



**Regulations
for awarding prof. Zbigniew Pietrasiński scholarships
for learning achievements for students
and scholarships for research results for doctoral students
at SWPS University**

§ 1.

1. The regulations for awarding prof. Zbigniew Pietrasiński student grants for students and scholarships for academic achievements for doctoral students at SWPS University, hereinafter referred to as the **"Regulations"**, are developed by the Pro Akademika Foundation with its registered office in Warsaw, hereinafter referred to as the **"Foundation"**.
2. Student grants for students and scholarships for academic achievements for doctoral students, hereinafter referred to as **"Scholarships"** or individually **"Scholarship"**, are intended to support students of undergraduate programs, graduate programs, long-cycle master's degree programs and doctoral programs of the SWPS University, who has scientific skills and artistic talent and are active in various fields of science and art or are socially engaged, by providing them with material support.
3. The Scholarships referred to in the Regulations are awarded and paid by the Foundation, whose statutory objectives include undertaking and supporting activities in the field of promoting knowledge, culture, art, education and physical culture among people who have difficult access to them and are particularly talented (§ 7 sec. 7 of the Foundation's Statute).
4. The Scholarships are funded by the financial resources of the Foundation which come from inheritances and donations of donors who are both natural and legal persons, hereinafter referred to as the **"Fund"**.
5. The Scholarships awarded on the basis of the Regulations are the scholarships referred to in art. 97 sec. 1 and art. 213 of the Act of 20 July 2018 – Law on Higher Education and Science.
6. In order to process applications for the Scholarships and to award the Scholarships, the Foundation, as the data controller, processes the necessary personal data. Providing data is a prerequisite for processing the application for the Scholarship and awarding the Scholarship. Full information on the processing of personal data is attached to the application for the Scholarship (see Appendix No. 3).
7. Whenever masculine forms of function names are used in the Regulations, they refer to both men and women.

§ 2.

1. The Scholarship is awarded to a person who has the status of a student or doctoral student of the SWPS University and stands out for his or her achievements in the field of science and research and artistic or social activities.



2. The Scholarship may be awarded only to:
 - 1) students of the last year of undergraduate or graduate programs;
 - 2) students from the third year of long-cycle master's degree programs, including those implemented according to individual curriculum;
 - 3) students of doctoral programs;- who have the status of a student or doctoral student of the SWPS University on the date of submitting the application for the Scholarship.

§ 3.

1. The scholarship is paid out on a one-off basis.
2. Payments of the awarded Scholarship are made to the Scholarship Holder's personal bank account specified in the application.
3. The Scholarship Holder is obliged to indicate the bank account number kept in Polish zlotys (PLN) at a bank operating in the territory of the Republic of Poland.

§ 4.

1. The amount of the Scholarship in the academic year 2023/2024 is PLN 10,000 (ten thousand zlotys 00/100). The amount of the Scholarship in subsequent academic years shall be approved by way of a resolution of the Foundation's Management Board before the commencement of the period for submitting applications for the Scholarship and shall be made available on the Foundation's website: www.fundacjaproakademika.pl.
2. The awarded Scholarships shall be paid out on a one-off basis within one month from the announcement of the list of Scholarship Holders.
3. If it is not possible to pay out the Scholarship on time due to circumstances for which the Foundation is not responsible, the Scholarship shall be paid out at the earliest possible date.
4. The Scholarship is taxable in accordance with the tax legislation, subject to sec. 5.
5. The amount of the Scholarship referred to in sec. 1. shall be increased by an additional sum of money corresponding to the flat-rate personal income tax due for awarding a scholarship for learning achievements or research results by a legal person other than state or local authorities, the rules of which have not been approved by the minister responsible for higher education and science. The Scholarship Holder accepts that the additional sum referred to in the first sentence shall not be payable to him or her but shall be allocated by the Foundation for the payment of the tax due.
6. If these Regulations are approved by the minister responsible for higher education and science, sec. 5 shall not apply.
7. The Scholarship Holder is obliged to provide the Foundation with all data necessary for the Foundation to fulfil its obligations as a payer.

§ 5.

1. The Scholarship is awarded upon application.
2. The application template is attached as Appendix No. 1 to the Regulations.
3. In the academic year 2023/2024, applications for the Scholarship should be submitted by 25 March 2024 at 23:59:59, using electronic means of communication, via the Foundation's website: www.fundacjaproakademika.pl. The deadlines for submitting and processing applications in subsequent academic years shall be approved by way of resolution of the Foundation's Management Board before the commencement of the application period and shall be made available on the Foundation's website:



www.fundacjaproakademika.pl. Applications submitted after the deadline shall not be processed.

4. The applicant for the Scholarship, in addition to the application, should submit:
 - 1) a certificate confirming the status of a SWPS University student or doctoral student, with an annotation of the average grade obtained in the academic year preceding the year in which he or she is applying for the Scholarship;
 - 2) documents confirming outstanding scientific and research achievements and artistic or social activities listed in the application, e.g., certificates, reference letters, diplomas;
 - 3) at least one letter of recommendation written by the tutor of the year, research supervisor or other academic employee of the SWPS University, or other recognized person confirming the candidate's scientific, social and artistic achievements and expressing support for his or her application.
5. Applications shall not be processed if:
 - 1) they are from persons who stay in the bonds of marriage, cohabitation, consanguinity, affinity, adoption, custody, guardianship, or subordination with members of the Scholarship Committee, members of the Foundation's Management Board or members of the Foundation's Council;
 - 2) they contain defects not remedied within a specified period or do not meet the formal criteria.
6. In case of submitting documents prepared in a foreign language other than English, it is necessary to provide their translation into Polish or English.

§ 6.

1. The procedure for awarding the Scholarship shall be conducted solely by means of electronic communication. The provisions of the Act of 14 June 1960 – Code of Administrative Procedure shall not apply to the procedure.
2. Decisions on awarding the Scholarship shall be made by the Scholarship Committee established by the Foundation's Management Board.
3. Once the Scholarship Committee is established, the Foundation's Management Board shall appoint the Chairman of the Committee.
4. The Scholarship Committee shall consist of:
 - 1) at least one representative of employees or associates of the academic area of the SWPS University;
 - 2) at least one representative of employees or associates of the organizational area of the SWPS University;
 - 3) at least one representative of the Foundation;
 - 4) at least one representative of the Student Government and/or Doctoral Students Government of the SWPS University.
5. A prerequisite for the appointment of a member of the Scholarship Committee is his or her prior consent to work in the Scholarship Committee. Participation in the work of the Scholarship Committee is unpaid.
6. Decisions on granting Scholarships shall be made by the Scholarship Committee by 30 April 2024, and in the case of subsequent academic years, by the date indicated in accordance with § 5 sec. 3.
7. The decision of the Scholarship Committee is final and cannot be appealed against.



8. The decision of the Scholarship Committee shall be sent electronically to the e-mail address indicated in the application for the Scholarship by 20 May 2024, and in the case of subsequent academic years, by the date indicated in accordance with § 5 sec. 3.
9. The results may also be published on the Foundation's website:
www.fundacjaproakademika.pl.

§ 7.

1. The members of the Scholarship Committee participate in meetings and make decisions using electronic means of communication.
2. The members of the Scholarship Committee are obliged to apply the provisions on the protection of personal data, and in particular to maintain the confidentiality of information concerning individual applicants.

§ 8.

1. The award of the Scholarship depends on the number of points awarded by the Scholarship Committee on the basis of the Substantive Assessment Sheet (see Appendix No. 2) and the criteria specified in sec. 4.
2. The applicant may obtain a maximum of 100 points.
3. Points may be granted by the Scholarship Committee only if the applicant has met all the formal requirements set out in the Regulations.
4. When making decisions on awarding the Scholarship, the Scholarship Committee considers the following criteria:
 - 1) average grade from the academic year determined by the Scholarship Committee (maximum 10 points), in accordance with the following formula:

$$\text{Number of points} = \frac{\text{Candidate's average grade}}{\text{The highest average grade among candidates}} \times 10\% \times 100$$

- 2) a written description of scientific and research achievements and documents confirming these achievements (maximum 35 points);
 - 3) a written description of achievements and involvement in social and artistic activities and documents confirming these achievements (maximum 40 points);
 - 4) reasons justifying the application for the Scholarship (maximum 15 points).
5. One person may receive only one Scholarship during the whole period of studies and studies in the Doctoral School
6. The Scholarship Committee shall prepare two ranking lists: one for students and the other one for doctoral students.

§ 9.

1. The Scholarship Holder loses the right to receive the Scholarship if he or she is removed from the list of students or doctoral students of the SWPS University.
2. The Scholarship Holder is obliged to notify the Foundation by e-mail about the situation specified in sec. 1 within 7 days from the date on which the decision on the deletion became final.
3. The events specified in sec. 1 and 2 are the basis for non-payment of the Scholarship.



4. If the Scholarship is paid after the occurrence of the events listed in sec. 1 and 2 above, the Scholarship Holder shall be obliged to return the Scholarship to the Foundation's bank account no later than 30 days to the delivery of the request for reimbursement.

§ 10.

After the end of the scholarship period, but no longer than a period of one year, the Foundation reserves the right to contact the Scholarship Holders in order to obtain information regarding their professional career, including the impact of the Scholarship on their professional career if one has been noticed. At the Foundation's request, the Scholarship Holder shall be obliged to provide the Foundation with a description of his or her professional achievements (professional career) and a current photo of him or her, in regard to which the Scholarship Holder shall grant the Foundation a perpetual, non-exclusive, territorially unlimited and free of charge license and a consent to publish the Scholarship Holder's image by placing the above-mentioned description and photo on the Foundation's website and in the Foundation's social media, only for information and promotion purposes regarding Foundation's non-profit activities.

§ 11.

1. The Scholarship Committee has the right not to award the Scholarship if no application meets the requirements set out in the Regulations.
2. In matters not covered by the provisions of these Regulations, the decision shall be made by the Scholarship Committee.
3. Submitted applications shall not be returned.
4. In case of any doubts or for further details regarding these Regulations, please contact the Foundation. The Foundation can only be contacted by e-mail at fundacja.fpa@swps.edu.pl. Please indicate the name and surname of the applicant in messages regarding the Scholarship.
5. These Regulations are available on the Foundation's website: www.fundacjaproakademika.pl.

Appendices:

Appendix No. 1: Template of the Application for the Scholarship

Appendix No. 2: Formal and Substantive Assessment Sheet

Appendix No. 3: Information on the Processing



Appendix No. 1: Template of the Application for the Scholarship

APPLICATION
for awarding prof. Zbigniew Pietrasiński scholarships
for learning achievements for students
and scholarships for research results for doctoral students
in the academic year /....

I. Information about the applicant

Name and surname	
Bank account number	
Address (street, building number, flat number, post code, city)	
Phone number	
E-mail address	
I am a student/doctoral student ¹	undergraduate program graduate program long-cycle master's degree program doctorate program
Student book number	
Faculty/Doctoral School	
Major	
Year of study	
Average grade for the academic year preceding the year of submitting the application	

¹ Choose applicable.



II. Scientific achievements

Please list the most important achievements since October of the academic year preceding the year of submitting the application. For example, active participation in conferences (please specify the subject of the conference, the organizer and the title of the paper presented), participation in research projects, scientific publications submitted and/or published, work in scientific clubs, participation in trips, international exchanges, or scientific internships.

- a) ACTIVE PARTICIPATION IN CONFERENCES – max. 5 conferences (conference subject, date, organizer, title of the paper):

.....

- b) RESEARCH OR DEVELOPMENT PROJECTS – max. 3 projects (project name, period of implementation, project manager, name of the organization that implements the project, role of the applicant in the project, brief description of the project, goals of the project):

.....

- c) SCIENTIFIC PUBLICATIONS – max. 5 publications (names and surnames of authors, title of the publication, date and place of submission/publication, name of the publishing house, if applicable):

.....

- d) WORK IN SCIENTIFIC CLUB (club name, scientific supervisor, if applicable, period of involvement in the activities of the scientific club, function in the scientific club):

.....

- e) PARTICIPATION IN TRIPS, INTERNATIONAL EXCHANGES, OR SCIENTIFIC INTERNSHIPS (type of trip, place, period of stay):

.....

III. Artistic and/or social activities

Please list the most important activities since October of the academic year preceding the year of submitting the application. For example: participation in non-governmental organizations or informal movements; volunteering; publications: reportage, poetry, fiction (long and short forms); screenwriting; exhibition activity: painting, sculpture, photography, graphic design; theatrical activity: acting, directing, stage design, dance, etc.



- a) ARTISTIC ACTIVITIES (short description of artistic activity, including awards, distinctions, period of activity, type, dates, titles, places of publication, exhibitions, if applicable):

.....

- b) SOCIAL ACTIVITIES (name of non-governmental organization/social movement, type of involvement, implemented projects, period of involvement):

.....

IV. Reasons justifying the application for the Scholarship

- a. Please write why you are applying for the scholarship, what is important to you in life, what guides you in your life choices (max. 1800 characters).

.....

- b. Please write what the scholarship funds shall be spent on (max. 900 characters).

.....

Applicant's statement:

I consent to the processing of my personal data for the purpose necessary to apply for and receive the scholarship, and in particular to place my name and surname, city of residence, photo and report on the support obtained on the website of the Pro Akademika Foundation, if I become a scholarship holder of the Fund.

V. Appendixes

The application should be accompanied by:

- *a certificate confirming the status of a SWPS University student or doctoral student, with an annotation of the average grade obtained for the academic year preceding the year of submitting the application;*
- *documents confirming outstanding scientific and research achievements and artistic or social activities listed in the application, e.g., certificates, reference letters, diplomas;*
- *at least one letter of recommendation written by the tutor of the year, research supervisor or other academic employee of the SWPS University, or other recognized person confirming the candidate's scientific, social and artistic achievements and expressing support for his or her application.*



Appendix No. 2: Substantive Assessment Sheet

Name and surname of the applicant:

Student book number:

Average grade for the academic year preceding the year of submitting the application:

Part I. Scientific achievements

No.	Criteria	Number of points (0-7)
1	Active participation in conferences	
Rationale for the assessment:		
2	Research or development projects	
Rationale for the assessment:		
3	Scientific publications	
Rationale for the assessment:		
4	Work in scientific clubs	
Rationale for the assessment:		
5	Participation in trips, international exchanges, or scientific internships	
Rationale for the assessment:		



Part II. Artistic and/or social activities

No.	Criteria	Number of points (0-10)
1	Level of involvement	
Rationale for the assessment:		
2	Significance for the environment	
Rationale for the assessment:		
3	Non-discriminatory and non-exclusive aspect	
Rationale for the assessment:		
4	Awards and distinctions	
Rationale for the assessment:		

Part III. Reasons for the application

No.	Criteria	Number of points (0-5)
1	Justification for the decision (why I should become a scholarship holder?)	
Rationale for the assessment:		
2	Diligence and quality of application preparation	
Rationale for the assessment:		
3	Purpose of allocating funds (the importance of what they shall be used for)	
Rationale for the assessment:		

Assessed by:

Date:



Appendix No. 3: Information on the Processing

Data controller's identity and contact details

The data controller of your personal data is the Pro Akademia Foundation („Foundation”) with its registered office in Warsaw, address: 19/31 Chodakowska Str., 03-815 Warsaw.

The data controller can be contacted by e-mail at fundacja.fpa@swps.edu.pl or in writing using the address of the Foundation's registered office.

Purposes and period of processing

Personal data will be processed in order to:

- award the Scholarship in accordance with the Regulations thereof; the legal basis for the processing is consent (Article 6 (1) (a) of the GDPR);
- publish information regarding Scholarship Holder's professional career, including the impact of the Scholarship on his or her professional career after giving by him or her a separate consent, the legal basis for the processing is consent (Article 6 (1) (a) of the GDPR);
- compliance with legal obligations arising from the tax regulations; the legal basis for the processing is Article 6 (1) (c) of the GDPR;
- defence of legal claims; the legal basis for the processing is the legitimate interest pursued by the Foundation (Article 6 (1) (f) of the GDPR). The legitimate interest of the Foundation is the defence of legal claims.

Personal data will be processed until the decision to qualify for the Scholarship is made, and in the case of persons who receive the Scholarship, for the period required by the tax regulations.

Who will process your data?

Your personal data will be processed by employees and associates of the Foundation and the SWPS University involved in the application processes.

Your data may be transferred to entities providing services to the Foundation and the SWPS University, in particular to entities providing IT services, documentation storage and destruction services, and courier or postal services.

Your rights

You have the right to request access to and rectification or erasure of personal data or restriction of processing, the right of data portability and the right to object to processing on grounds relating to your particular situation, for purposes resulting from the legitimate interest of the data controller.

If data processing is based on your consent, you have the right to withdraw it at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

You have the right to lodge a complaint with a supervisory authority responsible for the protection of personal data (in Poland: the President of the Personal Data Protection Office).

Additional information

Providing your personal data is voluntary, but it is a prerequisite for participation in the application process. The possible consequences of not providing data include the inability to participate in the application process.



Fundacja Pro Akademika

The data controller shall not make automated decisions, including profiling, based on your personal data.