

Rules of the Academic Citizens' Budget of the Maritime University of Szczecin (ACB MUS)

Part 1. General Principles of the Academic Citizens' Budget of the Maritime University of Szczecin (ACB MUS)

§ 1 General principles The organiser of the Academic Citizens' Budget of the Maritime University of Szczecin (hereinafter referred to as ACB MUS) is the Maritime University of Szczecin (hereinafter: the university or MUS).

ACB MUS constitutes a dedicated financial task in the university's budget for a given calendar year. Its purpose is to enable members of the academic community to decide on the allocation of funds to projects that support the university's mission, including the development of civic attitudes and the strengthening of the university's social responsibility.

Financial resources are allocated to two groups within the MUS academic community:

- employees – PLN 50,000
- students and doctoral candidates – PLN 50,000

In the event that the full amount allocated to a given group is not used in a given calendar year, the unused funds shall not be carried over to the following calendar year nor transferred to the other group within ACB MUS.

Supervision over the correctness and progress of the procedure is exercised by the ACB MUS Commission.

§ 2 Scope of projects ACB MUS funds may be used exclusively for projects falling within the competence of the university authorities. Projects must be universal and generally accessible to the entire academic community.

Every project must implement at least one of the 17 United Nations Sustainable Development Goals (SDGs). The following goals are particularly preferred:

- Goal 3: Good Health and Well-being
- Goal 4: Quality Education
- Goal 7: Affordable and Clean Energy
- Goal 9: Industry, Innovation and Infrastructure
- Goal 11: Sustainable Cities and Communities

- Goal 13: Climate Action

§ 3 Budget and deadlines Any member of the MUS academic community may submit a project proposal within the respective groups referred to in § 1 para. 3.

Voting on projects submitted by members of a given group is open exclusively to persons qualifying for that group.

Projects that meet the requirements of these Regulations and receive the highest number of votes shall be implemented in the given calendar year and financed from the financial task designated for this purpose by the university.

The detailed schedule for the implementation of ACB MUS is set out in **Annex No. 1** to these Regulations.

§ 4 ACB MUS Commission The ACB MUS Commission is appointed by the Rector for the duration of his/her term of office. The tasks of the Commission include formal and substantive verification of projects as well as supervision of the implementation of ACB MUS. The work of the Commission is governed by a separate set of rules (**Annex No. 2**).

Members of the Commission are authorised to process personal data to the extent necessary for the implementation of ACB MUS.

Part 2. Rules for Submitting Projects

§ 5 Project requirements A project must:

1. be consistent with the competences of the university authorities and with the mission and Statute of MUS,
2. be lawful and compliant with applicable law,
3. be capable of being implemented within the given calendar year,
4. fit within the available budget following verification, take into account economy (efficient use of funds) and be realistic in terms of available space,
5. be universally accessible to the entire MUS community,
6. meet the formal and substantive requirements of these Regulations.

It is prohibited to:

1. indicate a specific contractor (e.g. an executing company),
2. specify the method of implementation, including brands, manufacturers or suppliers (projects must be carried out in accordance with the Public Finance Act and the Public Procurement Law),
3. use names or trademarks without legal entitlement.

§ 6 Submission of project proposals to ACB MUS Submissions shall be made online via a Microsoft Forms form made available in an email sent to all members of the academic community. The form requires logging in with an official/university email address in the @pm.szczecin.pl domain.

Employees who do not have accounts in the @pm.szczecin.pl domain may submit projects using paper forms obtained from the Development Department (room 29). Completed forms may be returned in person or deposited in mailbox No. 63.

The content of the submission form is presented in **Annex No. 4**.

Part 3. Rules of Verification and Qualification

§ 7 Conditions for admitting a project to voting Each project is subject to formal and substantive evaluation by the Commission on the basis of the rules contained in **Annex No. 2** and the ACB MUS Project Evaluation Card (**Annex No. 3**).

The project requires the consent of the facility administrator (if applicable).

§ 8 Procedure in the case of similar projects If, during the analysis of projects, it is found that several proposals concern the same initiative, the Commission members shall invite the authors of the respective projects to a meeting. The interested parties may then decide whether they wish to merge the projects or whether their proposals will compete independently for votes.

§ 9 Final list Following verification of the submitted project proposals, the Commission publishes the list of submitted projects on the university website, together with information on their qualification status for voting.

Part 4. Voting Rules

§ 10 Voting procedure After the list of projects has been announced in accordance with the schedule, online voting takes place via the Microsoft Forms platform.

Voting is anonymous and is made available exclusively to users with an account in the @pm.szczecin.pl domain.

Each person may cast one vote for one selected project within their group by logging into the pm.szczecin.pl domain with their individual account in order to complete the form.

Employees who do not have accounts in the @pm.szczecin.pl domain may vote using paper forms obtained from the Development Department (room 29), which can then be deposited in mailbox No. 63.

§ 11 Selection of winning projects After the voting has concluded, the Commission announces the final list of projects (in accordance with the schedule) that will be implemented in the given calendar year. The results shall be published on the university website in the Development Department section and communicated to the academic community by electronic mail and via monitors located in MUS corridors. The announced results are final and no appeal is possible.

In the event of a tie, the decisive vote shall be cast by the Chair of the Commission based on the criteria set out in the ACB MUS Project Evaluation Card (**Annex No. 3**).

Part 5. Implementation Rules (Execution and Evaluation)

§ 12 Implementation Selected projects shall be implemented from the second to the fourth quarter of the given calendar year using the financial task designated for this purpose.

The project author acts as a consultant and shall be invited to participate in key stages of project implementation (e.g. technical arrangements, partial acceptance).

§ 13 Post-implementation evaluation Implemented projects shall be evaluated by employees, students and doctoral candidates. The results shall be communicated to the academic community by electronic mail.

Annex No. 1: ACB MUS Schedule

- Beginning of March – official announcement of the ACB MUS project call
- First 3 weeks of March – deadline for submission of projects
- 31 March – final deadline for any supplements to projects following formal verification
- First 2 weeks of April – substantive evaluation of projects conducted by the ACB MUS Commission
- Third week of April – final deadline for any supplements to projects following substantive verification
- Last week of April – announcement of the list of projects qualified for voting; voting on qualified projects
- By the end of April – official announcement of winning projects
- By the end of the given calendar year – implementation of tasks from winning projects

Annex No. 2: Rules of Procedure of the ACB MUS

Commission § 1 Appointment and composition of the ACB MUS Commission

The Rector appoints the ACB MUS Commission (hereinafter “the Commission”) for the duration of his/her term of office. The composition of the Commission is as follows:

- Vice-Rector for Education and Development – Chair
- Head of the Public Procurement Department
- Head of the Administrative and Economic Department
- Representative of the Student Self-Government
- Academic teacher – designated by the Chair in agreement with his/her superior
- Employee of the Development Department designated by the Chair – Secretary

Persons not listed as members may participate in the work of the Commission upon invitation of the Chair.

Before commencing their duties, Commission members shall submit a written declaration confirming the absence of any legal or factual circumstances that could give rise to reasonable doubts as to their impartiality. Should such circumstances arise during the proceedings, the member concerned shall be obliged to recuse himself/herself from further participation in the Commission’s work.

The work of the Commission is directed by the Chair. Commission meetings are held in camera and require the presence of at least half of its members.

§ 2 Tasks of the Commission The Commission handles all matters related to the implementation of ACB MUS, including:

- formal, substantive and technical verification of submitted projects (in accordance with the detailed procedure set out in § 3),
- organisation of voting and publication of project lists,
- resolution of disputes between authors of similar projects (e.g. proposal to merge projects),
- monitoring of the implementation of winning projects and ensuring their post-implementation evaluation,
- preparation of annual reports for the Rector on the effectiveness of ACB MUS (including its alignment with the SDGs).

The Commission acts collegially and takes decisions by a simple majority vote (provided that at least half of its members are present – quorum). Meetings may be held online or in person and are minuted for the sake of transparency; the minutes are subsequently made available on the ACB MUS webpage.

In the event of a tie in voting on individual projects, the decisive vote is cast by the Chair of the Commission based on the evaluation criteria card (**Annex No. 3**).

§ 3 Project verification procedure Every application submitted to ACB MUS undergoes two mandatory, sequential verification stages.

Stage I: Formal verification Preliminary (formal) verification is conducted by an employee of the Development Department to check the completeness of the submission and its compliance with the requirements of the Regulations.

No later than 2 working days after the close of the call for proposals, the project author shall receive confirmation of the correctness of the submission or a request to remedy any deficiencies.

In the event of formal deficiencies, the author shall be requested to supplement the submission within 5 working days from receipt of the request. The request shall be sent to the email address indicated in the application for communication purposes.

Failure to supplement the submission within the aforementioned period results in rejection of the application without proceeding to Stage II. The author shall be officially notified and may submit a new project in a subsequent edition of ACB MUS.

Stage II: Substantive verification The Commission verifies whether the submitted projects meet the criteria set out in the ACB MUS Project Evaluation Card (**Annex No. 3**).

The Commission publishes the results of the verification of individual projects in accordance with the schedule (**Annex No. 1**). Possible outcomes are:

- approval of the project without comments: the project is automatically included on the voting list,
- conditional approval: permission to submit the project to voting subject to remedying the indicated deficiencies and responding to the comments within the period specified in the schedule,
- negative opinion: rejection of the project together with justification.

Rights of the project author Within the period specified in the schedule, in the case of conditional approval, the author may remedy the deficiencies, respond to the comments indicated and provide the required explanations.

Annex No. 3: ACB MUS Project Evaluation Card

The evaluation is based on the following mandatory criteria. A project receives substantive approval if it meets all criteria marked as “mandatory” (assessed on a yes/no basis). Additional criteria are used to resolve ties or to compare projects of similar value.

Mandatory formal evaluation criteria YES/NO Remarks 1 Project has a title 2 Project is linked to SDG(s) (SDG number is provided) 3 Project indicates the group in which it is submitted 4 Project specifies a location 5 Project contains a description with justification of the need for implementation 6 Project includes an estimated implementation cost (including estimated maintenance costs after implementation, if applicable) 7 Project contains the applicant’s declaration of having read the Regulations and commitment to comply with their provisions

Mandatory substantive evaluation criteria YES/NO Remarks/justification (required if “NO”) 1 Project falls within the competence of the university authorities (pursuant to § 2 para. 1 of the Regulations) 2 Project can be implemented by the end of the given calendar year 3 Project complies with applicable law (including public finance and public procurement law) 4 Project is consistent with the mission of the university and the Statute of MUS 5 Project implements at least one of the 17 UN Sustainable Development Goals (SDGs) Indicated SDG number: 6 Project is universal and generally accessible to the entire MUS community (does not favour one group / unit / field of study) 7 Estimated implementation cost fits within the budget pool of the group (after taking into account possible maintenance costs) Estimated total cost: PLN 8 Consent of the facility administrator (if applicable) 9 Project does not generate high / disproportionate maintenance costs after implementation (in relation to the benefits) Estimated annual maintenance costs: PLN 10 Project demonstrates real added value for the academic community (justification of the need in the description is convincing)

Additional substantive evaluation criteria 11 Project is innovative or significantly improves existing infrastructure / quality of life / education at the university 12 Project supports one of the preferred SDGs (3, 4, 7, 9, 11, 13) 13 Project has a high potential impact on a large number of community members Estimated number of direct beneficiaries:

Commission decision (mark one): Approval of the project without comments Conditional approval – the project requires supplementation of deficiencies and response to indicated comments (deadline in accordance with the schedule) Negative opinion – the project fails to meet at least one mandatory criterion

Justification of negative opinion / indication of deficiencies, comments and issues requiring clarification in case of conditional approval (mandatory):

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Signatures of Commission members participating in the evaluation

Annex No. 4: Template of the Submission Form The submission form will be available for online completion and – in cases specified in § 6 para. 2 – in paper form, and will contain the following elements:

- Project title
- Group (Employees / Students)
- Co-authorship
- Project description
- Location
- Sustainable Development Goals (SDGs) fulfilled by the submitted project
- How the project aligns with the implementation strategy of the indicated goal(s)
- Project cost estimate
- Declaration by the applicant of having read the Regulations and commitment to comply with their provisions
- Contact details (official)
- Additional files (documents, screenshots, photos, visualisations, etc.)

Annex No. 5: Information Clause of the Maritime University of Szczecin for Applicants

Pursuant to Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation – “GDPR”), we inform you that:

the controller of personal data is the Maritime University of Szczecin, Wały Chrobrego 1-2, 70-500 Szczecin, tel. (91) 48 09 400, pm@pm.szczecin.pl;

contact details of the Data Protection Officer: iod@pm.szczecin.pl;

personal data are processed for the purpose of receiving and handling project submissions within the framework of the Academic Citizens’ Budget of the Maritime University of Szczecin (ACB MUS), formal verification of projects and compliance with the conditions set out in the Regulations, identification of persons supporting the project and verification of their belonging to the appropriate group (employee/student/doctoral candidate), conducting the full ACB MUS procedure, including preparation of lists of projects admitted to voting and lists of projects recommended for implementation – the legal basis for processing is Article 6(1)(e) GDPR (performance of a task carried out in the public interest arising from the statute and mission of a public university); and for the purpose of publishing information about winning projects as part of promoting the university’s activities on the Maritime University of Szczecin website, the university’s social media channels and screens in MUS buildings – the legal basis is Article 6(1)(a) GDPR (consent; consent may be withdrawn at any time without affecting the lawfulness of processing carried out before its withdrawal);

provision of data is a requirement for participation in the ACB MUS procedure;

personal data will be stored until the purposes specified in point 3 are achieved, and thereafter for the period required by generally applicable law, taking into account the retention periods specified in archival regulations;

recipients of personal data may include entities or persons to whom documentation of the procedure is disclosed pursuant to applicable law, entities processing data on our behalf under data processing agreements, as well as media reporting on the event, social media, the Maritime University of Szczecin website and persons having access thereto;

decisions concerning your personal data will not be taken by automated means pursuant to Article 22 GDPR;

you have the right to access your personal data, the right to rectification, the right to erasure in cases provided for in Article 17 GDPR, the right to request restriction of processing in the cases referred to in Article 18(2) GDPR, and the right to object to processing of personal data;

you may exercise these rights by submitting a written request to the Data Protection Officer at the address of the controller with the note “Data Protection Officer” or by email:

iod@pm.szczecin.pl;

you also have the right to lodge a complaint with the President of the Personal Data Protection Office if you consider that the processing of your personal data violates the provisions of the GDPR.