



# **M O N I T O R**

## **OF THE UNIVERSITY OF WARSAW**

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Item 335

### **ORDINANCE NO 60 OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 30 August 2016

#### **on the introduction of the Rules for the award of co-financing for the student scientific movement by the Consultation Board for the Student Scientific Movement**

Pursuant to § 35 of the Statute of the University of Warsaw (UW Monitor, 2015, item 150, as amended), it is hereby ordered as follows:

#### **§ 1**

1. The Consultation Board for the Student Scientific Movement shall be hereby entrusted with the award of co-financing from the funds from the budget for the performance of scientific or artistic projects carried out by scientific or artistic circles registered at the University of Warsaw.

2. The Rules for the award of co-financing for the student scientific movement by the Consultation Board for the Student Scientific Movement, attached as an appendix to the ordinance, hereinafter referred to as the "Rules," shall be hereby introduced.

#### **§ 2**

1. The ordinance no 6 of the Rector of the University of Warsaw of 11 March 2008 on the introduction of the Rules for the award of co-financing for the student scientific movement by the Consultation Board for the Student Scientific Movement (UW Monitor 2008 No 3A, item 61) shall be hereby cancelled.

2. Matters pending shall be governed by regulations valid until now, provided that the activities performed before the date on which the Rules come into force shall be governed by the Rules with respect to legal consequences of events taking place after the date on which the Rules come into force, but which are not related to the essence of the activity performed. Reports on the performance of the projects completed before the date on which the Rules come into force shall be submitted within time limits and in keeping with the principles set in the Rules.

3. The implementation of the ordinance shall be entrusted to the vice-rector in charge of student matters.

#### **§ 3**

The ordinance shall come into force as of 1 January 2017.

Rector of the University of Warsaw:  
*M. Pałys*

Appendix

to the Ordinance no 60 of the Rector of the University of Warsaw of 30 August 2016  
on the introduction of the Rules for the award of co-financing  
for the student scientific movement  
by the Consultation Board for the Student Scientific Movement

**RULES  
FOR THE AWARD OF CO-FINANCING  
FOR THE STUDENT SCIENTIFIC MOVEMENT  
BY THE CONSULTATION BOARD  
FOR THE STUDENT SCIENTIFIC MOVEMENT**

**I. General provisions**

**§ 1**

1. The Consultation Board for the Student Scientific Movement, hereinafter referred to as the "Board," shall award co-financing from the funds from the budget for the performance of scientific or artistic projects carried out by scientific or artistic circles registered at the University of Warsaw. The scope and subject to the projects subject to co-financing has to exceed the study curriculum.

2. Within the meaning of these Rules, a circle shall mean a scientific or artistic circle registered at the University of Warsaw.

3. Within the meaning of these Rules, co-financing shall mean a grant or a reimbursement.

4. Decisions of the Board shall be taken in form of written resolutions that to be valid shall require the signature of the Chairperson of the Board. Resolutions of the Board shall be passed by an absolute majority of votes, whereas an absolute majority of votes shall be understood as more votes "for" than "against" and "abstentions."

5. Resolutions of the Board referred to in s. 4 shall be made available for review to interested persons from the University of Warsaw, at the location specified by the Board. Resolutions shall also be made available in instances and in accordance with principles defined in separate regulations.

**§ 2**

1. A circle can apply for co-financing from the Board after six months from issuing the decision on registration of the circle at the University of Warsaw.

2. The circle shall lose the right to apply for co-financing in allocations I and II from the funds of the Board for the particular year if it fails to submit the report on its annual activities to the Office for Student Affairs, by 31 January each year. The circle that submits the report by 31 October of the particular year shall be entitled to apply for co-financing from allocations available after this date.

3. The approval of the report and settlement of the material resources granted shall be the conditions for potential applying for further material resources.

### **§ 3**

The Board shall not provide co-financing for:

- 1) current activities of the circle;
- 2) projects that are inconsistent with the scope and fields of sciences falling within the interests of the circle;
- 3) participation in the circle's projects of persons other than students of the first-cycle studies or long second-cycle studies, and doctoral students of the University of Warsaw, except for the participation in scientific conferences or workshops organised by circles of the University of Warsaw and publications issued by these circles;
- 4) participation in the circle's projects of persons whose participation in the project was not disclosed;
- 5) fees and other remunerations;
- 6) reusable items, in particular office equipment, electronic equipment, books, textbooks and software if they are not necessary for the purposes of the performance of the project;
- 7) projects that will not enhance the scientific or cultural achievements of the University of Warsaw;
- 8) projects that are aimed at collecting materials for works required in the study curriculum, i.e. annual, seminary, bachelor, master or doctoral dissertations;
- 9) projects of the circles that are in delay with the settlement or submission of the report on substantial aspects of the project to the Board;
- 10) commercial projects;
- 11) scholarship trips, summer schools and internships;
- 12) participation in conferences and workshops of persons, who do not give a lecture, present a poster or contribute to the substantial value of the project in any other way;
- 13) projects, the financial settlement of which is impossible, in particular when costs presented for settlement were incurred in the calendar year preceding the year of the allocation of funds.

### **§ 4**

1. The Board shall assess the projects from the substantial point of view, in particular taking into account the proportionality of expected costs of the project and substantial outcomes assumed.

2. In case of concluding that the project costs are overstated or its outcomes are insufficient, the Board may award limited co-financing, not award any co-financing at all or set additional substantial outcomes required upon the settlement.

### **§ 5**

The Board shall support in particular the project involving:

- 1) performance of research in the country and abroad;
- 2) organisation of scientific conferences and symposia;
- 3) presentation of research results at conferences or workshops in the country and abroad;
- 4) organisation of exhibitions, workshops and presentations of the circles;
- 5) issuance of peer-reviewed publications and scientific or artistic journals.

## **§ 6**

1. Students – members of the Board shall set office hours, in particular for the purposes of:

- 1) consultations;
- 2) acceptance of applications and requests for re-examination of the matter;
- 3) acceptance of reports and settlements together with required outcomes;
- 4) acceptance of articles for the “Yearbook of the Student Scientific Movement” (*“Rocznik Studenckiego Ruchu Naukowego”*).

2. Information on the place and timing of office hours of students – members of the Board shall be published on the website of the Board.

## **II. Budget of the Board**

### **§ 7**

1. The budget of the Board shall comprise funds awarded from the budget of the University of Warsaw for co-financing of the student scientific movement.

2. The Board may allocate up to 15% of its budget for promotion of achievements of the scientific movement and for its ongoing activities.

### **§ 8**

1. The budget of the Board shall be divided into at least three allocations, whereas the distribution shall be as follows:

- 1) allocation I: up to 50% of the budget of the Board;
- 2) allocation II: up to 80% of the budget of the Board remaining after allocation I;
- 3) last allocation: the budget remaining after previous allocations.

2. The Board can, by the resolution published on the website of the Board one month in advance, perform an additional allocation round, while distributing no more than 30% of the budget remaining after previous allocations.

3. The Board may apply to the authorities of the University for a special-purpose grant, on its own behalf or at the request of a circle. Regulations pertaining to the process of the award of a grant shall apply respectively to the request of the circle to the Board to apply to the authorities of the University for a special-purpose grant.

### **§ 9**

1. Requests shall be accepted:

- 1) by 28 February (allocation I);
- 2) by 15 May (allocation II);
- 3) by 31 October (last allocation).

2. Requests shall be accepted by students – members of the Board, who shall confirm the request acceptance in writing.

3. The Board may, by a resolution, change the time limits referred to in s. 1, while notifying thereof on the website of the Board. At the same time, reduction of the time limit shall be announced at least two weeks prior the new time limit.

4. If the time limit for submission of requests falls on a day off, it shall fall on the next day of classes after the day set in the manner specified in s. 1 or s. 3.

5. The Board shall examine the requests within one month of the expiry of the final time limits for their submission referred to in previous sections.

### **§ 10**

1. The same project can be co-financed from the funds of the Board only once.

2. The maximum co-financing awarded by the Board for the project of a circle may amount to 2.5% of the budget of the Board for the previous year.

3. Co-financing per the circle project participant cannot exceed 0.5% of the budget of the Board for the previous year.

4. Co-financing awarded during the particular calendar year for projects of the particular circle cannot exceed 15% of the budget of the Board for the previous year.

5. The Board shall not award grants exceeding 60% of total and substantiated costs specified in the request filed.

6. The Board shall not award reimbursements exceeding 60% of total and documented costs specified in the request filed.

7. The Board may change the co-financing limits specified in s. 2, 3, 4, 5 and 6, by a resolution.

## **III. Co-financing award process**

### **§ 11**

The request for a grant shall comply with the template specified in appendix no 1, while the request for a reimbursement shall comply with the template specified in appendix no 2 to these Rules.

### **§ 12**

1. Circles can file requests for reimbursements with respect to two next allocations counting from the date of completion of the project specified in the request. The request for a reimbursement can be filed only in the same calendar year in which the project was completed.

2. Copies of all receipts and invoices documenting costs specified in the cost estimate of the project shall be enclosed to the request for a reimbursement, as well as:

- 1) in case of carrying out research – a peer-reviewed article for the “Yearbook of the Student Scientific Movement” (*“Rocznik Studenckiego Ruchu Naukowego”*) or the article published in an indexed journal. The principles for editing articles for the “Yearbook of the Student Scientific Movement” (*“Rocznik Studenckiego Ruchu Naukowego”*) are specified in appendix no 5, while the template article review – in appendix no 6 to these Rules. Submission of an article to the “Yearbook” shall not be equivalent to its publication;
- 2) in case of issuing publications – peer-reviewed publications in at least two copies;
- 3) in case of exhibitions, performances and other artistic projects of the circles – description of the project together with the photographic, video or audio documentation;

- 4) in case of participation in conferences – diplomas or confirmations of participation and conference materials or papers;
- 5) confirmation of other outcomes declared in the request.

### **§ 13**

1. All requests and other documents submitted to the Board that require signature of the academic tutor shall require a seal of the unit of the University of Warsaw, which employs the academic tutor, to be valid.

2. Every request for co-financing and substantial report shall require an academic opinion of an academic tutor of the circle.

3. If the projects performed are similar, one joint request shall be filed by the project executors.

4. If the project completion date falls before or on the date of the request examination, the Board may request the project executor to adjust the request to the requirements for the request for a reimbursement.

### **§ 14**

1. The requests shall be verified by students – members of the Board, who shall issue their opinions thereon. Requests submitted after the deadline, without signatures, data or appendices, or that do not meet other formal requirements set by these Rules or resolutions of the Board, or requests that were not adjusted to the requirements for requests for a reimbursement ((§ 13 section 4) shall be rejected.

2. Allocation results shall be approved at the meeting of the Board, signed by the Chairperson of the Board, and then published on the website of the Board without undue delay.

3. The project executor, the circle tutor or the chairperson of the circle can request issuing a detailed justification of the decision taken. Such a request shall be submitted to the Secretariat of the Chairperson of the Board within three days of classes, of the day of the publication of the information on the allocation on the website of the Board. The justification shall be drawn up and signed by the Chairperson or the Secretary of the Board within three days of classes of the last day on which the request referred to in the previous sentence can be filed. After this deadline, the person, who submitted the request, can collect the justification at the Secretariat of the Board.

### **§ 15**

1. The project executor shall be a person responsible for the implementation of the project, identified in the request.

2. Shall the executor withdraw from the performance of the project or use of the funds provided by the Board, he/she shall be obliged to submit a written withdrawal notification to the Board no later than within two months of the date of completion of the project specified in the request.

3. In case of:

- 1) the intent to change the date of the project completion;
- 2) other changes in the project, in particular: change of the number of participants, project location, cost estimate;

it is necessary to submit a written application signed by the circle tutor for the approval of changes in the project or a change in the project completion date. The application shall include fact-based justification.

4. The decision on the consent to defer the date by no more than 6 months vs. the original date shall be made by the student – member of the Board in consultation with the Secretary of the Board.

5. The application pertaining to changes in the cost estimate of the project shall be examined by the Chairperson of the Board or persons authorised by the Chairperson of the Board. The proposed cost estimate shall be enclosed to the application.

6. Changes in the cost estimate cannot result in awarding an amount higher than in the announced allocation results. The consent to changes in the cost estimate shall not be equivalent to consent to use the offer of the particular business partner. Selection of the business partner and performance of services by this business partner shall comply with other provisions of the Rules, in particular with the prohibition to finance fees and other remunerations.

7. The amount of the grant unused for the particular project cannot be transferred to another project.

## **§ 16**

1. The completion of the project cannot take place later than twelve months after the original date of the project completion specified in the request.

2. In situations specified in § 15 s. 3, relevant documents shall be submitted by the project executor or a person authorised to represent the circle to the student – member of the Board:

- 1) within two months of the date of the project completion specified in the request;  
or
- 2) on the date specified in the decision on the deferral of the settlement date issued previously.

3. In case of non-submission of these documents or non-obtaining the consent to defer the deadline, the Board can pass the resolution on withdrawing the co-financing and transferring the funds awarded to subsequent allocations.

4. Co-financing amounts unused by the circle shall be transferred back to the budget of the Board and shall be redistributed in subsequent allocations.

5. In case of inability to settle the project due to fault of the project executor, in particular settlement of the project in the calendar year following the year of incurring the costs or failure to collect documents providing a basis for the settlement, the Board shall not be obliged to transfer the funds awarded to other items of the cost estimate included in the co-financing request.

## **IV. Report on the performance of the project and the project settlement**

### **§ 17**

1. No later than two months after the date of completion of the project specified in the request or on the date specified in the decision on the deferral of the project settlement date, the report on the performance of the project shall be submitted to the

Board, including the substantial report, the template of which is attached as appendix no 3, and the financial statement, the template of which is attached as appendix no 4 to these Rules.

2. Documents specified in § 12 point 2 shall be enclosed to the report.

3. In case of the request for reimbursement, only the financial statement shall be submitted, in line with the template attached as appendix no 4 to these Rules, within two months of the day of awarding the reimbursement, but no later than by the end of the calendar year of the completion of the project.

4. In case of obtaining the project co-financing, the information on financing the project by the Board and the logo of the Board shall be included in publications, conference materials, presentations, as well as posters and exhibitions related to the project performed by the circle, co-financed by the Board.

5. Additionally, publications co-financed by the Board shall be submitted to the University Library in Warsaw and the library of the unit, at which the circle operates, if any. The confirmation issued by the library shall be enclosed to the report.

6. The Board may oblige the project executor to submit the report on the project status and to provide other information related to the project, while setting the relevant deadline, no less than 14 days.

## **V. Re-examination of the request**

### **§ 18**

1. The project executor can submit, to the student – member of the Board the application for re-examination of the request, within no more than 14 days of the announcement of the allocation results on the website of the Board.

2. The application for re-examination of the request shall include a written justification and shall be signed by the applicant, as well as by the circle president and the circle tutor.

### **§ 19**

1. Only the documents submitted within the deadline specified in § 12 s. 1 shall be taken into account in the process of re-examination of the request.

2. Within one month of receiving the application for re-examination of the request, the Board shall make the decision, at the meeting of the Board, and after signing the decision by the Chairperson of the Board, shall notify the interested parties thereof. Results of re-examination of requests shall be published on the website of the Board, within one month of the expiry of the deadline referred to in § 17 s. 1.

3. The aforementioned decision of the Board shall be final.



## **VI. Sanctions**

### **§ 20**

1. Failure to fulfil the duties arising from § 15 points 2 and 3, and § 16 point 2 shall result in suspending the financing of requests received from the circle and providing the notification of failure to fulfil the duties by persons, who signed the request, to the dean of the relevant unit and the circle tutor.

2. Failure to fulfil the duties referred to in the previous point within six months of the final date for submission of the report or failure to return the funds within six months of the final date for submission of the report shall result in disciplinary liability and may result in civil and criminal liability of persons responsible for the performance of the project and submission of reports on the project.

|  |  |
|--|--|
| reference number                         |  |
| number of pages, including<br>appendices |  |

**(TEMPLATE)**  
**REQUEST FOR A GRANT**

(please fill in grey fields)

|   |                                    |
|---|------------------------------------|
| <b>1. PROJECT TITLE</b>   |                                    |
|   |                                    |
| <b>2. AMOUNTS:</b>  |                                    |
| A. Requested for<br><i>(in words and in numbers)</i>  | B. Awarded                         |
|   |                                    |
| <b>3. INFORMATION ON THE REQUESTOR</b>  |                                    |
| A. Name of the circle   | B. Number in the register          |
|   |                                    |
| C. First name and surname of the president of the circle  |                                    |
| D. e-mail of the circle   |                                    |
| E. First name and surname of the person responsible for the implementation of the project       |                                    |
|   |                                    |
| F. Address  |                                    |
|   |                                    |
| G. Telephone  |                                    |
| H. e-mail   |                                    |
| I. First name and surname of the person responsible for settlements with the Financial Services |                                    |
|   |                                    |
| J. Address  |                                    |
|   |                                    |
| K. Telephone  |                                    |
| L. e-mail   |                                    |
| M. First name and surname of the circle tutor   | N. Unit employing the circle tutor |
|   |                                    |

| <b>4. PROJECT DESCRIPTION</b>  |   |                          |  |           |
|--|---|--------------------------|--|-----------|
| A. Field of science, to which the request refers and its compliance with activities of the circle  |   |                          |  |           |
|  |   |                          |  |           |
| B. Performance location and timing   |   |                          | C. Substantial settlement date                                     |           |
|  |   |                          |  |           |
| D. Cooperating institutions  |   |                          |  |           |
|  |   |                          |  |           |
| E. Number of project participants – total and from the University of Warsaw  |   |                          | /  |           |
| F. List of the project participants (in case of open projects – list of organisers)  |   |                          |  |           |
| First name and surname   | Record book no  | Year of studies          | Specialisation   | Signature |
| 1.   |   |                          |  |           |
| 2.   |   |                          |  |           |
| 3.   |   |                          |  |           |
| ...  |   |                          |  |           |
| G. Objectives of the project   |   |                          |  |           |
|  |   |                          |  |           |
| H. Expected outcomes of the project  |   |                          |  |           |
|  |   |                          |  |           |
| I. Research method to be used  |   |                          |  |           |
|  |   |                          |  |           |
| J. Detailed project timetable  |   |                          |  |           |
|  |   |                          |  |           |
| K. Scientific or artistic value of the project   |   |                          |  |           |
|  |   |                          |  |           |
| L. Importance of the project for the University of Warsaw  |   |                          |  |           |
|  |   |                          |  |           |
| M. Justification of all costs included in the cost estimate  |   |                          |  |           |
|  |   |                          |  |           |
| <b>5. Obligatory appendices to the request</b>   |   |                          |  |           |
| A. Cost estimate to be enclosed to the request for a grant (in line with the template)   |   |                          |  |           |
| B. Opinion of the circle tutor on the project  |   |                          |  |           |
| C. Documents substantiating the costs  |   |                          |  |           |
| D.   |   |                          |  |           |
| ...  |   |                          |  |           |
| <i>I agree to the processing of personal data in accordance with the Act of 29 August 1997 on the protection of personal data (Journal of Laws of 2016, item 922).</i> |   |                          |  |           |
| <b>6. Signatures</b>   |   |                          |  |           |
| Project executor   | Person in charge of settlements with Financial Services | President of the circle  | Circle tutor   |           |
| (first name and surname)   | (first name and surname)                                | (first name and surname) | (first name and surname)   |           |
|  |   |                          | (seal of the unit of the University of Warsaw employing the tutor) |           |

**COST ESTIMATE TO BE ENCLOSED TO THE REQUEST FOR A GRANT**

**(in two copies)**

| A. Project title   |           |                         |           |              |                                 | B. Reference number       |                           |               |  |
|--|-----------|-------------------------|-----------|--------------|---------------------------------|---------------------------|---------------------------|---------------|--|
| C. Name of the circle                                      |           |                         |           |              |                                 | D. Number in the register |                           |               |  |
| E. Completion date   |           | F. Performance location |           |              |                                 |                           |                           |               |  |
| G. Person responsible for the performance of the project   |           |                         |           | H. Telephone |                                 | I. e-mail                 |                           |               |  |
|  |           |                         |           |              |                                 |                           |                           |               |  |
| J. Person in charge of settlements with Financial Services |           |                         |           | K. Telephone |                                 | L. e-mail                 |                           |               |  |
|  |           |                         |           |              |                                 |                           |                           |               |  |
| M. Academic tutor of the circle                            |           |                         |           |              | N. Substantial settlement date  |                           |                           |               |  |
|  |           |                         |           |              |                                 |                           |                           |               |  |
| No   | Cost type | Number of units         | Unit cost | Total        | Amount requested from the Board | Amount awarded            | Amount from other sources | Other sources |  |
| 1.   |           |                         |           |              |                                 |                           |                           |               |  |
| 2.   |           |                         |           |              |                                 |                           |                           |               |  |
| 3.   |           |                         |           |              |                                 |                           |                           |               |  |

**TOTAL**

**Total cost percentage requested for:**

|  |  |
|--|--|
| Reference number                         |  |
| number of pages, including<br>appendices |  |

**(TEMPLATE)**  
**APPLICATION FOR A REIMBURSEMENT**

(please fill in grey fields)

|   |                                    |
|---|------------------------------------|
| <b>1. PROJECT TITLE</b>   |                                    |
|   |                                    |
| <b>2. AMOUNTS:</b>  |                                    |
| A. Requested for<br><i>(in words and in numbers)</i>  | B. Awarded                         |
|   |                                    |
| <b>3. INFORMATION ON THE REQUESTOR</b>  |                                    |
| A. Name of the circle   | B. Number in the register          |
|   |                                    |
| C. First name and surname of the president of the circle  |                                    |
| D. e-mail of the circle   |                                    |
| E. First name and surname of the person responsible for the settlement of the project           |                                    |
|   |                                    |
| F. Address  |                                    |
|   |                                    |
| G. Telephone  |                                    |
| H. e-mail   |                                    |
| I. First name and surname of the person responsible for settlements with the Financial Services |                                    |
|   |                                    |
| J. Address  |                                    |
|   |                                    |
| K. Telephone  |                                    |
| L. e-mail   |                                    |
| M. First name and surname of the circle tutor   | N. Unit employing the circle tutor |
|   |                                    |

|   |
|---|
| <b>4. DESCRIPTION OF THE PROJECT COMPLETED</b>  |
| A. Field of science, to which the request refers and its compliance with activities of the circle |
|   |
| B. Performance location and timing  |
|   |

| C. Cooperating institutions  |   |                          |  |           |
|--|---|--------------------------|--|-----------|
|  |   |                          |  |           |
| D. Number of project participants – total and from the University of Warsaw  |   |                          | /  |           |
| E. List of the project participants (in case of open projects – list of organisers)  |   |                          |  |           |
| First name and surname   | Record book no  | Year of studies          | Specialisation   | Signature |
| 1.   |   |                          |  |           |
| 2.   |   |                          |  |           |
| 3.   |   |                          |  |           |
| ...  |   |                          |  |           |
| F. Objectives of the project   |   |                          |  |           |
|  |   |                          |  |           |
| G. Project outcomes  |   |                          |  |           |
|  |   |                          |  |           |
| H. Research method used  |   |                          |  |           |
|  |   |                          |  |           |
| I. Detailed project implementation process   |   |                          |  |           |
|  |   |                          |  |           |
| J. Scientific or artistic value of the project   |   |                          |  |           |
|  |   |                          |  |           |
| K. Importance of the project for the University of Warsaw  |   |                          |  |           |
|  |   |                          |  |           |
| L. Justification of all costs included in the cost estimate  |   |                          |  |           |
|  |   |                          |  |           |
| <b>5. Obligatory appendices to the request</b>   |   |                          |  |           |
| A. Cost estimate to be enclosed to the request for a reimbursement (in line with the template)   |   |                          |  |           |
| B. Opinion of the circle tutor on the project  |   |                          |  |           |
| C. Copies of all receipts and invoices   |   |                          |  |           |
| D.   |   |                          |  |           |
| ...  |   |                          |  |           |
| <i>I agree to the processing of personal data in accordance with the Act of 29 August 1997 on the protection of personal data (Journal of Laws of 2016, item 922).</i> |   |                          |  |           |
| <b>6. Signatures</b>   |   |                          |  |           |
| Project executor   | Person in charge of settlements with Financial Services | President of the circle  | Circle tutor   |           |
| (first name and surname)   | (first name and surname)                                | (first name and surname) | (first name and surname)   |           |
|  |   |                          | (seal of the unit of the University of Warsaw employing the tutor) |           |

**COST ESTIMATE TO BE ENCLOSED TO THE REQUEST FOR A REIMBURSEMENT**

**(in two copies)**

|  |  |  |                            |                           |  |
|--|--|--|----------------------------|---------------------------|--|
| A. Project title   |  |  |                            | B. Reference number       |  |
| C. Name of the circle                                      |  |  |                            | D. Number in the register |  |
| E. Performance timing and location                         |  |  |                            |                           |  |
| F. Person responsible for the performance of the project   |  |  | G. Telephone               | H. e-mail                 |  |
|  |  |  |                            |                           |  |
| L. Person in charge of settlements with Financial Services |  |  | M. Telephone               | N. e-mail                 |  |
|  |  |  |                            |                           |  |
| O. Academic tutor of the circle                            |  |  | P. Project completion date |                           |  |

| No | Cost type | Number of units | Unit cost | Total | Amount requested from the Board | Amount awarded | Amount from other sources | Other sources |
|----|-----------|-----------------|-----------|-------|---------------------------------|----------------|---------------------------|---------------|
| 1. |           |                 |           |       |                                 |                |                           |               |
| 2. |           |                 |           |       |                                 |                |                           |               |
| 3. |           |                 |           |       |                                 |                |                           |               |

**TOTAL**

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

**Total cost percentage requested for:**

|  |  |
|--|--|
|  |  |
|--|--|

|                                       |  |
|---------------------------------------|--|
| reference number                      |  |
| number of pages, including appendices |  |

**(TEMPLATE)**  
**SUBSTANTIAL REPORT ON THE PROJECT**

(please fill in grey fields)

|   |                                    |
|---|------------------------------------|
| <b>1. PROJECT TITLE</b>   |                                    |
|   |                                    |
| <b>2. AMOUNT AWARDED</b>  |                                    |
| <b>3. INFORMATION ON THE REQUESTOR</b>  |                                    |
| A. Name of the circle   | B. Number in the register          |
|   |                                    |
| C. First name and surname of the president of the circle  |                                    |
| D. e-mail of the circle   |                                    |
| E. First name and surname of the person responsible for the implementation of the project       |                                    |
|   |                                    |
| F. Address  |                                    |
|   |                                    |
| G. Telephone  |                                    |
| H. e-mail   |                                    |
| I. First name and surname of the person responsible for settlements with the Financial Services |                                    |
|   |                                    |
| J. Address  |                                    |
|   |                                    |
| K. Telephone  |                                    |
| L. e-mail   |                                    |
| M. First name and surname of the circle tutor   | N. Unit employing the circle tutor |
|   |                                    |



| <b>4. DESCRIPTION OF THE PROJECT COMPLETED</b>   |   |                          |  |           |
|--|---|--------------------------|--|-----------|
| B. Performance location and timing   |   |                          | C. Assumed date of submission of the report on the project         |           |
| D. Cooperating institutions  |   |                          |  |           |
| E. Number of project participants – total and from the University of Warsaw  |   |                          | /  |           |
| F. List of the project participants (in case of open projects – list of organisers)  |   |                          |  |           |
| First name and surname   | Record book no  | Year of studies          | Specialisation   | Signature |
| 1.   |   |                          |  |           |
| 2.   |   |                          |  |           |
| 3.   |   |                          |  |           |
| ...  |   |                          |  |           |
| G. Objectives of the project – assumed and achieved  |   |                          |  |           |
| H. Project outcomes – assumed and achieved   |   |                          |  |           |
| J. Detailed project implementation process   |   |                          |  |           |
| <b>5. Obligatory appendices to the report</b>  |   |                          |  |           |
| A. Opinion of the circle tutor on the project  |   |                          |  |           |
| B.   |   |                          |  |           |
| C.   |   |                          |  |           |
| ...  |   |                          |  |           |
| <i>I agree to the processing of personal data in accordance with the Act of 29 August 1997 on the protection of personal data (Journal of Laws of 2016, item 922).</i> |   |                          |  |           |
| <b>6. Signatures</b>   |   |                          |  |           |
| Project executor   | Person in charge of settlements with Financial Services | President of the circle  | Circle tutor   |           |
| (first name and surname)   | (first name and surname)                                | (first name and surname) | (first name and surname)   |           |
|  |   |                          | (seal of the unit of the University of Warsaw employing the tutor) |           |

|                                       |  |
|---------------------------------------|--|
| reference number                      |  |
| number of pages, including appendices |  |

*(TEMPLATE)*

## PROJECT FINANCIAL STATEMENT

(please fill in grey fields)

1. Summary of costs co-financed by the Consultation Board:

| No           | TYPE OF THE COST INCURRED | COST AMOUNT |
|--------------|---------------------------|-------------|
| 1.           |                           |             |
| 2.           |                           |             |
| ...          |                           |             |
| <b>TOTAL</b> |                           |             |

[all costs in Polish zloty]

Signatures:

|  |   |
|--|---|
| Person in charge of settlements with<br>Financial Services | Clerk from the Financial Services settling<br>the request |
| (first name and surname)                                   | (first name and surname)                                  |
|  |   |

2. Summary of all costs incurred for the project:

| No           | TYPE OF THE COST INCURRED | SOURCE OF FINANCING | COST AMOUNT |
|--------------|---------------------------|---------------------|-------------|
| 1.           |                           |                     |             |
| 2.           |                           |                     |             |
| ...          |                           |                     |             |
| <b>TOTAL</b> |                           |                     |             |

[all costs in Polish zloty]

SIGNATURES:

| Project executor         | President of the circle  | Circle tutor  |
|--------------------------|--------------------------|---|
| (first name and surname) | (first name and surname) | (first name and surname)  |
|                          |                          | <i>(seal of the unit of the University of Warsaw employing the tutor)</i> |

**PRINCIPLES FOR EDITING ARTICLES FOR THE  
“YEARBOOK OF THE STUDENT SCIENTIFIC MOVEMENT”  
 (“*ROCZNIK STUDENCKIEGO RUCHU NAUKOWEGO*”)  
AT THE UNIVERSITY OF WARSAW**

1. Articles authored by students of the first-cycle studies or long second-cycle studies, and doctoral students may be published in the “Yearbook.” Articles may present the outcomes of the researches carried out within the framework of projects performed by scientific circles and within the framework of individual projects.

2. An article for the “Yearbook” shall be saved in form of a text file in MS Word and submitted in electronic form. Additionally, the review in accordance with the resolution of the Consultation Board for the Student Scientific Movement, referred to in § 12 s. 1 point 1 of the Rules for the award of co-financing for the student scientific movement by the Consultation Board for the Student Scientific Movement, authored by a research employee, and a hard copy of the article reviewed shall be enclosed to every text.

3. The author shall enclose the following data to every text:

- a) author’s first name and surname;
- b) year of studies, faculty (specialisation);
- b) telephone;
- c) e-mail;
- d) in case of the project performed by the scientific circle – name of the circle and reference number of the request submitted to the Consultation Board;
- e) first name, surname, degree or academic title, and the unit employing the reviewer.

4. The article should comprise up to 15 pages and be printed in Times New Roman font – size 12, interline 1.5, standard margins (2.5 cm top and bottom, left and right).

5. The article should include the introduction, body and conclusion, and should be divided into chapters and sections.

6. The summary of the article, as well as keywords in Polish and English should be enclosed to every article.

7. For all quotations used in the text it is necessary to include, in the brackets, the surname of the author (authors) as well as the publications date – as specified in the example below:

- a) in case of one author – (Choiński, 2000);
- b) in case of two authors – (Dadlez and Jaroszewski, 1994);

- b) in case of three or more authors - (Dzierżek *et al.*, 1987);
- d) if the reference pertains to more than one publication by various authors – (Dzierżek *et al.*, 1987; Kenig and Lindner, 2001);
- d) if the reference pertains to more than one publication by the same author or authors (Dzierżek *et al.*, 1987, 2003a, 2003b);
- f) in case of quotation from an author based on another publication – (Lindner, 1994, cited in Lindner *et al.*, 2003);
- g) in case of a quotation of the text from the website, after its address, it is necessary to put (accessed: 9.01.1994).

8. Illustrations included in the article should be in black and white. All photographs, maps, cross-sections, diagrams, drawings and tables are treated as subsequent figures that should be referred in the text as: (Fig. 1), (Fig.1 and 2), (c on fig. 1). Figures should be included in accordance with the order of the references thereto on the text. Under every figure, the following information should be included:

- a) figure number;
- b) figure title;
- c) if the figure is based on another publication – author of this publication.

Example of correct information on the figure:

“Fig. 1. Chronostratigraphic scheme of deposits of the last glaciation in the northern slopes of the High Tatra Mts. and Podhale (based on Lindner, 1994).”

9. Every illustration included in the text shall be attached as a separate JPG file and described as presented in the example in point 8.

10. The reference list should be included at the end of the article. The list should include all publications quoted, arranged by author names in alphabetical order. Full titles should be used – no abbreviations should be used.

Reference example:

a) Journal:

AUTHOR/AUTHORS, Date. Article title. Journal, Vol. (volume number – if there are volumes). Pages.

DZIEREK J., LINDNER L., NITYCHORUK J., 1987. Relief and Quaternary sediments in the Pięć Stawów Polskich Valley (Wysokie Tatry Range). *Przegląd Geologiczny*, 35. 8-15.

b) Book:

AUTHOR/AUTHORS, Date. Title. Publishing House, Publication place. Pages.

BAC-MOSZASZWILI M., GAŚSIENNICA SZOSTAK M., 1990. *Tatry Polskie. Przewodnik geologiczny dla turystów* (Polish Tatra. Geological guidebook for tourists). Wydawnictwa Geologiczne, Warsaw. 1-159.

c) Chapter from a book by a few authors:

AUTHOR/AUTHORS OF THE CHAPTER, Date. Chapter title. In: EDITOR OF THE BOOK (ed.). Title of the book. Publishing house, Publication place. Pages.

MARKS L., 1992. *Osady i formy rzeźby lodowcowej i wodnolodowcowej*. (Glacial and fluvioglacial sediments and relief forms). In: LINDNER L. (ed.). *Czwartorzęd. Osady, metody badań, stratygrafia*. (Quaternary. Sediments, research methods, stratigraphy). Publishing House of the Polish Ecological Agency, Warsaw. 92-153.

d) Materials from conferences, conventions, etc.

AUTHOR/AUTHORS, Date. Title of the article, lecture. Conference title together with the location and precise date. Editor. Publication place. Pages.

ŁUKASIAK D., 2007. *Geomechaniczna ocena osuwiskowości skał fliszowych w rejonie zbiornika Wisła-Czarne*. (Geomechanical assessment of landsliding of flysch rocks in the Wisła-Czarne reservoir area). *Geotechnika w budownictwie i górnictwie. XXX Zimowa Szkoła Mechaniki Górotworu i Geoinżynierii. (Geotechnics in construction and mining. 30<sup>th</sup> Winter School of Mechanics and Geoengineering)*. Szklarska Poręba 11-16 March 2007. Wrocław, 413-420.

10. Texts should be adjusted to the aforementioned rules before their submission to the Board.

11. The text that cannot be edited will not be taken into account in the editing process.

degree or academic title, as well as the first name and surname of the reviewer

Unit employing the reviewer

*(TEMPLATE)*

**REVIEW OF THE ARTICLE FOR THE “YEARBOOK OF THE  
STUDENT SCIENTIFIC MOVEMENT” (“ROCZNIK  
STUDENCKIEGO RUCHU NAUKOWEGO”)  
AT THE UNIVERSITY OF WARSAW**

**Article title:**

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

**by:**

.....

| No | Article evaluation criterion                          | Assessment     |                         |                        |
|----|---|----------------|-------------------------|------------------------|
|    |   | full<br>(good) | partial<br>(sufficient) | none<br>(insufficient) |
| 1. | Compliance of the article title with its contents     |                |                         |                        |
| 2. | Compliance of the article summaries with its contents |                |                         |                        |
| 3. | Substantial value of the paper                        |                |                         |                        |
| 4. | Correctness of scientific terms used                  |                |                         |                        |
| 5. | Correct formulation of final conclusions              |                |                         |                        |
| 6. | Correctness of literature quotations                  |                |                         |                        |
| 7. | Selection and legibility of illustrations/tables      |                |                         |                        |
| 8. | Is the article suitable for printing?                 |                |                         |                        |

What amendments should the author make in order to make the article suitable for printing:

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

Comments:

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

I express my consent to publishing my name in the list of reviewers of the “Yearbook of the Student Scientific Movement” (“Rocznik Studenckiego Ruchu Naukowego”) at the University Of Warsaw.

Signature of the reviewer  
(seal of the unit employing the reviewer)