

## **Regulations on establishing and keeping a record of activity of a student research group, a creative group or other student association and their operating and financing rules at the University of Life Sciences in Wrocław**

### **I. General rules**

#### §1

1. Students of the University of Life Sciences in Wrocław are entitled to associate in student research groups, creative groups, and other student associations.
2. The activity of student research groups, creative groups or other student associations should be in line with the Act – Law on Higher Education and Science, the University Statute, the General Regulations for Students of the Wrocław University of Environmental and Life Sciences, the regulations of a given association (hereinafter referred to as the “statute”) and other regulations and orders applicable at the University.
3. The Students’ Representative Council decides about the allocation of funds provided by the University for student purposes after receiving information about their amount.
4. The funds granted by the University are spent by student research groups, creative groups, or other student associations in accordance with generally applicable laws, including the Public Procurement Law and other regulations applicable at the University.
5. All Rector’s competence regarding these Regulations falls within the competence of the Vice-Rector for Student Affairs and Education upon the Rector’s authorization.

#### §2

1. The terms used in the “Regulations on establishing and keeping a record of activity of a student research group, a creative group or other student association and their operating and financing rules at the University of Life Sciences in Wrocław” shall mean:
  - 1) “student research group” means a group of students having a joint programme of activities, goals and tasks set forth in the group’s statute, which should be consistent with a scientific programme of an organizational units at which the group operates;
  - 2) “creative group” means a group of students having a joint programme of activities of an artistic, recreational or sports nature, consistent with the goals and tasks contained in the statute;
  - 4) “other university student association“, hereinafter referred to as the “association”, means a group of students having a joint programme of activities, goals and tasks contained in the statute, which do not have to be in line with the study scientific programme;
  - 5) “records” means university records of student research groups, creative groups, associations and branches of nationwide associations operating at the Wrocław University of Environmental and Life Sciences;
  - 6) “tutor” means a researcher who supervises student research groups operating in a given discipline.

## **II. Keeping a record of a student research group, creative group, association**

### §3

1. Governing body of a student research group, creative group or other student association immediately informs the Rector of its establishment. Information about establishment of a student research group, a creative group or other student association is submitted to the Department of Student Affairs.
2. The University keeps records of student research groups, creative groups or other associations referred to in point 1.
3. Information about the establishment of a student research group, creative group or other student association submitted to the Department of Student Affairs should include:
  - 1) name, minutes of the founding meeting, list of founding members with signatures, indication of the year and field of study, residence address, telephone number and e-mail of a student research group, a creative group or other student association (for template, see Attachment No. 1);
  - 2) the statute (for template, see Attachment No. 2) which should contain:
    - a) name and legal address of a student research group, creative group, or an association,
    - b) goals and tasks,
    - c) the members' rights and obligations,
    - d) authorities with the scope of their competence, the manner of their appointment and dismissal, duration of their term of office,
    - e) conditions and procedure for suspending the activity and dissolution of a student research group, creative group, or a student association,
    - f) procedure for adopting the statute and amendments thereto,
  - 3) resolution establishing a student research group, creative group, or a student association,
  - 4) resolution approving the statute,
  - 5) it is advisable to attach an action plan and spending plan for the current calendar year if a student research group, creative group, or student association intends to apply for funds from the University.
4. A student research group must attach an opinion of the unit head on the compliance of the group's programme with the research programme of the unit at which the group is to operate, as well as the head's consent to appoint a person to act as a tutor of a student research group proposed by the founding members. The person proposed as a tutor of a student research group should express his/her consent in writing to perform this function.
5. In order to be keep a record of nationwide student associations in the Department of Student Affairs the following information should be provided to the Rector:
  - 1) the Resolution of the Main Board on the establishment of a university unit,
  - 2) statute of a student association,
  - 3) composition of the university unit Management Board ,
  - 4) action plan of the university unit for the current year.

6. Records of university and national student associations are public and available on a given university's website. The name of a student research group, creative group or other student association must be provided.

#### §4

A student research group, creative group or other student association that no longer operates or was dissolved by the Rector is deleted from the records.

#### §5

The Chairman of the Board is informed about entering a student research group, creative group or other student association in a register; in the case of a student research group, a tutor, and a head of the unit at which the group operates are informed about it.

#### §6

1. The Rector should be informed in writing about any changes to the statute or the Management Board within 14 days, by putting forward appropriate resolutions regarding the introduced changes.
2. Information about changes should include the date of change and a statement that the change was made in accordance with the provisions of the statute. The information should be signed by a person preparing it and contain the date of its preparation.

### **III. Obligations of a tutor of a student research group**

#### §7

1. A tutor of a student research group should hold at least a doctoral degree. His/her duties include direct supervision over the compliance of a student research group's activity with the goals and tasks set out in the statute.
2. A tutor accepts work plans and applications for funds.
3. A tutor accepts settlements and reports.
4. If a student research group has many members (more than 25 people), an organizational supervisor is additionally allowed. This function may be performed by a PhD student.

#### §8

1. If a tutor of a student research group cannot perform his/her function temporarily (for more than 1 month, but not longer than 6 months), he/she presents to a head of the unit at which the group operates a candidate who will perform duties in place of an absent tutor. The application should be filed with a written consent of an academic teacher to performing this function on a temporary basis.
2. During the tutor absence, a head of the unit at which the group operates appoints a temporary tutor for the period proposed in the application.

#### §9

1. At a documented request of a student research group's Management Board, a head of the unit at which the group operates may dismiss or replace a tutor.

2. The application must be filed with a written consent of a candidate to become a new tutor.
3. If the change is to be made at the tutor's initiative, his/her resignation from the function of should be attached to the application.

#### **IV. Activity of a student research group, creative group, and other student association**

##### §10

1. Student research groups, creative groups and other student associations do not have legal personality and cannot conduct business activities to obtain funds for their activities.
2. Student research groups, creative groups and other student associations may use their own logo, seal, and letterhead in accordance with the University's logo.
3. Student research groups, creative groups and other student associations that are entered in a register are required to submit:
  - 1) a report on the activity in the ending calendar year (by December 15 of each year); the group is required to file a report on activity for the previous academic year (Attachment No. 3) along with a report on the use of the funds granted, subject to point 3 (2);
  - 2) student research groups, creative groups and other student associations entered in the register in the period from December 15 to January 1 are not required to submit the above-mentioned report;
  - 3) current list of members, action plan and cost estimate for the current calendar year (by January 10 of each year) (Attachment No. 4);
  - 4) a cost estimate and a science summer camp programme if such a camp is planned (by May 15 of each year; the same applies to a student research group); a science summer camp is considered to be a trip of at least 5 students and an academic or organizational tutor for a period of at least 7 days (Attachments No. 5 and No. 6);
  - 5) based on reports submitted by a student research group, the Commission, appointed annually by the Rector, assesses the group activity according to the established criteria (Attachment No. 7). The evaluation is carried out by the Commission no later than by the end of February of the following calendar year.
  - 6) The Committee is composed of representatives of academic teachers of all disciplines. The Rector's Plenipotentiary for Student Research Groups participates in the evaluation of all such groups. When a student research group operating in a given discipline is evaluated, the group's tutor competent in such a discipline is present. When a student research group operating in more than one discipline is evaluated, tutors competent in such disciplines are present.

#### **V. Suspension, discontinuation, resumption of activity and dissolution of student research groups, creative groups, and other student associations by the Rector**

##### §11

1. A student research group, a creative group or other student association informs the Rector of a temporary suspension or discontinuation of its activity. As for student research group,

- a head of the organizational unit at which the group operates should also be informed about it (Attachment No. 8).
2. Information about temporary suspension of the activity of a student research group, creative group or other student association is kept in the records of student research groups, creative groups, or other student associations.
  3. The Management Board informs the Rector about the resumption of the activity of a student research group, creative group, or other student association within 14 days (Attachment No. 9).
  4. The Rector, by way of an administrative decision, dissolves a student research group, a creative group or other student association that grossly or persistently violates the provisions of generally applicable law, the statute of the University, the General Regulations for Students of the Wrocław University of Environmental and Life Sciences or the statute of a student research group, a creative group or other student association.
  5. The other party may apply for reconsideration of the Rector's decision. If the decision is upheld, the other party is entitled to submit a complaint to the Administrative Court within 30 days from the date of its delivery. The complaint is filed through the Rector of the Wrocław University of Environmental and Life Sciences.

## **VI. Financing and accounting for the activity of the Students' Representative Council, creative groups, university, and nationwide student associations**

### §12

The Students' Representative Council, a student research group, creative group, other student association or a branch of a nationwide association may obtain financial means for their activity from the funds allocated by the University for student purposes, provided that it open to only students of the Wrocław University of Environmental and Life Sciences.

### §13

Based on spending plans for the current year filed by the Students' Representative Council, student research groups, creative groups, other student associations or branches of a nationwide associations, the Department of Student Affairs, after approval by the Students' Representative Council, provides the Financial Officer with a spending plan using funds allocated for student purposes.

### §14

The Rector of the Wrocław University of Environmental and Life Sciences, considering the spending plan referred to in §13, allocates funds for student purposes from the pool granted to the University.

### §15

1. The Students' Representative Council allocates funds listed in §14 to individual types of activity. Decisions on granting funds for individual projects carried out by student research groups, creative groups, other student associations and branches of nationwide

associations are made by the Rector, except for funds allocated to the programme activity of the Students' Representative Council. Accounts are handled by the Department of Student Affairs.

2. Receiving a grant in a given calendar year depends on whether a student research group, creative group, other student association or a branch of a nationwide association files documents listed in §10 (3) (1, 3, 4).

#### §16

1. The Students' Representative Council, student research groups, creative groups and other student associations may obtain financial means for their activity from the obtain financial resources, for instance from donors.
2. Obtaining funds requires the conclusion of an appropriate agreement between the University and an entity referred to in point 1.
3. Draft agreement referred to in point 2 is submitted to the Department of Student Affairs at least 14 days before the date of its conclusion for a legal opinion.
4. Financial means obtained from entities referred to in point 1 (donations, etc.) are credited to the University's account and become public funds to be spent in accordance with the law applicable at the University.

#### §17

1. The cost estimates together with a programme and a list of participants should be submitted to the Department of Student Affairs at least 14 days before the planned event. The cost estimate should include the amount of funds from other University units or external institutions as well as payments made by students. An application for funds should contain relevant opinions. As for student research group, the application for funds should contain opinions of a student research group's tutor and a head of the organizational unit at which the group operates. Integration, research, and integration trips are co-funded up to 50% of their costs. Parties, hazing, etc. will not be subsidized.
2. If approval for co-funding an event was granted, a group may apply for an advance payment to be collected by an employee of the Wrocław University of Environmental and Life Sciences. Request for an advance payment should be reported to the Department of Student Affairs no later than 4 working days before the payment is taken. A person who takes an advance payment completes a material liability form (Attachment No. 14). A person responsible for a trip submits a declaration on the security rules (Attachment No. 15).
3. An intention to hold a conference of a student research groups, creative group or other student association should be reported at least 2 months before the date of its commencement, if the participants' contributions are expected. Payments made to the account of the Wrocław University of Environmental and Life Sciences, with a note of an organizer's name, are collected on a sub-account.



The conference organizers provide the Department of Student Affairs with the data necessary to issue an invoice to participants. The Department of Student Affairs issues invoices based on payments made to the account.

4. The University does not charge anything for payments made by the conference participants.

#### §18

1. The form of accounting for projects executed by a student research group, creative group or other student association from public funds requires arrangements with the Department of Student Affairs.
2. All financial documents must be issued for: the Wrocław University of Environmental and Life Sciences, ul. C.K. Norwida 25, 50-375 Wrocław, Tax ID No. (NIP): 896-00053-54.
3. The description of financial documents should include confirmation that a service was performed, or a purchase was made. The description is made by a person responsible for the project execution (a chairman, board member, tutor).
4. Costs of accommodation and meals should be accounted for based on financial documents or flat rates determined by the Rector (Attachments No. 10 and No. 12).
5. Travels must be documented with the carrier's tickets (Attachment No. 11). In the case of travelling by train, students may account for slow or fast train tickets, second class only. Other form of accounting requires the Rector's consent, obtained before the departure.
6. Admission to museums, national parks, cinemas, theatres, fairs, etc. must be documented with tickets.
7. A report on the prize-giving ceremony should be attached to an invoice/bill for prizes in kind.
8. An event organizer submits a financial settlement along with a report no later than 14 days following an event (Attachment No. 13).

#### §19

All matters, including financial ones related to the activity of Students' Representative Council, student research groups, creative groups and other student associations are conducted by the Department of Student Affairs.

#### §20

A person responsible for (i) fraudulent misappropriation or settlement of funds based on untrue data and (ii) unreliable settlement is obliged to return these funds. Otherwise, a person guilty of fraudulent misappropriation of funds or fraud will be subject to disciplinary and criminal liability.

#### §21

The Rector of the Wrocław University of Environmental and Life Sciences has the right to interpret the provisions of these Regulations and to settle matters not regulated herein.