

# **Lazarski University Foundation Scientific Scholarship Rules and Regulations**

## **§ 1 General provisions**

1. Lazarski University Foundation, hereinafter referred to as the Foundation, awards scientific grants, hereinafter referred to as grants.
2. The students who are entitled to apply for the scholarship are current Lazarski University BA or MA students, whose average is at least 4.2, and candidates for Lazarski University who should include their GCSE grades or average Matura Exam (High School Certificate) grade.
3. A student referred to in § 1 (2) is a person who at the time of application and the announcement of the decision on grant awarding is a registered Lazarski University student who gave a pledge that is laid down in Lazarski University Statute, and is hereinafter referred to as a Student.
4. A candidate referred to in § 1 (2) is a person who has submitted the documents required to be admitted to Lazarski University and has been given a register number, and is hereinafter referred to as a Candidate.
5. The grant shall be allocated for covering the whole or a part of the fee for studying at Lazarski University.
6. The awarded resources must be used in accordance with their purpose.
7. Grants are awarded once a year following the procedure laid down in the present Rules and Regulations.

## **§ 2 Grant awarding procedure**

1. A Student or a Candidate shall fill in the electronic application form for a grant and the documents specified in § 3 and submit them until 9 October of the given academic year.
2. Applications submitted after the deadline determined in point 1 above shall not be dealt with.
3. The Foundation Board, taking into account the financial conditions, makes a decision on the grant amount and their number once a year.
4. A grant is paid as a total amount or by instalments that match the fee payment terms.
5. The grant shall be paid within 14 days after a grant contract between the Foundation and the grant holder is signed. The grant amount shall be paid after a deduction is made for tax in accordance with Act of 26 July 1991 on personal income tax and for other public law charges.
6. The contract referred to in point 5 shall also determine the instalment amounts and their payment terms.
7. Each instalment is paid on the grounds that the grant holder maintains a student status.
8. Shall the grant holder cease to have a student status their rights to the grant expire.

### **§ 3**

#### **Rules of dealing with applications**

1. In order to apply for a grant, the applicant is required to submit the following documents to the Foundation:

a) the Student's or Candidate's electronic application form containing, inter alia, a description of the purpose and nature of the proposal: evidence substantiating the request, motives behind the request for a grant, scientific and organisational achievements that should be confirmed by certificates, references and other materials (press and Internet excerpts, films etc.), diplomas, and consent for the use and processing of the applicant's personal data by the Foundation;

b) in case of the first cycle studies graduates – the BA diploma with the supplement, and in case of Candidates – a copy of the GCSE certificate;

c) a declaration of average net income per member of the applicant's family in the last three months before the application submission in accordance with the specimen in Appendix 1 ;

d) other documents, e.g. academic teachers' opinions, school teachers' opinions, employers' references.

### **§ 4**

#### **Grant Committee**

1. The Grant Committee, hereinafter referred to as the Committee, takes the decision on awarding a grant.

2. The Committee shall consist of a maximum of 10 persons, including at least two members of the Foundation Board.

3. The Board appoints other Committee members each time.

4. The Committee selects candidates for grants from the applicants; however, the number of candidates cannot exceed 15.

5. The selected candidates for grants shall present their professional achievements and scientific interests to the Committee and answer the Committee's questions.

6. After the interviews, the Committee takes the decision to award a grant or refuse to do so by a simple majority vote of at least three members present.

7. In case of disputes, the Foundation Chair or Deputy Chairperson has the final say.

8. The Committee decision is final and not subject to appeal.

9. The official announcement of the list of grant holders shall take place up to 30 days after the applications submission deadline. The Committee publishes the list of grant holders on the Foundation and the University website.

### **§ 5**

#### **Grant holder's duties**

1. A grant holder is responsible for his/her intellectual development.

2. A grant holder proudly represents the Foundation in his/her local environment as well

as all his/her entries and publications.

3. A grant holder volunteers to work to the benefit of Lazarski University environment.

4. Within 30 days after the whole amount of the grant has been paid, a grant holder is obliged to submit a written report on learning outcomes and other achievements in the period covered by the grant.

## **§ 6**

### **Withdrawal of the grant**

1. The Foundation Board has the right to withdraw the grant in case the grant holder:

a) stopped meeting the grant requirements or demonstrates an attitude that is unworthy of the Foundation grant holder;

b) uses the grant for what it was not intended.

## **§ 7**

### **Final provisions**

In accordance with 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 (General Data Protection Regulation), hereinafter GDPR, OJ L 2016, No 119, we inform you that:

1. Lazarski University Foundation based in Warsaw, postcode 02-662, 43 Świeradowska Street, is the administrator of your personal data;
2. You can contact the Foundation in cases concerning your personal data on [fundacja@lazarski.edu.pl](mailto:fundacja@lazarski.edu.pl);
3. Your personal data shall be processed in order to:
  - a) deal with your application for a scientific scholarship, based on Article 6 par. 1 (a) RODO;
  - b) conclude and implement an agreement concerning a scientific scholarship in case of a positive scholarship decision, based on Article 6 par. 1 (b) GDPR;
  - c) organise events, conferences, contests and questionnaires, based on Article 6 par. 1 (f) GDPR;
  - d) in case you grant consent to process your personal data for the purposes connected with the conduction of informational, promotional and advertising campaigns and other marketing activities connected with the administrator's operations, including in the form of mailing, your personal data shall be processed exclusively for those purposes, based on Article 6 par. 1 (a) GDPR;
  - e) carry out the administrator's informational, archiving and statistical duties resulting from the binding regulations, based on Article 6 par. 1 (c) General Data Protection Regulation (GDPR);
4. Your personal data shall be retained for the period necessary for the administrator to carry out the above-mentioned tasks and for the period required to protect or enforce the administrator's possible claims and carry out a legal obligation in accordance with the law, including that resulting from tax and accounting regulations;
5. Only entities authorised to have access to personal data in compliance with the provisions of the law, authorised employees and entities the administrator requested or commissioned to process them shall be recipients of your data.
6. Your personal data shall not be subject to automated processing and profiling.

7. You have the right to demand that the administrator give you access to your personal data, the right to rectification, the right to erasure, the right to restriction of processing, the right to object and the right to data portability, and in case of giving consent to process them, you have the right to withdraw that consent at any time (without influence on the lawfulness of the processing performed pursuant to your consent before its withdrawal);
8. You have the right to complain to a supervisory body: Polish General Inspector of Personal Data Protection;
9. The provision of personal data is voluntary, however, necessary in order to perform the tasks for which they are collected. Failure to provide personal data may result in the inability to fulfil those tasks.
10. The Foundation Board has the right to suspend awarding grants in a given academic year.
11. The Grant Rules and Regulations may be changed as a result of the Foundation Board resolution passed by the majority vote.
12. The Foundation Board decides upon issues that are not laid down in the present Rules and Regulations.
13. More detailed information about grants is available on [fundacja@lazarski.edu.pl](mailto:fundacja@lazarski.edu.pl).
14. The present Rules and Regulations enter into force on the day of the document publication on the Foundation website.