

Consolidated text:
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**REGULATIONS ON STUDENT BENEFITS
OF THE MARIA CURIE-SKŁODOWSKA UNIVERSITY IN LUBLIN**

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I. GENERAL PRINCIPLES

§ 1.

1. The regulations on benefits for students of the Maria Curie-Skłodowska University in Lublin, hereinafter referred to as *the Regulations*, in accordance with the relevant provisions of the Act of 20 July 2018 *Law on Higher Education and Science* (i.e. Journal of Laws of 2023, item 742, as amended), hereinafter referred to as *the Act*, sets out:
 - 1) the method of determining the amount of benefits referred to in Article 86 section 1 item 1-4 of *the Act*, i.e. maintenance grant, grant for the disabled, benefit, rector's scholarship;
 - 2) detailed criteria and procedure for granting the benefits referred to in item 1;
 - 3) the manner of paying the benefits referred to in item 1;
 - 4) method of documenting the student's material situation;
 - 5) the procedure for the appointment and composition of the Scholarship Committee and the Scholarship Appeal Committee;
 - 6) loss and suspension of the right to the benefits referred to in item 1;
 - 7) the procedure for appealing against decisions on the benefits referred to in item 1;
 - 8) the criteria for applying for places and procedures for accommodation in Student Residence Halls;
 - 9) rules of using the academic canteen.

§ 2.

1. *Repealed*
2. *Repealed*
3. The guidelines on the use of the Student Residence Halls and the Academic Canteen shall also apply to doctoral students of the Maria Curie – Skłodowska University.

§ 3.

1. A student applying for the benefits and accommodation referred to in § 4 sections 1-3, hereinafter referred to as *the applicant*, voluntarily provides his/her personal data and consents to the processing thereof.
2. The controller of applicants' personal data is Maria Curie-Skłodowska University in Lublin with its registered office at Pl. Maria Curie-Skłodowska 5, 20-031 Lublin, hereinafter referred to as: *Maria Curie-Skłodowska University* or *the University*. Personal data are collected for the purpose of being able to apply for and receive the material aid benefits referred to in § 1, section 1 of the Regulations, on the basis of Article 6(1)(a) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (hereinafter: General Data Protection Regulation or GDPR).
3. The provision of personal data by the applicant and the submission of the relevant declarations is voluntary. On the basis of applicable national law and the GDPR, in relation to the processing of personal data, the applicant has certain rights, in particular the right to withdraw consent to the processing of data at any time, the exercise of which does not affect the lawfulness of the processing until the consent is withdrawn. In accordance with Article 13 and Articles 15-21 and Article 77 of the GDPR, the applicant has the right of access, rectification, erasure or restriction of processing and the right to object to processing and to lodge a complaint with a supervisory authority, as well as the right to data portability. The data provided by the

applicants shall not be sold or shared with third parties, except for those entitled under common law, nor shall it be transferred to third countries or international organisations contrary to the provisions of the General Data Protection Regulation. The personal data shall be processed by Maria Curie-Skłodowska University for the period of the benefit, possibly until an objection to the processing of the data is raised or the consent is withdrawn, with the proviso that they may be processed for the purpose and for the period and to the extent required by law for the collateral of possible claims, in the event of circumstances justifying the above. The Maria Curie-Skłodowska University, as controller, has appointed a person to supervise the area of personal data processing, who can be contacted at: iod@umcs.lublin.pl.

4. Data may be transferred to entities processing personal data on the Controller's order, as well as to other entities authorised by law.
5. Data shall not be transferred to a third country or international organisation.
6. The data subject is entitled to:
 - 1) access to personal data,
 - 2) request its rectification,
 - 3) restrict the processing, in the cases specified in the GDPR,
 - 4) delete the data if the data was unlawfully processed.
7. As the processing of personal data is based on Article 6 section 1 letter c of the GDPR, the data subject does not have the right to data portability or the right to object.
8. I am informed that the data subject has the right to lodge a complaint with the President of the Personal Data Protection Office (ul. Stawki 2, 00-193 Warsaw).
9. The processing of personal data recorded on video is necessary for the University to ensure the safety of students, employees, protection of property.
10. No automated decision-making or profiling shall take place during data processing.

Types of benefits, requesting mode

§ 4

1. The student may apply for:
 - 1) maintenance grant, subject to section 2;
 - 2) grant for the disabled;
 - 3) benefit;
 - 4) rector's scholarship.
2. In particularly justified cases, a student may apply for maintenance grants in an increased amount.
3. The student may apply for:
 - 1) accommodation at a student residence hall of the university or board in the University's academic canteen;
 - 2) accommodation for a spouse or child in a Student residence hall of the University.
4. The benefits referred to in sections 1 to 2 and the accommodation referred to in section 3 shall be granted each time at the request of a student.
5. The benefits referred to in sections 1 to 2 shall be granted on the request of the student generated and submitted via USOSweb (*University Student Support System*) to the relevant team of the Scholarship Committee within the deadlines specified in the schedule referred to in sections 6 to 7a.
6. The schedule of activities in the processing of requests for benefits referred to in section 1 and the accommodation referred to in section 3 shall relate in particular to the dates for starting and closing the round of generation of requests in USOSweb.

7. The schedule of activities in the processing of requests for benefits referred to in section 1 shall be established by the Rector in consultation with the relevant bodies of the Students' Self-Government and shall be made publicly available in the form of an electronic document, posted on the Maria Curie-Skłodowska University homepage and in customary places.
 - 7a. The schedule of activities in the processing of requests for accommodation referred to in section 3 shall be established by the Rector in consultation with the relevant bodies of the Students' Self-Government and the Doctoral Students' Self-Government and made publicly available in the form of an electronic document, posted on the Maria Curie-Skłodowska University homepage and in customary places.
8. The guidelines for the application procedure and the use of the student residences and the academic canteen are laid down in Part VII of these regulations.

Powers

§ 5.

1. The benefits referred to in § 4, section 1 shall be available for first-cycle studies, second-cycle studies and long-cycle studies.
2. A student studying simultaneously in several fields of study can receive the benefits referred to in § 4, section 1 only in one field of study indicated by the student.
3. The benefits referred to in § 4, section 1 and the increased maintenance grant referred to in § 4, section 2 shall be granted for a total of 12 semesters, regardless of whether the student receives them, with the proviso that within that period the benefits shall be granted in the following fields of study:
 - 1) first-cycle studies – not longer than for 9 semesters;
 - 2) second-cycle studies – not longer than for 7 semesters.
4. The period referred to in section 3 shall include all semesters of study started by a student as referred to in section 1, including semesters falling during a period of leave referred to in Article 85, section 1, item 3, with the exception of semesters of further first-cycle study started or continued after the first bachelor's degree, engineer's degree or equivalent degree has been obtained. In the case of education in several fields of study, semesters taken simultaneously shall be treated as one semester.
5. If a disability has arisen in the course of study or after obtaining a degree, the benefit referred to in § 4, section 1, item 2, shall be entitled for an additional period of 12 semesters. The provisions of sections 3 and 4 shall apply accordingly.
6. The benefits referred to in § 4, section 1, items 1 to 3 shall not be available to a student:
 - 1) holding a professional degree:
 - a) Master of Science, Master of Engineering or equivalent,
 - b) a bachelor's degree, an engineer's degree or an equivalent degree, if they resume first-cycle studies,
 - c) *repealed*;
 - 2) who has been suspended as a student by a final decision of the Disciplinary Committee for Students, if the decision provides for suspension of the right to receive benefits;
 - 3) who is already receiving the same benefits in another field of study or higher education institution;
 - 4) who has been removed from the list of students as a result of a final decision of an authorised body;
 - 5) who is in the period of a semester or annual leave of absence granted on the basis of the Regulations for Studies, subject to the provisions of § 25 section 6 of these Regulations;

- 6) candidates for professional soldiers or professional soldiers who have commenced their studies on the basis of a referral from a competent military authority and have received assistance in connection with learning on the basis of the provisions on the military service of professional soldiers;
 - 7) officers of state services in candidate service or who are officers of state services who undertook studies on the basis of a referral or consent of a competent superior and received assistance in connection with learning on the basis of the provisions on service.
7. The student shall not be entitled to the benefit referred to in § 4 section 1 item 4.
- 1) holding a professional degree:
 - a) Master of Science, Master of Engineering or equivalent,
 - b) a bachelor's degree, an engineer's degree or an equivalent degree, if they resume first-cycle studies,
 - c) *repealed*;
 - 2) who has been suspended as a student by a final decision of the Disciplinary Committee for Students, if the decision provides for suspension of the right to receive benefits;
 - 3) who is already receiving the same benefits in another field of study or education institution;
 - 4) who has been removed from the list of students as a result of a final decision of an authorised body;
 - 5) repeat a year or a semester;
 - 6) has been granted conditional entry to the next year or semester of study;
 - 7) referred to in § 19 section 13,
 - 8) candidates for professional soldiers or professional soldiers who have commenced their studies on the basis of a referral from a competent military authority and have received assistance in connection with learning on the basis of the provisions on the military service of professional soldiers;
 - 9) officers of state services in candidate service or who are officers of state services who undertook studies on the basis of a referral or consent of a competent superior and received assistance in connection with learning on the basis of the provisions on service,
 - 10) *repealed*.
8. A student who applies for benefits in more than one field of study shall submit, together with the request referred to in § 4 section 5, a statement to the effect that they are not receiving benefits in more than one field of study. The statement referred to in the first sentence should be attached to the request filled in USOSweb, as it constitutes an integral part of the request. In the event of changes affecting the entitlement to benefits, the student is obliged to inform the competent authority without delay.
9. The provisions of sections 1 to 8 apply accordingly to students who have studied or obtained degrees abroad.

§ 6.

1. A maintenance grant may be awarded to a foreign student in accordance with the rules laid down in the Act and the Regulations, provided that he or she meets at least one of the conditions, subject to section 2.
2. A maintenance grant may be awarded to a foreign student in accordance with the rules laid down in the Act and the Regulations, provided that:
 - 1) he/she is a citizen of the United Kingdom of Great Britain and Northern Ireland, referred to in Art. 10 sec. 1, letter (b) or letter (d) of Agreement on the Withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community (OJ L 29, 31.01.2020, p. 7, as amended);
 - 2) he/she is a foreigner who has been granted a permanent residence permit, or a long-term resident of the European Union;
 - a) a self-employed person or an employee referred to in Art. 2 sec. 5 and sec. 7 of the Act of July 14, 2006 on entry, stay, and departure from the territory of the Republic of Poland for citizens of the European Union Member States and their family members (Journal of Laws of 2021, item 1697),
 - b) retains the right of residence in the cases referred to in Art. 17 of the Act referred to in point (a),
 - c) holds the right of permanent residence – along with the members of his/her family residing in the territory of the Republic of Poland.
 - 3) has the status of refugee granted in the Republic of Poland or enjoys temporary protection or subsidiary protection on the territory of the Republic of Poland;
 - 4) holds a certificate certifying his/her knowledge of Polish as a foreign language, as referred to in Art. 11a Item 2 of the Act *on the Polish Language* of 7 October 1999 (Journal of Laws of 2021, item 672, as amended), at least at the C1 language proficiency level;
 - 5) holds a Pole's Card or is a person who has been issued a decision on ascertaining Polish ancestry;
 - 6) is a foreigner who is a spouse, ascendant or descendant of a citizen of the Republic of Poland, residing on the territory of the Republic of Poland;
 - 7) has been granted a temporary residence permit in connection with the circumstances referred to in Article 151 section 1 or Article 151b section 1 of *the Act on Foreigners* or is residing on the territory of the Republic of Poland in connection with benefiting from short-term mobility of a scientist under the conditions specified in Article 156b section 1 of that Act or holds a national visa for the purpose of conducting scientific research or development work.

Rules for determining the amount of benefits

§ 7.

1. The Rector, in consultation with the competent bodies of the Self-Government, determines and publishes by means of announcements:
 - 1) income brackets for maintenance grants and the rates and amounts of increases in maintenance grants within those brackets,
 - 2) the rates of scholarships for the disabled, depending on the degree of disability,
 - 3) the maximum amount of the benefit,

- 4) the rates of the rector's scholarships to be granted in particular brackets not later than by 22 October each year,
 - 5) a schedule of activities in the procedure for generating and submitting requests for benefits in USOSweb from October not later than by 25 September each year. The next schedule shall be communicated no later than the last day of the month preceding the month in which the next application is launched. The schedules are communicated in the form of Announcement of the Rector, posted on the Maria Curie-Skłodowska University homepage and in customary places.
2. The amount of monthly income per person in the student's family, which entitles the student to apply for a maintenance grant, shall not exceed 45% of the minimum wage established as of January 1st of the year preceding the academic year for which the social scholarship is granted, based on the Act of October 10, 2002 on the minimum wage for work (Journal of Laws of 2020, item 2207).
 3. The benefits listed in § 4 section 1 are financed from the scholarship fund referred to in Article 409 section 1 item 1) of the Act. The Rector, in consultation with the students' self-government, shall distribute the grant from the funds referred to in Article 365 item 3) of the Act.
 4. The total monthly amount of the Rector's scholarship and the maintenance grant may not be higher than 38% of the professor's remuneration.
 5. In the event that the sum of the awarded grants referred to in section 3 exceeds 38% of the professor's remuneration, the grants shall be reduced proportionally to the amount of the remuneration referred to above.

Scholarship Committee and Scholarship Appeal Committee

§ 8.

1. The Scholarship Commission (hereinafter referred to as: SC) and Scholarship Appeal Committee (hereinafter referred to as: SAC) shall be competent to grant the benefits referred to in § 4(1). The majority of the committee members referred to in the first sentence shall be students.
2. At the request of the competent body of the Students' Self-Government, the Rector appoints and conveys the powers of the SC and SAC by 1 October of each academic year.
3. The SAC shall consider appeals against decisions issued by SC.
4. SC and SAC shall meet at meetings in teams of SC and SAC teams.
5. The Students' Self-Government shall delegate to SC their representatives in the number not less than 4 persons from each Faculty.
6. The Students' Self-Government and the Doctoral Students' Self-Government delegate their representatives to the SC by 1 October each year.
7. A member of the SC may not be a member of the SAC at the same time.
8. The SC, from its composition, appoints the teams competent to review at a given Faculty the requests for benefits referred to in § 4, section 1, items 1-3, hereinafter referred to as: *SC teams for social benefits*.
9. With regard to the benefits referred to in § 4 section 1 item 4, requests shall be considered by the separate SC Team for the Rector's scholarship for students.
10. The SC consists of:
 - 1) the Maria Curie-Skłodowska University Rector's Representative for Student Affairs – as the chairperson subject to section 11,
 - 2) Deputy Deans for Student Affairs from individual Faculties – as Vice-Chairpersons of individual SC Teams for social benefits,

- 3) the chairperson of the social committee of the competent body of the Students' Self-Government – as the vice-chairperson of the SC Team for the Rector's scholarship for students,
 - 4) *repealed*,
 - 5) representatives of students appointed to the SC Teams in accordance with the procedure set out in sections 5-6,
 - 6) an employee or employees indicated by the superior of the central organisational unit responsible for handling grants or of the organisational and legal unit,
 - 7) an employee or employees of the Deans' Offices designated by the superior.
11. In the event that the representative of the Rector of Maria Curie-Skłodowska University for student affairs is not appointed or dismissed, the Rector appoints the chairperson of the SC. Until the chairperson is appointed, his/her duties are performed by the vice-chairperson of the committee appointed by the Rector or another member of the committee appointed by the Rector. The second sentence of this section applies accordingly in the event of the temporary absence or inability of the representative of the Maria Curie-Skłodowska University Rector for student affairs to perform his/her duties.
 12. The SC Team's social benefit services are provided by the deans' offices. Deans are obliged to provide the teams referred to in the first sentence with appropriate working conditions.
 13. The SC Teams for the Rector's scholarship are supported by the organisational unit responsible for handling grants. The Rector is obliged to provide the teams referred to in the first sentence with appropriate working conditions.
 14. The SAC shall be composed of:
 - 1) the Vice-Rector for Student Affairs – as the Chairperson;
 - 2) the president of the competent body of the Students' Self-Government – as the vice-president of the SAC team for the benefits specified in § 4, section 1 for students;
 - 3) *repealed*;
 - 4) representatives of students to the SAC scholarship team appropriate for students – indicated by the competent body of the Maria Curie-Skłodowska University Students' Self-Government, pursuant to section 1;
 - 5) *repealed*;
 - 6) an employee or employees indicated by the superior of the central organisational unit competent to handle grants or the Legal and Organisational Centre – as vice-chairman of the SAC team for the benefits specified in § 4 section 1 for students in the absence of the vice-chairman referred to in § 8 section 14 item 2-3.
 15. The SAC is provided by the Maria Curie-Skłodowska University organisational unit responsible for handling grants. The Rector is obliged to provide the SAC with appropriate working conditions.
 16. The SC and the SAC team shall determine, by way of resolution, the composition and scope of work of the teams referred to in sections 9-10 and 14.
 17. Changes to the composition of the SC and SAC during the academic year are made by the Rector. In the case of changes concerning student representatives, the change shall be made at the request of the competent body of the Students' Self-Government.
 18. The SC and SAC retain their powers until the committee is appointed for the new academic year.
 19. SC team and SAC team meetings at which the final decisions and requests of the Committee are made shall be reported in the form of minutes signed by the SC Team Chairperson or the SAC Team Chairperson or the SC or SAC Vice-Chairpersons.

Actions for which no report is prepared, but which are of importance for the case or the course of the proceedings, are recorded in the file in the form of a note signed by the member performing such actions. The provisions of Articles 67-72 of the Act of 14 June 1960, the Code of Administrative Procedure (Journal of Laws of 2023, item 775, *as amended*), hereinafter referred to as: '*cpa*', shall apply accordingly. A template of the report of the meeting constitutes Appendix 6 to these regulations.

Decisions and appeals procedure

§ 9.

1. Decisions on the maintenance grant, grant for the disabled and benefit are taken in the first instance by the SC Teams for Social Benefits.
2. Decisions on the Rector's scholarship are taken in the first instance by the SC Teams for Rector's scholarship.
3. Decisions on the benefits referred to in § 4, section 1 shall be taken by a simple majority of votes in the presence of at least half of the members of a particular SC Team. During the meeting, students constitute at least half of the composition of a given SC Team.
4. The provision of section 3 shall apply *mutatis mutandis* to the activities of the SAC.
5. Decisions on the benefits referred to in § 4, section 1 item 1-3, shall be signed at individual Faculties by SC Team Vice-Chairpersons for social benefits authorised by the SC Chairperson using a qualified electronic signature in USOSweb.
6. Decisions on benefits § 4 section 1 item 4 shall be signed by the Chairperson of the Scholarship Committee with a qualified electronic signature in USOSweb or a member of the Rector's scholarship SC Team authorised by the Chairperson.
7. Decisions concerning the benefits specified in § 4, section 1 are made available to the student in an electronic version in USOSweb immediately after they are signed by the chairperson or an authorised vice-chairperson or another member of the SC, of which the student is informed by an e-mail sent to the e-mail address provided in the request. The student is responsible for the correctness of the e-mail address provided in the request.
8. In the event that the decisions referred to in section 7 are not received, they shall be deemed to have been delivered 14 days after the date on which the first notification referred to in section 7 was sent.
9. The Dean's Offices are responsible for the preparation of SC Team decisions on social benefits and for their timely delivery to students.
10. The Maria Curie-Skłodowska University organisational unit responsible for handling grants is responsible for drafting SC Team decisions on Rector's scholarships and the timeliness of their transmission to students.
11. Appeals against decisions made on benefits referred to in § 4 section 1 item 1-3 shall be submitted to the individual deans' offices appropriate to the students applying for the benefits.
12. Appeals against decisions issued in respect of benefits referred to in § 4 section 1 item 4 shall be submitted to the Maria Curie-Skłodowska University organisational unit responsible for handling grants.
13. The appeals referred to in sections 11 and 12 above may be posted at a Polish postal facility of an operator designated within the meaning of the Act of 23 November 2012. – Postal Law or at a post office of an operator providing universal postal services in another Member State of the European Union, the Swiss Confederation or a Member State of the European Free Trade Association (EFTA) – a party to the Agreement on the European Economic Area, the date of posting shall be the date of lodging the appeal.

14. The appeals referred to in section 11 shall be forwarded by the SC Teams for social benefits from the individual faculties to the SAC office, after their prior opinion, within a maximum period of 7 days from the day following the day on which the student submitted the appeal.
15. Decisions on benefits referred to in § 4, section 1, issued by the SAC shall be signed by the Chairperson of the SAC or his/her authorised Vice-Chairperson or another member of the SAC team responsible for students or doctoral students.
16. Decisions of the SAC shall be delivered to the student in writing against acknowledgement of receipt immediately after they are taken. The organisational unit responsible for handling grants shall be responsible for the preparation of SAC decisions and their timely distribution to students.
17. The organisational unit responsible for handling grants shall send the decision referred to in section 15 by post, against a return receipt, to the correspondence address indicated by the student. The decision referred to in the first sentence may be delivered to the student personally against an acknowledgement of receipt.
18. In the case of the benefits referred to in section § 4, section 1, item 1-4, the period from the submission of a complete request by a student to the delivery of a decision to the student should not exceed 30 days, and the provision of Article 35 of the Code of Administrative Procedure shall apply accordingly.
19. Decisions on the award of benefits referred to in § 4, section 1, items 1-4 shall expire on the last day of the month in which the student has lost the right to the benefit for the reason of obtaining a degree referred to in Article 93, sections 3 and 8 of the Act, has been removed from the list of students in the field of study in which the student received the benefit, or the period referred to in Article 93, sections 4, 5 and 7 of the Act has expired.

§ 10.

Within 14 days of receiving the SC's decision on the benefits referred to in § 4, section 1, the student has the right to submit an appeal to the SAC, of which the student should be informed in the decision. A template of the appeal is attached as Appendix 7 to these Regulations.

Granting and payment of benefits

§ 11.

1. The maintenance grant and grant for the disabled shall be awarded for a period of up to nine months, and where the final year of study lasts for one semester for a period of up to five months in the winter semester or up to four months in the summer semester, subject to §12 sections 2-5, §13-15, but no longer than until 30 June of a given academic year, subject to section 3.
2. The Rector's scholarship shall be awarded for a period of up to nine months, and where the final year of study is one semester, for a period of up to five months in the winter semester or up to four months in the summer semester, subject to § 14 and § 15, but not longer than until June, subject to section 3. 3.
3. The benefits referred to in § 11, sections 1 and 2 may, at the request of the competent body of the Students' Self-Government, be granted for a period of up to ten months, provided that the balance of the scholarship fund referred to in Article 409, section 1 of the Act makes it possible to cover the planned expenditure.
4. The benefits referred to in § 4 section 1 items 1, 2 and 4 shall be granted upon request referred to in § 4 section 5 and shall be paid monthly.

5. The benefit shall be granted on the request referred to in § 4 section 5 and shall be paid on a one-off basis.
6. The individual deans' offices are responsible for the timely and complete preparation of the benefit payment lists referred to in § 4 section 1 items 1-4, in the USOS system for subsequent scholarship periods and their submission to the Bursar's Office are the responsibility of individual deans' offices. Payment lists must be prepared and submitted no later than the 22nd of each month. The Bursar's Office is responsible for the timely completion of payments on the basis of the lists provided.
7. Benefits shall be paid no later than the 25th of each month. In particularly justified cases, this deadline may be extended to the end of the month.
8. The first payment of the benefit granted may be made at a later date, taking into account the amount due for the months for which the benefit is due.
9. If the deadlines referred to in sections 6-7 fall on a day which is a public holiday or on a Saturday, the deadline shall be the next day which is not a public holiday or a Saturday.
10. Benefits are paid by bank transfer to the student's individual Polish bank account. The student is responsible for the correctness of the bank account number provided.
11. For students who do not have a bank account in Poland, the grant shall be paid in full, with compensation for the period due, upon indication of the Polish bank account number.
12. To a student who has been granted a leave of absence from classes or who is on a student exchange, the Rector's scholarship shall be paid according to the rules set out in sections 2-11.

Requests and Supplementation

§ 12.

1. If any deficiencies or inaccuracies are found in the request referred to in § 4 section 5, the relevant scholarship body or an employee of Maria Curie-Skłodowska University acting under its authority shall call the student orally or by telephone or in writing in USOSweb to correct the request or to supplement the missing documents, at the same time marking the student's request in USOSweb as 'withdrawn for correction'. The student must correct or complete the required documentation within 7 days of receiving the request. A note should be made of the verbal or telephone request, the template of which constitutes Appendix 5 to these Regulations. When making a request in USOSweb, the competent scholarship body or an employee acting under its authority shall provide written information on the scope of the request.
2. If the request referred to in section 1 is supplemented within the time limit set by the requesting party, the original date of the request shall be deemed to be the date of submission, marked accordingly in USOSweb. In the case of a timely supplement, the grant shall accrue from the month in which the request was originally submitted.
3. In the event that the request referred to in section 1 is completed after the expiry of the time limit set for completion, the date of delivery of the relevant documents, as marked in USOSweb respectively, shall be regarded as the date of submission. If the application is not completed within the time limit specified by the competent scholarship body or by an Maria Curie-Skłodowska University employee acting under its authority, as referred to in section 1, the grant is awarded from the month in which the application was submitted in full.
4. If the reason for the student's failure to provide the required document is the documented failure of the competent institution to issue it by the statutory deadline, the original date of submission of the request shall be considered as the date of submission, after the student has proven that the failure is not the fault of the applicant.

5. In the event of failure to comply with the request referred to in section 1, in the event of failure to correct a defectively filled in request or to complete other necessary documentation, the committee shall decide the case on the basis of the collected documents.
6. In the case referred to in section 5, the student shall be informed of the consequences of failure to comply with the request.
7. Failure to comply with the request referred to in section 1, in the event of failure to attach documents confirming the achievement in question in the request for the Rector's scholarship or to submit relevant explanations, shall result in the failure to award points for the achievement in question. The student should be instructed about the consequences of failing to comply with the request in the text of the request.
8. When submitting the request referred to in § 4 sections 1 to 3, the student is obliged to check the USOSweb for changes in the status of requests, including statements of income, posted comments, and e-mails.

Changes in the granting and payment of benefits

§ 13.

1. Students are required to inform the employees of the dean's office of the occurrence of any situation that affects the right to the granted benefits referred to in § 4 section 1.
2. Students in receipt of social benefits are required to inform the body issuing the decision immediately of any change in circumstances affecting entitlement to these benefits, in particular:
 - 1) the occurrence of changes in the number of family members;
 - 2) loss of income;
 - 3) income received;
 - 4) a change of circumstances affecting the right to an increase in maintenance grant;
 - 5) occurrence of circumstances referred to in § 5 section 2.
3. If during the academic year there is a change in the composition of the student's family or in the amount of income per member of the student's family affecting the entitlement to social benefits, the decision on the receipt of benefits is changed by the student updating the statement of income and re-generating the request.

Loss and Suspension of the Right to Benefits

§ 14.

1. A student who has discontinued his/her studies (e.g. as a result of resignation from the studies, as a result of a valid removal from the list of students) shall be entitled to the last payment of benefits for the month in which he/she held the status of student
2. In the case of a student graduating before the date specified in the Studies Regulations, the decision to grant benefits expires on the last day of the month in which the degree was obtained.
3. A student who has changed his/her field of study with the consent of the Dean and has lost the status of student in the field in which the benefit was awarded, the last payment of benefits is due for the month in which he/she held the status of student.
4. In the cases referred to in sections 1 – 3, the decision on the award of benefits expires by operation of law on the last day of the month in which the student held the status of a student.

§ 15.

The payment of benefits shall be suspended if:

- 1) the student has been suspended from student rights by a decision of the Disciplinary Committee for Students, if the decision provides for suspension of the right to receive benefits,
- 2) there is a justified fear that a benefit has been awarded on the basis of false or untrue certificates and statements.
- 3) the benefit has been awarded on the basis of incomplete information provided by the Student.
- 4) other cases referred to in art. 152 and 159 of the Act of 14 June 1960 – Code of Administrative Proceedings occur – Code of Administrative Procedure.

§ 16.

1. In the case of the situations referred to in § 13, section 2, items 1-3, a change in the amount of the benefit takes place from the month following the month in which the change occurred that affects the student's right to receive social benefits.
2. In the case of a situation referred to in § 13 section 2 item 4, the SC withholds the maintenance grant with an increase from the month following the month in which the event occurred. If, within 7 days from the date in which the circumstance causing the loss of entitlement to an increase in the maintenance grant occurred, the student documents that the reasons for withholding the grant have ceased, the payment of the maintenance grant with an increase shall not be withheld.
3. If the circumstances referred to in section 2 are not documented within the prescribed period of 7 days, the student may reapply for a maintenance grant within the time limits specified in the schedule referred to in § 4, section 6.
4. A scholarship body which fails to update a statement of income or to submit a request by a student in situations referred to in sections 1 to 3 shall take action in accordance with Article 145, § 1 of the Code of Administrative Procedure.
5. In the case of situations referred to in § 25, section 7, the decision on losing the right to benefits shall be issued from the month following the month in which the student commenced the leave of absence from classes granted for the semester or academic year.

Repayment of unduly received benefits

§ 17.

1. A student who has unduly received benefits referred to in § 4 section 1 shall be obliged to return them.
2. The following shall be regarded as unduly received:
 - 1) a benefit paid despite the occurrence of circumstances causing the cessation or suspension of the right to the benefit, if the student collecting it was instructed about the lack of right to collect it,
 - 2) a benefit paid despite the suspension of its payment in whole or in part, if the student collecting it was advised about the lack of right to collect it,
 - 3) the benefit was awarded or paid on the basis of false statements or documents or in other cases of a conscious or unconscious misrepresentation of the SC or SAC by the student.
3. The decision on unduly received benefit and obligation to return it shall be made by SAC.
4. At the request of the SAC, preceded by the student's request, the Rector may waive the

amount of unduly received benefit, defer the repayment date or spread the amount of the unduly received benefit in instalments if there are particularly justified circumstances concerning the family and financial situation of the student.

5. If an unduly received benefit is not repaid or a negative decision is received in the case of a request referred to in section 4, the SAC may forward a copy of the decision referred to in section 3 to the Disciplinary Ombudsman.

II. RECTOR'S SCHOLARSHIP

§ 18.

Repealed.

§ 19.

1. The Rector's scholarship may be awarded to a student who has achieved outstanding academic, scientific or artistic results or sporting achievements in a competition at least at the national level.
2. A student may apply for the Rector's scholarship on the basis of outstanding academic results or artistic achievements or sport achievements in competition on at least a national level which he/she has achieved in the academic year preceding the year of application for the Rector's scholarship.
3. The Rector's scholarship is awarded to a student admitted to the first year of studies in the year of submitting the secondary school final examinations [Matura], who is:
 - 1) a winner of an international competition [Olympiad] or a winner or finalist of a central-level competition [Olympiad] referred to in the regulations on the educational system;
 - 2) a medal winner in at least a sports competition for the title of Polish Champion in a given sport, as referred to in the regulations on sports.
4. The Rector's scholarship shall be awarded to no more than 10% of students in a given field of study, subject to sections 5-6.
5. In the case of fields of study where the number of students is less than 10, the scholarship is awarded to one person from among those applying for it in the pursued field of study. The students referred to in section 3 shall not be taken into account when determining the number of students receiving the Rector's scholarship referred to in the first sentence.
6. In the case of engineering degree programmes and second-cycle programmes commencing in the summer semester of a given academic year, the method of calculating the number of students eligible for the Rector's scholarship, subject to the limitation referred to in section 4, and the periods taken into account for the scoring of achievements shall be determined by a resolution of the SC Team for the Rector's scholarship for students.
7. The number of students in individual fields of study shall be determined on the basis of data obtained from USOS, confirmed by the administrative entity of the higher education institution responsible for education as follows:
 - 1) as at 31 October – in the case of grants awarded for courses starting from the winter semester,
 - 2) as of the date of commencement of the summer semester – for degree programmes starting in the summer semester.
8. The Rector's scholarship may be awarded to a student who has punctually passed all the subjects, including internships, included in the curriculum for the previous academic year.

9. A student is entitled to the Rector's scholarship not earlier than after completing the first year of study, subject to section 3.
10. Extension of the deadline for completing a credit and examination session does not change the deadline for submitting a request for the Rector's scholarship referred to in § 20 section 1.
11. A student who has been granted a leave of absence from classes for a given academic year or semester may apply for the Rector's scholarship in accordance with the rules set out in sections 1-2, 4, 8-10.
12. An exchange student may apply for a Rector's scholarship in accordance with the rules set out in sections 1-2, 4, 8-10.
13. A student referred to in section 11 may not apply for the Rector's scholarship for achievements obtained during the leave of absence in the academic year following the year in which the leave of absence was granted.

§ 20.

1. The request for the Rector's scholarship is to be completed by the student and submitted in USOSweb:
 - 1) from 4 to 13 October if applying for benefits for the academic year or winter semester;
 - 2) by the deadline specified in the application timetable announced up to 7 days after the beginning of the summer semester – in the case of applying for benefits for the summer semester.
2. Dean's Office employees calculate the grade point average for all students and enter the data into the USOS system by 3 October in the case of courses of study beginning with the winter semester and within three days of the start of a new semester in the case of courses of study beginning with the summer semester. In the case of persons continuing their studies at Maria Curie-Skłodowska University after having graduated from another university or faculty, the dean's office employees enter into the USOS system, in accordance with the deadlines referred to in the first sentence, the grade point average obtained by the student in the previous year of study, to 2- decimal places, based on a certificate from the previous university with an indication of the grading scale used there or based on a certificate from the previous faculty. The student is obliged to deliver the certificate.
3. If the deadlines referred to in sections 1 and 2 fall on a non-working day, the deadline is the following day.

§ 21.

1. A correctly completed request for a Rector's scholarship shall include:
 - 1) identification of the code, category, range and type of achievement in accordance with the criteria contained in Appendix 1 and Appendix 2 to these Regulations;
 - 2) certificates confirming the student's achievements submitted as appendices to the request, with the achievement code consistent with the code assigned by the student in the student achievements section of the request;
 - 3) completed all required parts of the request, including in particular the part concerning the student's statements.
2. A copy of the certificates confirming the student's achievements referred to in section 1 item 2 must be certified as a true copy of the original. Confirmation may be done by a notary, entity issuing the certificate, an authorised member of the SC.
3. The student is obliged to present documents confirming the achievements in Polish or English. In the case of documents in other languages, the student attaches to the request

a translation made by a sworn translator or an employee of the university, certified with a signature and specifying the position held. In the case of requests submitted via USOSweb, confirmation of conformity with the original by the student is acceptable.

§ 22.

1. SC Teams for social benefits shall ascertain the completeness and correctness of the request referred to in Article 4, section 1, item 4 by marking it as ready for processing in USOSweb.
2. Information on the number of scholarship thresholds in each academic year shall be communicated together with the Communication on scholarship rates referred to in § 7 section 1 item 5 of the Regulations.

§ 23.

1. The SC Team for the Rector's scholarship, on the basis of the requests delivered and checked by the SC Teams for social benefits, performs scoring in USOSweb according to the rules set out in Appendix 1 to these Regulations.
2. After the activities referred to in section 1, the SC Team for the Rector's scholarship creates, using USOSweb, ranking lists according to the total number of points scored by students for each field of study.
3. The student receives the Rector's scholarship in an amount depending on the ranking position. The position is determined on the basis of the actions specified in sections 1-2 and § 24.

§ 24.

1. The Rector's scholarship for students is awarded on the basis of ranking lists drawn up separately for each field of study, jointly for full-time and part-time studies, in a number not exceeding the limit referred to in § 19, section 4.
2. A person's position on the ranking list is the number of persons with the highest number of points plus one.
3. Persons having the same position on the ranking list shall be awarded the Rector's scholarship, provided that this does not result in exceeding the limitation referred to in § 19 section 4.

III. MAINTENANCE GRANT

§ 25.

1. A maintenance grant may be awarded to a student in a proven difficult financial situation.
2. The student's material situation is determined based on the amount of income earned in the calendar year preceding the academic year, subject to the provisions on income earned and lost. The grant is granted on the basis of the student's difficult material situation, determined by the monthly income per person in the student's family. The composition of the student's family is determined as at the date of submission of the maintenance grant request, subject to § 13, section 2, item 1.
3. The Rector, the scholarship committee or the scholarship appeal committee shall refuse to award a maintenance grant to a student whose monthly per capita income in his or her family does not exceed the amount referred to in Article 8, section 1, subsection 2 of the Act of 12 March 2004 on Social Welfare (Journal of Laws of 2023, item 901, as amended) if the request for a maintenance grant is not accompanied by a certificate issued by a social welfare centre or social services centre confirming that the student or members

- of the student's family are in receipt of social welfare benefits in the year in which the request is submitted.
4. If a student referred to in section 4 or members of their family are not in receipt of social welfare benefits, the Rector, the scholarship committee or the scholarship appeal committee may award a maintenance grant to that student if they have documented their family's sources of income.
 5. The amount referred to in Article 8, section 1, item 2 of *the Act on Social Welfare* is published in the Announcement of the Rector on the Maria Curie-Skłodowska University website.
 6. A student, during a leave of absence from classes at Maria Curie-Skłodowska University granted for a semester or an academic year under the rules of the Studies Regulations, may apply for the benefit referred to in § 4, section 1 item 1 only in justified cases, in particular such as:
 - 1) orphanhood or semi-orphanhood;
 - 2) an exceptionally difficult material situation (e.g. a family with many children);
 - 3) documented long-term, serious or chronic illness of a student or a member of the student's family.
 7. A student on a semester or annual leave of absence from classes loses the right to a social benefit granted prior to the commencement of the leave. The benefit is suspended from the month following the month in which the student commenced the leave. In justified cases referred to in section 6, the student may retain the right to the benefit previously granted to him/her.
 8. In the cases referred to in section 6, the benefit may be granted or retained by the relevant SC Team for social benefits under the general rules.
 9. A student who has been granted permission by the Dean to make up programme differences shall apply for and receive social benefits on general rules.
 10. An exchange student shall apply for and receive social benefits on general rules.
 11. In particularly justified cases, a student may be granted a maintenance grant in an increased amount. Particularly justified cases are understood as:
 - 1) incurring the costs of living in a student residence or in a facility other than a student residence in the place of the Maria Curie-Skłodowska University organisational unit in which the student is studying;
 - 2) residence with the student's spouse or child in a student residence or in a facility other than a student residence in the place of operation of the Maria Curie-Skłodowska University organisational unit in which the student pursues his/her studies;
 - 3) the financial situation of alumni of an orphanage or persons who have come of age while in foster care;
 - 4) orphanhood or semi-orphanhood.
 12. In the situation referred to in section 11 above items 1 and 2 in the case of distance learning, residence in a facility located in the place of the Maria Curie-Skłodowska University organisational unit where the student is studying is not an obligatory condition.
 13. A student applying for a maintenance grant at an increased level is required to attach one of the following documents to the request referred to in § 4 section 5:
 - 1) a statement constituting Appendix 3 to these Regulations, available in USOSweb,
 - 2) a lease agreement, in the case referred to in section 11, item 1, concerning residence in a facility other than an UMCS Student Residence Hall,
 - 3) a lease agreement, in case of residing in a facility other than an UMCS Student Residence Hall, and a copy of a marriage certificate in the case referred to in

- section 11 item 2 and a document confirming that the student's spouse is a non-working person,
- 4) a lease agreement, in case of residing in a facility other than an UMCS Student Residence Hall, and a copy of the child's birth certificate in the case referred to in section 11 item 2.
 - 5) a document confirming that the student is a ward of a children's home or confirming that the student has reached the age of majority while in foster care;
 - 6) a death certificate of the parent(s) or legal guardian(s).
14. The maintenance grant increase referred to in section 11, items 1 – 2 is not available to a student residing permanently in the place of the Maria Curie-Skłodowska University organisational unit where the student pursues his/her studies.
 15. It is not possible to award multiple increases of the maintenance grant.
 16. The amount of the increase to the scholarship referred to in section 11 is specified in the Announcement of the Rector of Maria Curie-Skłodowska University issued in consultation with the relevant bodies of the Students' Self-Government.
 17. The income per member of the student's family referred to in section 2 should be confirmed by appropriate documents issued by the competent office and statements allowed by these regulations, the detailed list of which is included in Appendix 4 to these Regulations.
 18. If the circumstances of a case affecting the right to a maintenance grant require confirmation by a document other than those listed in Appendix 4 to these Regulations, the SC or SAC may require such a document.
 19. Copies of the documents referred to in sections 13, 17, 18 which are appendices to the request referred to in § 4, section 5, of these Regulations shall be certified as true copies of the originals. Confirmation may be done by a state or local government institution, a notary public or the institution which issued the document, as well as by a member of the SC or SAC accepting a copy of the document, upon presentation of the original certificate.
 20. In the case of learning using distance learning techniques and methods, confirmation of conformity with the original may be done by the applicant.

§ 26.

1. The maintenance grant request referred to in § 4, section 1, item 1 and the statement of income are submitted by students in USOSweb. Documents confirming the student's material situation should be attached to the request/statement of income in the form of a legible digital representation as PDF, JPG or PNG files. An electronic representation of the grant request is submitted electronically using the USOSweb system. Persons admitted to the first year of studies may submit a request for a maintenance grant in accordance with the schedule referred to in § 4 sections 6-7.
2. A maintenance grant request submitted before 1 October is treated as submitted on 1 October.
3. Foreign students are required to attach to the request referred to in section 1 a copy of the decision on enrolment and a document specifying the legal basis of their stay in the territory of Poland.
4. A student is obliged to present documents confirming the situation of applying for a maintenance grant in Polish. In the case of documents in other languages, the student attaches a translation prepared by a sworn translator to the request.

IV. GRANT FOR THE DISABLED

§ 27.

1. The grant for the disabled referred to in Article 4, section 1, item 2, may be awarded to a student who has a disability certificate, a certificate on the degree of disability or a certificate referred to in art. 5 and art. 62 of the act of 27 August 1997 on *vocational and social rehabilitation and employment of disabled persons* (Journal of Laws of 2023, item 100, as amended).
2. A student submits a request for a grant for the disabled in USOSweb. The documents confirming disability referred to in section 1 should be attached to the request in the form of a legible digital representation as PDF, JPG or PNG files.
3. Depending on the assessed degree of disability, grant rates are differentiated into four groups:
 - 1) for persons with a severe disability certificate,
 - 2) for persons with a moderate disability certificate,
 - 3) for persons with a mild disability certificate,
 - 4) for persons with a disability certificate.
4. If the disability certificate referred to in section 3 is issued for a fixed period, the grant is awarded for a period not exceeding the validity of the certificate.
5. In the event of a new disability certificate, being a continuation of the certificate referred to in section 4, the right to the grant is established from the first day of the month following the month in which the previous certificate expired. The granting of the benefit requires the submission of a new request in USOSweb for a grant for the disabled. The request must be submitted within three months of the expiry of the previous certificate, subject to the deadlines specified in the schedule referred to in § 4 sections 6-7.

V. BENEFIT

§ 28.

1. A benefit is granted to students who find themselves temporarily in a difficult life situation, in particular because of:
 - 1) the death of a member of the student's immediate family,
 - 2) accident of a student or a member of the student's immediate family,
 - 3) sudden illness of the student or a member of the student's immediate family,
 - 4) natural disaster, in particular floods, hurricanes, hailstorms, driving rain, earthquakes, sinkings, avalanches, snow or ice pressure, frost,
 - 5) a fortuitous event such as fire, lightning, explosion,
 - 6) fortuitous event such as impact or fall of an aircraft,
 - 7) flooding of the real estate by water or other liquids,
 - 8) an event such as the fall of trees, masts, cranes, chimneys or other structures,
 - 9) construction disaster,
 - 10) events such as robbery, burglary, intentional damage to property, acts of vandalism,
 - 11) theft of property of significant value,
 - 12) birth of a child of a student.
2. The benefit is granted not more often than twice a year.
3. A further benefit may not be granted on the basis of the same facts.
4. A request for the benefit referred to in § 4 section 1 item 3 may be submitted by the student to the relevant SC welfare benefits team if no more than six months have passed

since the event that caused the hardship. The student's request should be properly documented.

5. A student's request for a financial aid payment shall be submitted via USOSweb, subject to section 6. The request submitted from USOSweb together with the necessary documentation attached to the request in the form of a legible digital representation as PDF, JPG or PNG files shall be submitted by the deadlines specified in the schedule referred to in § 4 sections 6-7.
6. The benefit is not due to a long-term difficult financial situation of a student.

VI. DETAILED GUIDELINES FOR GRANTING BENEFITS TO DOCTORAL STUDENTS

General principles

§ 29.

1. *Repealed.*
2. *Repealed.*
3. *Repealed.*

§ 30.

Repealed.

Specific rights to apply for benefits

§ 31.

1. *Repealed.*
2. *Repealed.*

§ 32.

1. *Repealed.*
2. *Repealed.*

The procedure for awarding a rector's scholarship

§ 33.

1. *Repealed.*
2. *Repealed.*
3. *Repealed.*
4. *Repealed.*
5. *Repealed.*
6. *Repealed.*
7. *Repealed.*

§ 34.

1. *Repealed.*
2. *Repealed.*
3. *Repealed.*
4. *Repealed.*
5. *Repealed.*

§ 35.

1. *Repealed.*
2. *Repealed.*
3. *Repealed.*
4. *Repealed.*
5. *Repealed.*
6. *Repealed.*
7. *Repealed.*

VII. GUIDELINES FOR THE USE OF THE STUDENT RESIDENCE HALLS AND THE MARIA CURIE-SKŁODOWSKA UNIVERSITY CANTEEN

General principles

§ 36.

These guidelines specify:

- 1) the detailed rules for the granting, loss and payment for places in Student Residence Halls of the Maria Curie-Skłodowska University in Lublin,
- 2) terms and conditions of using the allocated places in the Student Residence Halls,
- 3) rules of using the Maria Curie-Skłodowska University canteen.

§ 37.

1. The Student Residence Halls and the Academic Canteen are the property of Maria Curie-Skłodowska University.
2. The primary function of the Student Residence Hall is to provide accommodation, a place for study, individual work and recreation for students and doctoral students.
3. Students, doctoral students and others have the right to use the Academic Canteen on the general rules.
4. The external and internal areas of the facilities of the Maria Curie-Skłodowska University Student Residence Halls and the Academic Canteen are covered by CCTV.
5. Video recordings shall be processed solely for the purpose for which they were collected and shall be stored for a period not exceeding two weeks from the date of recording.

§ 38.

1. The Student Residence Hall shall be managed by the Manager of the Student Residence Hall.
2. The administration of the Student Residence Halls and the Academic Canteen is supervised by the Director of the Real Estate Management Centre.

Rules for the allocation and exchange of places and for reservations and accommodation in the Student Residence Hall

§ 39.

1. Places in the Student Residence Hall shall be assigned by the Centre for Education and Student Services subject to section 2 as well as § 45 section 5 and § 57 section 4.
2. In particularly justified cases, a place in a Student Residence Hall may be granted by the Rector or the Vice-Rector responsible for student affairs.
3. The Director of the Centre for Education and Student Services shall supervise the Office of Student Affairs.
4. The decisions referred to in Part VII of these regulations are not administrative decisions.

§ 40.

1. Students and doctoral students, as well as married couples, one of whom is a student or doctoral student of Maria Curie-Skłodowska University, may apply for a place in the Student Residence Hall, subject to section 3 and § 43.
2. In the case of vacant places, persons other than those listed in section 1 may also apply for accommodation in a Student Residence Hall. These persons shall pay according to the price list established for a given Student Residence Hall and approved by the Chancellor of Maria Curie-Skłodowska University. VAT is added to the prices determined in the price list according to the rules of the tax on goods and services. Accommodation in the Student Residence Hall for persons other than those listed in section 1 may be for a period not exceeding 12 months.
3. A place in a Student Residence Hall may not be granted to a person who, while a resident or guest of the Maria Curie-Skłodowska University Student Residence Hall, has not complied with the Student Residence Hall Guidelines in an earlier period of time.

§ 41.

1. A place in the Student Residence Hall is granted upon request of the applicant. The request is submitted electronically using the USOSweb system, at: usosweb.umcs.pl during the application round. In exceptional cases, it is acceptable to submit a request in paper form.
2. The template of the application in paper form for students and doctoral students referred to in § 40 sections 1 and 2 shall constitute Appendix 8 to these Regulations.
3. The template of the application in paper form for students or doctoral students who have a recognised disability shall constitute Appendix 9 to these regulations.
4. The template of the application in paper form for persons one of whose students or doctoral students has a spouse and for students or doctoral students raising a child, as referred to in § 40 section 1, is appendix number 10 to these regulations.
5. The paper request referred to in section 3 must be accompanied by a copy of the disability certificate (if not previously submitted to the appropriate dean's office). Upon completion of the process of granting a place in the Student Residence Hall, the disability certificate shall be forwarded to the relevant dean's office.
6. Applicants submitting an electronic request for a place, who have an established disability or an adjudicated degree of disability, are required, when registering the request in electronic form, to attach a document confirming the disability or a scan of a disability certificate (if not previously submitted to the appropriate dean's office).

§ 42.

1. In a paper application for a place, submitted in particularly justified cases, the applicant indicates the preferred Student Residence Hall in which he/she would like to receive a place first, and also indicates the Student Residence Hall of his/her choice second.
2. A request for a place in a Student Residence Hall for the following academic year shall be submitted in rounds determined by the timetable referred to in § 4 sections 6-7, with the proviso that the rounds shall concern in particular:
 - 1) Students and doctoral students, Students and doctoral candidates who will continue their education in the next academic year in higher years, exclusively through USOSweb,
 - 2) candidates admitted to the first year of long-cycle Master's degree programme, first and second cycle studies and doctoral schools exclusively via USOSweb,
 - 3) during the academic year, a request for a place in the Student Residence Hall may be submitted at any time in paper form to the Office of Student Affairs, unless another form of submission (e.g. USOSweb) is indicated.
3. After 30 September, a request for a place in the Student Residence Hall may be submitted on paper to the Office of Student Affairs, unless another form of submission (e.g. USOSweb) is indicated.

§ 43.

1. Priority in obtaining a place in the Student Residence Hall is given to a student or doctoral student, respectively, who meets all of the following conditions:
 - 1) is a single parent, or has a recognised degree of disability, or is an orphan or semi-orphan, or is married, and
 - 2) whose daily commuting to the Maria Curie-Skłodowska University would make studying impossible or seriously difficult and who is in a difficult material situation.
2. A difficult material situation is understood as a situation in which the monthly income per person in the family does not exceed the maximum income threshold for maintenance grants established at Maria Curie-Skłodowska University.
3. A student or a doctoral student acquires the right to live in a Student Residence Hall by way of priority after they have confirmed the assigned place in a given Student Residence Hall.

§ 44.

1. Information on the granting of a place in the Student Residence Hall is sent electronically to the e-mail address indicated by the student or the student's e-mail address indicated in USOSweb.
2. A student or doctoral student who has been granted a place in a Student Residence Hall shall be required to confirm their intention to reside therein by the dates specified in the timetable referred to in § 4 sections 6-7.
3. A student who applies for a place in the Maria Curie-Skłodowska University Student Residence Hall is obliged to confirm the place referred to in section 2 in the form indicated in the Announcement of the Rector and to pay the reservation fee within the time limit and amount specified in the Announcement of the Rector announced at least 7 days before the beginning of the application round.
4. Failure to confirm the intention to live in the Student Residence Hall in the timetable indicated in section 2 and to pay the booking fee referred to in section 3 shall result in the loss of the place allocated.
5. The reservation fee paid, in the case of accommodation, shall be credited as a deposit in accordance with these regulations.
6. The reservation fee is not refundable if the student or doctoral student:

- 1) does not make an e-mail cancellation of the accommodation allocated in the Student Residence Hall by the date indicated in the schedule specified in the Announcement of the Rector. The cancellation shall be sent to the e-mail address of the Student Residence Hall (available at <https://www.umcs.pl/pl/akademik.htm>) in which the student has been allocated a place (<https://www.umcs.pl/en/umcs-dormitories,15042.htm>);
 - 2) fails to accommodate in the Student Residence Hall within 7 days of the start date of the academic year according to the academic year calendar, subject to section, 10;
7. In the case of application for a place in the Student Residence Hall for the academic year by students/doctoral students from universities other than the Maria Curie-Skłodowska University, the reservation fee/cancellation shall be paid to the account indicated by the administration of the relevant Student Residence Hall within one day from the date of the student's/doctoral student's accommodation in the Student Residence Hall.
8. For the purpose of collateral for any possible claims due to the student's/doctoral student's failure to fulfil their obligations under these guidelines, the student/doctoral student is required to pay a deposit within the time limit and amount specified in the Announcement of the Rector.
9. The reservation fee/ deposit is non-interest bearing, forms the basis for mutual settlements and is a financial collateral in the event of damage to the Maria Curie-Skłodowska University Student Residence Hall, arrears in payment for the place occupied and failure to account for the equipment entrusted.
10. The reservation fee/cancellation paid is non-refundable when:
 - 1) the student/doctoral student, despite receiving a place, does not get accommodated in the Student Residence Hall;
 - 2) the student/doctoral student resigns from the assigned place in the Student Residence Hall after the deadline specified in the Announcement;
 - 3) the student/doctoral student has been accommodated in the Student Residence Hall for a period of less than 30 days;
 - 4) the student/doctoral student has arrears resulting from their residence in the Student Residence Hall, including statutory interest for late payments in relation to the use of a room/place in the Student Residence Hall;
11. The deposit referred to in section 8 shall be refunded within 14 days after the student/doctoral student moves out of the Student Residence Hall, if there has been no damage to the room or its furnishings or damage to the common areas in the facility through the fault of the student/doctoral student, the student/doctoral student does not have any financial obligations resulting from residence in the Student Residence Hall, including any accrued statutory interest for late payment, unless it is used in accordance with the provisions of these guidelines, of which the student/doctoral student shall be informed in writing. If a student/doctoral student remains in the Student Residence Hall for the summer holidays, the deposit referred to in sec. 8 shall be refunded within 14 days after the conclusion of the accommodation in the Student Residence Hall.
12. The deposit is not refundable if the student/doctoral student has caused the damage, referred to in section 9 and § 55, and the cost of restoring the premises to their original condition is comparable to the amount of the deposit. If the cost of restoring the room or its furnishings or the common areas and rooms in the Student Residence Hall to their original condition is higher, the student/doctoral student shall bear the full cost of the damage, according to the cost estimate.
13. In the event of a change of place during the academic year, the deposit paid shall be credited towards the deposit for the place to which the transfer takes place. If any

damage is found, a deduction shall be made from the previously paid deposit with the obligation to pay the difference up to the deposit set for the academic year in accordance with the Announcement.

14. The reservation fee/ deposit shall be paid by transfer to the individual account of the student/doctoral student and accumulated in a bank account.

§ 45.

1. Accommodation in Student Residence Halls shall take place on dates designated by the Vice-Rector responsible for student affairs in consultation with the Director of the Centre for Education and Student Services, but no later than two days before the beginning of a given academic year, subject to section 2.
2. The accommodation period in the Student Residence Halls shall end on 2 October.
3. The accommodation referred to in sections 1 and 2 is effected on the basis of lists of persons who have been given a place in the relevant Student Residence Hall.
4. If it is not possible to be accommodated by the date specified in section 1, the person who confirmed their intention to live in the Student Residence Hall is obliged to inform the administration of the relevant Student Residence Hall by e-mail to the address available at <https://www.umcs.pl/pl/akademik.htm>, indicating the date of accommodation. Accommodation at a later date does not result in a reduction of the monthly fee for the place from the originally agreed accommodation date.
5. Accommodation during the academic year takes place in the administration of the Student Residence Hall on the basis of a referral from the Head of Student Affairs or an authorised person.
6. Prior to accommodation, the person who has confirmed their intention to live in the Student Residence Hall is required to read these guidelines:
 - 6a. For individuals who have been allocated a place/room during the academic year, the deadline for accommodation is a maximum of 7 days from the date of receiving the allocation, including the date of its issuance.
7. At the moment of accommodation, the resident of the Student Residence Hall is given a resident's card, which he/she is obliged to show at the request of the employees of the Maria Curie-Skłodowska University Student Residence Hall or security and the Representative of the Rector for Student Affairs, as well as to representatives of the Rector's administration.

§ 46.

1. The possible exchange of a place in the Student Residence Hall shall be made at the administration of the Student Residence Hall after 10 October, provided there are vacant places or a person willing to make the exchange is indicated.
2. A change of place is understood to mean a change within the same Student Residence Hall under the person-for-person rule or between Student Residence Halls under the person-for-person rule.
3. Transfer is understood as the transfer from a Student Residence Hall to another Student Residence Hall without following the person-for-person rule. Transfer requires the submission of a new request to the Office of Student Affairs and prior payment of all dues to the administration of the Student Residence Hall previously occupied. Requests for transfer may be submitted after 15 October if there are vacant places.
4. If a room cannot be filled, the resident is obliged to transfer to the room indicated by the Student Residence Hall manager in the same Student Residence Hall within 3 working days, i.e., Monday through Friday, with the exclusion of the statutorily non-working days.

5. If the resident does not agree to the change of place referred to in section 4, he/she shall pay the residence fee specified in the price list as a 2-person room used as a 1-person room.
6. Transfers are not carried out during periods of credit and examination sessions.

§ 47.

1. A place in the Student Residence Hall is granted for 10 months starting from 1 October, not longer than until the end of the summer session for credits and examinations resulting from the organisation of a given academic year as specified in the Rector's circular. The Resident is obliged to systematically pay fees for the entire period of occupancy of a place in the Student Residence Hall.
2. The resident is obliged to inform the Student Residence Hall administration of the planned cancellation date three days before the planned check-out.
3. If a given day falls on a non-working day, check-out shall take place on the nearest working day following that date.

§ 48.

Upon check-out from the Student Residence Hall, the resident shall leave the room/place in the same condition in which he/she received it (taking into account normal wear and tear of the room and its furnishings) in accordance with the declaration made at the time of accommodation, subject to § 44 section 9.

Student Residence Hall Fees

§ 49.

1. The price list of monthly fees for a place/room in a Student Residence Hall, as well as the amount of the reservation fee, for each academic year is determined by the Rector or the Vice-Rector responsible for student affairs, after reviewing the position of the competent body of the Students' Self-Government of Maria Curie-Skłodowska University and the competent body of the Doctoral Students' Self-Government of Maria Curie-Skłodowska University, on the basis of data prepared by the Centre for Real Estate Management after receiving the opinion of the Director of the Centre for Education and Student Services.
2. The price list referred to in section 1 shall be published by 15 May in the form of an Announcement.
3. In the event of check-out during a month, the student shall pay a fee in the amount determined by the head of the Student Residence Hall in proportion to the period of residence for a place/room in a given Student Residence Hall.

§ 50.

1. The fees for a place/room in the Student Residence Hall are to be paid by the resident to the designated account no later than the 25th of each month. The payment date is considered to be the date the fee is credited to the UMCS bank account.
2. Payment to the account is first counted towards any existing arrears resulting from untimely payment of the relevant amounts (including statutory interest), and then it settles the fees for residence in the Student Residence Hall,
3. If the debt is not settled on time, the student/doctoral student shall receive an electronic request for payment indicating the amount of the debt and the due date.

4. The date of payment is determined by the date of receipt on the Maria Curie-Skłodowska University account, both in the case of fees for a place in the Student Residence Hall and the deposit/reservation fee.
5. The Maria Curie-Skłodowska University is not responsible for the consequences of misclassification of the payment resulting from entering an incorrect bank account number or other similar reasons, both in the case of charges for a place in the Student Residence Hall and the deposit/reservation fee.

§ 51.

1. Fees are charged for the provision of club rooms, functioning in selected Student Residence Halls, according to the price list established by the Rector or the Vice-Rector in charge of student affairs, after consultation with the competent body of the Students' Self-Government of Maria Curie-Skłodowska University and the competent body of the Doctoral Students' Self-Government of Maria Curie-Skłodowska University after reviewing the data prepared by the Centre for Real Estate Management with the opinion of the Director of the Centre for Education and Student Services.
2. There is no charge for providing club rooms for events organised by a resident of the Student Residence Hall and at which at least two thirds of the guests are residents of the Student Residence Halls. The organiser of the event shall pay a deposit to the administration in accordance with the valid price list. The deposit is refundable if the Student Residence Hall Manager determines that there has been no damage.
3. In justified cases, the Vice-Rector responsible for student affairs may make the club room available free of charge to student organisations operating at Maria Curie-Skłodowska University and to the competent bodies of the Students' Self-Government of Maria Curie-Skłodowska University or the competent bodies of the Students' Self-Government of Maria Curie-Skłodowska University. The organisations and the competent self-government bodies pay a deposit to the administration in accordance with the price list. The deposit is refundable if the manager of the Student Residence Hall determines that no damage has been done.
4. In the case of organising an event of a scientific or popular science nature by a student organisation, the Maria Curie-Skłodowska University Students' Self-Government or the Maria Curie-Skłodowska University Doctoral Student Self-Government, the Vice-Rector responsible for student affairs may exempt the student organisation, the competent body of the Maria Curie-Skłodowska University Students' Self-Government or the Maria Curie-Skłodowska University Doctoral Student Self-Government from paying the deposit.
5. If club rooms are made available for purposes other than those referred to in sections 2-4, fees are charged in accordance with the Rector's Ordinance on making Maria Curie-Skłodowska University's real estate available to Maria Curie-Skłodowska University organisational units and external entities.

Rights and obligations of the resident of the Student Residence Hall during the period of accommodation

§ 52.

1. All residents of the Student Residence Hall have equal rights and obligations.
2. The resident of the Student Residence Hall shall have the right to:
 - 1) elect and be elected to the Residents' Council, if any,
 - 2) have the right to choose their room and co-residents, if possible,

- 3) as far as possible to change his/her room, room standard or Student Residence Hall with the consent of the manager of the respective Student Residence Hall,
- 4) request the Residents' Council, if there is one, or the administrative employees to intervene if his/her rights are violated,
- 5) enter and leave the building at any time,
- 6) use the devices located in the room he/she occupies,
- 7) use the devices and rooms intended for common use, in particular the quiet study rooms, the TV room and the club rooms (if any are located in the Student Residence Hall), in accordance with the rules laid down in these guidelines,
- 8) use a linen change service once a month,
- 9) receive guests in accordance with the rules laid down in these guidelines and the temporary rules of general and internal regulations of the Maria Curie-Skłodowska University,
- 10) hold social gatherings according to the rules of these guidelines,
- 11) be accommodated in a co-educational room, after having submitted a written declaration to the manager of the relevant Student Residence Hall, the template of which constitutes Appendix 11 to these guidelines.
- 12) have an appropriately trained and specially marked dog, in particular a guide dog for a blind or visually impaired person and an assistance dog for a person with physical disabilities, which facilitates the disabled person's active participation in social life. The possibility of having an assistance dog does not exempt the person with a disability from liability for damage caused by the assistance dog. This liability is full and does not depend on whether the act was culpable or not.

§ 53.

1. The duties of the resident include in particular:
 - 1) comply with the provisions of these guidelines
 - 2) observing the rules of good manners, safety and order regulations related to the operation of the Student Residence Hall,
 - 3) making regular charges for the residence to the individual bank account number of the student/doctoral student available in USOSweb by the 25th of each month for a given month. In case of late payment, statutory interest shall be charged for each day of delay – visible together with the fee in USOSweb.
 - 4) behave in accordance with the principles of social co-existence,
 - 5) to observe the applicable regulations on upbringing in sobriety and counteracting alcoholism,
 - 6) comply with the applicable provisions on the prevention of drug addiction,
 - 7) comply with occupational health and safety and fire safety regulations,
 - 8) follow the instructions of the Student Residence Hall administration,
 - 9) respect the property constituting the equipment of the Student Residence Hall,
 - 10) inform the administration of the Student Residence Hall of any noticed faults or damage and destruction of the Student Residence Hall's property, including making entries about the faults in the relevant registers located at the reception,
 - 11) maintain proper cleanliness in the room and in the common areas, including regular cleaning of the room/segment,
 - 12) present a valid resident's card with a recent photograph to the reception employee without request each time they enter the Student Residence Hall,
 - 13) show the resident's card to the employees of the Student Residence Hall, the Representative of the Rector for Student Affairs, representatives of the Maria Curie-Skłodowska University administration, security guards, a representative of the Residents' Council or the Academic Housing Council at each request,

- 14) leave the room key at the reception each time they leave the Student Residence Hall, unless other rules have been established in the Student Residence Hall,
- 15) perform selective collection of municipal waste.

§ 54.

1. Residents have the right to organise cultural and social gatherings in their rooms or in the club room (if there is one in the Student Residence Hall).
2. Social gatherings held in rooms require the approval of the co-residents and must be in accordance with the Student Residence Hall's curfew.
3. The Manager of the Student Residence Hall may grant permission to extend a social meeting beyond curfew. The extension of the meeting time should be notified in writing and requires the approval of the co-residents.
4. The organiser of a cultural or social meeting shall indicate the person responsible for the conduct of the meeting event and provide a named list of the participants together with the written consent of the Residents' Council, if there is one, to the Student Residence Hall Manager.
5. Participants of meetings organised in the Student Residence Hall under the rules set out in these regulations may only stay after 11 p.m. in the club rooms where the meetings are organised.
6. The resident receiving guests is responsible for their stay on the premises of the Student Residence Hall.

§ 55.

1. The Resident shall take full responsibility for the property entrusted to them and shall be obliged to return the property entrusted to them in an unchanged condition in terms of quantity and quality within the framework of proper use.
2. Residents are materially responsible for objects given for individual or common use and for any culpable damage to the Student Residence Hall caused by them or their guests.
3. The perpetrator of the damage shall be liable for damage to or destruction of the room or its furnishings. If it is not possible to determine the perpetrator of the damage, the residents of the room in question are jointly and severally responsible for the damage.
4. If it is not possible to determine the perpetrator of the damage, all residents of the apartment segment (bathroom, hallway, kitchen, etc.) are jointly and severally liable for the property accepted for use in the common area of the apartment segment (bathroom, hallway, kitchen, etc.).
5. The perpetrator of the damage is liable for damage to or destruction of equipment in the common parts of the Student Residence Hall (stairwells, corridor, lifts, etc.). If it is not possible to determine the perpetrator, the responsibility is borne jointly and severally by the residents of the floor in question or all residents of the Student Residence Hall. Decisions in this matter are made by the Vice-Rector responsible for student affairs at the request of the Student Residence Hall manager.
6. The cost of damage to or destruction of furnishings in the Student Residence Hall shall be determined on the basis of an appraisal of repairs or the cost of purchasing new furnishings made by the Head of the respective Student Residence Hall. The manager of the Student Residence Hall may agree to allow the resident to repair the furnishings or renovate the rooms.

Rules for Residence in Student Residence Halls during the Holiday Period

§ 56.

1. Announcement of the Rector or the Vice-Rector responsible for student affairs appoints the Student Residence Halls on duty.
2. The basis for obtaining a place in a Student Residence Hall during the summer holidays may be primarily: practice/internship, inability to return to the country of origin or the need to conduct research, including that necessary for the preparation of a thesis, taking up employment confirmed by a certificate.
3. Monthly fees for a place in a Student Residence Hall are paid in accordance with the price list of fees established for the academic year.
4. Payment for residence is made to the individual account number to which the charge for residence in the academic year was made by the 15th of each month, in proportion to the period of residence.
5. Persons who are granted permission to stay at the Maria Curie-Skłodowska University Student Residence Hall during the summer holidays, for a period of at least one calendar month, shall pay as in the academic year.

§ 57.

1. Persons residing in the Student Residence Hall during the academic year who declare to stay during the vacation period may live on the same terms as during the academic year, subject to § 56, section 1.
2. The condition for accommodation during the holiday period is the payment of dues resulting from residence in the Student Residence Hall during the academic year.
3. A person wishing to be accommodated in a Student Residence Hall during the summer vacation is required to submit a request to the Student Residence Hall in question no later than 30 June, unless otherwise specified in the Announcement. The template of the application constitutes Appendix 12 to these regulations.
4. The decision to allocate a place in a Student Residence Hall for the summer holiday period is made by the Head of the Office of Student Affairs or an authorised person, taking into account in particular the planned renovations and investments in Student Residence Halls.
5. The number of places to be allocated to the persons referred to in sections 1 through 3 for the summer holiday accommodation period shall be determined by the Rector or the Vice-Rector responsible for student affairs in consultation with the Director of the Centre for Real Estate Management and the Director of the Centre for Education and Student Services.
6. Requests referred to in section 1 are accepted by the individual administrations of the Maria Curie-Skłodowska University Student Residence Halls. Complete requests with the appropriate annotations concerning the condition referred to in section 2 are forwarded to the Office of Student Affairs together with an electronic statement of the requests submitted.
7. A person who has not lived in the Student Residence Hall during the academic year is required to pay the deposit referred to in § 44 sec. 8, within 1 day from the date of the student/doctoral student's accommodation in the Student Residence Hall, to the individual account indicated in the USOSweb.

Rules and procedure of losing a place in the Student Residence Hall

§ 58.

1. The Resident loses the right to live in the Student Residence Hall in particular in the event of:
 - 1) failure to confirm the intention to live in the Student Residence Hall within the time limit specified in § 44 section 2 of these regulations, or failure to check-in according to the rules and guidelines specified in these Regulations;
 - 1a) failure to pay for accommodation in the Student Residence Hall for a period of two months;
 - 2) failure to use his/her allotment of accommodation during the period of accommodation in the Student Residence Halls without justification,
 - 3) gross violation of the rules of order and safety in the Student Residence Hall,
 - 4) a breach of the provisions of this Regulation,
 - 5) violation of the provisions of the laws regulating upbringing in sobriety and counteracting alcoholism and counteracting drug addiction,
 - 6) *repealed*,
 - 7) transferring or renting the assigned place in the Student Residence Hall to another person.
2. A decision on losing a place in the Student Residence Hall for the reasons specified in section 1 is made by the Rector or the Vice-Rector responsible for student affairs.
3. The Resident in relation to whom the decision referred to in section 2 has been issued is obliged to vacate the place occupied in the Student Residence Hall within 7 days from the date of receiving the information about the loss of the right to occupy a place/room in the Student Residence Hall
4. In particularly justified cases, the resident may be deprived of their place with the obligation to leave it immediately. The decision in this case shall be taken in accordance with the rules set out in section 2, the provisions of section 3 shall apply accordingly.
5. A student may request reconsideration of a decision to deprive them of a place in the Student Residence Hall, addressed to the Rector or the Vice-Rector responsible for student affairs within 14 days of receipt of the decision. The request for reconsideration shall be submitted through the Office of Student Affairs. If the decision referred to in § 58 section 2 and 4 of these Regulations is upheld, the resident is obliged to vacate the place occupied in the Student Residence Hall within 7 days from the date of receiving the information.
6. Failure to meet the financial obligations towards the Maria Curie-Skłodowska University in Lublin stated in the provisions of these Regulations may constitute the basis for bringing the student/doctoral student to disciplinary liability in accordance with "Law on Higher Education and Science".

Organisational Rules

§ 59.

1. Visits to the rooms may take place with the consent of the co-residents, taking into account the temporarily applicable provisions of generally applicable law and internal regulations of UMCS, every day between 7 a.m. and 11 p.m., subject to the following rules:
 - 1) the visitor shall present his/her identity document with a photograph to the employee on duty at the reception desk in the presence of the person being visited;
 - 2) the visitor is obliged to give the name and room number of the person visited;

- 3) the visitor is obliged to comply with the provisions of these guidelines;
 - 4) the visitor is responsible for the visitor's behaviour.
2. At weekends, the hours referred to in section 1 shall be extended to 12:00 a.m. The provisions of section 1, shall apply mutatis mutandis.
 3. Visitors who are in a state indicating the consumption of alcohol or other intoxicants are not allowed to enter the Student Residence Hall.
 4. The Manager of the Student Residence Hall, with the approval of the Vice-Rector responsible for Student Affairs in consultation with the Residents' Council, if there is one, may, in justified cases, make it compulsory for visitors to confirm their visits or to keep records of their visits.
 5. The employee at the reception desk, the manager of the Student Residence Hall, and the representative of the Rector in charge of student affairs, the chairman of the Residents' Council, have the right to order a visitor who grossly violates the provisions of these regulations to leave the Student Residence Hall.
 6. Quiet hours are observed in the Student Residence Hall between 11 p.m. and 7 a.m.
 7. The entrance doors of the Student Residence Hall between 11 p.m. and 7 a.m. are closed. The employee at the reception is obliged to open them to the residents of the Student Residence Hall (including those using rooms for rent).
 8. Due to the installation of fire detection systems in the Student Residence Halls, the costs of an unjustified arrival of the Fire Department caused by the fault of the resident/s are to be covered by the residents of the given room/segment, as recorded by the control centre regarding the occurrence of the fire hazard incident.

§ 60.

1. A visitor who is not a resident of the Student Residence Hall may, in justified cases, use the accommodation in the Student Residence Hall in question, in a room for rent or in the room of the visitor.
2. Overnight accommodation in the room of a visitor may only take place with the consent of the co-residents. The consent of the co-residents for the overnight stay of a guest must be communicated to the reception employee on duty before 11 p.m.
3. The person using the overnight accommodation shall pay a fee in accordance with the price list at the reception of the respective Student Residence Hall

§ 61.

1. In relation to visitors who flagrantly violate these guidelines or otherwise persistently violate the rules of social coexistence, the Pro-Vice-Chancellor in charge of Student Residence Hall may issue a decision banning visitors from the Student Residence Hall.
2. With respect to residents who violate the provisions of these guidelines, the Vice-Rector responsible for student affairs may issue a decision banning visitors for a period of up to 5 months from the date of violation of these Regulations.
3. The powers referred to in sections 1 and 2 shall also be vested in the Representative of the Rector for Student Affairs.
4. With respect to residents or visitors who grossly violate these Regulations or otherwise persistently violate the rules of social coexistence, the Vice-Rector in charge of student affairs, as well as the Representative of the Rector for Student Affairs, may issue a decision banning access to all Student Residence Halls during a given period.
5. Decisions referred to in sections 1 through 3 may be appealed against to the Rector or the Vice-Rector for Student Affairs within seven days of the date of receipt of the decision or notification of its contents through the Office of Student Affairs.

Security in Student Residence Halls

§ 62.

In the Student Residence Halls it is in particular prohibited to:

- 1) cede, rent or share a place in a room to another person,
- 2) gamble,
- 3) copy and sell illegal computer software, films, discs, etc,
- 4) distribute alcohol, cigarettes, narcotics, anabolic and other psychoactive substances, possess drugs and other prohibited substances,
- 5) manufacture, possess, bring in, consume and be under the influence of alcohol, intoxicants, drugs and other psychoactive substances,
- 6) carry out commercial and economic activities without the consent of the Maria Curie-Skłodowska University authorities,
- 7) carry out independent repairs or modifications to any devices and/or systems,
- 8) alter locks, make keys and install new locks without the consent of the Student Residence Hall manager,
- 9) use sound devices in a manner that impedes the learning or relaxation of other residents,
- 10) permanently decorate the interior of the room and the façade of the building,
- 11) keep or bring animals into the Student Residence Hall, except for §52 section 2 item 12
- 12) throw objects into sanitary devices that could damage them or cause them to malfunction,
- 13) throw objects out of the window,
- 14) use gas cookers, electric heaters and other heat sources that are not permanent equipment of the room, electric cookers, washing machines outside the rooms intended for this purpose,
- 15) bring in and store objects that may be a danger to life, health, property, or cause inconvenience to other residents,
- 16) smoke tobacco products,
- 17) possess firearms and pneumatic weapons,
- 18) play ball, roller skate, rollerblade or riding bicycles in the corridors of the Student Residence Halls,
- 19) barbecue in rooms and on balconies,
- 20) carry out any form of agitation and political activities and activities of a religious nature, as well as other activities not related to the functions of the Student Residence Hall.
- 21) store electric scooters in rooms/segments.

§ 63.

1. Without notifying the residents, a staff member designated by the Manager of the Student Residence Hall may enter the room or segment in their absence, subject to sec. 2 and sec. 3, in case of events of higher necessity related to:
 - 1) a threat to the life or health of the residents of the Student Residence Hall,
 - 2) violation of applicable laws and the provisions of these guidelines,
 - 3) occurrence of a malfunction requiring immediate repair,
 - 4) danger of property damage
 - 5) a fire hazard.

2. Unannounced entries referred to in section 1 may be carried out by the manager of the Student Residence Hall or the employee at the reception desk, or other employee of the Student Residence Hall administration, a worker responsible for current repairs, as well as the Representative of the Rector for Student Affairs – together with the representative of the Residents' Council (if any).
3. After the entry referred to in section 1, a written report should be drawn up and the occupants of the room or segment should be notified.

§ 64.

Security service interventions on the premises of the Student Residence Hall take place according to the procedure and rules specified in a separate agreement concluded by the University with these services.

§ 65.

1. The provisions of these guidelines apply to all residents of the Student Residence Halls.
2. Matters not covered by these guidelines and concerning the residents of all Student Residence Halls shall be decided by the Rector or the Vice-Rector responsible for student affairs in consultation with the competent body of the Maria Curie-Skłodowska University Students' Self-Government and the competent body of the Maria Curie-Skłodowska University Doctoral Students' Self-Government.

VIII. FINAL PROVISIONS

§ 66.

1. These Regulations shall be interpreted by the SAC on its own initiative or at the request of the SC by means of a resolution. Before passing a resolution, the SAC should ask the Attorney at Law at Maria Curie-Skłodowska University for an opinion on the content of the resolution.
2. In the case of the request referred to in section 1, the deadline for the resolution is 14 days.
3. In the scope not regulated by these Regulations, the SAC, by way of a resolution, may specify the provisions of the Regulations and issue guidelines for their application – the compliance of such resolutions with the law and these Regulations shall be ascertained by the Rector. Sentence 2, section 1 shall apply accordingly.

§ 67.

In matters not regulated by these Regulations, the provisions of the Acts of Law, the Code of Administrative Procedure and the provisions of normative acts in force at Maria Curie-Skłodowska University shall apply.

§ 68.

1. These Regulations shall enter into force on 1 October 2023, with the exception of Part VII of the Regulations, entitled Guidelines for the use of the Student Residence Halls and the Academic Canteen, which shall enter into force on 1 June 2023, except for the price list of charges for a place/room in the Student Residence Halls.
2. Until September 30, 2024, the Announcement of the Rector of the Maria Curie-Skłodowska University in Lublin on determining the amount of monthly fees for a place/room in the Student Residence Hall for the UMCS students and doctoral students in the academic year 2023/2024, issued in May 2023, in accordance with the provisions of § 52 sec. 1 and 2 of the Regulations on Student Benefits of the Maria Curie-Skłodowska University in Lublin, which constitutes the appendix to the Ordinance No. 85/2022 of the Rector of Maria Curie-Skłodowska University in Lublin of September 28,

2022 on the introduction of the Regulations on Student Benefits of the Maria Curie-Skłodowska University in Lublin is valid until September 30, 2024.

3. In § 7 sec. 2 the provision stating that the monthly income per person in the student's family entitling them to apply for social scholarship does not exceed 45% of the minimum wage established from January 1 of the preceding year to the academic year for which the social scholarship is awarded, based on the Act of October 10, 2002 on the minimum wage (Journal of Laws of 2020, item 2207), comes into effect on October 1, 2024.

§ 69.

These Regulations are amended by an Ordinance of the Rector, in consultation with the competent body of the Students' Self-Government of Maria Curie-Skłodowska University or at their request.

IX. LIST OF APPENDICES

§ 70.

Appendices concerning the Rector's scholarship:

- **Appendix 1** – Rules for awarding points for outstanding academic performance, scientific or artistic achievements, sporting achievements in competition at least at the national level – students.
- **Appendix 1a** – Template certificate confirming sports achievements.
- **Appendix 2** – *repealed*

Appendices concerning social benefits:

- **Appendix 3** – Statement to increase maintenance grant; (available on USOSweb).
- **Appendix 4** – Rules for determining family composition and student income.
- **Appendix 4.1** – Statement on income subject to lump-sum taxation; (available on USOSweb).
- **Appendix 4.2** – Statement on non-taxable income, including from agriculture; (available on USOSweb).
- **Appendix 4.3** – Statement on running/not running a joint household with parents; (available on USOSweb).
- **Appendix 4.4** – Statement by family member on the amount of health insurance premiums actually paid.
- **Appendix 4.5** – Statement by family member on the number of months in which income was earned in the calendar year.

Other appendices:

- **Appendix 5** – Template of the official note from the conducted telephone conversation.
- **Appendix 6** – A template of the report.
- **Appendix 7** – Template of the appeal against the decision.

Appendices concerning Student Residence Halls:

- **Appendix 8** – Template of the application for a place in the Student Residence Hall – students and doctoral students of Maria Curie-Skłodowska University.
- **Appendix 9** – Template of the application for a place in a student residence hall for students and doctoral students with a disability certificate.
- **Appendix 10** – Template of the application for a place in a student residence hall for married couples, one of whom is a student or doctoral student of Maria Curie-Skłodowska University and for students or doctoral students raising a child.

- **Appendix 11** – Template statement concerning application for accommodation in a co-educational room in the Student Residence Hall.
- **Appendix 12** – Template of the application for a place in a Student Residence Hall during the summer holidays.
- **Appendix 13** – *repealed*.