

**Stanisław Moniuszko Academy of Music in Gdańsk
Rector's Order No. 38/2026
from 14 May 2026**

**introducing the Regulations for the Award of Financial Assistance
to students of the Doctoral School
of the Stanisław Moniuszko Music Academy in Gdańsk**

On the basis of Article 23 (2)(2) of the Act of 20 July 2018 – Law on Higher Education and Science, the following is hereby enacted:

§ 1

The Regulations on the award of financial assistance for students of Doctoral School at the Stanisław Moniuszko Academy of Music in Gdańsk, attached hereto as an Annex, are hereby introduced.

§ 2

The Regulations referred to in § 1 have been drafted in consultation with the Board of the Doctoral Students' Council of the Stanisław Moniuszko Academy of Music in Gdańsk, in accordance with the requirements of Article 209 a of the Act of 20 July 2018 – Law on Higher Education and Science.

§ 3

This order shall enter into force on the date of its signing.

Annex:

The Regulations for Granting Financial Assistance to Doctoral School Students at the Stanisław Moniuszko Academy of Music in Gdańsk.

Rector of Stanisław Moniuszko
Academy of Music in Gdańsk
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prof. dr hab. Ryszard Minkiewicz

OPINION

The Doctoral Students' Council of Stanisław Moniuszko Academy of Music in Gdańsk hereby expresses a positive opinion on the Regulations on the Awarding of Financial Assistance for Doctoral School students of Stanisław Moniuszko Academy of Music in Gdańsk, adopted by Rector's Order No. 38/2026 of 14 May 2026.

Chairperson of the Doctoral Students' Council

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Hubert Żmudzki, MA



REGULATIONS FOR GRANTING
FINANCIAL ASSISTANCE
TO DOCTORAL SCHOOL STUDENTS
AT THE STANISŁAW MONIUSZKO
ACADEMY OF MUSIC IN GDAŃSK

Effective from 14th May 2026

§ 1

1. This document establishes the fundamental principles for granting the financial assistance to students of the Doctoral School at the Stanisław Moniuszko Academy of Music in Gdańsk, hereinafter referred to as the Academy, including the criteria and procedure for granting financial assistance, as well as the requirements for supporting documentation accompanying the application.
2. A Doctoral School student at the Academy may receive financial assistance if, due to unforeseen circumstances, they find themselves in a difficult life situation.
3. Whenever the Regulations refer to:
 - a) doctoral students, the term should be understood to mean persons who hold the status of a Doctoral School student;
 - b) financial assistance, shall mean the 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) unforeseen event, should be understood as an event beyond the doctoral student's will that results in a difficult life or financial situation;
 - d) immediate family, means the spouse, children, parents, siblings, as well as persons sharing a common household with the doctoral student;
 - e) temporary difficult life situation, shall mean a temporary decline in doctoral student's standard of living and/or worsening of their life circumstances;
 - f) documented costs or losses, should be understood as expenditures or material losses confirmed by official documents, receipts, invoices, contracts, or other credible supporting evidence;
 - g) unduly received benefit, shall mean a benefit granted or paid without a legal basis or on the basis of unreliable information.
4. Financial assistance is paid from the Academy's own funds.
5. Financial assistance is awarded in the form of a cash benefit and on a discretionary basis.

§ 2

1. These Regulations have been drafted on the basis of:
 - a) the Act of 20 July 2018 – Law on Higher Education and Science (consolidated text: Journal of Laws 2024, item 1571, as amended; hereinafter referred to as the 'PSWiN');
 - b) other universally binding legal provisions.
2. In matters not governed by these Regulations, generally applicable laws and regulations shall apply.

§ 3

1. A person who:
 - a) holds the status of a doctoral student on the date of submitting the application,

- b) has found themselves in a temporary difficult life situation may apply financial assistance.
- 2. The right to apply for financial assistance shall be granted irrespective of whether the applicant receives other benefits, including scholarship.

§ 4

The circumstances justifying an application for financial assistance may include, among others:

- a) the death of a member of the doctoral student's immediate family;
- b) an unforeseen accident affecting the doctoral student or a member of their immediate family;
- c) a sudden illness of the doctoral student or a member of their immediate family;
- d) the occurrence of a natural disaster, in particular: a flood, hurricane, hailstorm, torrential rainfall, earthquake, land subsidence, avalanche, snow or ice load, or severe frost;
- e) an unforeseen event including fire, lightning strike, or explosion;
- f) an unforeseen event such as the impact, crash or fall of an aircraft;
- g) the flooding of a property;
- h) an unforeseen event involving the collapse or fall of trees, masts, cranes, chimneys, or other structures;
- i) a building collapse
- j) an unforeseen event involving robbery, burglary, willful damage to property, or act of vandalism resulting in loss or damage to the doctoral student;
- k) the theft of the doctoral student's property;
- l) the birth of a child to the doctoral student;
- m) other documented circumstances affecting the doctoral student's difficult temporary life situation.

§ 5

- 1. A doctoral student may receive financial assistance twice during an academic year.
- 2. Financial assistance shall not be awarded more than once in respect of the same event or circumstances.

§ 6

- 1. An application for financial assistance may be submitted no later than six months after the occurrence giving rise to the application.
- 2. The application form for financial assistance is attached as an Annex to these Regulations.

§ 7

The application for financial assistance should be submitted to the Office of the Teaching Affairs of the Faculty of Conducting, composition and Music Theory either in person or by email at dzialnauczania1@amuz.gda.pl.

§ 8

1. The granting of financial assistance is subject to the financial capacity of the Academy.
2. The Academy establishes a financial assistance fund for Doctoral School students each budget year.
3. At the beginning of each budget year, the Rector determines the amount of funds allocated to the financial assistance for students of the doctoral School.
4. Any funds not used in a given year are transferred to and made available in the subsequent budget year.
5. The award of financial assistance from financial assistance fund for the Doctoral School students is limited to the funds available in the fund's account.
6. The amount of financial assistance for a given year is determined by the Rector in consultation with the Doctoral Students' Council. Information in this regard is public and published on the website: www.amuz.gda.pl.

§ 9

1. Decisions regarding the award of financial assistance at the first instance are made by a Committee composed of the Director of the Doctoral School, one representative of the Doctoral School Board and one representative of the Doctoral Students' Council.
2. Members of the Committee are appointed for a two-year term of office, except for the first term which lasts until 31 August 2028.
3. Decisions taken in matters covered by the scope of these Regulations have the status of administrative decisions.
4. An appeal against the decision may be submitted to the Rector within 14 days from the date of receipt of the decision.

§ 10

1. The financial assistance is paid to the bank account indicated in the application.
2. Payment is made by the 15th day of the following month in which the application was submitted. If the application is submitted after the 15th day of a given month, the payment is made in the subsequent month.

§ 11

1. A doctoral student bears civil and criminal liability for providing false information on the basis of which the financial assistance was awarded.
2. If the financial assistance was granted on the basis of false information, the doctoral student is obliged to repay it.
3. The benefit should be repaid within the period specified in the decision, not shorter than 14 days from the date of the service.
4. If the repayment is not made within the prescribed period, the claim shall be recovered in accordance with generally applicable laws, in particular the provisions governing public finances and administrative enforcement proceedings.

§ 12

1. In matters not regulated by these Regulations, decisions are taken by the Rector in consultation with the Doctoral Students' Council.
2. Any amendments to these Regulations may be adopted only in consultation with the Board of the Doctoral Students' Council.

Annex:

1. Annex 1 – Financial Assistance Application Form

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**APPLICATION FOR FINANCIAL
ASSISTANCE IN ACADEMIC
YEAR /.....**

DOCTORAL STUDENT'S DECLARATION

Being aware of the criminal liability for the offence specified in Article 233 §§ 1 and 6 of the Act of 6 June 1997 – the Criminal Code (Journal of Laws No.88, item 553, as amended), as well as civil and disciplinary liability for providing false or inaccurate information, I hereby declare that:

1. The information provided in this application and the attached documents are true, accurate, and complete, and reflect the actual state of affairs.
2. I am not applying for financial assistance at any other higher education institution. In the event that I apply and am awarded financial assistance at the higher education institution, I undertake to inform the Teaching Affairs Office without delay, no later than 7 days from the date on which I obtain information of such award.
3. I acknowledge the obligation to repay benefits to which I was not entitled, i.e. benefits on the basis of false information.
4. I am familiar with the provisions of the Regulations on the Award of Financial Assistance to Doctoral School Students at Stanisław Moniuszko Academy of Music in Gdańsk.
5. I acknowledge that the application should be reviewed within 30 days from the date of its submission.

In accordance with Regulations (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 flow of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as the 'GDPR', we hereby inform you that:

1. The Controller of the personal data provided in connection with the application for the above-mentioned benefit is Stanisław Moniuszko Academy of Music in Gdańsk, with its registered office in Gdańsk (80-743), at 1-2 Łąkowa Street.
2. The Controller has designated a Data Protection Officer, who can be contacted via e-mail at: iod@amuz.gda.pl.
3. Personal data will be processed for the purpose of awarding and administering the specified benefit available under the student financial assistance scheme, as well as for the establishment, pursuit, or defending of any potential claims.
4. The legal basis for processing of personal data is Article 6 (1)(c) and Article 9(2)(b) of the GDPR, in connection with the legal obligation imposed on the Controller, arising in particular from Article 86 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws 2018, item 1668, as amended). In addition, the Academy shall process personal data on the basis of the Regulations on the Award of Financial Assistance to students of the Stanisław Moniuszko Academy of Music in Gdańsk. The provision of personal data is voluntary; however, the provision of such data is a prerequisite for the considering of an application for the specified type of benefit.
5. Personal data shall be processed on behalf of the Controller by authorised employees solely for the purposes referred to in section 3 (above).
6. Personal data shall be retained for the period necessary to achieve the purposes mentioned in section 3 (above), taking into account the requirements laid down in the applicable archival regulations. In addition, the Controller may retain personal data for the period necessary for the establishment, pursuit, or defense of legal claims, but no longer than until the expiry of the applicable limitation period.
7. Personal data shall not be available to external entities, except where such disclosure is required or permitted by law.
8. In accordance with the provisions of the GDPR, the data subject is entitled to the following rights:
 - a) the right of access to his or her personal data,
 - b) the right to rectification of inaccurate personal data,
 - c) the right to erasure, the right to restriction of processing, and the right to data portability, in cases provided by law,
 - d) the right to object to the processing of personal data,
 - e) the right to lodge a complaint with the supervisory authority, namely the President of the Personal Data Protection Office, if the data subject considers that the processing of his or her personal data violates the provisions of the GDPR or other applicable data protection laws.

Gdańsk
date

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Doctoral Student signature