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## **Information on the scholarship for the 2022/23 academic year on the basis of Rector's Ordinances No. R.0211.35.2022 of 8th July 2022**

Social scholarship

### 1. Formal criteria

To apply for a social scholarship, the following formal criteria must be met.

In the 2022/23 academic year, the amount of PLN **1051.70** is set as the maximum monthly income per person in a family.

Additionally, foreigners are entitled to receive the scholarship on condition that they:

- received a permanent residence permit, or became long-term EU residents
- have the refugee status granted in the Republic of Poland
- have a Polish language certificate at least at the C1 level
- possess the Polish Card (Karta Polaka)
- are spouses, ancestors (parents, grandparents, great-grandparents, etc.) or descendants (children, grandchildren, great-grandchildren, etc.) of a citizen of the Republic of Poland, residing in the country
- are students from Ukraine covered by the Act of March 12, 2022 on helping Ukrainian citizens in connection with the armed conflict in territory of that country

or

- have received a temporary residence permit, in accordance with Art. 159 sec. 1 or Art. 186 sec. 1 point 3 or 4 of the Act on Foreigners ([link to the document](#))
- benefit from short-term mobility in accordance with Art. 156b sec. 1 of the Act on Foreigners ([link to the document](#)) or have a national visa for the purpose of conducting research

### 2. Application deadline

In the 2022/23 academic year, the following deadlines for submitting applications for scholarships were set.

For full-time students:

Stage I - electronic **registration** in the USOS system from **August 20 to September 16, 2022**.

Stage II - **submission of documentation from August 25 to September 16, 2022**.

For part-time students:

Stage I - electronic **registration** in the USOS system until **October 5, 2022** (after confirmation of undertaking studies).

Stage II - **submission of documentation** from **September 15 to October 5, 2022**.

### 3. Documents delivery

Documents can be submitted as follows:

- by sending them by traditional post (recommended method)
- by placing them in the appropriate box (in the hall of the University Main Building)
- in person (upon prior appointment with a University employee via the USOSweb system).

Contact to the Department of Living Affairs of Students and PhD Students:

Field of study	Contact person	E-mail address	Room number
Administracja	Iwona Malczyk	malczyki@uek.krakow.pl	218
Audyt finansowy			
Bankowość i zarządzanie ryzykiem			
Finanse i rachunkowość			
Gospodarka przestrzenna			
Rynki finansowe			
Studia miejskie			
Zarządzanie finansami państwa i samorządu terytorialnego			
Analityka gospodarcza	Aneta Grzegorzczak	grzegoa@uek.krakow.pl	215
Applied informatics			

Innowacje w biznesie			
Logistyka			
Modern business management			
Rachunkowość i controlling			
Turystyka i rekreacja			
Stypendiści NAWA			
Doradztwo inwestycyjno-gospodarcze	Maria Poszwa	poszwam@uek.krakow.pl	215
Ekonomia			
Inżynieria organizacji i zarządzania			
Logistyka międzynarodowa			
Organizacja i zarządzanie – studia menedżerskie			
Ubezpieczenie zdrowotne studentów			
Europeistyka			
Informatyka stosowana			
Innowacyjność produktu			
Międzynarodowe stosunki gospodarcze			

Stosunki międzynarodowe			
Global Business Services			
Przedsiębiorczość i innowacje w gospodarce			
Gospodarka i administracja publiczna	Iwona Dobrowolska	dobrowoi@uek.krakow.pl	217
Prawo			
Finanse i rachunkowość			
Informatyka stosowana	Magdalena Rzyczniak	rzycznim@uek.krakow.pl	216
Marketing i komunikacja rynkowa			
Rachunkowość i controlling			
Zarządzanie			
Zarządzanie zasobami ludzkimi			
Zarządzanie projektami			
Towaroznawstwo	Edyta Pałka	palkae@uek.krakow.pl	216
Zarządzanie			
Zarządzanie i inżynieria produkcji			
Zarządzanie międzynarodowe			
Innowacyjność produktu			

Organizacja i zarządzanie – studia menedżerskie			
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#### 4. Documents required for a social scholarship

The following list of documents applies to all members of the student's family, i.e. spouse, parents (legal guardians), siblings, own children or children of the spouse.

All these persons, including the person applying for a social scholarship, should collect the following documents:

- a certificate from the Polish Tax Office (Urząd Skarbowy) on income (regarding, among others, salary, pensions, disability pensions, business income), taxes, social security contributions
- a certificate from the Social Insurance Office (ZUS) about the amount of health insurance contributions (only if the Tax Office in the certificate showed income)
- a certificate from the Tax Office on the amount of income, form of tax paid, tax rate and amount of tax paid
- declaration of income not subject to taxation with personal income tax and documents confirming the income shown in the declaration ([Attachment 3](#))

The person applying for a social scholarship who has no income in Poland should submit the suitable documents from the relevant foreign institutions.

**In the academic year 2022/23, students from Ukraine, in the event of inability to obtain a certificate from the relevant institution on income, may complete the [Declaration on their financial situation](#).**

The above documents should also be completed if the person did not work or did not earn any income.

Additionally, siblings and / or children of the applicant should submit a certificate of attendance at school or university (persons under 26 years of age).

Siblings and / or children with disabilities of the applicant should submit a disability certificate.

A student who does not include the father or mother in the application should submit the parent's death certificate, a birth certificate or a copy of the court judgment regarding the parents' divorce and the amount of the maintenance payments.

A person applying for a scholarship, whose income per person in the family does not exceed PLN **600**, should provide a certificate from the social welfare center about the income and financial situation of their family.

A student may also apply for a social grant without showing parental income, if he or she does not share a household with any of them and confirmed this fact in a submitted declaration ([Attachment - declaration on not running a joint household](#)), and also meets one of the following conditions:

- is 26 years old
- is married
- has children

or if submits a declaration of financial independence ([Attachment - declaration on not running a joint household](#)) and meets all of the following conditions jointly:

- had a permanent source of income in the last tax year
- has a steady source of income for the current year
- his monthly income in the previous and current tax year is higher or equal to the amount of PLN **930.35** ([currency exchange rates](#))
- does not share a household with either parent

### **Lost or gained income**

Income may be considered lost (i.e. not included in the scholarship income) if it occurred in the base year (i.e. the previous tax year) and does not occur in the current year. It may come from e.g. holiday jobs or be considered lost because of loss of employment, loss of maintenance payments and loss of other forms of financial support.

The exact types of income that can be considered lost are included in the [list](#).

The lost income should be properly documented, e.g. by an appropriate declaration or documents issued by the employer or other institutions.

Gained income is one that did not occur in the base year (i.e. the previous tax year) and that appeared in the current year.

The fact of the appearance of such income should also be taken into account at the time of submitting the application and should be documented with appropriate certificates (e.g. documents issued by the employer or other institutions).

The exact types of such income are included in the [list](#).

All documents drawn up in a language other than Polish must be translated by a sworn translator or its foreign equivalent.