

Regulations on the Award of Financial Assistance to Doctoral Students of the Doctoral School at the Eugeniusz Geppert Academy of Art and Design in Wrocław

§ 1

1. These Regulations set out the rules, procedures and conditions for awarding financial assistance to doctoral students pursuing their education at the Doctoral School of the Eugeniusz Geppert Academy of Art and Design in Wrocław.
2. For the purposes of these Regulations:
 - a) "ASP in Wrocław" means the Eugeniusz Geppert Academy of Art and Design in Wrocław;
 - b) "Rector" means the Rector of the Eugeniusz Geppert Academy of Art and Design in Wrocław;
 - c) "Doctoral School" means the Doctoral School of the Eugeniusz Geppert Academy of Art and Design in Wrocław;
 - d) "doctoral student" means a person holding doctoral student status at the Doctoral School of the Eugeniusz Geppert Academy of Art and Design in Wrocław;
 - e) "financial assistance" means the financial benefit referred to in Article 209a of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended);
 - f) "immediate family member" means a spouse, child, parent or person sharing a household with the doctoral student.

§ 2

1. Financial assistance constitutes a form of ad hoc financial support for a doctoral student who temporarily finds themselves in a difficult life situation, in particular as a result of:
 - a) the death of an immediate family member;
 - b) an accident involving the doctoral student or an immediate family member;
 - c) a serious illness affecting the doctoral student or an immediate family member;
 - d) damage suffered as a result of a natural disaster, fire or other catastrophe;
 - e) material losses incurred by the doctoral student as a result of theft or burglary;
 - f) the birth of the doctoral student's child;
 - g) other documented circumstances affecting the doctoral student's difficult life situation.
2. Financial assistance may be awarded to a doctoral student no more than twice in a given academic year.
3. Financial assistance is paid from the own funds of the Eugeniusz Geppert Academy of Art and Design in Wrocław.

§ 3

1. The award of financial assistance is discretionary, and the amount awarded depends on an assessment of the doctoral student's situation.
2. The maximum amount of financial assistance for a given calendar year shall be determined by a separate Rector's Order, following consultation with the doctoral students' self-government.
3. In particularly justified cases, the Rector may approve the award of financial assistance in an amount exceeding the maximum amount specified pursuant to section 2.

§ 4

1. An application for financial assistance must be submitted to the Doctoral School Office no later than 90 days after the date of the event giving rise to the application. The application form is available on the Doctoral School's website under the "For Doctoral Students" tab.
2. The application must be accompanied by documents confirming the doctoral student's temporary difficult life situation, including, in particular, medical certificates, birth certificates, death certificates, damage assessment reports, medical records, administrative decisions or other relevant documents.
3. A foreign national pursuing education at the Doctoral School may submit an application in English. The documents referred to in section 2 may be submitted in Polish or English.
4. If an application contains formal deficiencies, the doctoral student shall be requested to remedy them within 7 days of receiving the request. Failure to remedy the deficiencies within this period shall result in the application being left without consideration.

§ 5

1. The applications referred to in § 4 shall be reviewed by the Financial Assistance Committee for Doctoral Students. The members of the Committee shall be appointed by the Rector.
2. Based on the opinion of the Financial Assistance Committee for Doctoral Students, the Rector shall decide whether to award financial assistance and, if so, determine its amount, or refuse to award financial assistance. The Rector may authorise the Dean of the Doctoral School to issue decisions on the Rector's behalf.
3. The Financial Assistance Committee for Doctoral Students shall consist of:
 - 1) a member of the Doctoral School Council, who shall serve as Chairperson;
 - 2) a representative of the doctoral students' self-government;
 - 3) an administrative employee of ASP in Wrocław.

4. Meetings of the Financial Assistance Committee for Doctoral Students shall be held at least once every two months, provided that at least one application has been received. The date of each meeting shall be determined by the Chairperson of the Committee. Meetings may be held remotely.
5. The Financial Assistance Committee for Doctoral Students shall assess whether the doctoral student has duly documented their difficult life situation and shall issue an opinion on whether financial assistance should be awarded in a specified amount or refused.
6. The Financial Assistance Committee shall have the right to request that the doctoral student present the originals of the documents referred to in § 4(2) for inspection, within the time limit specified by the Committee.
7. The Financial Assistance Committee for Doctoral Students shall review applications in the presence of at least two members and issue its opinions by open ballot. In the event of a tie, the Chairperson shall have the casting vote. The Committee shall specify the proposed amount of financial assistance.
8. A member of the Financial Assistance Committee for Doctoral Students shall be excluded from participating in the consideration of an application:
 - a) concerning that member;
 - b) concerning a doctoral student with whom that member has a legal or factual relationship such that the outcome of the case may affect that member's rights or obligations;
 - c) concerning that member's spouse or a relative by blood or marriage up to and including the second degree;
 - d) concerning a person with whom that member has a relationship arising from adoption, guardianship or curatorship.
9. A negative opinion on an application issued by the Financial Assistance Committee for Doctoral Students, as well as a recommendation to award an amount lower than that requested, shall require justification.
10. The opinion of the Financial Assistance Committee for Doctoral Students shall be signed by its Chairperson.
11. Members of the Committee shall be obliged to keep confidential any information obtained in the course of its work.
12. The decision on an application for financial assistance shall constitute an administrative decision within the meaning of the Code of Administrative Procedure. It shall be issued within 30 days of the submission of the application or, where formal deficiencies have been identified, of their remedy by the doctoral student, as referred to in § 4(4).
13. A request for reconsideration of the case may be submitted to the Rector within 14 days of service of the decision. The Rector's decision shall be final.

§ 6

1. Financial assistance shall be paid as a one-off payment to the bank account specified by the doctoral student in the application.
2. Payment shall be made within 30 days of the date on which the decision is issued.

§ 7

1. A doctoral student shall lose the right to receive financial assistance in the event of:
 - a) loss of doctoral student status;
 - b) submission of a declaration renouncing the award of financial assistance;
 - c) obtaining financial assistance on the basis of false information.
2. A doctoral student applying for financial assistance, or a doctoral student who has been awarded financial assistance, shall immediately notify ASP in Wrocław of any circumstances resulting in the loss of the right to receive financial assistance.
3. A doctoral student shall be obliged to repay financial assistance received unduly, in particular in the event of:
 - a) providing false information;
 - b) submitting forged or altered documents.
4. If financial assistance has been received unduly or in an amount exceeding the amount due, an administrative decision requiring its repayment shall be issued.
5. Repayment shall be made within the time limit specified in the decision, which shall not be shorter than 14 days from the date of service of the decision.
6. If repayment is not made within the prescribed time limit, the amount due shall be recovered in accordance with generally applicable laws, in particular the provisions governing public finance and administrative enforcement proceedings.

§ 8

1. In matters not regulated by these Regulations, generally applicable provisions of law shall apply.
2. These Regulations shall enter into force on 8 October 2026.