



**REGULATION OF THE CHANCELLOR AND THE RECTOR
OF WSEI UNIVERSITY
No. 21/2023/2024
dated January 16, 2024.
on the Scholarship Fund
of WSEI University**

Pursuant to Article 420 of the Act of July 20, 2018. Law on Higher Education and Science (i.e., Journal of Laws of 2023, item 742, as amended) and § 8 in connection with § 23 and § 24 of the Statute of Lublin WSEI University, it is hereby directed as follows:

§ 1

1. As of the effective date of this Regulation, the Scholarship Fund of the University of Economics and Innovation in Lublin is transformed into the WSEI University's Scholarship Fund.
2. The funds of the WSEI University's Scholarship Fund come from the following sources:
 - 1) from a write-off against the costs of education and scientific activities. The write-off may not be greater than 10% of the planned net profit for the year. If the profit is less than the planned one, the write-off shall be determined in a proportionally reduced amount, and if the profit is greater, the write-off shall be determined in the planned amount;
 - 2) from contributions by individuals and legal entities designated for this Fund.
3. The write-off referred to in section 2(1) may not be made if it would result in a loss for the fiscal year in question.
4. The write-off referred to in section 2(1) made in a single fiscal year may be used starting from the next fiscal year.

§ 2

1. Scholarships for students and graduates of the WSEI University are awarded from its Scholarship Fund.
2. In the absence of funds in the Fund, scholarships for students and graduates for the academic year are not awarded and paid.

§ 3

The Regulations of the Lublin WSEI University's Scholarship Fund, which specifies the types of scholarships for students and graduates of the University and the detailed rules for awarding them are attached as *Appendix No. 1* to this Regulation.

§ 4

1. The Fund is administered by the Chancellor in agreement with the Rector.
2. The accounting services of the Fund are provided by the Financial Department of WSEI University.

§ 5

1. The Regulation takes effect on the date of signature.
2. As of the effective date of this Regulation, the Regulation of the Chancellor and Rector of the University of Economics and Innovations in Lublin No. 15/2012/2013 dated February 28, 2013 on the Scholarship Fund of the University of Economics and Innovations in Lublin together with the amending regulation, i.e. Regulation of the Chancellor and Rector of the University of Economics and Innovations in Lublin WSEI No. 28/2015/2016 dated May 11, 2016 on the Regulations of the Scholarship Fund of the University of Economics and Innovation in Lublin are no longer in force.

REGULATIONS OF THE WSEI UNIVERSITY'S SCHOLARSHIP FUND

I. General provisions

§ 1

These regulations specify:

- 1) The types of WSEI University's scholarships awarded to students and graduates of WSEI University in Lublin.
- 2) The principles of granting scholarships from WSEI University's Scholarship Fund to students and graduates of Lublin WSEI University.
- 3) The scholarships specified in these Regulations are awarded from the Lublin WSEI University's Scholarship Fund.

§ 2

The Lublin WSEI University's scholarships are awarded from the WSEI University's Scholarship Fund, as referred to in the Regulation of the Chancellor and Rector of the Lublin WSEI University No. 21/2023/2024 of January 16, 2024 *on the WSEI University's Scholarship Fund*, hereinafter referred to as the "Fund".

II. Types and forms of scholarships

§ 3

The following types of WSEI University's scholarships are introduced:

- 1) WSEI University scholarships for first-year full-time **students**, which take the form of **exemption from payment of all or part of the tuition fees for studies**.
- 2) WSEI University scholarships for **students** enrolled in the second semester of the bachelor's or long-cycle master's degree program, **for outstanding academic achievements obtained in the first semester of study**.
- 3) WSEI University scholarships for outstanding academic achievement for **graduates of the University**.
- 4) WSEI University scholarships for outstanding artistic, sporting achievements or activities for the benefit of the University for **graduates of the University**.

III. Criteria and rules for awarding scholarships for first-year full-time students referred to in § 3 point 1 of the Regulations

§ 4

1. The scholarships referred to in § 3, section 1 shall be in the form of exemption from payment of all or part of the tuition fees for studies provided for in the Regulations on Payment for Studies at WSEI University.
2. The amount of scholarships referred to in § 3 point 1 and the list of fields of study for which scholarships are available are determined annually by the Chancellor in agreement with the Rector of the University by means of an ordinance no later than April 30th.

§ 5

1. Scholarships referred to in § 3 point 1 are awarded to first-year full-time students of WSEI University for the second semester of studies after successful and timely completion of the first semester of studies.
2. The scholarships referred to in § 3 point 1 are also available in case of taking up studies from the second semester of full-time studies under the conditions specified in the Study Regulations of WSEI University.
3. The scholarships referred to in § 3 point 1 shall be entitled in the event of a change in the form of education from part-time to full-time during the academic year in an amount proportional to the period remaining until the end of the semester.
4. If a student has paid the tuition fee for studies and has acquired the right to the scholarship referred to in § 3 point 1 under the conditions provided for in § 5 section 3, in the event of an overpayment, it shall be credited against the fee for the next semester of study or shall be refunded at the request of the student.
5. The scholarship referred to in § 3 point 1 is awarded for a duration of one semester. A student who has acquired the right to a scholarship for taking up studies in the first semester of full-time studies, acquires the right to a scholarship for semester II in case of continuation of studies in the full-time mode.

§ 6

1. The scholarships referred to in § 3 point 1 are available only to students who continue their education for the next semester of full-time study resulting from the educational program.
2. In the case of successful completion of a semester of studies and resignation from continuing studies in the next semester of studies at the University, the Student shall be obliged to return the equivalent of the granted scholarship in the following amount:
 - 1) In the case of resignation after the second semester of study - the equivalent of the granted scholarship for the second semester of study, with the exception of cases referred to in § 6 section 3.
 - 2) In the cases referred to in § 5 section 3 - the equivalent of the scholarship received for the period of study taken on a full-time basis.
3. The scholarship shall be returned no later than the date of submission of a written application on resignation from the continuation of education to the University's bank account or in the form of payment at the University's cash point.

§ 7

1. The student is not obliged to return the scholarship referred to in § 3 point 1 in the following cases:
 - 1) A change of the educational system from full-time to part-time within one field of study, provided that the student continues his studies at least up to and including the third semester of study;
 - 2) A change in the field of study regardless of the study mode, provided that the student continues his/her studies at least up to and including the third semester of study.
2. A student is not obliged to return the scholarship referred to in § 3 point 1 if he/she resigns from studies after completing the third and subsequent semesters of studies.

IV. The criteria and rules for awarding scholarships to students enrolled in the second semester of studies for outstanding academic achievements obtained in the first semester of studies, referred to in § 3 section 2 of the Regulations

§ 8

1. The Chancellor, in agreement with the Rector of the University, may announce the call for applications for scholarships referred to in § 3 section 2. The announcement of the call for applications is posted on the website of the WSEI University.
2. The amount of funds allocated for the payment of scholarships referred to in § 3 section 2 in a given academic year, as well as the value of the unit benefits paid under this title and the manner of their payment, is determined by the Chancellor in agreement with the Rector. If there are no funds in the Fund for the scholarships referred to in § 3 section 2, the call for applications for a given academic year is not announced.

§ 9

1. The scholarships referred to in § 3 section 2 may be awarded for full-time and part-time undergraduate and long-cycle master's degree programs.
2. The Chancellor, in agreement with the Rector, may award the scholarship referred to in § 3 section 2 by selecting students on the basis of the ranking of applicants for the scholarship, determined through a competition conducted.
3. The scholarships referred to in § 3 section 2 may be awarded to students referred to in paragraph 1 who have met the following conditions:
 - 1) have achieved a high average grade of at least 4.50 and/or;
 - 2) have academic achievements.
4. Detailed rules for granting scholarships to students enrolled in the second semester of studies for outstanding academic achievements obtained in the first semester of studies are **defined in Appendix No. 1 to the Regulations**.

§ 10

A student may not apply for the scholarship referred to in § 3 section 2 who is:

- 1) on a leave of absence from classes for the second semester of studies;
- 2) on leave for a first semester of studies;
- 3) repeating a year or semester of studies;
- 4) having conditional entry for the next year or semester of studies.

§ 11

1. Students who apply for the scholarship referred to in § 3 section 2 shall submit the following documents:
 - 1) application, which is attached as **Appendix No. 2 to the Regulations**;
 - 2) certificate of the obtained average for the first semester of studies;
 - 3) documents confirming the achievements referred to in § 9 section 3 point 2. Achievements should be documented in written or graphic form, in particular in the form of: photocopies of certificates, awards or diplomas.
2. The student is required to submit the documents certifying achievements in Polish or English. For documents prepared in other languages, the student shall attach to the application a translation of the document.
3. The scholarship application with a set of documents confirming the achievements reported in the application is submitted by the candidate to the Career and Student Affairs Office of the Lublin WSEI University in accordance with the deadlines indicated in the announcement of the Chancellor and the Rector on the call for scholarship applications from the Fund.

§ 12

1. The Chancellor, in agreement with the Rector, appoints a scholarship committee responsible for evaluating applications for the scholarship referred to in § 3 point 2.
2. The evaluation of scholarship applications is carried out by a committee composed of:
 - 1) Vice-rector for education and student affairs - as chairman;
 - 2) Director of the Career and Student Affairs Office - member;
 - 3) A representative of the Student Council (Polish-speaking faculty) - member;
 - 4) A representative of the Student Council (English-speaking faculty) - member.
3. The responsibilities of the chairman of the commission include:
 - 1) calling the meetings of the commission;
 - 2) holding committee meetings;
 - 3) The organization of the committee's work, including the appointment of the Secretary responsible for preparing the minutes of the competition proceedings.
4. Administrative support for the scholarship committee is provided by the Career and Student Affairs Office of WSEI University.

§ 13

1. The scholarship committee conducts formal and substantive evaluation of applications, for the scholarship referred to in § 3 point 2.
2. In the case of formal errors in the application, the commission, after calling the applicant once to supplement the formal deficiencies within 5 days, shall leave the application unprocessed.
3. If students receive the same number of points, the number of points obtained for the grade point average is decisive. In the absence of a decision, the decision to award the scholarship is made by the Chancellor in agreement with the Rector.
4. A protocol is prepared from the conducted proceedings together with the established rankings of students applying for the scholarship according to the number of points obtained. The protocol together with the ranking is forwarded to the Rector by the Chairman of the Committee.
5. The Chancellor, in agreement with the Rector, after reviewing the protocol and ranking, decides on the distribution of scholarships from the Fund.
6. The decision of the Chancellor and the Rector is final and cannot be appealed.
7. The announcement of the results is posted on the WSEI University website.
8. Scholarship payment instructions are signed by the Chancellor in agreement with the Rector.

§ 14

The Chancellor, in agreement with the Rector, may issue a decision to withhold payment of the stipend referred to in § 3 point 2, if the following circumstances arise:

- 1) the recipient of the scholarship will be punished with a disciplinary penalty on the basis of a final decision of the disciplinary committee for students;
- 2) the scholarship was awarded on the basis of false or inaccurate certificates and statements.

§ 15

The scholarship referred to in § 3 point 2 does not limit the student's right to apply for and receive other benefits under the Law on Higher Education and Science.

V. The criteria for awarding scholarships for outstanding academic achievements, as referred to in § 3 point 3 of the Regulations, and scholarships for outstanding artistic

achievements, sports achievements or activities for the benefit of the University, as referred to in § 3 point 3 of the Regulations for graduates of the University.

§ 16

1. The scholarships of Lublin WSEI University referred to in § 3 points 3 and 4 have the form of a one-time cash benefit or an award.
2. The scholarships referred to in § 3 points 3 and 4 are awarded by the Chancellor in agreement with the Rector at the request of the Deans of the Faculties.

§ 17

The scholarships referred to in § 3 point 3 may be awarded to graduates of the University's full-time and part-time bachelor's, master's and long-cycle master's degree programs for outstanding academic achievements.

§ 18

1. The scholarship referred to in § 3 point 3 is awarded to a student who, during the entire period of study at WSEI University, has fulfilled all of the following conditions:
 - 1) obtained the highest arithmetic average of grades in examinations and credits provided for in the study plan among all students who graduated in a given field of study in the academic year,
 - 2) prepared a thesis distinguished by its high substantive and practical value.
2. The scholarship for outstanding academic achievement is awarded to graduates for the previous academic year who have completed their studies and taken the diploma exam by September 30 in the academic year for which the scholarship is awarded.

§ 19

The scholarships referred to in § 3 point 4 may be awarded to graduates of the University's full-time and part-time bachelor's, master's and long-cycle master's degree programs for outstanding artistic or sports achievements or activities for the benefit of the University.

§ 20

1. When evaluating the artistic achievements of a graduate entitling him to receive the scholarship referred to in § 3 point 4, the following achievements, among others, are taken into account:
 - 1) Outstanding artistic works, including visual arts, music, theater;

- 2) Participation in artistic projects conducted by the university or in cooperation with another academic or cultural center;
 - 3) awards in national competitions.
2. When evaluating the sports achievements of a graduate entitling him/her to receive a scholarship referred to in § 3 point 3, the following achievements, among others, are taken into account:
 - 1) Taking the top place in inter-university sports competitions;
 - 2) Taking the leading place in sports competitions organized by the University;
 - 3) high places in competitions organized for people with disabilities.
3. When evaluating the graduate's activities for the benefit of the University entitling him/her to receive the scholarship referred to in § 3 point 3, the following activities, among others, are taken into account:
 - 1) activity in the WSEI students' self-government;
 - 2) active participation in interest groups;
 - 3) Participation in the organization of scientific conferences, symposia and academic ceremonies;
 - 4) Participation in promotional campaigns of the University.
4. The scholarship referred to in § 3 point 4 is awarded to graduates for the previous academic year who completed their studies and took the diploma exam by September 30th in the academic year for which the scholarship is awarded.

§ 21

1. The list of graduates - candidates for the scholarship referred to in § 3 points 3 and 4 is prepared by the Dean of the Faculty and submitted to the Chancellor and the Rector by October 10th following the academic year for which the scholarship is awarded.
2. The scholarships referred to in § 3 points 3 and 4 are awarded by the Chancellor in agreement with the Rector of the University.
3. The amount and form of scholarships referred to in § 3 points 3 and 4 are determined separately for each academic year by the decision of the Chancellor and the Rector of the University.

Scholarships referred to in § 3 point 1 are not available to full-time students financed with funds obtained from aid projects.

Appendices:

1. Detailed rules for awarding scholarships to students in the second semester of study for outstanding academic achievements obtained in the first semester of study
2. Scholarship application template

Annex No. 1
to the Regulations of the WSEI University's Scholarship Fund

Detailed rules for awarding scholarships to students in the second semester of study for outstanding academic achievements obtained in the first semester of study

- 1. When evaluating the application, only the achievements of the students of the University of the second semester of studies for the academic results obtained in the first semester of studies are taken into account.**
2. The applications are evaluated using the scoring method, i.e. for an arithmetic average score of at least 4.50 and a certain number of points are awarded for each scientific achievement.
3. A given achievement can be scored only once, e.g., in the case of delivering the same paper at multiple conferences, indicate the one with the highest score.
4. Through scientific conferences:
 - a. of national scope, is understood to be conferences with active participation of representatives of at least five scientific centers,
 - b. of international scope, is understood as conferences in which at least 1/3 of active participants represented foreign scientific centers,
 - c. of university scope, is understood as conferences in which half of the active participants represented one scientific center and which is not a conference of national scope.
5. Only publications published or accepted for publication are evaluated. A publication accepted for publication, which was indicated by the student in the scholarship application in one year and received a scholarship, may not be considered again as a publication published.
- 6. The student is obliged to document (certificate, diploma, etc.) each achievement entered in the scholarship application. In case of doubt, an employee of the University has the right to demand the presentation of an additional document certifying a particular achievement. If this document is not provided, the achievement in question will not be considered in the evaluation of the application.**

7. After the application is evaluated, points are awarded. Based on them, ranking lists are created for students of the second semester of study for outstanding academic achievements obtained in the first semester of study.

POINTS AWARDED FOR GRADE POINT AVERAGE:

grade point average obtained for the first semester	points
2,00 – 4,49	0
4,50	50
4,51	51
4,52	52
4,53	53
4,54	54
4,55	55
4,56	56
4,57	57
4,58	58
4,59	59
4,60	60
4,61	61
4,62	62
4,63	63
4,64	64
4,65	65
4,66	66
4,67	67
4,68	68
4,69	69
4,70	70
4,71	71
4,72	72
4,73	73
4,74	74
4,75	75
4,76	76
4,77	77
4,78	78
4,79	79
4,80	80
4,81	81
4,82	82
4,83	83
4,84	84
4,85	85
4,86	86
4,87	87
4,88	88
4,89	89
4,90	90
4,91	91
4,92	92
4,93	93
4,94	94
4,95	95
4,96	96
4,97	97

4,98	98
4,99	99
5,00	100

POINTS AWARDED FOR ACADEMIC ACHIEVEMENTS:

type of academic achievement	number of points possible to obtain
Participation in scientific circles and student organizations	you can get a maximum of no more than 6 points
Student organization or research circle - active participation	2 points
representing WSEI University	you can get a maximum of no more than 6 points
A local event	1 points
A national event	2 points
An international event	3 points
Research work, participation in academic and research work	you can get a maximum of no more than 6 points
student academic research project: university-centered/national/international	2/4/6 points
Publications, articles, studies or papers not covered in the curriculum	you can get a maximum of no more than 6 points
A scientific publication in a university journal	1 points
A research article or chapter in a monograph book	3 points
A publication in a peer-reviewed journal	4 points
A publication that is not peer-reviewed in journals other than those listed above	1 points
Active participation in scientific conferences (presentation, paper)	you can get a maximum of no more than 6 points
A local conference	1 points
A national conference	2 points
An international conference	3 points
participation in academic competitions	you can get a maximum of no more than 5 points
Winner (places from I to III) - local level	2 points
Winner (places from I to III) - national level	3 points
Winner (places from I to III) - international level	5 points
Total:	a maximum of 35 points can be obtained

The student is required to document each achievement entered in the application with an appropriate certificate. The certificate should be worded in such a way as to allow the appropriate number of points to be awarded. Points for a given achievement will be awarded only on the basis of the documents attached to the application and submitted with the application. It is not possible to supplement the already submitted application with certificates and documents confirming further achievements not entered and documented on the date of application.

Examples of achievements that **will not** be taken into account:

1. Publications of a non-scientific nature (e.g., a conference report).

2. Papers, publications or translations without acknowledgement of acceptance for publication.
3. Review articles.
4. Passive participation in symposia, conferences or scientific sessions.
5. Participation in trainings, open lectures, workshops, panel meetings and meetings with representatives of companies or institutions.
6. Language certificates or other certificates obtained during training, workshops, etc.
7. Achievements confirmed only by the applicant's statement.
8. Articles in newspapers and non-scientific journals.
9. Completion of another course of study, completion of another course of study with distinction.

Annex No. 2
to the Regulations of the WSEI University's Scholarship Fund

**APPLICATION FOR GRANTING A SCHOLARSHIP
FOR THE BEST STUDENTS ENROLLED IN THE SECOND SEMESTER OF UNDERGRADUATE OR
GRADUATE STUDIES FOR THEIR ACADEMIC PERFORMANCE FROM THE WSEI UNIVERSITY
SCHOLARSHIP FUND IN THE ACADEMIC YEAR 20.../20...**

I. Student Details:

Student's first and last name:	PESEL: <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>												
<p style="text-align: center;">Studies</p> Student number: Faculty: Field of study:..... Year: Degree: <input type="checkbox"/> bachelor <input type="checkbox"/> master's <input type="checkbox"/> long-cycle master's Study mode: <input type="checkbox"/> full-time <input type="checkbox"/> part-time	Correspondence address: Phone number (obligatory): Email (obligatory):												

If the scholarship is awarded, please transfer to my personal bank account:

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.....
date

.....
Student's legible signature

II. Academic achievements:

Type of achievement	Grade Point Average/Achievement Description	Confirmation of achievements (attachments to the application - such as testimonials, certificates, diplomas).	Number of points (to be filled in by the University representative)
1. Arithmetic average grades for the first semester	<p>.....</p> <p><i>(average scores should be rounded to two decimal places)</i></p>	<i>certificate on average grade</i>	
2. Activity in scientific circles and student organizations.			
3. Representing WSEI University.			
4. Scientific work, participation in scientific research work.			
5. Publications, articles, reports or papers not covered by the curriculum.			
6. Active participation in scientific conferences (presentation, paper).			
7. Participation in scientific competitions.			

III. Student Statements:

- Informed of the criminal responsibility for providing false information under Article 233 of the Criminal Code, the responsibility for fraud under Article 286 § 1 of the Criminal Code, and the civil and disciplinary responsibility under Article 307 of the Law on Higher Education and Science, I declare that the data contained in the application are in accordance with the factual and legal state of affairs.
- I certify that I have read and understand the "REGULATIONS OF THE WSEI UNIVERSITY SCHOLARSHIP FUND".
- I agree, in the event that formal errors are found in the submitted application, to send by e-mail a request to correct formal deficiencies in the application.

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date

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Student's legible signature

IV. GDPR information clause

INFORMATION ON THE APPLICANT'S PERSONAL DATA (GDPR INFORMATION CLAUSE)

In fulfillment of the obligation under Article 13 (1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (GDPR), we inform you that:

- 1) The administrator of the personal data provided by you is WSEI University located at Projektowa 4, 20-209 Lublin, entered in the Register of Non-Public Higher Education Institutions kept by the Ministry of Education and Science under number 196, phone: +48 81 749 17 70, e-mail: kancelaria@wsei.lublin.pl (hereinafter WSEI University).
- 2) WSEI University has appointed a Personal Data Inspector who can be contacted via email at: iod@wsei.lublin.pl.
- 3) Your personal data will be processed by WSEI University for the purpose necessary to process and execute your application
- 4) for granting a scholarship for the best students for their academic performance financed from WSEI University's Scholarship Fund..
- 5) The legal basis for the processing of personal data is Article 6(1)(c). - processing is necessary to fulfill a legal obligation on the Administrator in connection with Article 420 of the Law of July 20, 2018. Law on Higher Education and Science and the Order of the Chancellor and Rector No. 21/2023/2024 dated January 16, 2024 on the WSEI University's Scholarship Fund.
- 6) Providing personal data is voluntary, but providing it is necessary for the processing and execution of the application for a scholarship for the best students for academic performance financed by WSEI University's Scholarship Fund.
- 7) Your personal data as an Applicant may be accessed by:
 - a) authorized employees of WSEI University;
 - b) service providers who are contractually entrusted with the processing of data for the performance of services provided to WSEI University;
 - c) entities and bodies entitled to receive data under the law.
- 8) WSEI University will keep your data for the time necessary to fulfill the purpose for which they were collected and for the archival period.
- 9) In connection with data processing by WSEI University, you have the right to access your personal data, the right to correct them, as well as the right to restrict their processing.
- 10) If you consider that the processing of your personal data violates the provisions of the EU GDPR regulation, you have the right to lodge a complaint to the supervisory authority - the President of the Office for Personal Data Protection.
- 11) WSEI University does not plan to transfer Applicants' personal data to third countries, i.e. countries outside the European Economic Area. The data will also not be subject to profiling, which means that it will not be the basis for attributing to you in an automated manner certain characteristics, traits, nor will it serve or predict your behavior and preferences. The data will be processed in a partially automated manner in computer systems.

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date

.....
Student's legible signature

Attachments to the application:

- a) Certificate on average grade.
- b) Documents in support of the achievements included in the application according to the guidelines included with each group of achievements.
- c) Copies of translations of certificates issued in foreign languages (if applicable).

To be filled out by the Commission:

Number of points	Decision Positive/Negative

.....
date

.....
signature of the Commission Chairman