



Statute of the Student Scientific Society of Poznan University of Medical Sciences



Chapter 1

General rules

1. These regulations specify the activities of the Student Scientific Society by its Statute.
2. The regulations are published on the Society's website and available for inspection at the Society's Office after a prior appointment.
3. The Society has a website at www.stn.ump.edu.pl, further referred to as the website.
4. Data management of Members and Study Clubs on individual Accounts, reporting and review of students' research applications are carried out using a computer system available through the website, further referred to as the System.
5. Failure to comply with the Regulations by a member of the Society may result in the loss of Membership on the terms specified in the Society's Articles of Association.
6. All documents related to the activities of the Student Scientific Society shall be stored by the Board of the Student Scientific Society in its office for a period of 7 years.

Chapter 2

Membership in the Society

1. The general rules of membership are specified in the Society's Articles of Association.
2. To register the membership:
 1. fill in the electronic form available on the Society's website ("New user" option),
 2. pay the fee in the amount of PLN 45 and send the proof of payment via e-mail.
3. The Board of the Society has 14 working days to verify and activate the account of a member of the Student Scientific Society in the System.
4. After positive verification of the data by the Management Board of the Society, the account in the System will be activated, which is tantamount to obtaining Membership.
5. To extend the membership in the next academic year, it is necessary to pay the fee in the amount specified in the Regulations of the Society and send the confirmation of payment to the according email address.
6. Certificates of membership may be obtained by a member of the Society only for the paid years.
7. **Membership payments may only be made for the current academic year**, until 31st of May each year. Payment for previous years is not possible, nor is it possible to pay for membership in advance for subsequent years.
8. Each member of the Society is obliged to regularly update the data in the System:
 1. personal and contact details,
 2. registration of membership in the relevant Science Clubs,
 3. registration of scientific achievements.
9. The registration of scientific achievements in the System takes place by filling in an electronic form in the Society's System and providing the Society's Office with documents

confirming the authenticity of the achievements, for verification by a Member of the Management Board.

10. The Member shall bear the consequences of incorrect data entered in the System and the lack of fees.

11. Students of inter-university faculties may also be members of the Scientific Clubs.

Chapter 3

Registration of the Students' Research Club

1. The Chairman of the Scientific Club is responsible for its registration of it.

2. To register a Science Club:

a. fill in the form available on the Society's website

b. send by e-mail to the following address: czlonkowie.stn.ump@gmail.com.

The form is available on the Society's website, signed by the Supervisor of the Science Club and the Head of the Unit in which the Science Club operates.

The form fulfilled only in paper version will not be accepted, and the Chairperson of the Society is responsible for leaving the document at the Karolek Dormitory's reception desk.

3. The Management of the Society has 14 working days to verify and activate the Science Club's account in the System.

4. After positive verification of the data, the account in the System will be activated, which is tantamount to establishing a new Science Club.

5. The Science Club requires reactivation at the beginning of each academic year.

6. Reactivation consists in sending by e-mail to the address czlonkowie.stn.ump@gmail.com.

The completed application form is available on the website of Society, signed by the Supervisor of the Science Club and the Head of the Unit in which the Science Club operates.

7. The registration of Scientific Clubs should be made to the 15th of February of a given academic year at the latest.

8. In the case of registration of the Science Club later than specified in point 7th, you should write an application to the Student Scientific Society, which will be considered by the Management within 30 days.

9. A change of the Chairperson of a Research Club is made according to the rules set out in the Statute.

Chapter 4

The activity of the Students' Research Club

1. Science clubs are required to meet at least 3 times during the academic year.

2. The Supervisor of the Scientific Society is required to be present at the meetings of the Society.

3. The certificate of membership in the club is obtained after positive verification of participation in the meetings of the active club or scientific activity for the club by the chairman and the supervisor of the club.

4. The Science Club aims to associate students voluntarily to promote and expand knowledge in a particular field of medical sciences; participation is unlimited and free of any other fees.

5. The above-mentioned goals should be achieved through the organization of Scientific Conferences, active and passive participation in conferences and congresses (except for the International Congress of Young Medical Sciences), conducting scientific research, and writing and publishing scientific papers.

6. The Chairman of the Science Club is obliged to inform about the Science Club meetings through the tools available on the website.

7. The Chairperson of the Science Club is obliged to take care of the activity of the members of the Science Club and link them with the Account of the Science Club and keep other data up-to-date, including:

- a. description of activities and contact details,
- b. the research advisor,
- c. the chairman of the Scientific Society.

8. The chairman of the Science Club is obliged to submit an annual report on the activities of the Science Club to the Board of the Society within the time limit specified in the relevant Resolution of the Board.

9. The presence of the Society's Delegates at the Society's General Assembly is the duty of the Chairperson of the Club.

10. The chairman is obliged to keep electronic documentation of the Science Club.

12. To create the annual Ranking of Student's Scientific Society Clubs, **Science Clubs have to send the report by the 15th of September this year** to the e-mail address komisja.rewizyjna.stn@gmail.com.

13. Documents submitted on paper will not be considered. The Student Scientific Society is not responsible for leaving them at Karolek Dormitory.

14. The Scientific Club is obliged to participate in the annual ranking of the Circles by guidelines set out in a relevant Resolution of the Management Board.

15. The Audit Committee is responsible for the annual ranking of the Clubs, its duty is to inform the Chairman of the Clubs about the Ranking Regulations determined by the Resolution of the Committee.

16. The Scientific Club is obliged to present scientific papers at the annual congress organized by the Society - International Congress of Young Medical Scientists.

Chapter 5

Conferences and Congresses

1. The flagship event organized by the Student Society of the Medical University in Poznań is the annual "International Congress of Young Medical Scientists". The rules for organizing Congress are described in separate regulations.
2. The Science Clubs, in cooperation with the Society's Board, organize Scientific Conferences, Educational Sessions, Scientific Workshops and Summer Schools.
3. Cooperation with the Management of the Society consists of substantive, organizational, logistic and financial assistance (specified in Chapter 6).
4. A strictly defined group of Society Members, called the Organizing Committee, is responsible for organizing events.
5. Members of the Organizing Committee together with the Chairman of the Organizing Committee should be presented in writing to the Society's Management.
6. The Chairman of the Organizing Committee is obliged to present a report on the organized event.
7. Members of the Society's Board, Committee and Organizing Committee are exempt from paying fees for participation in events organized by the Society.
8. Unclaimed certificates and diplomas from conferences and congresses organized by the Society are kept in the Society's Office for up to 6 months from the event.
9. Members of the Organizing Committee, together with the Chairman of the Organizing Committee of a given event, are required to add the logo of the Student Scientific Society's Sponsors to the sponsorship list of the organized event. The graphic file containing the logo of the STN sponsors is available for download from the Society's website and is sent electronically to the e-mail address of the Organizing Committee, in the form of a graphic attachment.

10. Official letters addressed to the Rector and Administrative Authorities of the University must be signed by the Chairman or Vice-Chairman of the Society's Board and the Chairman of the Organizing Committee of the event. The Organizing Committee is responsible for delivering the documents to the recipients.

11. The form for the Organization of the Reunion Conference, Scientific Workshops must be sent to the STN Board at least **60 days before** the start of the above-mentioned Conference, Reunion, and Scientific Workshops. It is available on the website of the Student Scientific Society.

12. **The deadline for delivering the documents to be the basis for the financial settlement is 15 working days from the last day of the organized Conference, Congress or Scientific Workshops.** If the deadline is exceeded, the Student Science Society Management suspends the funding of the Conference, Congress and Scientific Workshops.

Chapter 6

Co-financing from Society's funds

1. The Society co-finances journeys to conferences, congresses and conventions, both domestic and foreign, to deliver a research paper.

2. The co-financing is approved by the Management of the Society by way of a resolution.

3. Co-financing applies only to registered and active members of the Society.

4. For each presented work, the trip of one member of the Society is subsidized.

5. **Each Member may apply for funding no more than 3 times in a given academic year.**

6. The maximum amount of a one-off grant is PLN 200 for domestic events and PLN 500 for foreign events, and does not have to cover all expenses incurred. Delegation's co-financing from the Society's funds is possible only for work on the same research topic presented for the first time at a national or foreign conference.

7. The co-financing covers costs of accommodation, travel (including public transport tickets in the city where the conference takes place), visa, conference fee and poster printing.

8. To receive funding, an application should be submitted to the Treasurer of the Student Scientific Society of the Medical University in electronic form - by e-mail to the following address: skarnik.stn.ump@gmail.com.

9. The application must be submitted no later than two weeks before the planned departure.

10. Documents to be submitted when applying for funding of travel costs:

a. original tickets,

b. VAT invoices for the expenses listed in point 7, issued to the Medical University of Karol Marcinkowski in Poznań (invoice details can be found in the guide on co-financing trips to scientific conferences),

c. certificate of the presentation of the thesis at the conference,

d. printed confirmation of transfers for invoices and tickets paid by bank transfer.

11. The Society, after prior approval by the Management Board, may subsidize events (conferences, conventions, scientific workshops) organized by the Scientific Clubs of the PUMS. The society co-finances expenditure incurred on printing educational materials, including abstract books, posters, certificates.

12. To apply for co-financing of the event, an application (containing a list of planned expenses and their initial valuation) should be submitted to the Conference and Science Coordinator in the electronic form to the following address: konferencje.stn.ump@gmail.com along with the Conference Organization Form at no later than 60 days before the planned event.

13. The amount of the subsidy is determined by the Management Board individually depending on the current financial condition of the Society and does not have to cover all expenses.

Chapter 7

Society's office

1. The Society's office is located in Karolek Dormitory, room 2.15.
2. The office of the Society may be used:
 - a. as a meeting place for the Management Board and the Committee,
 - b. as a workplace for members of the Management Board and the Committee of PUMS,
 - c. as a venue for other events organized by the Management Board.
3. The Society's office may not be used for residential purposes.
4. The key to the Society's Office may be issued only to authorized persons based on a written list prepared and approved by the Society's Board.
5. All equipment present in the Society's Office is available to authorized members of the Society for official purposes.
6. The equipment may not be removed from the Society's Office without consulting the Society's Board.
7. Each download of the equipment must be recorded in the protocol.

Chapter 8

Responsibilities of the members of the Society's Management Board, the Audit Committee and the Student Research Committee

1. The powers of the Chairman of the Management of the Society include:
 - a. representing the Management Board of the Society,

b. contacting the authorities of the PUMS.

2. If the Chairman of the Society is unable to fulfil the above-mentioned functions, the duties are taken over by the Vice-Chairman for Marketing and Development of the Society or the Vice-Chairman for Administrative Affairs, within the scope of the tasks entrusted to him, or other persons appointed by the Chairman of the Society or by way of a resolution of the Society's Board.

3. The remaining competencies of the Chairman are regulated by the previous points of the Regulations and the Articles of Association of the Society.

4. The powers and duties of the Treasurer include:

a. supervising the state of the Society's finances,

b. submitting applications and applications for funding to the Management Board of the Society,

c. monthly submission of a report on the financial situation of the Society to the Society's Board,

d. other duties of the Treasurer are regulated by the previous points of the Regulations and the Articles of Association of the Society.

5. The powers and duties of the Secretary of the Society include:

a. reporting the meetings of the Society's Board,

b. archiving and managing traditional and electronic correspondence, incoming and outgoing, of the Management of the Society.

6. Members of the Management Board and the Committee during their term of office are exempt from membership fees.

7. Members of the Management Board and the above-mentioned Committees are required to participate in the meetings of the Society. The fact that a member has obtained 15% of

absences from the previous meetings results in the expulsion of the member from the Management Board or the given Committee.