*Appendix to Regulation No. 52 of the Rector of the University of Lodz of 21 February 2024*

# Rules and regulations of the civic budget of students and doctoral students of the university of lodz "wspUŁrządzimy" (managing jointly)

# § 1

# General Provisions

1. The civic budget of students and doctoral students of the University of Lodz "wspUŁrządzimy" (hereinafter referred to as the "budget") is an additional and separate portion of Funds of Vice-Rector for Student Affairs and Quality of Education of the University of Lodz for self-government, scientific and organisational activities of students and doctoral students of the University of Lodz in a given academic year.
2. The budget is set out for a calendar year with a minimum of PLN 300 000. The specific amount of the budget, as well as the schedule of activities necessary to realise the funding, are specified in an announcement of the UL Rector issued no later than on 15 March of the year covered by the budget.
3. Initiatives and projects that will be implemented as part of the budget (hereinafter referred to as "projects") may be submitted by all persons who have the status of a student or doctoral student of the University of Lodz. Projects may be submitted individually or in teams, including mixed teams consisting of students and doctoral students.
4. The implementation of projects must lie entirely within the competencies of the University of Lodz authorities. The projects must also:
5. be universal, in accordance with criterion indicated in section 5;
6. be technically feasible;
7. be feasible within a calendar year from the date of their selection for implementation;
8. be fully financed from the budget.
9. Projects that serve a community larger than the community of a single faculty/doctoral school are considered universal, in particular projects concerning the student housing complex and the University of Lodz Library.
10. The projects should:
11. improve the technical, IT or material infrastructure of the University of Lodz in accordance with the needs and expectations of students/doctoral students;
12. improve the operating conditions of students/doctoral students on the premises of the University of Lodz;
13. enhance integration of the student/doctoral community;
14. foster the scientific, cultural, artistic or sporting development of students/doctoral students;
15. foster the development of student/doctoral student self-governance;
16. promote environmental protection on the University of Lodz's premises or within the scope of its activities.
17. The maximum cost per project may not exceed 30% of the total budget set out for a given calendar year.

# § 2

# Project submission

1. Each student/doctoral student or team referred to in § 1 section 3 may submit only one project.
2. If a project is submitted by a team, its members shall select a person to represent them.
3. A project shall be submitted using the forms constituting Annexes 1 and 2 to these Rules and Regulations. The forms shall contain the following information:
4. personal details, including contact details of the person(s) submitting the project, if the project is submitted by a team, the person referred to in section 2 should also be indicated;
5. project purpose statement, including an indication of its universal nature and positive impact on the student/doctoral community;
6. estimated cost of the project together with sources of the calculation;
7. project location together with the consent of relevant authorities of the University (dean/chancellor/head of a university-wide unit) for the implementation of the project on a given site or in a given building;
8. if the project is an original work – a statement on the copyright of the person(s) submitting the project;
9. support of the project by at least 10 students/doctoral students of the University of Lodz, expressed with their signatures – Appendix 2 to these Rules and Regulations.
10. Forms should be submitted electronically (to the following email address: cos@uni.lodz.pl with a note BO2024) or on paper to the University of Lodz's Social Affairs Centre for Students and Doctoral Students (hereinafter referred to as the "Centre"). The Centre can also be consulted regarding project preparation on issues related to technical, financial and timetable feasibility.

# § 3

# Project verification

1. Vice-Rector for Student Affairs and Quality of Education of the University of Lodz appoints a Committee to verify formal and content-related aspects of the submitted projects.
2. The Committee consists of:
3. Vice-Rector for Student Affairs and Quality of Education of the University of Lodz – President of the Committee;
4. two student representatives appointed by the University of Lodz Students' Government Council;
5. two doctoral student representatives appointed by the University Council of Doctoral Student Government Council of the University of Lodz;
6. Director of the Centre;
7. an employee of the Communications and PR Centre;
8. an employee of the UL Purchasing Department.
9. If necessary, the President may also invite other persons from the University of Lodz, whose participation will facilitate verification of the projects, to be included in the Committee.
10. Formal verification consists of checking the forms. If a form has missing elements, the Committee asks for their supplementation within 7 days. If the missing elements are not supplemented, the project is not subject to further proceedings.
11. Content-related verification consists of verifying whether the submitted projects meet the criteria specified in § 1 items 4-7. In case of doubts in this respect, the Committee may request clarification within 7 days. If no clarification is provided, the project is not subject to further proceedings.
12. Projects that violate the values and objectives of the UL Statute, contain content inconsistent with the applicable law and social principles, contain vulgar, offensive and discriminatory content, and infringe the personal rights of others or copyright, will not be considered.
13. The Committee's decisions on the issues set out in sections 4-6 shall be made by a majority of votes and shall be final. In the event of a split vote, the President shall have the final vote.
14. The Committee creates a list of projects which have been positively verified in an alphabetical order. The list, which includes: name of the project, name of the author(s) of the project, amount applied for and information on the status of the project, is posted on the University of Lodz website.

# § 4

# Project selection

1. The projects are selected by:
2. voting, in which all persons having the status of a student/doctoral student of the University of Lodz on the day of voting may participate (hereinafter referred to as the "general voting");
3. additional voting by members of the Committee.
4. Until the date of the general voting, persons submitting projects which are on the list referred to in § 3, section 8 may promote their projects by organising meetings or at the university events, provided that they obtain the consent of the organiser of the respective event. The promotion must be of a positive nature, i.e. it must not in any way criticise other projects, as otherwise they will be removed from the list – in this respect, procedure set out in § 3, section 7 applies accordingly.
5. The general voting takes place electronically (using the form). Each student/doctoral student entitled to vote may cast only one vote, and thus chooses only one project from the list.
6. After the general voting is completed, the Committee creates a ranking list of projects, in an order from the highest to the lowest number of received votes, and publishes it on the University of Lodz website.
7. The order on the ranking list determines the implementation of projects. The Committee will provide the funding to as many projects from the ranking list as is covered by 80% of the total budget amount set for a given calendar year.
8. If the projects receive the same number of points in the ranking list and the budget established for a given calendar year does not allow for funding of both of them, the Committee may request the UL Rector to increase the budget so that both projects can be funded.
9. The Committee decides to allocate 20% of the budget set out for a given calendar year to projects which did not receive funding on the basis of the general voting and which stand out for their high level of content. In order to select the projects, the Committee conducts an additional vote and publishes the results on the University of Lodz website.
10. The Committee may also apply to the UL Rector for funding for a project, which was not qualified for implementation due to budget exhaustion, in an amount not exceeding 20% of the project's value.

# § 5

# Project implementation

1. Projects are implemented by the relevant central administrative units. This concerns, in particular, procurement issues and financial and accounting settlements. The unit coordinating the entire implementation of projects is Social Affairs Centre for Students and Doctoral Students.
2. Persons who have submitted projects qualified for implementation may receive information at the Centre on the progress of work and deadlines.
3. Information on project completion is posted immediately on the University of Lodz website.

# § 6

# Copyright

1. If a project that has received funding from the budget is a work within the meaning of the Act on Copyright and Related Rights, the person(s) submitting the project transfer(s) to the University of Lodz, free of charge and for an indefinite period of time, copyrights to the project within the fields of exploitation specified in Article 50 of the Act, namely:
2. as regards recording and reproducing the project – production of a number of copies by a specified technique, including printing, reprography, magnetic recording and digital technique;
3. as regards trading the original or copies on which the project was recorded – placing on the market, lending or renting the original or copies;
4. as regards dissemination of the project in a manner other than specified in item 2 – public performance, exhibition, display, reproduction, broadcasting and re-broadcasting, as well as making the work available to the public in such a way that everyone can have access to it at a place and time individually chosen by them.
5. As a result of the transfer of copyrights, the University of Lodz acquires the exclusive right to use the project, excluding publication by the author(s) in parts or in full in scientific journals and multi-author post-conference monographs.

# § 7

# Personal data protection

Pursuant to Art. 13, section 1 and 2 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as "GDPR", we would like to inform you that:

1. The Controller of your personal data is the University of Lodz with its registered office at Narutowicza 68, 90-136 Łódź.
2. In any case, the Data Protection Officer may be contacted at the above-mentioned mailing address with a note: Data Protection Officer, or by e-mail at: [iod@uni.lodz.pl](mailto:iod@uni.lodz.pl).
3. Personal data including: name (names), surname, e-mail address and phone number will be processed for the following purposes:

* to register, organise and carry out (including posting the list of the accepted projects on the UL website) a given edition of the budget;
* to communicate with participants on matters related to a given edition of the budget, to document its progress, including, for example, drawing up a list of participants.

Personal data in the form of likeness and name will be used for the purposes of: promotion, education and popularisation of science on social media, i.e. on the University of Lodz account in the case of consent for the use of likeness.

1. Personal data will be processed on the basis of:

* Article 6(1)(e) of the GDPR in connection with Articles 2 and 11 of the Act of 20 July 2018 Law on Higher Education and Science (as it is necessary for the performance of a task carried out in the public interest or in the exercise of public authority entrusted to the controller in connection with the mission of the higher education and science system in terms of education, scientific activity, shaping civic attitudes, and participation in social development and creation of an innovation-based economy);
* Article 6(1)(c) of the GDPR (in relation to the requirements of the law and internal regulations of the UL);
* Article 6(1)(a) of the GDPR on the basis of your consent to the processing of personal data.

1. If the processing of your personal data is based on your consent, you have the right to withdraw your consent at any time without affecting the lawfulness of the processing performed before the withdrawal of your consent.
2. The recipients of your personal data may be entities authorised by law or entities to whom the Controller has entrusted the processing of personal data on a contractual basis.
3. Personal data will be stored for the period necessary to fulfil the purposes referred to in point 3, for the duration of the University of Lodz's retention of financial and accounting records. In situations provided for by law, personal data may also be processed for the period necessary to establish and pursue possible claims. If you have given your consent to use your likeness or to receive information, your personal data will be stored until the consent is withdrawn.
4. You have the right to:
5. access the content of your data;
6. rectify your data if they are not accurate;
7. erase, limit the processing and transfer your data – in cases provided for by law;
8. object to the processing of your personal data;
9. lodge a complaint to the supervisory authority, which is the President of the Personal Data Protection Office, based in Warsaw at Stawki 2.
10. Provision of your personal data is voluntary but necessary for the purposes referred to in point 3.

# § 8

# Final provisions

1. All matters nor regulated in the present Rules and Regulations will be resolved by the Committee.
2. The first budget will be set for 2024, and in accordance with § 1(2), an announcement on its amount, together with a relevant schedule, will be issued by 15 March 2024.