

CONTEST RULES AND REGULATIONS „MENS DOCTA” TOP STUDENT AWARDS AT THE UNIVERSITY OF ECONOMICS AND HUMAN SCIENCES IN WARSAW

§ 1. GENERAL PROVISIONS

1. These Rules and Regulations define the principles of the “Mens Docta” Top Student Awards (hereinafter: “**Contest**”) at the University of Economics and Human Sciences in Warsaw

2. The Organizer of the Contest is the University of Economics and Human Sciences in Warsaw (hereinafter: “**University**” or “**Academy**”).

3. The objective of the Contest is to recognize the University’s graduates (hereinafter: “**Graduates**”) who have excellent academic results, outstanding achievements or who have otherwise contributed to the development or promotion of the University.

4. The Contest is organized every academic year.

5. The Contest shall be conducted in the academic year following the academic year for which the Graduate's achievements are assessed.

§ 2. CONTESTANTS

1. The Contest is open to Graduates of undergraduate and graduate studies, as well as long-cycle Master’s studies, for both full-time and part-time modes, in either Polish or English.

2. The contest applies to Graduates who passed the degree examination in the most recent academic year.

3. If a Graduate studies in more than one field of study, they may participate in the Contest but only one field of study can be considered (chosen by the Graduate).

4. The contest is closed to Graduates:

- 1) who have been punished with a disciplinary penalty during their studies,
- 2) who are in any legal or factual relationship with the University, except for the employment relationship,
- 3) who are members of the Contest Committee, family of such members, or remain in a factual or legal relationship with such members.

§ 3. CONTEST CRITERIA

To participate in the Contest, the Graduate must fulfill at least one of the below criteria:

- a) having a grade point average for the course of study, the degree dissertation and the degree examination not lower than 4.5, calculated to two decimal places;
- b) active participation in scientific clubs as well as in other student organizations aimed at developing and deepening their interests,
- c) participation in work on behalf of the University, e.g., through active involvement in Student Council, acting as year/group Prefect, etc.,
- d) participating in activities which promote the University
- e) participation in social, cultural, artistic, or sporting activities - also outside the University,
- f) proven scientific achievements:
 - publications in scientific journals,
 - papers presented at scientific conferences,
 - awards and distinctions in scientific contests,
- g) other achievements of the Graduate.

§ 4. CONTEST COMMITTEE

1. The Contest Committee (hereinafter referred to as the “Committee”) shall be appointed by the Rector of the University.

2. The Contest Committee consists of the:

- a) Vice Rector for Education,
- b) Deans,
- c) Head of the University Records Department or an employee designated by them
- d) two representatives of the Student Council.

3. A person entered in the Contest cannot be a Student Representative.

4. The Vice Rector for Education shall be the Chairman of the Contest Committee.

§ 5. COURSE OF THE CONTEST

1. The following persons have the right to submit a contestant:

- a) Rector,
- b) Deans,
- c) thesis supervisor,
- d) year tutor,
- e) a science club tutor,
- f) other academic staff employed at the University
- g) to the President of the Student Council, after having obtained the opinion of the members of the Student Council Board,
- h) Graduate.

2. Contestant applications should be made on the form attached as **Attachment No. 1** to these Rules and Regulations and submitted to the Rector's Office as scans sent to the following e-mail address rektorat@vizja.pl. Physical copies can be submitted to: ul. Okopowa 59, 01-043 Warsaw, Rector's Office, 6th floor. Please, add a "MENS DOCTA" note to the submitted file.

3. A necessary element of the Contestant application is a declaration of consent signed by the Graduate, a specimen of which is attached as **Attachment No. 2** to these Rules and Regulations.

4. The deadline for submission of Contestant applications expires after September 10 of a given academic year, the deadline, however, can be extended.

5. The Contestant application should include a documented description of scientific, research, and organizational activities.

6. The winners of the contest are selected by the Contest Committee at a meeting called by the Chairman of the Committee. Winners shall be chosen an absolute majority of votes in the presence of at least half the members of the Committee. In the event of an even vote, the Chairman shall have the casting vote.

7. The Committee may award no more than 3 Graduates from a given field of study.

8. The Contest Committee may award honorable mentions.

9. The Contest Committee's protocol regarding the selection of the winners of the "Mens Docta" Top Student Awards at the University of Economics and Human Sciences in Warsaw should be submitted to the Rector by September 30 of a given year.

§ 6. PRIZES AND AWARDS

1. The winners of the "Mens Docta" Top Student Awards at the University of Economics and Human Sciences in Warsaw receive a glass trophy and a commemorative diploma. Those awarded with honorable mentions receive a commemorative diploma.

2. The awards are presented during the Graduation Ceremony, to which the winners and honorable mentions are officially invited.

3. The names of the Contest winners and honorable mentions are published on the University's website, provided that the Graduate has given their consent in a statement, the specimen of which constitutes **Attachment No. 2** to these Rules and Regulations.

§ 7. FINAL PROVISIONS

1. In matters not covered by these Rules and Regulations decisions are made by the Chairman of the Contest Committee.

2. Amendments to the Regulations shall be made by means of an ordinance of the Rector of the University.

3. These Rules and Regulations shall enter into force on the date of their signature.

Attachment No. 1

**to the “Mens Docta” Top Student Awards Contest Rules and Regulations
at the University of Economics and Human Sciences in Warsaw**

Contest application for the “Mens Docta” Top Student Awards Contest at the University of Economics and Human Sciences in Warsaw

1. Student data:

First name(s):

Last name:

Field of study:

Full-time studies / Part-time studies*

Undergraduate/graduate/long-cycle Master's degree studies*

Student registration number:

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Correspondence address:

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Phone number:

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E-mail address:

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2. Date of degree examination:.....

3. Grade point average achieved:

4. Grade point average for the degree dissertation (if applicable):.....

5. Grade point average for the degree examination:

6. Scientific, organizational, and other achievements - as indicated in §3 of the Contest Rules and Regulations.

Scientific and research achievements

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- Organizational achievements

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- Artistic and sports achievements

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- Other achievements

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Place and date

Graduate's signature

*delete as appropriate

Attachment No. 2.
to the “Mens Docta” Top Student Awards Contest Rules and Regulations
at the University of Economics and Human Sciences in Warsaw

DECLARATION OF CONSENT

1. I consent to the processing of my personal data included in the “Mens Docta” Top Student Awards Contest at the the University of Economics and Human Sciences (hereinafter: “**Contest**”) application form.
2. Additionally, I agree/do not agree* to have my personal data published on the website of the University of Economics and Human Sciences in Warsaw, on the list Contest winners.
3. I acknowledge that:
 - 1) the Controller of my personal data is the University of Economics and Human Sciences in Warsaw (“**University**”) ul. Okopowa 59, Warsaw 01-043, e-mail address zgloszenia@vizja.pl,
 - 2) my personal data will be processed in the course of the “Mens Docta” Top Student Awards Contest at the University of Economics and Human Sciences in Warsaw and, if I agree to its publication, on the University’s website for informational and promotional purposes,
 - 3) the intended categories of recipients of my data are: employees authorized by the Controller,
 - 4) I have the right to access the content of the data and to obtain a copy of the data and the right to rectify, erase, request restriction of processing and object to processing,
 - 5) I have the right to lodge a complaint regarding the processing of my data with a supervisory authority if I consider that the processing of my data violates the provisions 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,
 - 6) my personal data will be processed and stored for a period of one year from the date of completion of the Contest, after which time it may be processed and stored for the period of limitation of potential claims,

- 7) my data will not be processed by automated means and will not be subject to profiling.

Place and date

Graduate's signature

*delete as appropriate

