

**Regulations for the awarding of scholarships to students of universities based in  
Opole who demonstrate significant achievements - Scholarship Programme  
'Scholarships of the Mayor of the City of Opole'**

**§ 1. Basic concepts**

1. The terms used in these Regulations shall have meanings as set forth below:
  1. **scholarship programme** - implemented on the basis of these Regulations, programme of awarding by the Mayor of the City of Opole scholarships for full-time students who demonstrate significant achievements, specifying the type of scholarship, criteria and method for granting scholarships, the maximum amount of a scholarship that a student can apply for, and the terms of payment;
  2. **scholarship** - a financial benefit in the form of money, referred to in Article 86, section 1, subsection 5 of the Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended), hereinafter referred to as the Law, intended for full-time students of higher education institutions based in the City of Opole who demonstrate significant achievements;
  3. **applicant** - full-time student of a university based in the City of Opole applying for the scholarship, referred to herein;
  4. **scholarship holder** - person who has been awarded a scholarship in accordance with the procedure set out in these Regulations;
  5. **student** - person who has acquired student rights pursuant to Article 83 of the Law;
  6. **higher education institution based in the City of Opole, also referred to as a university** - a public higher education institution referred to in Article 7, section 1, subsection 1 of the Law;
  7. **significant achievements** - the applicant's activity (in the academic year preceding the academic year in which the scholarship will be awarded) in respect of which applications will be evaluated. Based on the evaluation, ranking lists shall be drawn up. In the present scholarship programme, the division of significant achievements into the following fields is adopted:
    - a. scientific achievements (evaluated separately in particular fields of science referred to in §1.8 of these regulations), in particular:
      - involvement in the work of student research groups
      - publications (especially in book publications, collective publications and specialist journals, and conference proceedings);
      - dissemination of science;
      - participation in the work of research teams or implementation of the applicant's own research

- Participation in symposia and conferences (especially active participation - personal delivery of a paper as well as co-authorship of a paper, participation in poster sessions);
  - scientific awards and distinctions (especially those obtained in regional, supraregional or international competitions)
- b. cultural and artistic achievements, in particular:
- cultural or artistic activity of the widest possible reach, including e.g. exhibitions of the applicant's works, presentations, publications, vernissages, etc. (including those conducted within research groups or associations);
  - speeches at symposia and conferences;
  - scientific awards and distinctions for cultural and artistic activities - received in regional, supraregional or international competitions;
- c. achievements and involvement in social activities or activities for the academic community, in particular:
- activity in the Students' Union;
  - activities in foundations and associations, and voluntary work;
  - activities for the dissemination of sport (e.g. in sports clubs, community centres, etc.) - excluding sports accomplishments resulting from practising sports;
  - activities within student organisations (e.g. faculty councils, student parliament, etc.);
  - awards and distinctions for social work or activity for the academic community - received in regional, supraregional or international competitions;
- d. other forms of the applicant's activity or involvement, not mentioned above, which constitute significant achievements that positively distinguish the Opole academic environment, excluding participation in, and completion of courses and trainings raising the applicant's qualifications.

When submitting an application, the applicant shall indicate the leading field of activity for which he/she wishes to be evaluated, except that the leading field will be the one in which the applicant will receive the highest score. In the event that the number of points obtained in two or more of these fields is the same and the Board cannot identify the leading field, it shall be the choice of the candidate made in the application for a scholarship. The choice of the leading field does not preclude presenting in the application the achievements in the other fields, the evaluation points of which will be added to the leading field.

- 8) **areas of science** - grouped together for the purpose of evaluating the scientific area (including their respective scientific disciplines) as defined in the rules issued *on*

*the basis of Article 5.3 of the Law.* Significant scientific achievements (as defined in §1(7)(1) of these Regulations) will be evaluated within the following groups:

- a. group of areas of science: humanities, social sciences, theology, arts
- b. group of areas of science: natural sciences, engineering and technical sciences, agriculture
- c. group of medical and health sciences

The fields of study at Opole universities (for a given call for applications) assigned to particular areas of science are published together with the call for applications.

- 9) **evaluation board** - a board appointed by the Mayor of Opole to evaluate applications for scholarships submitted to the Scholarship Programme;
- 10) **academic year** - a period of 9 months (from October 1 to June 30) in which monthly scholarships are awarded. The calendar years covered by the call are specified in the announcement referred to in § 4, section 2 of these Regulations.

## **§ 2. Objectives of the scholarship programme**

1. The objective of the Scholarship Programme is to support the Opole academic community by:
  - 1) encouraging secondary school graduates to take up studies at Opole's universities,
  - 2) encouraging students to constantly develop and improve their performance,
  - 3) encouraging students to be active in research groups, associations and foundations,
  - 4) encouraging students to develop their research achievements,
  - 5) supporting entrepreneurial attitudes among students,
  - 6) creating the image of the city and promoting it as an important centre of higher education in the country.

## **§ 3. Conditions and criteria for granting scholarships**

1. Formal conditions required of an applicant for a scholarship, the fulfilment of which is essential for the application for a scholarship to be considered. The applicant should:
  - 1) have the status of a full-time student of a first- or second-cycle or long-cycle programme at a university located in the City of Opole,
  - 2) be below the age of 25, at the time of application
  - 3) complete at least the first year of first-cycle studies or a long-cycle master's degree studies,
  - 4) have high academic results, entitling them to apply for the Rector's scholarship for the best students at the university where the student is studying, in the academic year

which is the subject of the announced call for applications for the scholarship programme. The level of high academic results for the announced call for applications (separately for each Opole higher education institution and/or field of study) shall be published together with the call for applications, based on the regulations for awarding the Rector's scholarship applicable in a given institution,

- 5) submit a duly completed application form for a scholarship, including the necessary attachments, in the place indicated in the announcement referred to in Article 4, section 2 of these Regulations,
  - 6) ~~agree to have their personal data processed~~
  - 7) not be on the leave referred to in Art. 85(1,3) of the Law.
2. The substantive criteria for evaluating the applicant's application for a scholarship are listed in the Annex to these Regulations, together with point scores and weight for each criterion. Based on the substantive criteria, the evaluation board evaluates the applications submitted by applicants.

#### **§ 4. Method of selecting students to be awarded a scholarship.**

*(submission, examination of applications and selection procedure of beneficiaries).*

1. As long as the funds are provided in the budget of the city of Opole for its financing, the Scholarship Programme will be implemented every year.
2. The Mayor of the City of Opole shall determine and announce on the website of the Opole City Hall, not later than within 60 days from the date of the adoption of the city's budget for the financial year in which the scholarships will be paid:
  - the academic year in question,
  - place and deadlines for submission of applications for the scholarship,
  - application template
  - fields of study assigned to areas of study,
  - the level of high academic results for the announced call for applications (referred to in §3 (1) (4) of these Regulations) applicable at each higher education institution in Opole and qualifying for the application for the Rector's scholarship,
  - deadlines of the recruitment process.
3. All information and documents concerning the Scholarship Programme for a given financial year are announced on the website of the Opole City Hall.
4. The scholarship may be granted to one scholarship holder for the maximum period of 3 academic years during the whole period of studies at the university.
5. The scholarship is granted regardless of other awards, financial rewards and scholarships from other sources.

6. Documents confirming the candidate's significant achievements, described in detail in the application, shall be attached to the application after completion of a substantive assessment only by the applicants selected for a scholarship by the decision referred to in section 10.  
~~statements~~ Certificates submitted by the applicant shall be in the original and other attachments in the form of a copy certified by the candidate 'to be true to the original'. ~~Made~~  
~~documentation becomes the property of the City of Opole and will not be returned to the applicant (regardless of whether they receive a scholarship). The applicant should have their own copy of documentation.~~
7. The Mayor of the City appoints an Evaluation Board, whose task is to evaluate the submitted applications and present the Mayor with ranking lists separately for each group of sciences. Each ranking list shall include applications only from those applicants who have achieved at least 1/3 of the points, taking as reference point the highest scored application in a given call. Placing an application on the ranking list does not guarantee the scholarship.
8. Evaluation of applications by the evaluation board shall include:
  - 1) formal appraisal: to be carried out with regard to compliance with the conditions referred to in § 3(1) of these Rules and the correctness and completeness of the application and its attachments.
  - 2) substantive evaluation of applications that have been accepted in formal terms: consisting of a points-based evaluation of each criterion listed in the Annex to these Regulations and multiplying the points awarded by the weight indicated in the Annex to these Regulations.
9. In the case of obvious errors and incomplete documents submitted by the applicant, the applicant has the right to make a one-time correction and supplementation of documents after a request from the City Hall is issued, within the specified deadline, or without a request - by the time the full evaluation of the application is completed. The application will be left without consideration if it is found that:
  - a) the applicant does not meet the formal requirements specified in § 3(1) of these Regulations,
  - b) the applicants (who are selected for the scholarship) fail to complete the application form with attachments confirming the significant achievements described in the application.
10. The Mayor of the City of Opole takes a decision on the total number of scholarship holders and on awarding the scholarship to particular candidates, the amount of scholarships awarded and the period for which they are granted, on the basis of ranking lists prepared by the evaluation board, based on the number of points received and the amount of funds reserved for this purpose in the city budget. The decision awarding the scholarship may be taken in the form of two separate administrative acts - separately for each financial year within which the scholarship will be paid.

11. Each year, no less than 30% of funds reserved in the city budget for the implementation of the scholarship programme shall be allocated for scholarships for students who graduate from secondary schools from the city area, provided that such students submit applications and, after substantive evaluation, are on the ranking list.
12. The Mayor may decide to award a scholarship, during a given year, to another applicant from the ranking list in place of the person who has lost the right to receive the scholarship. Scholarship holders named in this way may be called upon to supplement necessary documents.
13. Before a decision to award a scholarship as defined in section 12 and a decision to revoke the right to a scholarship during the period of its payment is taken, the President may request the Evaluation Board to issue an opinion.
14. ~~City Opole may use for promotional information about the activities of the scholarship holder, in particular publications, multimedia materials, in services online, investment offer of the city. This applies also to the use in the promotional materials of the image and contact details of the scholarship holder, ie. name, e-mail address.~~
15. The scholarship holder is obliged to notify the Mayor of Opole of the loss of student status, within 5 days from the date of such occurrence.
16. The decision on losing the right to the scholarship and the obligation to return the unduly paid scholarship is made by the Mayor of Opole.

**§ 5. Maximum amount of financial assistance the student can apply for**  
**Terms of payment of the scholarship**

1. Scholarships shall be paid following the decision referred to in § 4(10) of these Regulations.
2. The decision referred to in § 4(10) of these Regulations shall be taken after the evaluation of submitted applications has been completed and attachments confirming significant achievements described in the application have been supplemented, but not earlier than within 30 calendar days of the date of the adoption of the city budget providing funds for scholarships for the year in which they are to be paid.
3. The maximum monthly amount of the scholarship that a scholarship holder may receive is PLN 1000 gross.
4. The maximum period for which a monthly scholarship may be awarded under the announced call is one academic year.
5. Scholarships for the period from October of the academic year to the month in which the decision referred to in § 4(10) of these Regulations is made shall be paid by bank transfer, in a single payment within 14 days of the date on which the decision becomes final. Scholarships for

each subsequent month of the period for which the scholarship was awarded will be paid by bank transfer by the tenth day of that month.

#### **§ 6. Final Provisions**

1. The applicant, by submitting an application for a grant, accepts the provisions of these Regulations.
2. The Annex - *Card of substantive evaluation of an application for the Scholarship of Mayor of the City of Opole* - forms an integral part of these Regulations.