

# **Rules and Regulations of the Review of Achievements of the Warsaw University of Life Sciences (SGGW) Student Societies**

## **§ 1**

### **General Provisions**

- 1.1. The Rules and Regulations set out the arrangements for the Review of Achievements of the Warsaw University of Life Sciences Student Societies, from now on referred to as the 'Review'.
- 1.2. By participating in the Review, each participant agrees to comply with the provisions set forth herein.
- 1.3. The number of a given Review edition is included in Appendix 1 attached hereto.
- 1.4. The Review organiser, referred to as the 'Organiser', is the student society or club established for that purpose by the SGGW Vice-Rector for Didactics. The Organiser(s) are listed in Appendix 1 hereto.
- 1.5. The Organising Committee consists of:
  - SGGW Vice-Rector for Didactics;
  - Dean of the Faculty at which the Organiser(s) operate(s);
  - Supervisor/Supervisors of the student's student society organising the Review;
  - Member of the Organising Committee for scientific and organisational matters, being an academic at SGGW;
  - Member of the Organising Committee for scientific matters, being an academic at SGGW;

- Chairperson of the Organising Committee, a member of a student society or club organising the Review;
  - Vice-Chairperson of the Organising Committee, a member of a student society or club organising the Review.
- 1.6. The Organising Committee is composed as set out in Appendix 1 attached hereto.
  - 1.7. Warsaw University of Life Sciences is the executive body of the Review.
  - 1.8. The date and venue of the Review is set out in Appendix 1 hereto.
  - 1.9. Organisational information will be posted on the official Review subpage of the SGGW website ([www.sggw.edu.pl](http://www.sggw.edu.pl)) and the Organiser's social media. It will also be sent to the email addresses of the student society's supervisors and the faculty deans.

## **§ 2**

### **Conditions for participation in the Review**

- 2.1. Any student of the first and second cycle and full-time studies who is a member of a student society registered in the Register of University Organisations and Societies at the Warsaw University of Life Sciences may participate in the Review.
- 2.2. To participate in the Review, one needs to send an application form and an abstract according to the template set out in Appendix 2, attached hereto. The chairperson/president or supervisor of a given club shall send all forms from that club together with an editable, collective list of the submitted papers according to the template enclosed in Appendix 4.
- 2.3. The application form and abstract shall be sent in the manner and by the deadline specified in Appendix 1. Any participant must provide the

university e-mail address (in the @sggw.edu.pl domain) as a detail; otherwise, the application shall not be considered.

- 2.4. The Organiser shall confirm the acceptance of the application by e-mail within three days from the date of application. Confirmation should be sent to the student society's chairperson/president or supervisor.
- 2.5. A participant shall apply to the chosen section from those proposed by the Organiser. The list of sections is included in Appendix 1.
- 2.6. In justified cases, the organiser reserves the right to dissolve a section, modify a section, change its name, merge sections and move a paper to another section.
- 2.7. Abstracts and applications requiring revision shall be returned to the sender's address to be revised and to consider the Organiser's remarks. The deadline for submitting revised abstracts or applications is specified in Appendix 1. Any failure to submit a revised abstract and/or application by the deadline indicated in Appendix 1 entitles the Organiser to ignore them.
- 2.8. Participation in the Review is free of charge.
- 2.9. A detailed program of the presentations shall be posted on the Review website and sent to the e-mail addresses of the student society's supervisors and/or chairpersons.

### **§ 3**

#### **Guidelines for papers**

- 3.1. The participants present submitted papers as oral or poster presentations.

- 3.2. The language of the Review is Polish, although papers in English (presentations together with their performance) are allowed in the sections specified in Appendix 2.
- 3.3. Abstracts should be prepared under the guiding principles presented in Appendix 2.
- 3.4. Papers submitted as an oral presentation must be of a research, project or review nature and the result of the student society's activities. In turn, papers submitted as a poster presentation must be of a research or project nature and the result of the student society's activities.
- 3.5. Papers describing a clinical case cannot be submitted to the Review.
- 3.6. Submitted papers cannot be published or include the content of a completed diploma thesis.
- 3.7. The student society's supervisor shall confirm the fulfilment of the requirements set out in points 3.4 - 3.6 in the application form provided as Appendix 2.
- 3.8. Participants may present only one oral presentation and one poster. They may also be co-authors of other papers (in the form of oral or poster presentations) presenting the research results they were involved in.
- 3.9. The maximum number of authors of a single paper in the form of an oral presentation remains unspecified, with the proviso that it may be presented by a maximum of three persons (speakers).
- 3.10. A single poster's maximum number of authors remains unspecified, with the proviso that it may be presented by only one person (speaker). If the Review is held onsite, the posters printed in A1 format in a vertical arrangement must be placed in the place recommended by the Organiser on the day the Review is held and by the time limits specified by the

Organiser in the information containing the detailed presentations program, sent to participants under section § 2(2.9).

## **§ 4**

### **Presentation Time**

- 4.1. The time limit for presenting a paper in the form of an oral presentation is 10 minutes. The additional 3 minutes are for discussion.
- 4.2. Negative points will be charged for a presentation exceeding 10 minutes; 1 point for every started minute.
- 4.3. The time limit for presenting a paper in the form of a poster is 4 minutes. The additional 2 minutes are for discussion.
- 4.4. Negative points will be charged for a poster presentation exceeding 4 minutes; 1 point for every start of 30 seconds.

## **§ 5**

### **Awards, Prizes and Honours**

- 5.1. The evaluation of the presented papers shall be carried out by the committees operating within each section following the guidelines set out in Appendix 3.
- 5.2. There are three awards for the Review winners in all sections (1st place, 2nd place and 3rd place) and one distinction. The number of prizes may be reduced if the number of papers in a particular section does not exceed 6.

- 5.3. On the day of the Review, the speakers receive a certificate of participation containing the title of the paper delivered, the names of the authors, and the event date and venue.
- 5.4. On the day of the Review, the speakers whose papers are awarded or honoured shall receive a diploma confirming the winning of the award or distinction, containing the title of the paper given, the names of the authors, and the event date and venue.
- 5.5. The winners indicated in section 5.2, and all authors of the awarded paper may collect their awards and/or certificates from the Organiser at the dates and places specified in Appendix 1.
- 5.6. The Organiser reserves the right to grant additional distinctions and special prizes.
- 5.7. The Review will classify the student societies based on the total number of points obtained by the given student society. The scoring will be as follows:
  - Paper submitted within the Review: 1 point;
  - Paper distinguished within the Review: 3 points;
  - Paper awarded within the Review: 5 points.
- 5.8. Fifteen student societies with the highest number of points in the student society ranking will receive cash prizes awarded by the SGGW Rector in the amount of:
  - 1<sup>st</sup> place - PLN 4000;
  - 2<sup>nd</sup> place - PLN 3000;
  - 3<sup>rd</sup> place - PLN 2000;
  - 4<sup>th</sup> to 15<sup>th</sup> place – PLN 1000.
- 5.9. The number of awards will be added to clubs' operating grants in the calendar year following the given Review.

## **§ 6**

### **Final Provisions**

The participant can withdraw their paper from the Review without providing a reason. The Organiser must be informed of the fact in the manner and by the time specified in Appendix 1.

#### **List of Appendices:**

Appendix 1 The Review Organisational Information

Appendix 2 Application Form and Abstract Template

Appendix 3. Guiding Principles for Evaluators

Appendix 4. List of Papers submitted by the Student Society/Club