

Scholarship Guide

2024/2025



Information to the form of application for the academic year 2024/2025

The way of applying for material assistance benefits this academic year will vary depending on the benefit requested:

1. The application for a social scholarship will be submitted using paper documents. It should be filled out electronically, printed, signed and brought to the Dean's Office along with the originals of the required documents.
2. Applications for the scholarship for persons with disabilities, **the Rector's scholarship**, and the financial aid will be submitted **through the USOSweb system**. It is not necessary to bring any documents in person to the university.

Appeals of decisions on each of the above-mentioned benefits are made in a paper form.

Preface

This guide was created to introduce and explain the WUT Benefits Regulations, the Law on Higher Education and Science, and other regulations on material assistance benefits.

We are giving into your hands once again a scholarship guide in obtaining material assistance benefits at the Warsaw University of Technology. We believe that this guide will help you easily find your way among the new rules (in particular, the Rector's scholarship on USOSweb) and will improve the way of applying for other benefits..

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1. Scholarship campaign schedule


17 th September – 6 th October 2024	Announcement , by decision of the dean in consultation with the WUT Students' Union, of the creation of ranking lists at the faculty (duration of the scholarship grant and division of students)
2 nd -16 th October 2024	Submission of applications for scholarships for persons with disability, social scholarships and financial aid
7 th -13 th October 2024	Checking and verification of the student's grade point average. The student submits a form in the USOSweb system in case of a missing or incorrect calculated average
16 th -22 nd October 2024	Submission of applications for the Rector's scholarship in the USOSweb system
until 29 th October 2024	Announcement of amounts for social scholarship , Rector's scholarship, scholarship for disabled persons and amount of increase of social scholarship
6 th -10 th November 2024	Submission of requests for correction of the number of points granted for academic, sporting or artistic achievements requested by the student in case of obvious mistakes
after 11 th November 2024	Announcement of final ranking lists of Rector's scholarship applicants in the USOSweb system
27 th February – 5 th March 2025	Checking and verification of the grade point average (submission of the application) by the student in the USOSweb system in case of a missing or incorrect calculated average (this applies to students who started their studies in the summer semester - §2, section 12 of the Regulations for benefits for students of WUT for the academic year 2024/2025)
8 th -14 th March 2025	Submission of scholarship applications (this applies to students who started their studies in the summer semester - §2, section 12 of the Regulations for benefits for students of WUT for the academic year 2024/2025)
31 st March – 3 rd April 2025	Submission of requests for correction of the number of points awarded for academic, sporting or artistic achievements at the student's request in case of obvious mistakes
after 4 th April 2025	Announcement of final ranking lists of Rector's scholarship applicants in the USOSweb system

Within **2 weeks** of receiving the decision, an appeal may be made to the Scholarship Appeals Committee, via the Faculty Scholarship Committee..

2. Types of scholarship

A student of Warsaw University of Technology may apply for the following forms of financial aid:

- **Social scholarship** - may be received by a student whose income per family member does not exceed **1570.50 PLN**.
 - **Social scholarship in an increased amount**
 - **Financial independence** - income higher or equal to **1396 PLN**
- **Scholarship for disabled persons** - may be granted to a student who has a confirmation specifying the degree of disability, regardless of the income in the student's family.
- **Rector's scholarship** - may be granted to a student who in the previous academic year (the last 2 semesters) obtained a high average mark (specifically 4.0 and above), achieved high results in national or international competition, or had scientific or artistic achievements, or to a newly-enrolled students if they are winners of international contests, or laureates or finalists of subject contests, or medallists in, at least, a sports competition for the title of Polish Champion.
- **Financial aid** - may be granted to a student who is temporarily in a difficult life situation. A difficult life situation is understood as the occurrence of events beyond the student's control which adversely affect their **financial situation**, making it difficult for them to study.

 Student may be granted material benefits **for no longer than a total of 12 semesters** regardless of how long the student has been receiving them, with the restriction, that within this period the benefits are granted:

- 1) **for first-cycle studies - no longer than 9 semesters;**
- 2) **for second-cycle studies- no longer than 7 semesters.**

In the case of a scholarship for disabled students, if the disability arose during the course of study, the period counts from the date of the disability assessment.

 For a detailed description, conditions for scholarships and application instructions, see the relevant sections.



3. Social scholarship and increased social scholarship

a. Conditions for granting the scholarship

A social scholarship can be received by any student who is in a difficult material situation, regardless of their age, study mode or field of study. However, they must prove that the monthly income per member in their family does not exceed a specified amount, i.e. **1570.50 PLN**.

A social scholarship in an increased amount may be received by a student in a particularly justified case which affects their situation while receiving the scholarship, **in particular these are:**

- for living in a dormitory or a facility other than a dormitory if commuting from the place of permanent residence would make studying impossible or significantly difficult and the student's monthly income per person in the family does not exceed a specified amount, i.e. **600 PLN** (from 1 January 2025 **823 PLN net**),
- in the case of a chronically ill student, or the illness or disability of a family member, or other difficult life circumstances affecting the student's financial situation.



b. Deadline for application and duration of the scholarship

You can apply for a social scholarship at **any time** during the academic year. It will be granted from the following month - the exception is the Scholarship Campaign in October, which allows you to receive a scholarship from the first month of the semester. This year the deadline for the Campaign is **22nd October**, while the deadline for the Summer Scholarship Campaign (March 2025) is **14th March**.







The social scholarship is granted from the beginning of the academic year for a period of ten months, or from the beginning of the academic year for a period of five months if the final year of study is one semester. If an application is made outside the Scholarship Campaign, the scholarship will be paid from the beginning of the month following the application.

The increased social scholarship is granted **for the same period as the social scholarship**.

c. Household






People in a student's family whose income the student should provide in the application for a social scholarship:

1. Student 
2. Spouse of the student 
3. Parents, legal guardians or actual guardians of the student 
4. Dependent children of the persons listed above in points. 1-3:
 - minors 
 - of legal age but studying, up to the age of 26 or, if the age of 26 falls in the last semester of study, up to the end of the study period 
 - with disabilities regardless of age 

d. Financially independent student



A student may apply for a scholarship without proving income earned by parents and siblings **if and only if**:

- they do not share a common household with either of their parents, confirm this fact in their statement **and** meet one of the following requirements: 
 - has reached the age of 26;
 - is married; 
 - has a dependent child or children; 
 - has reached the legal age while in foster care;
- has a regular source of income and his average monthly income in the previous tax year (2023) and in the current year (2024), in the months preceding the month in which the declaration is submitted, is higher than or equal to 1.15 of the sum of the amount referred to in Article 5 section 1 and the amount referred to in Art. 6 section 2 pt 3 of the Act of 28 November 2003 on family benefits – **1396 PLN.**




e. Required documents

For **all** adult family members:

- a confirmation from the **Tax Office (not PIT)** of the amount of income received by family members in the calendar year preceding the current academic year, if such income is subject to personal income tax under the rules set out in Articles 27, 30b, 30c, 30e and 30f of the Personal Income Tax Act of 26 July 1991, containing information on the amount of income, the amount of social security contributions deducted from income and the amount of tax due;
- a declaration from family members on the amount of non-taxable income received in the year preceding the current academic year; the template of the declaration is specified by [Appendix No. 1](#); 
- declaration of the family members on the amount of the health contribution or a declaration from the Social Insurance Institution; the template of the declaration is specified by the [Appendix No. 2](#). 
- Up to the age of 26, they should provide a statement of untaxed income

In case of receiving a declaration from the Tax Office that no income was received in the year prior to the current academic year:

- declaration of zero income; a template is specified by the [Appendix No. 3](#). 

In the case of family members who settle under the provisions of the lump sum income tax on some income earned by private individuals:

- statements from the Tax Office including information on:
 - form of tax paid,
 - amount of income,
 - tax rate,
 - amount of tax paid



In case of siblings:



- an abstract copy of the birth certificate or a certificate from the school/university or, if the sibling is between 18 and 26 years of age - a certificate from the school or university.



If applicable:

- a statement from the municipality office or a payment order on the size of the agricultural holding (the annual income from 1 ha of conversion area for 2023 is 5451 PLN ([Announcement of the President of the Central Statistical Office of 20 September 2024](#)));
- lease agreements and others;
- a copy of the court ruling awarding alimony, transfers or transfers documenting the actual amount of alimony received, or a bailiff's statement of total or partial ineffectiveness of alimony execution;
- a confirmation of the fee for the stay of a family member in an institution providing 24-hour maintenance;
- document proving loss of income;
- document or declaration stating the amount of income received;
- copy of parents' death records;
- a copy of a legally binding divorce or separation verdict or a copy of the death certificate of the spouse or parent of the child, in the case of a single parent;
- opinion of the unit in the social assistance system responsible for determining the income and property situation of individuals and families, statement of income earned abroad;
- in the case of a student whose monthly income per person in the family does not exceed the amount specified in Article 8, paragraph 1, point 2 of the Act of 12 March 2004 on Social Welfare (Journal of Laws 2004, No. 64, item 593) - **600 PLN**, a certificate from a social welfare centre on their and their family's income and financial situation;
- other documents depending on the student's financial and family situation.



f. Confirmation from social welfare center

The obligation to submit a declaration from the social welfare centre comes from the Law on Higher Education and Science. This is new, so we thought it worth giving it a separate paragraph.

In the case of a student whose monthly income per person in the family does not exceed the amount of 600 PLN, **a declaration in accordance with Article 88 section 4 of the Higher Education Act is required from the social welfare centre responsible for the student** regarding their and their family's income and financial situation.

There is no template for such a declaration. It may include the source and amount of income, the family's assets, the benefits granted. It is at the discretion of the Scholarship Committee whether the declaration issued is sufficient to evaluate the income and asset situation of the student and their family.

In the case of a refusal to issue a declaration by a social welfare centre (including not being listed in the centre's data), insufficient information on the declaration or otherwise, the student **is called** upon to provide an explanation as to why they were unable to provide a declaration from the social welfare centre and to document their family's source of income.

IMPORTANT! Municipal Social Welfare Centres do not have to provide a declaration if the student does not benefit from MSWC (pl-MOPS), despite the fact that the student would like to obtain such a declaration (Article 88 section 5 of the Law on Higher Education and Science from the Social Welfare Centre responsible for the student).

g. Types of income and listing them in application


In the application for a social scholarship ([Appendix No. 4](#)) there is an area for calculating income where you can choose from the following types of income.

Below there are instructions for completing the income for each family member.

		był dochód	
1	Imię i nazwisko:	<input type="text"/>	
1.1	nie dotyczy	12	
1.2	nie dotyczy	12	
1.3	z Urzędu Skarbowego	12	
1.4	nieopodatkowany	12	
1.5	zryczałtowany	12	
1.6	uzyskany	12	
1.7	utracony	12	
1.8	nie dotyczy	12	
1.9			

- 
- **not applicable** (*nie dotyczy*)


We leave this option (default) when the family member is a minor or is not receiving income in the form of, for example, alimony.

- 
- **from the Tax Office** (*z Urzędu Skarbowego*)

We select for each adult member of the family, including those who are not working, unless they are settling under the lump sum tax provisions. We complete the line with the information found on the declaration of income from the Tax Office for the calendar year 2023.

We leave 12 months in the *Number of months (Liczba miesięcy)* field. The exception is if the job has been started during 2023, in which case we enter the number of full months worked and attach a document confirming the date when the job was started.

We complete the *General Taxation columns (Opodatkowanie na zasadach ogólnych)* according to the amounts stated on the declaration from the Tax Office. In the case of the absence of information on health insurance contributions, these amounts are entered according to the declaration from the Social Insurance Institution or the declaration of health contributions in the case of no income ([Appendix No. 2](#)).

- 
- **lump sum** (*zryczałtowany*)

We select for family members who settle under the lump sum tax legislation. The amount shown on the declaration from the Tax Office should be checked with the Announcement of the Minister of the Family, Labour and Social Policy, and then the calculated annual income should be entered.

To check the annual income in the Announcement of the Minister of Family, Labour and Social Policy, find the table corresponding to the method of settlement shown on the declaration from the Tax Office, then find the corresponding annual value of tax paid or annual value of income in the table and read the corresponding annual income.

In the *Number of months field (Liczba miesięcy)*, we leave 12, unless the income has not been received since the beginning of the previous calendar year. In that case, we enter the number of full months worked and attach a document confirming this to the application.



- **untaxed** (*nieopodatkowany*)

We select for each adult family member who has untaxed income and the amounts completed should be as per [Appendix No. 1](#) and represent income for the whole year.




In the *Number of months field (Liczba miesięcy)*, we leave 12, unless the income has not been received since the beginning of the previous calendar year. In that case, enter the number of complete months during which the income was received and attach a document confirming this to the application.

In the case of income from an agricultural holding, fill in the first of the columns *Not subject to taxation (Niepodlegające opodatkowaniu)*, and attach to the application a declaration from the municipality on the size of the agricultural holding on the basis of which the income is calculated. In the case of receiving or paying alimony, we complete the second column with a positive or negative amount, respectively, depending on whether alimony is received or paid for a child outside the family household. Other sources of untaxed income are filled in in the third column in a similar manner.



- **lost income** (*dochód utracony*)

It occurs if the income was present in 2023 or 2024 and is not present now - it was lost in 2023 or after 2023, which must be documented. Thus, the amount of this income earned in 2023 is not included in the calculation of a person's monthly income. However, not all income, even though it has no longer existed for a person, can be reported as 'lost income'. It is important what this income was, from what source, on what basis it was earned. Loss of income can be caused by:

- obtaining the right to parental leave; 
- loss of unemployment benefit or unemployment scholarship;
- loss of employment or other paid labour;
- loss of pre-retirement benefit or pre-retirement allowance, teacher's compensation benefit, as well as an old-age or disability pension, survivor's pension, social pension or parental supplementary benefit referred to in the Act of 31 January 2019 on parental supplementary benefit (Journal of Laws of 2022, item. 1051); or a financial benefit granted on the principles set out in the Act of February 2023 on a financial benefit due to family members of officers or professional soldiers whose death occurred in connection with service or undertaking off-duty activities to save human life or health or property (Journal of Laws item 658);
- deregistration of non-agricultural economic activity or suspension of its performance;
- loss of sickness benefit, rehabilitation benefit or maternity benefit granted after the loss of employment or other paid activity;
- loss of alimony benefits ordered in connection with the death of the person obliged to provide such benefits;
- loss of parental benefit;
- loss of maternity benefit;
- loss of doctoral scholarship.

After selecting the income, we complete the columns corresponding to the type of income that was lost.

If the income from the previous calendar year was lost in the current or previous year, we enter the total income from the previous year that was lost in the relevant columns, while we select 1 month in the *Number of months field (Liczba miesięcy)*.

If the income was lost in the current year as a result of the end of a contract of mandate or a contract for specific work, we select 1 month in the *Number of months (Liczba miesięcy)* field and complete the *General taxation (Opodatkowanie na zasadach ogólnych)* columns with the corresponding amounts.



- **income earned** (*dochód uzyskany*)

We talk about the obtaining of income in two cases:

- Income earned in 2023 (this means that the income was earned during 2023, it was not earned for the whole year e.g. the employment contract was established from 1 March 2023, which results in the income amount being divided into 10 months and not 12 months);
- income earned after 2023 (this means that a new source of income (a new contract) has appeared in 2024 that was not there in 2023).

The obtaining of income can only be due to:

- end of parental leave;
- obtaining an unemployment benefit or scholarship;
- obtaining employment or other paid employment;
- obtaining a pre-retirement benefit or a pre-retirement benefit, a teacher's compensation benefit, as well as an old-age or disability pension, a survivor's pension, a social pension or a supplementary parental benefit referred to in the Act of 31 January 2019 on parental supplementary benefit; or a cash benefit granted under the rules set out in the Act of 8 February 2023 on the cash benefit due to family members of officers or professional soldiers whose death occurred in connection with service or undertaking off-duty activities to save human life or health or property;
- starting non-agricultural economic activity or resuming it;
- obtaining sickness benefit, rehabilitation benefit or maternity benefit after the loss of employment or other paid activity;
- obtaining a parental benefit;
- obtaining a maternity allowance;
- obtaining a doctoral scholarship.

We calculate the amount of income based on the monthly salary of the first full pay month after the income was earned multiplied by the number of full months from the beginning of employment to the end of the calendar year. We complete the columns corresponding to the type of income earned.

In the *Number of months field (Liczba miesięcy)*, we select the number of full months worked until the end of the calendar year. The exceptions are mandate contracts and contracts for specific work, for which we select 1 month (salary paid in one go) and enter in the following columns the sum of earnings under that contract.

h. Instructions for filling the application for a social
i. scholarship

1. At the beginning of completing the application, you need to fill in the **addressee field**. This is a drop-down list so that when you select the appropriate faculty, the name of the appropriate Dean for Student Affairs will automatically be filled in. The grey field is filled in by the Dean's Office or the Scholarship Committee when accepting the application.

Załącznik nr 4 do Regulaminu świadczeń dla studentów PW na rok akademicki 2024/2025

Nr wniosku		Rok akademicki	2024/2025
Data wpłynięcia	___/___/20___		
Podpis osoby przyjmującej			
<i>Wypełnia dziekanat lub komisja stypendialna</i>			

Wniosek o przyznanie s

Wydziałowa Komisja Stypendialna

▼

▲

Wydziału Administracji i Nauk Społecznych

Wydziału Architektury

Wydziału Chemicznego

Wydziału Elektroniki i Techniki Informatycznych

Wydziału Elektrycznego

2. The next step is to enter your data in the various boxes. It is important to enter your **registered address** (not necessarily your residential address).

#N/D!	#N/D!				
Nazwisko				Imiona	
Nr albumu				Nr PESEL	
Adres zameldowania					
Miejscowość			Kod pocztowy		Obywatelstwo
Ulica			Nr domu		Lokal
Adres e-mail			Telefon		Studia:
Stopień studiów:			Semestr studiów		Kierunek studiów
Numer konta bankowego					

3. Select **X** in one of the fields: Social scholarship (then leave the other fields in this area blank) or Social scholarship in increased amount. If you select the second option, complete the justification.

Wnioskuje o przyznanie:

Stypendium socjalnego: Stypendium socjalnego w zwiększonej wysokości:

Uzasadnienie otrzymania stypendium w zwiększonej wysokości:

4. Next on the application is a field that automatically calculates the income per person in the family. It is calculated on the basis of the completed second page of the application and should not be modified independently. If the number obtained is less than zero, the income of 0 PLN will be displayed.

Suma dochodów w rodzinie wynosi: 0 zł, podzielona przez 12 miesięcy i liczbę członków rodziny :

Dochód miesięczny na osobę w rodzinie wynosi: #DZIEL/0!

5. Next on the application is the financial independence field, it is a YES/NO checkbox. For information on whether you are a financially independent student, see point d. on page 9 of the handbook.
6. When submitting the application, at the same time you sign a statement, among other things, that the information provided in the application is correct and that you are aware that you are entitled to receive scholarships for only one course of study at only one university. In addition, the total number of semesters should be selected from the drop-down list, regardless of the collection of scholarship.

Jestem studentem samodzielnym finansowo i nie prowadzę wspólnego gospodarstwa domowego z rodzicami lub jednym z nich:

Oświadczam że:

1. Łączny okres, w którym posiadał(-am/-em) prawa studenta wynosi [] semestr(-y/ów), w tym:
na studiach I-go stopnia [] semestr(-y/ów), II-go stopnia [] semestr(-y/ów).
2. Znajduję się w trudnej sytuacji materialnej.
3. Jestem świadomy, że prawo do świadczeń pomocy materialnej przysługuje mi tylko na jednym kierunku studiów, tylko w jednej uczelni.
4. Jestem świadomy, że jeżeli po ukończeniu jednego kierunku studiów kontynuuję naukę na drugim kierunku studiów, nie przysługuje mi prawo do stypendium, chyba że kontynuuję studia po ukończeniu studiów pierwszego stopnia w celu uzyskania tytułu zawodowego magistra lub równorzędnego.
5. Zapoznałem(-am) się z „Regulaminu świadczeń dla studentów Politechniki Warszawskiej na rok akademicki 2024/2025”.
6. Świadomy(-a) odpowiedzialności dyscyplinarnej i karnej za podanie niezgodnych z prawdą oświadczeń stwierdzam, że wszystkie podane we wniosku i w załącznikach dane są zgodne ze stanem faktycznym.
7. Zapoznałem się z informacją o przetwarzaniu danych osobowych zawartą w § 30 Regulaminu świadczeń dla studentów Politechniki Warszawskiej na rok akademicki 2024/2025 i wyrażam zgodę na przetwarzane moich danych osobowych zgodnie z ustawą z dnia 10 maja 2018 r. o ochronie danych osobowych (Dz.U. z 2019, poz. 1781 oraz przepisami wewnętrznymi obowiązującymi w Politechnice Warszawskiej, w celu realizacji postępowania o przyznawanie pomocy materialnej, oraz w przypadku przyznania świadczeń pomocy materialnej – w procesie obsługi wypłacania świadczeń w Politechnice Warszawskiej.

7. Na On the next page of the application there is a table that is used to enter income for individual family members.

The field for the number of family members completes automatically.

Liczba członków rodziny: 0			Dochody								Ogółem na osobę na miesiąc
Lp.	Rodzaj dochodu	Liczba miesięcy przez które uzyskiwany był dochód	Opodatkowane na zasadach ogólnych				Ryczałt	Niepodlegające opodatkowaniu			
			Brutto	Składka na ubezpiecz. społeczne	Składka na ubezpiecz. zdrowotne	Podatek należny	Netto	Dochód uzyskany z gospodarstwa rolnego	Alimony	Inne	
1	Imię i nazwisko:								student	Data urodzenia:	0,00 zł
1.1	z Urzędu Skarbowego	12						student			
1.2	nie dotyczy	12						matka			
1.3	nie dotyczy	12						ojciec			
1.4	nie dotyczy	12						syn			
1.5	nie dotyczy	12						córka			
1.6	nie dotyczy	12						brat			
1.7	nie dotyczy	12						siostra			
1.8	nie dotyczy	12						opiekun praw			
1.9	nie dotyczy	12									
2	Imię i nazwisko:							student	Data urodzenia:		
2.1	nie dotyczy	12									
2.2	nie dotyczy	12									
2.3	nie dotyczy	12									

To enter a family member, you need to fill in the fields: first and last name, degree of relationship (who belongs to the household can be found in point c. on page 9 of the guide) and date of birth of the person. It is necessary to fill in one such field for each family member, even for minors and non-working persons.

8. For each person in the household, list all their income. You will find the types of income and how to enter them on pages 12-16 of the guide.

The columns you will find in the income calculation area are:

- General taxation (*Opodatkowanie na zasadach ogólnych*)
These columns are completed in the case of income taxed on a general basis, as well as in most cases when income is lost or obtained.
- Lump sum (*Ryczałt*)
We complete this column only if a family member receives lump-sum income.
- Non-taxable (*Niepodlegające opodatkowaniu*)
The main types of income and outgoings to be entered in these columns are income received from a farm and alimony (received and paid), but also some pensions and allowances.

The field *Total per person per month* is an automatically completed field and gives the calculated figure based on the data entered in the income area. If the number obtained is less than zero, the income of 0 PLN will be displayed.

Liczba członków rodziny: 0			Dochody								
Lp.	Rodzaj dochodu	Liczba miesięcy przez które uzyskiwany był dochód	Opodatkowane na zasadach ogólnych				Ryczałt	Niepodlegające opodatkowaniu			Ogółem na osobę na miesiąc
			Brutto	Składka na ubezpieczenie społeczne	Składka na ubezpieczenie zdrowotne	Podatek należny	Netto	Dochód uzyskany z gospodarstwa rolnego	Alimenty	Inne	
1	Imię i nazwisko:						Stopień pokrewieństwa: student			Data urodzenia:	
1.1	z Urzędu Skarbowego	12									0,00 zł
1.2	nie dotyczy z Urzędu Skarbowego	12									
1.3	nieopodatkowany zyskałtowany	12									
1.4	uzyskany utracony	12									
1.5		12									
1.6	nie dotyczy	12									
1.7	nie dotyczy	12									
1.8	nie dotyczy	12									
1.9	nie dotyczy	12									
2	Imię i nazwisko:						Stopień pokrewieństwa: student			Data urodzenia:	
2.1	nie dotyczy	12									0,00 zł
2.2	nie dotyczy	12									
2.3	nie dotyczy	12									
2.4	nie dotyczy	12									
2.5	nie dotyczy	12									
2.6	nie dotyczy	12									
2.7	nie dotyczy	12									

How should the application be filled out so that there are no miscalculations in the process?

1. We first select positive income (obtained, lump-sum or by the Tax Office).
2. Then we select lost income.
3. Based on the data entered, the worksheet subtracts negative income from positive income.
4. After the calculation, the final income comes out.

9. At the end there is a list of attachments to be completed.

Do wniosku należy załączyć oryginały lub uwierzytelnione kopie dokumentów potwierdzających opisywaną sytuację, według wykazu znajdującego się w Rozdziale IV „Regulaminu świadczeń dla studentów Politechniki Warszawskiej na rok akademicki 2024/2025”.

Dokumenty powinien ponumerować i podpisać wnoszący student.

Poniżej należy wypisać numery załączonych dokumentów oraz nazwę i krótki opis ich zawartości.

Lp.	Załącznik
1	
2	
3	
4	

**Before printing the application, save it,
then open it again and check that
all the data has been saved!!!**

4. Scholarship for people with disabilities



a. Conditions for granting the scholarship

A scholarship for persons with disabilities may be awarded to any student who has a Polish certificate establishing a degree of disability or certificates treated as equal to a certificate establishing a degree of disability under the provisions of the Act of August 27, 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities.

b. Deadline for application and duration of the scholarship

You can apply for a disability scholarship at any time during the academic year. It will be awarded from the following month - similar to the social scholarship, the exception is the Scholarship Action at the beginning of October, which allows you to receive the scholarship from the first month of the academic year. This year, the application deadline for the Action is **16th October**, and for the Summer Scholarship Action (March 2025) is – **8th March**.

The disability scholarship is granted from the beginning of the academic year for a period of ten months, or for a period of five months if the final year of study is one semester.

If the disability certificate has been issued for a fixed period, the scholarship is paid until the end of the month in which the certificate expires. In order for the period of the certificate to be extended, a new certificate must be presented within three months of this date.

IMPORTANT! certificates and degrees of disability that expire on September 30, 2024 retain their validity until March 31, 2025, provided that an application for its extension is submitted by September 30-September 2024, that is, the validity period of the certificate establishing the degree of disability held (Law of July 24, 2024 on amendments to the Law on Vocational and Social Rehabilitation and Employment of Persons with Disabilities (Journal of Laws 2024, item 1165)).



c. Required documents

The application is submitted using the USOSweb system. The previously mentioned certificate establishing the degree of disability or a certificate treated as equivalent to a certificate establishing the degree of disability must be attached to the application.



5. Rector's scholarship for the best students for academic, scientific, sports and artistic achievements - electronic form USOSweb



a. Conditions for granting the scholarship

The rector's scholarship is granted to only 8% of the best students in a particular field of study at particular faculty.

The Rector's scholarship may be awarded to a student who has achieved outstanding academic results, scientific or artistic achievements, or sports achievements in competition at least at the national level.

For each of the achievements, i.e. academic results, scientific achievements, artistic achievements and sports achievements, a student may receive from 0 to 10 points according to the tables contained in Chapter VII of the Regulations.

Based on the number of points obtained, ranking lists are created.

b. Deadline for application and duration of the scholarship

c.

The application for the Rector's scholarship must be submitted during the Scholarship Action, i.e., for the Winter Scholarship Action from **16th to 22nd October 2024**, and for the Summer Scholarship Action (March 2025) from **8 to 14 March 2025**.

* In the case of the Rector's Scholarship, it is not possible to submit an application after this deadline, the so-called **reinstatement of the deadline**. The Rector's scholarship is awarded in the form of a competition, i.e. failure to submit an application by the deadline will result in the loss of the opportunity to take part in the competition. For this reason, in the case of achievements obtained, confirmation of them must be submitted, because otherwise it means that it is not possible to submit an incomplete application. Only in the situation of deficiencies is the student called to complete the deficiencies.

The Rector's scholarship can be awarded for a period of 5 months (semester) or for a period of 10 months (academic year). The decision on the period for which the Rector's scholarship will be awarded in a given field of study is made by the dean in consultation with the appropriate Students' Union Faculty Council within 2 weeks before the start of the academic year.



d. Required documents

If the student studied at another faculty in the previous year, they have to submit an application, in the USOSweb system, to verify and recalculate or add the weighted grade average to the ranking to the Rector's scholarship, in accordance with **§22 section 7 of the Regulations of Benefits for the 2024/2025 academic year**. The application is accompanied by a confirmation of the grade point average obtained in the previous year, calculated according to the rules (**§21 paragraph section 3 pt 4 of the Regulations of Benefits for the 2024/2025 academic year**).

For academic achievements, the application must be accompanied by the documents listed in **§25**, for sports achievements according to **§26**, and for artistic achievements according to **§27** of the Regulations of Benefits depending on the reported achievement in PDF form.

NOTE! Awards for the best thesis do not count as academic achievements!

In the case of high sports results or artistic achievements for **Polish Championships or competitions of international rank**, it is necessary to have a **personal certificate** (name, date and place of the event, name of the discipline (applies to sports competitions) and the place taken in it) issued by the relevant association ([list of sports associations](#)). For the **Academic Championships of Poland - a file with the announcement of the competition**, while in the case of **Academic competitions of international rank - a statement from the organizer about participation in a sports or artistic event** containing the name, date and place of the event, the name of the discipline (applies to sports competitions) and the place taken in it - the corresponding Academic Sporting Association. Documents should be attached in PDF form.



6. Rector's scholarship for this year's high school graduates – electronic form USOSweb



a. Conditions for granting the scholarship

The rector's scholarship may be awarded to a student in the first year of first-cycle studies started in the year of taking the high-school certificate exam, who has won the title of laureate of an international Olympiad, laureate or finalist of a subject Olympiad or medallist in at least a sports competition for the title of Polish Champion.

b. Deadline for application and duration of the scholarship

c.

The application for the Rector's scholarship should be submitted during the Winter Action Scholarship, that is, from **16th** do **22nd October 2024**.

The scholarship is awarded for a period of **10 months**.



d. Required documents

For students of all faculties, the application should be submitted using the USOSweb system. The application needs to be accompanied by a certificate of achievement of the title of finalist/laureate or a certificate from the relevant sports association and a high school diploma.



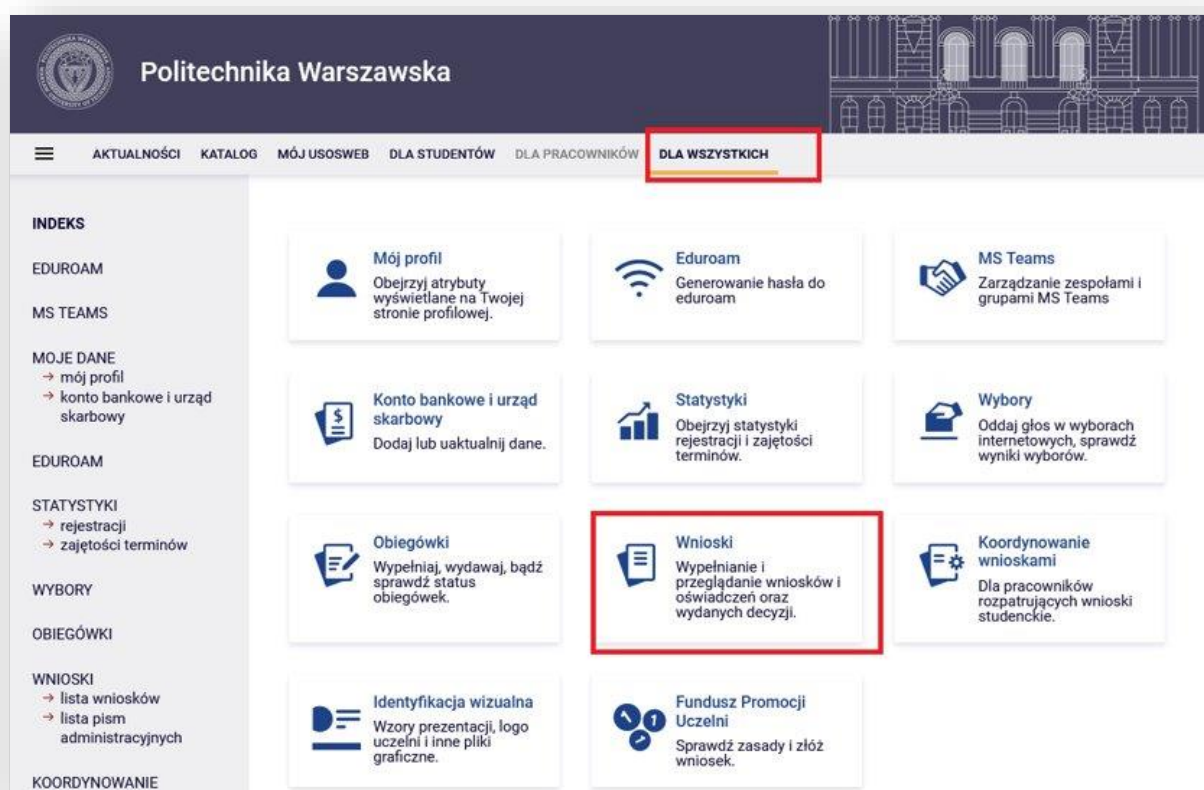
7. Rector's scholarship on USOSweb

a. Who can fill out an application through the system?

The Rector's scholarship application on USOSweb can be filled by students of all faculties of Warsaw University of Technology.




b. Where and how to complete the application?

1.



On the USOSweb site, you need to go to the “Common section” tab, then select “Applications”.


2.

 Wniosek o stypendium rektora	w trakcie , tura bez końca od 2023-06-20 00:00:00	Politechnika Warszawska	rok akademicki 2023/2024 - sem. zimowy	informacje o wniosku  zaczniij wypełniać 
--	---	------------------------------------	--	---


(example photo - we focus on the current academic year)

Next, we will see applications to fill out. We select application for “Rector's scholarship”.

Ekran 0


 przejdź do szczegółów wypełnianego wniosku

[SPRAWDZ](#) [ZAPISZ](#) [DALEJ](#)

 Drogi Studente, droga Studentko! W następnych krokach zostaną zweryfikowane Twoje uprawnienia do otrzymywania stypendium. W tym celu należy sprawdzić i uzupełnić, jeśli to konieczne, informacje wyświetlone przez USOSweb. W razie wątpliwości czy problemów kontaktuj się z sekretariatem/dziekanatem jednostki prowadzącej kierunek studiów, na którym wnioskujesz o świadczenie.


Kierunki studiów podejmowane w uczelni (dane z USOS):

Lp.	Kierunek	Rodzaj	Status	Data rozpoczęcia	Data przyjęcia lub wznowienia	Data ukończenia/skreślenia
1	Mechatronika, studia stacjonarne pierwszego stopnia	pierwszego stopnia	W trakcie	2021-10-01	2021-10-01	

 Datą ukończenia studiów jest data złożenia egzaminu dyplomowego, w przypadku kierunków lekarskiego, lekarsko-dentystycznego i weterynarii – data złożenia ostatniego wymaganego planem studiów egzaminu, a w przypadku kierunku farmacja – data zaliczenia ostatniej, przewidzianej w planie studiów praktyki (ustawa – Prawo o szkolnictwie wyższym: art. 167 ust. 2).

Podaj informacje o pozostałych studiowanych lub ukończonych kierunkach (w Polsce i za granicą)

Uczelnia Kierunek Status

dodaj 

Potwierdzam, że powyższe dane są zgodne ze stanem faktycznym.

[SPRAWDZ](#) [ZAPISZ](#) [DALEJ](#)

A new screen will appear where you will be asked to fill in your details if you have studied at another university before enrolling at WUT. If all the data is correct, tick ‘I confirm that the above data is correct’ and proceed.


3.

We mark the current study program that applies to us.

Ekran 1

[+ przejdź do szczegółów wypełnianego wniosku](#)

[WRÓĆ](#) [SPRAWDŹ](#) [ZAPISZ](#) [DALEJ](#)

 Na tym ekranie zostaną zweryfikowane Twoje uprawnienia do otrzymywania świadczenia

Poniżej znajdują się Twoje aktualne programy studiów. Zaznacz ten, w ramach którego chcesz złożyć wniosek:

<input checked="" type="radio"/>	(114C-ISP-MT) Mechatronika, studia stacjonarne pierwszego stopnia
----------------------------------	---

[WRÓĆ](#) [SPRAWDŹ](#) [ZAPISZ](#) [DALEJ](#)


In the application, usually only 1 option to choose a study program appears. If more than one option appears, you need to select the current study program you are pursuing and want to apply for the scholarship.

4.


Ekran 2

[+](#) przejdź do szczegółów wypełnianego wniosku

[WRÓC NA POZĄTEK](#) [WRÓC](#) [SPRAWDŹ](#) [ZAPISZ](#) [DALEJ](#)

 Poniżej znajdują się Twoje dane osobowe pochodzące z systemu USOS. Zweryfikuj ich poprawność – jeżeli są nieaktualne, zgłoś to w swoim sekretariacie studenckim. Uaktualnione dane pojawią się w USOSweb po migracji.

Dane osobowe

Adres do korespondencji	ul. [REDACTED]
Adres zameldowania	ul. [REDACTED]
Adres e-mail	[REDACTED]
Numer telefonu komórkowego	[REDACTED]
Numer telefonu stacjonarnego	[REDACTED]
Numer konta	[REDACTED] zmień 

Dane programu studiów

Wniosek składasz na programie studiów	(114C-ISP-MT) Mechatronika, studia stacjonarne pierwszego stopnia
Aktualny etap studiów <small>Jeżeli jesteś na innym roku niż wskazany lub nie masz aktywnego etapu, to poproś w dziekanacie o rozliczenie poprzedniego etapu.</small>	sem. 5, Mechatronika, Mikrotechnologie i nanotechnologie, studia stacjonarne I stopnia (rok akademicki 2023/2024 - sem. letni)

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We check that the data provided by the USOS system. If we have any missing data we supplement it.


We recommend that you check several times to make sure you have not made a mistake in entering your data, because if you make a mistake, you run the risk of not receiving the scholarship.

5. Achievement for academic distinctions

Ekran 3

[przejdź do szczegółów wypełnianego wniosku](#)

[WRÓĆ NA POCZĄTEK](#) [WRÓĆ](#) [SPRAWDŹ](#) [ZAPISZ](#) [DALEJ](#)

 Możesz złożyć wniosek uwzględniający wszystkie wymienione niżej kryteria.

Proszę o przyznanie stypendium na podstawie następujących kryteriów:

<input type="checkbox"/>	osiągnięć artystycznych
<input checked="" type="checkbox"/>	osiągnięć naukowych
<input type="checkbox"/>	osiągnięć sportowych we współzawodnictwie co najmniej na poziomie krajowym
<input checked="" type="checkbox"/>	wyróżniania się w nauce

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Select the achievements you want to include in the application.

Wniosek o stypendium rektora

Ekran 4

[przejdź do szczegółów wypełnianego wniosku](#)

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Wybór rankingu

 Wybierz ranking, który zostanie użyty jako podstawa do przyznania stypendium.

Ranking
<input type="radio"/> Średnia = 4.57. 1140 - Wydział Mechatroniki - ranking ręczny do stypendium rektora (1140-2023Z-REKT-R)

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Should you select the achievement of “*academic distinction*” then a ranking will immediately appear with the calculated average grade for 2 semesters.

Achievements in sports, art and science

Osiągnięcie	Punkty
Katalog	
Osiągnięcie	Punkty
N.KON.1 Miejsca I-III w konkursach naukowych o zasięgu międzynarodowym	10.00 + dodaj
N.KON.2 Miejsca I-III w konkursach naukowych o zasięgu krajowym	5.00 + dodaj
N.KONF.1 Czynny udział (tj. wygłoszenie referatu lub zaprezentowanie posteru) w konferencji naukowej o zasięgu międzynarodowym	5.00 + dodaj
N.KONF.2 Czynny udział w konferencji naukowej o zasięgu krajowym	3.00 + dodaj
N.KONF.3 Czynny udział w konferencji naukowej o zasięgu uczelnianym	1.00 + dodaj
N.PRZE.1 Przekład książki o charakterze naukowym	7.00 + dodaj
N.PRZE.2 Przekład rozdziału książki zamieszczony w recenzowanej książce o charakterze naukowym lub czasopiśmie naukowym	3.00 + dodaj
N.PRZE.3 Przekładu artykułu naukowego zamieszczonego w recenzowanej książce o charakterze naukowym lub czasopiśmie naukowym	3.00 + dodaj
N.PUB.1 Recenzowana książka o charakterze naukowym	10.00 + dodaj
N.PUB.2 Rozdział w recenzowanej książce o charakterze naukowym lub recenzowanej publikacji pokonferencyjnej	3.00 + dodaj
N.PUB.3 Artykuł naukowy w czasopiśmie naukowym znajdującym się na liście w Części A, Części B lub w Części C ujednoliconego i ostatniego ogłoszonego wykazu czasopism naukowych MNiSW	5.00 + dodaj
N.PUB.4 Artykuł naukowy w czasopiśmie o charakterze naukowym nie ujętym w Części A, Części B lub Części C ujednoliconego 30 i ostatniego ogłoszonego wykazu czasopism naukowych MNiSW	3.00 + dodaj

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Scientific achievements (example of the achievement scoring)

Upload the documents in electronic format “pdf”. Each catalogue capturing academic, artistic and sports achievements is the same.

6.

Wniosek o stypendium rektora

Informacje uzupełniające

[przejdź do szczegółów wypełnianego wniosku](#)

[WRÓĆ NA POCZĄTEK](#) [WRÓĆ](#) [SPRAWDŹ](#) [ZAPISZ](#) [DALEJ](#)

Oświadczenia

Świadom odpowiedzialności za podanie nieprawdziwych danych, w tym odpowiedzialności dyscyplinarnej i zwrotu bezprawnie pobranych środków finansowych oświadczam, że wszystkie załączone dokumenty oraz dane w nich zawarte są kompletne i zgodne ze stanem faktycznym. Zgodnie z ustawą o ochronie danych osobowych z 29.08.1997 r. (Dz. U. 133 poz.883) wyrażam zgodę na przetwarzanie przez Uniwersytet danych osobowych zawartych we wniosku.

Wyrażam zgodę na doręczanie pism za pomocą środków komunikacji elektronicznej - USOSweb w postępowaniu wszczętym niniejszym wnioskiem. Jako adres elektroniczny wskazuję adres e-mail znajdujący się we wniosku o przyznanie stypendium.

[WRÓĆ NA POCZĄTEK](#) [WRÓĆ](#) [SPRAWDŹ](#) [ZAPISZ](#) [DALEJ](#)

Warszawa, 13 09 2023

Ji: ry (3 6)

program: Mechatronika, studia stacjonarne pierwszego stopnia

etap: sem. 5, Mechatronika, Współrzędnościowe systemy pomiarowe, studia stacjonarne I stopnia (rok akademicki 2023/2024 - sem. zimowy)

stopień: pierwszego stopnia

forma: stacjonarna

telefon: komórkowy: 75 51

adres: ul. Zi 16 Re ty

konto: 14 8356561 1389

email: 01 3@pw.edu.pl

numer wniosku: 7714

Data wpływu:

**Wydziałowa Komisja Stypendialna
Wydział Mechatroniki
Politechnika Warszawska**

Wniosek o przyznanie stypendium rektora na rok akademicki 2023/2024

Wnoszę o przyznanie stypendium rektora na rok akademicki 2023/2024 na podstawie:

I. Kryterium: osiągnięć artystycznych.

Lp.	Osiągnięcie	Data osiągnięcia	Punkty
1	Wystawa własna (A.7)	Przygotowałem własną wystawę obrazów Data osiągnięcia: 2022-10-15	2.00

II. Kryterium: osiągnięć naukowych.

Lp.	Osiągnięcie	Data osiągnięcia	Punkty
2	publikacja artykułu/ referatu w zespicye naukowym / specjalistycznym / fachowym (N.11)	Artykuł w „ook” Data osiągnięcia: 2023-05-13	2.00

III. Kryterium: osiągnięć sportowych we współzawodnictwie co najmniej na poziomie krajowym.

Lp.	Osiągnięcie	Data osiągnięcia	Punkty
3	Igrzyska olimpijskie, Mistrzostwa Świata, Mistrzostwa Europy, Akademickie Mistrzostwa Świata, Akademickie Mistrzostwa Europy, Uniwersjada lub zawody tej rangi dla osób niepełnosprawnych - uczestnictwo (S.1)	Zajęcie I miejsca na Igrzyskach Sportowych Data osiągnięcia: 2023-02-22	10.00

IV. Kryterium: wyróżnienia się w nauce.

Średnia ocen wynosi 4,57 i wskazana jest w rankingu o nazwie: 1140 - Wydział Mechatroniki - ranking ręczny do stypendium rektora z kodem: 1140-2023Z-REKT-R.

V. Załączniki:
Dokumenty potwierdzające każde wpisane osiągnięcie.

Studia podejmowane na innych uczelniach:

Lp.	Uczelnia	Kierunek	poziom	Status	Data rozpoczęcia
1.	Mechatronika	Pierwszy stopień		W trakcie	Data początkowa: 2023-03-06

Świadom odpowiedzialności za podanie nieprawdziwych danych, w tym odpowiedzialności dyscyplinarnej i zwrotu bezprawnie pobranych środków finansowych oświadczam, że wszystkie załączone dokumenty oraz dane w nich zawarte są

USOSweb: Wniosek o stypendium rektora
Strona: 1 z 2
13.09.2023 14:21

kompletne i zgodne ze stanem faktycznym. Zgodnie z ustawą o ochronie danych osobowych z 29.08.1997 r. (Dz. U. 133 poz. 883) wyrażam zgodę na przetwarzanie przez Uniwersytet danych osobowych zawartych we wniosku.

Wyrażam zgodę na doręczanie pism za pomocą środków komunikacji elektronicznej - USOSweb w postępowaniu wszczętym niniejszym wnioskiem. Jako adres elektroniczny wskazuję adres e-mail znajdujący się we wniosku o przyznanie stypendium.

Warszawa, 13.09.2023

podpis

On this page check the mark to agree to send your documents via USOSweb. This will create an electronic application.

7.

Check if all your data has been filled in correctly. If you have completed everything correctly then do not register the application, instead, select “Next: sign and submit electronically”. After clicking, you will have to enter the authorization code, which you will receive by e-mail given in the application, and then sign it electronically.

Podsumowanie

[przejdź do szczegółów wypełnianego wniosku](#)

[WRÓĆ NA POCZĄTEK](#) [WRÓĆ](#) [SPRAWDŹ](#) [ZAPISZ](#) [ZAREJESTRUJ](#) [DALEJ: PODPISZ I ZŁÓŻ ELEKTRONICZNIE](#)

i Wniosek jest gotowy do zarejestrowania. **Sprawdź poprawność wypełnienia wniosku** i naciśnij przycisk **ZAREJESTRUJ** na dole strony, jeśli wniosek nie zawiera błędów i na pewno chcesz go zarejestrować. Zarejestrowanego wniosku nie można już usunąć z systemu.

Jeśli chcesz **poprawić** wniosek, naciśnij przycisk **WRÓĆ**.

[zobacz podgląd wniosku](#)

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Podpisanie wniosku

[WRÓĆ NA POCZĄTEK](#) [WRÓĆ](#) [SPRAWDŹ](#) [ZRESETUJ KOD](#) [PODPISZ I ZŁÓŻ ELEKTRONICZNIE](#)

i Twój aktualny adres e-mail to Wiadomość z kodem autoryzacyjnym wysłano **2024-06-06 10:37:27**.

Użyj kodu z wiadomości, aby potwierdzić złożenie wniosku. Twoja tożsamość została potwierdzona za pomocą systemu uwierzytelniania, a wprowadzenie kodu dodatkowo ją weryfikuje.

Jeśli wpiszesz niepoprawny kod trzy razy, musisz go zresetować i ponowić próbę złożenia wniosku.

Wpisz kod autoryzacyjny

[WRÓĆ NA POCZĄTEK](#) [WRÓĆ](#) [SPRAWDŹ](#) [ZRESETUJ KOD](#) [PODPISZ I ZŁÓŻ ELEKTRONICZNIE](#)

8.

Warszawa, 11.03.2024

program: Inżynieria i Analiza Danych, studia stacjonarne
etap: etap: 3, Inżynieria i Analiza Danych, studia stacjonarne II stopnia (rok akademicki 2023/2024 - sem. letni)
stopień: drugiego stopnia
forma: stacjonarne
telefon: kontaktowy
adres: ul. [redacted]
konto: [redacted]

email: [redacted]
numer wniosku: 9676
Data wpływu: [redacted]

Wydziałowa Komisja Stypendialna
Wydział Matematyki i Nauk Informatycznych
Politechniki Warszawskiej

Wniosek o przyznanie stypendium rektora na rok akademicki 2023/2024 - sem. letni

Wnoszę o przyznanie stypendium rektora na rok akademicki 2023/2024 - sem. letni na podstawie:

I. Kryterium: osiągnięć naukowych.

Lp.	Osiągnięcie	Opis mojego osiągnięcia	Punkty
1	uczal z referatem w konferencjach międzynarodowych (N.13)	Prezentacja plakatu na międzynarodowej konferencji MLINFL. Data osiągnięcia: 2022-11-04	2.00
2	uczal w projektach naukowo-badawczych (N.15)	Uczal w projekcie HOMER: Uczenie maszynowe zorientowane na człowieka finansowanym przez Narodowe Centrum Nauki w Krakowie. Data osiągnięcia: 2023-07-03	4.00
3	publikacja artykułu w czasopiśmie naukowym umieszczonym w wykazie czasopism punktowanych (dotyczy artykułów o liczbie punktów co najmniej 100 wymienionych na stronie: https://www.gov.pl/web/edukacja-i-nauka/nowy-rozszerzony-wykaz-czasopism-naukowych-i-recenzowanych-materialow-z-konferencji-miedzynarodowych) (N.2)	Publikacja artykułu "SunSHAP(0): Time-dependent explanations of machine learning survival models" w czasopiśmie Knowledge-Based Systems (200 pkt. MEIN) Data osiągnięcia: 2022-12-30	8.00
4	publikacja artykułu w czasopiśmie naukowym umieszczonym w wykazie czasopism punktowanych (dotyczy artykułów o liczbie punktów co najmniej 100 wymienionych na stronie: https://www.gov.pl/web/edukacja-i-nauka/nowy-rozszerzony-wykaz-czasopism-naukowych-i-recenzowanych-materialow-z-konferencji-miedzynarodowych) (N.2)	Publikacja artykułu "K67 is a better marker than PRAME in risk stratification of BAP1-positive and BAP1-loss uveal melanomas" w czasopiśmie British Journal of Ophthalmology (140 pkt. MEIN) Data osiągnięcia: 2023-09-21	8.00

II. Kryterium: wyróżnienia się w nauce.
Średnia ocen wynosi 5,00 i wskazana jest w rankingu o nazwie: 1120 - Wydział MINI - ranking do stypendium rektora semestr letni DS list 3 sem z kodem: 1120-2024L-REKTOR-DS2.3s.

III. Załączniki:
Dokumenty potwierdzające każde wpisane osiągnięcie.

Oświadczam, że:
1. Mam załączony 1. rok studiów I-go stopnia.

2. Jestem świadomy, że prawo do stypendium rektora przysługuje mi tylko na jednym kierunku studiów, tylko w jednej uczelni.
3. Jestem świadomy, że nie przysługuje mi prawo do stypendium, jeśli posiadam tytuł zawodowy magistra, magistra inżyniera albo równorzędny.
4. Jestem świadomy, że nie przysługuje mi prawo do stypendium, jeśli posiadam tytuł zawodowy licencjata, inżyniera albo równorzędny jeśli ponownie podejmuję studia I-go stopnia.
5. Jestem świadomy, że łączny okres przez który przysługują świadczenia wynosi 12 semestrów, bez względu na ich pobieranie, z zastrzeżeniem, że w ramach tego okresu świadczenia przysługują na studiach I-go stopnia nie dłużej niż 9 semestrów, a II-go stopnia nie dłużej niż przez 7 semestrów.
6. Zapoznałem(-am) się z „Regulaminem Świadczeń dla studentów Politechniki Warszawskiej na rok akademicki 2023/2024”.
7. Świadomy(-a) odpowiedzialności dyscyplinarnej i karnej za podanie niezgodnych z prawdą oświadczeń stwierdzam, że wszystkie podane we wniosku i w załącznikach dane są zgodne ze stanem faktycznym.
8. Zapoznałem się z informacją o przetwarzaniu danych osobowych zawartą w § 34 Regulaminu Świadczeń dla studentów Politechniki Warszawskiej na rok akademicki 2023/2024 oraz zobowiązuję się do jej przekazania osobom, których dane osobowe umieszczone zostały w przedmiotowym wniosku oraz w dołączonej do niego dokumentacji, w związku ze złożeniem przeze mnie wniosku o przyznanie pomocy materialnej.

Wyrażam zgodę na doreczanie pism za pomocą środków komunikacji elektronicznej - USOSweb w postępowaniu wszczętym niniejszym wnioskiem. Jako adres elektroniczny wskazuję adres e-mail znajdujący się we wniosku o przyznanie stypendium.

Warszawa, 11.03.2024

.....
podpis

USOSweb: Wniosek o stypendium rektora
Strona 2 z 2

04.06.2024 13:57


Wniosek o stypendium rektora

Stan wniosku

Stan	Zarejestrowany
Data zmiany	2023-09-13 14:23:24
Akcje	przejdź do szczegółów wniosku drukuj drukuj oświadczenie

Dane wniosku

Dane wnioskodawcy

Wnioskodawca	
Adres e-mail	
Numer telefonu	
Adres korespondencyjny	
Adres stały	
Nr konta	
Program studiów	
Etap studiów	
Status programu	

Informacje o wniosku

Znak sprawy	
Kod rankingu zbiorczego uczelni:	1140-2023Z-REKTOR

Średnia obliczona z rankingu:	
©	Średnia = 4.57. 1140 - Wydział Mechatroniki - ranking ręczny do stypendium rektora (1140-2023Z-REKT-R)

Osiągnięcia dołączone do wniosku:

Nr	Punkty	Typ	Komentarz komisji	Opis osiągnięcia	Opis typu
1	<input type="checkbox"/>	zadeklarowany: A.7: Wystawa własna zaakceptowany: A.7: Wystawa własna		Data: 2022-10-15 Dokument potwierdzający osiągnięcie • sdsd.pdf Przygotowałem własną wystawę obrazów.	
2	<input type="checkbox"/>	zadeklarowany: N.11: publikacja artykułu/ referatu w zeszycie naukowym / specjalistycznym / fachowym zaakceptowany: N.11: publikacja artykułu/ referatu w zeszycie naukowym / specjalistycznym / fachowym		Data: 2023-05-13 Dokument potwierdzający osiągnięcie • sdsd.pdf Artykuł w .xxx	
3	<input type="checkbox"/>	zadeklarowany: S.1: Igrzyska olimpijskie, Mistrzostwa Świata, Mistrzostwa Europy, Akademickie Mistrzostwa Świata, Akademickie Mistrzostwa Europy, Uniwersjada lub zawody tej rangi dla osób niepełnosprawnych - uczestnictwo zaakceptowany: S.1: Igrzyska olimpijskie, Mistrzostwa Świata, Mistrzostwa Europy, Akademickie Mistrzostwa Świata, Akademickie Mistrzostwa Europy, Uniwersjada lub zawody tej rangi dla osób niepełnosprawnych - uczestnictwo		Data: 2023-02-22 Dokument potwierdzający osiągnięcie • sdsd.pdf Zajęcie I miejsca na Igrzyskach Sportowych	

Historia studiów**Kierunki studiów podejmowane poza uczelnią:**

Uczelnia	Kierunek	Status
Politechnika Warszawska	Mechatronika Pierwszy stopień	W trakcie Data początkowa: 2023-03-06

Kierunki studiów podejmowane w uczelni (dane z USOS):

Lp.	Kierunek	Rodzaj	Status	Data rozpoczęcia	Data przyjęcia lub wznowienia	Data ukończenia/skreślenia
1	Mechatronika, studia stacjonarne pierwszego stopnia	pierwszego stopnia	W trakcie	2021-10-01	2021-10-01	

Etapy programu studiów podejmowane przez wnioskodawcę:

Lp.	Kod	Opis	Cykl dydaktyczny	Status
1	MTWSP-S5-ISP-1140	sem. 5, Mechatronika, Współrzędnościowe systemy pomiarowe, studia stacjonarne I stopnia	rok akademicki 2023/2024 - sem. zimowy	(X) W trakcie
2	MT000-S4-ISP-1140	sem. 4, Mechatronika, studia stacjonarne I stopnia	rok akademicki 2022/2023 - sem. letni	(W) Zaliczony warunkowo (w trakcie)
3	MT000-S3-ISP-1140	sem. 3, Mechatronika, studia stacjonarne I stopnia	rok akademicki 2022/2023 - sem. zimowy	(W) Zaliczony warunkowo (w trakcie)
4	MT000-S2-ISP-1140	sem. 2, Mechatronika, studia stacjonarne I stopnia	rok akademicki 2021/2022 - sem. letni	(W) Zaliczony warunkowo (w trakcie)
5	MT000-S1-ISP-1140	sem. 1, Mechatronika, studia stacjonarne I stopnia	rok akademicki 2021/2022 - sem. zimowy	(A) Zaliczony automatycznie

Oświadczenia

Wyrażam zgodę na doręczanie pism za pomocą środków komunikacji elektronicznej - USOSweb w postępowaniu wszczętym niniejszym wnioskiem. Jako adres elektroniczny wskazuję adres e-mail znajdujący się we wniosku o przyznanie stypendium.

Historia zmian stanów wniosku

Lp.	Stan wniosku	Data zmiany stanu	Autor zmiany stanu	Komentarz
1	Zarejestrowany	2023-09-13 14:23:24	M. ...	

We officially have a registered application once it is filled out with the stated achievements and credited stages of study*.

c. Details

For more information regarding the rector's scholarship on USOS, please refer to the **Regulations on benefits for PW students for the academic year 2024/2025 (\$22 Conditions and procedures for granting Rector's scholarship).**

We also encourage you to contact people from the Faculty Scholarship Committees and those who have experience related to electronic applications in USOSweb, as they will be happy to assist you in filling out your applications.

Request to verify and recalculate or add the weighted average calculated by USOS (this applies to all faculties)

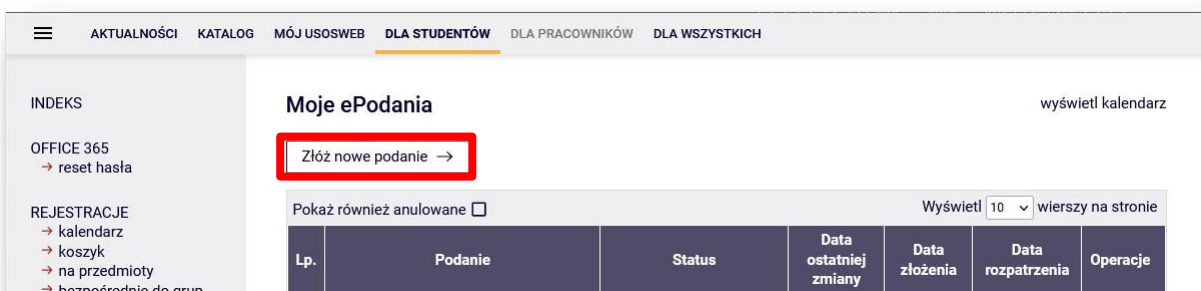
If the USOSweb system has incorrectly counted your average then you have the right to electronically submit a request to the dean's office to verify and recalculate or add the weighted average (**§22 section 7 of the Regulations on benefits for PW students for the academic year 2024/2025**). The request for verification of the average can be submitted between **October 7th-13th, 2024 (Winter Scholarship Action)** and **February 27th -March 5th, 2025 (Summer Scholarship Action)**.

1.

The screenshot shows the USOSweb portal interface. The top navigation bar includes: AKTUALNOŚCI, KATALOG, MÓJ USOSWEB, **DLA STUDENTÓW**, DLA PRACOWNIKÓW, and DLA WSZYSTKICH. The left sidebar contains a menu with categories: INDEKS, OFFICE 365 (reset hasła), REJESTRACJE (kalendarz, koszyk, na przedmioty, bezpośrednie do grup, preferencje grup), REJESTRACJE NA EGZAMINY, REJESTRACJE ŻETONOWE, and MOJE STUDIA (sprawdziany, oceny, podpięcia, pol-on, decyzje, zaliczenia etapów, grupy dziekańskie, podania epw, rankingi, stypendia, rozliczenia, wymiana studencka, ankiety, dyplomy, suplementy, mlegitymacja, decyzje administracyjne). The main content area displays a grid of service tiles. The tile for 'Podania ePW' (Applications ePW) is highlighted with a red border. It contains the text: 'Składaj podania do dziekana, przeglądaj podjęte decyzje.' Other tiles include: Rejestracja, Sprawdziany, Oceny końcowe, Podpięcia, Decyzje, Decyzje i pisma administracyjne, Zaliczenia etapów, Rankingi, Stypendia, Wymiana studencka, Ankiety, Rozliczenia, Suplementy, and Dyplomy.

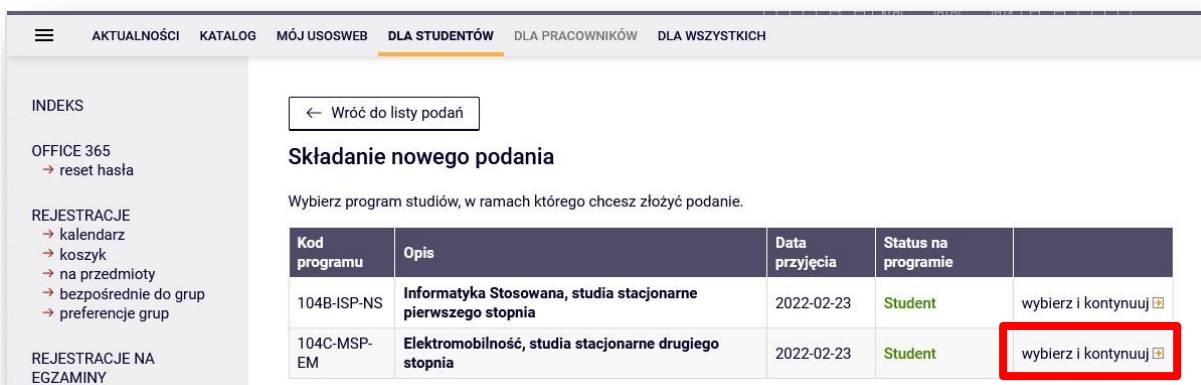
Navigate to the "Student's Section" and then select "Applications ePW".

2.



When you're on the "My e-applications" page, select "Submit a new application".

3.



Select your course by selecting "select and continue".

4.

Prośba o zgodę na przygotowanie pracy dyplomowej w języku innym niż język studiów [1030-NAU-DYPIN] Składanie od 2023-01-12 do (bez końca), Wydział Elektryczny [104000] Informacje o podaniu: czytaj dalej	Utwórz i wypełnij podanie →
Wniosek o weryfikację i przeliczenie lub dodanie średniej ważonej w rankingu do stypendium rektora [1000-STPSR] Składanie od 2023-08-31 do (bez końca), Wydział Elektryczny [104000] Informacje o podaniu: czytaj dalej	Utwórz i wypełnij podanie →
Podanie o przesunięcie terminu złożenia pracy dyplomowej o 3 miesiące [1000-PRZEDDYPL] Składanie od 2022-10-01 do (bez końca), Wydział Elektryczny [104000] Informacje o podaniu: czytaj dalej	Utwórz i wypełnij podanie →

A list of applications that we can submit electronically to the dean's office will appear. Select *'Request for verification and recalculation or addition of weighted average ranking to the rector's scholarship'*.

5.

Edycja treści podania

Numer podania: ayy2H7nj83KCgZtgSECK
Tura składania podania: Składanie od 2023-08-31 do (bez końca)



Podanie aktualnie posiada status: **W edycji**. Wypełnij wszystkie pola i naciśnij przycisk **dalej** na dole strony aby potwierdzić jego treść, a następnie złożyć do rozpatrzenia.

Wniosek o weryfikację i przeliczenie lub dodanie średniej ważonej w rankingu do stypendium rektora [1000-STPSR]

Preferowany język obsługi podania:

polski (zmień na angielski)

Informacje dla typu podania:

Student wybiera i uzupełnia wniosek o weryfikację i przeliczenie lub dodanie średniej ważonej w rankingu do stypendium rektora. W trakcie wypełniania wniosku student wskazuje czy podanie dotyczy dodania do rankingu do stypendium rektora czy aktualizacji istniejącej średniej. W formularzu student podaje wartość średniej ważonej (z dokładnością do dwóch miejsc po przecinku), którą uważa za poprawną oraz uzyskaną liczbę punktów ECTS.

W ramach podania student może załączyć załączniki (np. suplement z innej uczelni, karta przebiegu studiów, zaświadczenie o uzyskanej średniej ważonej) wraz z komentarzami do załączników.

Etap studiów:

sem. 1, Elektromobilność, studia stacjonarne II stopnia

Jednostka obsługująca podanie:

Wydział Elektryczny [104000]

Adresat podania:

Dziekanat

Uprzejmie proszę o średniej ważonej w rankingu do stypendium rektora, która wynosi

Średnia została obliczona z uwzględnieniem punktów ECTS.

Załączniki:

Możliwe jest załączanie tylko dokumentów w formacie: .

Maksymalny rozmiar załącznika: **30.00 MiB**

Maksymalna liczba załączników: **3**

Załącz plik

1. suplement-skan.pdf (0.07 MiB)

Usuń

Anuluj składanie i usuń bezpowrotnie

Dalej

Fill out the form. You can also attach files in the pdf format. After filling out the form press „Next”

6.

Potwierdź treść przed złożeniem



Podanie jest gotowe do złożenia. **Dokładnie przeczytaj zawartość podania.** Upewnij się czy podanie nie zawiera błędów i na pewno chcesz je złożyć. Następnie, naciśnij stosowny przycisk na dole strony aby je złożyć.

Złożonego podania nie można usunąć. Podanie, które zostało złożone, można później wydrukować z "listy moje podania".

Jeśli chcesz **poprawić** podanie, naciśnij przycisk **wrót do edycji**.

Program: Elektromobilność, studia stacjonarne drugiego stopnia [104C-MSP-EM]

Tura składania podania: Składanie od 2023-08-31 do (bez końca)

← Wrót do listy podań

Drukuj podanie

Wniosek o weryfikację i przeliczenie lub dodanie średniej ważonej w rankingu do stypendium rektora [1000-STPSR]

Numer podania:

ayy2H7nj83KCgZtgSECK

Preferowany język obsługi podania:

polski

Temat podania:

Wniosek o weryfikację i przeliczenie lub dodanie średniej ważonej w rankingu do stypendium rektora

Imię i nazwisko:

25 8-t r t a

Data złożenia:

--

Program:

Elektromobilność, studia stacjonarne drugiego stopnia [104C-MSP-EM]

Etap studiów: sem. 1, Elektromobilność, studia stacjonarne II stopnia/2022Z

Obsługa:

Jednostka obsługująca: Wydział Elektryczny [104000]

Aktualny status: **W edycji** [WED]

Obsługiwane zgodnie z procesem: **Podanie bez rozstrzygnięcia** [PWBEZOP] (pokaż przebieg procesu)

Osoba obsługująca: (nie wyznaczono)

Adresat:

Dziekanat

Treść podania:

Uprzejmie proszę o **dodanie** średniej ważonej w rankingu do stypendium rektora, która wynosi: **4,69**

Średnia została obliczona z uwzględnieniem **60** punktów ECTS.

Podpis studenta:
Zostanie potwierdzone elektronicznie po złożeniu.

Załączniki:

1. **1000-STPSR_6580_1.pdf** 0.07 MiB Skan suplementu `suplement-skan.pdf`

Potwierdzenie

- Chcę otrzymać emailowe potwierdzenie złożenia podania ⓘ

Pamiętaj!

Zatwierdzając podanie oświadczasz, że jesteś świadom odpowiedzialności wynikającej z pisemnego poświadczenia nieprawdy.

Wróć do edycji

Złóż i przekaż do rozpatrzenia

Once completed, you will receive an application ready for approval. If you have doubts about the application then we can “go back to edit”. In case you have filled out the form correctly then submit the application for consideration.

7.

← wróć do moje ePodania

Podanie ma aktualnie status: **Złożone**

Numer złożonego podania: WE.426.39.2023



Podanie otrzymało status: **Złożone**. Możesz śledzić proces obsługi podania na liście podań, dostępnej w lewym menu (ePodania->Moje podania). Korzystając z listy złożonych podań można także wydrukować każde podanie.

You have officially filed the application.

Request for verification and correction of the number of points awarded for scientific, sports or artistic achievements

If the number of points for academic, sports or artistic achievements is not properly counted, you can file electronically (USOSweb) a request for a recalculation for the above achievements (winter scholarship campaign -> November 6-10, 2024; summer scholarship campaign).

IMPORTANT! Regardless of the form of submission, on the basis of the calculated average, when, depending on the students attending 1 course in 1 department, the number of students falling within 8% is, for example, 12.68 or 12.33 then the average number of students is rounded down, i.e. to 12. Submission of an appeal to the body of the second instance is not recommended, since the Faculty Scholarship Committees follow §22.5 of the Regulations on benefits and are required to grant only students falling within 8% of all students in each course of study conducted in the basic organizational unit of the University.

8. Emergency financial aid

a. Terms of granting emergency financial aid

Every student, who has **temporarily** found themselves in a **difficult** life situation, can apply for emergency financial aid. A difficult life situation is understood as an occurrence of events, independent from the student, which negatively affect their **financial situation**, hindering the studying process.

A student can get emergency financial aid in the first year of studying, but no more than **2 times in an academic year**. You cannot get this benefit two times for the same incident.

Emergency financial aid is granted discretionarily, and every application is considered individually, so it is very important to write an argumentative justification (attaching for example a disease history, other documents confirming an incident that occurred), which will explain how the incident put the student in a difficult financial situation.

Like the social scholarship, a student has the right to be granted an emergency financial aid only in one field of study, only in one university.

b. Deadline for application

Wniosek powinno się złożyć niezwłocznie, w dowolnym momencie roku akademickiego, niezwłocznie i nie później niż **3 miesiące** od daty zdarzenia uprawniającego do udzielenia świadczeń. Wypłata świadczenia jest jednorazowa.



c. Required documents

To apply for an emergency financial aid, you need to submit an application via the USOSweb system. It is also necessary to document as much as possible the incident, which is the reason for applying, because it allows the committee to investigate the given issue in more detail.

IMPORTANT! In case of applying before a thesis defense (e.g. a week before the defense date) and getting a positive response after the thesis defense, you do not get the emergency financial aid due to losing status of student after the defense (§3 act 2 & 3 Academic Regulations).

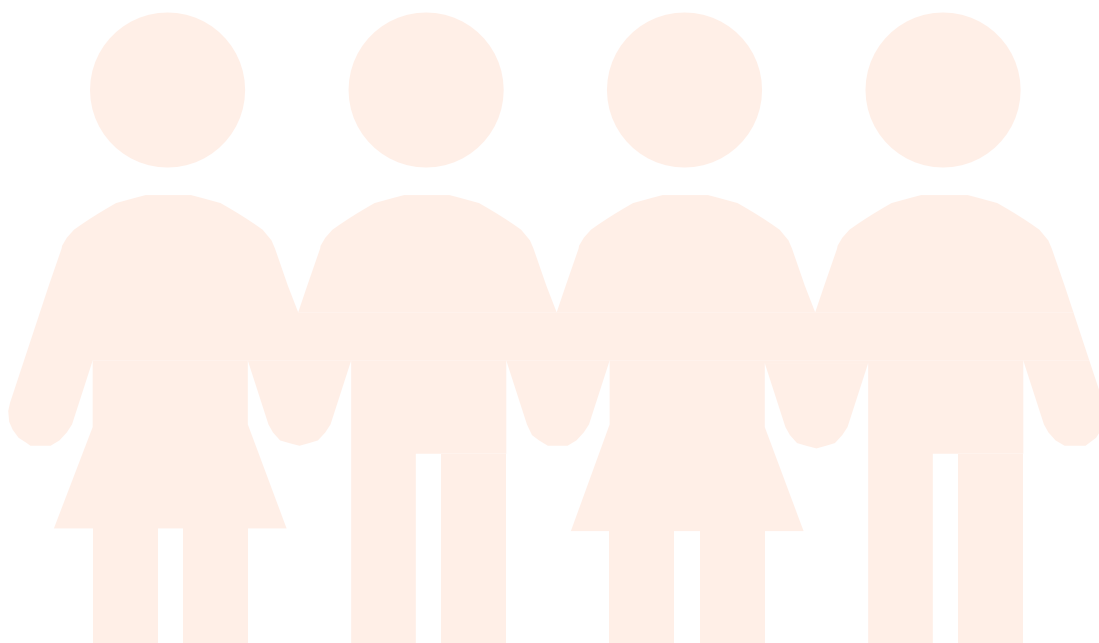
9. FSC (WKS), SAC (OKS), what is it all about?

FAC (WKS) is Faculty Scholarships Committee. It consists of delegate students and faculty employees. When it is constituted, it is responsible for granting, expiring, suspending and resuming the payment of scholarships: social, for people with disabilities, Rector's and emergency financial aids. For questions related to getting a financial aid for WUT students You can contact not only the Dean's Office, but also members of FAC.

SAC (OKS), which is the Scholarship Appeals Committee, is the second instance of scholarship committees. Appeals from the FAC decisions related to scholarships and emergency financial aids are directed to SAC. It consists of financial aid experts, who will answer even the most difficult questions.



Delegate for **SWC (KS)**, being the Student Welfare Committee – it is the person at the faculty, which you can contact when you have a problem or a dilemma with scholarship related matters. **Contact to a delegate from each faculty can be found at the end of this guide.** It is recommended to check it straight away, so you can “call a friend” when you are in need!



10. FAQ



a. General

- Where to apply for a scholarship?
 - *Applications for scholarship for people with disabilities, Rector's and emergency financial aids are submitted electronically via the USOSweb, in Common Section -> Applications. Application for social scholarship should be submitted on paper, so all documents are to be provided to the dean's office (dean's offices list can be found at the end of this guide).*

- Who can I contact with a request to help with filling in a scholarship application?
 - *You can direct your questions mainly to the Delegate for Student Welfare Committee from your faculty, the dean's office or members of Faculty Scholarship Committee. You can also write to stypendia@samorzad.pw.edu.pl.*

- What should I do if the application for a scholarship or emergency financial aid is opening incorrectly?
 - *It is best to fill the application electronically in the Word program from the Microsoft Office package. MS Office package is free for all WUT students.*

- I have found myself in a difficult financial situation and I am afraid that my financial situation will prevent me from continuing my studying. Can the University help my in any way?
 - *Of course. If the income per one person from your family is not above the threshold set for given year, you can try to apply for a social scholarship. You can also apply for emergency financial aid twice a year.*


- Can I apply for a scholarship in the middle of an academic year?
 - *Application for a social scholarship and scholarship for people with disabilities can be submitted at any point during an academic year. Rector's scholarship is only granted during the scholarship actions (more detailed information can be found in the description of each scholarship).*




- Does studying in more than one field of study at once matter at all when applying for a scholarship?
 - *No. You can submit an application at any faculty, if you are studying at more than one, or at both, but remember that you can only receive a scholarship at **ONLY** one of them. When submitting an application, every student declares that they are not receiving benefits for more than one field of study.*

- At which faculty do I have to submit documents for getting a scholarship if I start studying at a new faculty from this academic year?
 - *If you are not suspending studies at your first faculty, you can submit documents and any of them or both (but receive scholarship at only one of them). If, however, you are changing your field of study, the application should be submitted at your new faculty.*

- Do I have to submit an application for a scholarship again if I start second-cycle studies in March?
 - *Yes, they should be submitted during the scholarship action for summer semester.*

- Can more than one member of the family apply for a social scholarship (e.g. siblings, a married couple)? 
 - *Yes, given that each person that is applying has a student status.*

- Is there an age limit when applying for a social scholarship?
 -  *No. No matter the age, field of study, form and year of studying, every student can apply for a scholarship but remember that you only have the right to receive financial benefits for 12 semesters, if you are not studying for more than 12 semesters.*


- Do part-time, evening students and OKNO students have the same rights for social scholarship as full-time students?
 - *Yes, above-mentioned students have the same right for social scholarship as full-time students. Postgraduate students do not have the right to financial aid.*

- I am repeating a semester. Do I still have the right to get a scholarship?
 - *You have the right to apply for social scholarship, scholarship for people with disabilities and emergency financial aid, as those are not dependent on academic results. You cannot, however, apply for a rector's scholarship, because one of the requirements for it is passing all the classes from the previous semester, or more accurately having a full registration after the 1st year of studies and in the next year or semester of studies (§ 22 Academic Regulations at Warsaw University of Technology).*

- For what period can I receive a scholarship?
 - *Scholarships can be received at first-cycle studies, second-cycle studies and long-cycle studies, when studying for no more than 12 semesters.*

- What is the waiting time for a decision on an application for a scholarship? How will I get an information about the decision?
 - *During the academic year, the waiting time for your application is about 2 work weeks, however, during the October Scholarship Action it can take a bit more (see: Schedule). If you applied during the academic year and the waiting time is being prolonged, it is recommended to contact the Faculty Scholarships Committee and ask about the progress.*

- When can I appeal from the decision about receiving a scholarship?
 - *You can submit an appeal up to **2 weeks** from receiving a decision.*

- When do scholarships transfer to students' accounts? 
 - *Scholarships are paid out up to the 5th day of each month. The start of a semester is an exception, when according to Scholarship Action Schedule, they are paid out later.*

- How do I know what was the reason for rejecting my application?
 - *On the decision about rejecting the application, which you will receive in the Dean's Office in case of getting a negative review, there will be stated a reason for why it happened.*





- What can I do if I think that the decision about rejecting my application was taken unfairly?
 - *There is an option to appeal from each decision about scholarships at a higher instance, up to 2 weeks after receiving a decision.*

- Where can I find the Scholarships Appeals Committee?
 - *The Scholarships Appeals Committee does not have its own place, all appeals should be submitted in the Dean's Office.*

- Due to being aboard I was not able to apply on time. Can I still apply for a scholarship, e.g. Rector's?
 - *Rector's scholarship is being conducted as an electronical competition, which allows for filling an application directly in USOSweb, so there is no possibility of reopening the applying period. In case of other financial aids, an application can be submitted after the scholarship action, even electronically (apart from the social scholarship), but the aid will be granted from the month following the application.*



b. Documents


- Where will I find all the attachments necessary for submitting and application?
 - *All documents to be downloaded, related to financial aid, can be found at [WUT Chancellor Office website](#). If you run into any problems with opening the files, write to us at stypendia@samorzad.pw.edu.pl.*  

- I need to attach a document to the applications, which I might need for other purposes (e.g. rental agreement). What should I do if I do not want to give the original document?
 - *When applying, take the document and its copy with you. A dean's office employee (or a member of Faculty Scholarships Committee) can confirm the copy's consistency with the original, the copy is left in the office with the application, and you take the original document back.*

- Is the application deadline a deadline for submitting all documents as well?
 - *Yes, you need to submit a full application by that deadline. The only case, when documents can be provided after this date is when you are requested to complete the application. In that case, the deadline for providing the documents is the request's expiration time (a week from its receipt).*

- If I do not manage to provide the necessary documents on time, will I be able to provide them later and receive the scholarship from next month?
 - *Yes. Application for the social scholarship and scholarship for people with disabilities can be submitted at any point during the academic year. In the case of Rector's scholarship, it is not possible.*

- What will happen if the application is incomplete?
 - *In that case you will receive a request to complete the missing parts. You will have at least 7 days for that. After the deadline given in the request, the application will be left without review.*


- If I am a foreigner, do the documents provided by me have to be translated by a sworn translator?
 - 
 ■ *Yes, documents must be translated by a sworn translator.*

c. Social scholarship

- Do regular expenses like city card, medicine taken routinely etc. influence the social scholarship?
 - *Unfortunately, no. Social scholarship is granted based on income, not expenses. If the expenses are caused by a sudden, unexpected event, which put you in a difficult financial situation, it is worth to apply for an emergency financial aid.*

- Does the average grade point matter at all for the social scholarship?
 - *No. Social scholarship is granted based on income per one person in the family, not academic results.*

- Can you apply for a social scholarship on resumed/repeated studies or on a leave on engineering or master's studies?
 - *Yes, given that the aid was received under the condition of not exceeding 12 semesters of studying.*

- What should I do if the number of people in my family exceeds the number of entries in the form?
 - 
 - *Send an email about this issue at stypendia@samorzad.pw.edu.pl, we will send you and extended application.*

- Is the maximum income allowed for applying for social scholarship given net or gross?
 - *It is the net amount.*

- Do I have a chance of a positive application review, if my income per one member of the family is above the threshold by less than 10 zł?
 - *No. Social scholarship is granted only when income per one family member is no more than the maximum amount.*

- One adult member of my family did not get any income in the previous calendar year. In this situation, do I have to provide a certificate of no income from the Tax Office, or is the statement from the Chancellor's Office website enough?
 - *Both the certificate from TO as well as the statement ([Appendix No. 3](#))*

- On the certificate from the Tax Office, I have income coming from different sources (employment contract, for specific work, etc.). How do I fill in the application?
 - *The whole income should be entered into the "Tax Office" rubric and in the number of months you should enter 12.*

- My parents are insured in the Agricultural Social Insurance Fund (KRUS) and apart from income from farm, they do not have any other income. Do they have to fill in the statement of health insurance contribution?
 - *Yes, they should fill in this statement, entering the amount of contributions equal to 0 zł.*

- On the certificate from the Tax Office there is no information about the amount of health insurance contributions. Does every member of the family have to sign the statement of health insurance contributions, even if the amount is equal to zero?
 - *Even if the amount of health insurance contributions is written on the certificate from the Tax Office or is equal to zero, a certificate from the Social Insurance Institution or from the workplace about its amount or the statement about its amount ([Appendix No. 2](#)) is necessary, signed by every adult family member, in case of no income.*

- Is it obligatory to attach a certificate from Social Insurance Institution about the amount of health insurance contributions to the application for social scholarship when one of family members runs a business?
 - *Yes, a certificate from the Social Insurance Institution or from the workplace about its amount or the statement about its amount ([Appendix No. 2](#)) in case of no income is necessary in every case.*

- Should a certificate about parents' income be issued for both together, or for each one separately?
 - *Both options are allowed. If they settle accounts together, a combined certificate should be issued.*




My parents have a combined income, which appears in the certificate from the Tax Office, but the income of each family member is entered separately in the scholarship application.

- *In that case you should enter that income for one parent, and for the other one, after choosing the "Tax Office" income type, enter 0,00.*

- How to fill in the income when incomes for each month differ from each other?
 - *In that case you should enter the total income in the income rubric and 12 in the number of months.*

- Is there a possibility of deducting from the income the salary from a temporary job, when the contract is e.g. for less than 3 months or when working with mandate contract?
 - *No, every income acquired during the academic year must be included in the income. The income can however be counted as lost.*

- Is annual farmer's income calculated based on conversion hectare income from the previous year or the current one?
 - *It is calculated based on conversion hectare from the previous calendar year preceding the current academic year.*

- When calculating the income from a farm should the conversion hectare or the physical one be taken into account?
 - *The conversion hectare should be taken into account.* 

- Should adult siblings be considered in the application, if they still live with parents or are dependent on them?
 - *Adult siblings are counted towards members of family only if they continue to study and do not exceed 26 years of age. If a sister or a brother are adult and finished their education, we do not enter them into the application. Additionally, we also count them if they have a disability certificate.*

- Which documents are required in case of siblings which are considered in the application?
 - *In case of siblings younger than 18 years old, a shortened birth certificate or a certificate of school attendance in the specific school is required. If siblings are adult, a certificate from school or university is required, along with a full set of documents stating the income.*


- I receive child support from my parent, but my parents are not divorced. How do I include that in the application? Which documents do I have to provide?
 - *The parent, which, the court ruled, pays the child support, is not counted as a family member in the application, so we do not consider their income. In that case you need to provide a document from the court about the affiliation order. The child support amount should be entered in the corresponding rubric in the application.*

- Do I include a stepfather, who did not adopt me, in the application?
 - *No, even if you live together. We only count him if he is an actual guardian.*

- I started a job in this calendar year. Do I have to document this in any way in the social scholarship application, or is only income from the previous tax year taken into account?
 - *In the application you put the new income as income earned*


- How to fill in the income earned in the application?
 - *You only need to enter the income earned for the 2nd month of work multiplied by the number of months which you were employed for (until the moment of applying) and fill that number of months in the sheet.*

 - In case of losing a job, e.g. due to starting the studies, can I apply for the social scholarship, even if income per person in the previous year was higher?
 - *Yes. Read more in the next question.*


 - What to enter in income in case of losing a job?
 - *You enter the income from the Tax Office for the year 2023 and in case of losing the income you enter the amount of income lost as the total income that job gave you in 2023 a line below.*
- 
- How to document the loss of a job?
 - *You can document it by the job contract termination, employer certificate of employment termination or employment certificate.*

 - Should the amounts entered in the income lost/earned boxes be provided net or gross?
 - *Taxed income should be provided gross.*


 - When do I have to attach to the application a certificate from a social welfare center about my and my family's income and financial situation?
 - *Such certificate needs to be attached in cases where the monthly income per family member is no more than the amount specified in art. 87 section 2 pt 1 (it is 600 PLN., and from the 1st of January 2025 – 823 PLN).*

 - In case when the 800+ benefit is being received in my family, do I have to include it in the income?
 - *The 800+ benefit is not included in the income.*
- 
- I was employed in a specific workplace, I quit, but I returned there after two months. Do I count that as income lost?
 - *This income would be lost, if you did not work there for more than 3 months.*

d. Increased social scholarship

- In [Appendix No. 4](#) you mark whether you are applying for social scholarship or the increased one. When applying for increased social scholarship, do I have to choose both options?

- *No. You only need to choose the second rubric, the one for increased social scholarship. At the same time, you should remember that you MUST fill in the justification rubric.*



e. Rector's Scholarships

- What average is needed to apply for scholarship for academic results?

- *To apply for receiving points for the academic results part, an average grade no smaller than 4.0 is required.*
- Does the financial situation matter for granting the Rector's scholarship?
 - *No. Rector's scholarship is granted only based on achievements.*
- Does exemption from an exam and/or the date when I passed the classes influence granting the scholarship for academic results?
 - *No. The weighted average grade and number of ECTS points effect granting (or not) the scholarship.*
- Is a student that switched the field of study, faculty and/or university entitled to the scholarship? Can you get it based on the grades received in the previous field of study?
 - *Yes. Even if You studies outside WUT before, you should provide the document proving the weighted average grade along with the number of ECTS points.*
- When applying for the Rector's scholarship for sports achievements, can any class be failed?
 - *No. You need to have all ECTS points. You also must get complete registration (this only relates to granting points in the academic results section) after the 1st year of studies and on the next year of semester of studies (§ 22 Academic Regulations at the Warsaw University of Technology). If you have conditional registration, you will get 0 points in the academic results section, but you can receive points for scientific, sports or artistic achievements (§ 21 act 3 & 7 Regulation for benefits for students of the WUT in the academic year 2024/2025).*

- Do I need to have PE/language classes passed to have a chance of getting the Rector's scholarship?
 - *Yes. You need to have all ECTS points. In case of conditional registration, you are not excluded from getting the rector's scholarship for scientific, sports or artistic achievements, but the chances of being in the 8% are low.*

- Can I get the Rector's scholarship as a first-year student?
 - *The Rector's scholarship can be granted to any first-year student, who, during the year of submitting the high-school (matura) exam, started their studies and during their education in high school or technical college was a laureate of international olympiad or a laureate or finalist in a central level olympiad, which are mentioned in the act on the education system. It can also be granted to a medalist of at least a sports competition for the title of Polish Champion in a given sport, which is mentioned in the sports regulations.*

f. Emergency financial aid

- What can I get emergency financial aid for?
 - *For all kinds of incidents and temporary situations which negatively impact your life situation*
Example reasons are:
 - 
 - *A serious illness of student or their family member (regulations for aid 2024/2025);*
 - *treatment costs related to an accident;*
 - *losses related to a flood/fire/etc.;*
 - *death of the closest family member (regulations for aid 2024/2025);*
 - 
 - *worsening of financial status after the birth of a child;*
 - *other events resulting in a temporarily difficult financial situation of the student (regulations for aid 2024/2025).*

- How to document a given event?
 - *Documentation of an event is individually related to each situation.*
Examples:
 - *with childbirth, you need to provide the birth certificate;*
 - *with death of family member, you need to provide the death certificate;*
 - *in case of buying things (e.g. medication) you need to provide an invoice confirming the purchase, issued for the student.*

- Can I receive emergency financial aid for the purchase of a computer or a printer?
 - *You need to remember that emergency financial aid is not a funding for buying something, but a form of financial support. Therefore, emergency financial aid for the purchase of a computer or a printer can be granted, if the student will correctly document finding themselves in a temporarily difficult financial situation due to this necessary purchase. A difficult financial situation is understood as an appearance of, independent from the student, events, which negatively impact their financial situation, hindering the studying process.*

- How many times a year can I get emergency financial aid?
 - *A student can receive emergency financial aid no more than two times in an academic year.*

- I have an invoice in a foreign currency, from which day will the exchange rate be taken in?
 - *From the day which the invoice was issued on.*

11. Dean's offices contact

Faculty	Building	Room	Phone number
Administration and Social Sciences	Main Building	207	22 234-15-52
Architecture	Architecture Building	6	22 234-55-48
Civil Engineering, Mechanics & Petrochemistry	Main Building Branch in Plock	212 / 213	24 262 71 01
Chemistry	Old Chemistry Building	Chemical technology: 100	22 234-73-72
		Biotechnology: 54	22 234-57-34
Electronics and Information Technology	Electronics Building	119	22 234-79-11
Electrical Engineering	Main Building	216	22 234-78-83
Physics	Physics Building	130	22 234-76-60
Geodesy and Cartography	Main Building	128	22 234-72-54
Building Services, Hydro and Environmental Engineering	Building of Building Services, Hydro and Environmental Engineering	136	22 234-61-32
Chemical and Process Engineering	Building of Chemical and Process Engineering	1st-cycle studies: 178	22 234-64-53
		2nd-cycle studies: 179	22 234-65-09
Civil Engineering	Civil Engineering Building	106	22 234-15-38
Material Science and Engineering	Building of Material Science and Engineering	204	22 849-99-35 22 234-84-51
Mechanical and Industrial Engineering	New Technology Building	127	22 234-82-54

Wydział	Budynek	Pokój	Numer telefonu
Mechaniczny Energetyki i Lotnictwa	Aviation Building	126	22 234-59-63
Mechatroniki	Mechatronics Building	122	22 234-84-56
Samochodów i Maszyn Roboczych	Automobiles and Tractors Building	0.5	22 234-82-93
Transportu	Nowa Kreślarnia Building	111NK	22 234-71-97
Zarządzania	New Technology Building	5	22 234-86-94
Kolegium Nauk Ekonomicznych i Społecznych	Main Building Branch in Plock	103	24 367-21-26



12. SSPW Social Welfare Committee Contact (FSC-s)

Contact to Faculty Scholarships Committees (FSC) can be found at the WUT Public Information Bulletin website.

Link: [https://www.bip.pw.edu.pl/index.php/Wladze/Zespoly-Rady- Komisje-Kapituly-Rzeczniczy-Koordinatorzy/Komisje/Wydzialowe-Komisje- Stypendialne](https://www.bip.pw.edu.pl/index.php/Wladze/Zespoly-Rady-Komisje-Kapituly-Rzeczniczy-Koordinatorzy/Komisje/Wydzialowe-Komisje-Stypendialne)

