

**Order of the Rector of Collegium Civitas No. 34/2021**

**of 31 May 2021**

**regarding the participatory budget of  
Collegium Civitas in the academic year 2020/2021**

Pursuant to § 26 para. 1 pt. 1 of the Statute of Collegium Civitas, I hereby introduce the Participatory Budget Regulations.

The Participatory Budget Regulations constitute Attachment No. 1 to this Ordinance.

REKTOR

*prof. dr hab. Stanisław Mocek*



**REGULATIONS  
OF THE PARTICIPATORY BUDGET  
OF COLLEGIUM CIVITAS  
FOR THE ACADEMIC YEAR 2020/2021**

**§1**

**General rules**

1. Participatory Budget Regulations (hereinafter: Regulations) set out the detailed rules and procedure for allocating funds for specific activities.
2. Participatory budget (PB) is part of the budget of Collegium Civitas (hereinafter: CC or the University), the use of which is decided by CC students and postgraduate CC students.
3. The goal of PB is to encourage students and students of CC postgraduate studies to participate in the life and functioning of the University by integrating them around an initiative aimed at shaping attitudes of shared responsibility for the common good, consistent with the mission and statutory objectives of CC.
4. The total amount of funds in the second edition of PB in the academic year 2020/2021 is PLN 12,000 (in words: twelve thousand zlotys, 00/100).
5. Due to the epidemic situation conditioning the implementation of PB in the academic year 2020/2021, the funds specified in point 4 will be allocated to support foundations dealing with education of:
  - a) Children,
  - b) Students,
  - c) Seniors.
6. Implementation of activities under PB will be carried out according to the Schedule constituting Annex 1 to the Regulations.



7. CC is the administrator of the Participatory Budget. The unit responsible for the implementation of PB is the CC Marketing and Promotion Department in cooperation with the Vice-Rector for Student Affairs.

## §2

### Submitting foundation proposals

1. All persons who have the status of CC students (students of first and second cycle studies, conducted in Polish and/or English, full-time and part-time) or postgraduate CC students are entitled to submit proposals for the selection of foundations referred to in § 1 section 5.
2. Each person authorized to submit proposals for the selection of foundations referred to in § 1 section 5 may submit more than one foundation.
3. Foundation applications should be made by sending an e-mail to the following address: [promocja@civitas.edu.pl](mailto:promocja@civitas.edu.pl), within the time specified in the Schedule, by entering in the title of the e-mail: 2020/2021 participatory budget. The application must be sent from the university address in the domain: [@civitas.edu.pl](mailto:@civitas.edu.pl).
4. Any questions regarding the Regulations should be directed to the following address: [promocja@civitas.edu.pl](mailto:promocja@civitas.edu.pl).

## §3

### Verification of submissions

1. The verification of the submitted proposals for the selection of the foundations referred to in § 1 section 5 is made by the Commission composed of: Vice-Rector for Student Affairs CC, representative of the Student Union, representative of the CC Marketing and Promotion Department.
2. During the substantive verification, the following will be assessed:
  - a) compliance with the thematic area specified in the 2020/2021 budget,
  - b) analysis of the foundation's activities,
3. In the event of a positive evaluation, the proposed candidacy of the foundation is sent to the voting procedure.



## **§4**

### **Voting**

1. The list of foundations referred to the voting procedure is published on the CC website in accordance with the Schedule. Foundations' names are arranged in alphabetical order.
2. Voting takes place electronically via the Virtual University system on the date specified in the Schedule.
3. Persons eligible to vote are persons with the status of CC students (students of first and second cycle studies, conducted in Polish and/or English, full-time and part-time) or postgraduate CC students.
4. Each person entitled to vote may cast only one vote for one selected foundation.
5. Based on the voting results, a ranking of foundations is prepared.
6. The CC Marketing and Promotion Department informs selected Foundations about donating funds to them.

## **§5**

### **Transfer of funds**

1. The 2020/2021 Participatory Budget will be distributed among the 3 foundations that obtained the highest number of votes, whereas the foundation which will take:
  1. place - will receive PLN 5,000
  2. place - will receive PLN 4,000
  3. place - will receive PLN 3,000
2. The funds will be transferred to the bank account indicated by the foundation.
3. The CC Marketing and Promotion Department publishes a list of foundations that will receive funds from PB for the 2020/2021 academic year on the CC website within the time specified in the Schedule.
4. The CC Marketing and Promotion Department prepares and archives the report on the implementation of PB in a given academic year.

## **§6**





## **Final Provisions**

1. Any issues not included in these Regulations will be resolved by the Head of CC, the PB Committee and the CC Marketing and Promotion Department.
2. The Head of Collegium Civitas reserves the right to amend the PB Regulations, change the Schedule and cancel PB implementation at any time.



**SCHEDULE of  
proceedings on awarding funds under CC PB for the academic year  
2020/2021**

- 1) 08/06/2021 - 30/06/2021 - proposing foundations
- 2) 01/07/2021 - 11/07/2021 - verification of the foundations by the Commission
- 3) 12/07/2021 - announcement of the final list of foundations accepted for voting
- 4) 13/07/2021 - 31/08/2021 - voting
- 5) 05/09/2021 (Charity Day) - announcement of the foundation (publication of information on the website) or the list of foundations that will receive funding under CC PB for the academic year 2020/2021 (implementation by September 30 this year)

