

**Directive No. 66/2023
of June 5th , 2023
of the Rector of the Medical University of Lodz**

**on the Regulations of granting and spending financial resources
by the Student Government, Doctoral Student Government, University student
organizations and doctoral student organizations and associations operating
at the Medical University of Lodz**

Based on art. 110 item 5 and item 9, art. 111 item 5 and art. 215 and art. 216 of the Act of July 20th , 2018 - Law on higher education and science (Journal of Laws of 2023, item 742), in connection with art. 44 item 3 of the Public Finance Act (Journal of Laws of 2022, item 1634, as amended) and § 13 item 1 and 2 of the Statute of the Medical University of Lodz of June 27th , 2019, it is ordered as follows:

§ 1

Introduced are the Regulations of granting and spending financial resources by the Student Government, Doctoral Student Government, University student organizations, doctoral student organizations and associations operating at the Medical University of Lodz, constituting an annex to this directive.

§ 2

1. Supervision of compliance with the provisions of this directive is entrusted to the Vice-Rector for Organizational and Student Affairs.
2. Administrative activities are entrusted to the Department of Recruitment and Education.

§ 3

Repealed is the directive No. 43/2017 of June 22nd , 2017 of the Rector of the Medical University of Lodz on the Regulations of granting and spending financial resources by student and doctoral student organizations operating at the Medical University of Lodz.

§ 4

The directive enters into force on the day of its signing.

RECTOR: prof. Radziław Kordek MD, PhD

Delivered to:

- intranet/BIP,
- President of the Student Government and Doctoral Student Government, chairpersons and supervisors of student and doctoral student organizations and associations.

REGULATIONS
**of granting and spending financial resources by the Student Government,
Doctoral Student Government, University student organizations, doctoral student
organizations and associations operating at the Medical University of Lodz**

General Regulations

§ 1

Regulations of granting and spending financial resources by the Student Government, Doctoral Student Government, University student organizations, doctoral student organizations and associations operating at the Medical University of Lodz, hereinafter referred to as the "Regulations", apply in particular to:

- 1) procedure for submitting and settling an application for co-funding a project in the scope of student or doctoral scientific, cultural and sports activities, hereinafter referred to as "application for co-funding";
- 2) procedures for preparing and submitting the Budget Plan and Report for a given financial year.

§ 2

The phrases used in the Regulations mean:

- 1) **DRE** –Department of Recruitment and Education;
- 2) **Office instructions** – a document specifying the rules for handling documentation at the Medical University of Lodz, introduced by the directive of the Rector of the Medical University of Lodz on the introduction of the Office Manual of the Medical University of Lodz, a Uniform factual list of files of the Medical University of Lodz and an Instruction on the organization and scope of operation of the Archives of the Medical University of Lodz, as amended;
- 3) **Organizations** – student government, doctoral student government, University student organizations and doctoral student organizations as well as associations operating at the University consisting exclusively of students or doctoral students, or students, doctoral students and the University employees, including the University Club of the Academic Sports Association of the Medical University of Lodz, the Choir of the Medical University of Lodz;
- 4) **Budget plan** – a list of expenses planned by the Organization for the next financial year;
- 5) **Process portal** – a graphical interface to which the University employees have access, available in all editions of IBM® BPM for participation in processes. From the Process Portal the University employees can run processes, control panels, launchable services, as well as work on their tasks;

- 6) **Vice-Rector** – Vice-Rector for Organizational and Student Affairs;
- 7) **Chairperson** – the chairperson or president of the Organization;
- 8) **financial year** - a period of 12 months, coinciding with the calendar year;
- 9) **Report** - financial settlement of expenses incurred for a given budget year, along with a substantive description of the implemented activities;
- 10) **University** – Medical University of Lodz;
- 11) **appropriate organizational unit** - an organizational unit with appropriate competences that, pursuant to the directive of the Rector of the Medical University of Lodz on the Regulations of awarding public contracts to which the Procurement Law does not apply; is responsible for the implementation of a specific category of services at the University;
- 12) **Applicant** – a representative of the Organization designated to submit the application for co-funding and responsible for the implementation of the project;
- 13) **Contractor** – an entity providing a service to the University or implementing an order as part of a given project included in the organization's Budget Plan, including an entity selected by choosing the most advantageous offer or as a result of conducting a tender contract award procedure.

Financing of the organization

§ 3

1. The Vice-Rector distributes financial resources separately for the Student Government, Doctoral Student Government and individual organizations for the implementation of their activities.
2. The distribution of financial resources is based on the Budget Plan and the submitted Report on the last year of the Organization activity.
3. The financial resources granted are reserved within the fund for the activities of the Organization and can only be implemented for activities indicated in the Budget Plan and thereafter in the application for co-funding referred to in § 8.
4. Organizations are responsible for the financial resources entrusted to them, in particular in terms of spending public funds. In practice this means that the students and doctoral students holding positions in bodies responsible for the entrusted funds have financial and disciplinary responsibility.
5. Financial resources for the Organization activities may be granted to organizations whose members are exclusively students of the University or students, doctoral students and employees of the University.
6. Organizations may additionally obtain material and financial resources on their own from other sources, including external ones.

Budget plan

§ 4

1. The Organization operates on the basis of the Budget Plan granted for a given year, implemented on the basis of individual applications for co-funding, within the individual sub-account assigned upon commencement of activity.

2. By December 31st of each year, the Chairperson or a person appointed by them is obliged to prepare and submit a Budget Plan for the upcoming financial year.
3. The budget plan should be submitted via e-mail to DRE in electronic form (file in .xlsx format) and submitted in paper form with a signature of the Chairperson and Secretary (or Treasurer) of the Organization. The template of Budget Plan is attached as Annex No. 2 to the Regulations.
4. The budget plan should include in particular:
 - 1) University logo;
 - 2) full name of the Organization;
 - 3) Organization sub-account number;
 - 4) indication of the financial year to which it applies;
 - 5) name of the project with an indication of individual activities;
 - 6) a short but as detailed description of the project as possible;
 - 7) deadline for implementing the project;
 - 8) estimated number of participants or projects and gross unit price (if permitted by the specificity of the project);
 - 9) total cost of individual activities related to the project;
 - 10) total gross cost of the project;
 - 11) any additional information (comments).
5. In the Budget Plan, in addition to the elements listed in item 4, financial resources can be indicated, constituting the so-called budget reserve within which expenses indicated in § 8 item 5 can be settled or other expenses not included in the Budget Plan.
6. The budget reserve referred to in item 5, may not exceed the amount corresponding to the equivalent of 10% of the budget of a given Organization, but not more than PLN 3.000 gross.
7. The budget plan is subject to approval by the Vice-Rector.
8. After the budget plans are approved, the DRE employee reports to the University Analysis Department the budget amount for individual Organizations.
9. The administrator of the funds granted for the Organization's activities is the DRE manager.

General rules for granting co-funding to Organizations from the University budget

§ 6

1. Expenses incurred for the Organizations related to their activities are expenses of the University implemented on the basis of the Public Procurement Law and internal regulations in this regard.
2. The expenses referred to in item 1 should be:
 - 1) undertaken in accordance with the principles of rational spending;
 - 2) carried out in a purposeful and economical manner, observing the principles of:
 - a) obtaining the best results from given inputs,
 - b) optimal selection of methods and means to achieve the assumed goals;

- 3) carried out in a way that enables timely completion of tasks;
- 4) in the amounts and dates resulting from previously incurred liabilities;
- 5) focused on the development of the University students and the promotion of the University and the Organizations;
- 6) engaging as many students as possible;
- 7) University-wide, Poland-wide and international;
- 8) events that build a positive image of the University.

§ 7

1. Organizations may apply for co-funding of projects in the following areas:
 - 1) participation in:
 - a) conferences, symposia, trainings, workshops and lectures,
 - b) sports competitions,
 - c) other scientific events,
 - d) official celebrations;
 - 2) organization of:
 - a) conferences, symposia, trainings, workshops or lectures,
 - b) trips, including integration trips,
 - c) cultural and sports events,
 - d) sports camps,
 - e) official celebrations,
 - f) promotional events;
 - 3) accommodation of students participating in international student exchange, of doctoral students or invited guests;
 - 4) purchase of office supplies, including toners, sports equipment and special occasions purchases;
 - 5) renting rooms for teaching purposes and sports facilities;
 - 6) printing or purchasing promotional materials, in particular promotional gadgets, posters, leaflets and printing costs;
 - 7) purchase of electronic, medical or laboratory equipment;
 - 8) transportation;
 - 9) office service costs referred to in § 8 item 5.
2. The co-funding referred to in item 1 point 1, point 2 letter b, d, e, applies only to persons having an active status of a student or doctoral student of the University. It is unacceptable to finance graduates and people who are not students or doctoral students of the University.
3. In particular, the following are not eligible for co-funding:
 - 1) expenses not listed in item 1;
 - 2) expenses related to:
 - a) organizing meetings with the participation of members of organizations unrelated to the goal activities of the organization,
 - b) actions detrimental to the good name of the University or contrary to ethical standards;
 - 3) commercial ventures;

- 4) purchase of electronic equipment, except for the purchase of equipment necessary for running the office;
- 5) expenses for banquet catering, in the event of other financing, e.g. from payments made by participants or sponsors;
- 6) purchase of alcohol and other psychoactive substances;
- 7) costs of financial rewards;
- 8) purchase of fuel for vehicles.

Procedure for submitting and accepting an application for co-funding

§ 8

1. In order to obtain co-funding for the projects referred to in § 7 item 1, the Organization is obliged to submit an application for co-funding in electronic form. Guidelines for completing the application are detailed in Annex no. 1 to the Regulations.
2. Expenditures related to the project indicated in the application for co-funding apply to expenses approved in the Budget Plan referred to in § 4, covered from the Organization sub-account.
3. In the case of the transfer of funds in a given financial year, included projects or adding a new project not included in the Budget Plan, it is necessary to obtain the Vice-Rector's consent. Applications for transfer of funds or obtaining additional funds are submitted to the Vice-Rector via DRE.
4. Before submitting an application for co-funding, the Organization is obliged to make an estimate of costs of the planned project with the appropriate administrative unit of the University.
5. The obligation to submit an application for co-funding referred to in item 1 does not include expenses related to running an office, i.e.:
 - 1) telecommunications services, in the case of a business telephone;
 - 2) sending correspondence via Polish Post (Poczta Polska), and in particularly justified cases, via courier;
 - 3) fees related to the provision of a given internal service by the relevant administrative unit of the University.

§ 9

1. An application for co-funding must be submitted before the implementation of a given project, within at least:
 - 1) 60 days – in the case of applications for co-funding of projects requiring the public procurement proceedings;
 - 2) 30 days - in the event that the implementation of the project indicated in the application for co-funding involves the necessity to carry out a procedure based on a separate directive of the Rector, including sending a request for proposals, selecting an offer and conclusion of the contract;
 - 3) 20 days – in other cases.
2. In justified cases, the Vice-Rector may set a date other than that indicated in item 1.
3. The application for co-funding, submitted by the Organization, is sent electronically to the e-mail address of the DRE employee and the Chairperson of the Organization.

4. The application for co-funding is subject to registration, formal verification, i.e. compliance with the assumptions of the Budget Plan and approval by the DRE employee.
5. If formal deficiencies are found in the application for co-funding, the DRE employee may ask the Applicant to complete the application for co-funding or submit additional explanations.
6. An approved application for co-funding is submitted by the DRE employee to the Vice-Rector, who decides about granting or not granting co-funding or about the necessity to complete the application for co-funding or submission of additional explanations.
7. The Applicant is obliged to prepare the requisition, if the project requires the award of a public contract, and to transfer it to DRE.

Implementation of the application for co-funding

§ 10

1. The appropriate competent unit conducts the purchase procedure, processes services or delivery of goods only on the basis of an approved application for co-funding and the request submitted by the DRE employee.
2. The appropriate competent unit executes the order for a service or delivery of goods in accordance with the applicable provisions arising from the Public Procurement Law or internal regulations in force, providing the Organization/ DRE with information on the method and date of implementation and the possible necessity to supplement documents.
3. In the event of ordering the provision of a service or delivery of goods by a relevant competent unit of the University, without observing the diligence resulting from the provisions of item 1, the costs of providing the service or fulfilling the order are covered by the relevant competent unit from its own account.
4. In the case of services or orders carried out at the request of the Organization, without observing the rules referred to in item 1 and 2, the costs of providing that service or completing the order will not be settled.

§ 11

Before starting the implementation of the project referred to in § 7 item 1 point 1 letter b, point 2 letter b-d, the Applicant or the Chairperson of the Organization are obliged to submit in electronic form to DRE the final overall budget and the list of participants of the given project.

Settlement of the application for co-funding in paper form

§ 12

1. After the completion of the project, the chairperson of the Organization or the person authorized or the Applicant are obliged to forward to DRE all original documents related to its implementation. In the case of financial documents (invoice or receipt) no later than within 7 days of their delivery.
2. The invoice or receipt is subject to substantive verification and approval by:
 - 1) the chairperson of the Organization or a person authorized by them, and
 - 2) the DRE employee and
 - 3) an employee of the competent unit

- in the manner specified in item 3.
3. Substantive approval is made by adding to the invoice or receipt the following data:
 - 1) in the case of the Chairperson or an authorized person:
 - a) detailed information about a given project, its date and place of implementation, and in the case of projects involving the purchase of goods - the distribution method,
 - b) the number of the Organization sub-account from which the payment will be made,
 - c) bank account number to which the University will refund the amount due, if the payment was settled by the Applicant from their own funds; the Applicant is obliged to attach confirmation of transfer completion or include information about making a cash payment,
 - d) signature and personal stamp of the chairperson of the Organization or a person authorized by them;
 - 2) in the case of a DRE employee:
 - a) personal stamp and signature,
 - b) date of delivery of the invoice or receipt to DRE;
 - 3) in the case of an employee of a competent unit:
 - a) procedure for awarding the contract,
 - b) personal stamp and signature.
 4. The substantively approved invoice or receipt is forwarded to the Financial Department along with a copy of the application for co-funding and the consent for co-funding granted by the Vice-Rector, and a copy of the signed contract, if required.

Settlement of the application for co-funding in the process flow

§ 13

In the process flow, DRE is the substantive unit confirming the service performance.

§ 14

1. Verification of the domestic delegation form, before forwarding it to the appropriate administration unit of the University, is made by the DRE employee.
2. Verification of the international delegation, in accordance with the previously submitted application for co-funding, is made by an employee of the International Cooperation Department.
3. Settlement of the domestic delegation, in accordance with the previously submitted application for co-funding, takes place on the basis of separate internal regulations of the University applicable accordingly to the settlement of business trips of the University employees.

§ 15

In the case of services provided internally, as well as in the cases referred to in § 8 item 5, the appropriate organizational unit shall submit to DRE a copy of the internal note with

information on the amount that will be charged to the Organization sub-account in connection with the implementation of a specific application for co-funding.

§ 16

Failure by Organizations to comply with the provisions of these Regulations, in particular:

- 1) failure to meet required deadlines,
 - 2) failure to follow the correct course of action,
 - 3) incorrect or incomplete submission of documents,
- will result in rejection of the application for co-funding and refusal to grant co-funding.

Purchase of permanent assets

§ 17

1. In the event of submitting an application for the purchase of electronic, medical or laboratory equipment, the Organization is obliged to indicate the organizational unit of the University where the purchased equipment will be located, which will be confirmed by entering the purchase into the register of assets of this unit and acceptance of material responsibility by the unit manager.
2. The obligation to indicate the organizational unit referred to in item 1 does not apply to the purchase of equipment at the request of the Student Government or Doctoral Student Government.

Report on the implementation of Budget Plan

§ 18

1. Organizations are obliged to prepare an annual Report of use of funds received in a given year in accordance with the approved Budget Plan implemented on the basis of applications for co-funding, within the deadline specified by DRE, no later than by December 31st of a given calendar year.
2. The report referred to in item 1 shall be submitted to DRE in electronic form and in paper form, signed by the Chairperson and the secretary (or treasurer) of the Organization and submitted to the Vice-Rector for approval.
3. After approval of the financial report of the Student Government or Doctoral Student Government, the Report is made available in the Public Information Bulletin of the University (BIP).

§ 19

1. The draft Report of each Organization is prepared by DRE based on the submitted applications for co-funding and submitted invoices or receipts. The template of Report of the financial part is attached as Annex No. 3.
2. The financial report should include in particular:
 - 1) the University logo;
 - 2) full name of the Organization;
 - 3) Organization sub-account number;
 - 4) the financial year to which it applies;
 - 5) registration number of the application for co-funding;

- 6) information on the type of service or order provided as part of the application for co-funding;
 - 7) name and description of the project;
 - 8) detailed activities contributing to the co-funding of the project;
 - 9) information on the date of implementation of the project;
 - 10) information on the amount of co-funding indicated in the application for co-funding;
 - 11) information on the amount of co-funding granted by the Vice-Rector;
 - 12) information on the amount actually used;
 - 13) information on the amounts of individual invoices settling a given project indicated in the application for co-funding;
 - 14) numbers of invoices settling a given project.
3. DRE sends the draft Report via e-mail to the chairperson of the Organization in order to verify and complete the data.
 4. The condition for granting financial resources for the Organization activities for the next year budget is the approval of the Report by the Vice-Rector.
 5. Financial resources granted in a given financial year are not transferred to the next year.

Final provisions

§ 20

1. DRE supervises the Organization expenditure of financial resources granted by the Rector.
2. The DRE Manager is the administrator of the budgets of individual Organizations in the process portal.
3. The Vice-Rector may withhold the right of use of the funds granted to the Organization, if the Organization fails to submit a Budget Plan or a Report within the deadlines specified in § 4 item 2 and § 18 item 1.
4. In the cases referred to in item 3, the consent to renew the right of use of the Organization financial resources is granted by the Vice-Rector at the request of the Management Board of the Organization, after obtaining a positive opinion from the Organization supervisor, if the Organization has a supervisor. Before submitting the application, the Organization is obliged to fulfil the failed obligations which resulted in the suspension of the right to use the funds.
5. There is no possibility to appeal the decision of the Vice-Rector to suspend the right to use the funds. The Organization may submit a request for reconsideration of the case within 14 days from the date of the decision delivery. The request to reconsider the case should be submitted to the Vice-Rector via DRE.

to the Regulations of granting and spending financial resources by the Student Government, Doctoral Student Government, University student organizations and doctoral student organizations and associations operating at the Medical University of Lodz

**GUIDELINES
FOR COMPLETION OF THE ELECTRONIC APPLICATION FOR CO-FUNDING
OF STUDENT/DOCTORAL STUDENT SCIENTIFIC, CULTURAL AND SPORTS ACTIVITIES**

These guidelines give instructions how to complete the electronic application form for co-funding of a project in the field of student or doctoral student scientific, cultural and sports activities according to the following order and rules:

1. Name of the Organization:*

From the drop-down list please select the name of the appropriate Organization responsible for implementation of the project indicated in the application for co-funding. Once you have selected the organization, the appropriate sub-account number appears automatically.

2. Project implementation dates:*

Please indicate the dates of the planned project by specifying in the calendar the date of start and end of the project. The indicated dates of the planned project:

- 1) cannot be earlier than the date of submission of the application;
- 2) should comply with the deadline specified in the Regulations;
- 3) should relate to the current Budget Plan.

3. Number of participants:*

In the designated field please specify:

- 1) the number of people who express their willingness to participate in the project (participation in a conference, sports competitions, etc.) and whose participation is to be co-funded;
- 2) estimated number of participants in the project - in the case of organizing mass or tourist events, conferences, etc.

4. Location of the project implementation:*

From the drop-down list please select the appropriate room or facility of the University or, in the case of a different location, please enter the exact location and address manually in the appropriate field.

5. Purpose of the project:*

From the drop-down list please select the appropriate category:

- 1) integration – sports camps, integration trips, integration and recreation trips, training trips within a given organization, organization of a cultural event, organization of student life events, entry fees for players;

- 2) scientific development - fees for participation and delegations to congresses, conferences, symposia (domestic and international), organization of scientific conferences, workshops, trainings and symposia;
- 3) office equipment/supplies - sports equipment, medical equipment, electronic equipment, office supplies, food products;
- 4) promotion – prints, advertising materials, e.g. materials promoting the Organization in general, mugs, lanyards, calendars, promotional clothing, etc. (materials that do not apply to a specific project);
- 5) special occasion purchases - statuettes, flowers, books, medals;
- 6) rental – sports facilities, office facilities, etc.;
- 7) transportation.

6. Scope of the project and its characteristics and other information:*

In the designated field please indicate the name, title of the project (consistent with the one given in the Budget Plan) and a detailed description of the project, consisting of at least 250 characters.

7. Total expected cost of the project implementation:*

In the designated field please enter an approximate full gross amount planned and intended for the implementation of the project indicated in the application for co-funding, along with an approximate gross amount per participant. The full amount should constitute the sum of funds obtained from an external and internal financial source. The amount should be determined based on the valuation.

8. Total expected cost per the project participant:*

– amount per participant of the project, provided by the system automatically.

9. Sources of funding:

1) external source:*

In the designated field please enter the gross amount of external financing of the proposed project, e.g. revenues from tickets, participant fees and co-funding received from a sponsor, dean, University-wide units, etc.

2) internal source and scope of co-funding:*

a) from the drop-down list please specify the scope of co-funding when making your selection of individual elements relating to co-funding:

- prints (e.g. certificates, posters, leaflets, ID badges),
- purchase of book prizes,
- purchase of awards,
- advertising gadgets (lanyards, mugs, pens, advertising clothing, etc.),
- co-funding of the conference fee,
- entry fees for players,
- transportation,
- purchase of food products,

- purchase of office supplies,
 - co-funding of the organization of trainings and conferences,
 - sports equipment (including sports clothing),
 - trip/delegation (e.g. conference/meeting, training, transportation fee),
 - technical/IT support,
 - accommodation,
 - other promotional services (including production of media spots, purchase of advertisements in mass media),
 - other (to be entered in the designated field).
- b) next to selected elements of co-funding, in the designated fields please determine the planned gross amount granted to each element,
- c) the total internal source amount of all items is the amount of co-funding from an internal source, i.e. the Organization budget,
- d) the total amount of financing sources (internal and external source) will be calculated by the system automatically, based on the values entered by the Applicant.

10. Applicant: *

- 1) please provide your name and surname, e-mail address, contact telephone number and year of study of the Applicant who is the representative of the Organization and is responsible for implementation of the event;
- 2) from the drop-down list please select the name and surname of the chairperson of the relevant Organization.

Fields marked with an asterisk () are required to be completed, without completing them the form will not be sent! The correctness of completing the application is assessed by the DRE employee. In the case the application is not formally correctly completed, the DRE employee sends to the applicant, via e-mail, information which fields require correction or supplementation so that the procedure for obtaining co-funding can be successfully completed.*

Annex no. 2

to the Regulations of granting and spending financial resources by the Student Government, Doctoral Student Government, university student organizations and doctoral student organizations and associations operating at the Medical University of Lodz



NAME OF THE STUDENT ORGANIZATION:

Sub-account number:

BUDGET PLAN FOR YEAR

	Project name	Project description (3-4 sentences)	Dates	Number	Unit price gross	Sum gross	Comments
name					PLN 0,00	PLN 0,00	
Project activities (co-funding)					PLN 0,00	PLN 0,00	
					PLN 0,00	PLN 0,00	
				SUM	PLN 0,00	PLN 0,00	
name					PLN 0,00	PLN 0,00	
Project activities (co-funding)					PLN 0,00	PLN 0,00	
					PLN 0,00	PLN 0,00	
				SUM	PLN 0,00	PLN 0,00	
(...)					PLN 0,00	PLN 0,00	
				SUM	PLN 0,00	PLN 0,00	
				TOTAL	PLN 0,00	PLN 0,00	

.....
(date and signature of the Chairperson)

.....
(date and signature of the Secretary/Treasurer)

