



**Regulations
for granting scholarships for students of SWPS University in a difficult
social, life or financial situation within the Student Relief Fund
of the Pro Akademika Foundation with its registered office in Warsaw**

§ 1

1. The Regulations for granting scholarships for students of SWPS University in a difficult social, life or financial situation within the Student Relief Fund of the Pro Akademika Foundation with its registered office in Warsaw, hereinafter referred to as the "**Regulations**", set out the procedures and rules for granting scholarships by the Pro Akademika Foundation with its registered office in Warsaw, hereinafter referred to as the "**Foundation**".
2. Scholarships for students of SWPS University in a difficult social, life or financial situation, hereinafter referred to jointly as "**Scholarships**" or separately as a "**Scholarship**", aim to support students of first-cycle, second-cycle, and long-cycle master's studies at SWPS University by providing them with targeted financial support – intended for co-financing tuition fees at SWPS University.
3. Scholarships are awarded for academic performance, social involvement, artistic achievements, or sports achievements.
4. The Scholarships defined in the Regulations are awarded and paid out by the Foundation, whose statutory goals include undertaking and supporting activities in the field of promoting education, culture, art, and physical culture among people with difficult access to it and exceptionally talented people (§ 7 point 7 of the Foundation's Statute).
5. Scholarships are awarded within the Foundation's financial resources coming from inheritances and donations made by donors who are both natural and legal persons within the Student Relief Fund established by the Foundation, hereinafter referred to as the "Fund".
6. In order to process applications for Scholarships and to grant a Scholarship, the Foundation as an administrator processes the necessary personal data. Providing data is a necessary condition for processing the application and granting the Scholarship. Full information on the processing of personal data is attached to the Scholarship applications (Annex 2).
7. Whenever the Regulations use masculine forms of function names, this applies to the masculine, feminine, and gender-neutral forms.

§ 2

1. The Scholarship is awarded to a person who has the status of a student at SWPS University on the day of submitting the application, who has significant academic, social, artistic, or sports achievements and is in a difficult life, social, or financial situation.



2. The Scholarship may be awarded only to students in at least the second year of study, who on the day of submitting the application have at least one semester left until the end of their studies.

3. An application for a scholarship may be submitted by people studying at any major and level of study, i.e., first-cycle, second-cycle, or long-cycle master's studies, including long-cycle master's studies carried out according to the individual organization of studies granted ex officio within the meaning of the Study Regulations at SWPS University.

4. The Scholarship cannot be awarded to persons who are on a leave of absence from classes on the day of submitting the application.

5. One person may receive only one Scholarship during the entire period of study at SWPS University (regardless of the number of studies undertaken).

§ 3

1. The Scholarship is paid as a one-time payment.

2. Payments of the awarded Scholarship are made to the personal bank account of the scholarship holder provided in the application.

3. The scholarship holder is obliged to indicate a bank account number held in Polish zloty (PLN) in a bank operating on the territory of the Republic of Poland.

§ 4

1. The amount of the Scholarship is a maximum of half of the annual tuition fee applicable to the field of study the scholarship candidate is enrolled in. The final amount of the Scholarship depends on the funds accumulated in the Fund.

2. The awarded Scholarships will be paid as a one-time payment within one month from the date of notifying the Scholarship Holder of a positive decision.

3. If it is impossible to pay the Scholarship on time due to circumstances for which the Foundation is not responsible, the Scholarship will be paid at the next earliest date. The Foundation will immediately inform the Scholarship Holder of such a situation and provide information on the expected date of payment.

4. The Scholarship is subject to taxation in accordance with the provisions of tax law, subject to sec. 5.

5. An additional monetary amount will be added to the amount of the awarded Scholarship, corresponding to the flat-rate personal income tax due on the awarded scholarship. The scholarship holder agrees that this additional amount will not be paid to them, but will be allocated by the Foundation to pay the tax due.

6. The scholarship holder is obliged to provide the Foundation with all data necessary for it to fulfill its obligations as a payer.

§ 5

1. The Scholarship is awarded upon application.

2. The application template constitutes Annex No. 1 to the Regulations.

3. Applications may be submitted from October 30 to November 30 of each year. If the deadline falls on a public holiday or a Saturday, the deadline for starting or ending the call expires on the next business day.

4. Applications submitted after this deadline may be considered positively only if there are funds available in the Fund.



5. Applications must be submitted using electronic communication means via the Foundation's website: www.fundacjaproakademika.pl.

6. A person applying for a Scholarship must compulsorily submit the following with the application:

- 1) a current certificate - issued no later than 30 days before the date of submitting the application - confirming the status of a student of SWPS University with an annotation about the grade average obtained in the academic year preceding the year in which the applicant applies for the Scholarship and information about the number of semesters remaining until graduation,
- 2) at least one recommendation issued by an academic teacher of SWPS University expressing support for the scholarship candidate's application - issued no later than 14 days before the date of submitting the application,
- 3) documents confirming the achievements described in the application.

7. A person applying for a Scholarship should also submit documents confirming a difficult life, social, or financial situation, including but not limited to an income certificate or death certificates. Documents must be current - issued no later than 60 days before the date of submitting the application. In particularly justified cases, the Foundation Chapter may allow the candidate to submit a declaration, which will be treated on a par with the required documents.

8. In case of doubt, the Foundation Chapter may ask the applicant to send additional documents confirming the truthfulness of the information contained in the application or conduct an additional interview. The interview may take place remotely or on-site depending on the capabilities of the candidate and the Chapter.

9. The following applications will not be considered:

- 1) those originating from persons who are married, in cohabitation, in a relationship of kinship, affinity, or are related by adoption, care, guardianship, or official subordination with members of the Foundation Chapter, Members of the Foundation Management Board, or the Foundation Council,
- 2) persons who received a Scholarship from the Fund in previous academic years;
- 3) containing deficiencies not supplemented within the prescribed period or not meeting formal criteria.

10. If documents drawn up in a foreign language other than English are submitted with the application, it is necessary to provide their translation into Polish or English.

§ 6

1. The procedure for granting the Scholarship is conducted exclusively using electronic communication means.

2. Decisions on granting the Scholarship are made by the Foundation Chapter.

3. The Foundation Chapter is appointed by the Foundation Management Board.

4. The Foundation Chapter makes the decision on granting Scholarships by February 15 of each year.

5. The decision of the Foundation Chapter is final and no appeal is available.

6. The decision is delivered electronically to the e-mail address indicated in the application.

7. Results may also be published on the Foundation's website www.fundacjaproakademika.pl.



§ 7

1. Members of the Foundation Chapter participate in meetings and make decisions at the headquarters or using means of electronic communication.
2. Members of the Foundation Chapter are obliged to apply the provisions on personal data protection, and in particular to keep confidential the information relating to individual applicants applying for the Scholarship.

§ 8

1. The Chapter decides on granting the Scholarship by voting.
2. When voting, members of the Chapter should be guided by the justification for the candidate to obtain financial support, their academic, social, artistic, or sports potential, and the contribution they can make to the Pro Akademika Foundation and SWPS University.
3. An application is considered positively resolved after obtaining at least $\frac{2}{3}$ of the votes of the Foundation Chapter cast in the presence of at least half of the members of the Foundation Chapter.

§ 9

1. The Scholarship has a targeted character and can be used exclusively to cover tuition fees for studies at SWPS University.
2. The Scholarship cannot be allocated for other purposes, such as covering living costs, educational materials, travel costs, or other fees related to studies.
3. The scholarship holder is obliged to document the purposefulness of spending the funds from the Scholarship.
4. Documents confirming the coverage of tuition fees are invoices issued by SWPS University.
5. The scholarship holder is obliged to indicate in the application for the Scholarship the applicable tuition payment deadlines and to present the tuition invoices to the Foundation no later than 14 days from the date of their issuance.
6. In the case of paying tuition fees in installments, the Scholarship holder is obliged to present the Foundation with invoices for each paid installment, up to the total amount of the awarded Scholarship.
7. Invoices should clearly indicate that they relate to the tuition fee for a given period of study and contain the details of the Scholarship holder and SWPS University.
8. In the event of failure to submit the required documents on time, the Foundation reserves the right to withhold the payment of subsequent tranches of the Scholarship or demand the return of already allocated funds.
9. A scholarship holder who fails to present invoices confirming tuition payments loses the right to further use the Scholarship.

§ 10

1. The scholarship holder loses the right to collect the Scholarship if, within 30 days of obtaining a positive decision of the Foundation Chapter, or before that date, they are struck off the list of SWPS University students, or in the event of failure to document the purposefulness of the Scholarship allocation in accordance with the Regulations.



2. The scholarship holder is obliged to notify the Foundation electronically of the situation specified in sec. 1 within 7 days from the date on which the decision on removal became final.
3. The events specified in sec. 1 and 2 constitute the basis for non-payment of the Scholarship.
4. In the event of the Scholarship being paid after the occurrence of the events listed in sec. 1 and 2 above, the scholarship holder is obliged to return this Scholarship to the Foundation's bank account no later than 30 days from the date of delivery of the call for return.

§ 11

After the completion of the payment of Scholarships, but no longer than for a year from that date, the Foundation reserves the right to contact Scholarship Holders to obtain information regarding their professional careers, including information on the impact of the Scholarship on their professional career, if any. At the Foundation's request, the Scholarship Holder will provide the Foundation with a short description of their professional achievements (course of professional career) and provide a current photo of the Scholarship Holder, for which, upon delivery, they will grant the Foundation an indefinite, non-exclusive, territorially unlimited, and free-of-charge license, along with consent to disseminate the image of the Scholarship Holder by placing and disseminating the above-mentioned description together with the photo on the Foundation's website and in the Foundation's social media solely for information and promotional purposes regarding the Foundation's non-profit activities.

§ 12

1. The Foundation Chapter has the right not to award a Scholarship if no application meets the requirements set out in the Regulations or in the event of a shortage of funds in the Fund.
2. In matters not covered by the provisions of these Regulations and raising doubts, the decision is made by the Foundation Chapter.
3. Submitted applications will not be returned.
4. Any doubts and information regarding the Regulations should be directed to the Foundation. The Foundation can be contacted only electronically (fundacja.fpa@swps.edu.pl). Messages concerning Scholarships must indicate the first and last name of the applicant.
5. The Regulations are available on the Foundation's website: www.fundacjaproakademika.pl

Attachments:

Appendix No. 1: Application template for a Scholarship

Appendix No. 2: Information on the Processing



Appendix No. 1: Application template for a Scholarship

APPLICATION
for a scholarship for students in a difficult
social, life or financial situation,
within the Student Relief Fund

I. Information about the applicant:

First and last name	
Bank account number	
Contact phone	
Contact E-mail	
Level of study	undergraduate program graduate program long-cycle master's degree program
Student ID number	
Faculty	
Major	
Year of study	
Number of semesters left until the end of study	
Grade average for the preceding academic year	
Tuition payment deadlines at SWPS University	



II. Description of the most important achievements (maximum 350 words in each field). The description should be clear, coherent, specific and legible – enabling a reliable assessment.

Please **describe your academic activity and most important current academic achievements**, such as:

- active participation in academic conferences (as a speaker, expert, etc.), including information on the rank of the conference (local, student, national, international),
- participation in research teams in research or development projects (including information about your role in the project),
- published academic publications,
- participation in academic trips, international academic exchanges, or academic internships,
- awards and honors received for academic activity, including information on their rank (local, national, international).

Please **describe your social involvement and most important current achievements in social activity**, such as:

- activity in non-governmental organizations (NGOs),
- activity in informal social movements,
- own initiatives of a charitable or social nature,
- awards and honors granted for social activity, including information on their rank (local, national, international),
- implemented social projects.

Please **describe your artistic activity and most important current artistic achievements**, such as:

- awards and honors, including information on their rank (local, national, international),
- exhibitions, including information on whether they took place domestically or abroad,
- publications – literature, fiction, poetry,
- performances and other artistic presentations, including information on whether they took place domestically or abroad.

Please **describe your sports activity and most important current sports achievements**, such as:

- participation in competitions at local, regional, national, and international levels,
- participation in foreign competitions,
- awards, medals, honors,
- membership in national, provincial, or university teams.



III. Description of the life situation (maximum 200 words). The description should be concise and specific.

Please describe the life, social, financial situation in which you currently find yourself, which is the reason for applying for the Scholarship.

Consent of the person applying for a scholarship

I express my explicit consent for the Pro Akademika Foundation, located in Warsaw, ul. Chodakowska 19/31 (03-815), to process my personal data, which I will provide on my own in the application for granting a Scholarship, for the purpose necessary for applying and receiving the scholarship, in particular for placing on the Pro Akademika Foundation's website my name, surname and place of residence, photo, relations with the obtained support, if I become a scholarship holder of the Fund.

The administrator of personal data is the Pro Akademika Foundation, located in Warsaw, ul. Chodakowska 19/31 (03-815). The administrator can be contacted via e-mail: fundacja.fpa@swps.edu.pl. Personal data will be deleted in accordance with data retention periods. More information about the rules of personal data processing and rights can be found in the Regulations.

Declaration of the person applying for a scholarship

1. I declare that the documents attached to this application are current, and the data contained in them are consistent with the actual state.
2. I declare that I have read the Regulations for granting Scholarships for students of the SWPS University who are in a difficult social, life or financial situation within the Student Relief Fund of the Pro Akademika Foundation based in Warsaw.
3. I declare that I have not received financial support from the Student Relief Fund of the Pro Akademika Foundation based in Warsaw in previous academic years.

IV. Attachments

The application should be accompanied by:

- a current certificate – issued no later than 30 days before the date of application submission – confirming SWPS University student status, with an annotation regarding the grade point average obtained in the academic year preceding the year in which the applicant applies for the Scholarship, as well as information on the number of semesters remaining until completion of studies,
- at least one recommendation issued by an academic employee of SWPS University expressing support for the applicant's scholarship application – issued no later than 14 days before the date of application submission,
- documents confirming the achievements described in the application,
- documents confirming a difficult life, social, or financial situation, including, among others, income certificates or death certificates. The documents must be current, issued no later than 60 days before the day of submitting the application. In particularly



justified cases, the Foundation's Chapter may allow the submission of a declaration by the candidate, which will be treated equally with the required documents.

The Chapter reserves the right to request the Scholarship applicant to submit additional documents confirming the accuracy of the information provided in the application.



Appendix 2: Information on the Processing

Data controller's identity and contact details

The data controller of your personal data is the Pro Akademika 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.

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