

RULES AND REGULATIONS
on financial aid for doctoral students
of the Doctoral School of the Hirszfeld Institute of Immunology
and Experimental Therapy, Polish Academy of Sciences

§ 1.

Legal Basis

These Regulations have been developed on the basis of: the Act of July 20, 2018, Law on Higher Education and Science (Journal of Laws 2018, item 1668), taking into account the amendments introduced by the Act of January 23, 2026 (Journal of Laws 2026, item 328) entering into force on March 27, 2026.

§ 2.

These Regulations define

- 1) persons eligible for social benefits in the form of financial aid
- 2) the rules and conditions for granting financial aid, for which funds allocated by the Director of the Hirszfeld Institute of Immunology and Experimental Therapy, Polish Academy of Sciences (HIIET PAS) are earmarked
- 3) the scope of work and powers of the Social Committee for Doctoral Students appointed by the Director of the HIIET PAS.

§ 3.

Eligible Persons

Persons who, at the time of submitting the application, hold the status of a doctoral student at the HIIET PAS Doctoral School are eligible to apply for financial aid.

§ 4.

Rules and Conditions for Granting Financial Aid

1. In accordance with applicable regulations, financial assistance may be granted to a doctoral student who is temporarily in a difficult life situation caused, in particular, by the loss of a steady source of income by the student, their spouse, or their parents, or by an unforeseen event causing short-term difficulties in pursuing their doctoral studies, including the illness of the applicant or a family member, the death of a family member of the applicant, the birth of a child, the need to provide care for a sick family member, theft, or damage caused by fire or a natural disaster.
2. Benefits under these Regulations are granted upon application by an eligible person who,

at the time of the decision to grant the financial aid, holds the status of a doctoral student at the HIIET PAS Doctoral School, as certified by the Director of the HIIET PAS Doctoral School.

3. The decision to grant financial aid shall expire on the last day of the month in which the doctoral student is removed from the list of doctoral students.
4. The financial aid is a one-time benefit.
5. The applicant's difficult life or financial situation must be documented. The accuracy of of the information contained in the submitted documents for financial aid is certified by the doctoral student's own signature.
6. If a doctoral student obtains the right to financial aid by submitting false information or altered, forged, or invalid documents, this results in the revocation of the right to benefits and the return of unduly received funds to the financial aid fund.
7. Applications for financial assistance must be submitted in person to the secretary of the Social Committee for Doctoral Students or electronically to the Doctoral School at sd.iitd@hirszfeld.pl, no later than three months from the date of the event entitling the applicant to the benefit.
8. Financial aid may be received no more than twice per academic year.
9. Financial aid may not be granted a second time for the same event.
10. The application form is attached as Appendix 1 to these Regulations

§ 5.

Scope of Work and Powers of the Social Committee for Doctoral Students

1. The Social Committee for Doctoral Students is a team appointed by the Order of the Director of the HIIET PAS, whose task is to review and provide opinions on applications for financial assistance submitted by eligible persons in accordance with these Regulations.
2. The Committee's tasks include receiving information and applications from eligible individuals along with the required documents, verifying and reviewing the documents, maintaining records of granted financial aid, and, if necessary, explaining the rules for utilizing such assistance.
3. In the event of any doubt regarding the credibility of the information or data provided in the application, the Committee reviewing the applications for financial assistance may request the applicant to submit supporting documents.
4. The Committee shall hold its meetings in person or remotely using electronic means of communication that enable real-time multilateral communication, participation in

discussion during the meeting, identification of participants, and confirmation of attendance, in compliance with the rules governing the protection of personal data.

5. Opinions issued by the Committee shall be signed by the chair or, upon authorization, by the vice-chair of the Committee.
6. A doctoral student has the right to appeal against the Committee's opinion, to be submitted within 14 days of receipt the opinion.
7. The Committee shall convene immediately upon receipt of a complete application for a financial aid or an appeal against the committee's decision. During the summer recess, a meeting may be scheduled only when a quorum is ensured.
8. The Committee shall determine its position (recommendation or lack of thereof) regarding the application for a financial aid in the presence of at least half of its members. The Committee's recommendation is adopted by a simple majority of votes. If a doctoral student applying for financial aid or their advisor is a member of the Committee, they shall be recused from the decision-making process.
9. Minutes shall be taken of the committee meeting. The minutes are prepared by a secretary designated for that meeting. The minutes shall indicate, among other things, the format in which the committee meeting was held. If the meeting was held remotely, the minutes shall be signed by the secretary, who verifies the attendance of committee members based on data from the application used to conduct the meeting.

Appendix No. 1 — Sample Application for a Non-Refundable Grant

Wroclaw, on

Appendix No. 1 to the Regulations

First and last name

Student of Doctoral School at the HIIET PAS

Residential address

**Director of the Hirsfeld Institute of Immunology
and Experimental Therapy, Polish Academy of Sciences
in Wroclaw**

**Application
for a financial aid**

I hereby apply for a financial aid in the form of a non-repayable grant due
to.....

I am aware of the criminal liability for providing a false statement.

.....

Signature of the applicant

I hereby declare that I have read the information clause regarding the processing of personal data, which is available on the website intranet.hirsfeld.pl

I declare that by disclosing in this application the personal data of persons sharing the same household, I have fulfilled the information obligations of the HIIET PAS provided for in Article 14 of the GDPR by providing the aforementioned Information Clause to these persons.

I declare that I am aware of the criminal liability for making a false statement and providing false information regarding my financial situation, in accordance with the Act of June 6, 1997 – Penal Code (Journal of Laws No. 88, item 553, as amended) – Article 286 §1.

.....

Signature of the applicant

A. Certification of Doctoral Student Status at the HIIET PAS Doctoral School

As of the date of consideration of the decision to grant the stipend, the applicant retains all rights of a doctoral student, as certified by the Director of the IITD PAN Doctoral School

YES

NOT

Signature of the authorized person

Head of the IITD PAN Doctoral School.....

Wroclaw,

B. Opinion/Recommendation of the Social Committee for Doctoral Students

The Social Committee for Doctoral Students of the IITD PAN grants/does not grant a non-repayable financial aid in the amount of:

.....

in words:

Signature of the authorized person

Chair of the Committee.....

Wroclaw,

C. Decision of the Director of the HIIET PAS in Wroclaw at Weigla 12.

*I consent/do not consent

.....

Signature of the Director of the HIIET PAS

Wroclaw,

***delete as appropriate**