



**Regulations  
for granting scholarships to students of the SWPS University  
in difficult social, life, or financial situations within the Student Relief Fund  
of the Pro Akademika Foundation based in Warsaw**

**§ 1**

1. The regulations for granting scholarships to students of the SWPS University in difficult social, life, or financial situations within the Student Relief Fund of the Pro Akademika Foundation based in Warsaw, hereinafter referred to as the "Regulations", determine the procedure and rules for granting scholarships by the Pro Akademika Foundation based in Warsaw, hereinafter referred to as the "**Foundation**".
2. Scholarships for students of the SWPS University in difficult social, life, or financial situations, hereinafter collectively referred to as "**Scholarships**" or separately as "**Scholarship**", aim to support students of first, second-degree studies, and uniform master's studies at the SWPS University by providing them with material support for the purpose of co-financing tuition fees at SWPS University.
3. Scholarships are awarded for academic achievements, social involvement, and/or artistic accomplishments.
4. Scholarships specified in the Regulations are awarded and paid by the Foundation, one of whose statutory goals is to undertake and support activities in the field of education, culture, art, education, and physical culture among individuals who have limited access to them and individuals with special talents (§ 7 point 7 of the Foundation's Statute).
5. Scholarships are awarded from the Foundation's financial resources derived from legacies and donations made by donors who are both natural and legal persons within the framework of the Student Relief Fund established by the Foundation, hereinafter referred to as the "**Fund**".
6. In order to consider scholarship applications and award scholarships, the Foundation as the administrator processes necessary personal data. Providing data is a necessary condition for the consideration of a scholarship application and the award of a scholarship. Full information on the processing of personal data is attached to scholarship applications (Appendix 2).
7. Whenever the masculine forms of job titles are used in the Regulations, this applies to both masculine, feminine, and gender-neutral forms.

**§ 2**

1. The scholarship is awarded to a person who has the status of a student at the SWPS University on the day of submitting the application, who has significant academic, social, or artistic achievements and is in a difficult life, social, or financial situation.
2. The scholarship can only be awarded to students who are at least in their second year of studies and have at least one semester remaining until the end of their studies on the day of submitting the application.
3. An application for a scholarship can be submitted by individuals studying in any field and at any level of studies, i.e., first-degree studies, second-degree studies, or uniform master's studies, including uniform master's studies carried out according to an individual study program granted ex officio within the meaning of the SWPS University study regulations.
4. The scholarship cannot be awarded to individuals who are on leave from classes on the day of submitting the application.
5. One person can receive only one scholarship throughout the entire period of studies at the SWPS University.



**§ 3**

1. The scholarship is paid once.
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 the bank account number in Polish Zloty (PLN) in a bank operating in the territory of the Republic of Poland.

**§ 4**

1. The amount of the scholarship is a maximum equivalent to half of the annual tuition fee applicable to the field of study in which the scholarship candidate is enrolled. The final amount of the scholarship depends on the funds accumulated in the Fund.
2. The awarded scholarships will be paid once within one month from the date of handing over the positive decision to the scholarship holder.
3. In case of impossibility to pay the scholarship within the specified period due to circumstances for which the Foundation is not responsible, the scholarship payment will be made in the next nearest term.
4. The scholarship is subject to taxation in accordance with tax law provisions, with the reservation of para. 5.
5. An additional monetary amount corresponding to the lump-sum personal income tax due on the scholarship award will be added to the amount of the awarded scholarship as referred to in para. 1. The scholarship holder agrees that the additional amount mentioned in the first sentence will not be paid to them, but will be used by the Foundation to pay the due tax.
6. The scholarship holder is obliged to provide the Foundation with all the necessary data to fulfill its obligations as a payer.

**§ 5**

1. The scholarship is awarded on application.
2. The application form is attached as Appendix 1 to the Regulations.
3. Applications can be submitted from October 30th to November 30th each year. If the deadline falls on a public holiday or Saturday, the opening or closing date of the application period is extended to the next working day.
4. Applications submitted after this deadline may be positively considered only if there are sufficient funds available in the Fund.
5. Applications must be submitted using electronic communication means via the Foundation's website: [www.fundacjaproakademika.pl](http://www.fundacjaproakademika.pl).
6. An individual applying for a scholarship must submit the following mandatory documents along with the application:
  - 1) an up-to-date certificate confirming the student status at the SWPS University, issued no later than 30 days before the date of the application, with a note on the average grade obtained in the academic year preceding the year in which the applicant applies for the scholarship and information on the number of semesters remaining to complete the studies,
  - 2) at least one recommendation issued by an academic teacher at the SWPS University expressing support for the applicant's scholarship application - issued no later than 14 days before the date of the application,
  - 3) documents confirming the achievements described in the application.
7. An individual applying for a scholarship must also submit documents confirming a difficult life, social, or financial situation, including income certificates or death certificates, among others. The documents must be up-to-date, issued no later than 60 days before the date of 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.
8. In case of doubts, the Foundation's Chapter may request additional documents from the applicant to confirm the information provided in the application or conduct an additional interview. The interview may be conducted remotely or in person, depending on the candidate's



## Fundacja Pro Akademia

and Chapter's capabilities. The discussion topics will cover the scope indicated in the application submitted by the Candidate and in the attachments.

9. Applications will not be considered if they:
  - 1) come from individuals who are married, living together, in a relationship of consanguinity, affinity, or are associated by reason of adoption, care, guardianship, or subordination to the members of the Foundation's Chapter, Foundation's Board Members, or Foundation's Council Members,
  - 2) are from individuals who have received a scholarship from the Fund in previous academic years;
  - 3) contain incomplete information or do not meet the formal criteria within the specified deadline.
10. If documents in a foreign language other than English are submitted with the application, it is necessary to provide a translation into Polish or English.

### § 6

1. The procedure for awarding scholarships is carried out exclusively using electronic communication means. The provisions of the Code of Administrative Procedure of June 14, 1960, do not apply to the procedure.
2. Decisions on the award of scholarships are made by the Foundation's Chapter.
3. The Foundation's Chapter is appointed by the Foundation's Board. The composition of the Foundation's Chapter is published on the Foundation's website.
4. The decision on the award of scholarships by the Foundation's Chapter is made by February 15th each year, and in the case of applications submitted after the deadline specified in § 5 para. 3 - within 60 days from the date of application submission. If an extension of the decision deadline is necessary, the scholarship candidate will be informed via email.
5. The decision of the Foundation's Chapter is final and cannot be appealed.
6. The decision of the Foundation's Chapter is electronically delivered to the email address provided in the scholarship application.
7. Results may also be published on the Foundation's website [www.fundacjaproakademika.pl](http://www.fundacjaproakademika.pl).

### § 7

1. Members of the Foundation's Chapter participate in meetings and make decisions at the headquarters or using electronic communication means.
2. Members of the Foundation's Chapter are obliged to comply with personal data protection regulations, especially in maintaining the confidentiality of information regarding individual scholarship applicants.

### § 8

1. The Foundation's Chapter decides on the award of scholarships through voting.
2. In the voting process, members of the Foundation's Chapter should consider the justification for the financial support to the candidate, their academic, social, or artistic potential, and the contribution they can make to the Pro Akademia Foundation and the SWPS University.
3. An application is considered positively reviewed when at least  $\frac{2}{3}$  votes of the Foundation's Chapter are obtained in the presence of at least half of the Foundation's Chapter members.

### § 9

1. The scholarship is purposeful and can only be used to cover tuition fees at the SWPS University.
2. The scholarship cannot be used for other purposes such as living expenses, educational materials, transportation costs, or other study-related fees.
3. The scholarship holder is obliged to document the purpose of the scholarship funds' expenditure.
4. Invoices issued by the SWPS University serve as confirmation of the tuition fee payment.
5. The scholarship holder must specify the payment deadlines for tuition fees in the scholarship application and provide the Foundation with invoices for tuition fees no later than 14 days from their issuance date.



## Fundacja Pro Akademia

6. In case of installment payments for tuition fees, the scholarship holder must provide the Foundation with invoices for each paid installment up to the total amount of the awarded scholarship.
7. Invoices should clearly indicate that they concern the tuition fees for a specific study period and include the scholarship holder's and SWPS University's details.
8. If the required documents are not submitted on time, the Foundation reserves the right to suspend the payment of subsequent scholarship installments or request the return of already allocated funds.
9. A scholarship holder who does not provide invoices confirming tuition fee payments loses the right to further benefit from the scholarship.

### § 10

1. The scholarship holder loses the right to receive the scholarship if within 30 days from the date of receiving the Foundation's Chapter's positive decision, or before that date, they are removed from the list of SWPS University students, or in case of failure to document the purpose of the scholarship expenditure in accordance with the Regulations.
2. The scholarship holder is obliged to notify the Foundation electronically about the situation specified in para. 1 within 7 days from the date when the decision on removal became final.
3. Events specified in para. 1 and 2 constitute the basis for non-payment of the scholarship.
4. If the scholarship is paid after the events specified in para. 1 and 2 above, the scholarship holder is obliged to return the scholarship to the Foundation's bank account no later than 30 days from the date of receiving the refund request.

### § 11

After the scholarship payments have ended, but no later than one year from that date, the Foundation reserves the right to contact the scholarship holders to obtain information about their professional careers, including information on the impact of the scholarship on their professional career, if any. Upon the Foundation's request, the scholarship holder will provide the Foundation with a brief description of their professional achievements (career progress) and provide a current photo of the scholarship holder, for which, along with the submission, the scholarship holder grants the Foundation an unlimited, non-exclusive, non-territorially restricted license to use and disseminate the description with the photo on the Foundation's website and social media platforms solely for informational and promotional purposes related to the Foundation's non-profit activities.

### § 12

1. The Foundation's Chapter has the right not to award the scholarship if no application meets the requirements specified in the Regulations or in case of insufficient funds in the Fund.
2. In matters not covered by the provisions of these Regulations but raising doubts, the decision is made by the Foundation's Chapter.
3. Submitted applications will not be returned.
4. All doubts and information regarding the Regulations should be directed to the Foundation. Contact with the Foundation can only be made electronically ([fundacja.fpa@swps.edu.pl](mailto:fundacja.fpa@swps.edu.pl)). In messages concerning scholarships, the applicant's full name should be provided.
5. The Regulations are available on the Foundation's website: [www.fundacjaproakademika.pl](http://www.fundacjaproakademika.pl)

#### Appendices:

Appendix 1: Scholarship application form

Appendix 2: Information on the Processing



Appendix 1: Scholarship application form

**APPLICATION**  
**for awarding scholarships**  
**for students in difficult social, life, or financial situations,**  
**within the Student Relief Fund**

**I. Information about the applicant**

Name and surname	
Bank account number	
Phone number	
E-mail address	
I am a student	undergraduate program graduate program long-cycle master's degree program
Student book number	
Faculty	
Major	
Year of study	
Number of semesters left until the end of study	
Average grade for the academic year 2023/2024	
Tuition fee payment dates at the SWPS University	



**II. Description of the most important scientific achievements and/or achievements in social activities, and/or artistic achievements (maximum 350 words in each). The description should be clear, coherent and legible.**

*Please describe scientific activity and the most important current scientific achievements, such as:*

- active participation in scientific conferences (as a lecturer, expert, etc.),
- participation in research teams in research or development projects,
- published scientific publications,
- work in scientific clubs,
- participation in scientific trips, international exchanges of a scientific nature or scientific internships,
- awards and distinctions for scientific activity.

*Please describe your social engagement and the most important current achievements, such as:*

- activity in non-governmental organizations,
- activity in social movements,
- awards and distinctions awarded for social activity, activism, etc.
- implemented projects of a social nature,
- publications in opinion weeklies.

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

- awards and distinctions,
- exhibitions,
- publications,
- performances and other artistic presentations.

**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 Akademia 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 Akademia 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 Akademia Foundation, located in Warsaw, ul. Chodakowska 19/31 (03-815). The administrator can be contacted via e-mail: [fundacja.fpa@swps.edu.pl](mailto: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 Akademia Foundation based in Warsaw.



3. I declare that I have not received financial support from the Student Relief Fund of the Pro Akademia Foundation based in Warsaw in previous academic years.

**IV. Attachments**

*The application should be accompanied by:*

- *current – issued no later than 30 days before the day of submitting the application - certificate confirming the student status at SWPS University with a note on the average grade obtained in the academic year 2023/2024 and information on the number of semesters left to complete studies,*
- *at least one recommendation issued by an academic employee of SWPS University expressing support for the scholarship applicant, issued no later than 14 days before the day of submitting 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 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](mailto: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