ELECTION ANNOUNCEMENT of 12/10/2022
in by-elections to the Parliament of the Student Government
for the period until the end of the 2022/2024 term of office

Pursuant to § 12 of the Regulations of the Student Government (Order No. 23/2022 of the Rector of the Maritime University of Szczecin of 10/03/2022, as amended), the Student Election Commissioner announces as follows.

I. GENERAL INFORMATION

1. By-elections to the Student Government Parliament are universal and secret.
2. All students of the Maritime University of Szczecin are entitled to vote, except for students suspended in their rights by the decision of the Disciplinary Commission or the decision of the Rector.
3. A member of the Student Government Parliament may be a student (passive voting right) who:
   1) has full legal capacity;
   2) enjoys full public rights;
   3) has not been convicted by a valid sentence for an intentional crime or an intentional fiscal crime;
   4) was not punished with a disciplinary penalty.
4. There are 6 seats to be filled in the Student Government Parliament.
5. The number of voters will be the number of students as of 31/10/2022. Students who will acquire the student status in the period from 01/11/2022 to 04/11/2022, and will want to vote, must report to the Chairman of the Student Election Commission by 04/11/2022 at the latest, by 10:00, by e-mail: r.jasiewicz@pm.szczecin.pl.
6. The election law (excerpt from the Student Government Regulations) is attached as Appendix 1 to this announcement.
7. The composition of the Student Election Commission is attached as Appendix 2 to this announcement.

II. ELECTION CALENDAR
1. Dates of election activities

No.	Election activity	Producer	Deadline
1.	Submitting candidates for members of the Student Government Parliament (candidates with passive voting rights)	Students (with active voting right)	**20/10/2022**
2.	Announcing a list of candidates	Student Election Commissioner	**until 28/10/2022**
3.	Voting	Students (with active voting right)	**8/11/2022** from 7:30 to 18:00 on - line At a polling station (1-2 Wały Chrobrego Street, room 28): between 10:30 and 12:30
4.	Announcing election results to voters	Student Election Commission	no later than 5 working days from voting

2. **Method of submitting candidates**
   1) A candidate or candidates (maximum 6 within one application) for members of the Student Government Parliament shall be submitted on the application form (according to the form, in Polish version only, attached as Appendix 3 to this announcement and to be downloaded from the University's website: https://www.pm.szczecin.pl choose Student/Samorząd Studencki/Wybory uzupełniające do Parlamentu Samorządu Studenckiego).
   2) The submitter obtains on the application form declarations and consents of the submitted candidates (album number, legible signature, initials).
   3) The submitter signs the declaration and the application (date, album number, legible signature, initials).
   4) Application forms should be thrown **into the ballot box** located in the hall by the entrance stairs to the building of the Maritime University of Technology in Szczecin (1-2 Wały Chrobrego Street), **by 20/10/2022, until 20:00** .
   5) Incorrect applications or applications made outside the deadline will not be taken into consideration.

3. **Method of announcing a list of candidates**
   The Student Election Commissioner announces a list of candidates containing, in alphabetical order, last names of candidates, and additionally their first names, student album numbers, and instructions on how to vote. The list of candidates is announced in accordance with § 8(4) of the Student Government Regulations (Appendix 1 to this announcement).

4. **Method of voting**
   Students will vote with the use of a computer system that allows remote casting of votes. The electronic devices for remote casting will be available for students in places located at the University. (see item 3 of the table in section 1 above). The voting instructions are included in Appendix 4 to this announcement.

5. **Method of announcing election results**
   The Student Election Commission will publish the voting protocol in accordance with § 8(4) of the Student Government Regulations (Appendix 1 to this announcement).

6. Contact to the Student Election Commissioner – Adam Szaja (2nd year Faculty of Mechanical Engineering): 29358@s.am.szczecin.pl

STUDENT ELECTION COMMISSIONER
Adam Szaja
/signature/

12/10/2022.

(date)

…………………. …………………. ………………………

(signature of the Student Election Commissioner)

**The Election Law for the Student Government Parliament
excerpt from the Student Government Regulations**

**Chapter 3
The Election Law for the Student Government Parliament**

§ 8.

General rules
1. Parliamentary elections are universal and secret.
2. Active voting right in elections to the Parliament is given to all students of the University, except for students suspended in their rights by the decision of the Disciplinary Commission or the decision of the Rector.
3. The elections are carried out by Student Election Commissioner and Student Election Commission.
4. All arrangements, decisions, announcements and other election information, including the election results and their validation, shall be at least:
   1) placed on the notice boards of the Student Government and dean's offices,
   2) published on the University's website,
   3) sent to student's electronic mailbox in University's mail service by University's administration staff.
5. Voting is carried out with the use of an electronic voting system ensuring the anonymity of voters. The Rector provides the electronic voting system.
6. The voting, referred to in subparagraph 5, shall be carried out through a computer system that allows remote casting of votes or with the use of electronic devices provided by the Rector.
7. Places to cast the votes, referred to in subparagraph 6, are at the University provided by the Rector and announced to students.
8. The maximum number of candidates to be voted on shall not exceed the number of seats to be filled.
9. The students who obtained the highest number of valid votes are considered elected.
10. If an equal number of votes is cast for two or more candidates, and it is impossible to decide which of the candidates was elected, a second and subsequent round of elections are held.

§ 9.

Student Election Commissioner
1. Student Election Commissioner, in particular:
   1) orders and supervises elections to the Parliament,
   2) agree with the Rector on the premises and technical conditions of elections;
   3) prepares an election calendar, an election announcement and makes them known to voters,
   4) verifies the candidates in formal terms and announces the list of candidates,
   5) decides on the second and subsequent rounds of elections,
   6) signs the voting protocol drawn up by the Student Election Commission,
   7) receives and considers election protests,
   8) works closely with the Student Election Commission.
2. Student Election Commissioner is appointed by the Parliament by 31 March of the election year at the latest, from among students of the University who have a passive voting right. If Student Electoral Commissioner is not appointed in the above-mentioned time limit, it is appointed by a group of starosts at the request of the Chairman of Student Election Commission.
3. The mandate of Student Election Commissioner expires upon his consent to stand for election to the Parliament.
4. The term of office of Student Election Commissioner ends when the election to the Parliament for

the next term of office after the term during which he was appointed becomes final.

§ 10.
Student Election Commission
1. Student Election Commission:
   1) organizes and supervises votings,
   2) calculates the votes,
   3) draws up and signs the voting protocol,
   4) announces voting results to voters,
   5) works closely with the Student Election Commissioner.
2. Student Election Commission consists of 10 members, including 2 students nominated by the Parliament, who have passive voting rights, and 8 employees of the University. The Parliament appoints students to the Commission by March 31 of the election year and immediately submits this decision to the Student Election Commissioner and the Rector. If the Parliament does not nominate students to the Commission by April 7, they will be appointed by Student Election Commissioner.
3. Student Election Commission, including its Chairman and Vice-Chairman, are appointed by the Rector.
4. The mandate of a student - member of the Student Election Commission shall expire upon his consent to stand for election to the Parliament.
5. The chairman of the Student Election Commission is responsible for its work, including electoral documentation in the assigned scope and Commission's documents.
6. The Chairperson of the Student Election Commission may appoint its members to carry out its specific tasks or activities in order to ensure proper organization and timely performance of its tasks.
7. The term of the Student Election Commission ends with the appointment of a new Student Election Commission.

§ 11.
Ordering elections
1. Student Election Commissioner orders elections to the Student Parliament in the form of a signed and dated document. Ordering of elections takes place by April 15 of the election year and is immediately published and additionally submitted to the Rector. If Student Election Commissioner does not order elections in the above-mentioned term they are managed by a group of starosts at the request of the Chairman of Student Election Commission.
2. After receiving the election order and the decision on student representatives in the Commission, the Rector immediately appoints the Student Election Commission.

§ 12.
Election calendar and election announcement
1. The Student Election Commissioner, in agreement with Student Election Commission, determines the election calendar. The provision of § 11(1) the second sentence shall apply accordingly.
2. The following is established in the election calendar:
   1) the date and method of submitting candidates,
   2) the date and method of announcing the list of candidates,
   3) dates and method of voting,
   4) the date and method of announcing the election results.
3. Student Election Commissioner establishes and publishes an election announcement, which includes:
   1) subject of the announcement (elections),

2) election calendar referred to in subparagraph 2,
3) the content of this Election Law for the Student Government Parliament,
4) composition of the Student Election Commission,
5) the number of seats to be filled in Parliament,
6) information on passive voting rigft.

§ 13.

Candidates

1. The voter has the right to propose no more than the number of candidates to be filled in the body.
2. The deadline for submitting candidates may not be less than 7 days from publishing the election calendar referred to in § 12(1-2), and may not end later than 14 days before the date of voting.
3. Candidates are submitted in writing, giving their first name, last name and album number.
4. The application shall include the candidate's consent to stand as a candidate and the declaration of compliance with the conditions for membership in the Parliament.
5. Student Election Commissioner receives the applications and, after their formal verification, announces the lists of candidates and submits them to the Student Election Commission.

§ 14.

Organization of voting

1. After the deadline for submitting candidates and after their verification, Student Election Commissioner sets the final list of candidates, on which he places last names of the candidates in alphabetical order, as well as their first names, album numbers and instructions on how to vote. The list of candidates is published immediately and additionally submitted to the Chairman of the Commission.
2. Student Election Commission:
   1) prepares the electronic voting system for elections, as well as:
      a) ensures the introduction of voters to voting system,
      b) verifies voting rights and student's electronic mailbox in University's mail service,
      c) on the basis of the list of candidates received from the Student Election Commissioner, enters the appropriate data into the voting system in order to cast votes;
   2) prepares voting places located on the University's premises, where ballot boxes or electronic devices for casting votes are made available, and is present in these places at the time available to voters;
   3) calculates votes by printing the voting results from the electronic system;
   4) draws up a voting report containing:
      a) subject and date of the election,
      b) date of preparing protocol,
      c) composition of the Student Election Commission,
      d) candidates' list,
      e) the number of voters,
      f) the number of valid votes
      g) the number of invalid votes,
      h) the number of votes cast for each candidate,
      i) las names, first names and album numbers of elected persons,
      j) signatures of all members of the Student Election Commission and the signature of the Student Election Commissioner;
   5) publishes the election protocol immediately, no later than 5 working days from the date of voting.

§ 15.

Election protests
1. Voters have a right to lodge an election protest to Student Election Commissioner within 7 days from the date of publishing the election protocol.
2. An election protest is considered within 5 working days of its receipt; the decision made as a result of considering the protest is final.
3. In the event of a violation of this Election Law or other irregularities that may have a significant impact on the election results, Student Election Commissioner cancels the election in part or in full and orders its repetition, specifying the steps to be taken and the extent to which it should be repeated. The Student Election Commissioner also specifies the required deadlines for carrying out individual election activities, which may be shorter than those provided for in this Election Law.
4. In the event of the implementation of the activities from subparagraph 3 Student Election Commissioner should make their reasons public.

§ 16.

Declaration of the validity of the elections
1. The validity of the election is determined by the Student Election Commissioner.
2. The election results become final 7 days after the publication of the election protocol, unless an election protest is submitted within that time.
3. Student Election Commissioner delivers one copy of the election protocol to the Rector immediately after the election becomes valid.

§ 17.

Documentation
1. Documentation of the elections is handed over to the Secretary of Parliament when he/she is appointed.
2. The outgoing members of the Parliament hand over all documents and items related to Parliament's activities to the new President of the Parliament and provide assistance and experience to the newly elected members of the Parliament.

§ 18.

By-elections to the Parliament
1. President of the Parliament informs the Student about vacancies in a given term of office, who orders by-elections.
2. By-elections are conducted according to the following rules:
    1) in case of up to 4 vacancies in Parliament, new members of Parliament shall first be elected among Parliament's assistant members, whereby:
        a) new members are chosen by existing members of Parliament,
        b) the total number of seats in the Parliament filled in the manner specified in point a, cannot exceed 4,
        c) election is made by a simple majority of Parliament's regular composition,
        d) Student Election Commissioner, in consultation with the President, sets the deadline for submitting candidates and voting, and supervises the elections;
    2) in case of vacancies after the election within the above limit of 4 seats, its members shall be elected in by-election, provided that:
        a) in the event of not filling up to 4 seats - by-elections are optional, and in the case of not filling more than 4 seats - by-elections are obligatory, subject to provision f,
        b) by-elections are held for all vacant seats and for seats filled in the manner specified in point 1,

c) by-elections are conducted according to the same rules as elections for the term of office of the Parliament,

d) the mandates of the permanent members of Parliament elected in the manner set out in point 1 shall expire upon the validation of the by-election,

e) by-elections are ordered immediately after the expiry of mandates it is known and in time available for their holding and ending by June 30 of the year of the end of the parliamentary term,

f) by-elections are not held in the last 3 months of the term of office Parliament.

Student Election Commission

1) Robert Jasiewicz, Ph.D. (Faculty of Mechanical Engineering) – Chairman,
2) Janusz Magaj, M.Sc. (Wydział Informatyki i Telekomunikacji) – Deputy Chairman,
3) Agnieszka Kalbarczyk-Jedynak, Ph.D. (Institute of Mathematics, Physics and Chemistry),
4) Marek Pijanowski, Ph.D. (Faculty of Mechanical Engineering),
5) Andrzej Dreas, M.Sc. (Faculty of Mechatronics and Electrotechnology),
6) Diana Kotkowska, M.Sc. (Faculty of Navigation),
7) Elżbieta Jachowicz, MD (Department of Law and Organisation),
8) Magdalena Abramowska, MD (Department of Law and Organisation),
9) Kamila Dydymska (student the Faculty of Transport Engineering and Economics),
10) Joanna Hudzik (student the Faculty of Transport Engineering and Economics).

English version is for the information purposes, only Polish version of the application is valid!

Application of a candidate/candidates to the Parliament of the Student Government

of the Maritime University of Technology in Szczecin for the period until the end of the term of office 2022/2024

1. Candidate (s) details and signature (s) as a proof of consent to be a candidate .

The candidate, by giving his/her consent, at the same time declares that he or she has the passive voting right and has not been convicted.

1) ……………………… ……………..…… .. …………………   …………………   ……………………………
   first and last name   album number   eligible signature   initials

2) ……………………… ……………..…… .. …………………   …………………   ……………………………
   first and last name   album number   eligible signature   initials

3) ……………………… ……………..…… .. …………………   …………………   ……………………………
   first and last name   album number   eligible signature   initials

4) ……………………… ……………..…… .. …………………   …………………   ……………………………
   first and last name   album number   eligible signature   initials

5) ……………………… ……………..…… .. …………………   …………………   ……………………………
   first and last name   album number   eligible signature   initials

6) ……………………… ……………..…… .. …………………   …………………   ……………………………
   first and last name   album number   eligible signature   initials

2. Declaration, signature and album number of the submitting person:

Aware of (a) criminal liability for false testimony under Art. 233 § 1 of the Penal Code and for forging the signature under Art. 270 § 1 of the above-mentioned Code and aware of disciplinary liability for providing false data, I declare that the candidate (s) data provided above are true and that the signature (s) is (are) submitted by these candidate (s).

  ……………………………….   ……………………   …………………………
 eligible signature – first and last name,   initials   album number

§ 1.

Voting instructions
1. Voting in the System is secret and is possible after logging in to student's electronic mailbox in University's mail service (hereinafter referred to as e-mail) using an individual login and password.
2. Voters eligible to vote in the System receive information on the possibility to vote in the manner described above to their e-mail address.
3. The information on the possibility to vote:
   1) shall be sent in the form of an electronic message within the time specified by the Chairman of the Student Election Commission, but not later than on the start of voting,
   2) contains a code in the form of a link redirecting the voter to the System in order to cast a vote.
4. The voter is obliged to protect the received voting code/link.
5. Voting in the System is timed:
   - **the beginning of casting votes, i.e. 08/11/2022 at 7:30,**
   - **and the end of casting votes, i.e. 08/11/2022 at 18:00.**
6. The voter is redirected to the System via the above mentioned code/link and casts a vote **ZA** (which means for) one of the candidates or candidates (maximum 6) or WSTRZYMUJĘ SIĘ OD GŁOSU (which means abstain).
7. After making a choice, the System checks whether it is a final choice ("WYŚLIJ ODDANY GŁOS" icon which means "send vote"). A voter can finish voting by clicking "OK" icon under the question: "CZY NA PEWNO CHCESZ WYSŁAĆ ODDANE GŁOSY?" (which means "are you sure you want to send your votes?") and from that moment on, the vote cannot be undone or changed.
8. The System counts the votes and provides summary results. Access to the voting results in the System is granted to the System administrator (University's IT Center), the Chairman of the Student Election Commission and its members appointed by the Chairman to ballot-counting committee.

§ 2.

Technical conditions for using the System
1. Casting a vote in the manner specified in § 2 may be done using any (e.g. university's or private) device that has access to the Internet and has a web browser (e.g. computer, laptop, tablet, smartphone).
2. For those who cannot use their own or the university's devices mentioned above, at least one computer workstation shall be provided **at the polling station, which is in the main building 1-2 Wały Chrobrego Street, room 28** (training room of Centre for Maritime Technology Transfer), which will allow at least one device to vote in the System within the time limits for casting votes **08/11/2022 at 10:30-12:30**.

<div align="center">§ 3.</div>

Guarantees and safeguards

1. The System is used by the University legally (contract with the supplier/licensor, personal data entrustment agreement).
2. The System has been used in elections at the University and at another public university.
3. Security of voting in the System is ensured by a transactional database system - Microsoft SQL Server. Appropriate procedures implemented in the System prevent possibility of double voting. The transactionality of the System consists in the fact that the voting process is carried out in one procedure, and therefore any problem during the voting automatically reverses the changes to the original state before voting. At the same time, this makes it impossible, for example, for one person to cast two votes at the same time, because only one transaction can be performed at a time.
4. Users (eligible voters) are imported into the System along with their e-mail addresses and based on this, dedicated, unique codes/links are sent out which entitle them to participate in the election. The list of users is imported by the Election Commission with the help of System Administrator (University's IT Center).
5. Once voting is complete, the results in the election record can be downloaded from the System.
6. The System Administrator (University's IT Center), the Chairman of the University Election Commission, and the members of the ballot-counting committee have access in the System only to the number of votes cast for each candidate and information about the turnout (secret ballot). These persons, or any other persons, cannot see how a particular voter voted, including IP numbers. An exception is made for an employee of the System provider/licensor for maintenance purposes who is obliged to confidentiality, but also all votes in the database are automatically anonymized, i.e. votes cast for individual candidates are separated from voters in the process of database transaction.
7. The System provider/licensor provides the highest security standards. The System's design based on checksums and data hashing makes any changes detectable.