

Decree No. 77/2026
of the Rector of the Poznań University of Economics and Business
dated 29 September 2026

**on adopting the Rules for Awarding Financial Assistance to Doctoral Students
at the Poznań University of Economics and Business**

Acting pursuant to Article 23(1) and Article 209a(2) of the Higher Education and Science Act of 20 July 2018 (Journal of Laws of 2024, item 1571, as amended), it is hereby ordered as follows:

§ 1

Effective from 1 October 2026, I hereby adopt the Rules for Awarding Financial Assistance to Doctoral Students at the Poznań University of Economics and Business.

§ 2

The Rules referred to in § 1 above are set out in the Annex to this Decree.

§ 3

This Decree shall come into force on 1 October 2026.

RECTOR

(Prof. Barbara Jankowska, Ph.D.)

Annex
to Decree No. /2026
of the Rector of the Poznań University of Economics and Business
dated 2026

**Rules for Awarding Financial Assistance to Doctoral Students
at the Poznań University of Economics and Business**

Pursuant to Article 209a of the Higher Education and Science Act of 20 July 2018 (consolidated text: Journal of Laws of 2024, item 1571, as amended), in consultation with the Doctoral Student Council of the Doctoral School of the Poznań University of Economics and Business, the following Rules for Awarding financial assistance to doctoral students at the Poznań University of Economics and Business, hereinafter referred to as the “Rules”, are hereby established.

**§ 1
General**

1. These Rules set forth the detailed principles, procedures and criteria governing the award of financial assistance to doctoral students at the Poznań University of Economics and Business. Financial assistance constitutes a form of ad hoc financial support for doctoral students experiencing temporary financial hardship.
2. For the purposes of these Rules:
 - 1) “PUEB” means the Poznań University of Economics and Business,
 - 2) “Rector” means the Rector of the Poznań University of Economics and Business or the Vice-Rector for doctoral student affairs, authorized by the Rector to act on the Rector’s behalf,
 - 3) “Doctoral School” means the Doctoral School operated by the Poznań University of Economics and Business,
 - 4) “Financial assistance” means the monetary benefit referred to in Article 209a of the Higher Education and Science Act of 20 July 2018 (Journal of Laws 2024, item 1571, as amended), granted at the request of a doctoral student,
 - 5) “Emergency event” means any event beyond the doctoral student’s control that results in a temporary financial distress experienced by a doctoral student,
 - 6) “Temporary financial hardship” means a short-term state of financial distress experienced by a doctoral student,
 - 7) “Doctoral student” means a person holding the status of a doctoral student at the Poznań University of Economics and Business,
 - 8) “Next of kin of the doctoral student or a person with whom a doctoral student shares a close personal relationship” means the doctoral student’s spouse, first-degree ascendants and descendants, and the doctoral student’s siblings who share a household with the doctoral student,
 - 9) “Committee” means the Committee for Financial Assistance to Doctoral Students.
3. The maximum amount of financial assistance in a given academic year shall be determined by the Rector and announced no later than 30 September. For the first

academic year in which these Rules are in force, the Rector shall announce the amount of financial assistance within 14 days of the entry into force of these Rules.

4. A doctoral student may receive financial assistance up to the maximum amount available in the academic year in which the emergency event justifying the aid occurred.
5. Financial assistance shall be paid out of the PUEB's own funds.
6. Pursuant to Article 21(1)(39) of the Act of 26 July 1991 on personal income tax (Journal of Laws of 2025, item 163, as amended), financial assistance is exempt from personal income tax.

§ 2

Eligible persons and criteria for awarding financial assistance

1. Doctoral students who are experiencing temporary financial hardship resulting from an emergency event may apply for financial assistance. This includes, in particular:
 - 1) the death of a next of kin of the doctoral student or of a person with whom the doctoral student shares a close personal relationship;
 - 2) severe illness of the doctoral student, a next of kin of the doctoral student or a person with whom the doctoral student has a close personal relationship;
 - 3) the doctoral student suffering financial loss caused by a natural disaster, such as a flood or fire;
 - 4) the doctoral student suffering financial loss caused by theft or burglary.
2. Financial assistance shall be a one-off discretionary payment and may be awarded to a doctoral student no more than twice per academic year, provided that each award relates to a separate emergency event.
3. The average monthly net income per person in the household of a doctoral student eligible for financial assistance during the three months immediately preceding the month in which the emergency event occurred shall not exceed 75% of the gross minimum wage in effect as of 31 December of the year preceding the academic year in which the financial assistance is granted, as determined on the basis of the Minimum Wage Act of 10 October 2002 (Journal of Laws of 2024, item 1773, as amended).
4. Net income is defined as income less advance income tax and health and social security contributions. Total household income is defined as the sum of all income of persons sharing a household, regardless of the nature (source) of that income, e.g. income derived from employment contracts, service contracts, task contracts, other civil law contracts, copyright and industrial property rights contracts (e.g. fees, remuneration received for publications, royalties, license and patent fees), income derived from business activities, or actually received alimony or child support payments due under a decision of a competent authority or an agreement, capital gains, foreign-derived income, and tax-exempt income, without prejudice to § 2.7.
5. For the purposes of determining a family's total income and total net income, the fact that the spouses are under a regime of separate property shall be deemed irrelevant.
6. A shared household is defined as two or more individuals living together and supporting themselves jointly. A person who lives alone and supports himself or herself shall be deemed to constitute a single-person household.
7. Net income shall be deemed not to include:

- 1) higher education student benefits received under Article 86(1), Article 359(1) and Article 420(1) of the Higher Education and Science Act of 20 July 2018;
- 2) scholarships for doctoral program participants received under Article 209 of the Higher Education and Science Act of 20 July 2018;
- 3) scholarships received by primary or secondary school students under national funding schemes;
- 4) financial assistance benefits received by primary or secondary school students under laws governing the education system;
- 5) social scholarships awarded by entities referred to in Article 21(1)(40b) of the Personal Income Tax Act of 26 July 1991;
- 6) scholarships received by primary or secondary school students, higher education students and doctoral school students under:
 - a) the Structural Funds of the European Union,
 - b) non-repayable assistance received under aid granted by Member States of the European Free Trade Association (EFTA);
 - c) international agreements, implementing programs drawn up thereunder, or international scholarship programs;
- 7) social assistance benefits received under the Social Assistance Act of 12 March 2004 and the Family Support and Foster Care Act of 9 June 2011, as well as the implementing regulations to those Acts;
- 8) child-rearing benefits received under the State Assistance in Child-Rearing Act of 11 February 2016 (the so-called '800 plus' scheme).
8. A doctoral student seeking financial assistance shall submit a declaration stating the average monthly net income per person in the student's household for the three months immediately preceding the month in which the emergency event occurred.
9. Financial assistance may not be granted to the extent that the costs, expenditures or losses indicated by the doctoral student as a basis for requesting financial assistance have already been financed, subsidized or compensated by public or private funds, in particular by way of compensation, allowance, another benefit, donation, social assistance, support from a foundation, crowdfunding, public collections, or assistance granted by other entities.
10. Where assistance received from other sources covers only part of the costs, expenses or losses, the financial assistance may be awarded solely to the extent of the unfunded portion of the documented costs, expenses or losses.
11. A doctoral student seeking financial assistance shall submit a declaration stating the sources of support received and the extent to which the costs, expenses or losses underlying the application have been covered. Submitting a false declaration or failure to disclose information regarding the support received may constitute grounds for refusing to award the financial assistance, as well as grounds for revoking the decision awarding the financial assistance, resulting in an obligation to repay any financial assistance unduly received in accordance with the rules laid down in separate regulations.

§ 3

Procedure for applying for financial assistance

1. Financial assistance applications shall be submitted using the form set out in Annex 1 to these Rules.

2. A doctoral student shall submit the financial assistance application within 3 months of the occurrence of the emergency event:
 - 1) in hard copy, to: Biuro Szkoły Doktorskiej UEP, Al. Niepodległości 10, 61-875 Poznań,
 - 2) electronically via e-mail, signed with a qualified electronic signature, to:
szkola.doktorska@ue.poznan.pl.
3. If the emergency event occurred between 27 March 2026 and the date on which these Rules come into force, the time limit referred to in subsection 2 shall run from the date on which these Rules come into force.
4. Applicants for financial assistance shall submit all of the following documents:
 - 1) an application for financial assistance;
 - 2) evidence of the occurrence of temporary financial hardship, which shall form an integral part of the application and shall in particular include medical certificates, death certificates, damage reports, medical records, administrative decisions and other relevant documents.
5. Should, as a result of a natural disaster, a doctoral student be unable to satisfy the requirements referred to in subsection 4, the financial assistance may be awarded on the basis of a statement by the doctoral student containing a description of the event, an indication of the amount of monthly income per person in the doctoral student's household, and a description of the circumstances preventing the submission of the required documentation.
6. Where duly justified, documents may be submitted in a foreign language provided that a translation into Polish is enclosed.
7. Where formal deficiencies are identified, the Rector shall require that the doctoral student rectify them within a specified time, which shall be no less than 7 days from the date of delivery of the relevant notice. Failure to rectify the formal deficiencies within the specified time shall result in the application being left unconsidered.

§ 4

Application review procedure

1. Financial assistance applications shall be reviewed by the Rector.
2. The Rector shall appoint a Committee for Financial Assistance to Doctoral Students for the duration of the Rector's term of office. The first such Committee shall be appointed within 14 days of the entry into force of these Rules.
3. The Committee shall act in an advisory capacity to the Rector on matters concerning the award of financial assistance to doctoral students in proceedings initiated following the submission of an application and in proceedings initiated following the filing of a request for reconsideration.
4. The Committee shall issue a recommendation on whether to award or deny financial assistance, taking into account the impact of a documented emergency event on the doctoral student's temporary financial circumstances. The Committee's recommendation regarding the award of the financial assistance shall include a recommended amount.
5. The Committee's recommendation shall not be binding on the Rector.
6. Candidates for the Committee shall be submitted to the Rector by the Director of the Doctoral School.
7. The Committee shall be composed of:

- a) a Chair, who shall be the Deputy Director of the Doctoral School;
 - b) a Vice-Chair, who shall be a member of the Doctoral School Council;
 - c) two representatives of doctoral students;
 - d) one member of the Doctoral School Office staff.
8. Members of the Committee shall keep any information obtained in the course of their work in confidence.
9. A Committee member shall be excluded from participating in a proceeding concerning the award of financial assistance if the proceeding concerns:
- 1) the member personally, or a doctoral student with whom the member has a legal or factual relationship such that their rights or obligations arising from that relationship may be affected by the outcome of the proceeding;
 - 2) their spouse, or relative by blood or marriage up to the second degree;
 - 3) a person associated therewith by way of adoption, guardianship or custody.
10. At the request of a Committee member or a party, or on the Rector's own initiative, the Rector shall exclude the relevant Committee member from participating in a proceeding if circumstances other than those specified in subsection 9 arise that may give rise to concerns as to the member's impartiality.
11. A Committee member who has been excluded may only engage in measures requiring immediate action in the public interest or in the vital interest of the parties.
12. The Committee shall adopt its recommendation by an absolute majority of votes. In the event of a tied vote on the Committee's recommendation, the Committee Chair shall have the casting vote. In the Chair's absence, the Committee's Deputy Chair shall have the casting vote.
13. The Committee's quorum shall require the presence of at least three-fifths of its statutory members, including at least one Committee member representing doctoral students.
14. The Committee's recommendation shall be signed by all its members who participated in assessing the application.
15. The procedure and organization of the Committee's work shall be determined by its Chair.
16. The amount of the financial assistance awarded shall be determined on a case-by-case basis, with due account taken of:
- a) the nature and consequences of the emergency event;
 - b) the amount of documented costs or losses.
17. A decision to award or deny financial assistance shall be an administrative decision.
18. A doctoral student may, within 14 days of the service of the decision regarding the award or denial of the financial assistance, submit a request to the Rector of the Poznań University of Economics and Business for the case to be reconsidered, or, within 30 days of the date of service, lodge an appeal with the Regional Administrative Court of Poznań through the Rector of PUEB.
19. A doctoral student may lodge an appeal against a decision by the PUEB Rector taken following consideration of a request for reconsideration of the case, with the Regional Administrative Court of Poznań within 30 days of the date of service of such decision, such appeal to be lodged through the Rector of PUEB.

§ 5

Disbursement of financial assistance

1. The financial assistance shall be disbursed in a lump sum to the bank account denominated in Polish Zlotys specified by the doctoral student in their application.
2. The financial assistance shall be disbursed within 30 days of the date of issuance of the decision to award such assistance.

§ 6

Loss of entitlement to financial assistance

1. A doctoral student shall lose their entitlement to financial assistance as of the date on which:
 - 1) the decision to expel the doctoral student becomes final,
 - 2) the decision to suspend their status as a doctoral student becomes final,
 - 3) the doctoral student submits a declaration to forgo the awarded financial assistance;
 - 4) the financial assistance is found to have been awarded based on false information.
2. A doctoral student seeking financial assistance, or a doctoral student to whom financial assistance has been awarded, shall promptly notify the University of any circumstances that render them ineligible for financial assistance.
3. Any financial assistance disbursed to a doctoral student for a period during which they were no longer eligible to receive it, or disbursed on the basis of false or incomplete information, shall be refunded in accordance with Article 410 of the Civil Code.
4. A doctoral student who has received financial assistance on the basis of false information may be subject to disciplinary action.

§ 7

Personal data protection (GDPR)

1. Applicants for financial assistance must provide their personal data for their applications to be processed.
2. The provision of personal data shall be voluntary, and applicants shall not be obliged to provide it. However, failure to provide the required data will prevent financial assistance from being awarded, and the application shall not be considered.
3. The Data Controller is the Poznań University of Economics and Business, al. Niepodległości 10, 61-875 Poznań, tel. +48 61 856 90 00, NIP: 777-00-05-497, REGON 00000-1525.
4. The data controller shall be responsible for the security of the personal data provided and for ensuring that it is processed in accordance with the law.
5. The Data Protection Officer appointed by the Controller may be contacted by email at rodo@ue.poznan.pl, or by post at the address given above, marked 'Do Inspektora Ochrony Danych' ('Attn: Data Protection Officer').
6. Personal data shall be processed based on the data subject's consent for the purpose of determining eligibility for the award and disbursement of financial assistance in accordance with the Higher Education and Science Act.
7. The personal data provided in the application shall be retained for five years commencing on 1 January of the year following the year in which the doctoral student completes their

studies, subject to the proviso that, upon expiry of this period, the data will be subject to an archival assessment carried out by the State Archives.

8. The data will be processed either by staff of the Poznań University of Economics and Business or by persons employed by the Poznań University of Economics and Business under civil law contracts, on the basis of authorizations to process personal data granted by the Data Controller.
9. The data shall be processed by third-party providers of IT system maintenance services to the Data Controller, on the basis of authorizations to process personal data granted by the Data Controller or on the basis of data processing contracts concluded with such providers.
10. The data subject may request from the Data Controller access to their personal data, as well as its rectification or erasure, or the restriction of its processing, to the extent permitted by law.
11. The data subject may also object to the processing of personal data and may withdraw their consent to such processing at any time, without affecting the lawfulness of processing based on consent before its withdrawal. The data subject shall be entitled to receive, in a structured, widely-used, machine-readable format, the personal data concerning them which they have provided to the Data Controller and may transmit such personal data to another data controller without hindrance from the Data Controller.
12. No automated decision-making, including profiling, shall take place in relation to the personal data being processed.
13. Every data subject may lodge a complaint with a supervisory authority, in particular in the Member State of their habitual residence, their place of employment or the place where the alleged infringement occurred, if they consider that the processing of personal data relating to them infringes 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 and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

§8

Final provisions

1. The implementation of these Rules shall be overseen by the Rector.
2. These Rules shall also apply to proceedings initiated but not concluded before their entry into force.
3. Any matters not governed by these Rules shall be subject to the relevant generally applicable laws and the University's internal regulations.

Annex 1: Financial assistance application form

Part A: to be completed by the doctoral student

**Rector
of the Poznań University
of Economics and Business**

FINANCIAL ASSISTANCE APPLICATION FORM

I. Details of the doctoral student:

1. Full name:
2. Doctoral student ID number:
3. PESEL number (or date of birth):
4. Residence address:
5. Telephone number:
6. Email address:
7. Year of study:
8. Date of most recent financial assistance awarded (if applicable):
9. PLN bank account number for disbursement of financial assistance:
-

II. Description of event:

1. Date or period of event's occurrence:
2. Type of event:
3. Grounds for requesting financial assistance (state reasons):
.....
.....
.....
.....
4. Estimated amount of losses/costs (if applicable):
5. Support received from other sources (list, if applicable):
.....
.....

III. Declaration of financial circumstances:

I, the undersigned, hereby declare that:

1. The number of people living with me in the same household is
2. The average monthly income per person in my household over the three months immediately preceding the month in which the emergency event occurred was PLN
.....
3. The information provided above reflects my current financial circumstances and is true and accurate.

.....

place, date

.....

legible signature

IV. Enclosures:

.....
.....
.....

V. Applicant Declarations:

I declare that:

1. All information provided in this application form is true and accurate.
2. The event described was of an emergency nature.
3. I have read the Rules for Awarding Financial Assistance to Doctoral Students at the Poznań University of Economics and Business, attached in an annex to the Rector's Decree No. 77/2026 dated 29 September 2026, and published on the University's Public Information Bulletin (BIP).
4. I consent to the processing of my personal data as necessary for the purpose of processing this application.
5. The costs, expenses, or losses I have indicated as grounds for seeking financial assistance have not been/have been* (in the amount of PLN) previously financed, subsidized, or compensated by public or private funds, in particular by way of compensation, an allowance, another benefit, donation, social assistance, support from a foundation, crowdfunding, public collections, or assistance granted by other entities.
6. I am aware of the disciplinary liability for making false declarations.

Place and date:

Doctoral student's signature

Part B: to be completed by the Committee

RECOMMENDATION OF THE COMMITTEE
FOR FINANCIAL ASSISTANCE TO DOCTORAL STUDENTS:

*APPROVE

*DENY

*underline where appropriate

Recommended amount of financial assistance:

Reasons / dissenting opinion (if any):

.....

.....

.....

.....

Signatures of Committee members:

.....

.....

.....

.....

.....