperson and members. Doctoral students shall make up the majority of the committee. The chairperson of the committee shall be a doctoral student.

The number of members of the faculty PhD student grants committee shall be specified by the dean in consultation with the University PhD Student Council.

The number of members of the Grants Appeals Committee shall be specified by the rector in consultation with the University PhD Students Council.

The term of office of the grants committees starts on 1 September and lasts one year.

The dean, in consultation with the University PhD Student Council and in substantiated cases, may dismiss a member of the faculty PhD student grants committee before the expiry of their term of office.

The rector, in consultation with the University PhD Student Council and in substantiated cases, may dismiss a member of the PhD Student Grants Appeals Committee before the expiry of their term of office.

In the event of the expiry of the mandate of a member of the faculty PhD student grants committee or the PhD Grants Appeals Committee, art. 7.1 and art. 7.2 shall apply accordingly.

Article 8

* + - 1. The chairperson of the grants committee shall be in charge of the work of the grants committee.
			2. The chairperson of the grants committee shall sign the decisions issued by the grants committee.
			3. The chairperson of the committee may authorise the deputy chairperson to sign decisions issued by the grants committee.
			4. Minutes shall be taken from the meeting of the grants committee.

Article 9

Financial support benefit payments are transferred to the bank account of a doctoral student.

Article 10

1. Faculty PhD student grants committees shall deliver to the rector by 15 October the information on the total number of doctoral students, including the number of doctoral students applying for:
	1. maintenance grants;
	2. increase in the maintenance grant for living in a student dormitory or other premises;
	3. increase in the maintenance grant for living with their unemployed spouse or their child in a student dormitory or other premises;
	4. special grant for disabled persons.
2. Pursuant to the information referred to in art. 10.1, the rector in consultation with the University PhD Student Council, shall specify separately for the Toruń faculties and faculties of the Collegium Medicum in Bydgoszcz the following:
	1. amount of income per capita in a doctoral student's family that entitles them to apply for the maintenance grant;
	2. the amount of:
3. income-based maintenance grant,
4. increase in the maintenance grant for living in a student dormitory or other premises,
5. special grant for disabled persons depending on the degree of disability,
6. grants for outstanding students,
	1. % of the most outstanding doctoral students in a given discipline of studies eligible to receive a grant for outstanding doctoral students in a given academic year.
7. The rector, in consultation with the University PhD Council, shall divide the funds earmarked for financial support for doctoral students allocated to individual faculties into:
	1. maintenance grants, special grants for disabled persons depending on the number of doctoral students eligible to receive grants;
	2. grants for outstanding doctoral students and assistance grants depending on the number of doctoral students.

Article 11

1. During the period of pursuing their studies or a placement in another higher education institution as part of doctoral student exchange programmes, a doctoral student shall retain the right to receive financial support benefits.
2. The decision to grant the financial support benefit referred to in art.3.1-4 shall expire on the last day of the month in which a doctoral student was struck off the list of doctoral students or completed a degree programme in the field of study in which they received the benefit or lost the right to the benefit pursuant to art.13.2.
3. The payment of the financial support benefit to a doctoral student who has been suspended in their rights shall be withheld until the disciplinary committee issues its decision.

Article 12

The total monthly amount of the grants referred to in art.3.1 and art.3.3 may not be higher than 90% of the lowest basic remuneration of the assistant (*pl asystent*) as set out in the regulations on remuneration for academic staff.

Article 13

1. A doctoral student who at the same time pursues several doctoral degree programmes may receive the maintenance grant, the special grant for the disabled persons, the assistance grant, the scholarship for outstanding doctoral students and the minister's grant for outstanding achievements only in one doctoral programme indicated by the student.
2. A doctoral student who, upon completion of one doctoral programme, continues to pursue studies in another doctoral degree programme is not eligible for benefits referred to in art. 3 and art. 4.
3. A doctoral student is obliged to submit a statement confirming that they do not receive financial support benefits in more than one field of study. A template of the statement is set out in Annex 1 to these Rules.
4. A doctoral student may at the same time receive the scholarship for outstanding doctoral students and the minister's scholarship for outstanding achievements. Receiving these scholarships shall not disqualify a doctoral student from receiving other financial support benefits and exclude their right to receive a scholarship awarded by local government bodies, by employers, or scholarship from the European Union structural funds.
5. A doctoral student receiving financial support benefit shall be required to notify a higher education institution without delay of any circumstances referred to in art. 13.2 which affect the right to financial support benefits.

Article 14

1. A doctoral student who has received undue financial support is obliged to return the said.
2. The following shall be deemed to have been unduly paid:
3. financial support benefits paid regardless of the occurrence of circumstances resulting in the termination or suspension of the right to financial support benefits;
4. benefits granted or paid on the basis of false statements or documents or in other instances of deliberate misrepresentation by a doctoral student;
5. financial assistance benefits granted on the basis of a decision which was subsequently annulled, or benefits granted on the basis of a decision which was subsequently revoked as a result of the resumption of proceedings and refusing a doctoral student the right to financial assistance.

**Chaper 2**

Maintenance grant

Article 15

A student who is in a difficult financial situation has the right to receive the maintenance grant.

Article 16

1. The amount of the maintenance grant depends on the monthly income per capita in a doctoral student's family established under the provisions of the Act – Law on Higher Education.
2. The amount of a monthly income per capita in a doctoral student's family that entitles them to the maintenance grant shall be specified by the rector in consultation with the University PhD Student Council.

Article 17

1. A full-time doctoral student in a difficult financial situation may receive the maintenance grant in the increased amount for living in a student dormitory or other premises in the event where daily commuting from the place of permanent residence to the university would make the pursuit of studies impossible or significantly difficult.
2. In the case referred to in art. 17.1 a full-time doctoral student may also receive the maintenance grant in the increased amount for living with their unemployed spouse or their child in a student dormitory or other premises.

Article 18

1. The right to the maintenance grant shall be specified on the basis of the application for the maintenance grant submitted by a doctoral student, a template of which is set out in Annex 2 to these Rules. A doctoral student shall complete the application via the application form generator available after logging into the USOSWeb system.
2. The application for the maintenance grant submitted by a doctoral student shall be accompanied by certificates or statements evidencing the amount of income of a doctoral student and their family members and other evidence necessary to establish the right to the maintenance grant.
3. The method of evidencing the financial and social situation of a doctoral student is set out in Annex 3 to these rules.

Article 19

The maintenance grant is granted for up to 9 months in a given academic year.

Article 20

1. The time limit for submitting applications for the maintenance grant for the new academic year shall be specified by the rector in consultation with the University PhD Student Council.
2. Where the application is not submitted within the time limit specified in art. 20.1, the application for the maintenance grant may be submitted by the 10th day of each month in which benefits are paid.
3. The right to the grant is established from the month in which a correctly completed application form supported by the required documents is received.
4. The maintenance grant is paid monthly except that the payment of the grants for October and November may be made cumulatively in November.

Article 21

1. A doctoral student who has been awarded the maintenance grant in the increased amount for living in a student dormitory or other premises is obliged to notify the entity awarding the grant about the fact that:
	1. they or any of the persons referred to in art.17.2 has lost their legal title to live in a student dormitory or other premises,
	2. their spouse has taken up employment where a doctoral student receives the benefit under art.17.2.
2. The notification time limit referred to in art. 21.1 shall be 7 days from the date of the occurrence of the following respectively:
	1. loss of the legal title to live in a student dormitory or other premises,
	2. taking up employment by the spouse.

Chapter III

**Special grant for disabled persons**

§ 22

* 1. A doctoral student may apply for the special grant for disabled persons on the grounds of disability confirmed by a decision of a competent authority, hereinafter referred to as the "special grant".
	2. The special grant is awarded at the request of a doctoral student supported by documentary evidence. A template application is set out in Annex 4 to these Rules. A doctoral student shall complete the application form via the application form generator available after logging into the USOSweb.
	3. The application for the special grant shall be accompanied by a decision on the degree of disability or a decision of an equal footing.

Article 23

1. The time limit for submitting applications for the special grant for disabled persons for the new academic year shall be specified by the rector in consultation with the University PhD Council.
2. In the event of failure to submit an application within the time limit specified in art. 23.1, an application for the special grant may be submitted by the 10th day of each month in which benefits are paid.
3. The right to the grant shall be established from the month in which a duly completed application form supported by the required documents is received, subject to art.23.6.
4. The special grant is paid monthly, where the payment of the grants for October and November may be made cumulatively in November.
5. The special grant is awarded for the period referred to in art. 19, but no longer than until the last day of the month in which the decision expires.
6. In the event that a decision on disability or on the degree of disability expires and the disability or the degree of disability is re-established as a continuation of the previous decision, the right to the special grant shall be established from the first day of the month following the month in which the previous decision expired provided that a doctoral student has submitted applications for:
	1. establishing by the competent authority of the disability or the degree of disability within one month from the date of expiry of the previous decision;
	2. the special grant within one month from the date of the decision.

Chapter 4

**Grant for outstanding doctoral students**

Article 24

1. The grant for outstanding doctoral students in their first year of a doctoral degree programme may be awarded to a doctoral student who has achieved very good results in the admission procedure.
2. The grant for outstanding doctoral students in the second and subsequent years of their doctoral degree programmes may be awarded to a doctoral student who has met the following cumulative requirements in the academic year preceding the award of the grant:
3. obtained very good or good results in examinations covered by a doctoral programme;
4. has demonstrated progress in scientific work and preparation of a doctoral dissertation;
5. has demonstrated a strong commitment to teaching work.

Article 25

1. Grants are awarded to outstanding doctoral students according to a ranked list.
2. Ranked lists are established for each discipline of doctoral degree programmes provided by the faculty and separately for:
3. the first year,
4. the second and subsequent years of degree programmes.
5. The criteria and method of establishing ranked lists referred to in art. 25.2 that take into account the requirements specified in art. 24 shall be established by the dean in consultation with the head of doctoral studies, the faculty PhD student grants committee, and the University PhD Student Council and shall be announced as customary at the faculty.

Article 26

1. The right to the grant for outstanding doctoral students shall be established on the basis of an application submitted by a doctoral student; an application form template is set out in Annex 5 to these rules. A doctoral student shall complete an application via the application form generator available after logging into the USOSweb.
2. An application for the grant for outstanding doctoral students submitted by a doctoral student shall be accompanied by documents evidencing scientific or artistic achievements.
3. The time limit for submitting applications for the grant for outstanding doctoral students for the new academic year shall be specified by the rector in consultation with the University PhD Council.
4. The list of required attachments documenting a doctoral student's achievements which are the basis for awarding the grant to outstanding doctoral students shall be specified by the dean in consultation with the head of doctoral studies and the faculty PhD student grants committee and shall be announced as customary at the faculty.

Article 27

The grant for outstanding doctoral students shall be awarded for a period of up to 9 months in a given academic year.

Chapter 5

Assistance grant

Article 28

1. The assistance grant may be awarded to a doctoral student who is temporarily in a difficult financial situation for reasons beyond their control.
2. A doctoral student may receive an assistance grant no more than twice per academic year.
3. A doctoral student may receive only one grant for one and the same occurrence.
4. The situations that justify the award of the assistance grant include in particular:
5. serious and chronic illness of a doctoral student or their child,
6. purchase of medical equipment to improve living conditions of a disabled doctoral student,
7. birth of a child to a doctoral student,
8. unfortunate accident of a doctoral student,
9. death of the closest member of a doctoral student's family.
10. The amount of the assistance grant may not be more than 90% of the lowest basic remuneration of the assistant (*pl asystent*) as specified in the rules on remuneration for academic staff.
11. The assistance grant may be applied for no later than three months after the occurrence of the event that justifies the award of the assistance grant.
12. The assistance grant shall be awarded at the request of a doctoral student supported by documentary evidence. A doctoral student shall complete the application via the application form generator available after logging into the USOSweb. An application template is set out in Annex 6 to these Rules. The application for the assistance grant submitted by a doctoral student shall be accompanied by documents evidencing the circumstances that caused financial difficulties.

**Chapter 6**

Appeals and supervisory proceedings

Article 29

1. The provisions of the Law of 14 June 1960 - the Code of Administrative Procedures shall apply to decisions on granting financial support benefits (Dz.U. of 2016, item 23).
2. The activity of the faculty PhD student grants committee shall be supervised by the dean whereas the activity of the PhD student grants appeals committee shall be supervised by the rector.
3. In execution of their supervisory authority, the dean and the rector may repeal decisions of the faculty PhD student grants committee and the PhD Student Grants Appeals Committee respectively which are contrary to the provisions of the Act – Law on Higher Education and these rules.

**Chapter 7**

Final provisions

Article 30

The criteria for the establishment of ranked lists pursuant to art. 25.3 of the order No. 133 of the NCU Rector of 25 September 2013 Rules for granting financial support to doctoral students of the Nicolaus Copernicus University in Toruń (Biuletyn Prawny UMK No. 9 item 285) shall apply for the academic year 2016/2017.

Article 31

The time limits for establishing grants committees in the academic year 2016/2017 are specified in art.7 of the order No. 133 of the NCU Rector of 25 September 2013 Rules for granting financial support to doctoral students of the Nicolaus Copernicus University in Toruń, save that their term of office ends on 31 August 2017**.**

Article 32

Order No. 133 of the Rector of the Nicolaus Copernicus University in Toruń of 25 September 2013 - the Rules for granting financial support to doctoral students of the Nicolaus Copernicus University in Toruń is repealed.

Article 33

The Rules shall enter into force as of 30 September 2016.

 **R E C T O R**

 **prof. dr hab. Andrzej Tretyn**