

Appendix to Regulation No. 124 of the Rector of the Warsaw University of Life Sciences of 30 November 2021 on the introduction of the Rules and Regulations for the award and payment of scholarships financed from SGGW's Own Scholarship Fund for academic staff and PhD students

**Rules and Regulations**  
**for the award and payment of scholarships financed from SGGW's Own Scholarship Fund for academic staff and PhD students**

**§1**

**General**

1. The following terms shall have the meanings, respectively, ascribed to them below:
  - 1) International Cooperation Office or BWM – the employees of the International Cooperation Office, who perform tasks related to SGGW's Own Scholarship Fund;
  - 2) PhD Student – a participant in SGGW's PhD Program held from 1 October 2019 to 31 December 2023, a PhD student of the Doctoral School of SGGW or the Doctoral School of the Translational Medicine Centre, referred to in § 1 of the Resolution;
  - 3) Own Scholarship Fund or Fund – the own scholarship fund established at SGGW under Resolution No. 53-2010/2011 of the Senate of the Warsaw University of Life Sciences of 20 June 2011, as amended by Resolution No. 25-2021/2022 of the Senate of the Warsaw University of Life Sciences of 25 October 2021;
  - 4) Employee – an academic staff member employed at SGGW as a member of the research, research/teaching or teaching staff, referred to in § 1 of the Resolution;
  - 5) Rules and Regulations – the rules and regulations for the award and payment of scholarships financed from SGGW's Own Scholarship Fund for academic staff and PhD students;
  - 6) Rector – the Rector of the Warsaw University of Life Sciences;
  - 7) Scholarship or Fund Scholarship – the financial means designated for an Employee or PhD Student going abroad for the purpose referred to in § 1 section 7 of the Resolution;
  - 8) Scholarship Holder – an applicant who has been awarded a Scholarship;
  - 9) Resolution – Resolution No. 53-2010/2011 of the Senate of the Warsaw University of Life Sciences of 20 June 2011 on SGGW's own scholarship fund, as amended by the Resolution No. 25-2021/2022 of the Senate of the Warsaw University of Life Sciences of 25 October 2021;
  - 10) University or SGGW – the Warsaw University of Life Sciences;
  - 11) Application or Fund Scholarship Application – an application submitted in a given enrollment period by a PhD Student and/or Employee in order to apply for a Scholarship;
  - 12) Applicant – a PhD Student and/or Employee submitting an Application.
2. The Rules and Regulations provide detailed rules for the use of funds from the Own Scholarship Fund, including the procedure for granting and paying such funds to Employees and PhD Students.

**§2**

**General rules for using the Fund and awarding Scholarships**

1. The Fund shall be used upon the following conditions:
  - 1) at least 40% of financial resources from the Fund shall be allocated as part of a given enrollment for Scholarships for PhD Students;
  - 2) no more than 20% of financial resources from the Fund shall be allocated as part of a given enrollment for Scholarships for Employees, subject to sections 2 and 3 below.
2. A Scholarship is awarded at the amount of PLN 7250 gross per month for a PhD Student and PLN 8550 gross per month for an Employee, subject to section 3 below.
3. A Scholarship may be granted at an amount different from the one specified in section 2 in case of execution of a bilateral agreement between SGGW and foreign institutions, concerning trips of PhD Students and/or Employees. The amount of the Scholarship awarded by both parties referred to above shall be determined in a relevant bilateral agreement.

### **§3**

#### **Recruitment**

1. Scholarship Holders are selected in a process involving the submission of Fund Scholarship Applications, conducted as part of the recruitment procedure upon the conditions outlined below. The schedule for submission of Applications is specified in §4.
2. Information about the period for submission of Fund Scholarship Applications is published at the University's website at <https://www.sggw.edu.pl/en/sggws-own-scholarship-fund-2/> on the date when BWM announces that Applications can be filed, subject to section 3 below and § 4 section 3.
3. BWM may additionally announce the call for Applications by sending an e-mail to the Institutes, the Doctoral School, the Doctoral School of the Translational Medicine Centre and the SGGW Doctoral Council.
4. A Fund Scholarship is awarded by the Rector on the basis of an Application submitted by an Applicant in accordance with the schedule discussed in §4, subject to sections 5–8.
5. An Applicant may only submit only one Application during a given enrollment period. Applications should be submitted at least 2 months before the planned start date of the trip for which the Applicant is applying. A draft Application is attached hereto. Applications submitted after the deadline indicated in a given schedule, and incomplete Applications, will not be considered.
6. A PhD Student and/or an Employee may submit an Application if s/he plans to go abroad for no less than 3 months, subject to the following sentence. In the case of Employees, an Application may cover several trips abroad in the course of a year, save that the total number of these months must be at least 3, and each trip abroad shall last at least 1 month. In such case, it is allowed for Employees' trips to be divided into stages resulting from the submitted trip schedule attached by the Employee to the Application.
7. First-time Applicants applying for a Scholarship are given priority in the Scholarship application process.
8. It is permitted for a PhD Student and/or Employee to apply for a Scholarship in subsequent enrollment period, save that the achievements which formed the basis for the previously awarded Scholarship cannot be included in an Application submitted to BWM.

### **§4**

### **Time schedule**

1. The resources from the Own Scholarship Fund are divided in a given calendar year into 4 equal parts, one for each of the calls (enrollment periods) announced by BWM, as referred to in § 3 section 2.
2. The funds which have not been used as part of a given call shall be transferred to the next one in a given calendar year.
3. Fund Scholarship Applications are accepted in 4 enrollment periods (calls) according to the schedule below:
  - 1) enrollment period 1: from 1 January to 31 March; Rector's decision – the first week of April;
  - 2) enrollment period 2: from 1 April to 30 June; Rector's decision – the first week of July;
  - 3) enrollment period 3: from 1 July to 30 September; Rector's decision – the first week of October;
  - 4) enrollment period 4: from 1 October to 31 December; Rector's decision – the first week of January of the next year.

### **§5**

#### **Evaluation of Applications**

1. The Applications submitted are reviewed by a BWM staff member from the formal perspective. Applications that are complete and correctly filled-out, as well as those whose missing elements have been provided within the applicable deadline set by BWM in accordance with § 3 sections 2 and 3, and § 4 section 3, are forwarded to the Vice-Rector for International Cooperation.
2. The Vice-Rector for International Cooperation evaluates the Applications in the manner described in sections 3–4 below and § 6, and submits them to the Rector for the final decision to be made.
3. The Vice-Rector for International Cooperation evaluates the Applications by awarding points according to § 6 and, on this basis, prepares a ranking list.
4. The ranking list includes:
  - 1) Applications recommended for funding under the Fund Scholarship;
  - 2) Applications which are not recommended for funding under the Fund Scholarship.
5. On the basis of the aforesaid ranking list prepared by the Vice-Rector for International Cooperation, the Rector makes a decision to grant or refuse to grant a Scholarship.
6. An appeal against the Rector's decision may be submitted through BWM to the Rector within 14 days from the date of delivery of the respective decision to the Applicant.

### **§6**

#### **Scoring**

1. After the deadline for submission of Applications for a Scholarship, the Vice-Rector for International Cooperation conducts an evaluation and prepares a ranking list of Applications based on the following eligibility criteria:

<p><b>The Applicant's scientific or academic career history and achievements, taking into account the current stage of scientific career</b></p> <p><i>a) A paper published or accepted for publication within the last 5 years in journals included in one of the international databases: Scopus, Science Citation Index Expanded, SocialSciencesCitation Index, Arts&amp;HumanitiesCitation Index, or in the list of scientific journals in accordance with the most recent announcement of the Ministry of Science and Education.</i></p> <p><i>b) A reviewed scientific monograph (or a chapter in a monograph) published by a publishing house included in the list of houses publishing reviewed scientific monographs, in accordance with the most recent announcement of the Ministry of Science and Education, published within the last 5 years.</i></p> <p><i>c) Managing, within the last 5 years, a research or teaching project selected in a national or international competition, financed from external sources (i.e. other than SGGW).</i></p> <p><i>d) Submitted application in the NAWA competition – Bekker Program</i></p>	0–40 points
<p><b>Expected outcome of participation in the international exchange, and the impact of the exchange on the participant's development</b></p> <p><i>The assessment covers (among others) the scientific value and innovativeness, results, and the relation between the Project duration to the planned activities</i></p>	0–40 points
<p><b>Academic rank of the foreign host institution</b></p> <p><i>Position in the Academic Ranking of World Universities; documented cooperation (in the form of a bilateral agreement)</i></p>	0–20 points
Σ	0–100 points

2. Additionally, as part of the assessment conducted by the Vice-Rector for International Cooperation, and the preparation of a ranking list of Applications, points will be awarded to the Applicants who submit an Application in relation to a trip abroad as part of the Bekker Program organized by the National Agency for Academic Exchange, or a visit to a foreign university with which SGGW cooperates bilaterally (the list of such universities is available at <https://www.sggw.edu.pl/en/home/collaboration-and-services/international-cooperation/international-agreements-list/>)
3. Fund Scholarship Applications that are recommended by the Vice-Rector for International Cooperation for funding under the Scholarship need to have at least 60 points in total.

## §7

### **Rights and obligations of the Scholarship Holder**

1. The Scholarship Holder is obliged to hold at least basic health insurance covering, in particular, the costs of treatment and transport to hospital, the stay at the host institution, as well as the journey to the host institution and the return to Poland; if the host institution is situated in a Member State of the European Union or of the European Free Trade Association, the EHIC (European Health Insurance Card) or any other policy covering the aforementioned scope of protection shall be recognized as a valid proof of health insurance.
2. The Scholarship Holder is obliged to carry out all activities in accordance with the submitted Application and to achieve the results specified in the Application.

3. Upon arrival or at any other time specified in writing by BWM, the Scholarship Holder is obliged to make financial settlements related to the trip by submitting the following documents to BWM:
  - 1) Confirmation of Stay;
  - 2) a trip progress report approved by the immediate supervisor / director of doctoral studies / director of the Doctoral School.
4. The Scholarship Holder's failure to comply with his/her obligations will result in a request for immediate repayment of the entire Scholarship paid thus far.
5. If the period of stay abroad under a Fund Scholarship is shorter than originally assumed, this will entail the obligation for pro-rata return of the unused part thereof.
6. A PhD Student loses the right to the Scholarship on the day when a disciplinary penalty is imposed on him/her by an authorized body, or on the day when s/he loses the status of a PhD Student. An Employee loses the right to the Scholarship upon termination/expiration of the legal relationship between the Employee and the University.
7. The Rector declares the loss of the right to the Scholarship, effective as of the date when the penalty-related decision becomes final, or the date when the PhD ceases to study/work at the University.



personal data protection under standard contractual clauses concluded with SGGW. Further information can be found at: <https://www.microsoft.com/pl-pl/Licensing/product-licensing/products?rtc=47> and <https://privacy.microsoft.com/pl-pl/privacystatement>.

*IV Appendices*

1. Consent of the host institution, together with information about the scholarship period (in English);
2. Information about the host institution (position in the Academic Ranking of World Universities; documented cooperation [in the form of a bilateral agreement]);
3. Foreign trip plan approved by: in the case of Employees – the immediate supervisor; in the case of PhD Students – the Doctoral School Director or the dissertation supervisor;
4. Description of the expected outcome of participation in the international exchange, and the impact of the exchange on the participant’s development;
5. Applicant’s scientific or academic career history and achievements, taking into account the current stage of scientific career;
6. Confirmation of submission of an application as part of the Bekker Program (academic teachers) – *if applicable* (Note: in order to avoid double funding, in the case of the award of funding from WFS and funding under the Bekker Program, the Scholarship Holder has to waive one of them).

Applicant’s signature	Endorsement by the Director of the Doctoral School / dissertation supervisor ( <i>applies to participants of PhD studies</i> )
	Endorsement by the immediate supervisor ( <i>does not apply to PhD Students and participants of PhD studies</i> )
	Endorsement by the Institute Director