

Rules for Granting Financial Assistance to Doctoral Students of the Interdisciplinary Doctoral School of Agricultural Sciences Affiliated with the Bohdan Dobrzański Institute of Agrophysics of the Polish Academy of Sciences in Lublin

§ 1

1. These Rules specify the principles, procedure, and conditions for granting financial assistance to doctoral students of the Bohdan Dobrzański Institute of Agrophysics of the Polish Academy of Sciences in Lublin (IA PAS) who are pursuing their doctoral education at the Interdisciplinary Doctoral School of Agricultural Sciences (ISDNR).
2. Financial assistance may be granted to a doctoral student who has temporarily found themselves in a difficult life situation.
3. For the purposes of these Rules, the following terms shall have the following meanings:
 - a) **Doctoral Student** – a person holding doctoral student status at the Interdisciplinary Doctoral School of Agricultural Sciences;
 - b) **Financial Assistance** – a financial benefit referred to in Article 209a of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended);
 - c) **Unexpected Event** – an event beyond the doctoral student's control that results in a difficult personal or financial situation;
 - d) **Documented Costs or Losses** – expenses or property damage confirmed by official documents, receipts, invoices, contracts, or other reliable evidence;
 - e) **Unduly Received Benefit** – a benefit granted or paid without a legal basis or on the basis of false information.
4. Financial assistance is a one-time financial benefit.

§ 2

1. These Rules have been developed pursuant to the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended; hereinafter referred to as the “Law on Higher Education and Science”).
2. In matters not regulated by these Rules, generally applicable laws shall apply.

§ 3

1. Financial assistance may be applied for by a person who:
 - a) holds Doctoral Student status on the date of submission of the application and on the date on which the decision is issued;
 - b) has temporarily found themselves in a difficult life situation.
2. The right to apply for financial assistance is independent of receiving other benefits, including scholarships.
3. Financial assistance shall not be granted to a Doctoral Student who has been subject to a final disciplinary penalty of suspension of doctoral student rights, for the period for which the penalty has been imposed.

§ 4

1. Financial assistance may be granted to a Doctoral Student who has temporarily found themselves in a difficult life situation, in particular due to:

- a) a serious illness of the Doctoral Student;
- b) a serious illness or death of an immediate family member;
- c) an accident;
- d) a natural disaster;
- e) theft of or damage to property;
- f) other unexpected events resulting in a difficult life situation for the Doctoral Student.

§ 5

- 1. Financial assistance may be granted to a Doctoral Student no more than twice in a given academic year.
- 2. A Doctoral Student may receive financial assistance only once in respect of the same event.

§ 6

1. The amount of financial assistance shall be determined on an individual basis, taking into account:

- a) the type and consequences of the event;
- b) the amount of documented costs or losses.

§ 7

- 1. An application for financial assistance shall be submitted to the Director of the IA PAS either electronically, bearing a qualified electronic signature, or in writing.
- 2. The application shall be submitted using the form constituting Appendix No. 1 to these Rules.
- 3. The application shall be submitted no later than 3 months from the date of occurrence of the random event, or no later than 3 months from the date on which the circumstances preventing the timely submission of the application cease to exist, as referred to above.
- 4. The application shall be accompanied by copies of documents confirming the occurrence of the random event. Where the application is submitted within the period referred to in paragraph 3, *in fine*, additional documents concerning the circumstances preventing the timely submission of the application shall also be attached.
- 5. In the event of formal deficiencies in the application, the Doctoral Student shall be requested to remedy them within 7 days from the date of delivery of the request, failing which the application shall be left unexamined.

§ 8

1. Applications for financial assistance shall be reviewed by the Financial Assistance Committee.
2. The Financial Assistance Committee shall be appointed by the Director of the IA PAS and shall consist of at least three members for a period of one academic year, with the composition of the Committee ensuring a representation of each gender of at least one-third of its members.
3. The Committee shall include at least one representative of the Doctoral Students' Council.
4. The Committee shall submit to the Director of the IA PAS a written opinion on the submitted application for financial assistance.
5. Members of the Committee may process personal data in connection with the performance of the Committee's duties only on the basis of an authorization to process personal data. The template of the authorization constitutes Appendix No. 2 to these Rules.

§ 9

1. The Director of the IA PAS shall issue a decision on granting or refusing to grant financial assistance.
2. The Doctoral Student shall have the right to request reconsideration of the decision within 14 days from the date on which the decision is served on the Doctoral Student.

§ 10

1. Financial assistance shall be paid as a one-time payment to the bank account indicated by the Doctoral Student.
2. The payment shall be made within 30 days from the date on which the decision becomes final.

§ 11

1. The Doctoral Student shall be obliged to repay any unduly received financial assistance, in particular in the event of:

a) providing false information;

b) submitting a falsified document (i.e. using a forged or altered document).

2. If it is determined that financial assistance has been received unduly or in an excessive amount, an administrative decision shall be issued requiring its repayment.
3. The benefit shall be repaid within the period specified in the decision, which shall not be shorter than 14 days from the date on which the decision is served on the Doctoral Student.
4. If the repayment is not made within the prescribed period, the amount due shall be recovered in accordance with the generally applicable laws, in particular the provisions on public finance and administrative enforcement proceedings

§ 12

1. This document has been agreed upon with the Doctoral Students' Council and shall enter into force on the date of its signing.

2. In matters not regulated by this document, generally applicable laws shall apply.

Appendices:

1. Application form for financial assistance
2. Authorization to process personal data
3. Doctoral Student's declaration of the bank account number for the payment of financial assistance

APPLICATION FORM FOR FINANCIAL ASSISTANCE

Interdisciplinary Doctoral School of Agricultural Sciences
B. Dobrzański Institute of Agrophysics, Polish Academy of Sciences

APPLICATION FOR FINANCIAL ASSISTANCE

I. Doctoral Student's Information:

1. Full name:
.....
2. Doctoral Student ID number:
.....
3. PESEL number (or date of birth):
.....
4. Residential address:
.....
5. Telephone number:
.....
6. E-mail address:
.....
7. Year of study:
.....
8. Date of the most recent financial assistance granted (if applicable):
.....

II. Description of the Event

9. Date/period of occurrence of the event:
.....
10. Type of event:
.....
11. I hereby apply for financial assistance due to (please provide justification):
.....
.....
.....
.....
12. Estimated amount of losses/costs (if applicable):
.....

III. Declarations

I hereby declare that:

1. The information provided in the application is true and accurate.
2. The event described was sudden and occurred independently of my will.
3. I have read and understood the Rules for Granting Financial Assistance.
4. I have read the "Information Clause concerning the granting of financial assistance to doctoral students of the Interdisciplinary Doctoral School of Agricultural Sciences affiliated with the Bohdan Dobrzański Institute of Agrophysics of the Polish Academy of Sciences in Lublin," which constitutes Appendix No. 2 to these Rules.

I understand that providing personal data to the extent specified in the "Application for Financial Assistance" (marked in the application as necessary) is voluntary; however, such data are necessary to process the application for financial assistance. Failure to provide such data may result in the application being left unexamined.

5. I am aware of disciplinary and criminal liability for making a false statement.

Place and date:

Doctoral Student's signature:

IV. List of Attachments

- ☐ medical certificate
- ☐ death certificate
- ☐ police report
- ☐ photographic documentation
- ☐ receipts / invoices
- ☐ other (please specify):

Information Clause Concerning the Granting of Financial Assistance to Doctoral Students of the Interdisciplinary Doctoral School of Agricultural Sciences Affiliated with the Bohdan Dobrzański Institute of Agrophysics of the Polish Academy of Sciences in Lublin

Pursuant to Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter: "GDPR"), we hereby inform you that:

1. Data Controller

The controller of your personal data is the **Bohdan Dobrzański Institute of Agrophysics of the Polish Academy of Sciences**, ul. Doświadczalna 4, 20-290 Lublin, www.ipan.lublin.pl, hereinafter referred to as the "Institute."

You may contact the Institute:

- by post, at: ul. Doświadczalna 4, 20-290 Lublin;
- by e-mail, at: sekretariat@ipan.lublin.pl
- by telephone at: +48 81 744 50 61

2. Data Protection Officer

Supervision over the proper processing of personal data at the Institute is exercised by the Data Protection Officer, who may be contacted regarding matters related to the processing of personal data at: k.kajdrowicz@ipan.lublin.pl. Additional contact details of the Data Protection Officer are available at www.ipan.lublin.pl.

3. Purposes and Legal Bases for Processing Personal Data

Your personal data will be processed for the purpose of reviewing an application for financial assistance, i.e. a financial benefit referred to in Article 209a of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), as well as for the purposes of documenting the process of granting such financial assistance.

4. Categories of Personal Data Processed

The personal data processed include:

- full name – necessary for identification of the Doctoral Student and issuing a decision;
- PESEL number – used for unambiguous identification and administrative processing, including financial processing;

- residential address – necessary for correspondence by electronic means or by post;
- telephone number – facilitates prompt contact, e.g. for the purpose of supplementing information or documentation;
- e-mail address – necessary for correspondence concerning the proceedings;
- year of study – allows verification of the Doctoral Student's status and maintenance of records concerning benefits;
- date of the most recently granted financial assistance – Article 209a of the Law on Higher Education and Science refers to the appropriate application of Article 92(2) thereof, pursuant to which financial assistance may be granted no more than twice in an academic year; this data is necessary to verify compliance with this condition;
- date/period of the event – allows assessment of whether the event is current and related to the application for financial assistance;
- type of event – necessary to determine whether the conditions for granting financial assistance have been met;
- justification for the application – constitutes the primary material for assessing the Doctoral Student's difficult life situation.

5. Recipients of Personal Data

Your personal data may be transferred to:

1. entities authorized under applicable laws, e.g. public administration authorities;
2. entities providing services to the Institute, e.g. IT service providers.

6. Data Retention Period

Data processed in connection with the review of an application and the payment of financial assistance will be retained for the period required by applicable laws, in particular those concerning the archiving of documentation. It is estimated that this period will be 2 years, calculated from 1 January of the year following the completion of the case. After this period, the documentation will be transferred to the Institute's Archive.

7. Voluntary Provision of Data

Providing personal data marked as necessary in the application within the scope specified in the "Application for Financial Assistance" is voluntary; however, such data are necessary for the processing of the application for financial assistance. Failure to provide such data may result in the application being left unexamined.

8. Rights of the Data Subject

You have the right to:

1. access your personal data and request their rectification, erasure, or restriction of processing;
2. object to the processing of your personal data;



3. data portability, where applicable;
4. withdraw your consent at any time, without affecting the lawfulness of processing carried out prior to its withdrawal, where the data are processed on the basis of consent;
5. lodge a complaint with the supervisory authority, namely the President of the Personal Data Protection Office (Prezes Urzędu Ochrony Danych Osobowych), ul. Stawki 2, 00-193 Warsaw.

Appendix No. 3

AUTHORIZATION TO PROCESS PERSONAL DATA

Pursuant to Article 29 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR) and the personal data protection rules applicable at the Institute, I hereby authorize:

Full name:

Position/Function:

to process personal data in connection with performing tasks related to the receipt, verification, review, and processing of applications for financial assistance for doctoral students.

This authorization covers the processing of personal data contained in applications for financial assistance and in the documentation attached to such applications, to the extent necessary for the performance of the assigned duties, including special categories of personal data referred to in Article 9(1) of the GDPR, where such data are contained in the documentation submitted by the applicant.

The authorized person shall be obliged to:

1. process personal data exclusively within the scope and for the purposes arising from the assigned duties;
2. keep personal data and information concerning the methods of securing such data confidential, including after the authorization has expired or employment/cooperation has ended;
3. comply with the rules and procedures applicable at the Institute concerning the protection of personal data.

This authorization shall be effective from until / until revoked.*

The authorization may be revoked at any time.

.....
(signature of the person granting the authorization)

I confirm that I accept this authorization and undertake to comply with personal data protection regulations and maintain confidentiality.

.....
(date and signature of the authorized person)

* Delete as appropriate

Appendix No. 4

**DOCTORAL STUDENT'S DECLARATION OF BANK ACCOUNT NUMBER FOR THE PAYMENT OF
FINANCIAL ASSISTANCE**

Bank account number to which the granted financial assistance should be transferred:

.....

Full name of the account holder:

.....

Date of submission of the bank account number:

.....

Doctoral Student's signature:

.....