

RULES ON BENEFITS FOR STUDENTS OF THE UNIVERSITY OF OPOLE²

Chapter 1 General provisions

Section 1

1. The Rules on benefits for students of the University of Opole - hereinafter referred to as the "Rules" - lay down:
 - 1) the rules of establishing the amounts of benefits for students University of Opole;
 - 2) detailed criteria and procedures for granting benefits referred to in Section 3(1)(1-1), the manner of their payment, and accommodation referred to in Section 19;
 - 3) the manner of documenting a financial situation of students;
 - 4) the procedure for the appointment and composition of the Scholarship Committee for Students and the Scholarship Appeal Committee for students.
2. Terms used herein shall be understood to mean:
 - 1) Hall - Hall of Residence of the University of Opole;
 - 2) Code of Administrative Procedure - the Act of June 14, 1960, Code of Administrative Procedure;
 - 3) Rector - Rector of the University of Opole;
 - 4) Rules - Rules on benefits for students
 - 5) student - a student of first-cycle, second-cycle or long-cycle studies;
 - 6) University - University of Opole
 - 7) Personal Income Tax Act - the Act of July 26, 1991 on Personal Income Tax;
 - 8) Act on Agricultural Tax - the Act of November 15, 1984 on Agricultural Tax;
 - 9) Act on Social Welfare - the Act of March 12, 2004 on Social Welfare;
 - 10) Act on Rehabilitation - the Act of August 27, 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities;
 - 11) Act on Family Benefits - the Act of November 28, 2003 on Family Benefits;
 - 12) Act - Law on Higher Education and Science - Act of 20 July 2018 - Law on Higher Education and Science;
 - 13) Introductory Provisions of the Act - Law on Higher Education and Science - Act of 3 July 2018 - Provisions implementing the Act - Law on Higher Education and Science;

¹ As amended by section 1(1) of Regulation No. 85/2025 of the Rector of the University of Opole of September 11, 2025 on amending and issuing the consolidated text of Regulation No. 104/2020 of September 20, 2020 of the Rector of the University of Opole on rules on benefits for students and doctoral students of the University of Opole.

² As amended by section 1(1) of Regulation No. 108/2024 of the Rector of the University of Opole of September 20, 2024 on amending and issuing the consolidated text of Regulation No. 104/2020 of September 20, 2020 of the Rector of the University of Opole on rules on benefits for students and doctoral students of the University of Opole.

- 14) IRK - electronic system for online admission of candidates for studies available at: <https://rekrutacja.uni.opole.pl>;
- 15) USOSweb - University Study Oriented System, available at: <https://www.usosweb.uni.opole.pl>.

Section 2

When granting benefits to students of the University of Opole, the principle of equal access to benefits by students should be followed.

Section 3

1. A student may apply for:
 - 1) maintenance grant;
 - 2) scholarship for persons with disabilities;
 - 3) Rector's scholarship.
 - 4) emergency aid.
2. The benefits referred to in subsection 1(1-4) shall be granted, inter alia, from the scholarship fund referred to in Article 412 of the Act - Law on Higher Education and Science, and the resources of the University of Opole.
3. The resources of the scholarship fund not used in a given budgetary year shall remain in the fund for the following year.
4. The distribution of funds allocated for students is made by the Rector in consultation with the Students' Union.
5. The subsidy spent in a given year on the Rector's scholarships shall account for no more than 60% of the total funds spent in a given year on the Rector's scholarships, maintenance grants and emergency aid.
6. The total monthly amount of the scholarships referred to in subsection 1(1 and 3) may not be higher than 38% of the professor's remuneration.
7. In the event where the total amount of scholarships awarded, as referred to in subsection 6, exceeds 38% of the professor's remuneration, the surplus shall be deducted from the Rector's scholarship.

Section 4

1. The benefits referred to in section 3 (1)(1-4) can be applied for by all students regardless of the form of study (full-time, part-time) who are Polish citizens.
2. The benefits referred to in section 3 (1)(2-4) can be applied for by all students regardless of the form of study (full-time, part-time) who are foreigners.
3. All students, regardless of the form of study (full-time, part-time), who are foreigners referred to in Article 324(3) of the Law on Higher Education and Science may apply for the benefits referred to in section 3(1)(1).

Section 5

1. The benefits referred to in section 3(1)(1-3) are granted to students for a period of nine months within an academic year, except where:
the first year of study begins in the summer semester, then the scholarship is granted for a period of four months (from March to June), and in the cases referred to in section 10(5) and section 14(3).

- 2) the last year of study lasts one semester, then the scholarship is granted for a period of five months (from October to February), and in the cases referred to in section 10(5) and section 14(3)
2. Students who continue their studies at a foreign university under student exchange programmes, e.g. Erasmus+, are entitled to apply for benefits at the University.

Section 6

1. The benefits referred to in section 3(1)(1-4) are granted at first-cycle, second-cycle and long-cycle studies.
2. A student who simultaneously follows several programmes may receive benefits only in one programme chosen by the student.
3. A student receiving a benefit is obliged to immediately notify the University of any circumstances influencing the entitlement to the benefit.
4. The rules set out in subsections 1-3 shall also apply to persons holding professional titles obtained abroad.
5. Applications, decisions and all other documentation relating to maintenance grants, grants for persons with disabilities, rector's grants, emergency aid and income statements are generated and archived in the USOSweb system.

Section 7

1. The benefits referred to in Section 3(1)(1-4) shall not be granted to a student:
 - 1) holding a professional title of:
 - a) magister (MA), magister inżynier (MEng), or equivalent;
 - b) licencjat (BA), inżynier (BEng), or equivalent, if he/she undertakes again first-cycle studies.
 - 2) awaiting the repetition of the semester ;
 - 3) on leave during the first year of first-cycle studies or long-cycle master's studies;
 - 4) during the extension period for taking the diploma exam.
2. The total period for which the benefits referred to in Section 3(1)(1)-(4) are granted is 12 semesters, regardless of whether they are received by the student, with the proviso, that within this period, the benefits are granted to students of the following studies:
 - 1) first-cycle – for no longer than 9 semesters;
 - 2) second-cycle – for no longer than 7 semesters.
3. The total period referred to in subsection 2 is extended by two semesters if the student has commenced a long-cycle Master's programme, the duration of which is specified in the relevant legal provisions as 11 or 12 semesters.
4. The period referred to in subsections (2) and (3) shall include all semesters of study commenced by the student, referred to in section 6 (1), including semesters falling within the period of leave referred to in Article 85(1)(3) of the Law on Higher Education and Science, with the exception of semesters of subsequent first-cycle studies commenced or continued after obtaining the first BA, BEng or equivalent. In the case of studying several study programmes, semesters completed simultaneously are treated as one semester.
5. If the disability arises during the course of study or after obtaining a professional qualification, the benefit referred to in Section 3(1)(2) shall be available for an additional period of 12 semesters. The provisions of subsections 2 and 4 shall apply accordingly.

6. The provisions of subsections 1-5 shall apply accordingly to students who have studied or obtained professional qualifications abroad.
7. A student loses the right to benefits in the case of:
 - 1) graduation before the date specified in the study plan;
 - 2) removal from the student register during an academic year;
 - 3) failure to complete a semester;
 - 4) obtaining permission for a leave of absence during the first year of first-cycle studies and long-cycle studies;
 - 5) obtaining benefits on the basis of false data;
 - 6) resignation from the benefits granted;
 - 7) one of the conditions for granting benefits becoming invalid;
 - 8) being punished with a valid sentence of a disciplinary committee.
8. Payment of benefits shall be suspended from the following month, except for removal from the register due to failure to complete the winter semester (payment shall be suspended from March).
9. The benefits referred to in Section 3(1)(1)-(4) shall be available to students during their leave of absence from the University, with the exception of first-year students of first-cycle and long-cycle degree programmes.
10. If a student has been granted leave during the academic year in which he or she was awarded the benefit referred to in Section 3(1)(1)-(4), the payment of the awarded benefit shall continue, with the exception of first-year students of first-cycle and long-cycle Master's degree programmes.

Section 8

1. If it is found that a student has obtained a benefit on the basis of false data or a false statement, the enforcement of the decision on the award of the benefit shall be withheld by discontinuing the payment of the benefit.
2. A student applying for the benefits referred to in Section 3(1)(1)(2) and (4), or receiving such benefits, shall immediately notify the university of any circumstances resulting in the loss of entitlement to benefits under Section 7(1)-(7).
3. The decision to grant the benefits referred to in Section 3(1)(1)-(4) shall expire on the last day of the month in which the student:
 - 1) lost the right to the benefit due to obtaining the professional title referred to in Section 7(1)(1) and Section 7(6) and Section 6(4);
 - 2) was removed from the register of students on the study programme where they received the benefit;
 - 3) the period referred to in Section 7(2,3 and 5) has expired.
4. The benefits unduly collected by a student shall be returned under pain of disciplinary liability and shall be credited to the scholarship fund.
5. Granted benefits are paid by the 28th day of a month, with the proviso that the first payment of benefits in an academic year is made by the end of November together with an amount due for October. The first payment of benefits for students admitted in the summer semester is made by the end of April, with compensation for the month of March.
6. The payment of benefits is conditional on the student collecting a decision on the award of benefits.

7. In justified cases, the Rector, in consultation with the Students' Union, may change the dates of payment of the benefits awarded, which shall be announced on the website of the Office of Student Affairs.
8. Benefits are transferred to bank accounts of students. The student is required to provide their personal bank account number, which they enter into the USOSweb system.

Section 9

1. The Rector, after obtaining the opinion of the Students' Union of the University of Opole, shall determine each year by 15 November in the form of a regulation:
 - 1) rates of benefits for students referred to in section 3(1)(1-3),
 - 2) the maximum amount of the benefit for students referred to in section 3(1)(4).
2. The information referred to in subsection 1 shall be published forthwith by the Office of Student Affairs on its website.

Chapter II

Maintenance grant

Section 10

1. A maintenance grant may be awarded to a student in a difficult financial situation.
2. The student applying for a maintenance grant is obliged to reliably and truthfully present and document his or her financial situation.
3. The student applying for a maintenance grant shall complete a grant application form, income statement and attach all required documents in the USOSweb system by the following deadlines:
 - 1) October 16 - for students who continue their studies and first-year students;
 - 2) 16 March (students admitted in the summer semester).
4. Applications for a maintenance grant submitted in September are treated as submitted by October 16.
5. A student may submit an application for a maintenance grant also after the deadlines referred to in subsection 3. If an application together with all required documents is submitted in the USOSweb system by the 10th day of a given month, the maintenance grant is awarded as of a given month without any compensation for previous months. Payment is made not later than by the end of the next month after submitting the application.

Section 11

1. The basis for granting a maintenance grant is the average net income per capita in a student's family in the last tax year, i.e. from January 1 to December 31 of the year preceding the academic year, subject to section 12(3 and 5-14).
2. When establishing the amount of income entitling a student to apply for a maintenance grant, the income earned by the following persons is taken into account:
 - 1) the student;

- 2) the student's spouse, as well as underage children who are dependent on the student or their spouse, children in education up to the age of 26, and if the age of 26 falls in the final year of studies, until their graduation, and children with disabilities, regardless of age;
- 3) student's parents, legal or actual guardians and dependent on them underage children in education up to the age of 26, and if the age of 26 falls in the final year of studies, final year of studies, until their graduation, and children with disabilities, regardless of age;
3. A student may apply for a maintenance grant without proving the income earned by the persons referred to in subsection 2(3) if:
 - 1) he/she does not run a joint household with any of his/her parents, and legal or actual guardians, confirms that fact in his/her declaration and fulfils one of the following conditions:
 - a) is over 26 years old,
 - b) is married,
 - c) has dependent children referred to in subsection 2(2),
 - d) has reached the age of majority while in foster care,
 - 2) if he or she meets all the following conditions:
 - a) had a regular source of income in the last tax year,
 - b) has a regular source of income in the current year in the months preceding the month of submitting the declaration referred to in point 2(d),
 - c) his/her monthly income in the periods referred to in lit. (a) and (b) is higher than or equal to 40% of the minimum wage set on January 1st of the year preceding the academic year for which the maintenance grant is awarded, pursuant to the Act of October 10th, 2002 on the minimum wage.
 - d) he/she does not run a joint household with any of his/her parents, and legal or actual guardians, and confirms that fact in his/her declaration.
4. In the case of a married student couple who do not have their own income, their financial situation is determined separately on the basis of the income of their parents, regardless of their place of residence.
5. The monthly income per capita in the student's family entitling to apply for a maintenance grant is calculated pursuant to the rules laid down in the Act on Family Benefits, taking into account subsection 2, with the proviso that income does not include:
 - 1) income referred to in Article 88(1)(2) of the Act on Higher Education and Science;
 - 2) income not mentioned in Article 3(1)(c) of the Act on Family Benefits, e.g. family benefits, additional allowances to family benefits, care benefits (nursing allowances, attendance allowances), social welfare benefits (permanent, periodical, purpose-specific allowances) and other,
 - 3) amounts allocated for alimonies paid by members of the student's family to other people.
6. A citizen of Ukraine whose stay in the territory of the Republic of Poland is considered legal – in accordance with Article 2(1) of the Act of 12 March 2022 on assistance to citizens of Ukraine in connection with the armed conflict in the territory of that country, in the period from 24 February 2022, applying for a maintenance grant shall additionally submit a statement on their family situation and financial status.

Section 12

1. The basic documents conditioning the granting of benefits, including those confirming the income in the student's family are:
 - 1) an application form together with a current statement on the composition of the student's family within the meaning of Article 88(1)(1) of the Law on Higher Education and Science, hereinafter referred to as the "family" and a declaration that the student is not receiving benefits in another field of study or at another higher education institution;
 - 2) certificates from the Tax Office confirming the amount of taxable income under the provisions of Articles 27, 30b, 30c, 30e and 30f of the Personal Income Tax Act, earned by all adult family members in the calendar year preceding the academic year, containing data on the amount of income, social security contributions deducted from income, tax due – determining the income of a person conducting business activity on general terms and cooperating in the conduct of this activity, the income shall be the amount confirmed by the Tax Office;
 - 3) certificates from the Social Insurance Institution (ZUS) or from the employers of the student and his/her family members receiving income, stating the amount of health insurance contributions actually paid in the calendar year preceding the academic year, with the payer and period of employment specified;
 - 4) certificates from the Head of the Tax Office concerning the student or their family members who settle their accounts on the basis of the provisions on flat-rate tax on certain incomes earned by natural persons containing information about: the form of tax paid, the income amount, the tax rate, the amount of tax paid in the calendar year preceding the current academic year - if income from activities subject to taxation on the basis of the flat-rate income tax on some incomes earned by natural persons in the calendar year preceding the academic year is determined, the income announced annually by the minister competent for family matters shall be taken into account;
 - 5) statements of adult family members and the student on earning or not earning income other than the income subject to personal income tax pursuant to the rules specified in Article 27, Article 30b, Article 30c, Article 30e and Article 30f of the Personal Income Tax Act, and in the event of earning income, certificates from relevant institutions on the amount of such income, including family benefits;
 - 6) a certificate of a competent commune authority, a payment order stating the size of an agricultural holding expressed in conversion hectares - the income is established on the basis of the area of agricultural land in conversion hectares for the preceding academic year and the amount of the average income from work in an individual agricultural holding and 1 conversion hectare, announced on the basis of Article 18 of the Act on Agricultural Tax;
 - 7) a lease agreement concluded in accordance with the provisions of the social insurance of farmers in the case of a lease of a part or all of an agricultural holding, a lease of an agricultural holding in connection with collection of an annuity specified in the provisions on support for rural development from funds originating from the Guarantee Section of the European Agricultural Guidance and Guarantee Fund, and also a contract in the case of an agricultural holding brought into use by an agricultural production cooperative - when determining the family income obtained by a lessee of a farm leased according to the above mentioned rules, the income obtained from the agricultural holding is reduced by the rent paid for the lease, while when determining the family income obtained from an agricultural holding leased from the Agricultural Property Agency, the income obtained from the agricultural holding is reduced by the rent paid for the lease;

- 8) a birth certificate or document confirming the age of siblings (student's children), certificates from schools of siblings (children) who are over 18 years old and certificates confirming the granting of family benefits;
- 9) a copy of the court decision awarding alimony to family members or non-family members, or a copy of the minutes of the meeting containing the contents of the court settlement, or a copy of the settlement approved by the court and concluded before a mediator obliging to pay alimony to family members or non-family members, or a bailiff's certificate of partial or complete ineffectiveness of alimony enforcement, and the amount of enforced alimonies, or information of a competent court or a competent institution on taking actions by an entitled person related to execution of an enforcement title abroad or not taking such actions, in particular due to the lack of a legal basis for taking such actions or due to the impossibility for the entitled person to indicate the place of residence of the alimony debtor abroad, if the debtor resides abroad;
- 10) decisions on monetary benefits paid in the case of ineffective enforcement of alimony;
- 11) money orders or transfers documenting the amount of alimonies adjudged by a court verdict or court settlement for the benefit of persons from outside the family (this amount may be deducted from the student's family income);
- 12) a certificate from the employment office on the registration of an unemployed family member. If a student's parents do not work and are not registered with the employment office, it is necessary to document whether and where they are insured;
- 13) a copy of a final court verdict pronouncing a divorce or separation, a copy of a death certificate of a family member (originals to be inspected);
- 14) a full copy of the birth certificate of the student, siblings or children, if the father is unknown;
- 15) documents confirming the date of income loss and the amount of the lost income, if the household income has been reduced as a result of income loss by a family member (e.g. employment certificate, income remitter's certificate or PIT 11 issued by them, a certificate of registration of a family member as an unemployed person or a statement in the event of obtaining income from non-agricultural activity taxed according to the provisions on flat-rate income tax and a document confirming the de-registration of the business activity);
- 16) a document stating the amount of income earned by a family member, and the number of months during which the income was earned, if the income was earned in the calendar year preceding the academic year. However, if the income was earned after the calendar year preceding the academic year, a document stating the amount of income earned by a family member from the month following the month in which the income was earned;

- 17) other documents, opinions and decisions relevant to the case, required by the provisions of the act on family benefits and executive regulations to the act;
 - 18) declarations and written explanations of the student.
2. The Rector, the Student Scholarship Committee or the Student Scholarship Appeals Committee shall refuse to award a maintenance grant 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 12 March 2004 on social assistance, if he or she does not attach to the application for a maintenance grant a certificate issued by a social assistance centre or a social services centre confirming that he or she or members of his or her family received social assistance benefits in the year in which the application was submitted.
 3. If the student referred to in subsection 2 or members of their family do not receive social welfare benefits, the Rector, the Scholarship Committee or the Scholarship Appeals Committee may award that student a maintenance grant if they have documented their family's sources of income.
 4. The student who receives alimony is obliged, each time the decision setting the amount of alimony is changed, to present a current court decision awarding alimony or a copy of the minutes of the meeting containing the content of the court settlement or a copy of a settlement reached before a mediator and approved by the court. If the amount of the alimony received is lower than the amount specified in the court decision or court settlement, it is necessary to submit money orders or transfers documenting the actual amount of received alimonies and a bailiff's certificate stating that the enforcement of alimonies is partly, or in the case of non-payment of alimonies - totally ineffective, as well as the amount of enforced alimonies or information of a competent court or a competent institution on taking actions by an entitled person related to the execution of an enforceable title abroad or not taking such actions, in particular due to the lack of a legal basis for taking such actions or due to the impossibility for the entitled person to indicate the place of residence of the alimony debtor abroad, if the debtor resides abroad.
 5. In connection with the award of alimony payments to a student, their siblings or a student's child, the monthly amount of alimony awarded is included in the student's family income. The composition of the family does not include the person of the parent from whom alimony was ordered and his or her income.
 6. If a family member receives income outside the Republic of Poland, the income is converted on the basis of the average exchange rate announced by the President of the National Bank of Poland on the last working day of the previous calendar year. If a student's family member obtains income outside the Republic of Poland, which he or she did not earn in the calendar year constituting the basis for determining the right to a maintenance grant, the conversion is made on the basis of the average exchange rate from the last business day of the month following the month in which the income was obtained.
 7. The entitlement to a maintenance grant is determined anew during the academic year if:
 - 1) the number of family members increases or decreases, also due to the fact that a child in education has reached the age of 26, and a sibling or the student's child who reached the age of 18 left education during the academic year;

- 2) income is lost or gained in situations listed in the Act on Family Benefits;
 - 3) the student's siblings or student's children, irrespective of the age, obtain a disability certificate or equivalent, and if they remain dependent on the student's family, as well as in the event of losing such a certificate due to the end of the period for which the disability was determined or other reasons;
8. The student is obliged to inform the Office of Student Affairs about any new income earned by him or her and family members in the calendar year preceding the academic year, and beyond that year if the income exists on the day of submitting an application for a maintenance grant, and also during the period of collecting a maintenance grant. If the income was earned in the calendar year preceding the academic year, when determining the income of the student's family, the income is divided by the number of months in which it was earned, if the income is earned on the day the eligibility for a maintenance grant is established.
 9. If the income was earned after the calendar year preceding the academic year, the income of the student's family shall be increased by the amount of the earned income of the month following the month in which the income was earned, if the income is earned on the day the entitlement to a maintenance grant is established.
 10. If the family income increased by the income gained by a member of the student's family results in the loss or reduction of benefits - the benefits shall not be granted or shall be reduced as of the month following the month in which the income was obtained.
 11. In the event of loss of income by a member of the student's family in the calendar year preceding the academic year or after that year, before the entitlement to a maintenance grant is established, the lost income shall not be taken into account when determining the family income.
 12. In the case of income loss, the eligibility for benefits is established as of the first month following the month in which the loss of income occurred.
 13. The provisions on the loss and obtaining of income shall not apply to income from employment or other gainful employment and income from deregistration or starting non-agricultural business activity, if a family member, person in education, or a child under the care of a legal guardian lost income from these titles and within 3 months from the date of loss of income, earned income from the same employer or contracting entity and re-started a non-agricultural activity.
 14. The student receiving benefits is obliged to inform the Office of Student Affairs without delay about the occurrence of circumstances affecting the entitlement to benefits, in particular: about any changes occurring in the composition of his or her family, in the case of an increase or decrease in the number of family members, also due to a child in education who reached the age of 26, and about a sibling or the student's child who reached the age of 18 and left education during the academic year. In such cases, the eligibility for a maintenance grant is determined again during the academic year.

Section 13

1. In particularly justified cases a student may receive an increased maintenance grant.
2. Particularly justified cases referred to in subsection 1 shall include:

- 1) serious illness of the student, their parents, and siblings in the same household, or their own children,
- 2) substantial losses as a result of a natural disaster;
- 3) orphanhood.

Chapter III

Scholarships for persons with disabilities

Section 14

1. A scholarship for persons with disabilities may be awarded to a student who holds a certificate:
 - 1) of disability, as referred to in Article 89 of the Act on Higher Education and Science;
 - 2) on the degree of disability, referred to in Article 89 of the Act on Higher Education and Science;
 - 3) referred to in Article 5 of the Act of 27 August 1997 on vocational and social rehabilitation and employment of persons with disabilities;
 - 4) referred to in Article 62 of the Act of 27 August 1997 on vocational and social rehabilitation and employment of persons with disabilities.
2. A student applying for a scholarship for persons with disabilities fills in an application for a scholarship and attaches the certificate referred to in subsection 1 in the USOSweb system by the following dates:
 - 1) October 16;
 - 2) March 16 (students admitted in the summer semester).
3. A student submitting an application after the deadline referred to in subsection 2 may receive a scholarship for persons with disabilities as of the month of submission if the application is received by the Office of Student Affairs by the 10th day of a given month without any compensation for the previous months. Payment is made not later than by the end of the next month after submitting the application.
4. In the event that the certificate referred to in subsection 1 was issued for a specific period of time, payment of the scholarship for persons with disabilities shall be suspended as of the following month after its expiry. In the event of submitting another certificate (continuing a previously issued certificate), payment of the scholarship is resumed from the month in which the scholarship was suspended if the student applies within 14 days of obtaining a new certificate (but not later than two months from the date of expiry of the previous certificate). If the time limit referred to in the previous sentence is exceeded, the scholarship is paid without compensation for previous months.

Chapter 4

Rector's Scholarship

Section 15

1. The Rector's scholarship shall be awarded to a student after completing the first year of his or her studies with outstanding academic, scientific or artistic achievements, or competitive sporting achievements at least at national level, in accordance with the "Criteria for awarding the Rector's Scholarship" constituting Appendix 1 to these Rules and "Commentary to the criteria for awarding the Rector's Scholarship" constituting Appendix 2 to these Rules, as established by a resolution of the Student Parliament.

2. A student applying for the Rector's scholarship should fill in an application form and attach all the required documents in the USOSweb system within the following dates:
 - 1) from October 06 to 16 - students who continue their studies and first-year students;
 - 2) from March 06 to 16 - students admitted in the summer semester.
3. Applications submitted after the deadlines shall not be considered.
4. Applications for the Rector's scholarship which, on the closing date for applications, have the status 'in progress' will not be considered, and the student will be informed thereof by email.
5. The rector's scholarship can be awarded to a student admitted to the first year of studies in the year of taking the secondary school final exams (*matura*) who is:
 - 1) a laureate of an international secondary school contest or the laureate or finalist of a secondary school contest at the central level, as referred to in the legislation on the education system;
 - 2) a medallist of a sports competitions for at least the title of Polish Champion in a given sport, as referred to in sports regulations.
6. A student in the first year of second-cycle programmes commencing within one year of the completion of his or her first-cycle programme who has fulfilled the criteria set out in subsection 1 in the final year of his or her first-cycle programme may also apply for the Rector's scholarship. If the final year of the study programme lasted one semester, the arithmetic mean of grades, academic, artistic and sporting achievements are reported for that semester.
7. In the case of second-cycle studies, commencing in the summer semester and lasting 1.5 years, the Rector's scholarship is awarded for the summer semester of a given academic year and the winter semester of the next academic year, according to current scholarship rates in a given academic year.
8. A student who has completed a first-cycle programme at another university (including a foreign one) before logging into the USOSweb system to complete and register an application for the rector's scholarship is required to send by email, from their individual university email account, the following documents to the Office of Student Affairs (bss@uni.opole.pl):
 - 1) a scan of a certificate (or diploma supplement – applies to foreign students only) showing the grade average for the last year of the first-cycle programme, and if the last year of study according to the study plan lasted one semester, the grade average for that semester calculated in accordance with the study rules in force at that university;
 - 2) a scan of a certificate showing the grading scale in force at that university.

Section 16

1. The Rector's scholarship can be awarded to a student who passed all courses provided for by the study plan for a given academic year (not later than by the end of the make-up period). A student studying simultaneously several fields of study may be granted the Rector's scholarship only in one chosen field of study. If a student is studying on first-cycle and second-cycle programmes simultaneously, he or she can apply for a scholarship on the second-cycle programme only.

2. A student applying for the Rector's scholarship submits an application in the USOSweb system together with documents certifying:
 - 1) academic achievements confirmed by an academic staff member – supervisor (supervisor of a research group/student organisation, programme coordinator), or a certificate from the publishing entity; or confirmation from the entity conducting a research project; or confirmation from the entity organising conferences, workshops, training sessions, courses,
 - 2) artistic achievements confirmed by the organiser of an artistic event, exhibition organiser, choir supervisor, or editor-in-chief,
 - 3) achievements of a sporting nature confirmed by the President of the Academic Sports Association's University Club.
3. A student is required to submit the original documentation at the request of the Committee.
4. Only achievements obtained during the academic year on the basis of which the student applies for the scholarship are evaluated, i.e. during the academic year, i.e. in the period from 1 October to September 30 of the preceding academic year, except in situations where, as a result of a leave of absence, the student completed the academic year in more than one academic year.
5. Each achievement is evaluated in a single procedure concerning the rector's scholarship. It is not possible to apply for recognition of an achievement in procedures conducted in subsequent academic years, regardless of the outcome of previous scholarship award procedures.
6. No points are awarded for achievements obtained in the course of gainful employment.
7. Each achievement must be confirmed with a certificate. Each certificate – subject to the elements referred to in the 'Commentary on the criteria for awarding the Rector's scholarship' constituting Appendix 2 to these Rules) – should contain at least the student's full name, year and study programme, information about the achievement, including the date of the achievement, and the full name and position of the person signing it. The certificate should be issued by a person authorised to act on behalf of the body or institution in a manner that allows for verification of the authenticity of the certificate.
8. When conducting the evaluation of an application for a rector's scholarship, only the achievements demonstrated by the student in the application for a rector's scholarship when completing it in the USOSweb system are taken into account.
9. In the absence of documents confirming the achievements listed in the application or in the case of submitting erroneous documents, the application is returned to the student for correction or completion, with a list of missing documents.
10. If the Rector's scholarship is refused and the student lodges an appeal, the student may not present additional achievements other than those specified in the application in the USOSweb system.
11. The Rector's scholarship is awarded to no more than 9.5% of students of each study programme with no breakdown into years, or their form (full-time or part-time, or) and with a breakdown into cycles of studies. In the case of programmes where the number of students is less than 10, the scholarship shall be granted to one person from among applicants from a given programme. The number of 100% students, which is the basis for determining a group of up to 9.5% of the best students in each field of study and mode of study (full-time and part-time studies), is determined on the basis of the number of students on the last day of submission of applications, deducting students starting their studies from the summer semester, who shall be taken into account to determine 100% of the total number of students in fields of study in the summer semester.

When determining this number, students referred to in section 15(3), are not taken into account.

12. In order to be awarded a scholarship, students must have an arithmetic mean of grades not lower than 4.000. The condition for receiving a scholarship is to reach the grade average not lower than 4.000, in accordance with Appendix 1 hereto. The requirement of the minimum grade average in the leading programme does not apply to students applying on the basis of their sporting achievements (i.e. high sports scores in international or national competitions). However, if the requirement of the minimum average grade is met by the above-mentioned students, the points shall be awarded. On this basis, a ranking list of students with the highest number of points is determined.
13. If the number of students with the highest number of points entitled to receive the Rector's scholarship exceeds 9.5%, the order on the ranking list of students (with the same number of points) is determined on the basis of:
 - 1) the individual grade average for the last semester; If this criterion fails to determine the difference, previous semesters are taken into account;
 - 2) the individual average for the summer semester - for students who completed the first year.
 - 3) for students applying in the summer semester - the individual average for the winter semester.
14. The arithmetic mean of a student's grades shall be calculated from all grades of courses completed in the previous year of study to three decimal places, according to the mathematical rounding rule.
16. Within the time limit specified in the schedule prepared by the Office of Student Affairs the student is obliged to verify the points awarded to him or her in the USOSweb system and to report any reservations to the Scholarship Committee for Students.

Section 17

The Rector's scholarship is not available to the student:

- 1) who is repeating a semester/year of studies,
- 2) who is continuing studying on the basis of a conditional entry,
- 3) who failed to complete the previous academic year,
- 4) due to reasons referred to in section 7(1 and 7),

Chapter 5 Emergency aid

Section 18

1. The aid is a non-repayable form of material assistance which can be granted to a student who is temporarily in a difficult life situation, and in particular because of the following circumstances:
 - 1) unfortunate accident;
 - 2) serious illness of a student, their parents, siblings in the same household, or their spouse or children,
 - 3) substantial losses as a result of a natural disaster;
 - 4) birth of a child (if both parents are students of the University, one of them is entitled to the aid);

- 5) death of a person from the closest family (parents, siblings in the common household, spouse, children);
 - 6) other unforeseeable events caused by force majeure (e.g. natural disasters or similar events caused by natural forces, war, industrial actions, terrorist attacks).
2. A student may not receive the aid twice for the same event, except for the grounds for granting aid referred to in subsection 1(2).
 3. A student applying for aid shall submit an application in the USOSweb system together with documentation confirming the occurrence of the event which caused the difficult situation.
 4. The application for aid shall be submitted without delay, but not later than within 6 months from the date of the event giving entitlement to the benefit. In the case of students enrolled in the first year of studies, the student may not indicate in the application for aid an event occurring before the date of matriculation.
 5. A student may be granted emergency aid only in one field of study indicated by the student, not more than twice in a given academic year.

Chapter 6

Accommodation in a Hall of Residence

Section 19

1. A student may apply for accommodation in a Hall of Residence.
2. A student applying for accommodation in the Hall of Residence referred to in subsection 1 submits an application:
 - 1) Student – in the USOSweb system – (tab for all -> applications -> list of applications -> application for a hall of residence);
 - 2) Prospective students – in the IRK system (tab: enrolment applications -> application for student accommodation -> select the appropriate enrolment group from the list).
3. Applications referred to in subsection 2 need to be submitted by the following dates:
 - 1) 30 June (students continuing to stay in halls of residence and students in higher years who do not stay in halls of residence);
 - 2) August 15 (students enrolled for the 1st year, before matriculation);
 - 3) 30 September (students who did not submit their applications by the previous deadlines) – a supplementary round is launched if places are still available Applications submitted in this round will be considered after 4 October.
4. The granting of a place in a Hall of Residence for persons referred to in subsection 3 is based on:
 - 1) basic criterion: distance between the university and the student's place of permanent residence;
 - 2) auxiliary criterion: net income per person in the student's family in the last year (based on the annual tax return for the last year).
5. The criteria referred to in subsection 4, when considering applications referred to in subsection 3, are taken into account in the ratio of 70% (basic criterion) and 30% (auxiliary criterion).
6. In addition, a place in a Hall of Residence may be further granted due to:
 - 1) bad health;
 - 2) single parenthood;

- 3) active participation in activities for the benefit of the academic community.

Section 20

1. Places in single rooms are available first to students:
 - 1) who are single parents,
 - 2) due to poor health condition,
 - 3) who achieve outstanding academic results,
 - 4) for active work for the university and academic community.
2. Places in single rooms are allocated at the request of a student by the Committee for the allocation of places in halls of residence for a period of one academic year, after prior granting a right to accommodation in halls of residence.
3. Within the limit, accommodation in halls of residence is granted to foreign students and students of the Erasmus+ and MOST programmes.
4. Accommodation in halls of residence may be obtained by persons who do not fulfil the conditions stipulated in sections 19 and 20 within the quota of vacant places.

Section 21

1. Accommodation in halls of residence is granted for an academic year.
2. Students are required to submit applications for continued use of a place in the hall of residence in the following academic year via the USOSweb system by 30 June of the given academic year.
3. Failure to submit an application is tantamount to resignation from the allocated place.

Section 22

1. The Committee for Allocation of Accommodation in Halls of Residence is appointed by the Rector after obtaining the opinion of the Students' Union of the University of Opole.
2. The Committee for Allocation of Accommodation in Halls of Residence is composed of representatives delegated by the Students' Union and the Director of the Property Management Office or their Deputy.
3. The Committee shall consist of at least 3 members.
4. The Committee shall consider submitted applications referred to in sections 19 and 20.
5. With the approval of the Vice-Rector for Student Affairs, the Director/Deputy Director of the Property Management Office grants accommodation in halls of residence during the academic year in the event of vacancies.
6. The Director of the Property Management Office announces lists of students who have been allocated places in halls of residence.
7. Students who have been refused accommodation have the right to submit a written appeal to the Vice-Rector for Student Affairs via the Director/Deputy Director of the Property Management Office within 7 days of receiving the decision of the Committee.

Section 23

1. The fee for accommodation in a Hall of Residence is set by the Rector in consultation with the Students' Union and is based on a calculation of the maintenance costs of Halls of Residence (excluding refurbishment costs).

2. The fee for accommodation in the Seminary House for students of the Higher Theological Seminary is governed by separate regulations of the University's Faculty of Theology.

Section 24

Detailed rules on the use of accommodation in Halls of Residence by students, rights and responsibilities of the residents of the Halls of Residence are contained in the Rules of Halls of Residence of the UO.

Chapter 7

Procedure for issuing decisions and organisation and operation of Scholarship Committees for Students

Section 25

1. The benefits referred to in section 3(1)(1-4) are granted by the Rector upon a written application of a student.
2. At the written request of the competent body of the Students' Union, the Rector shall delegate the powers concerning the granting of benefits referred to in section 3(1)(1-4) to the Scholarship Committee for students, and appeals against decisions given by the Scholarship Committee for students to the Scholarship Appeal Committee for students.

Section 26

1. The Scholarship Committee for Students is appointed by the Rector. The Scholarship Committee for Students consists of:
 - 1) 12 students - delegated by the relevant Students' Union body, one from each faculty;
 - 2) 4 employees of the University of Opole selected by the Chancellor
2. The Scholarship Appeal Committee for Students is appointed by the Rector. The Scholarship Appeal Committee for Students consists of:
 - 1) 6 students - delegated by the relevant Students' Union body;
3. The members of the Scholarship Committee for students cannot sit on the Scholarship Appeal Committee for students.
4. The committees referred to in subsections 1 and 2 are appointed for a four (4) year term coinciding with the term of office of the rector, with the proviso that students are appointed for one academic year.
5. The Chair and Vice-Chair of the Scholarship Committee for students are elected by the members of the Committee from among their number, after obtaining an absolute majority of votes. The Chair and Vice-Chair of the Scholarship Committee for students are elected from among the staff of the University of Opole.
6. The Chair of the Scholarship Appeal Committee for students is appointed by the Rector. The Chair of the Scholarship Appeal Committee for students is elected from among the staff of the University of Opole.
7. The Rector, ex officio or at the request of the Students' Union, may dismiss the Chair of the Scholarship Appeal Committee for Students and appoint another person in their place. Subsection 6 shall apply accordingly to the appointment of another person to replace the dismissed Chair of the Scholarship Appeals Committee for Students.

Section 27

1. Rules for meetings and decision-making of the Committees referred to in section 29:
 - 1) The Committees are obliged to keep minutes of their meetings. The minutes shall be made electronically,
 - 2) The Committees shall observe the principles of equal access to material aid benefits and openness of actions in the works of the Committees, while respecting personal data protection;
 - 3) decisions of the Committee shall be taken by a majority of the votes of those present at the Committee meeting, in the presence of at least half of the members of the Committee;
 - 4) in the event of an even vote, the Chair shall have the casting vote, and in the event of their absence or inability to perform their duties, the Vice-Chair shall have the casting vote.
2. Rules for issuing and delivering the Committee's decisions referred to in section 29:
 - 1) decisions issued by the Scholarship Committee for Students and the Scholarship Appeal Committee for Students shall be issued in the form of administrative decisions, within the meaning of the provisions of the Code of Administrative Procedure, to be signed by the Chairs of those Committees or the Vice-Chairs authorised by them;
 - 2) decisions referred to in subsection 1 shall be issued within one month of the receipt of a complete application,
 - 3) the decision is delivered to the student by electronic means of communication in the USOSweb system and signed with a qualified electronic signature. The student shall be informed about the above by a message sent to the e-mail address indicated in the application.
 - 4) Students are informed about the fact that the application has been considered and about the date and manner of collecting the administrative decision on the website of the Office of Student Affairs well as via e-mail;
 - 5) if the student does not collect the decision within a maximum of two weeks of its issuance, it shall be sent against a receipt to the address indicated by the student with the effect of delivery,
 - 6) scholarships granted to a given student shall be paid only after the decision concerning a given grant becomes final and binding.
3. A student may appeal against the decision of the Scholarship Committee for Students to the Scholarship Appeal Committee for Students within 14 days of receipt of the decision.
4. Appeals against the decision of the Scholarship Committee for Students to the Scholarship Appeal Committee for Students should be filed via the Scholarship Committee for Students by post to following address: Kopernika 11a, 45-040 Opole, Poland, or in person at the Main Office of the UO (Collegium Minus, Kopernika 11a, 45-040 Opole).
5. A student may lodge a complaint against the decision of the Scholarship Appeal Committee for Students with the Voivodeship Administrative Court within 30 days of its receipt. The complaint shall be filed via the Scholarship Appeal Committee for Students by post to following address: Kopernika 11a, 45-040 Opole, Poland, or in person at the Main Office of the UO (Collegium Minus, Kopernika 11a, 45-040 Opole).

Section 28

1. Within the framework of supervision - conducted in the Office of Student Affairs - the Rector overrules a decision of the Scholarship Committee for Students or the Scholarship Appeal Committee for Students that is inconsistent with law.
2. The administrative service of the Scholarship Committee for Students and the Scholarship Appeal Committee for Students is provided by the Office of Student Affairs, in particular with regard to:
 - 1) completing applications,
 - 2) formal verification of applications,
 - 3) preparing a draft decision and submitting it together with the application to the Committee,
 - 4) preparing a decision,
 - 5) delivering a decision to the applicant,
 - 6) receiving and completing appeals and forwarding them to the Committee,
 - 7) delivering decisions on appeals.
3. The Director of the Office of Student performs formal and legal supervision, in particular, in the scope of proper conduct of proceedings and the issuing of decisions, and carries out the assessment of the proceedings.

Chapter VIII Final provisions

Section 29

1. In matters not regulated by these Rules, the provisions of the Act on Higher Education and Science, the Act on Family Benefits and the Code of Administrative Procedure are applicable.
2. In matters not regulated by these Rules or by the provisions of the Act on Higher Education and Science, the Act on Family Benefits and the Code of Administrative Procedure as well as in disputable issues, the decision is made by the Rector.
3. The Rector shall have the right to interpret the provisions of these Rules in a binding manner.
4. The Rector supervises the observance of the provisions of these Rules.

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