**Application timetable**

**for the Rector’s scholarship**

**in the academic year of 2023/2024**

Students are strongly encouraged to get acquainted with   
the INSTRUCTIONS FOR COMPLETING THE ELECTRONIC FORM before filling in the applications.

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| **2023\_2024 Application timetable for the Rectors scholarship** | **By 26 October 2023**, students of the 1st year of second cycle studies who have completed their first cycle of studies at another university, submit a **certificate confirming their grade point average** (arithmetic) earned in the last year of their studies, along with information on the grade scale at the university .WZÓR  Only the grade point average earned in the period from 1 October 2022 to 30 September 2022 shall be taken into consideration.  Students submit their certificates in paper form:  - **directly to the Scholarships and social benefits Unit, room 118-119, building A ; Mon-Fri: 11:00am- 2.00pm**  - by post, to the University’s headquarter,with the note : Scholarship  **Documents not received by 26 October 2023** will not be included in the ranking. |
| **19 October 2023, 10 AM**  **2 November 2023, 12 AM** | During this period, students may complete, revise and register the application with the use of the USOSweb system.  Students can track their chances of being awarded the scholarship in the joint ranking for a given degree, major and year of study, e.g.  2023/2024 S1-Z-2r W  THE PUBLISHED RANKING OF ACHIEVEMENTS MAY CHANGE SIGNIFICANTLY ONCE THE ACADEMIC, SPORT AND ARTISTIC ACHIEVEMENTS REPORTED BY STUDENTS IN THEIR APPLICATIONS HAVE BEEN TAKEN INTO ACCOUNT. |
| **ROUND OF APPLICATIONS,** submission of electronic applications |
| **19 October 2023 –** **3 November 2024** | Students can submit their documents:   * directly to the Scholarship and Social Benefits Unit, on working days from 11 AM to 2 PM,      * by post, to the University’s headquarters, addressed to the Scholarship and Social Benefits Unit.   Note that the application procedure shall not be commenced without the submission of your documents in paper form.  DO NOT PROCRASTINATE IN DELIVERING THE DOCUMENTS. |
| **Submission of paper copy of the application,** along with relevant documentation |
| **Until 9 November 2023 2 PM** | Students whose application has been ***withdrawn for revision/completion*** must complete the documentation or make necessary adjustments to the data contained in the application, using the USOSweb system, and then reprint the application and deliver the signed document to the University.  All information about the changes in the application STATUS (processing stage) can be tracked in the USOSweb system. It is also sent to the student's e-mail address generated in the University domain.  Failure to complete the documentation by 9 November 2023 will result in the achievements not being ranked for the Rector's scholarship. |
| **Correction of application withdrawn for revision** |
| **10 November 2023  –** **22 November 2023** | Verification of academic, artistic and sporting achievements by Study directors and the Scholarship and Social Benefits Unit |
| **Verification of achievements** |
| **23 November 2023 –** **24 November 2023** | Generating algorithm – an application is qualified on the basis of regulatory parameters |
| **Generating algorithm** |
| **27 November 2023 –1 December 2023**  **Generating decision** | Decisions and notifications of application processing are generated, and an e-mail is sent to the address in the UEP domain. STUDENT IS OBLIGED TO COLLECT THE DECISION.  Students who do not confirm they have received the decision in the USOSweb system will not be generated their payment order. |
| **15 December 2023** | Payment of the benefit for October and November 2023 |
| **Payout** |