



**RULES AND REGULATIONS OF THE
„MENS DOCTA” TOP STUDENT AWARDS CONTEST
VIZJA UNIVERSITY
„MENS DOCTA”**

§ 1. GENERAL PROVISIONS

1. These Rules and Regulations define the principles of the “Mens Docta” Top Student Awards (hereinafter: “**Contest**”).
2. The Organizer of the Contest is VIZJA University (hereinafter referred to as the “**University**” or “**Organizer**”).
3. The objective of the Contest is to recognize the University 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 held each academic year.
5. The Contest will take place in the academic year immediately following the year for which the Graduate's accomplishments are evaluated.

§ 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 is intended for Graduates who successfully passed their diploma examination in the most recently completed academic year and completed their studies on time.
3. If a Graduate studies in more than one field of study, they may participate in the Contest but only in one field of study of their choice.
4. The contest is closed to Graduates:
 - 1) who, during their studies, demonstrated improper conduct, violated the principles set out in the oath, or were subject to disciplinary penalties,
 - 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





1. A condition for participation in the Contest is meeting the main criterion, as well as at least two basic criteria and at least one additional criterion.
2. The main criterion is that the Graduate did not retake any credits or exams during resit periods, did not repeat any year of study, and did not apply for conditional retake in the following academic year.
3. The basic criteria include:
 - a) achieving a grade point average of no less than **4.75**, calculated to two decimal places;
 - b) receiving a grade of at least “very good” for the diploma thesis from both the supervisor and the reviewer, if the study program required the preparation of a diploma thesis;
 - c) receiving a grade of at least “very good” on the diploma examination, with the condition that all answers given during the examination were also graded at least “very good.”
4. The additional criteria include:
 - a) active participation in scientific clubs as well as in other student organizations aimed at developing and deepening their interests,
 - b) participation in work on behalf of the University, e.g., through active involvement in Student Council, acting as year/group Prefect, etc.,
 - c) participation in activities which promote the University,
 - d) participation in social, cultural, artistic, or sporting activities - also outside the University,
 - e) documented academic, research, or applied achievements, including:
 - - publications in scientific journals,
 - - papers presented at scientific conferences,
 - - awards and distinctions in scientific, professional, industry-related, or similar competitions,
 - f) 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) the Vice-Rector for Education, who also serves as the Chairperson of the Committee,
 - b) Deans or Vice-Deans of the University’s Faculties,
 - c) an employee of the Documentation Department,
 - d) two representatives of the Student Council.
3. A person entered in the Contest cannot be a Student Representative.





§5. CONTEST PROCEDURE

1. The following persons have the right to submit a Graduate:
 - a) Rector and Vice-Rectors
 - b) Deans and Vice-Deans
 - c) Thesis supervisors,
 - d) Year tutors,
 - e) Science club tutors,
 - f) other academic staff employed at the University
 - g) the President of the Student Council, after having obtained the opinion of the members of the Student Council Board,
 - h) the Graduate.
2. 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 note to the submitted file: „MENS DOCTA”. A necessary element of the Contestant application is a declaration of consent signed by the Graduate, a specimen of which is attached as **Appendix no. 2** to these Rules and Regulations.
3. The deadline for submission of Contestant applications expires after **September 30** of a given academic year, the deadline, however, can be extended.
4. The submission should include a documented description of the Graduate's academic and research activities, as well as their organizational, social, cultural, artistic, or sports involvement.
5. 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.
6. The Committee may award no more than 3 Graduates from a given field of study.
7. The Committee may decide not to award the prize to any Graduate.
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 Contest at Vizja University should be submitted to the Rector by October 15 of a given year.

§6. PRIZES AND AWARDS





1. The winners of the “Mens Docta” Top Student Awards Contest at Vizja University 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 **Appendix 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 content of the Regulations are made by ordinance of the Rector or an authorized Vice-Rector.
3. These Rules and Regulations shall enter into force on the date of their signature.





Załącznik Nr 1
do Regulaminu konkursu na Najlepszych
Absolwentów Uniwersytetu VIZJA „Mens
Docta”

ZGŁOSZENIE DO KONKURSU NA NAJLEPSZYCH ABSOLWENTÓW
UNIWERSYTETU VIZJA „MENS DOCTA”
[CONTEST APPLICATION FOR THE “MENS DOCTA” TOP STUDENT
AWARDS CONTEST AT THE VIZJA UNIVERSITY]

1. Dane studenta/studentki *[student's data]:*

Imię (imiona) <i>[first name]</i>	
Nazwisko <i>[last name]</i>	
Kierunek studiów <i>[field of study]</i>	
Tryb studiów <i>[mode of study]</i>	<input type="checkbox"/> stacjonarny <i>[full-time]</i> <input type="checkbox"/> niestacjonarny <i>[part-time]</i>
Numer albumu <i>[student id number]</i>	
Adres korespondencyjny <i>[correspondence Address]</i>	
Numer telefonu <i>[phone number]</i>	
E-mail	
Termin egzaminu dyplomowego <i>[date of degree exam]</i>	
Średnia ocen osiągnięta w trakcie studiów <i>[grade point average achieved]</i>	
Ocena promotora za pracę dyplomową (jeśli dotyczy) <i>[grade point for the degree disseratation– if applicable]</i>	
Ocena z recenzji pracy dyplomowej (jeśli dotyczy)	
Średnia ocen z egzaminu dyplomowego <i>[grade point for the degree exam]</i>	

2. Osiągnięcia naukowo-badawcze, organizacyjne i inne – wskazane w §3 regulaminu konkursu *[Scientifiv, organizational and other achievements – as indicated in §3 of the contest rules and regulations]*

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a. **Osiągnięcia naukowo-badawcze** [Scientific and research achievements]

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b. **Osiągnięcia organizacyjne** [Organizational achievements]

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c. **Osiągnięcia artystyczne i sportowe** [Artistic and sports achievements]

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d. **Inne osiągnięcia** [Other achievements]

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Miejscowość i data [place and date]

Podpis zgłaszającego [applicant's signature]





Appendix No. 2
to the "Mens Docta"
Awards Contest Rules and Regulations

DECLARATION OF CONSENT

1. I consent to the processing of my personal data included in the "Mens Docta" Top Student Awards Contest at VIZJA University (hereinafter: "Contest") application form.
2. Additionally, I agree/do not agree* to have my personal data published on the VIZJA University website, on the list Contest winners.
3. I acknowledge that:
 - 1) VIZJA University, Warsaw (01-043), Okopowa 59, e-mail address: zgloszenia@vizja.pl), is the controller of my personal data.
 - 2) my personal data will be processed in the course of the "Mens Docta" Top Student Awards Contest at VIZJA University 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 file a complaint with a supervisory authority regarding data processing if I believe that the processing of my personal 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, as well as the repeal of 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

