



## Participatory Budget Regulations for foreigners at UMCS

### §1

#### Subject matter of the regulations

These regulations set out the rules for participation in the project "Participatory budget for foreigners at UMCS - students, doctoral students and foreign employees". The project is financed by the National Agency for Academic Exchange as part of the project "Welcome To UMCS - an integrated set of activities and institutional improvements focused on strengthening the effectiveness of UMCS in supporting students, doctoral students and staff from abroad. "

### §2

#### Basic terms and abbreviations

1. Whenever the following terms are used in the Regulations, it should be understood as:
  - a) NAWA - National Agency for Academic Exchange;
  - b) Project - a set of activities for which funding is awarded under the Program
  - c) Application - Annex 1 completed by the Applicant submitted in the project recruitment procedure containing information about the Project prepared by the Applicant;
  - d) Project costs - items included in the cost estimate of the application that can be considered eligible according to these regulations;
  - e) Competition commission - the commission responsible for assessing applications for co-financing on the basis of formal and substantive requirements. The committee will include: Vice-Rector responsible for student affairs as the chairman of the Committee, the Welcome to Poland Project Coordinator, at least two representatives of the Promotion Center, at least one representative of the UMCS Student Government.

### **§3**

#### **Project information**

1. The participatory budget for foreigners at UMCS is financed from the funds of the National Agency for Academic Exchange under the project "Welcome To UMCS - an integrated set of activities and institutional improvements focused on strengthening the effectiveness of UMCS in supporting students, doctoral students and staff from abroad." (NUMBER OF CONTRACT PPI / WTP / 2019/00058/00001 under the Welcome to Poland program).
2. The period of implementation of the first edition of the participatory budget is from 7.04.2020 to 15.12.2020.
3. The recipients of the participatory budget project are: students, doctoral students and foreign employees of UMCS.
4. In the 2020 edition 5 projects will be implemented, which will be positively considered by the selection board and will obtain the highest number of votes in online voting.
5. The project may be submitted by: an individual or a team formed for the needs of the project, consisting of a minimum of 2 people.

### **§4**

#### **Project goals**

Purpose of the project, according to these Regulations are:

1. Active involvement of foreigners in the organization and implementation of projects related to activities in the field of "internationalization at home".
2. Integration of foreign students, PhD students and UMCS employees with the academic community.
3. Increasing the sense of belonging of foreigners to the UMCS community and strengthening their stance related to civil society.
4. Long-term involvement of foreigners in the life of the university with the simultaneous opportunity to learn the preferences and needs of members of the UMCS foreign community.
5. Emphasizing the role of students, PhD students and employees of foreigners at UMCS.
6. Presenting UMCS as a university intensively involved in internationalization.

7. Increasing financial resources for the activity and engagement of the UMCS international academic community.
8. Selecting the most interesting projects for the implementation of chosen tasks, which are part of the objectives of the Welcome to Poland program and will help the students, PhD students and foreign employees of UMCS.

## **§5**

### **Eligibility criteria for submitted projects**

1. The project is submitted on the application constituting Annex 1 to these Regulations.
2. The project form - Annex No. 1 must be completed in English and saved in PDF format.
3. The project may not violate the principles of fair competition and respect for decency, and adversely affect the good name and image of the university.
4. An applicant may submit only one application.
5. If the Applicant submits more than one application, the Commission will assess the application submitted first.
6. The submitted project should be original and prepared by the entity submitting it.
7. Costs must be assigned to specific tasks and may include only eligible costs specified in § 9 Art. 4 and 5.

## **§6**

### **Deadline and form of submitting the applications**

1. Applications should be sent in pdf format to email: [budzet2020@umcs.pl](mailto:budzet2020@umcs.pl) before lapse of deadline date 10.05.2020.
2. Applications submitted after the deadline will not be considered.

## **§7**

### **Competition Committee**

1. The evaluation of applications for co-financing is carried out by the Competition Committee on the basis of formal and substantive requirements.
2. The Committee may have from 5 to 7 members appointed by the Rector of Maria Curie-Skłodowska University.
3. The committees will include: Vice-Rector responsible for student affairs as the chairman of the Committee, the Welcome to Poland Project Coordinator, at least two representatives of the Promotion Center, at least one representative of the UMCS Student Government.
4. The Competition Committee rejects applications that do not meet formal requirements, in particular when:
  - a) the application has not been submitted on the template constituting Annex 1 to the Regulations,
  - b) the application form has not been correctly completed,
  - c) the application has not been sent in PDF format.
  - d) the application contains significant deficiencies in specific points of the application that prevent correct appraisal of the application.
5. The jury will select projects submitted for voting by 17.05.2020.

## **§8**

### **Project selection and internet voting system**

1. Projects will be selected by voting in the [usosweb.umcs.pl](https://usosweb.umcs.pl) system
2. Foreign students, doctoral students and foreign employees of UMCS may take part in the voting.
3. Each of those entitled to vote may cast only one vote for one project.
4. In the online voting 5 projects will be selected, which will receive the highest number of valid votes
5. The voting will take place from 18.05 to 1.06.2020 until 12:00.
6. The results will be published on the university's website on 2.04.2020 by 15:00.

## §9

### Financing rules

1. The pool of funds allocated in the first edition of the participatory budget amounts to 35 000 PLN.
2. The amount of funding for one project may not exceed 7,000 PLN.
3. All amounts mentioned in these Regulations are gross amounts.
4. As part of the grant awarded, financial resources may be allocated in particular to:
  - a) implementation of an educational, artistic, sports project (including transport costs, costs of prizes);
  - b) production costs (among others: printing, paper, composition, breaking, assembly, technical costs),
  - c) promotional and information costs (among others: graphic design costs, costs of related activities with information on project implementation and dissemination of its results).
5. Costs will be eligible only if they fulfill the following conditions cumulatively:
  - a) they comply with national law, including the principle of expenditure competitiveness or public procurement law (if applicable);
  - b) will be supported by accounting evidence and shown in the financial documentation and accounting records of the Beneficiary;
  - c) they will actually be incurred during the Project implementation period specified in the Implementation Agreement and project financing; depreciation is an exception to this rule;
  - d) are in line with the objectives of the Welcome to Poland Program, which are set out in the Participatory Budget and Regulations of the Welcome to Poland Program, which constitutes Annex 5 to these Regulations.
  - e) they will be necessary for the implementation of the Project and in accordance with the catalog of authorized activities in the Project;
  - f) they are rationally calculated based on market prices and in accordance with the requirements of applicable tax and social legislation;
  - g) will be proportional to the planned activities and necessary for the implementation of the Project;
  - h) they will be used only for the implementation of the Project goal (s) and its expected result / results in a manner consistent with the principles of economy, efficacy and efficiency;
  - i) will be shown in the financial part of the final report on the Project implementation (Annex 3);
6. Under the competition, the ineligible costs are:
  - a) costs of purchasing equipment and amenities
  - b) fines, tickets, financial penalties, court costs, interest accrued;
  - c) costs incurred outside the project implementation period;
  - d) the applicant's day-to-day costs;

7. Financial service for the project implemented under the Participatory Budget lies with the UMCS Promotion Center as a beneficiary of the funds of the National Agency for Academic Exchange.
8. A report on the use of funds should be submitted in paper form at the headquarters of the UMCS Recruitment Office, pl. Marii Curie-Skłodowska 5, Lublin.
9. After completing the project an electronic report should be submitted, describing the course of the project with attachments. The attachment should be photos, posters, leaflets, articles or other materials referring to the implemented project. The electronic form of the report should be sent to the e-mail address of the Participatory Budget of UMCS foreigners: [budzet@umcs.pl](mailto:budzet@umcs.pl).
10. All expenses incurred under the Project must be documented. The documents confirming the expenses incurred by the Beneficiary (or Partner) are in particular: invoices or other accounting documents of equivalent probative value together with payment confirmations.
11. All formal and financial matters must be implemented in accordance with the instructions provided and transferred to the project supervisor appointed on behalf of the UMCS Promotion Center.

## **§10**

### **Storage of personal data**

1. The Participant, by applying for participation in the Program, agrees to the processing of personal data provided to the Organizer for the proper implementation of the Project.
2. Participants' personal data will be protected by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals 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).
3. The administrator of personal data is the Organizer, i.e. the Maria Curie-Skłodowska University in Lublin, with its registered office in Lublin (20-031) at Pl. M. Curie-Skłodowska 5. The administrator has appointed a Data Protection Officer with whom he can be contacted at the following e-mail address: [dane.osobowe@poczta.umcs.lublin.pl](mailto:dane.osobowe@poczta.umcs.lublin.pl).
4. To be able to participate in the recruitment of the Project and to participate in the Project, Participants agree to the processing of their personal data. Participants' data are used to recruit for the Project and to support Participants under the Program based on the consent of the Participant, and therefore on the basis of art. 6 clause 1 lit. (a) GDPR.

5. Providing personal data is voluntary. Consent to the processing of personal data is voluntary but necessary to participate in the Project.
6. Personal data will be processed for the duration of participation in the Project, until its completion, and after that time to the extent and for the period provided for by law to determine, investigate and defend against any claims or until the Participant's consent to the processing of his personal data is withdrawn.
7. Participants have the right to inspect, change, rectify, delete, amend their personal data, request to stop or limit processing, the right to transfer data and the right to lodge a complaint to the supervisory body that monitors compliance with the law on personal data protection. He also has the right to withdraw his consent at any time, based on which his personal data is used by the Organizer, however, the withdrawal of consent does not affect the data processing that was carried out prior to withdrawing this consent.
8. Personal data will not be transferred to countries outside the European Economic Area. They will also not be transferred to international organizations.

List of attachments:

1. [Annex 1 - application form](#)
2. [Annex 2 - list of projects qualified for voting](#)
3. [Annex 3 - final report on the implementation of the project](#)
4. Annex 4 - instructions for completing financial documents and spending
5. [Annex 5 - regulations of the Welcome to Poland program](#)