Rules and Regulations of the SGGW Student Scientific Societies Achievement Review

§ 1

Definitions

Whenever the Rules and Regulations refer to:

1) **Review** – it shall be understood as the Review of Achievements of the Warsaw University of Life Sciences Student Scientific Societies organised under the terms and conditions set forth herein;
2) **Organiser** – it shall be understood as the Student Scientific Society or Student Scientific Societies of SGGW designated by the Vice-Rector for Didactics to organise the Review. The Organiser or Organisers are listed in Appendix 1 hereto;
3) **Author of a paper, co-author of a paper** – it shall be understood as a first-cycle, second-cycle or long-cycle studies student who holds the student status both on the date of submitting the paper and on the day of the Review, affiliated with a student scientific society registered in the Register of University Organisations and Societies at the Warsaw University of Life Sciences, who has made a creative contribution to the preparation of the competition paper;
4) **Review participant** – it shall be understood as an author/co-author of a competition paper participating in the Review;
5) **Speaker** – it shall be understood as a Review participant designated to present the competition paper;
6) **Competition paper** – it shall be understood as a paper or poster submitted to the Review in accordance with these Rules and Regulations;
7) **Scientific supervisor of the paper** – it shall be understood as an academic teacher or another authorised person who exercised substantive

supervision over the preparation of the competition paper, not being an author or co-author of that paper;

8) **GDPR** – Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons concerning the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

§ 2

General Provisions

1. These Rules and Regulations govern the organisation and course of the Review of Achievements of the Warsaw University of Life Sciences Student Scientific Societies.
2. Each Review participant undertakes to comply with the rules set forth herein.
3. The number of a given Review edition is included in Appendix 1 hereto.
4. The Organising Committee consists of:
    1) SGGW Vice-Rector for Didactics;
    2) Dean of the Faculty at which the student scientific society or Student Scientific Societies acting as co-organisers of the Review operate;
    3) Supervisor of the student scientific society designated to organise the given Review;
    4) Two Members of the Organising Committee for scientific matters, being SGGW academic staff;
    5) Member of the Organising Committee for scientific and organisational matters, being an SGGW academic staff member;

6) Chairperson of the Organising Committee, being a member of a student scientific society or one of the Student Scientific Societies co-organising the Review;
7) Vice-Chairperson of the Organising Committee, a member of a student scientific society or Student Scientific Societies co-organising the Review.

5. The composition of the Organising Committee is set out in Appendix 1 hereto.
6. Warsaw University of Life Sciences is the executive body of the Review.
7. The date and venue of the Review are set out in Appendix 1 hereto.
8. Organisational information will be posted on the official Review subpage of the SGGW website (www.sggw.edu.pl) and the Organiser's social media. It will also be sent to the email addresses of the student scientific society supervisors and faculty deans.

§ 3

Conditions for participation in the Review

1. A Review participant must be a first-cycle, second-cycle or long-cycle studies student holding student status both on the date of submitting the paper and on the day of the Review, affiliated with a student scientific society registered in the Register of University Organisations and Societies at the Warsaw University of Life Sciences, who has made a creative contribution to the preparation of the competition paper as an author or co-author thereof.
2. Speakers must meet the conditions set out in section 1.
3. To participate in the Review, one needs to send an application form and an abstract according to the template set out in Appendix 2 hereto. All

forms from a given student scientific society shall be sent by the Chairperson/President or Supervisor of the student scientific society, together with an editable, collective list of the submitted papers, in accordance with the template enclosed in Appendix 4 hereto.

4. The application form, hereinafter referred to as the application, along with the abstract shall be sent in the manner and by the deadline specified in Appendix 1 hereto. Any participant is required to provide their university e-mail address as a contact detail (in the @sggw.edu.pl domain); otherwise, the application shall not be considered.
5. The Organiser shall confirm the acceptance of the application by e-mail within 3 business days from the date of application. Confirmation is sent to the student scientific society chairperson/president, or to the supervisor.
6. A participant applies to the chosen section from those proposed by the Organiser. The list of sections is included in Appendix 1 hereto.
7. 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.
8. Abstracts and applications requiring revision shall be returned to the sender's address with a request for revision and consideration of the Organiser's remarks. The deadline for submitting revised abstracts or applications is specified in Appendix 1 hereto. Any failure to submit a revised abstract and/or application by the deadline set out in Appendix 1 hereto entitles the Organiser to disregard them.
9. Participation in the Review is free of charge.
10. A detailed program of presentations shall be posted on the Review website and sent to the e-mail addresses of the student scientific society

supervisors and/or the chairperson/president of the student scientific society.

§ 4

Guidelines for papers

1. Speakers present submitted competition papers as a conference paper presentation or poster.
2. The language of the Review is Polish, although papers in English (presentations together with their oral delivery) are allowed in the sections specified in Appendix 1 hereto.
3. Abstracts should be prepared in accordance with the guidelines set out in Appendix 2.
4. Submitted competition papers must be of a research or project nature and be the result of activities within a student scientific society.
5. Papers describing a clinical case cannot be submitted to the Review.
6. Only completed papers may be submitted to the Review.
7. Competition papers cannot be previously published and cannot include the content of an approved diploma thesis topic or the content of a completed diploma thesis.
8. The fulfilment of the requirements set out in sections 4–7 shall be confirmed by the Scientific Supervisor of the student scientific society and the paper's scientific supervisor(s) in the application form provided as Appendix 2 hereto.
9. A Review participant may present one paper and/or one poster. They may also be co-authors of other papers and/or posters.

10. The maximum number of co-authors of a single paper remains unspecified, with the proviso that a maximum of three speakers may present it.
11. A single poster's maximum number of co-authors remains unspecified, with the proviso that only one speaker may present it.
12. If the Review is held onsite, posters printed in A1 format in a vertical arrangement must be placed in the place designated by the Organiser on the day of the Review by the time specified by the Organiser in the information concerning the detailed presentation program, sent to participants under section § 3(10).
13. In particularly justified cases, which may include illness, an unforeseen event or another circumstance beyond the participant's control, the Organiser may agree to a change of speaker upon notification sent to the Organiser by the student scientific society Supervisor. The new speaker must meet all participation conditions specified in the Rules and Regulations.

§ 5

Presentation Time

1. The time limit for presenting a paper is restricted to 10 minutes. The additional 3 minutes are reserved for discussion.
2. Negative points will be charged for a paper presentation exceeding 10 minutes, i.e., –1 point for every additional minute.
3. The time limit for presenting a poster is restricted to 4 minutes. The additional 2 minutes are reserved for discussion.
4. Negative points will be charged for a poster presentation exceeding 4 minutes, i.e., –1 point for every started half-minute.

§ 6

Awards, Prizes and Honours

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 hereto.
2. There are 3 awards for taking 1st place, 2nd place and 3rd place, as well as one distinction in each section. The awards and distinctions are presented as diplomas. The Organiser allows for the number of awards to be reduced if the number of papers in a section does not exceed 6.
3. On the day of the Review, speakers collect on behalf of all authors a certificate confirming the presentation of the paper/poster, containing the title of the delivered paper/poster, authors' names, and the date and venue of the Review.
4. On the day of the Review, speakers whose papers are awarded or honoured shall collect on behalf of all authors a diploma confirming the awarded place or distinction, containing the title of the delivered paper/poster, authors' names, and the event date and venue.
5. Certificates and diplomas not collected on the day of the Review may be collected by the date specified in Appendix 1 hereto. Upon the expiry of this deadline, uncollected certificates and diplomas shall be disposed of by the Organiser.
6. Review participants' data on diplomas and certificates will be completed based on the data contained in the submitted application forms. Participants are required to verify the correctness of personal data contained in application forms before the end of the Review. Once diplomas and certificates have been issued, the data contained in these documents cannot be changed, except in cases that require data

rectification in accordance with applicable personal data protection regulations.

7. The Organiser reserves the right to grant additional distinctions and material prizes.
8. The Review will classify the Student Scientific Societies based on the total number of points obtained by the student scientific society. The scoring will be awarded according to the following rules:
    1) paper presented within the Review – 1 pt;
    2) paper receiving an honourable mention within the Review – 3 pts;
    3) paper awarded within the Review – 5 pts.
9. Fifteen Student Scientific Societies that achieve the highest number of points within the student scientific society classification will receive cash prizes from the Rector in the amount of:
    1) 1st place – PLN 4,000;
    2) 2nd place – PLN 3,000;
    3) 3rd place – PLN 2,000;
    4) 4th to 15th place – PLN 1,000 each.
10. The amount of cash prizes will be added to the subsidy for the student scientific society's activities in the calendar year following the Review.

§ 7

Violations of the Rules and Regulations and Sanctions

1. The following shall be considered a violation of the Rules and Regulations:
    1) providing untrue or incomplete data in the application form; providing incomplete data resulting from a mistake or error shall not be considered a violation of the Rules and Regulations;

2) concealing circumstances of material importance for assessing compliance with participation conditions in the Review, e.g., omitting a co-author of a paper who does not meet the Review conditions;
3) submitting a paper that violates third-party copyrights, e.g., by attributing authorship/co-authorship to a person who did not participate in the preparation of the paper;
4) failure of the author/co-author to meet the participation conditions specified in the Rules and Regulations;
5) using artificial intelligence tools contrary to the rules in force at SGGW, i.e., Ordinance No. 93 of the Rector of the Warsaw University of Life Sciences of 30 September 2024 on the rules for using generative artificial intelligence tools in the work of persons studying at the Warsaw University of Life Sciences and Circular Letter No. 9 of the Rector of the Warsaw University of Life Sciences of 7 December 2024 on the method of marking text fragments and work objects generated by generative artificial intelligence tools, applied accordingly to work performed as part of student scientific society activities.

2. If a violation of the Rules and Regulations is found before the start of the Review, the Organiser:
    1) Requests an explanation;
    2) Requests completion or correction of the application;
    3) May refuse to admit the competition paper to the Review.
3. If a violation of the Rules and Regulations is found during the Review, the Organiser:
    1) requests an explanation;

2) may disqualify the competition paper.

4. If the violation is revealed after the end of the Review, the Organiser, in consultation with the Vice-Rector for Didactics, may:
    1) invalidate the result of a given competition paper;
    2) revoke the granted award, distinction or certificate;
    3) revoke the cash prize granted to the student scientific society, provided that the invalidation of the given competition paper's result affects the change in the number of points awarded within the student scientific society classification;
    4) publish information on the change of Review results by posting a notice on the Review website, to the extent necessary to inform about the change of decision, while respecting personal data protection regulations.
5. The Organiser's decisions referred to in section 2 shall be communicated electronically, whereas those in section 3 – electronically or orally.
6. The sanctions referred to in section 4 may be applied only after allowing interested Review participants to submit explanations within a period of not less than 7 days from the date of receiving a call in this regard.
7. The decision regarding violations of the Rules and Regulations discovered after the end of the Review and the sanctions applied, referred to in section 4, requires a written form and contains an indication of the violated provision of the Rules and Regulations along with a justification. The decision shall be made within no more than 14 days from the date the Review participants submit their explanations. The decision, signed by the Vice-Rector for Didactics, shall be transmitted electronically.
8. No appeal shall lie against the decision referred to in section 7.

§ 8

Personal Data Protection

1. The controller of personal data of Review participants and scientific supervisors of papers is the Warsaw University of Life Sciences, ul. Nowoursynowska 166, 02-787 Warszawa.
2. Personal data are processed for the following purposes:
    a) enabling participation in the Review in accordance with the rules referred to in the Rules and Regulations (legal basis: Article 6(1)(b) of the GDPR), as well as taking communication activities aimed at the efficient organisational processing of the event (legal basis: Article 6(1)(f) of the GDPR);
    b) image likeness based on voluntarily granted consent (legal basis: Article 6(1)(a) of the GDPR – consent, Article 81 of the Act of 4 February 1994 on Copyright and Related Rights). Dissemination of an image constituting only a detail of the whole (group photos, photos/recordings from receptions, photos/recordings where a person's image does not constitute the main or fundamental element of that shot) does not require consent (Article 81(2)(2) of the Act of 4 February 1994 on Copyright and Related Rights);
    c) performance of legal obligations related to the organisation of the Review, e.g., financial settlements or accounting reporting (legal basis: Article 6(1)(c) of the GDPR);
    d) establishing or defending against potential claims related to participation in the Review as the basis for participation in the event or in connection with the need to demonstrate certain facts of material significance in this regard for the Warsaw University of Life

Sciences (legal basis: Article 6(1)(f) of the GDPR); the limitation periods for claims are specified in detail by the Civil Code.

3. Providing data is voluntary, but necessary to participate in the Review.
4. Personal data will not be used for making decisions based solely on automated personal data processing, including profiling within the meaning of Article 22 of the GDPR.
5. The Warsaw University of Life Sciences will process personal data for the period necessary to achieve the purposes referred to above. Depending on the legal basis, this will be respectively:
    a) the duration of the Review organisation;
    b) the period indicated in commonly binding provisions of law;
    c) the period of pursuing the legally justified interest of the Warsaw University of Life Sciences;
    d) the limitation period for claims;
    e) the period until a potential objection is raised;
    f) the period until potential withdrawal of consent to the processing of personal data, in the case of processing personal data based on consent.
6. The data subject has the right to access personal data (obtain information about processed personal data and a copy of the data), rectify data (when they are incorrect, subject to the provisions of the Rules and Regulations in this regard), data portability (in cases specified in the GDPR), erasure or restriction of personal data processing – under the rules specified in the GDPR, as well as the right to object at any time to data processing if the legal basis for data processing is a legitimate interest (Article 6(1)(f) of the GDPR). The data subject also has the right to withdraw consent to the

processing of personal data at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

7. The data subject has the right to lodge a complaint with the President of the Personal Data Protection Office if they consider that the processing of their personal data violates the provisions of law.
8. The Warsaw University of Life Sciences, maintaining all data security guarantees, may transfer personal data (apart from authorised persons) to other entities, including: entities authorised to receive them in accordance with provisions of law, entities processing them on behalf of the Warsaw University of Life Sciences (e.g., technical service providers and entities providing advisory services to us) and other controllers (e.g., notary or legal offices).
9. The Warsaw University of Life Sciences has appointed a Data Protection Officer (hereinafter: DPO), who can be contacted in matters related to the processing of personal data and the exercise of rights granted to users under personal data protection regulations via:
    a) correspondence address: Szkoła Główna Gospodarstwa Wiejskiego w Warszawie, ul. Nowoursynowska 166, 02-787 Warszawa;
    b) DPO e-mail address: iod@sggw.edu.pl.
10. Due to the use of Microsoft services by the Warsaw University of Life Sciences, personal data may be transferred outside the European Economic Area (EEA), inter alia, to the USA. Microsoft provides guarantees arising from compliance with Chapter 5 of the GDPR. It has been obliged to comply with personal data protection requirements under standard contractual clauses concluded with the Warsaw University of Life Sciences. Detailed information is available on the website https://privacy.microsoft.com/pl-pl/privacystatement.

§ 9

Final Provisions

1. A participant has the right to withdraw their competition paper from the Review by the date indicated in Appendix 1 hereto. This must be notified to the Organiser in the manner and by the deadline indicated in Appendix 1.

Appendices:

- Appendix 1. Review of Organisational Information
- Appendix 2. Application and Abstract Template
- Appendix 3. Paper Evaluation Guidelines
- Appendix 4. List of papers submitted for the 53rd SGGW Student Scientific Societies Achievement Review