

WARSAW UNIVERSITY OF TECHNOLOGY

Order No. 61/2023
of the Rector of the Warsaw University of Technology
of October 23, 2023

on introducing Regulations for the payment of doctoral scholarships to the PhD students of the Doctoral School of the Warsaw University of Technology

Pursuant to Art. 23, paragraph 1 in relation to Art. 209 of the Act of July 20, 2018 – Law on Higher Education and Science (Journal of Laws 2023, item 742, with later amendments), it is ordered as follows:

§ 1

Regulations for the payment of doctoral scholarships to the PhD students of the Doctoral School of the Warsaw University of Technology are hereby introduced, constituting an Annex to the this Order.

§ 2

The order enters into force upon signing, with effect from October 1, 2023.

RECTOR

prof. dr hab. inż. Krzysztof Zaremba

**Regulations for the payment of doctoral scholarships to the PhD students of the
Doctoral School of the Warsaw University of Technology**

§ 1

1. The Regulations specify the rules and procedure for paying scholarship to PhD students of the Doctoral School of the Warsaw University of Technology.
2. A PhD student who does not hold a doctoral degree receives a doctoral scholarship.
3. The total period of receiving the scholarship in the doctoral school cannot exceed 4 years.
4. The period referred to in sec. 3 shall not include the period of suspension and the period of education at the doctoral school in the case referred to in Art. 206, section 2 of the Act of July 20, 2018 – Law on Higher Education and Science (Journal of Laws 2023, item 742, with later amendments), hereinafter referred to as ‘the Act’.
5. The amount of the monthly doctoral scholarship shall be at least:
 - 1) 37% of a professor’s salary – up to the month in which the mid-term evaluation was conducted;
 - 2) 57% of a professor’s salary – after the month in which the mid-term evaluation was conducted,subject to paragraph 7.
6. The amount of the scholarship in the minimum amount specified in section 5 is rounded off to the nearest zloty above.
7. The amount of scholarship for the participants of the ‘Implementation doctorate’ program is specified in the regulations issued by the Ministry responsible for higher education, regarding this program.
8. The scholarship referred to in section 5 is paid in accordance with paragraph 4, section 5.
9. The scholarship referred to in section 7 is paid in accordance with paragraph 4, sections 6-9.
10. The scholarship for a given month is paid in full amount.

§ 2

1. During the period of suspension of education referred to in Art. 204, section 3 of the Act, a PhD student retains the right to a scholarship.
2. During the period of suspension of education, the provisions concerning the determination of the amount of the maternity allowance shall apply accordingly to the determination of the amount of the doctoral scholarship, except that the basis for the amount of the allowance shall be the monthly doctoral scholarship referred to in paragraph 1, sections 5 or 7, applicable on the date of the application for suspension.

3. When the suspension does not last a full month, the amount of the scholarship in the first month of suspension is paid in the full amount and in the following months, as well as in the last month of suspension, in the amount determined on the principles determining the amount of maternity allowance.

§ 3

1. A PhD student who has a disability certificate, a certificate on the degree of disability, or a certificate referred to in Art. 5 and Art. 62 of the Act of August 27, 1997 on Vocational and Social Rehabilitation and Employment of Disabled Persons (Journal of Laws 2023, item 100 with later amendments) shall receive a doctoral scholarship in the amount increased by 30% of the amount indicated in paragraph 1, section 5, point 1.
2. A PhD student who submits the doctoral dissertation earlier than the date of completion of education provided for in the Educational program, shall receive the doctoral scholarship until the date of expiry of the deadline for the completion of education, but for not longer than six months.
3. The PhD student referred to in section 2, receives a one-time payment of a doctoral scholarship equivalent to the amount due for the period remaining until the statutory date of completion of education, but for not longer than 6 months.

§ 4

1. A PhD student entitled to receiving the doctoral scholarship, shall submit the following documents within 7 days from the publication of the list of the admitted:
 - 1) PZ-SAP personal questionnaire;
 - 2) declaration for health insurance purposes;
 - 3) ZUS-ZUA form – insurance application.
2. PhD students receive the templates of the documents referred to in section 1, after the publication of the list of the admitted.
3. A PhD student who has a disability certificate referred to in paragraph 3, section 1, shall submit a copy of such certificate.
4. The scholarship is paid in PLN to the bank account indicated in the PZ-SAP questionnaire.
5. The scholarship is paid each month until the last day of a given month, subject to paragraph 3, section 3.
6. The scholarship within the ‘Implementation doctorate’ program is paid each month until the 10th day of a given month.
7. The prerequisite for the payment of the scholarship for the participants of the 1st year of the ‘Implementation doctorate’ program is getting the funds for the realization of the program from the Ministry responsible for higher education and signing a tri-lateral agreement between the PhD student, the University and the employer of the PhD student.

8. The prerequisite for the payment of the scholarship for the participants of the 2nd-4th year of the 'Implementation doctorate' program is the approval of the yearly report and getting the funds from the Ministry responsible for higher education. If the reports are under the approval for a long time, an earlier payment of the scholarship in the amount specified in paragraph 1, section 5, point 1, is possible, provided that the consent of the Vice-Rector for doctoral issues is obtained. The compensation of the scholarship to the amount due in the 'Implementation doctorate' program, referred to in paragraph 1, section 7, will take place after the approval of the reports and getting the funds from the Ministry responsible for higher education.
9. If the University does not receive the funds from the Ministry responsible for higher education in the period allowing for the payment of the scholarship referred to in sections 6-8, the payment will be made by the 10th day of the month after which the University will receive the funds. The scholarship will be paid with compensation for the period for which the scholarship is due.
10. The PhD student must be registered for the next semester in order to further receive the scholarship.
11. Social insurance contributions specified in the provisions on the social security system are deducted from the doctoral scholarship and paid to the Social Insurance Institution (ZUS).
12. Contributions for retirement pension, disability pension and accident insurance are obligatory. Health insurance is voluntary.
13. PhD students receiving retirement or disability pension are subject to social insurance voluntarily and are obliged to submit a copy of a decision granting them these benefits, along with the appropriate declaration.
14. PhD students who do not have any other right to health insurance, may be reported by the University, at their request.
15. A doctoral scholarship may be financed from research grants or other projects, provided that their rules allow for it. The payment of such scholarship will be subject to the guidelines of the funding institution.
16. Doctoral School exercises substantive supervision over the payment of doctoral scholarships referred to in paragraph 1, sections 5 and 7 and grant-funded scholarships replacing these scholarships.
17. When the doctoral scholarship is granted by other unit of the Warsaw University of Technology, this unit is responsible for the substantive supervision over its payment.

§ 5

1. A PhD student loses the right to doctoral scholarship when:
 - 1) (s)he is removed from the list of PhD students of the Doctoral School of the Warsaw University of Technology;
 - 2) education at Doctoral School involves the obligation to employ this PhD student in an entity running the doctoral school:

- a) on the basis of the employment contract,
 - b) with the salary exceeding the professor's salary;
 - 3) (s)he completed education at the Doctoral School of the Warsaw University of Technology, subject to paragraph 3, section 2;
 - 4) expiry of the statutory period for receiving the scholarship referred to in paragraph 1, section 3.
2. Payment of the doctoral scholarship shall cease on the first day of the month following the month in which one of the conditions referred to in section 1 occurred.
 3. A PhD student is obliged to immediately inform in writing the Head of the Doctoral School about circumstances that may affect the right to receive the scholarship, as well as its amount.
 4. A PhD student is obliged to return the unduly paid scholarship to the bank account of the Warsaw University of Technology, within 14 days from receiving the request for its return.