

Annex to Regulation No. 42 of the Rector of Gdynia Maritime University
of 1 October 2024

Regulations on Student Benefits for Gdynia Maritime University Students



Gdynia 2024



TABLE OF CONTENTS

Part I. GENERAL PROVISIONS	3
Part II. SCHOLARSHIP AWARDING BODIES	11
Part III. CONDITIONS AND HOW TO APPLY FOR FINANCIAL ASSISTANCE	12
1. Social Scholarship	12
2. Social Scholarship of Increased Amount	16
4. Rector's Scholarship	18
5. Financial Relief	23
6. Financial Assistance for Non-National Students.....	24
Part IV. FINAL PROVISIONS.....	24

Annexe 1 – Financial Situation Declaration

Annexe 2 – Notification of Changes Affecting Entitlement to a Social Scholarship

Annexe 3 – Rector’s Scholarship: Substantive Assessment Criteria



Part I. GENERAL PROVISIONS

Section 1

Scope and definitions

1. These Regulations set out:
 - 1) the rules for establishing and allocating the student benefits fund;
 - 2) the detailed rules for determining the amount of, awarding and paying benefits for students of Gdynia Maritime University;
 - 3) the method of documenting a student's financial situation;
 - 4) the procedure for appointing, and the composition of, Faculty Scholarship Committees (FSCs) and the University Scholarship Committee (USC).
2. Under these Regulations, applications for student financial assistance may be made by Polish citizens and by foreign nationals to the extent provided for in Articles 86 and 324(3) of the Act of 20 July 2018 – Law on Higher Education and Science (consolidated text: Journal of Laws of 2023, item 742, as amended).
3. Subject to Section 7, financial assistance may be received by a full-time or part-time student of bachelor's or master's studies at Gdynia Maritime University who meets the conditions set out in the Act, the Study Regulations, and these Regulations.
4. The terms used in these Regulations mean:

the University / GMU Gdynia Maritime University

Rector The Rector of GMU or a Deputy Rector acting under the Rector's authorisation.

Dean the Dean of the faculty (or Deputy Dean) acting under the Rector's authorisation;

Student A person studying on a bachelor's (first-cycle) or master's (second-cycle) study degree in full-time or part-time mode;

FSC [Polish: WKS] a Faculty Scholarship Committee appointed by the Rector, composed of students delegated by the faculty Student Government and University staff, acting as the first-instance body in matters of student financial assistance for the relevant faculty;

USC [Polish: UKS] the University Scholarship Committee, with the powers of an appeal scholarship committee, appointed by the Rector from among students delegated by the University Student Government



and University staff;

The Act the Act of 20 July 2018 – Law on Higher Education and Science (as amended).

Section 2

Funding source and allocation

1. Student benefits are awarded from the subsidy allocated to the University by the competent minister as non-repayable financial assistance.
2. The Rector, in agreement with the University body of the Student Government, allocates the subsidy referred to in paragraph 1 between funds intended for scholarships and one-off grants for GMU students, proportionally to the number of students.
3. The Chairs (or authorised members) of the USC and FSCs may participate in the allocation referred to in Section 2(2) in an advisory capacity.

Section 3

Internal division of funds

1. From the funds allocated for scholarships and one-off grants for students, a reserve of up to 1% of the allocated funds is set aside at the Rector's disposal for appeals and additional applications. The remaining amount is divided into:
 1. Part A – Social Scholarships and Social Scholarships of increased amount;
 2. Part B – Rector's Scholarships awarded to no more than 10% of students in each programme of study conducted at the University, and constituting no more than 60% of the funds allocated jointly to Rector's Scholarships, Social Scholarships and one-off grants;
 3. Part C – scholarships for students with disabilities;
 4. Part D – one-off grants, up to 2% of the sum specified in Parts A and C.

Section 4

Types of benefits and eligibility period

1. Students may apply for:
 1. a Social Scholarship;
 2. a Scholarship for Students with Disabilities;
 3. a Rector's Scholarship;
 4. a One-off Grant;



2. In addition to the benefits listed in paragraph 1(1–4), a student may also apply for:
 1. a scholarship funded by a local government unit;
 2. a scholarship for academic results or sporting achievements funded by a natural person or a legal person that is neither a state legal person nor a local government legal person;
 3. a Minister's Scholarship for a student who has significant scientific or artistic achievements related to their studies, or significant sporting achievements.
3. Student benefits are available for bachelor's and master's degree programmes, and for combined bachelor's–master's degree programmes.
4. Student benefits are not available to a student who already holds one of the following professional titles awarded in Poland or abroad:
 1. Master's, Master of Engineering or an equivalent title;
 2. Bachelor's, Bachelor of Engineering or an equivalent title, if the student is not undertaking a bachelor's programme for the first time.
5. The total period for which the benefits referred to in paragraph 4(1) may be granted is 12 semesters, regardless of whether the student actually received the benefits, provided that within this period the benefits may be granted for:
 1. bachelor's studies – for no more than 9 semesters;
 2. master's studies – for no more than 7 semesters.
6. The total period referred to in paragraph 1(1–4), is extended by 2 semesters where the student undertakes a combined bachelor's–master's degree programmes whose statutory duration is 11 or 12 semesters.
7. The period referred to in paragraph 1(1–4), includes all semesters commenced by the student in bachelor's, master's and combined bachelor's–master's degree programmes. Master's programmes, including semesters during leave referred to in Article 85(1)(3) of the Act, except for semesters in further bachelor's studies commenced or continued after obtaining the first Bachelor/Bachelor of Engineering (or equivalent) degree. Where a student studies in more than one programme, semesters completed concurrently are treated as one semester.
8. Where the disability arose during the course of studies or after obtaining a professional title, the disability scholarship referred to in paragraph 1(2) may be granted for an additional period of 12 semesters. The provisions of paragraphs 5 and 7 apply accordingly.
9. The provisions of paragraphs 3–7 apply accordingly to students who studied or obtained professional titles abroad.
10. The total monthly amount of the scholarships referred to in paragraphs 1(1) and (3) paid to a student must not exceed 38% of a professor's salary.
11. In particularly justified cases, a student may be awarded a Social Scholarship of increased amount.



Section 5

Allocation of funds to faculties

1. Funds for Social Scholarships and scholarships for students with disabilities are allocated to individual faculties on the basis of the number of students of a given faculty who are entitled to receive scholarship benefits.
2. Funds for Rector's Scholarships and one-off grants are allocated to individual faculties proportionally to the number of students of a given faculty.

Section 6

Eligibility regardless of mode of study

Social scholarships, scholarships for students with disabilities, Rector's Scholarships, and one-off grants may be awarded to both full-time and part-time students.

Section 7

Studies in more than one programme

1. A student studying concurrently on more than one programme of study (including at different higher-education institutions) may receive a Social Scholarship, a Scholarship for Students with Disabilities, a One-off Grant, a Rector's Scholarship and a Minister's Scholarship only for one programme of study, indicated by the student.
2. A student referred to in Section 7(1) must submit to the Rector/the relevant FSC a written declaration identifying the programme of study for which they wish to receive the above scholarships. The choice is made for the duration of the academic year and cannot be changed during the academic year.

Section 8

Students on domestic/foreign mobility programmes (e.g., Erasmus+)

A student who, with the Dean's consent, takes part in a domestic or mobility (study) programme outside the University (e.g., Erasmus+), and who acquired entitlement to scholarship benefits before departure, retains the right to receive those benefits for the duration of the programme.



Section 9

Loss/expiry of entitlement and other special cases

1. A student loses entitlement to benefits in the event of:
 1. removal from the student register in the programme in which they received benefits;
 2. suspension of student rights by a final decision of the disciplinary committee;
 3. obtaining a professional title referred to in Section 4(4) (the completion date is the date of the final examination);
 4. resignation from studies at GMU;
 5. expiry of the benefit period referred to in Section 4(5).
2. During compulsory sea training on seagoing vessels, a student loses entitlement to the Social Scholarship from the start of the training. The student must submit to the Rector/the relevant FSC:
 1. a referral for practice from the faculty office to the Shipowner and Sea Practice Department; and
 2. the contract/agreement stating the start date of the contract/training on seagoing vessels.
3. The Dean provides the Rector/the relevant FSC with the list of students and the practice dates at least one month before embarkation.
4. A decision awarding a benefit referred to in Section 4 expires on the last day of the month in which the student was removed from the student register, completed studies in the programme for which they received the benefit, or lost entitlement to the benefit under Section 9(1).
5. A student receiving a benefit must immediately notify the University (the FSC) of the occurrence of any circumstance referred to in paragraph 9(1).
6. A student who took Dean's leave in a given semester may, after returning from leave, apply for the Rector's Scholarship on the basis of results obtained in the academic year preceding the semester in which they took leave.
7. A student repeating a year/semester or conditionally enrolled for a semester may apply only for: a Social Scholarship, a Scholarship for Students with Disabilities, or a One-off Grant.



Section 10

General rule: how benefits are awarded

1. The benefits referred to in Section 4(1)(1)–(4) are awarded on the basis of a student's application generated in the University USOS system and submitted to the Rector or the relevant FSC, appointed in accordance with Section 18, where the Student Government has requested its appointment.
2. A student may request a review of a decision on a Social Scholarship, a Scholarship for Students with Disabilities, a Rector's Scholarship or a One-off Grant by submitting a request to the Rector/USC within 14 days of receiving the decision.
3. At the request of the faculty body of the Student Government, the Rector shall delegate powers to the Faculty Scholarship Committee (FSC) to issue the decision referred to in Article 86(3) of the Act.
4. At the request of the University's Student Government, the Rector shall delegate powers to the University's Scholarship Committee (USC) to consider appeals concerning the granting of financial assistance.
5. The delegation of powers shall take place during the academic year, in accordance with the deadline set by the Rector on the organisation of the academic year, and shall not apply during the summer holidays, during which these powers shall return to the Rector.
6. Financial assistance must be awarded to GMU students in accordance with the principle of equal access and transparency in relation to the work of scholarship committees while ensuring the protection of personal data.

Section 11

Deadlines and duty to submit complete documents

1. The deadline for submission of applications for a Social Scholarship, a Scholarship for Students with Disabilities and a Rector's Scholarship is 20 days from the first day of the academic year/semester.
2. It is the student's responsibility to submit the application for financial assistance on time, together with the full set of required documents available in the University USOS system.
3. In the event of an application after the deadline for the financial assistance referred to in Section 4(1)(a)(b), together with the required documents, the payment of the scholarship or grant shall be made one month after the month in which the application was submitted, if the student meets the conditions set out in these Regulations. Students shall not be entitled to receive back payments for the previous months.



4. In the event of changes in financial circumstances during the semester of a student applying for a Social Scholarship, or where the student has been granted a declaration of disability proving the right to apply for a scholarship for persons with disabilities, paragraph 3 shall apply accordingly.
5. Should the application for the grant of the Rector's Scholarship referred to in paragraph 4 (1)(3) be submitted after the established deadline, the Rector or the relevant USC shall not award a Rector's Scholarship to the student if no request for an extension of the deadline has been received in writing or the request for an extension of the deadline has been denied.
6. During times of restrictions associated with the prevention and eradication of COVID-19, or with a state of epidemic threat, a state of emergency, a state of natural disaster, or any other impediments identified by an Act, regulation, decision or official notice of the competent authorities that make it impossible to submit the applications referred to in Sections 10 and 11, they may be sent to the FSC and USC electronically in the form of a scan signed by the student.

Section 12

Incomplete applications: 7 days to correct

1. If an application generated in the University USOS system is incomplete or incorrectly completed, or raises doubts, the Rector or the relevant scholarship committee will require the student to provide explanations or correct the application (including missing documents) within 7 days of receiving the request. Failure to comply with this request will result in the application being left without consideration.
2. If the defects in the application are corrected or the missing documents are submitted after the deadline specified in the request referred to in paragraph 1, the student applying for benefits must submit a new application. The provisions of Section 11 apply accordingly.

Section 13

Period of entitlement and payment period

1. The scholarships referred to in Section 4(1)(a-c) are granted for the semester, subject to Section 11 and Section 29(5-6).
2. A student may receive the benefits referred to in Section 4(1)(1)–(3) for 10 months in an academic year (in the winter semester from October to February; in the summer semester from March to July). Where study lasts one semester, the benefits are granted for 5 months.



Section 14

Payment method

1. The Scholarships referred to in Section 4(1)(1)–(3) are paid monthly.
2. Student benefits are paid by bank transfer to the bank account indicated by the student, of which the student is the account holder or joint account holder.
- 3.

Section 15

Correspondence and repayment of unduly received benefits

1. For evidential purposes, correspondence of the Rector or scholarship committees should be sent by registered mail with acknowledgement of receipt and must be kept in the student's scholarship file in paper form.
2. Awarded and paid scholarship benefits must be repaid in full and returned to the student benefits fund where:
 - 1) false data was provided in the application;
 - 2) false documents were submitted;
 - 3) the student failed to notify the Rector or the relevant scholarship committee of changes in the student's or the student's family financial situation specified in these Regulations that affect entitlement to benefits or their amount.
3. In the cases referred to in paragraph 2, the student is subject to disciplinary liability, which does not exclude civil or criminal liability under separate provisions.

Section 16

Decisions, service, and review of decisions

1. The Rector or the relevant scholarship committee issues decisions granting or refusing student benefits in accordance with the Code of Administrative Procedure (KPA). Entitlement is determined by an administrative decision.
2. The Decisions issued by the FSC/USC are signed by the Chairs of those committees or by Deputy-Chairs acting under their written authorisation.
3. Decisions are sent to the student's address with acknowledgement of receipt and indication of the date of receipt.
4. In the case of a decision granting benefits, confirmation of receipt results in payment of the awarded benefits.
5. The Rector or the relevant scholarship committees may allow personal collection of a decision; the student confirms receipt by signature and date.
6. A request for review of a decision referred to in Section 10(2) must be submitted via the body that issued the contested decision.



7. If the Rector/FSC considers that the request should be fully upheld, it may (as self-review) issue a new decision repealing or amending the contested decision. The student may challenge the new decision.
8. The body forwards the reviewed request together with the case file to the Rector/USC within 7 days of receipt, unless a new decision under paragraph 7 was issued within that period.
9. The provisions of the Act of 14 June – 1960 Code of Administrative Procedure (consolidated text: Journal of Laws [Dziennik Ustaw] of 2018, item 2096, amended) and the Act of 30 August 2002 – Law on Proceedings before Administrative Courts (consolidated text: Journal of Laws [Dziennik Ustaw] of 2018, item 1302, amended) – apply accordingly to decisions taken by the FSC and by the Rector/USC.

Section 17

Supervision over scholarship committees

1. The Rector supervises the activities of the FSCs and the USC.
2. As part of this supervision, the Rector may, by administrative decision, repeal a decision of a scholarship committee or appeal scholarship committee that is inconsistent with the law.

Part II. SCHOLARSHIP AWARDING BODIES

Section 18

Scholarship bodies (committees)

1. Student financial assistance benefits are awarded by the Rector or a GMU employee authorised by the Rector.
2. At the request of the competent Student Government body, the Rector appoints Faculty Scholarship Committees and the University Scholarship Committee, the majority of whose members are students.
3. The USC (acting as an appeal scholarship committee) is appointed by the Rector from among students delegated for a given academic year by the University Student Government, representing all faculties. The Rector appoints at least one University staff member to the USC. Students constitute the majority of the committee. Members of the USC may not simultaneously be members of an FSC.
4. The Rector appoints the Chair and Deputy-Chair(s).
5. An FSC/USC member is excluded from participation in a case, in particular where:
 - 1) the member is a party, or has such a legal relationship with a party that the outcome may affect their rights or obligations;
 - 2) the case concerns the member's spouse or relatives/affines up to the second degree;



- 3) the case concerns a person connected to the member by adoption, guardianship or custody.
6. Committee members must comply with the applicable personal data protection rules provided for in Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data (GDPR), other applicable provisions, and GMU's Data Security Policy. In particular, they must keep confidential any information concerning individual students applying for student financial assistance which they learn in the course of committee work, and they must obtain the authorisation to process personal data required at the University.
7. The Rector provides the FSC/USC with premises during duty hours and storage for documentation, and provides an information board, access to a computer, printer and shredder, and necessary office and consumable materials.

Part III. CONDITIONS AND HOW TO APPLY FOR FINANCIAL ASSISTANCE

1. Social Scholarship

Section 19

Social scholarship

1. A Social Scholarship may be awarded to a student from the first year of studies who is in a difficult financial situation
2. A Social Scholarship is awarded on the basis of the student's application generated in the University USOS system and submitted to the faculty dean's office or the FSC within the deadline referred to in Section 11(1). Scholarships are awarded for one semester. The provisions of Section 11(6) apply accordingly.
3. A student applying in a given academic year for a Social Scholarship for the next semester must submit a new application.
4. The student attaches to the application referred to in paragraph 2 the appropriate documents, depending on their individual circumstances, confirming the financial situation of the family.
5. A first-semester student of a master's programme who, in the same academic year and at the same faculty, submitted an application for a Social Scholarship in the last semester of bachelor's studies must submit a new application.



Section 20

Verification of financial situation

1. The student's financial situation presented in the application, forming the basis for awarding the Social Scholarship, is verified by the Rector/the FSC.
2. The student bears full responsibility for the reliability of data describing the financial situation of the student's family, taking into account Section 15(3).

Section 21

Income per person

1. A Social Scholarship is awarded on the basis of the average monthly net income per person in the student's family household. The basis for calculating net income is the income of the student and the student's family achieved in the calendar year preceding the academic year in which entitlement is determined.
2. Monthly income per person is calculated by summing the average monthly income of family members and dividing it by the number of persons in the family.
3. When applying for a Social Scholarship from the winter semester, the final number of family members is determined as at the date of submitting the application.

Section 22

Income threshold and scholarship amounts

1. The Rector, in agreement with the University Student Government body, sets the income per person threshold entitling the student to apply for a Social Scholarship, provided that this income may not exceed 45% of the minimum wage established as at 1 January of the year preceding the academic year for which the Social Scholarship is awarded.
2. The Rector, in agreement with the University Student Government body, sets the amount of the Social Scholarship. The amount may be set at several levels depending on adopted income thresholds.
3. The arrangements referred to in paragraphs 1 and 2 are communicated without delay to the FSC/USC in writing.

Section 23

How family income is determined

1. A Social Scholarship is available to a student whose monthly income per person in the family does not exceed the income threshold referred to in Section 22(1)
2. Monthly income per person in the family of a student applying for a Social Scholarship is



determined in accordance with the Act of 28 November 2003 on Family Benefits, provided that when determining it:

- 1) income is taken into account from:
 - a) the student;
 - b) the student's spouse;
 - c) the student's parents, legal guardians or de facto guardians;
 - d) dependent children of the persons referred to in (a)–(c): minor children; children in education up to 26 years of age (and where the 26th birthday falls in the last year of studies, until completion); and children with disabilities regardless of age;
- 2) the following are not taken into account:
 - a) benefits referred to in Article 86(1) and Article 359(1) of the Act;
 - b) scholarships received by pupils, students and doctoral students under:
 - EU structural funds;
 - non-repayable assistance from EFTA states;
 - international agreements and programmes;
 - c) school-system material assistance;
 - d) social-character scholarships awarded by entities specified in Article 21(1)(40)(b) of the 26 July 1991 on personal income tax provisions (Journal of Laws [Dziennik Ustaw] of 2020, item 1426, as amended).
3. Where income from an agricultural holding is taken into account, it is determined on the basis of the agricultural area in conversion hectares and the average income from work in individual farms per conversion hectare. Where both agricultural and non-agricultural income are earned, these incomes are added together.
4. Where a family member earns income outside Poland, it is converted using the average exchange rate announced by the President of the National Bank of Poland.

Section 24

Student considered financially independent (conditions)

1. A student who does not run a joint household with any parent, legal guardian or de facto guardian may apply for a Social Scholarship without having to demonstrate the income of those persons and of their dependent children (minor children; children in education up to 26 years of age, and where the 26th birthday falls in the last year of studies–until completion; and children with disabilities regardless of age), provided that the student meets one of the following conditions:
 - 1) has reached the age of 26; or
 - 2) is married; or
 - 3) has dependent children referred to in Section 23(2)(1)(d); or
 - 4) reached adulthood while in foster care; or
 - 5) has a permanent source of income and their average monthly income in the preceding



tax year and in the current year (in the months preceding the month of submitting the declaration referred to in paragraph 2 is at least 1.15 times the sum of the amounts specified in Article 5(1) and Article 6(2.3) of the Act of 28 November 2003 on Family Benefits (as amended).

2. The student referred to in paragraph 1 submits a declaration that they do not run a joint household with any parent, legal guardian or de facto guardian.

Section 25

Social welfare certificate requirement (low income)

1. The Rector/FSC/USC refuses to award a Social Scholarship to a student whose monthly income per person in the family does not exceed the amount specified in Article 8(1) of the Act of 12 March 2004 on Social Assistance if the student does not attach to the application a certificate from a social welfare centre or a social services centre confirming use of social assistance benefits in the year in which the application is submitted by the student or their family members.
2. The Rector/FSC/USC may award a Social Scholarship in the case referred to in paragraph 1 where the reasons for not attaching the certificate were justified and the student documented the sources of maintenance of the family.

Section 26

Re-determination of entitlement (changes)

Entitlement to a Social Scholarship may be determined again in the event of:

- 1) loss of income;
- 2) gain of income;
- 3) increase in the number of family members (e.g., birth of a child, change of marital status);
- 4) decrease in the number of family members (e.g., a sibling turning 26, or a dependent child in education turning 26);
- 5) a sibling or child obtaining a disability certificate/degree of disability (regardless of age);
- 6) other changes affecting entitlement to the Social Scholarship.



Section 27

Notification of changes and effective dates

1. In the event of changes affecting entitlement to a Social Scholarship or its amount, referred to in Section 26, occurring during the semester, the student must notify of those changes within 14 days the authority that issued the decision on student financial assistance or the faculty office. The student reports the changes using the application form in Annexe 2. The provisions of Section 11(6) apply accordingly.
2. Changes referred to in Section 26 may result in awarding the scholarship, changing its amount, or loss of entitlement.
3. In the event of loss of income, entitlement is determined from the first month following the month in which the income was lost, but not earlier than the month of submitting the application, taking into account Section 11.
4. Where a gain of income results in loss of entitlement or a reduction in the amount, the scholarship is not payable or is payable at a lower amount from the month following the first month after the month in which the income was gained.

2. Social Scholarship of Increased Amount

Section 28

Social scholarship of increased amount

1. In particularly justified cases, a student may be awarded a Social Scholarship of Increased Amount.
2. A Social Scholarship of increased amount may be granted in particular due to orphanhood, long-term or serious illness, the need to protect maternity, or a large family.
3. In particularly justified cases, the Rector/FSC/USC may grant an increase for a reason other than those listed in paragraph 2.
 - 1) The increase is awarded on the student's application submitted to the Rector/FSC within the deadline referred to in Section 11(1) and also within 14 days from the occurrence of the event justifying an increase. The increase is awarded for one semester, with the possibility of extension in the next semester by submitting a new application. The provisions of Section 11(6) apply accordingly.



3. Scholarship for Students with Disabilities

Section 29

Scholarship for students with disabilities

1. A Scholarship for students with disabilities may be awarded to a student for a disability confirmed by a competent body, starting in the first year of the study programme.
2. A scholarship for students with disabilities is awarded on the basis of a documented application generated in the University USOS system, for one semester.
3. Scholarships for disabled persons shall be awarded for the next semester during a given academic year on the basis of a new application without the need to submit documents if the decision regarding the previous application has not expired.
4. Students applying for a scholarship for disabled persons are required to submit a declaration on the degree of disability or a decision treated on the same basis as the one referred to in the Act on Occupational and Social Rehabilitation and the Employment of Persons with Disabilities of 27th August 1997 (consolidated text: Journal of Laws of 2021, item 573, as amended), i.e.,:
 - 1) declaration of incapacity for work issued by a Social Insurance Institution (In Poland: Zakład Ubezpieczeń Społecznych);
 - 2) declaration of a disability (issued before the date of entry into force of the above-mentioned Act, i.e., before 1st January 1998, if it has not expired);
 - 3) declaration of permanent or temporary incapacity for work on an agricultural holding (issued before the date of entry into force of the above-mentioned Act, i.e., before 1st January 1998, if it has not expired);
 - 4) declaration of incapacity as referred to in Section 5(1a) of the abovementioned Act.
5. Where a declaration of disability has been issued for a limited period, a Scholarship for Students with Disabilities shall be granted until the last day of the month in which the decision expires, no later than the end of the semester, having regard to Section 13(2).
6. In the event of the loss of validity of a declaration of disability and the reassessment of the level of disability, the right to a scholarship shall be determined from the first day of the month following the date of expiry of the previous declaration, where the person fulfils the conditions for the acquisition of that scholarship and has submitted an application for determination of a disability or the degree of a disability within one month of the date of the expiry of the previous declaration.
7. The amount of the scholarship for students with disabilities shall be determined by the Rector in agreement with the USC/University Student Government. This rate varies according to the degree of disability:
 - 1) significant degree of disability - 100% of the fixed rate,
 - 2) moderate degree of disability - 75% of the fixed rate,
 - 3) light degree of disability - 50% of the fixed rate,



8. A significant degree of disability means:
 - 1) a significant degree of disability within the meaning of the provisions on professional and social rehabilitation and the employment of persons with disabilities;
 - 2) total inability to work and live independently, determined based on social insurance regulations, as well as pensions from the Social Insurance Fund;
 - 3) permanent or long-term incapacity to work on an agricultural holding and to live independently, determined on the basis of the provisions on social insurance for agricultural workers for the purpose of obtaining the benefits provided for in these provisions, and to be issued with a declaration of a group 1 disability.
9. A moderate degree of disability means:
 - 1) a moderate disability within the meaning of the regulations on professional and social rehabilitation and the employment of persons with disabilities;
 - 2) total incapacity to work determined under the provisions on pensions of the Social Insurance Fund [Fundusz Ubezpieczeń Społecznych];
 - 3) to be issued with a declaration of a group 2 disability;
10. A mild degree of disability means:
 - 1) a mild disability within the meaning of the regulations on professional and social rehabilitation and the employment of persons with disabilities;
 - 2) partial incapacity to work on the basis of the provisions on pensions of the Social Insurance Fund [Fundusz Ubezpieczeń Społecznych];
 - 3) have a declaration on the inclusion in the 3rd disability category.

4. Rector's Scholarship

Section 30

Rector's Scholarship – general rules

1. The Rector's Scholarship may be awarded to a student who, in the previous academic year (see Section 32(5)), achieved outstanding academic results, scientific or artistic achievements, or sporting achievements in competition at least at national level.
2. The Rector's Scholarship is awarded in a given academic year for no longer than one semester, in accordance with Section 13(2).
3. A student applying in a given academic year for the Rector's Scholarship for the next semester must submit a new application within the deadline set out in Section 31(2).
4. The Rector's Scholarship may be awarded to a student admitted to the first year of studies in the year in which they took the school-leaving examination, who is:
 1. a winner of an international Olympiad, or a winner or finalist of a central-level Olympiad referred to in the education system regulations; or
 2. a medal winner (at least) in a sporting competition for the title of Polish Champion in a



given sport, as referred to in the sports regulations.

5. A student may receive the Rector's Scholarship and the Minister's Scholarship at the same time.
6. A student may apply for the scholarship referred to in paragraph 30(1) no earlier than after completing the first year of studies.

Section 31

Rector's Scholarship – application

1. The Rector's Scholarship is awarded on the basis of a student's application generated in the University USOS system for one semester. The provisions of Section 11(6) apply accordingly.
2. The application for the Rector's Scholarship, together with the required documents, must be submitted to the Rector/the FSC no later than the 20th day from the start of the semester.
3. A first-year student of a master's programme must submit their index (printout from the e-dean's office) from bachelor's studies and, if they are not a graduate of Gdynia Maritime University, also a certificate confirming the grading scale used at the institution they graduated from. A student holding a degree certificate (diploma) must submit the application together with the degree certificate/diploma supplement.

Section 32

Rector's Scholarship – ranking lists and eligibility conditions

1. Rector's Scholarships shall be awarded to applicants on the basis of ranking lists.
2. The Rector's Scholarship may be awarded to a student who attains an appropriate position on the ranking list and meets the following conditions:
 1. has completed at least the first year of studies, or continues studies in the first year of a master's programme;
 2. by the end of the academic year has passed all courses required by the curriculum to complete the year of study in a given programme;
 3. is enrolled for the next academic year without a credit deficit (i.e., without a conditional entry).
3. The conditions set out in paragraph 2 do not apply to students referred to in Section 30(4).
4. A first-year student of a master's programme (entered on the student register) may apply for the Rector's Scholarship provided that they passed the final examination (engineering/bachelor's) within the deadline applicable at the institution where they completed their studies.
5. For the purposes of these Regulations, an 'academic year' means:
 1. the winter and summer semesters – for students who begin their studies in the winter semester (October);



2. the summer and winter semesters – for students who begin their studies in the summer semester (February/March).
6. The Rector's Scholarship is not available to a student who repeated a year of studies in the previous academic year. The student may receive the Rector's Scholarship only on the basis of grades and achievements obtained in the academic year following the year in which they completed the repeated year.
7. A student who resumes studies may be awarded the Rector's Scholarship after completing the next year of studies resulting from the curriculum.
8. After returning from studies referred to in Section 8(1), a student is entitled to the scholarship on the basis of grades obtained at the institution where those studies were completed, converted to the grading scale used at GMU.
9. For a student studying under an individual study plan and programme, the grade average is calculated using grades from the courses individually determined for the given year of study.

Section 33

Verification of ranking lists

Within 7 days of publication of the proposed ranking lists, students who submitted applications must check whether they have been included on the list and whether the calculated grade average and number of points are correct, and must clarify any discrepancies with the FSC.

Section 34

Basis for ranking lists and points

- 1) The ranking list based on which the Rector's Scholarship will be awarded shall be determined based on the total number of points attained for:
 - 1) outstanding academic results measured as the arithmetic mean of grades;
 - 2) any documented scientific, artistic or sporting achievement, at least at the national level.
- 2) Points for academic results and for each type of scientific, artistic or sporting achievement are awarded in accordance with the criteria set out in Annexe 3 to these Regulations.
- 3) When assessing applications, the grade average or achievements taken into account are those obtained:
 - 1) in the previous academic year – in the case of students of bachelor's studies;
 - 2) in the previous two semesters of studies – in the case of master's studies.
- 4) For students referred to in Section 30(3), when preparing the ranking list for the next semester of a given academic year, the points from the previous semester are taken into account.



Section 35

Calculation of grade average

1. The arithmetic mean grade is calculated on the basis of final grades obtained at the first and second attempt in the courses included in the curriculum and study plan. Grades from non-curricular courses or courses completed in previous academic years, grades obtained in other programmes (specialisations), and partial grades are not taken into account. Grades from conditional entries are included in the semester to which the condition relates and in which it is completed.
2. A non-curricular course (subject to the GMU Study Regulations) is a course whose completion requirement or choice is not provided for by the study plan and curriculum of a given programme (specialisation). The following are not considered non-curricular courses:
 1. courses provided for in the study plan and curriculum of that programme (specialisation) for other years of study;
 2. courses included in the student's course of study with the consent of the relevant Dean.
3. For a first-semester student of a master's programme, the grade average is calculated as the arithmetic mean of final grades (from the first and second attempt) obtained in the previous two semesters of studies. The grade for the bachelor's/engineering thesis and the grade for the bachelor's/engineering final examination are not included in the average.
4. The rules set out in Sections 35(1)–(3) do not apply to first-year students who are winners or finalists of Olympiads referred to in Section 30(4).

Section 36

Sporting achievements – opinion and exclusions

1. The part of the Rector's Scholarship application concerning sporting achievements in international or national competition should be endorsed by the Head of the Centre for Physical Education and Sport, if the Rector/the FSC/the USC requests such an opinion.
2. Points for sporting achievements are not cumulative. The student receives points for their best sporting result only.
3. A Rector's Scholarship on the basis of sporting achievements in international or national competition may not be awarded to a student who:
 1. without justification refused to represent GMU in previously agreed competitions included in the calendar of community events, in particular in the Polish Higher Education Championships;
 2. has been suspended or disqualified for the relevant sporting season;



3. did not pass the previous academic year or was granted a conditional entry to the next semester of studies;
4. is repeating a year (semester) of studies due to outstanding study requirements.

Section 37

Limit of awards and rounding

1. The Rector's Scholarship is awarded to no more than 10% of students in each programme of study who achieve the highest number of points on the ranking list, calculated in accordance with Annexe 3 to these Regulations..
2. For the purposes of determining 100% of students in each programme, the number of all students is taken as at:
 - 1) 30 October of the current academic year (winter semester); and
 - 2) 30 March (summer semester).
3. Where 10% of students results in a non-whole number, mathematical rounding applies as follows: up to 0.49 down to a whole number, and from 0.50 up to a whole number.
4. Where the last places on the proposed ranking lists include students with the same number of points obtained only for a high grade average, the order on the list is determined by taking into account three decimal places.
5. Where the last places include students with the same number of points obtained for a high grade average and for other scientific, sporting or artistic achievements, the position on the list is determined by the grade average, taking into account paragraph 4.
6. If the number of students in a programme of study is fewer than ten, the Rector's Scholarship may be awarded to one student.

Section 38

Separate ranking lists

1. Ranking lists are created within a given programme separately for bachelor's studies (no more than 10% of bachelor's students) and master's studies (no more than 10% of master's students). It is permissible to create ranking lists separately for different years of study and separately for full-time and part-time studies. The ranking does not apply to students referred to in Section 30(4).
2. The Rector of GMU determines the rules for creating ranking lists for students in interdisciplinary programmes or individual interdisciplinary studies after consulting the Student Government.



Section 39

Transfers and grade-scale conversion

1. A student who transferred from another higher-education institution within the same or a related programme may receive the Rector's Scholarship provided they meet the conditions set out in these Regulations.
2. For the purposes of awarding the Rector's Scholarship, where the grading scale used at the institution from which the student transferred differs from the GMU grading scale, the following conversion coefficients may be applied:
 5. for a grading scale from 2 to 5.50: $\text{GMU average} = (6/7 \times \text{average}) + 2/7$;
 6. for a grading scale from 2 to 6.00: $\text{GMU average} = (3/4 \times \text{average}) + 1/2$;
where 'GMU average' means the grade average on the grading scale of Gdynia Maritime University.
3. Paragraph 39(1) applies accordingly to students who changed their programme of study within GMU.

5. Financial Relief

Section 40

One-off grant (zapomoga)

1. A one-off grant may be awarded to a student who has temporarily found themselves in a difficult life situation.
2. The difficult life situation referred to in paragraph 1 may be caused in particular by:
 - 1) an accident involving the student;
 - 2) a serious, sudden illness of the student;
 - 3) the birth of a child;
 - 4) the death or serious illness of an immediate family member;
 - 5) theft or destruction of the student's property (the report must be documented within 14 days of the event);
 - 6) another fortuitous event causing a significant deterioration in the student's financial situation.
3. A one-off grant is awarded on the basis of a duly documented student application generated in the University system and submitted to the Rector/the FSC within two months of the event causing the difficult life situation.
4. A student may receive the one-off grant referred to in paragraph 1 twice in an academic year.



5. A student studying concurrently on more than one programme may receive a One-off Grant only for one programme, chosen by the student.
6. The amount of the one-off grant is determined individually in each case.
7. A one-off grant and a Social Scholarship of increased amount may not be awarded at the same time for the same reason.

6. Financial Assistance for Non-National Students

Section 41

In addition to Polish citizens, a Social Scholarship referred to in Section 4(1)(1) may also be applied for by a foreign national who is in a difficult financial situation, in particular under the rules set out in Article 324(2)–(4) of the Act.

Part IV. FINAL PROVISIONS

Section 42

Unregulated matters and tax exemption

1. In disputed matters and any matters not covered by these Regulations, the Rector of GMU decides.
2. Student financial assistance benefits referred to in Section 4 are exempt from personal income tax under Article 21(1.40) of the Act of 26 July 1991 on Personal Income Tax (consolidated text: Journal of Laws of 2019, item 1387, as amended).

Section 43

Supremacy of higher-order law

The relevant provisions of these Regulations cease to apply where they are regulated differently by higher-order legal provisions.