

Attachment
to Regulation No. 39/2019
Rector of UMCS

*Regulations on awarding and paying scholarships for student performance, financed from the
Own Scholarship Fund Maria Curie-Skłodowska University in Lublin*

I. General provisions

§ 1

Scholarships for student performance (hereinafter referred to as scholarships) from the UMCS Own Scholarship Fund (hereinafter referred to as the Fund) may be awarded and paid for academic results obtained before starting studies either at the undergraduate or graduate degree or long-cycle studies.

II. Rules for applying for a scholarship

§ 2

1. The Rector of UMCS announces the admission of applications for scholarships from the Fund having the UMCS Senate approved the material and financial plan for the previous calendar year, however not later than by the end of November of the given calendar year. The announcement of the admission for proposals is placed on the UMCS website.
2. Scholarships from the Funds are awarded for the academic year, subject to para. 3, and may be paid once or in two installments. The method of payment is determined by the Rector of UMCS in the announcement of the admission of proposals.
3. The amount and number of scholarships that can be awarded for scholarship holders, referred to in § 3, is determined each year by the Rector of UMCS, subject to paragraph 1 and provided in the admission for applications.

§ 3

Scholarships are awarded separately to:

- 1) First-year students of first-cycle and long-cycle studies, who met at least one of the following conditions in the year preceding the academic year in which the admission for scholarship applications are announced:

- a) they obtained very good results in the Matura exam, including at least 85% points at the advanced level in one of the subjects from the group of compulsory exams in the written part of the Matura exam, or at least 85% at the extended or bilingual level in at least one of the matriculation subjects, such as: biology, chemistry, philosophy, physics, geography, history, music history, art history, computer science, modern foreign language (choice of the following languages: English, French, Spanish, German, Russian, Italian), social studies in the written part of the Matura exam and achieved an average grade of at least 5.0 in the last year of secondary school;
 - b) b) they are laureates or finalists of an international or national Olympiad, referred to in the regulations on the education system, or laureates of a nationwide competition, including one organized by UMCS.
- 2) students of the remaining years of first and second cycle studies, as well as long-cycle studies, who jointly met the following conditions in the year preceding the academic year in which the admission for scholarship applications are announced:
- a) they achieved very good academic results, including an average grade not lower than 4.4;
 - b) obtained individual scientific achievements, including commencing or implementing a research project related to the field of study conducted at UMCS;
 - c) they participated in research in the area of science which is the priority for UMCS, constituting the basis for their bachelor's/engineering or master's thesis, which significantly contribute/contributed to increasing the UMCS research achievements or cooperation of UMCS of a scientific nature with the socio-economic environment and business.

§ 4

The student may not apply for a scholarship if they:

- 1) are on leave from study in the year of submitting the application;
- 2) are on leave from study in the year preceding the year of submitting the application;
- 3) repeat year or semester of study;
- 4) have a conditional entry for the next year or semester of study.

§ 5

1. Students applying for a scholarship submit the following documents:

- 1) the application form that is Appendix 1 to the Regulations;
 - 2) documents confirming the achievements referred to in §3, in particular: certificates confirming the achievements, including obtaining average grades, certificates, diplomas, copies of secondary school-leaving certificates in the case of students referred to in § 3 point 1, or undergraduate and graduate diplomas, long-cycle studies confirmed to be true to the original,
 - 3) certificates from academic supervisors, in the case of achievements specified in §3 point 2 letter c.
2. The student is obliged to submit documents confirming the achievements in Polish or English. In the case of documents prepared in other languages, the student shall attach a translation made by a translator or an UMCS employee confirmed by the signature and the position.
 3. Documents for compliance with the original can be confirmed by a notary public or an employee of the Office of Student Affairs of the UMCS Centre for Training and Study Services.
 4. The scholarship application together with a set of documents confirming the achievements reported in the application, the candidate shall submit to the Student Affairs Office as per the dates indicated in the UMCS Rector announcement about the admission of scholarship applications from the Fund.
 5. Students may submit the documents referred to in para. 1 point 2, also in English.
 6. Foreign students studying in a language other than Polish may submit the documents referred to in sec. 1.

§ 6

1. Administrative service of the Fund and scholarship committees referred to in §7 is run by the Office of Student Affairs of the Centre for Education and Study Services.
2. The accounting service of the Fund is run by the Bursar of Maria Curie-Skłodowska University.

III. Procedure for establishing scholarship committees

§ 7

1. The Rector of UMCS appoints a scholarship committee responsible for assessing the scholarship applications specified in §5.

2. The evaluation of scholarship applications specified in §5 is made by a committee composed of:
 - 1) Vice-Rector for student affairs – as the chairman;
 - 2) Rector's Proxy for student affairs;
 - 3) a representative of the Centre for Scientific Research;
 - 4) a representative of the Centre for Education and Study Services;
 - 5) member of the Board of the UMCS University Student Government competent for social and accommodation matters.
3. The scholarship commission is appointed for a given academic year and meets at sessions.
4. The Rector of UMCS awards a scholarship selecting the best students based on the ranking of applicants for the scholarship, determined in the course of the competition procedure.
5. Representatives of administrative units shall be delegated by directors of these units.
6. The duties of the chairman of the committee include:
 - 1) appointing committee meetings;
 - 2) conducting the committee's proceedings;
 - 3) organization of the committee's work, including the appointment of a Secretary responsible for the preparation of the minutes of the competition procedure.

IV. Procedure for granting scholarships from the Fund

§ 8

1. The scholarship commission carries out formal and substantive evaluation of scholarship applications.
2. In the event of formal errors in the application, the commission leaves the application without consideration having first requested the applicant to complete it.
3. After the completion of the formal assessment, the committee shall, by means of a resolution, determine the number of points that can be obtained in individual categories, as well as for individual achievements.
4. If students receive the same number of points, the decision to award a scholarship to a specific person is left to the Rector.
5. A report is prepared on the conducted proceedings along with the established rankings of students applying for the scholarship according to the number of points obtained.

The protocol and ranking are forwarded to the UMCS Rector by the Chairman of the Commission.

6. The Rector of UMCS, after having read the protocol and ranking, decides to award scholarships from the Fund.
7. The decision of the Rector of UMCS is final and cannot be appealed against.
8. The announcement of the results is posted on the UMCS website.
9. The Fund scholarship receivers are required to submit a Statement for tax purposes.
10. Foreign students who have received a scholarship from the Fund are required to submit an additional Tax Residence Certificate in Poland or their country of origin.
11. Scholarship payment instructions are signed by the Rector of UMCS.

§ 9

1. The Rector of UMCS may issue a decision to suspend the payment of the scholarship from the Fund, in the event of the following circumstances:
 - 1) the scholarship holder does not fulfil the obligations arising from the Study Regulations, in particular they will not receive the necessary credits allowing him to continue his studies in a given academic year;
 - 2) the scholarship holder will be punished by a disciplinary penalty on the basis of a final decision of the disciplinary commission for students;
 - 3) the scholarship was granted on the basis of false or untrue certificates and statements.
2. The decision referred to in sec. 1 shall be effective at the beginning of the month following the month in which it was issued.

V. Final provisions

§ 10

1. At the meeting of the Senate Committee on Didactics and Education, the Associate Rector responsible for student affairs annually presents information on the use of funds from the Fund on the basis of reports prepared by the UMCS Centre for Education and Studies.
2. The scholarship is awarded regardless of other scholarships and benefits, and does not limit the student's right to apply for and receive other benefits under the Law on Higher Education and Science.

3. In matters not covered by these Regulations, the provisions of the Law on higher education and science as well as internal regulations of UMCS shall apply.
4. The regulations enter into force on October 1, 2019.

Attachments:

1. Application form for a scholarship from the UMCS's own Scholarship Funds for students - Appendix 1.
2. Sample Declaration for tax purposes - Appendix 2.