

RULES FOR GRANTING EMERGENCY FINANCIAL ASSISTANCE TO DOCTORAL STUDENTS OF THE INTERDISCIPLINARY DOCTORAL SCHOOL OF AGRICULTURAL SCIENCES

§ 1

GENERAL PROVISIONS

1. This document sets out the rules, procedure, and conditions for granting emergency financial assistance to doctoral students pursuing their education at the Interdisciplinary Doctoral School of Agricultural Sciences (ISDNR) run jointly with the National Veterinary Research Institute – State Research Institute in Puławy, the Bohdan Dobrzański Institute of Agrophysics of the Polish Academy of Sciences in Lublin, and the InLife Institute of Animal Reproduction and Food Research of the Polish Academy of Sciences.
2. Emergency financial assistance may be granted to a doctoral student who temporarily finds themselves in a difficult life situation.
3. Whenever used in these Rules, the following terms shall mean:
 - a. **Doctoral Student** – a person holding the status of a doctoral student at the Interdisciplinary Doctoral School of Agricultural Sciences;
 - b. **emergency financial assistance** – the monetary benefit referred to in Art. 209a of the Act of July 20, 2018 – Law on Higher Education and Science (consolidated text Journal of Laws of 2024, item 1571, as amended);
 - c. **random event** – an event beyond the control of the doctoral student that results in a difficult life or material situation;
 - d. **documented costs or losses** – expenses or material damage substantiated by official documents, bills, invoices, agreements, or other reliable evidence;
 - e. **unduly collected benefit** – a benefit granted or paid without a legal basis or on the basis of false data.
4. Emergency financial assistance is paid from the internal funds of the National Veterinary Research Institute – State Research Institute in Puławy, the Bohdan Dobrzański Institute of Agrophysics of the Polish Academy of Sciences in Lublin, or the InLife Institute of Animal Reproduction and Food Research, Polish Academy of Sciences, depending on which of the aforementioned entities the doctoral student submits the application for emergency financial

assistance to.

5. Each entity constituting the Interdisciplinary Doctoral School of Agricultural Sciences possesses its own financial resources allocated for the payment of emergency financial assistance.
6. Emergency financial assistance is a one-off monetary benefit.

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LEGAL BASIS

1. These Rules have been drawn up on the basis of:
 - a. the Act of July 20, 2018 – Law on Higher Education and Science (consolidated text Journal of Laws of 2024, item 1571, as amended – hereinafter referred to as: PSWiN);
 - b. other universally binding legal regulations.
2. In matters not regulated by this document, universally binding legal regulations shall apply.

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ELIGIBLE PERSONS

1. Emergency financial assistance may be applied for by a person who:
 - a. holds the status of a doctoral student on the date of submitting the application and on the date of issuing the decision;
 - b. temporarily finds themselves in a difficult life situation.
2. The right to apply for emergency financial assistance is independent of receiving other benefits, including scholarships.
3. Emergency financial assistance shall not be granted to a doctoral student whose rights have been suspended due to disciplinary proceedings.

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GROUND FOR GRANTING ASSISTANCE

1. Emergency financial assistance may be granted to a doctoral student who temporarily finds themselves in a difficult life situation, in particular due to:
 - a. a severe illness of the doctoral student,
 - b. a severe illness or death of an immediate family member,
 - c. an unfortunate accident,
 - d. a natural disaster,

- e. theft or damage to property,
- f. other sudden events of a similar nature affecting the doctoral student's difficult life situation.

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FREQUENCY OF GRANTING

1. Emergency financial assistance may be granted no more than twice in a given academic year.
2. A doctoral student may receive emergency financial assistance only once for the occurrence of the same event.

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AMOUNT OF ASSISTANCE

1. The amount of emergency financial assistance is determined individually, taking into account:
 - a. the nature and consequences of the event;
 - b. the amount of documented costs or losses.”

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APPLICATION PROCEDURE

1. An application for emergency financial assistance shall be submitted to the Director of ISDNR in electronic or written form.
2. The application shall be submitted using the form attached to this document.
3. The application must be submitted no later than 3 months from the date of the event.
4. Documents confirming the occurrence of the event must be attached to the application.
5. In the case of formal defects in the application, the doctoral student shall be requested to complete them within 7 days from the date of delivery of the request, under the pain of leaving the application unconsidered.

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COMMITTEE FOR EMERGENCY FINANCIAL ASSISTANCE

1. Applications for emergency financial assistance are reviewed by the Committee for Emergency Financial Assistance.
2. The Committee for Emergency Financial Assistance is appointed by the Director of InLife, consisting of at least three members, for a period of one academic year.
3. The Committee includes at least one representative of the Doctoral Students' Council.

4. The Committee submits a written opinion regarding the submitted application to the Director of InLife.

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PROCEDURE FOR CONSIDERING APPLICATIONS

1. The decision to grant or refuse emergency financial assistance is issued by the Director of InLife.
2. A request for reconsideration of the case may be submitted against the decision within 14 days from the date of its delivery.

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PAYMENT OF BENEFIT

1. Emergency financial assistance is paid as a one-off payment to the bank account specified by the doctoral student in the application.
2. Payment shall be made within 30 days from the date on which the decision becomes final.

§ 11

RETURN OF UNDULY COLLECTED BENEFIT

1. A doctoral student is obliged to return unduly collected emergency financial assistance, in particular in the case of:
 - a. providing false data;
 - b. submitting forged documents.
2. If it is established that the emergency financial assistance was collected unduly or in an excessive amount, an administrative decision requiring its return shall be issued.
3. The return of the benefit should take place within the period specified in the decision, not shorter than 14 days from the date of its delivery.
4. In the event of failure to make the return on time, the due amount shall be recovered under the rules set out in universally binding regulations, in particular regulations on public finance and enforcement proceedings in administration.

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FINAL PROVISIONS

1. The application form template for granting emergency financial assistance constitutes Annex No. 1 to this document.

APPLICATION FORM TEMPLATE FOR EMERGENCY FINANCIAL ASSISTANCE

Interdisciplinary Doctoral School of Agricultural Sciences

APPLICATION FOR EMERGENCY FINANCIAL ASSISTANCE

I. Doctoral Student Data

1. First and Last Name:.....
2. Student ID Number (numer albumu):
3. PESEL Number (or date of birth):.....
4. Residential Address:
5. Phone Number:
6. E-mail Address:
7. Year of Study:
8. Date of last granted emergency financial assistance (if applicable):
9. Bank Account Number for payment:

II. Description of the Event

1. Date/period of the event:
2. Type of event:
3. I request emergency financial assistance due to (provide justification):
.....
.....
.....
.....
.....
4. Estimated value of losses/costs (if applicable):

III. Declarations

I hereby declare that:

- ☐ the data contained in the application are true.
- ☐ the described event was sudden and independent of my will.
- ☐ I have read and understood the Rules for granting emergency financial assistance.
- ☐ I consent to the processing of my personal data for the purpose of considering the application.
- ☐ I am aware of the disciplinary and criminal liability for making a false declaration.

Place and date:.....

Signature of the doctoral student:.....

IV. List of Enclosures

☐ medical certificate

☐ death certificate

☐ police report

☐ photographic documentation

☐ bills / invoices

☐ other (please specify):