

Regulations on Granting Tuition Fee Discounts

to Persons Admitted to the Joint Degree Programme "Forced Migration: Europe in a Global Context",
Second-cycle Studies Conducted at the Faculty of Social Sciences in Warsaw at SWPS University in the
2026/2027 Academic Year

§ 1

[General Provisions]

1. These Regulations set out the rules for applying for a tuition fee discount, the assessment of applications, and the granting and withdrawal of tuition fee discounts for students admitted to the joint degree programme "Forced Migration: Europe in a Global Context", a second-cycle degree programme run by the Faculty of Social Sciences in Warsaw at SWPS University in the 2026/2027 academic year, hereinafter referred to as the "Programme".
2. The programme referred to in paragraph 1 is delivered on the basis of a joint second-cycle study programme taught in English by a consortium of partner universities. SWPS University acts as the coordinating institution, responsible for the administrative management of the procedure for awarding tuition fee discounts (the organiser).
3. The tuition fee for the Programme is EUR 9,000 per student per academic year.
4. A tuition fee discount may be granted to applicants who demonstrate financial hardship in accordance with these Regulations.
5. The tuition fee discount is granted to students commencing their studies in the 2026/2027 academic year, subject to the conditions set out in these Regulations.
6. The amount equivalent to the tuition fee discount granted is not paid to the student. It is applied solely by reducing the tuition fee payable for the Programme.
7. The tuition fee discount does not constitute a prize, an award, maintenance grant, or a scholarship paid to the student.
8. Submitting an application for a tuition fee discount does not guarantee that it will be granted.
9. The tuition fee discount procedure is conducted in accordance with the principles of transparency, equal treatment, data minimisation, confidentiality and the protection of personal data.

§ 2

[Persons eligible to apply for a tuition fee discount]

1. Applicants to the Programme for the intake commencing in the 2026/2027 academic year may apply for a tuition fee discount.
2. An application for a tuition fee discount must be submitted as part of the Programme's admissions process, via the SWPS University admissions system.
3. An applicant may submit only one application for a tuition fee discount.
4. A tuition fee discount may only be granted to an applicant who has met the admission criteria and has been admitted to the Programme.

§ 3

[Tuition Fee Reduction Levels]

Tuition fee discounts may be granted at the following levels:

- 1) a 75% reduction of the tuition fee – for a maximum of 15% of those admitted to the Programme;
- 2) a 50% reduction of the tuition fee – for a maximum of to 30% of those admitted to the Programme.

§ 4

[Application procedure]

1. Applications must be submitted electronically via the SWPS University admissions system, no later than the deadline for submitting applications for admission to the Programme for the intake commencing in the 2026/2027 academic year.
2. To be eligible to apply for the discount, applicants must complete the relevant section of the Programme's application form. The application must be accompanied by:
 - a. a personal statement explaining the need for a tuition fee discount;
 - b. a tax certificate confirming the applicant's income for the last completed tax year.
3. The documents referred to in paragraph 4 must be submitted in English. Documents drawn up in another language must be accompanied by a sworn translation into English.
4. The list of documents set out in paragraphs 4 and 5 is exhaustive. Applicants are not required to submit any other documents concerning their financial, family, health, social or personal circumstances.
5. Applications that do not contain all the documents specified in paragraphs 4 or 5 will not be considered, subject to paragraph 8.
6. SWPS University shall request the applicant to rectify any formal deficiencies in the application, in particular where:
 - a. the application form has not been completed correctly;
 - b. a required document has not been submitted;
 - c. the document is illegible;
 - d. the document has been submitted in an incorrect format;
 - e. a document drawn up in a language other than English is not accompanied by a sworn translation into English.
7. The applicant must rectify the formal deficiencies within 7 days of receiving the request to rectify the application.
8. Failure to rectify the formal deficiencies within the specified time limit will result in the application left unconsidered .
9. Applications for a fee discount submitted after the deadline for submitting applications for admission to the Programme as part of the admissions process will not be considered.

§ 5

[Personal statement]

1. The personal statement must be written in English.
2. The personal statement should explain why the applicant requires a tuition fee discount in order to participate in the Programme.
3. The personal statement should refer to:
 - a. the applicant's overall financial situation;
 - b. the applicant's sources of income;
 - c. the applicant's ability to cover the tuition fees;
 - d. the applicant's ability to cover the costs associated with participating in a joint international Programme involving mobility between partner countries;
 - e. other circumstances which, in the applicant's view, are relevant to explaining the need for a tuition fee discount, provided that this information does not include the data referred to in paragraph 5.
4. The personal statement should be concise, factual and directly related to the applicant's difficult financial hardship.

§ 6

[Tax certificate]

1. The tax certificate must confirm the applicant's income for the last completed tax year.
2. The tax certificate should be issued by the competent tax authority or another competent public authority in the applicant's country of tax residence.
3. The tax certificate must enable an assessment of the applicant's income for the last completed tax year.
4. If the applicant is a tax resident in more than one country or has received taxable income in more than one country, they should submit a tax certificate from each relevant country, provided that such certificates are available in accordance with the regulations in force in those countries.
5. If the applicant was not required to file a tax return or is unable to obtain a tax certificate because such a document is not issued under the relevant legal system, they may submit a declaration explaining this circumstance.
6. The declaration referred to in paragraph 5 shall be submitted in English.
7. The declaration referred to in paragraph 5 may replace a tax certificate only when obtaining a tax certificate is objectively impossible or not applicable under the legal system of the given country.
8. The assessment of the application shall be based solely on:
 - a. the personal statement;
 - b. the tax certificate or tax certificates;
 - c. the declaration referred to in paragraph 5, where applicable;
 - d. sworn translations into English, where applicable.

§ 7

[Assessment criteria]

1. Applications shall be assessed solely on the basis of the demonstrated financial hardship.
2. The assessment takes into account only:
 - a. the applicant's income as shown in the tax certificate or in the declaration referred to in § 6(5);
 - b. explanations provided in the personal statement ;
 - c. the consistency and credibility of the information provided;
 - d. the number of available tuition fee discounts.
3. The assessment shall not take into account:
 - a. academic merit;
 - b. admission score;
 - c. nationality;
 - d. citizenship;
 - e. country of residence;
 - f. the chosen mobility path;
 - g. the chosen thematic path;
 - h. any information not required by these Regulations.
4. If the number of eligible applicants exceeds the number of available tuition fee discounts, priority shall be given to those whose submitted documents indicate greater financial hardship.
5. If applicants demonstrate an equivalent level of financial hardship, priority shall be given to the person who submitted their application for a discount earlier.
6. Applications may be ranked solely for the purpose of determining the order in which tuition fee discounts are granted , based exclusively on financial hardship.
7. Applications are assessed in a manner ensuring equal treatment of applicants and consistency of decisions.

§ 8

[The Committee and the decision-making procedure]

1. Applications that pass the formal verification are subject to assessment by the Tuition Fee Discounts Committee, hereinafter referred to as the "Committee".
2. The Committee is appointed by an order of the Rector of SWPS University.
3. The Rector determines the composition of the Committee, including its Chair .
4. The Committee may comprise representatives of SWPS University and representatives of partner institutions involved in the implementation of the Programme, provided that each member of the Committee is authorised to process personal data to the extent necessary for the assessment of applications.
5. Members of the Committee may participate in meetings and make decisions using electronic means of communication.
6. A person authorised by the Rector to act on their behalf carries out a formal verification of applications before they are forwarded to the Committee.
7. The formal verification involves checking whether:
 - a. the application was submitted by the deadline;
 - b. the application form has been completed;

- c. a personal statement has been submitted;
 - d. a tax certificate or the declaration referred to in § 6(5) has been submitted;
 - e. the required sworn translations into English have been submitted, where applicable.
8. Applications that pass the formal verification are forwarded to the Committee for substantive assessment.
9. The Committee assesses applications in accordance with the criteria set out in these Regulations.
10. The Committee decides:
 - a. whether to grant a tuition fee discount ;
 - b. the amount of the tuition fee discount to be granted.
11. The Committee may decide not to award all available tuition fee discounts if the applications submitted do not demonstrate sufficient financial hardship.
12. The decision to grant or refuse a tuition fee discount is signed by the Chair of the Committee.
13. Applicants are informed of the decision by email sent to the address provided on the application form.
14. Information as to whether an applicant has applied for or been granted a tuition fee discount is not made public.

§ 9

[Application of the tuition fee discount]

1. The tuition fee discount is applied by reducing the tuition fees payable by the student. The discount is valid for the duration of the Programme (two academic years), subject to § 10.
2. The reduction in tuition fees is made on the basis of an addendum to the agreement on the terms of payment for studies. The addendum specifies the new amount of tuition fees, reduced by the value of the discount granted.
3. The student remains obliged to pay the portion of the tuition fees not covered by the discount.
4. The remaining portion of the tuition fees must be paid within the specified time limits and under the conditions set out in the agreement on the conditions of payment for studies.
5. The tuition fee discount cannot be transferred to another person.
6. The tuition fee discount cannot be exchanged for a cash benefit or any other advantage.

§ 10

[Expiry of the right to a tuition fee discount]

1. The tuition fee discount shall expire upon:
 - a. the beneficiary losing their student status,
 - b. the beneficiary being granted leave of absence from classes or leave of absence with the option to undergo an assessment of learning outcomes,
 - c. the beneficiary changing their field of study,
 - d. the beneficiary failing to pass the academic year,
 - e. failure to pay the due portion of the tuition fees by the deadlines specified in the agreement in the agreement on the conditions of payment for studies.

§ 11

[Final provisions]

1. In matters not covered by these Regulations, decisions shall be taken by SWPS University in accordance with the law of the Republic of Poland and the rules governing the implementation of the Programme established within the framework of the joint study programme.
2. Any queries regarding these Regulations and the rules for granting discounts should be addressed to the organiser (SWPS University) at international@swps.edu.pl.
3. In the event of any discrepancy between the two language versions, the Polish version shall prevail.
4. The controller for applicants' personal data is SWPS University, with its registered office in Warsaw, ul. Chodakowska 19/31, 03-815 Warsaw (hereinafter: 'the "University" or the "Controller"'). The Controller can be contacted via email at swps@swps.pl, by telephone on 22 517 96 00, or in writing at the controller's registered office address. The Controller has appointed a Data Protection Officer (hereinafter: "DPO"), who can be contacted by email at iod@swps.edu.pl or in writing at the Controller's registered office address. The DPO may be contacted regarding all matters relating to the processing of personal data and the exercise of rights associated with such processing.
5. The full text of the information clause is set out in Appendix 1 to the Regulations.

Appendix 1:

1. The controller of personal data is SWPS University, with its registered office in Warsaw, ul. Chodakowska 19/31, 03-815 Warsaw (hereinafter: the "University" or "Controller").
2. The Controller can be contacted via email at swps@swps.pl, by telephone at 22 517 96 00, or in writing at the Controller's registered office address.
3. The Controller has appointed a Data Protection Officer (hereinafter: the "DPO"), who can be contacted by email at iod@swps.edu.pl or in writing at the Controller's registered office address. The DPO may be contacted regarding all matters relating to the processing of personal data and the exercise of rights associated with such processing.
4. Personal data will be processed for the following purposes of: a) considering the application; the legal basis is the consent of the applicant – Article 6(1)(a) of the General Data Protection Regulation (hereinafter: the "GDPR"); b) tax and accounting purposes; the legal basis for data processing is compliance with a legal obligation to which the Controller is subject – Article 6(1)(c) of the GDPR; c) pursuing or defending against claims; the legal basis for processing is the Controller's legitimate interest in pursuing or defending against claims – Article 6(1)(f) of the GDPR.
5. Personal data may be transferred to entities providing services to the University, in particular to entities providing archiving and documentation destruction services, IT services, or courier or postal services.
6. Personal data will be processed for the duration of the contract. After this period, the data will be processed only to the extent and for the time required by law, and until the limitation period for claims expires.
7. The data subject has the right to request: access to the data, their rectification, erasure or restriction of processing, data portability, and the right to object.
8. The data subject has the right to lodge a complaint with the supervisory authority responsible for the protection of personal data (in Poland: the President of the Personal Data Protection Office).
9. The provision of personal data is a prerequisite for the conclusion and performance of the agreement. Failure to provide such data will result in the inability to conclude and perform the contract.

10. The Controller will not make automated decisions, including through profiling, based on personal data.

I hereby declare that I have read the regulations , accept their content, and undertake to comply with the provisions contained therein, and I also undertake to provide the documents required in accordance with the regulations .