

Appendix to Order No. 208/2021 of the Rector of Wrocław University of Environmental and Life Sciences of 28 October 2021

Regulations for the establishment and registration of university student organisations and rules for their operation, funding and accounting, as well as rules for the settlement of funds at the disposal of the Student Self-Government at Wrocław University of Environmental and Life Sciences

I. General provisions

Art. 1

1. Students of Wrocław University of Environmental and Life Sciences are entitled to join university student organisations and associations.
2. Activities of university student organisations should comply with the generally applicable legislation, i.e. the Law on Higher Education and Science, the Statutes of the higher education institution, the study regulations or the regulations of the organisation concerned (hereinafter referred to as the "Statutes").
3. The Student Self-Government makes decisions concerning the distribution of funds allocated by the university for student affairs, once it has been informed of the amount of the funds.
4. Funds allocated by the university shall be spent by the university student organisations in accordance with the generally applicable legislation, including the Public Procurement Law and other regulations in force at the university.

Art. 2

The terms used in the Regulations for the establishment and registration of student organisations, as well as the rules for their operation, funding and accounting, and the rules for the settlement of funds available to the Student Self-Government at Wrocław University of Environmental and Life Sciences, hereinafter referred to as the "Regulations", shall be understood in the following way:

- 1) "university student organisation" – student scientific club, creative group or other student organisation,
- 2) "Student Scientific Club" – a group of students with a common research agenda and a research supervisor hereinafter referred to as a supervisor of a Student Scientific Club. Its objectives and tasks specified in the Statutes of the Student Scientific Club should be in accordance with the research profile of the organisational unit, referred to in Art. 39, sec. 1, point 2 of the Statutes of Wrocław University of Environmental and Life Sciences, in terms of

Appendix to Order No. 208/2021 of the Rector of Wrocław University of Environmental and Life Sciences of 28 October 2021

the didactic process and they should be consistent with the study programmes implemented at the faculty to which the organisational unit the Student Scientific Club operates at is assigned;

- 3) "creative group" – a group of students with a common artistic agenda, not of a scientific nature;
- 4) "other student organisation" – a group of students with a common agenda, not of a research or artistic nature;
- 5) "association" – an association operating at the university which brings together either exclusively students or students, doctoral students and staff working at the university;
- 6) "register" – register of the university's student organisations: student scientific clubs, creative groups and other student organisations active at Wrocław University of Environmental and Life Sciences;
- 7) "university" – Wrocław University of Environmental and Life Sciences;
- 8) "Dean of the relevant faculty" – the dean of the faculty to which the organisational unit at which the university student organisation operates is assigned in terms of the didactic process;
- 9) "overseer of the Student Scientific Club" – an academic teacher who supervises the functioning of the Student Scientific Clubs at the faculty;
- 10) "supervisor of the Student Scientific Club" – a research or organisational supervisor of a Student Scientific Club;
- 11) "supervisor of the creative group" – a university employee who supports the activities of a creative group;
- 12) "supervisor of other student organisation" – a university employee who supports the activities of other student organisation;
- 13) "science camp leader" – a supervisor of a Student Scientific Club, a university employee indicated by him/her, or a doctoral student of the university;
- 14) "Management Board" – the governing body of the university student organisation.

II. Register of university student organisations

Art. 3

1. The Management Board of a university student organisation shall immediately notify the Rector or a person authorised by the Rector of the establishment of the



Appendix to Order No. 208/2021 of the Rector of Wrocław University of Environmental and Life Sciences of 28 October 2021

organisation. Information on the establishment of a university student organisation shall be submitted to the Student Affairs Centre.

2. The documentation concerning information about the establishment of the university student organisation should include:

1) notification of the establishment of the university student organisation (Appendix No. 1),

the following documents shall be attached to the notification:

a) minutes of the founding meeting,

b) a list of the founding members with the year and field of study, student identification number and function in the university student organisation, with the signatures of the members of the Management Board (Appendix No. 2),

c) Statutes (available template: Appendix No. 3),

d) the resolution establishing a university student organisation,

e) the resolution approving the Statutes,

f) it is advisable to include an activity and expenditure plan for the current calendar year if the student organisation intends to apply for funding from the university,

g) an application for the appointment of a supervisor for the Student Scientific Club, creative group (if applicable), or other student organisation (if applicable). The application shall be accompanied by an opinion of the head of the organisational unit at which the university student organisation operates, the consent of the person proposed to hold the function and the consent of his/her immediate superior, as well as an opinion of the Dean of the relevant faculty (if applicable);

2) in the case of a Student Scientific Club, the application shall additionally be submitted together with:

a) the opinion of the head of the organisational unit on the compatibility of the Student Scientific Club's programme

with the research profile of the organisational unit at which it operates,

b) opinion of the Dean of the relevant faculty on the compatibility of the Student Scientific Club's programme

with the study programme of a given field(s) of study

in terms of the didactic programme.

3. The supervisor of the university student organisation shall be appointed by the Rector or a person authorised by the Rector. The appointment of the supervisor shall be notified to

Appendix to Order No. 208/2021 of the Rector of Wrocław University of Environmental and Life Sciences of 28 October 2021

the university student organisation, the supervisor's direct superior, the head of the organisational unit at which the university student organisation operates, the Dean of the relevant faculty and, in the case of a Student Scientific Club, additionally to the overseer of the Student Scientific Clubs.

4. In the event that the person indicated in the application referred to in Art. 3, sec. 2, point 1, letter (g) is not appointed by the Rector or a person authorised by the Rector to act as a supervisor of the university student organisation, the said application shall be resubmitted with a new person proposed to perform this function. The provisions of Art. 3 sec. 2, point 1, letter (g) shall apply to the application naming a new candidate.

5. The university shall maintain a register of the student organisations referred to in sec. 1.

6. The register of student organisations active at the university is public and available on the website of Wrocław University of Environmental and Life Sciences.

Art. 4

A university student organisation which has been dissolved by way of resolution (Appendix No. 4) or by the Rector or a person authorised by the Rector shall be removed from the register.

Art. 5

The university student organisation shall be informed of its entry into the register of university student organisations and, if it has been removed from the register, the following persons shall be notified based on the type of the student organisation: supervisor of the student organisation and his/her immediate superior, the head of the organisational unit at which the student organisation operates, the Dean of the relevant faculty and, in the case of a Student Scientific Club, additionally the overseer of the Student Scientific Club.

Art. 6

1. Any changes to the Statutes or to the Management Board of the university student organisation shall be notified in writing to the Rector or a person authorised by the Rector within 14 days of the introduction of the changes by submitting the relevant resolutions introducing the changes.

2. The notice of changes shall contain the date of the change and a declaration that the change has been made in accordance with the provisions of the Statutes. The notice shall be signed by the person who prepares it and dated.

Appendix to Order No. 208/2021 of the Rector of Wrocław University of Environmental and Life Sciences of 28 October 2021

III. Supervisor of a university student organisation

Art. 7

1. The research supervisor of a Student Scientific Club should be an academic teacher with at least a PhD degree.
2. In the case of Student Scientific Clubs, especially those with a large number of members (more than 25 people), in particularly justified cases, it is allowed for the Student Scientific Club to have an organisational supervisor. This function may be performed by an academic teacher or a doctoral student, engineering and technical or research and technical employee who holds at least a Master's degree or its equivalent. The provisions of Art. 3, sec. 2, point 1, letter (g) and Art. 3, sec. 3 and sec. 4 shall apply to the appointment of the organisational supervisor of a Student Scientific Club. A request for the appointment of an organisational supervisor of a Student Scientific Club additionally requires an opinion from the Student Scientific Club's research supervisor.
3. The duties of the Student Scientific Club's supervisor include providing support in the implementation of the activities of the Student Scientific Club and direct supervision of the compatibility of these activities with the goals and tasks set out in the Statutes.
4. The Student Scientific Club's supervisor gives his opinion on reports, updates, work plans, cost estimates, applications for funding and other documents related to Student Scientific Club's activities, including documents in the Electronic Document Circulation (EOD) system. The Student Scientific Club's activity report for the previous academic year shall be accepted by the research supervisor of the Student Scientific Club.
5. The supervisor of the Student Scientific Club may not be a person punished with a disciplinary penalty referred to in Art. 276 sec. 1 or in Art. 322 sec. 1 of the Act of 20 July 2018 – Law on Higher Education and Science – or punished with a disciplinary penalty listed in Art. 108 of the Labour Code.

Art. 8

1. If the Student Scientific Club's research supervisor is temporarily unable to fulfil his/her function (for over 1 month, but no longer than 6 months), he/she shall apply to the Rector or a person authorised by the Rector, for the appointment of an academic teacher, with at least a PhD degree, to act as the research supervisor of the Student Scientific Club in his/her stead, stating the time of his/her absence.

Appendix to Order No. 208/2021 of the Rector of Wrocław University of Environmental and Life Sciences of 28 October 2021

A request for appointment shall be accompanied by a written consent of the person proposed to act as the research supervisor of the Student Scientific Club as a substitute, specifying the date of substitution,

and the consent of his/her direct superior, the consent of the Management Board of the Student Scientific Club, as well as opinions of the head of the organisational unit at which the Student Scientific Club operates and of the Dean of the appropriate faculty.

2. If the organisational supervisor of a Student Scientific Club is temporarily unable to perform his/her function (for over 1 month, but no longer than 6 months), he/she shall apply to the Rector or a person authorised by the Rector, for the appointment of an academic teacher or a doctoral student, an engineering and technical or research and technical employee with at least a Master's degree or its equivalent, to act as the organisational supervisor of the Student Scientific Club in his/her stead, specifying the time of his/her absence.

A request for appointment shall be accompanied by a written consent of the person proposed to act as the organisational supervisor of the Student Scientific Club as a substitute, stating the date of

substitution, and the consent of his/her direct superior, the consent of the Management Board of the Student Scientific Club, as well as

the opinion of the head of the organisational unit at which the Student Scientific Club operates and of the Dean of the relevant faculty, as well as an opinion of the Student Scientific Club's research supervisor.

3. The Rector or a person authorised by the Rector shall appoint a person to temporarily perform that function for the period of absence of the Student Scientific Club's supervisor specified in the application.

4. The supervisor of the Student Scientific Club may resign from his/her function by submitting an appropriate declaration to the Rector or a person authorised by the Rector.

5. Following the resignation of the Student Scientific Club's research supervisor, as referred to in sec. 4, the Management Board of the Student Scientific Club shall immediately apply for the appointment of a new supervisor. In the event of appointing a new research supervisor of the Student Scientific Club, the provisions of Art. 3, sec. 2, point 1, letter (g), Art. 3 sec. 3 and sec. 4 shall apply.

6. Following the resignation of the Student Scientific Club's organisational supervisor, as referred to in sec. 4, the Management Board of the Student Scientific Club may request

Appendix to Order No. 208/2021 of the Rector of Wrocław University of Environmental and Life Sciences of 28 October 2021

the appointment of a new organisational supervisor. In the event of appointing a new organisational supervisor of the Student Scientific Club, the provisions of Art. 7, sec. 2 shall apply.

Art. 9

1. The Rector or a person authorised by the Rector, on his/her own initiative or at the request of the Management Board of a Student Scientific Club, the Dean of a relevant faculty or the head of the organisational unit at which the Student Scientific Club operates, may dismiss the supervisor of the Student Scientific Club, in particular in the event of non-fulfilment of the Student Scientific Club's supervisor's duties specified in Art. 7, sec. 3 and 4, or due to the supervisor receiving a disciplinary penalty listed in Art. 276 sec. 1 or in Art. 322 sec. 1 of the Act of 20 July 2018 – Law on Higher Education and Science – or being punished with a disciplinary penalty listed in Art. 108 of the Labour Code.

2. The dismissal of a Student Scientific Club's supervisor shall be notified to the Student Scientific Club and the person dismissed from the position of the supervisor of the Student Scientific Club and his/her direct superior, the head of the organisational unit at which the Student Scientific Club operates, the Dean of the relevant faculty and the overseer of the Student Scientific Clubs.

3. Following the dismissal of the Student Scientific Club's research supervisor, as referred to in sec. 1, the Management Board of the Student Scientific Club shall immediately apply for the appointment of a new research supervisor. In the event of appointing a new research supervisor of the Student Scientific Club, the provisions of Art. 3, sec. 2, point 1, letter (g), Art. 3 sec. 3 and sec. 4 shall apply.

4. Following the dismissal of the Student Scientific Club's organisational supervisor, as referred to in sec. 1, the Management Board of the Student Scientific Club may request the appointment of a new organisational supervisor. In the event of appointing a new organisational supervisor of the Student Scientific Club, the provisions of Art. 7, sec. 2 shall apply.

Art. 10

The provisions of Art. 8 and Art. 9 shall apply to creative groups and other student organisations, respectively.

IV. Overseer of the Student Scientific Clubs

Art. 11

Appendix to Order No. 208/2021 of the Rector of Wrocław University of Environmental and Life Sciences of 28 October 2021

1. The overseer of the Student Scientific Clubs for each faculty shall be appointed by the Rector or a person authorised by the Rector, from among academic teachers with at least a PhD degree, for the duration of the Rector's term of office. An application with at least two candidates shall be submitted by the Dean of the relevant faculty together with opinions of the heads of the organisational units in which the candidates for the function of the Student Scientific Clubs' overseer are employed.

2. The overseer of the Student Scientific Clubs:

- 1) supervises the functioning of the Student Scientific Clubs at the faculty,
- 2) supports the activities of the Student Scientific Clubs operating at the faculty,
- 3) gives his/her opinion on applications for permission to organise a project at the university and on applications

for funding,

4) is obliged to collect and deliver, by 31 December, (before evaluating the activities of the Student Scientific Clubs) the opinions of the Discipline Councils on the activities of the Student Scientific Clubs at the faculty for the past academic year to the Student Affairs Centre,

5) shall take part in the annual evaluation of the Student Scientific Clubs' activities,

6) shall submit to the Rector or a person authorised by the Rector, through the Student Affairs Centre, a report on his/her activities for the previous academic year by 15 December.

3. The overseer of the Student Scientific Clubs may resign from his/her function by submitting an appropriate declaration to the Rector or a person authorised by the Rector.

4. Following the resignation of the overseer of the Student Scientific Clubs, the Dean of the relevant faculty shall immediately apply for the appointment of a new overseer, in accordance with the provisions of sec. 1.

5. The Rector or a person authorised by the Rector, on his/her own initiative or at the request of the Dean of a relevant faculty or the head of the organisational unit in which the overseer of the Student Scientific Clubs is employed, may dismiss the Student Scientific Clubs' overseer, in particular in the event of non-performance of the duties of the Student Scientific Clubs' overseer as set out in sec. 2 or if the overseer received a disciplinary penalty listed in Art. 276 sec. 1 of the Act of 20 July 2018 – the Law on Higher Education and Science.

Appendix to Order No. 208/2021 of the Rector of Wrocław University of Environmental and Life Sciences of 28 October 2021

6. Following the dismissal of the overseer of the Student Scientific Clubs, the Dean of the relevant faculty shall immediately apply for the appointment of a new overseer, in accordance with the provisions of sec. 1.

V. Activities of university student organisations

Art. 12

1. University student organisations do not have legal personality and may not engage in economic activities to raise funds for their activities.

2. University student organisations may use their own logo, seal and letterhead in agreement with the university's logo.

3. Registered student organisations are required to submit the following documents to the Student Affairs Centre:

1) by 15 December each year, a report on its activities in the current calendar year, and in the case of a Student Scientific Club a report on its activities in the previous academic year (Appendix No. 5) together with a report on the use of the allocated funds, subject to the provisions of sec. 6,

2) by 10 January each year, an update of the data (Appendix No. 6) accompanied by an up-to-date list of members with their year and course of study, student identification number and function, as well as an action plan and cost estimate for the current calendar year.

4. The documents mentioned in sec. 3 point 2 must also be submitted by the Student Self-Government.

5. Student Scientific Clubs may organise science camps during the summer holidays. A science camp is defined as a trip lasting at least 7 days, in which at least 5 students and a science camp leader participate. If a science camp is planned, an application for funding shall be submitted to the Student Affairs Centre by 15 May each year, together with a science camp application form (Appendices No. 7 and 8).

6. University student organisations which were established up to 30 days before the end of the reporting period referred to in sec. 3, point 1 shall not be required to submit an activity report for that period.

7. On the basis of the reports submitted by the Student Scientific Clubs referred to in sec. 3 point 1, the Commission for the Evaluation of the Activities of Student Scientific Clubs, hereinafter referred to as the Commission, appointed annually by the Rector or a

Appendix to Order No. 208/2021 of the Rector of Wrocław University of Environmental and Life Sciences of 28 October 2021

person authorised by the Rector, shall evaluate the activities of the Student Scientific Clubs in accordance with established criteria (Appendix No. 9). The Commission shall make the evaluation no later than the end of February of the following calendar year.

8. The Commission, referred to in sec. 7, shall consist of representatives of academic teachers of all leading scientific disciplines who do not act as overseers of the Student Scientific Clubs. During the evaluation of the Student Scientific Clubs from given disciplines, the Student Scientific Clubs' overseers relevant to the faculty the organisational unit at which the Student Scientific Club operates is assigned to shall be present. During the evaluation of the Student Scientific Clubs operating in more than one discipline, Student Scientific Clubs' overseers from all faculties relevant to the Student Scientific Clubs shall be involved.

9. The Commission may request a one time bonus for research supervisors of awarded and distinguished Student Scientific Clubs, taking into account the results of the evaluation referred to in sec. 7.

10. The Commission may request a one time bonus for the overseers of the Student Scientific Clubs, based on the evaluation of the submitted reports on their activities.

11. The amount of the bonus is set out in separate regulations.

VI. Suspension, resumption of activities and dissolution of university student organisations

Art. 13

1. A university student organisation shall inform the Rector or a person authorised by the Rector of its temporary suspension or dissolution (Appendix No. 4).

In the case of a Student Scientific Club, the supervisor of the Student Scientific Club and his/her direct superior, the head of the organisational unit at which the Student Scientific Club operates, the Dean of the relevant faculty and the overseer of the Student Scientific Club shall also be informed.

2. Information on the temporary suspension of activities of a university student organisation shall be recorded in the register of university student organisations.

3. The Management Board of a university student organisation shall immediately inform the Rector or a person authorised by the Rector of the resumption of the organisation's activities (Appendix No. 10).

Appendix to Order No. 208/2021 of the Rector of Wrocław University of Environmental and Life Sciences of 28 October 2021

In the case of a Student Scientific Club, the Student Scientific Club's supervisor, the head of the organisational unit at which the Student Scientific Club operates, the overseer of the Student Scientific Club and the Dean of the relevant faculty shall also be informed.

4. The Rector or a person authorised by the Rector shall, by way of an administrative decision, dissolve a university student organisation which grossly or persistently infringes the generally applicable legislation, the Statutes of the university, the study regulations or the Statutes of the given student organisation.

5. The Rector's decision may be appealed for reconsideration. If the decision is upheld, the party shall have the right to lodge a complaint with the Administrative Court within 30 days from receiving the notification of the decision. The complaint shall be lodged through the Rector or the person authorised by the Rector.

VII. Financing and settlement of the funds allocated to the Student Self-Government and university student organisations

Art. 14

1. The University allocates funds for student affairs, including funds at the disposal of the Student Self-Government.

2. The University may allocate funds for the implementation of the activities of the university student organisations and associations.

3. The Student Self-Government, university student organisations and associations may receive funding from the budget allocated by the university for student affairs and the implementation of the activities of the university student organisations and associations.

Art. 15

On the basis of cost estimates for a given calendar year referred to in Art. 12, sec. 3, point 2, submitted by university student organisations, and the cost estimate submitted by the Student Self-Government referred to in Art. 12, sec. 4, the Student Affairs Centre, upon the approval of the Student Self-Government, shall submit to the Bursar, not later than the end of April of a

Appendix to Order No. 208/2021 of the Rector of Wrocław University of Environmental and Life Sciences of 28 October 2021

given year, a spending plan for student affairs and the implementation of the activities of university student organisations and associations for a given year, which is necessary for the adoption of the schedule of works and expenditures for a given year.

Art. 16

Taking into account the spending plan referred to in Art. 15, the Rector or a person authorised by the Rector shall allocate funds from the subsidy granted to the university for student affairs and the implementation of activities of student organisations and associations in a given calendar year.

Art. 17

1. The funds referred to in Art. 16 are allocated for the various activities by the Student Self-Government. Decisions on the allocation of funding for individual projects implemented by the university student organisations shall be made by the Rector or a person authorised by the Rector, with the exception of funds available to the Student Self-Government for its activities, which shall be settled by the Student Affairs Centre.

2. In order to receive funding in a given calendar year, a university student organisation must submit the documents listed in Art 12, sec. 3, point 1 and point 2.

3. The Student Self-Government and university student organisations may obtain funding for their activities from funds available to the Dean of the relevant faculty and the heads or directors of other organisational units of the university.

Art. 18

1. The Student Self-Government and university student organisations can receive financial or in-kind contributions from external sources, including donors.

2. Acquiring funds requires the conclusion of a relevant agreement between the university and the entity referred to in sec. 1.

3. The draft agreement referred to in sec. 2 shall be submitted to the Student Affairs Centre at least 14 days before the date of its conclusion in order to obtain a legal opinion and other required opinions.

4. Any agreements, other than those mentioned in sec. 2, in which one of the parties is the university, shall be submitted to the Student Affairs Centre at least 14 days before the date of their conclusion in order to obtain a legal opinion and other required opinions.

Art. 19

1. The application for permission to implement a project at the university (Appendix No. 11) without applying for funding and the application for funding (Appendix No. 7) together

Appendix to Order No. 208/2021 of the Rector of Wrocław University of Environmental and Life Sciences of 28 October 2021

with the required opinions shall be submitted to the Student Affairs Centre at least 14 days before the planned date of implementation. The application for funding shall be accompanied by, in particular:

- 1) the list of the project participants (Appendix No. 12),
 - 2) a declaration on safety rules for trip participants (Appendix No. 13),
 - 3) information, regulations, announcements of the organisers of conferences, congresses, workshops, etc. and payment terms.
2. Research trips are co-financed from the funds allocated by the university for student affairs and the activities of the university student organisations, covering up to 100% of the costs. University may cover up to 50% of the costs of research-educational as well as tourist-educational trips. In particularly justified cases, with the approval of the Rector or the person authorised by the Rector, this funding may be increased. Initiation ceremonies, social gatherings and other similar activities shall not be co-financed.
3. The organisation of an event at the university, such as a conference, congress, workshop, etc., shall be reported (Appendix No. 11) to the Student Affairs Centre at least 2 months before the planned date of the event if a participation fee is planned. The person responsible for the implementation and financial settlement of the project is obliged to provide the Student Affairs Centre with the data necessary for issuing the VAT invoices for the payments that come into the university's account.
4. Funds paid to the university's account, referred to in Art. 18, sec. 1 and Art. 19, sec. 3, are public funds that shall be spent in accordance with generally applicable legislation, including the Public Procurement Law, and other legislation in force at the university. Funds are collected and recorded in a separate project, in the financial and accounting system of the university.
5. The university shall not charge indirect costs on the funds, referred to in Art. 18, sec. 1 and Art. 19, sec. 3, paid to its account.
6. In the event that the funds, referred to in Art. 17, sec. 1 and 3, are awarded or the funds for the implementation of a project, referred to in Art. 18, sec. 1 and Art. 19, sec. 3, are transferred to the university's account, a university employee may receive an advance payment upon submitting an application registered in the Electronic Document Circulation (EOD) system.

Art. 20

Appendix to Order No. 208/2021 of the Rector of Wrocław University of Environmental and Life Sciences of 28 October 2021

1. The form of financial settlement of the project for which public funds are used must be agreed upon with the Student Affairs Centre.

2. Invoices and other financial documents containing the following data are the basis for the settlement of the costs incurred for the implementation of the project:

Wrocław University of Environmental and Life Sciences – ul. C. K. Norwida 25, 50-375 Wrocław,

NIP [Tax Identification Number] 896-000-53-54.

The following may be settled on the basis of:

1) costs of accommodation and meals on the basis of flat rates established by the Rector or a person authorised by the Rector (Appendices No. 14 and 15),

2) travel expenses on the basis of the carrier's tickets. In the case of travel by train, second class travel shall be settled. Any other form of settlement of the travel costs requires the consent of the Rector or a person authorised by the Rector, obtained prior to the trip (Appendix No. 16),

3) costs of entrance tickets to museums, national parks, theatres, fairs, etc. on the basis of entrance tickets.

3. The flat rates for accommodation and meals for participants of domestic and foreign trips in a given calendar year, referred to in sec. 2, point 1, are determined by the Rector or a person authorised by the Rector by 31 January of a given year.

4. The description on invoices and other financial documents (Appendix No. 17) should confirm that the service has been rendered or the purchase made in connection with the implementation of the project. The description shall be drawn up by the person responsible for the implementation and settlement of the project, indicated in the application for funding.

5. The supervisor of the university student organisation shall confirm the provision of the service or purchase, referred to in sec. 4, in the Electronic Document Circulation (EOD) system or, if the supervisor is not appointed, it shall be confirmed by an authorised employee of the Student Affairs Centre.

6. Invoices and other financial documents for the purchase of in-kind prizes shall be accompanied by a report on their presentation (Appendix No. 18).

7. The project organiser shall submit, together with the financial statement, a report on the completion of the project no later than 14 days after its completion (Appendix No. 19).

Art. 21

Appendix to Order No. 208/2021 of the Rector of Wrocław University of Environmental and Life Sciences of 28 October 2021

The person responsible for misappropriation of funds, for their settlement on the basis of false data or for their improper settlement is obliged to return the funds. If the funds are not returned, the person guilty of misappropriation or fraud shall be held liable to disciplinary and criminal action.

Art. 22

The provisions set out in Chapter VII. The financing and settlement of the funds allocated to the Student Self-Government and university student organisations shall apply to associations representing exclusively students or those consisting of students, doctoral students and university employees.

Art. 23

The Rector or a person authorised by the Rector shall make decisions on any matters not covered by this Order.