

RULES AND REGULATIONS FOR GDYNIA MARITIME UNIVERSITY STUDENT SCIENTIFIC SOCIETIES

(as introduced by Act No. 5 of the Rector of GMA of 15.04.2015)

1. The Rules and Regulations determine the rules of functioning of Student Scientific Societies (SSS(s)) at Gdynia Maritime University (GMU).
2. The register of SSSs is maintained by the Deputy Rector for Education.
3. Only Gdynia Maritime University students may be members of GMU SSSs.
4. The establishment and dissolution of SSSs are outlined in Annexe 1.
5. Each SSS has its own mentor, who is a GMU academic teacher designated by the head of the department in which it was established, the Dean of the Faculty, or the Deputy Rector for Education, accepted by the founding students of the SSS and approved by the Deputy Rector for Education.
6. The rights and responsibilities of the mentors of SSSs are outlined in Annexe 2.
7. SSSs are funded from the student organisations fund. The annual allocation of funds between active SSSs shall be carried out by the Gdynia Maritime University Student Parliament (SP) in accordance with the rules set out in Annexe 3.
8. SSSs may also receive funding from sponsors and prizes from various types of competitions.
9. By 30th January of each year, each scientific society shall submit to the SP office (B113) a report of the funds received during the previous calendar year, as well as a work plan and an estimate of the expenditure for the current calendar year. The reports of the SSSs shall be approved by the Deputy Rector for Education.
10. The reports and estimates shall be assessed under the established criteria by the SP and GMU Office for Promotion and Communications.
11. The expenditure incurred must be in accordance with the budget approved by the Deputy Rector for Education and must not exceed the sum total of the funds belonging to the SSS.
12. Any funds remaining at the end of the calendar year shall be rolled over to the following calendar year, however, for no more than two consecutive calendar years. An extension may be granted in justified circumstances by the SP.
13. SSSs are obliged to create a dedicated webpage on the GMU website within 6 months of their establishment.
14. Any matters not governed by these Rules and Regulations shall be decided by the Deputy Rector for Education in consultation with the GMU Student Parliament.

Annexe 1. Establishment of Student Scientific Societies at Gdynia Maritime University

1. SSSs shall be appointed by the Deputy Rector for Education following the submission of a Statute by its mentor and the founding students that are in accordance with the relevant legal acts as confirmed by a favourable opinion of one of the University's legal advisers.
2. The activity of an SSS may be suspended by the SP due to one or more of the following:
 - a) the SSS shows no evidence of activity during the past year;
 - b) the SSS does not submit documentation on its current activity, expenditure, and estimate of income and expenditure within the time limits provided;
 - c) at the request of the SSS's mentor;
 - d) at the request of the SSS's chair;
 - e) the SSS does not comply with the provisions on p.12 of these Rules and Regulations.
3. The activity of the SSS may be suspended for a maximum of two (2) years, including the year in which the suspension occurred.
4. SSSs shall not lose the funds they have gathered to date due to a suspension, however, a suspended SSS cannot spend its funds or apply for them.
5. The reactivation of a suspended SSS for the following year shall be possible upon the request of the SSS's mentor and requires evidence of activity during the previous year.
6. The Deputy Rector for Education may decide to dissolve the SSS at the request of its mentor (Annexe 5).
7. The Deputy Rector for Education shall, at the request of the SP, dissolve the SSS when the SSS has been suspended for 2 years (Annexe 6).
8. Following the dissolution of an SSS, the SSS's webpage should be removed from the GMU website.
9. Any remaining funds of a dissolved SSS are added to the Student Organisations Fund.
10. The Deputy Rector for Education, in consultation with the SP, shall dissolve any student SSS whose activity is grossly or persistently in breach of statutory provisions or the University Statute

Annexe 2. Responsibilities and rights of SSS mentors

1. Inspire and coordinate the activities of the SSS.
2. Participate in the activity of the SSS and supervise its work.
3. Approve research schedules and provide academic support.
4. Represent the SSS together with its chair before the university and in the community.
5. Participate in decisions on the SSS's expenditure and approval of such expenditure (by signing invoices and bills).
6. Control the accuracy of expenditure and supervise the financial discipline of the SSS.
7. Ensure the information published on the SSS's webpage is kept up to date.
8. Prepare, in cooperation with the chair, a financial statement and account for the funds allocated to the SSS.

Annexe 3. The assessment of the activity of SSSs and the allocation of funds.

1. The points allocated to SSSs for various types of activity and a description of each activity are given in the table below. Points for scientific activity are awarded by the SP. Promotional activity is assessed by the GMU Office for Promotion and Communications. The sum of the points awarded determines the level of funding.

Activity type	Activity No	Activity type	No of points
Scientific/ Academic	1.	Presentation of a paper at a conference in a foreign language	10–15
	2.	Presentation of a paper at a conference in Polish	5–10
	3.	Publication in a foreign language journal	15-25
	4.	Publication in a Polish language journal	10-20
	5.	Award or distinction at an invention exhibition	10-25
	6.	Presentation of an unpublished paper (including poster sessions)	5–10
	7.	"Production" activities (e.g., construction of a device, installation, etc.)	5–35
	8.	Organisation of a scientific conference	10–30
	9.	Visits to companies or other places connected with the statutory activity of the SSS	5
	10.	Organisation of training courses and workshops for all University students	5–10
	11.	Participation in conferences, seminars, or training not organised by the University or a GMU SSS.	1 – 5
Promotional	12.	Active participation in events involving GMU (e.g., Open Days, Sailing Rallies, Independence Day, University Celebration Day, Great Orchestra of Christmas Charity)	0-4
	13.	Participation in the Baltic Science Festival	
	13a.	Active participation in events organised within the University	0-6
	13b.	Active participation in the Gdynia Science Picnic	0-6
	14.	Participation in promotional trips:	
	14a.	Education fairs	3
	14b.	Presentation of the University's educational offer at a secondary school	2
	15.	Organisation of scientific trips, workshops, and lectures for students of secondary education	3

16.	Information in the media on the SSS:	
16a.	Press (promotional article, advertisement)	2
16b.	Radio (promotional broadcast, advertisement, interview)	2
16c.	TV (promotional broadcast, advertising, interview)	2
16c.	News sites, websites of institutions, and web portals for school-leavers and students	1
16d.	Social media (Facebook, Twitter, Instagram, etc.)	1
17.	Logistics and organisational assistance in connection with the promotion of the University	0 – 5
18.	Online:	
18a.	SSS's own website	1
18b.	Current address of the webpage (active link) of the SSS is available on the GMU website (in the list of SSSs: www.umg.gdynia.pl/kola_naukowe)	2
18c.	Current website address of the SSS is located on the website of the Faculty within which it operates.	1
18d.	SSS webpage has a link redirecting visitors to the GMU homepage and the webpage of the SP (URL, linked logo, etc.)	0-2
18e.	Current SSS webpage has a link redirecting to the website of the Faculty within which it operates.	1
18f.	SSS webpage has a description of its activities and achievements, articles of association, a list of members, and contact information.	0 - 5
18g.	Information on events involving the SSS, reports on these events, and plans, such as upcoming events, are included on the SSS webpage.	0 -7
18h.	SSS has an active and current social media profile: Facebook, Twitter, Instagram, g+, etc.	0-10
19.	Participation in charities, social events, etc.	0-2
20.	Production of advertising materials such as merchandise and folders for marketing purposes.	0-2

Remarks:

- a) Scientific activity means any documented activity carried out in the forms listed in items 1–11 above, with the proviso that visits referred to in item 9 must lead to the development of research or another type of work carried out within the student scientific society if points are to be awarded for them.
- b) Activities consisting in the operation or servicing of previously developed devices or installations are not subject to assessment.
- c) Diploma-thesis work does not constitute the scientific activity of the student scientific society.
- d) With regard to item 7 of the assessment of scientific activity, namely “production-type activities”, only fully completed projects are subject to assessment.
- e) Promotional activity consists in the active participation of members of the student scientific society in activities provided for by University staff in support of the promotion of AMG, as well as in other activities undertaken independently by the society for the same purpose.
- f) With regard to item 12 of the assessment of promotional activity, namely “Active participation in events involving AMG (e.g., Open Days, Tall Ships Races, Independence Day, University Celebration Day, the Great Orchestra of Christmas Charity)”, a student scientific society receives from 0 to 4 points for each event included in the annual plan of the AMG Promotion Office (excluding, among others, the Baltic Science Festival, promotional trips, and visits and workshops for secondary schools, for which separate scoring is provided). The number of points awarded for a given event depends on the number of members of the student scientific society taking part in it (1–2 persons: 1 point; 3–6 persons: 2 points; 7–10 persons: 3 points; more than 10 persons: 4 points).
- g) With regard to item 13 of the assessment of promotional activity, namely “Participation in the Baltic Science Festival”, a student scientific society receives from 0 to 12 points. The total number of points awarded depends on the level of involvement of the society’s members in the events taking place during the Baltic Science Festival.
- h) With regard to item 14 of the assessment of promotional activity, namely “Participation in promotional trips”, a student scientific society receives 3 points for each education fair included in the annual plan of the AMG Promotion Office in which it participates. In addition, the society receives 2 points for each presentation of AMG’s educational offer, for example at a secondary school.
- i) In accordance with item 15 of the assessment of promotional activity, namely “Trips, workshops and demonstration lectures organised by the student scientific society, including for secondary school students”, a student scientific society receives 3 points for each trip, workshop or demonstration lecture.
- j) With regard to item 16 of the assessment of promotional activity, namely “Media coverage concerning the student scientific society”, a student scientific society receives 2 points for each press, radio or television advertisement, and 1 point for each website or social media platform on which information about the society appears.

- k) Each activity included in the report must be properly documented (e.g. certificate of participation, report, first page of a publication, technical documentation).
 - l) No points are awarded for undocumented activity.
 - m) The table does not present all forms of activity undertaken by student scientific societies, the range of which is much broader, but only those that form the basis for applying for financial resources from the AMG budget.
 - n) A student scientific society commencing activity is subject to individual assessment by the Deputy Rector for Education, in consultation with the AMG Student Parliament, on the basis of the submitted budget estimate. The amount of funding awarded may not exceed PLN 500.
2. Points awarded for individual projects carried out by the SSS shall only be awarded once. If the activity recorded by the SSS in the report is considered a scientific activity, it shall not be evaluated under the applicable criteria for promotional activities.
 3. The number of points awarded by the GMU Office for Promotion and Communications may not amount to more than 50% of the total points earned.
 4. Where the number of points awarded for promotional activity exceeds the number of points earned for scientific activity, it shall be reduced as per Annexe 3, Item 2.
 5. Based on the total number of points awarded, SSSs shall be assigned one of the following classifications: A, B, C, or D. Should the maximum amount of points (marked as max.) be awarded to an SSS during a given year, classifications shall be awarded according to the following:

Number of Points	Classification	Financial resources
2/3 Max. ÷ 1 Max.	A	Full (1)
1/3 Max. ÷ 2/3 Max.	B	Partial (2/3)
0,1 Max. ÷ 1/3 Max.	C	Partial (1/3)
0 ÷ 0.1 Max.	D	0

6. Depending on the classification awarded as per the table above, SSSs shall receive full or partial funding.
7. SSSs which have been awarded category D may make use of any previously accumulated funds.
8. The method for determining the full funding amount is as follows:
 - the whole and fractional results values (column 3 of the table) of all SSSs are added together to give a combined result;
 - the full funding amount is then calculated by dividing the entire pool of funds for all SSSs for the given year by the combined result.
9. The ranking of the activity of the SSSs shall be published in alphabetical order in each category of funding.

10. Detailed points for inspection of the SSS based on a written request from the Deputy Rector for Education.

Annexe 4. Rules for the award of the title of "Best Student Scientific Circle".

1. The recipient of the award for the "Best SSS" shall be decided by a Competition Council.
2. The Competition Council shall be composed of the Deputy Rector for Education, a representative of the SP, and the Chair of the SSS awarded in the previous year.
3. The holder of the title shall take precedence in representing GMU.
4. The title of "Best Student Circle" is awarded once every two years.
5. The winning SSS is chosen from among the SSSs that have been granted category A funding.

Gdynia

Request to dissolve a Student Scientific Circle

In accordance with the Regulations for Gdynia Maritime University Student Scientific Societies, I request the closure of the Student Scientific Circle.

Reason for request

.....
.....
.....
.....
.....

I agree to the transfer of the funds of the Student Scientific Circle to the Student Activities Fund.

I also undertake to ensure the removal of the Student Scientific Circle's webpage within two weeks.

.....

Signature of the Student Scientific Circle's mentor

Gdynia

Request to dissolve a Student Scientific Circle

In accordance with the Regulations for Gdynia Maritime University Student Scientific Societies, I request the closure of the

..... Student Scientific Circle.

Reason for request

.....
.....
.....
.....
.....

I agree to the transfer of the funds of the Student Scientific Circle to the Student Activities Fund.

The mentor of the Student Scientific Circle shall be obliged to ensure the removal of its webpage within two weeks.

.....

Signature of the Chair of the Student Parliament