Appendix 2
to the Scholarship Regulations for the University of Lodz
students and doctoral students

Scope of duties for COSSiSSiD and dean's offices

Social Affairs Centre for Students and Doctoral Students (COSSiSSiD) is responsible for:

— handling admissions for students and doctoral students and managing all matters related to scholarship benefits and dormitory facilities.

— allocating places, making reservations, and facilitating exchanges in the dormitories, recording appointments in the usosweb system, and the Usos dormitory module.

— verifying the student's/doctoral student's eligibility for a place in a dormitory based on the accurate determination of their status by the dean's office.

— providing students and doctoral students with information about the scholarship benefits system at the University of Lodz;

— issuing certificates for scholarships received;

— overseeing revisions to the regulations regarding scholarship benefits for students and doctoral students, including the regulations on the allocation and use of places in dormitories at the university of Lodz;

— formulating and advancing regulations for scholarship benefits applicable to both students and doctoral students, including the regulations governing the allocation and utilization of spaces in the University of Lodz dormitories;

— overseeing and offering support in the creation of an application generator for scholarship benefits;

— managing the distribution of funds allocated for the disbursement of scholarship benefits;

— allocating available funds for the various scholarship rates, including the rector's scholarship;

— supervising and conducting audits of appeals filed against administrative decisions issued by OKSS-S and OKSS-D in cases related to the rector's scholarship, social scholarship, scholarships for disabled individuals, and financial assistance;

— participating in meetings of the JSC-S, UKSS-S, UKSS-D, OKSS-S and OKSS-D, taking care of the regularity of the Commission's meetings and the timeliness of the consideration of cases in compliance with the deadlines provided for in the Code of Administrative Procedure;

— monitoring and overseeing appeals filed with WSA related to scholarship benefits.

— accurate calculation of the income per person within the student/doctoral student's family, based on the submitted documents, and verifying the provided documentation;

— accepting applications delivered by mail, reviewing the accompanying documents, and sending requests for document completion as necessary;

— recording applications for social scholarships, scholarships for individuals with disabilities, enhanced social scholarships, and fortuitous allowance in the USOS database within the application system and in the average income category;

— compiling a list of individuals eligible to receive the following scholarships (social scholarships, scholarships for persons with disabilities, and financial aid) for the WKSS;

— compiling a list of students and doctoral students who are applying for an increase in the social grant for living in the University of Lodz dormitory or in a facility other than a dormitory, for the JSSC;

— entering the decisions made by the Rector of the University of Lodz, the JSSC, UKSS-S and UKSS-D into the USOS system and calculating the scholarship rates specified in Annexes 9 and 9a to the Regulations and in the Order of the Rector of the University of Lodz on establishing the amount of the Rector's scholarship for the best students and doctoral students and its differentiation for particular grades of this scholarship;

— printing of scholarship lists verified by individual dean's offices;

— transcribing the scholarship period for Scholarship Benefits Fund-Students and Scholarship Benefits Fund-Doctoral students;

— processing the payment of the Minister's scholarship;

— inputting the student's/doctoral student's savings and checking account number into the USOS system, where scholarship benefits will be transferred;

— preparing and submitting planned expenditure statements to the Finance Department for Scholarship Benefits Fund-Students, Scholarship Benefits Fund-Doctoral students, the Fund for Doctoral Students, Social and Educational Fund, Minister's Scholarship, Rector's Award, and earmarked grant for scientific research at the University of Lodz, including the list of students/doctoral students who are eligible for benefit payments.

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— compiling monthly and annual statements of scholarship-related expenses and forwarding them to the University of Lodz Bursary;

— drafting and delivering decisions to students/doctoral students regarding the award or denial of scholarships, including social scholarships, scholarships for disabled individuals, fortuitous allowance, and the Rector's scholarship.

The Dean's Office is responsible for following tasks:

- accurate determination of the student's/doctoral student's status, including ongoing updates in the USOS system, such as:

- recording information about the completion of the semester/year in the current academic cycle,

- updating the DELETED tab with the date and reason for deletion,

- marking the main programme of study (applicable to students with one or multiple programmes);

— monthly verification of students' and doctoral students' eligibility for social benefits in accordance with the Regulations of scholarship benefits for students and doctoral students at the University of Lodz;

— monthly communication with COSSiSSiD via email, providing details on students/doctoral students who are ineligible for payment or confirming the scholarship list. These communications should be signed by the dean's office staff member responsible for verifying scholarship lists or their substitute;

— transmitting data to COSSiSSiD indicating the number of individuals with student status in each field of study as of March 31 each year, which is used to determine the number of students eligible for the rector's scholarship (10%);

— accepting applications for the Rector's scholarship for the best students and scholarships for the best doctoral students referred to UKSS-S and UKSS-D;

— supervising and controlling the acceptance of applications for the Rector's scholarship in the USOSweb system, verifying the accuracy of the data entered by students/doctoral students, returning applications for improvement, correction, completion, and approving application acceptance;

— supervising and verifying the receipt of paper applications by students/doctoral students. The Dean's Office employee is responsible for confirming the alignment of documentation (Appendix 11 for students and Appendix 11a for doctoral students) with the achievements recorded in the application. This includes verifying the grade point average, date of completion, and completion of all required formalities, including the necessary statements and the student/doctoral student's signature on the application;

— calculating and confirming the weighted grade point average for students/doctoral students (including those transferring from other departments or universities), which serves as the basis for applying for the rector's scholarship. Additionally, confirming the completion of all required credits by September 30, and validating the application submission deadline at the dean's office;

— returning the accepted applications, along with an alphabetically organized summary list, in accordance with § 28(3) and § 32(3) of the Regulations of scholarship benefits for students and doctoral students of the University of Lodz, to the Service Centre for Students and Doctoral Students - Living Affairs at the University of Lodz. These should be submitted by the specified date and in the format detailed in Appendix 23 of the Regulations of scholarship benefits for students and doctoral students of the University of Lodz, which outlines the process for determining the number of students and doctoral students eligible for the Rector's scholarship.