REGULATIONS FOR EVALUATION OF PROJECTS AND STUDENT ACTIVITIES AT SGH

of 4 December 2022

Chapter I

Introductory Provisions

[Property of the regulations]

§ 1

The regulations specify the rules applicable to awarding points for student activities.

[Definitions and terms used in the regulations]

§ 2

The following understanding of terms is introduced:

1) student organisations - student organisations and associations registered and operating at SGH, including the AZS SGH University Club and Artistic Ensembles;

2) regulations - Regulations for the evaluation of projects and student activities at SGH;

3) database - project evaluation database;

4) database administrator - an employee of the Software Development Department (DRO) responsible for the operation and appearance of the database;

5) design:

a) an undertaking of a student organisation going beyond a given organisation, aimed at promoting SGH, the activities of a given organisation, expanding the knowledge of SGH students, integrating students,

b) intra-organisational project aimed at expanding the knowledge, skills or improving the qualifications of organisation members,

c) year-round work, management activities and presence on the Internet, enabling the proper functioning of the organisation,

d) sports achievements assessed according to the criteria set out in Annex 4,

e) activity in bodies supporting the functioning of the student movement at SGH;

6) Team - project evaluation team;

7) Appeal Team - appeal team for project evaluation;

8) partner - an external institution supporting the project substantively ("substantive partnership") or providing public support ("honorary partnership");

9) sponsor - an external institution or a private person supporting the project financially or by providing a product or service for free;

10) educational project - a long-term project whose aim is to teach the people involved to develop new skills, divide their responsibilities in the group and acquire new knowledge;

11) local project - a project on a nationwide scale, which takes place simultaneously at many universities. It is organised locally by the organisation's branch at the SGH Warsaw School of Economics, where the scope of responsibilities of the people involved has a real impact on the development of the project in Warsaw;

12) central project - a project on a nationwide scale that takes place in a selected place. It is organised by the central or other nationwide branch of the organisation, where the scope of responsibilities of the people involved from the SGH branch has no real impact on its development;

13) conference - several events consecutively or simultaneously, with registered participants, the number of which is not less than 20;

14) camp "zero" - an integration trip addressed to SGH students admitted to the first year, taking place before the beginning of the academic year, the aim of which is to familiarise new students with the student environment;

15) student magazine or newspaper - a student magazine or newspaper is any publication consisting of at least two articles, prepared by student organisations unless they are:

      a) newsletter or other internal publication,

      b) a publication informing about the activities of a student organisation or promoting it,

      c) publication subject to the rules for the assessment of scientific projects;

16) fair - an event promoting companies from one or more industries, organised at the SGH premises;

17) trip - a trip organised by organisations, available to all members of a given organisation;

18) merit event - an event devoted to a given topic, which takes the form of lectures, workshops, debates, discussion panels, webinars, case studies, and meetings with specialists from a selected industry or training;

19) event - an event going beyond a given organisation aimed at integrating the University community, which is not a trip, a camp "zero" or an artistic performance. The category of events also includes events organised at the club;

20) charity project - an event in which members of the organisation and other people participating in the event work towards a charitable goal, where the method of assistance is defined as collecting the largest possible amount of funds or allocating other funds for a selected purpose.

[General principles of project evaluation]

§ 3.

1. Points may be awarded for activities within:

     1) SGH Student Union,

     2) student organisations,

     3) other entities, under the terms specified in § 4.

2. The management boards of the entities listed in section 1. may apply for awarding points for student activities or students under the terms specified in § 4.

3. The Team is responsible for project evaluation.

4. Points for student activities are taken into account in particular:

     1) in the recruitment process for scholarships, trips and foreign exchanges organised through the SGH International Centre,

     2) when establishing the ranking list for the allocation of rooms for student organisations.

5. After assessing the project and considering all appeals by the Appeals Team, the Team, within no longer than 7 business days, establishes a ranking list of student organisations, containing the total number of points awarded to the projects of individual student organisations.

6. Projects are assessed twice during the academic year, subject to § 1 section 3 of Annex No. 1, respectively, in two periods:

1) October - November (winter evaluation; the evaluation covers projects that were completed in the period 01/04 - 30/09),

2) April - May (summer evaluation; the evaluation covers projects that were completed between October 1 and March 31).

[Points for activities for students who are not SGH graduates]

§ 4

1. Master's students who completed their bachelor's studies at another university may apply for credits for student activities during their bachelor's studies.

2. Detailed rules for awarding points to students mentioned in section 1 are specified in Annex No. 1.

Chapter II

The organisation and competencies of the Team

[Establishment of the Team]

§ 5

1. The team consists of a chairman and 3 to 7 members of the team, appointed in a competition by the President of the Student Union.

2. The term of office of the chairman and members of the Team begins on October 1 of each year and ends on September 30 of the following year. If the mandate of a member of the Team expires, the term of office of the new member appointed in his place expires with the expiry of the term of office of the Team.

3. The competition referred to in section 1 is announced by the Chairman of the Student Union and published by July 31 on the website of the Student Union and sent via the RKiO (Council of Student Clubs and Organisations) communication channels listed in the Statute of the Council of Student Clubs and Organisations. The competition announcement includes the deadline and form for submitting applications.

4. Only presidents of student organisations may nominate candidates for members of the Team. Each organisation can submit only one candidate. If an organisation submits a larger number of candidates, only the candidates submitted at the earliest will be taken into account.

5. When appointing the Team, the Chairman of the Student Union tries to meet the requirement that students representing various groups of the SGH academic community be members of the Team.

6. The Chairman of the Student Union issues and announces the decision on the selection of the team members within 14 days from the end of candidate applications.

7. The decision of the Chairman of the Student Union may be appealed to the Audit Committee of the Student Government within 3 days of announcing the decision on the selection of the team. The appeal will be considered at the next meeting of the

Committee, subject to the deadline specified in section 8. If the appeal is approved, the Audit Committee, in the form of a resolution, orders an immediate change of the decision on the selection of the composition of the Team. The Commission's decision exhausts the appeal path in the case.

8. The President of the Student Union appoints a new composition of the Team immediately after considering all appeals against the decision or, failing that, immediately after the deadline for submitting appeals, no later than September 15.

9. § 35 of the Student Union Regulations shall apply accordingly to the expiry of the mandate of a member of the Team.

[Responsibilities of the Team Chairman]

§ 6

1. The Chairman of the Team is responsible for contacting representatives of student organisations through the Council of Student Clubs and Organisations (RKiO) communication channels listed in the Statute of the RKiO.

2. The chairman submits the list referred to in § 3 section 5 of these regulations, immediately after its preparation.

3. The Chairman of the Team shall designate two periods during the calendar year by October 10, subject to § 1. section. 3 of Annex No. 1, for which projects are assessed. The beginning of the designated period must equal the end of the previous period.

Chapter III

Database and entering projects into the Database

[Project rating database]

§ 7

1. The project database is maintained by the SGH Student Union in cooperation with the SGH Software Development Department.

2. The administrator, appointed by the SGH Software Development Department, provides online access to the database.

[General rules for entering projects into the database]

§ 8

1. Projects can be entered into the database during periods designated by the chairman of the Team. A project not entered into the database before the assessment start date will not be assessed.

2. Projects of the Student Union are entered into the database by the Board representatives of the SGH Student Union.

3. Projects of student organisations are entered into the database by the management boards of student organisations through their representatives.

4. Sports achievements are entered into the database by the AZS SGH University Club through its representatives.

5. Year-round projects, including the assessment of the management board's activities, year-round work and the organisation's presence on the Internet, are entered once as part of the summer assessment, no later than on the last day before the database closes.

6. After the database closing date, you cannot add new projects or change the descriptions of previously entered projects.

7. Projects implemented at the turn of two periods are assessed in the later one.

8. Projects submitted in the wrong period will not be assessed.

[Competencies of the database administrator]

§ 9

1. Technical supervision over the database is exercised by the database administrator. The chairman of the Team is responsible for contact with the database administrator.

2. The Chairman of the Team is responsible for entering the points awarded to individual projects into the database.

3. The database administrator is responsible for opening and closing the database within the designated dates specified by the chairman of the Team.

4. The database administrator cannot modify project descriptions, percentage points or listed organisers.

5. The database administrator cannot enter or delete entered projects.

[Assessment deadlines]

§ 10

1. The exact assessment dates are set by the chairman of the Team, taking into account:

1) deadlines for downloading data on student activities by the SGH International Centre;

2) deadlines for allocating rooms to student organisations.

2. The dates of both project evaluations are announced at the beginning of each academic year, no later than October 10. An announcement on this matter is published by the SGH Student Union on its website and through RKiO communication channels.

[Changing the database closing date]

§ 11

1. In special cases justified by the need to make a reliable assessment of projects, the chairman of the Team may change the date of closing the database. The condition for changing the date of closing the database is that the chairman of the Team presents a justification for the decision.

2. In the event of shortening the time allocated to entering projects into the database, this decision can be made no later than one week before the established date of closing the database.

3. In the event of extending the time allocated for entering projects into the database, this decision can be made no later than 24 hours before the agreed date of closing the database.

4. The justification referred to in section 1 is published on the website of the Student Union and via RKiO communication channels no later than on the day following the day the decision to change the date of closing the database was issued.

[Access to the database for representatives]

§ 12

1. Representatives of student organisations have access to the database to enter new projects, modify existing ones or add percentages of students' participation in the execution of the project.

2. Each organisation may appoint no more than two representatives.

3. Access is provided by the database administrator at the request of the president of the student organisation and submitted through the chairman of the Team within the deadline set by the chairman of the Team. The application should be sent from the e-mail account to the Team's e-mail address and include:

1) name of the student organisation,

2) name, surname and album number of the representative;

4. Students and their percentage shares in the creation of the project are entered into the database by representatives of student organisations within the deadline specified by the Chairman of the Team.

5. Students and their percentage shares in the execution of the project cannot be entered into the database beyond the deadlines set by the Chairman of the Team.

6. Representatives of student organisations are responsible for adding percentage shares in the execution of the project to all students participating in the project following their actual work contribution.

7. The authorisation referred to in section 1, expires after the project evaluation is completed.

8. The president of the student organisation may revoke the authorisation to enter projects and add percentage shares in the creation of the project by applying to the chairman of the Team. The Chairman of the Team immediately forwards it to the database administrator.

[Access to the database for students]

§ 13

1. All students have access to the database to verify the descriptions of all projects, listed organisers and check the number of points awarded for individual projects.

2. Authentication is conducted using the login and password to the appropriate study management system.

[Categories of projects entered into the database]

§ 14

1. When entering a project into the database, it is necessary to specify in advance whether a given project belongs to one of the categories.

2. In case of doubts as to the assignment of a project to the appropriate category, representatives are obliged to assign the project to the closest corresponding category.

3. The team chairman has the right to change the category of a selected project if he considers that the project has been included in a category that does not suit him.

4. The team chairman has the right to consult with a representative of a given organisation when changing the category of a selected project to receive appropriate information and confirm such a change.

5. Categories and subcategories of projects, as well as the points awarded are specified in the appropriate Annexes.

[Project submission for evaluation]

§ 15

1. Submitting the project for evaluation, subject to section 2-4, contains the following information:

1) project name;

2) project start and end date;

3) student organisation implementing the project;

4) coordinator and his contact details;

5) target group;

6) achieved range;

7) media and honorary patronage;

8) content partners;

9) sponsors;

10) project description - a short description of the project giving an idea of the scale and type of the project, as well as containing its program assumptions;

11) references to evaluation criteria - a description containing numerical references relating to specific criteria of a given design category to which the project is assigned;

12) project goal;

13) archive of photos and promotional materials - a place to place, among others: all promotional materials, photos from work on the project and the duration of the project, screenshots, and protocols.

2. Submitting a project from the sports achievements category for evaluation includes the following information:

1) project name;

2) project start and end date;

3) student organisation implementing the project;

4) coordinator and his contact details;

5) detailed description of the project and the players' achievements - a short description of the project giving an idea of the scale and rank of the achievements;

6) archive of photos and results - a place to place, among others: all photos from sports competitions, protocols and results of sports competitions.

3. The archive of photos and promotional materials is compulsorily completed, unless there is an objective obstacle preventing the attachment of materials or the application concerns the projects listed in section 4. If there are no materials to attach, please mark it in this field by entering "No materials to attach" and a short justification for the inability to attach materials. A project for which no archive of photos and materials has been attached receives zero points unless the inability to attach it has been fully justified by force majeure.

4. Detailed project evaluation criteria according to which the Team evaluates the projects of the SGH Student Government are set out in Appendix No. 5.

5. Detailed project evaluation criteria, according to which the Team evaluates the activities of the management board, year-round work and the presence of the organisation on the Internet, are set out in Annex No. 6.

6. When evaluating projects, the Team compares projects classified in the same category.

7. The Team may contact the project coordinator or a representative of the student organisation delegated to contact the Team to receive more detailed information than that included in the database.

8. Half points or percentage points are allowed in the assessment. In the case of an assessment made using percentage points, the number of points constituting the appropriate percentage of the total number of points is an integer rounded up.

[Divisibility of projects]

§ 17

1. Projects are entered as a whole, without creating separate project applications for individual elements of a given project.

2. If each part of the project:

a) constitutes a separate whole,

b) has other beneficiaries and target groups,

c) has a different nature of the event compared to the main part of the project,

d) is not reported as a component of the main project or another project of the organisation, these parts are entered as separate projects.

[Projects not meeting the evaluation requirements]

§ 18

1. A project whose organiser did not enter detailed information about the project into the database receives zero points.

2. A project whose parts, contrary to § 17 section 1 of these regulations were entered into the database as many projects, it receives zero points.

3. Projects for which their organisers receive remuneration are not assessed. The preceding sentence does not apply to projects in the "University promotion and support" category.

4. The central project, which is a nationwide event organised by another national branch of a given organisation, entered into the database as a project of a branch of the organisation at the SGH Warsaw School of Economics, receives zero points.

5. A local project is subject to assessment when the project coordinator is a student of the SGH Warsaw School of Economics, and the described scope of responsibilities of the organisation's branch at the SGH Warsaw School of Economics has a real impact on the development of a given project, even though it is implemented in parallel by other national branches.

6. A project whose organiser entered false information about the project into the database receives zero points.

7. The Chairman of the Team may reduce the point assessment of a given project in a case where the workload on the part of the student organisation is disproportionate to

the point assessment received resulting from the criteria corresponding to the project category to which the project was assigned.

Chapter V

Appeals

[Filing an appeal against the Team's assessment]

§ 19

1. The decision of the Panel may be appealed to the Appeal Panel.

2. An appeal to the Appeals Panel is submitted in the form of a request for reconsideration of the case.

3. In justified cases related to the suspicion of a gross violation of the rules contained in the regulations, on its initiative or at the request of the Audit Committee of the Student Union, the Appeals Team may reconsider the project assessed by the Team.

4. The applications referred to in section 2, shall be submitted electronically by representatives of the organisation to the Appeals Panel within 14 days of the announcement of the assessment. The application should be sent from the SGH mail account to the Team's e-mail address and include the information specified in § 20 section 4, subject to the rules of appeals contained in Annex No. 1.

5. During the time allocated for submitting applications, the chairman of the Team, in consultation with the chairman of the Appeals Panel, sets the deadlines during which it is possible to obtain justification for the number of points awarded for the project.

6. The Appeals Panel considers applications within no more than 7 days from the deadline for their submission.

7. If more than one application for the same project is submitted, the application that was received first will be considered.

8. If the Appeals Panel reconsiders, on its initiative, the project assessed by the Panel referred to in section 3, the two-instance assessment process should be maintained by introducing an additional appeal path against the assessment of the Appeals Panel.

9. Any disputes regarding situations not covered by these Regulations should be resolved amicably with the participation of members of the Team and the Appeal Team.

[Application for reconsideration of the case]

§ 20

1. An application for reconsideration of a project case may only be submitted by a member of the management board or a representative of the student organisation that submitted the project for evaluation.

2. If more than one application for the same project is submitted, the application submitted first is considered.

3. The application must contain the following information:

1) name of the student organisation implementing the project,

2) project name,

3) name and surname of the applicant,

4) contact details of the applicant,

5) detailed description of the reason for applying.

4. Applications that do not meet any of the requirements specified in section 1 or 3 are not considered.

[Appeal Team]

§ 21

1. The Appeal Panel consists of 3 to 6 members, including the chairman of the Appeal Panel.

2. The chairman of the Appeals Panel is responsible for contact with applicants.

3. The Chairman and members of the Appeals Team are appointed by the Chairman of the Student Union following the principles specified in § 5 section 2-8. Provision of § 5 section 9 applies.

4. The Appeal Panel cannot include members of the Panel, subject to section. 5.

5. The Appeals Team cannot include representatives of organisations that have their representatives on the Team. If the number of candidates from unrepresented organisations is lower than the number of places in the Appeals Panel, this paragraph shall not apply.

6. The chairman of the Appeals Panel takes part in the work of the Appeals Panel in an advisory capacity.

Attachments:

1. Annex No. 1 - rules for assessing student activities in bachelor's and master's studies of students who did not complete their studies at SGH

2. Appendix No. 2 - template of the application for the assessment of student activities in bachelor's studies of master's students who did not complete their studies at SGH

3. Annex No. 3 - detailed rules for assessing student organisations' projects

4. Appendix No. 4 - detailed rules for sports achievements

5. Appendix No. 5 - detailed rules for assessing Student Union projects

6. Annex No. 6 - detailed rules for assessing the management board's activities and year-round work and the presence of the student organisation on the Internet

7. Annex No. 7 - sample application for transferring points awarded for certain categories as part of activities for the Student Government to a student organisation

Appendix No. 1

to the Regulations for the assessment of projects and student activities at SGH - rules for the assessment of student activities in bachelor's and master's studies students who did not complete their studies at SGH.

[Evaluation rules]

§ 1

1. Student activity in the student union, university student organisation or association registered at a university other than SGH is subject to evaluation. Points are awarded for student activities during bachelor's studies to master's students who did not complete their studies at SGH.

2. The evaluation period for points awarded for student activities in bachelor's studies to master's students who have not completed their studies at SGH is determined following § 6 section 3 of the regulations, subject to section 3. This period should be the same as the period of project evaluation for student organisations operating at SGH, but a longer period of up to 2 weeks is allowed.

3. The Chairman of the Team may establish an additional assessment period only for student activities in bachelor's and master's studies students who did not complete their studies at SGH in the period between the end of the winter assessment and the beginning of the summer assessment of projects. The decision to announce an additional project evaluation period is made by the Chairman no later than 3 weeks before the deadline for completing recruitment for international programs under bilateral agreements, PIM and Erasmus+. An announcement on this matter is published by the SGH Student Union on its website and through RKiO communication channels.

4. Points for the activities mentioned in section 1 are awarded by the Team at the request of the student within 3 weeks from the date of applying to the chairman of the Team.

5. The application should include a completed application, the template of which is attached as Appendix 2 to the regulations, in Polish or English, confirmed by the signature of the chairman of a given organisation or its supervisor on behalf of the university.

6. A student applying for points for activities in more than one organisation is obliged to submit a separate application for each organisation.

7. The categories and evaluation criteria contained in these regulations apply to the evaluation of projects for student activities in bachelor's and master's studies students who have not completed their studies at SGH, following the scope of the relevant projects assessed.

8. If any inaccuracies are detected (withholding important information, providing false information about participation in projects, etc.), the application will be rejected without the possibility of appealing against the decision.

9. For contact with student organisations and students referred to in section 1, the chairman of the Team is responsible.

[Appeal against assessment]

§ 2

1. In the case of evaluation of student activities during bachelor's studies, master's students who have not completed their studies at SGH may appeal against the decision of the Team.

2. The student submits an application for re-evaluation in an individual case containing the following information:

1) name, surname and Student ID number (nr albumu);

2) contact (phone number and e-mail).

3. The applications referred to in section 2 may be submitted to the chairman of the Team within 7 days from the moment the Team awards points for student activities.

Appendix No. 2

to the Regulations for the Evaluation of Projects and Student Activities at SGH - template of the application for the evaluation of student activities in bachelor's and master's studies students who did not complete their studies at SGH

CERTIFICATE OF STUDENT'S ACTIVITY
IN STUDENT ORGANISATION OUTSIDE SGH WARSAW SCHOOL OF ECONOMICS

PART I

Surname and Name	
Student ID number	
Tel. Number	
Email address	
University in which the organisation was registered	
Name of the organisation	
Period of activity in the organisation	

PART II

Project 1

Project's name	
Project's dates	
Name, Surname and contact data of the Project's Coordinator	
Aim of the project	
Project's targent group	
Project's short description	

Tasks performed during the student activity *	

* The Student should precisely describe the function and tasks performer within the project.

Project 2

Project's name	
Project's dates	
Name, Surname and contact data of the Project's Coordinator	
Aim of the project	
Project's targent group	
Project's short description	
Tasks performed during the student activity *	

Stamp and signature the President/Chairperson of Student Organisation

Stamp and signature of University Supervisor of the Student Scientific Club

_____

* The Student should precisely describe the function and tasks performer within the project.

Appendix No. 3 to the Regulations for the Evaluation of Projects and Student Activities at SGH - detailed rules for the evaluation of projects of student organisations

Chapter I General provisions

[Attachment property]

§ 1.

The Annex specifies the method of assessing university projects of student organisations, apart from sports achievements.

[Project categories]

§ 2.

1. The team classifies the project into the appropriate category from among the following:

1) thematic days;

2) educational projects;

3) concerts;

4) conferences;

5) competitions and contests;

6) camps "zero";

7) student magazines and newspapers;

8) fairs;

9) international cooperation;

10) trips and travels;

11) merit events (lectures, debates, discussion panels, case studies, meetings with experts, training);

12) events, including club events;

13) great repetitions;

14) charity projects;

15) television programs;

16) scientific projects;

17) podcasts.

2. If it is not possible to clearly assign the project to an appropriate category, the

Chairman of the Team selects the closest category and applies the provisions applicable to it accordingly.

3. In the situation described in section 2 The Chairman of the Team may divide the assessed project and apply provisions relating to different categories to its different parts. To determine the final assessment of the project, the Team draws a weighted arithmetic average of the assessment of individual parts.

[Co-organisation of projects]
§ 3.

1. A student organisation may organise a project together with another student organisation.
2. The student organisation with the greatest contribution (main organiser) submits the project. The application details the other organisations co-organizing the project (auxiliary organisers) and their scope of responsibilities.
3. The main organiser details the percentage share of each organisation in the project. This percentage is a multiplier of points awarded to individual organisations.
4. Points awarded in the category related to establishing cooperation with another student organisation are not subject to the division of points among organisations, according to the percentage of each organisation's share in the project. Points awarded in this category are divided equally for each organisation co-organizing the project.
5. In the coordinator field for coordinators, coordinators from all organisations should be entered, with "main coordinator" or "secondary coordinator" noted next to their names, respectively. If at least two auxiliary organisers were involved in the project, the name of the auxiliary coordinators is the organisation on behalf of which they organised the project.

Chapter II
Projects of Student Organisations
[Thematic days]
§ 4.

1. When assessing thematic days, the following criteria are taken into account:

Criterion	Points assigned	
Number and type of sponsors	no sponsors	0
	at least one sponsor	1-5
Merit partners	no partners	0
	at least one partner	1-3

Cooperation with local governments and organisations outside the university, including international partners	no cooperation	0
	cooperation with one local government or organisation outside the university	1-2
	at least two cooperating local governments or organisations outside the university	3-5
Number and quality of additional attractions	no additional attractions	0
	at least one additional attraction	1
	at least two various additional attractions	2
Number of media reports and reports (only media reports that create a positive image and directly indicate the name of the project organiser or SGH are assessed)	No reports or media coverage	0
	One report or media coverage	1-3
	At least two reports or media coverage	3-5
Total	0-20	

2. If a workshop is organised as part of the thematic days, it may be entered into the database as a separate project, however, its description should include that it took place as part of the thematic days.

[Educational projects]
§ 5

1. When assessing educational projects, the following criteria are taken into account:

Criterion	Points assigned	
Number of participants	Below 10	0
	10-30	1-3
	30-50	4-6
	50-100	7-9
	Over 100	10-12

Number and type of sponsors no sponsors	No sponsor	0
	At least one sponsor	1-5
Speakers	No speaker	0
	Speaker without scientific publications (e.g. Student)	1
	Speaker with scientific publications or industry expert, that is the subject of the presentation	2
Merit partners	No partners	0
	At least one partner	1-5
Cooperation with local governments and organisations outside the university, including international partners	No cooperation	0
	cooperation with one local government or organisation outside the university	1-3
	at least two cooperating local governments or organisations outside the university	2-5
Number and quality of prepared teaching materials	No materials	0
	One set of materials distributed to all participants during at least one meeting	1-4
	A personalised set of materials distributed during each meeting	2-6
Media patronage	No media patronage	0
	One media patronage	1
	At least two media patronage	2
Total	0-35	

[Concerts]
§ 6

1. The following criteria are taken into account when assessing concerts:

Criterion	Points assigned	
Number of participants	Below 50	0
	50-100	1-5
	100-150	6-10
	151-200	11-15
	Over 200	16-20
Number and type of sponsors	no sponsors	0
	at least one sponsor	1-5
	At least two sponsors	3-5
Merit partners	No partners	0
	At least one partner	1-3
Honorary patronage	No partners	0
	At least one partner	0-2
Cooperation with local governments and organisations outside the university, including international partners	No cooperation	0
	cooperation with one local government or organisation outside the university	1-3
	at least two cooperating local governments or organisations outside the university	2-5
Number and quality of additional attractions	no additional attractions	0
	at least one additional attraction	1-5
	at least two various additional attractions	1-10
Number and recognition of performers (the performers' popularity among students and other people under 25 years of age is assessed)	One performer	1-7
	Two performers	3-12
	Three or more performers	6-15

Invited special guests (the assessment is based on the number and variety of accompanying events and the reputation of the special guests present)	No special guests	0
	Special guests present	0-5
Total	0-75	

[Conference]
§ 7

1. The following criteria are used to evaluate the conference:

Criterion	Points assigned	
Number of participants	Below 20	0
	20-35	1-2
	36-50	3-4
	51-100	5-6
	Over 100	7-9
Number and type of sponsors	no sponsors	0
	at least one sponsor	1-5
	At least two sponsors	2-5
Merit partners	No partners	0
	At least one partner	1-3
Cooperation with non-commercial or state external institutions or other universities	No cooperation	0
	Cooperation with one institution	1-3
	Cooperation with more than one institution	2-7
Cooperation with other organisations operating at SGH or organisational units of the university, including patronage	no cooperation	0
	cooperation with one organisation	0-3
	cooperation with more than one organisation	3-10
Cooperation with local governments and organisations outside the university, including international partners	No cooperation	0
	cooperation with one local government or organisation outside the university	1-7

	Cooperation with at least one international partner outside university	6-12
Number of events included in the conference	Two events	0-4
	At least 3 events	3-7
	At least 4 events	6-10
Number and type of media patronage	no media patronage	0
	At least one	1-3
	At least three	3-5
Quality and reputation of speakers	speakers who are not widely recognised	0
	speakers recognised as experts of national renown	6-10
	internationally renowned speakers	7-14
Total	0-75	

[Competitions and contests]
§ 8

1. Competitions organised in whole or in part by the student organisation are subject to evaluation.

2. The partner may be another student organisation or an external entity. The organisation that prepared the competition together with its partners details its scope of responsibilities. The provisions of § 3 of this Annex shall apply accordingly.

3. Points for a series of competitions are awarded according to the formula X*n, where n - is the number of competitions in the series.

4. Within each series, an organisation can receive a maximum of 60 points.

5. The following criteria are used to evaluate competitions:

Criterion	Points assigned	
Number of participants	Below 10	0
	10-30	0-1
	30-60	2-3
	Over 60	4
Documented reach (e.g. marketing, media, measured as the number of people who received information about the project)	Below 1,000 people	0-1
	1,000-5,000 people	2-4
	Over 5,000 people	4-7

Number and type of sponsors	no sponsors	0
	at least one sponsor	1-3
	At least two sponsors	1-4
Number and quality of additional attractions	no additional attractions	0
	at least one additional attraction	0-3
	at least two various additional attractions	2-5
Merit partners	No partners	0
	At least one partner	1-3
Cooperation with local governments and organisations outside the university, including international partners	No cooperation	0
	Cooperation with one local government or organisation outside the university	1-4
	Cooperation with at least one international partner outside the university	3-6
Number of stages and degree of their complexity	One stage	0-3
	At least two stages	0-5
Prizes (number, estimated value)	Below 1,000 PLN	0-3
	Over 1,000 PLN	3-6
Total	0-40	

[Camps "Zero"]
§ 9

1. If the ratio of the number of participants admitted to the first year to the number of other participants is lower than 40%, the project is not assessed in the camps "zero" category. After meeting the above criteria, the criteria in the table below are taken into account when assessing zero camps:

Criterion	Points assigned	
The average proportion of first-year participants to the total number of participants during each stay (edition)	Below 50%	0
	51-70%	1-4
	71-85%	5-9
	Over 85%	10-15

Number and type of sponsors	no sponsors	0
	at least one sponsor	1-5
	At least two sponsors	6-10
Merit partners	No partners	0
	At least one partner	1-3
Number and variety of attractions prepared for participants (the quality of additional attractions and the number of participants taking part in them are assessed on a point scale)	No additional attractions	0
	at least one additional attraction	0-6
	at least two different attractions for participants	0-12
	at least three different attractions	0-20
Total duration of stays	Less than 5 days	0-3
	6-11 days	4-7
	More than 11 days	8-12
Transport, accommodation and meals (the quality of accommodation and transport and the number of meals included in the meal are assessed)	no transport and 1 meal a day	0
	no transport and 2 meals a day	1-4
	Transport and at least 2 meals a day	5-10
Total	0-70	

[Student magazines and newspapers]
§ 10

1. Issues of student magazines and newspapers are entered into the database as separate projects.
2. Each issue is assessed as a whole.
3. When assessing student newspapers and magazines, the following criteria are taken into account:

Criterion	Points assigned	
Circulation	less than 100 copies	0
	100-500 copies	1-4
	Over 500 copies	5-6

Reach	Below 500 readers	0
	500-1,000 readers	0-3
	1,000-2,000 readers	3-6
	Over 2,000 readers	6-11
Number and type of sponsors	no sponsors	0
	at least one sponsor	1-5
	At least two sponsors	2-5
Merit partners	No partners	0
	At least one partner	1-3
Cooperation with other organisations operating at SGH or organisational units of the university, including patronage	no cooperation	0
	cooperation with one organisation	0-3
	cooperation with more than one organisation	2-5
Cooperation with local governments and organisations outside the university, including international partners	No cooperation	0
	Cooperation with one local government or organisation outside the university	1-3
	Cooperation with at least one international partner outside the university	3-5
Total	0-35	

[Fair]

§ 11

1. Fairs whose main organiser was student organisations or the Student Union are subject to evaluation.

2. When assessing the organisation of fairs, the following criteria are taken into account:

Criterion	**Points assigned**	
Cooperation with local governments and organisations outside the university, including international partners	No cooperation	0
	Cooperation with one local government or organisation outside the university	1-3
	Cooperation with at least one international partner outside the university	3-5

Number of branch exhibitors	Less than 5	0
	5-10	0-5
	10-15	5-10
	Over 15	10-15
Number and nature of merit accompanying events	No merit events	0
	One merit event	0-6
	Two merit events	0-12
	At least 3 merit events	0-20
Total		0-40

[International cooperation]
§ 12.

1. When assessing international cooperation, the following criteria are evaluated:

Criterion	Points assigned	
Number of participants and international partners	Less than 10 participants or no partners	0
	10-20 participants and at least one international partner	1-3
	more than 20 participants and at least one international partner	3-7
	more than 20 participants and more than one international partner	7-14
Number and type of sponsors	no sponsors	0
	at least one sponsor	1-5
	At least two sponsors	2-5
Merit partners	No partners	0
	At least one partner	1-3
Number and nature of merit accompanying events	No merit events	0
	One merit event	0-4
	Two merit events	0-6
	At least 3 merit events	0-12
Media patronage	no media patronage	0
	At least one	1
Total		0-35

[Trips and travels]
§ 13

1. The trip must be announced through the organisation's formal communication channels to be eligible for evaluation.
2. The following criteria are used to evaluate trips:

Criterion	Points assigned	
The proportion of participants from outside the organisation to participants from the organisation (participants from the organisation include only SGH students)	Below 30%	0
	Over 30%	1
Number and type of sponsors	no sponsors	0
	at least one sponsor	1-5
	At least two sponsors	2-5
Merit partners	No partners	0
	At least one partner	1-3
Number and variety of attractions prepared for participants (the quality of additional attractions and the number of participants taking part in them are assessed on a point scale)	No additional attractions	0
	at least one additional attraction	0-3
	at least two different attractions for participants	0-5
Total duration of stays	Less than 3 days	0
	At least 3 days	0-2
Transport, accommodation and meals (the quality of accommodation and transport and the number of meals included in the meal are assessed)	No meals	0
	Transport or meals provided	2
	Transport and meals provided	3-4
Total	0-20	

3. If the proportion of participants from outside the organisation to participants from the organisation is lower than 1:9, then the trip is not assessed. The provision does not apply to trips integrating newly admitted members of the organisation with experienced activists. An integration trip may be evaluated only once in a given project evaluation period.

[Merit events]
§ 14

1. When assessing substantive events entered into the database as separate projects, the following criteria are used:

Number of participants	Less than 15	0
	15-29	1
	30-50	2-3
	more than 50	4-5
Number and type of sponsors	no sponsors	0
	at least one sponsor	1
Merit partners	No partners	0
	At least one partner	1
Cooperation with other organisations operating at SGH or university units	None	0
	At least one	1
Quality and reputation of speakers	No speakers	0
	Speaker without scientific publications (e.g. Student)	0.5
	Speaker with scientific publications or industry expert, that is the subject of the presentation	1-1.5
	Speakers recognised as experts at least at the national level	2
Total	0-10	

2. Points for a series of events are awarded according to the formula $X*n$, where n equals the number of events.

3. An organisation can receive a maximum of 50 points within each series of events.

[Events]
§ 15.

1. The following criteria are used to evaluate events:

Criterion	Points assigned	
The number of participants	Less than 50	0-1
	50-100	1-2
	More than 100	3-5
Cooperation with other organisations operating at SGH or university units	None	0
	At least one	1
	At least two	2
Number and variety of attractions prepared for participants (the quality of additional attractions and the number of participants taking part in them are assessed on a point scale)	No additional attractions	0
	at least one additional attraction	0-5
	at least two different attractions for participants	0-8
Total	0-15	

[Big Repetitions]
§ 16

1. When assessing major repetitions, the criteria and scales set out in the table below are taken into account:

Number of participants	Less than 10	0
	10-50	1-2
	50-200	2-4
	more than 200	4-5
Number and type of sponsors	no sponsors	0
	at least one sponsor	1-5
Number and length of meetings	One meeting shorter than 45 minutes	0
	One meeting longer than 45 minutes	1-3
	At least 2 meetings longer than 45 minutes	2-5

Number and quality of prepared teaching materials	None	0
	Teaching notes distributed to everyone at least during one meeting	1-5
	Personalised teaching notes distributed during each meeting	3-7
Active cooperation with the repetition subject coordinator		0-3
Total		0-25

[Charity projects]
§ 17

1. If the team interprets the aid as not convertible into money, it is obliged to contact the coordinator of the selected project to obtain detailed information about the form of aid and to award points based on the information obtained.
2. When evaluating charity projects, the criteria and evaluation principles included in the table below are taken into account:

Criterion	Points assigned	
The number of beneficiaries	None	0
	At least one beneficiary	0-10
Number and type of sponsors	no sponsors	0
	at least 2 sponsors	1-5
Cooperation with other organisations operating at SGH or university units (incl. patronage)	None	0
	At least one patronage (no other cooperation)	0-1
	Cooperation with one organisation or SGH unit	0-1
	Cooperation with more than one organisation or SGH unit	1-2
Cooperation with local governments and organisations outside the university, including international partners	No cooperation	0
	Cooperation with one local government or organisation outside the university	1-2

	Cooperation with at least one international partner outside the university	2-3
Number and variety of additional attractions prepared for participants, e.g. competitions, shows etc. (the quality of additional attractions and the number of participants taking part in them are assessed on a point scale)	No additional attractions	0
	at least one additional attraction	0-2
	at least two different attractions for participants	1-5
Accompanying events (awards presentation, final gala, etc.) and special guests invited to them (the evaluation is based on the number and variety of events and the reputation of special guests)	None	0
	At least one event, no special guests	1-5
	At least one event with special guests	1-10
Number of media reports and reports (only media reports that create a positive image and directly indicate the name of the project organiser or SGH are assessed)	None	0
	At least one media report	0-5
Scale of aid (calculated as the value of aid provided)	Below 500 PLN	0-5
	500-10,000 PLN	6-8
	10,000-20,000 PLN	8-10
	Over 20,000 PLN	11-15
Total	0-55	

[TV programs]
§ 18

1. Television programs that meet all of the following basic criteria are subject to evaluation:
1) the minimum length of a single program is not less than 1 minute;
2) the program was published on the channels of a given organisation or project, on streaming or video platforms.
2. After meeting the basic criteria specified in section 1, when evaluating television programs, the criteria and principles of evaluation included in the table below are taken into account:

Criterion	Points assigned	
Quality of the film material and tools used (editing, special effects, innovative film-making techniques)	Low quality	0
	Average quality	1-3
	High quality	3-5
Cooperation with other organisations operating at SGH or university units (excluding patronage)	None	0
	Cooperation with one organisation or SGH unit	0-1
	Cooperation with more than one organisation or SGH unit	1-3
Cooperation with local governments and organisations outside the university, including international partners	No cooperation	0
	Cooperation with one local government or organisation outside the university	1-3
	Cooperation with at least one international partner outside the university	3-7
Number of film projections within the first 2 weeks after sharing the material	Below 100	0
	100-500	1-3
	Over 500	3-5
Total	0-20	

3. Television program releases are assessed as separate projects.
4. Television programs do not include films created for other projects, in particular:
    1) promotional videos of student organisations or specific projects, including projects organised by entities outside the SGH;
    2) film materials created as part of another project, including film reports from other projects of the Student Government or student organisations operating at SGH;
    3) the exception to the above provision are organisations whose 75% of their design activities are television programs.

[Podcasts]
§ 19

1. Podcasts that meet all of the following basic criteria are subject to evaluation:
1) the minimum length of a single podcast is no less than 2 minutes;
2) the podcast was published on the channels of a given organisation or project, on

streaming or music platforms.

2. After meeting the basic criteria specified in section 1, when assessing podcasts, the criteria and assessment principles included in the table below are taken into account:

Criterion	Points assigned	
Quality of the sound recording and the tools used (editing, sound clarity, music)	Low quality	0
	Average quality	0.5-1.5
	High quality	1.5-2
Cooperation with other organisations operating at SGH or university units (excluding patronage)	None	0
	Cooperation with one organisation or SGH unit	0-1
Cooperation with local governments and organisations outside the university, including international partners	No cooperation	0
	Cooperation with one local government or organisation outside the university	0-1
Quality and reputation of speakers or guests	speakers without scientific achievements (e.g. students)	0
	Speakers with scientific achievements or branch experts	0.5-1
Total	0-5	

3. Podcast editions are assessed as separate projects, subject to section 4.

4. Points for podcast series are awarded according to the formula $X*n$, where n – equals the number of podcasts in the series.

5. Within each series, an organisation can receive a maximum of 25 points.

6. Podcasts do not include materials created for other projects, in particular:

    1) promotional materials of student organisations or specific projects, including projects organised by entities outside the SGH;

    2) materials created as part of another project, including audio reports from other projects of the Student Government or student organisations operating at SGH;

    3) materials that are part of other sound material, movie, or other promotional material.

[Scientific projects]
§ 20

1. When evaluating scientific projects, the criteria and evaluation principles included in the table below are taken into account:

Criterion	Points assigned	
Publication of the content, results or description of a scientific project (the assessment takes into account the prestige of a given publication medium, and in the case of scientific journals - the position of a given journal on the official lists of scoring journals kept by the ministry responsible for science)	None	0
	Publication in the journal or popular science portal	0-2
	publication in a scientific journal or portal outside the list of scored journals	0-3
	publication in a scientific journal from the list of scored Polish journals (part C)	2-7
	publication in a scientific journal from the list of scored Polish journals (part B)	15
	publication in a scientific journal from the list of scored Polish journals (part A)	20
Cooperation with other organisations operating at SGH or university units (excluding patronage)	None	0
	Cooperation with one organisation or SGH unit	0-1
	Cooperation with more than one organisation or SGH unit	1-3
Cooperation with scientific organisations outside the university, including international partners	No cooperation	0
	Cooperation with one scientific organisation outside the university	1-3
	Cooperation with at least one international partner outside the university	3-7

Presentation of the content, results or description of a scientific project at a scientific conference (external conferences not organised by a given organisation are taken into account; presentation in the form of a post-conference publication is not included in this category)	None	0
	Presentation during at least one scientific conference	5
Cooperation with SGH research or teaching faculty member	None	0
	Cooperation with at least one faculty member	5
Possibility of subsequent implementation of the results of the scientific project in the economic environment or public administration (the practicality of the results obtained and confirmed interest on the part of enterprises or public administration units are assessed)	None	0
	Existing possibility	1-15
Total	0-55	

[Artistic performances]
§ 21

1. A performance within an artistic group is assessed according to the following principles:

    1) performance at SGH - *0.6 points *n*, where *n* equals the number of performers;
    2) performance in Poland - *1 point *n*, where *n* equals the number of performers;
    3) performance abroad - *1.5 points *n*, where *n* – equals the number of performers.

Annex No. 4 to the Regulations for Evaluation of Projects and Student Activities at SGH – detailed rules for evaluation of sports achievements

[Evaluation rules]

§ 1

1. The following principles apply when assessing sports achievements:

   1) only sports achievements made by students representing the SGH or the Republic of Poland are assessed;

   2) each sports event during which sports achievements subject to evaluation were achieved must be entered into the database as a separate project;

   3) in the case of team, relay and sailing achievements, the achievement is entered as one project, with the number of points determined under point 4 being multiplied by the number of team members, and all team members are entered as project participants;

   4) sports achievements are assessed according to the points included in the tables:

Place	Olympic Games	World Championships, University Games	European Championships, Academic World Championships	Academic European Championships, Polish	Polish Academic Championships
1.	40	40	40	40	25
2.	40	40	40	40	25
3.	40	40	40	40	25
4.	40	40	40	35	20
5.	40	40	40	35	20
6.	40	40	40	35	20
7.	40	40	40	35	20
8.	40	40	40	35	20
9.	40	40	35	30	19
10.	40	40	35	30	18
11.	40	40	35	30	17
12.	40	40	35	30	16
13.	40	40	35	30	15
14.	40	40	35	30	14
15.	40	40	35	30	13

16.	40	40	35	30	12
Parti-cipant	40	40	30	25	10

Place of the Games

Place	Regional Championships, Semifinals of Polish Academic Chmapionships	Voivodship or City Championships	Warsaw Academic Championships	Tournaments and other achievements
1.	12	5	4	3
2.	12	5	4	2
3.	12	5	4	1
4.	10	3	3	0
5.	10	3	3	0
6.	8	3	3	0
7.	8	3	3	0
8.	8	3	3	0
Parti-cipant	5	2	2	0

[Publication of results]

§ 2

1. In the case of assessing sports achievements, the Team, during the assessment, details the contribution of individual people to a given project in a way visible to the person representing the organisation, allowing the identification of the person to whom points were awarded.

2. The evaluation components of each project are made available when the project evaluation results are published.

Appendix No. 5 to the Regulations for the Evaluation of Projects and Student Activities at SGH - detailed rules for the assessment of Student Government Projects

Chapter I
General Regulations
[Attachment property]
§ 1.

1. The Annex specifies the assessment rules applied the Student Government's projects.

[Project categories]
§ 2.

1. Projects of the SGH Student Government in the database are divided into the following categories:

   1) Ambassadorship - active representation of a given organisation or company at the university;
   2) SGH Ball - an entertainment event aimed at integrating the entire SGH student community and the University staff;
   3) SGH Run (Bieg SGH) - a charity initiative aimed at helping those in need and promoting a healthy lifestyle;
   4) SGH Debates - a nationwide Oxford debate tournament aimed at activating high school students and promoting SGH among potential candidates for studies;
   5) Adaptation Days - an initiative addressed to students admitted to the first year of studies at SGH, enabling them to acquire the necessary knowledge in the field of studies and student life;
   6) Student Information - a compendium of knowledge intended for students starting their studies at SGH;
   7) SGH Juwenalia - a musical event (concert) aimed at integrating the academic community;
   8) Academic Calendar - a project that aims to provide SGH students with access to a free organiser for the entire academic year;
   9) Conference of Polish Universities of Economics in Warsaw - a meeting of members of the Forum of Economic Universities aimed at enabling delegates to discuss and summarise cooperation;
   10) SGH Economic Bridges (Mosty Ekonomiczne) - inter-university exchange organised in cooperation with universities associated in the Economic Universities Forum aimed at strengthening relations between the above-mentioned universities;
   11) Promotion and support of the university - activities undertaken to promote and support in building the brand of the Warsaw School of Economics (in particular the SGH Open Day, presence at university fairs, assistance in completing

documents, volunteering in projects carried out by the SGH and the Student Government and organisations students, assistance in organising events organised by the university authorities);

12) Student representation - representative functions exercised to represent the voice of students in university bodies and statutory bodies of the Student Self-Government, as well as activities in the Office of the Student Ombudsman;

13) SGH Wiki - an internet portal where articles about SGH, the Student Government, student organisations or student life are published;

14) Economic Knowledge Test;

15) Weekend on Spado - a two-day initiative aimed at integrating the academic community, which includes the Kino na Spado and Board Games Night projects, as well as all accompanying events;

16) The Great Tour of Warsaw (WZW) - a project created for newly admitted students of the Warsaw School of Economics to familiarise them with life in Warsaw;

17) International cooperation - projects co-created in cooperation with foreign universities.

2. Student Government projects that do not fit the above categories are assessed under the principles of Annex 3 to these regulations.

3. The rules and procedure for reporting by a student to the Student Government Presidium of his/her individual activities in Student Government projects in the categories of "ambassadorship", "university promotion and support", "student representation" and "SGH Wiki" are determined by the Presidium.

Chapter II
Student Government Projects
[Ambassadorship]
§ 3

1. When assessing ambassadorships, the contribution of work put into representing a given organisation/company, including being an ambassador of SGH, is taken into account. Points are not awarded for simply becoming an ambassador.

2. Depending on the work contribution and the number and type of organised projects, the Team may award from 0 to 2 points.

3. The assessment referred to in section 2 is awarded based on a description of completed projects (the project description should include information about what a given person has done as an ambassador of a given company/organisation).

4. The evaluation of ambassadorships is made each time for the period of performing the ambassador's function within the designated project evaluation period (summer or winter evaluation period). When assessing ambassadorship, the team takes into account the time of serving as an ambassador in relation to the full period of project evaluation.

5. Ambassadorship applications for evaluation are made in accordance with § 8 section 7 of the regulations.

6. In case of doubts as to the fulfilment of the criteria listed in section 4, the chairman of

the Team may contact the ambassador to determine the period of serving as ambassador.

[SGH Ball]
§ 4

1. When assessing the Bal SGH project, the criteria and evaluation principles included in the table below are taken into account:

Criterion	Points assigned	
Number of participants	Less than 100	0
	100-250	1-5
	250-400	6-10
	Over 400	11-15
Number of event partners	None or 1 partner	0-1
	2-3 partners	1-2
	4-5 partners	2-3
	6-7 partners	3-4
	Over 7 partners	4-5
Number of competitions conducted in cooperation with partners (e.g. competitions conducted via social media, competitions during the event)	None	0
	At least one competition	1-5
Number and variety of attractions prepared for participants (e.g. King and Queen of the Ball contest, photo booth, orchestral performance)	None	0
	1-2 additional attractions	1-5
	3-4 additional attractions	6-10
	Over 4 attractions	11-15
Maximum reach of a post on social media (e.g. Facebook)	Below 1,000	0
	1,000-2,000	1-5
	Over 2,000	6-10
Special guests present (including rector authorities, deans, directors of University departments, FUE authorities, PSRP, representatives of the Government of the Republic of Poland or higher positions in public administration)	None	0
	Below 10	1-5
	Over 10	6-10
Total	0-60	

[SGH Run – Bieg SGH]

§ 5

1. When assessing the Bieg SGH project, the criteria and evaluation principles included in the table below are taken into account:

Criterion	Points assigned	
Number of participants	Less than 500	0
	500-999	1-10
	1,000-1,500	11-20
	Over 1,500	21-30
Number of event partners	None	0
	1-2 partners	1-5
	3-4 partners	6-10
	5-6 partners	11-15
	Over 6 partners	16-20
Number of exhibitors in the event village	None	0
	1-5	1-5
	Over 5	6-10
Number of event ambassadors	None	0
	1-5	1-5
	Over 5	6-10
Number and variety of attractions prepared for participants	None	0
	1	1-5
	2	6-10
	3	11-15
	4 or more	16-20
Amount donated to charity	Below 5,000 PLN	0
	5,000-9,999 PLN	1-5
	10,000-14,999 PLN	6-10
	15,000-20,000 PLN	11-15
	Over 20,000 PLN	16-20
Total value of prizes for participants	Below 2,000 PLN	0
	2,000-2,999 PLN	1-5
	3,000-3,999 PLN	6-10
	4,000-4,999 PLN	11-15
	5,000 PLN and over	16-20

Special guests present (including rector authorities, deans, directors of University departments, FUE authorities, PSRP, representatives of the Government of the Republic of Poland or higher positions in public administration)	None	0
	Below 10	1-5
	Over 10	6-10
Total	0-120	

[SGH DeBBats]

§ 6

1. When assessing the SGH DeBBats project, the criteria and evaluation principles included in the table below are taken into account:

Criterion	Points assigned	
Number of participants	Less than 50	0
	50-99	1-5
	100-150	6-10
	Over 150	11-15
Number of event partners	None	0
	1 partner	1
	2-3 partners	2
	4-5 partners	3
	6-7 partners	4
	Over 7 partners	5
Number of competitions conducted in cooperation with partners (e.g. competitions conducted via social media, competitions during the event)	None	0
	At least one competition	1-5
Number and variety of merit attractions prepared for participants during the event (training, skill seminars)	None	0
	1-2 additional attractions	1-5
	3-4 additional attractions	6-10
	Over 4 attractions	11-15
Maximum reach of a post on social media (e.g. Facebook)	Below 1,000	0
	1,000-2,000	1-5
	Over 2,000	6-10

Special guests present (including rector authorities, deans, directors of University departments, FUE authorities, PSRP, representatives of the Government of the Republic of Poland or higher positions in public administration)	None	0
	Below 10	1-5
	Over 10	6-10
Total	0-60	

[Adaptation Days]

§ 7

1. When assessing the Adaptation Days project, the criteria and evaluation principles included in the table below are taken into account:

Criterion	Points assigned	
Number of participants	Less than 250	0
	250-499	1-5
	500-999	6-10
	1,000-1,500	11-15
	Over 1,500	16-20
Number of event partners	None	0
	1-2 partner	1-5
	3-4 partners	6-10
	Over 4 partners	11-15
Number of scientific clubs and organisations with which cooperation was established (including organisations that expressed their willingness to exhibit a stand during the event)	Less than 10	0
	10-14	1-5
	15-19	6-10
	20 or more	11-15
Number and variety of merit attractions prepared for participants during the event (training or skill seminars)	None	0
	1	1-5
	2	6-10
	3 or more	11-15
Number of competitions conducted in cooperation with partners (e.g. competitions conducted via social media, competitions during the event)	None	0
	1	1-5
	2	6-10
	3 or more	11-15

Maximum reach of a post on social media (e.g. Facebook)	Below 1,000	0
	1,000-1,999	1-5
	2,000-3,000	6-10
	Over 3,000	11-15
Event availability for foreign students	Not available	0
	Available both for Polish-speaking and foreign students	5
Total	0-100	

[Student information]

§ 8

1. When assessing the Student Information project, the evaluation criteria and principles are taken into account included in the table below:

Criterion	Points assigned	
Circulation or number of downloads	Less than 250	0
	250-499	1-5
	500-999	6-10
	1,000-1,200	11-15
	1,200 or more	16-20
Number of project partners	None	0
	1-2 partner	1-5
	3-4 partners	6-10
	5 or more partners	11-15
Number of scientific clubs and organisations with which cooperation was established	Less than 5	0
	6-10	1-5
	11-15	6-10
	Over 15	11-15
Attendance during the submission of documents by newly admitted students	Lack of project-promoting persons	0
	Project promotion for at least one day of document submission	1-5
Event availability for foreign students	Not available	0
	Available both for Polish-speaking and foreign students	5
Total	0-60	

[SGH Juwenalia]

§ 9

1. When assessing the SGH Juwenalia project, the criteria and evaluation principles included in the table below are taken into account:

Criterion	Points assigned	
Number of participants	Less than 500	0
	500-999	1-10
	1,000 – 1,500	11-20
	Over 1,500	21-30
Number of event partners	None	0
	1-2 partners	1-5
	3-4 partners	6-10
	5-6 partners	11-15
	Over 6 partners	16-20
Number of artists performing during the event	Less than 2 artists	0
	3	1-5
	4	6-10
	Over 4	11-15
Number and variety of attractions prepared for participants	None	0
	1 additional attraction	1-5
	2 additional attractions	6-10
	3 additional attractions	11-15
	Over 4 attractions	16-20
Cooperation with other student organisations operating at SGH and non-university units (e.g. student unions and organisations from other universities)	None	0
	1-3 cooperations	1-5
	Over 3 cooperations	6-10
Marketing reach, measured as the number of people who received information about the project (maximum reach of a post on social media	Below 1,000	0
	1,000-1,999	1-5
	2,000-3,000	6-10
	Over 3,000	11-15
Special guests present (including rector authorities, deans, directors of University departments, FUE authorities, PSRP, representatives of the Government of the Republic of	None	0
	Below 10	1-5
	Over 10	6-10

Poland or higher positions in public administration)		
Total	0-120	

[Academic Calendar]
§ 10

1. When assessing the Academic Calendar project, the criteria and assessment principles included in the table below are taken into account:

Criterion	Points assigned	
Circulation or number of downloads	Less than 500	0
	500-999	1-5
	1,000-1,499	6-10
	1,500-2,000	11-15
	Over 2,000	16-20
Number of project partners	None	0
	1-2 partner	1-5
	3-4 partners	6-10
	5 or more partners	11-15
Number of scientific clubs and organisations with which cooperation was established	Less than 5	0
	6-10	1-5
	11-15	6-10
	Over 15	11-15
Attendance during the submission of documents by newly admitted students	Lack of project-promoting persons	0
	Project promotion for at least one day of document submission	1-5
Event availability for foreign students	Not available	0
	Available both for Polish-speaking and foreign students	5
Total	0-60	

[Conference of Polish Universities of Economics in Warsaw]
§ 11

1. When assessing the Conference of Polish Universities of Economics in Warsaw project, the criteria and evaluation principles included in the table below are taken into account:

Criterion	Points assigned	
Number of participating delegates	Less than15	0
	15-30	1-5
	Over 30	6-10
Number of event partners	None	0
	1 partner	1-5
	2 or more partners	6-10
Number and variety of merit attractions prepared for participants during the event (courses, training or skill seminars)	None	0
	1	1-5
	2 or more	6-10
Number and variety of attractions prepared for participants	None	0
	1 attraction	1-5
	2 or more attractions	6-10
Maximum reach of a post on social media (e.g. Facebook)	Below 1,000	0
	1,000-2,000	1-5
	Over 2,000	6-10
Delegates' giftpack value	Below 20 PLN	0
	20-30 PLN	1-5
	Over 30 PLN	6-10
Total	0-60	

[Economic Bridges – Mosty Ekonomiczne]

§ 12

1. When assessing the SGH Economic Bridges project, the criteria and evaluation principles included in the table below are taken into account:

Criterion	Points assigned	
Number of incoming students	Less than10	0
	10-19	1-5
	20-29	6-10
	30-40	11-15
	Over 40	16-20
Number of outgoing students	Less than10	0
	10-19	1-5
	20-29	6-10
	30-40	11-15
	Over 40	16-20
Number of event partners	None	0

(sponsors)	1	1-3
	2-3	4-6
	4-5	7-9
	6-7	10-12
	Over 7	13-15
Number of competitions conducted in cooperation with partners (e.g. competitions conducted via social media, competitions during the event)	None	0
	1	1-5
	2 or more	6-10
Number and variety of attractions prepared for participants (e.g. sightseeing, integration events)	None	0
	1-2 attractions	1-5
	3-4 attractions	6-10
	Over 4 attractions	11-15
Maximum reach of a post on social media (e.g. Facebook)	Below 1,000	0
	1,000-2,000	1-5
	Over 2,000	6-10
Delegates' giftpack value	Below 25 PLN	0
	25-40 PLN	1-5
	Over 40 PLN	6-10
Total	0-100	

[Promotion and support of universities]

§ 13

1. When assessing university promotion and support activities, the criteria and evaluation principles included in the table below are taken into account:

Criterion	Points assigned
Active promotion of SGH during educational fairs	1 point for participation in each single event that is an educational fair, a maximum 15 points
Active promotion of SGH during the Open Day conducted in cooperation with the appropriate department of the University	1 point for participation in the Open Day, a maximum 10 points
Active promotion of SGH in secondary schools as part of the SGH Ambassador program	2 points for participation in each single trip as part of the SGH Ambassador program, a maximum 10 points
Participation in university celebrations as a member of the Banner Post	2 points for participation in each individual event as a member of the Post, a maximum of 10 points

Active promotion of SGH by giving a presentation about the University to the Academic Class visiting SGH	2 points for each presentation, maximum 10 points
Active assistance in organizing the inauguration of the academic year	2 points for active assistance, maximum 10 points
Active assistance in organizing the awarding of honorary doctorates	1 point for active assistance, maximum 10 points
Active assistance in organizing the SGH Festival	2 points for active help, maximum 10 points
Active assistance in organizing ceremonial meetings of the SGH Senate	2 points for active assistance, maximum 10 points
Active assistance in organizing Olympiads co-organised by SGH or its organisational units	2 points for active assistance, maximum 10 points
Active help in organizing graduation	2 points for active help, maximum 10 points
Other activities not listed above and at the same time meeting the conditions of the description contained in § 2 section 1 point 6 of this Annex (during the evaluation, the team takes into account the scale of the event, the time devoted by students involved in helping with the project and the required preparation of the students involved)	2 points for active help, maximum 10 points

[Student representation]

§ 14

1. When assessing student representation activities, the criteria and evaluation principles included in the table below are taken into account:

Criterion	Points assigned
Active membership in senate committees of the SGH Senate - points are allocated in consultation with a member of the Student Government Presidium responsible for the quality of education	3 points for attendance at a single committee meeting, maximum 6 points
Active membership in the Disciplinary Committee for Students or the Appeal Panel of Disciplinary Committee for Students	1 point for attendance at a single meeting of the committee, maximum 5 points

Actively serving as a councillor of the SGH Student Government Council	1 point for attendance at a single meeting of the Council, maximum 5 points
Actively serving as a member of the SGH Senate	3 points for attendance at a single Senate meeting, maximum 15 points
Actively serving as a member of the Electoral Commission	0-40 points for each election conducted in total for all members of the Commission, to be divided according to work contribution); points are allocated in consultation with the Chairman of the Electoral Commission
Active membership in the Office of the Ombudsman of Student Rights	0-70 points for each semester of activity in total for all members of the Office, to be divided according to work contribution); points are allocated in consultation with the Student Ombudsman
Active membership in the SGH Court of the Student Union	1 point for attendance at a single court meeting, maximum 5 points
Active membership in the Counting Commission of the SGH Student Union	2 points for attendance at the Committee meeting during which votes cast in elections previously conducted by the Electoral Committee were counted, maximum 6 points
Actively representing the interests of SGH students as a delegate to the Presidium of the Economic Universities Forum	2 points for attendance at a single meeting of the Economic Universities Forum, a maximum of 4 points
Actively representing the interests of SGH students as a delegate to the SGH Collegium Council	2 points for attending a single meeting of the SGH Collegium Council, a maximum of 6 points
Actively representing the interests of SGH students as a delegate to the Library Council	1 point for attendance at a single meeting of the Library Council, a maximum of 4 points
Actively representing the interests of SGH students as a delegate to the University Electoral Commission (applies to the academic year in which no rector elections were held)	1 point for attendance at a single meeting of the University Electoral Commission, maximum 4 points
Actively representing the interests of SGH students as a delegate to the University Electoral Commission (applies to the academic year in which the rector elections were held)	2 points for attendance at a single meeting of the University Electoral Commission, maximum 10 points

Active membership in the competition committee responsible for allocating funds from the third pillar of the FRS	0-20 points for each semester of activity for all committee members in total, to be divided according to work contribution; points are allocated in consultation with the Chairman
Active membership in the Project Evaluation Team	0-60 points for each semester of activity in total for all Team members, to be divided according to work contribution; Points are allocated in consultation with the Team Chairman
Active membership in the Team Appeals Panel for Project Evaluation	0-25 points for each semester of activity in total for all members of the Team, to be divided according to work contribution; points are allocated in consultation with the Chairman of the Appeals Panel
Serving as a member of the management board or chairman of the Council of Student Clubs and Organisations (RKiO)	0-70 points for each semester of activity in total for all members of the Management Board, to be divided according to work contribution; points are allocated in consultation with the Chairman of the Council of Student Clubs and Organisations
Active membership in the Student Union committee	0-25 points for each semester of activity in total for all committee members, to be divided according to work contribution; points are allocated in consultation with the committee chairman
Serving as the President of the Student Union	30 points for each semester of serving as the President
Serving as a member of the Presidium of the Student Union	5 points for each semester of serving as a member of the Presidium
Serving as a member of the Appeal Panel of the Council of Student Clubs and Organisations (RKiO)	2 points for each semester of activity in the Appeal Panel of the RKiO
Participation of an organisation's delegate in a meeting of the Council of Student Clubs and Organisations (RKiO)	1 point for attendance at a single meeting of the RKiO
Other activities not listed above and at the same time meeting the conditions of the description contained in § 2 section 1 point 7 of this Annex (depending on the work	2 points for active assistance, maximum 10 points

input, commitment and, if applicable, the number and type of organised projects)	

2. Assessment of the activities listed in paragraph. 1 is carried out individually for each student who has been submitted for evaluation by the appropriate body of the Student Government.

3. The main evaluation criterion is the work contribution put into representing students, assessed based on a description of the activities carried out (the project description should include information on what a given person did as a representative, including active participation in meetings/meetings).

[SGH Wiki]
§ 15

1. The evaluation of the SGH Wiki project covers the publication activity and administration of the portal.

2. The assessment is made individually for each student submitted for assessment, and the points within the individual categories included in the table below are added up. When assessing SGH Wiki, the criteria and assessment principles set out in the table below are taken into account:

Criterion		Points assigned
Actively serving as editor-in-chief or administrator of the portal for a period covering 50% of the assessment period		0-5
Number of new articles published describing terms related to SGH, the Student Union, student organisations or student life	None	0
	1-4	0-1
	5-9	1-2
	10-14	2-3
	15-19	3-4
	Over 20	4-5
Number of updated articles describing terms related to SGH, the Student Union, student organisations or student life	None	0
	Below 5	0-1
	Over 5	0-2
Total		0-12

[Student Job Fair]
§ 16

1. When assessing the Student Job Fair project, the criteria and evaluation principles included in the table below are taken into account:

Criterion	Points assigned	
Number of participants	Less than 50	0
	51-100	1-5
	Over 100	6-10
Number of event partners	None	0
	1 partner	0-1
	2-3 partners	1-2
	4-5 partners	2-3
	6-7 partners	3-4
	Over 7 partners	4-5
Number of competitions conducted in cooperation with partners (e.g. competitions conducted via social media, competitions during the event)	None	0
	At least one competition	1-5
Number of attractions prepared for participants during the event (e.g. sightseeing, thematic party)	None	0
	1-4 additional attractions	1-5
	Over 4 attractions	6-15
Maximum reach of a post on social media (e.g. Facebook)	Below 500	0
	500-1,000	1-5
	Over 1,000	6-10
Number of exhibitors from the industry	Less than 5	0
	5-10	1-5
	10-15	6-10
	Over 15	11-15
Total	0-60	

[Economic Knowledge Test]

§ 17

1. When assessing the Economic Knowledge Test project, the criteria and assessment principles included in the table below are taken into account:

Criterion	Points assigned	
Number of participants	Less than 50	0
	50-99	1-5
	100-150	6-10
	Over 150	11-15
Number of project partners	None	0
	1 partner	1-2

	2 partners	3-4
	3 partners	5-6
	4 partners	7-8
	Over 4 partners	8-10
Number of competitions conducted in cooperation with partners (e.g. competitions conducted via social media, competitions during the event)	None	0
	At least 1 competition	1-5
Number of merit attractions during the event (trainings, workshops)	None	0
	At least 1 attraction	1-5
	2 attractions	6-10
	More than 2 attractions	11-15
Maximum reach of a post on social media (e.g. Facebook)	Below 500	0
	500-1,000	1-5
	Over 1,000	6-10
Event availability for foreign students	Not available	0
	Available both for Polish-speaking and foreign students	5
Total	0-60	

[Weekend at Spado]
§ 18

1. When entering the Weekend na Spado project into the database and assessing it, the provisions of § 17 section do not apply. 2 of these regulations.
2. When assessing the Weekend na Spado project, the criteria and evaluation principles included in the table below are taken into account:

Criterion	**Points assigned**	
Number of participants	Less than 100	0
	100-249	1-5
	250-400	6-10
	Over 400	11-15
Number of project partners	None	0
	1 partner	1-3
	2-3 partners	4-6
	4-5 partners	7-9
	6-7 partners	10-12
	Over 7 partners	12-15
Number of competitions	None	0

conducted in cooperation with partners (e.g. competitions conducted via social media, competitions during the event)	At least 1 competition	1-5
	2 or more competitions	6-10
Number of additional attractions during the event	None	0
	At least 1 attraction	1-5
	2 attractions	6-10
	More than 2 attractions	11-15
Maximum reach of a post on social media (e.g. Facebook)	Below 500	0
	500-1,000	1-5
	Over 1,000	6-10
Number of movies offered to participants during the event	1	0
	2	1-5
	3	6-10
	4 or more movies	11-15
Number of games offered to participants during the event	Less than 10	0
	11-20	1-5
	21-30	6-10
	More than 30	11-15
Total	0-100	

[Grand Tour of Warsaw - WZW]

§ 19

1. When assessing the Great Tour of Warsaw project, the criteria and evaluation principles included in the table below are taken into account:

Criterion	Points assigned	
Number of participants	Less than 25	0
	25-49	1-5
	50-75	6-10
	Over 75	11-15
Number of event partners	None	0
	1 partner	1
	2-3 partners	1-2
	4-5 partners	2-3
	6-7 partners	3-4
	Over 7 partners	4-5
Number of competitions conducted in cooperation with partners (e.g. competitions conducted via social media, competitions during the event)	None	0
	At least 1 competition	1-5

Number and variety of attractions prepared for participants (e.g. sightseeing, thematic party)	None	0
	1-2 attractions	1-5
	3-4 attractions	6-10
	More than 4 attractions	11-15
Maximum reach of a post on social media (e.g. Facebook)	Below 500	0
	500-1,000	1-5
	Over 1,000	6-10
Delegates' giftpack value	Below 25 PLN	0
	20-40 PLN	1-5
	Over 40 PLN	6-10
Total	0-60	

[International cooperation]

§ 20

1. When assessing projects as part of international cooperation, the criteria and evaluation principles included in the table below are taken into account:

Criterion	Points assigned	
Number of incoming students	Less than10	0
	10-15	1-5
	16-30	6-10
	30-40	11-15
	Over 40	16-20
Number of outgoing students	Less than10	0
	10-19	1-5
	20-29	6-10
	30-40	11-15
	Over 40	16-20
Number of event partners (sponsors)	None	0
	1	0-2
	2-3	3-5
	4-5	6-8
	Over 5	8-10
Number of competitions conducted in cooperation with partners (e.g. competitions conducted via social media, competitions during the event)	None	0
	1	1-5
	2 or more	6-10
Number and variety of attractions prepared for participants (e.g. sightseeing, integration events)	None	0
	1-2 attractions	1-5
	3-4 attractions	6-10
	Over 4 attractions	11-15

Maximum reach of a post on social media (e.g. Facebook)	Below 500	0
	500-1,000	1-2
	Over 1,000	3-5
Delegates' giftpack value	Below 25 PLN	0
	25-50 PLN	1-5
	Over 50 PLN	6-10
Total	0-90	

[Transfer of points to the student organisation]

§ 21

1. Persons who have received points for the activities specified in § 3, § 13 or § 14 of this Annex may declare their will to have these points counted for the benefit of one student organisation of their choice.

2. The will to transfer points to the student organisation should be declared electronically, under the principles specified in section 3.

3. The will to donate points to the student organisation should be declared using electronic means of communication. For this purpose, a representative of a given organisation who expresses the will to transfer the points to a selected student organisation sends an electronically completed application from his or her e-mail account to the Team's e-mail address, the template of which is attached as Annex 7. The application template in electronic form will be published on the Student Government's website. Students.

4. A representative who sends applications via e-mail is obliged to send collectively all applications from people who expressed their willingness to transfer points from a given organisation in a single e-mail. The first e-mail is treated as the only submission of such requests.

5. If a given person has declared his/her will to transfer points for his/her activities specified in section 1 to more than one student organisation, these points will not be awarded to any of these organisations.

6. Points that have been credited to the student organisation are added to the total number of points awarded to the projects of a given student organisation, and at the same time subtracted from the total number of points due to the Student Government and affect the position of the student organisation on the classification list referred to in § 3 section . 4 point 2 of the regulations.

Annex No. 6 to the Regulations for Evaluation of Projects and Student Activities at SGH – detailed rules for assessing the activities of the management board, year-round work and the presence of the student organisation on the Internet

[Activities of the management board]
§ 1

1. An additional amount equivalent to 5% of all points obtained by the organisation is awarded for the work of the management board, excluding points received for year-round work and presence on the Internet. The result is an integer rounded up.

[Year-round works]
§ 2

1. When assessing the year-round work of a student organisation, points are awarded calculated as percentage points from the total number of points received by the remaining projects of the student organisation, excluding points received for the activities of the management board and presence on the Internet. The result is an integer rounded up.

2. The student organisation may receive points from year-round work for the activities listed in the table:

Activities	Percentage of total points received for student organisation projects
Administrative work, handling correspondence and room management	0-1 percentage point
Administrative work, handling correspondence and room management Actions of committees, offices run by the student organisation or their equivalents	0-2 percentage points
Training for organisation members	0-1 percentage point
Special, measurable benefits for members (e.g. membership cards, knowledge databases)	0-1 percentage point
Promotional and recruitment activity	0-3 percentage points
Internal meetings	0-1 percentage point
Attendance at Open Days	0-0.5 percentage points
Attendance at the Fair of Scientific Clubs and Organisations	0-0.5 percentage points
Attendance at Adaptation Days organised by the Student Union	0-2 percentage points
Total	0-12 percentage points

3. Training for members of the organisation does not include mandatory training conducted according to Rector's Order No. 39 of June 18, 2018, on the principles of operation and financing of student activities.

4. Preparation of a stand or active involvement in organising events is considered a presence at Open Days, Trade Fairs of Circles and Organisations and Adaptation Days. If the student organisation's co-organisation of one of these events has already been assessed, no additional points are added for this criterion in year-round works.

[Organisation's presence on the Internet]

§ 3

1. When assessing the presence of a student organisation on the Internet, points are awarded calculated as percentage points from the total number of points received by other projects of the student organisation, excluding points received for the activities of the management board and year-round work. The result is an integer rounded up.

2. The student organisation may receive points for administering its online presence for the activities listed in the table:

Activities	Percentage of total points received for student organisation projects	
The website		
Description of the student organisation	0-0.5 percentage points	
Contact to the management board, specifying the functions (the assessment requires providing at least general contact information to the management board, it is desirable to provide contact information to at least three management board members)	0-0.5 percentage points	
Detailed project descriptions (should include information on the scope and subject of the project and an invitation to cooperation for partners)	0-0.5 percentage points	
Description of the recruitment process (should include information on the number and scope of each stage and requirements for candidates for members of the organisation)	0-0.5 percentage points	
The existence of additional language versions (apart from the Polish version)	One additional language version	0-0.5 percentage point
	At least two additional language versions	0.5-1 percentage point

Social media		
Number and type of platforms on which the student organisation is present (presence on a given platform is considered to be publishing at least four posts per month)	Presence on the platform Facebook.com	0-0.5 percentage points
	Presence on the platform Instagram	0-0.5 percentage points
	Presence on at least one other social media platform	0-1 percentage point
Reach achieved on individual platforms (measured as the average of organic views of all posts published on a given platform; posts published at events on social networking sites are also assessed)	below 1,000	0-0.5 percentage points
	Over 1,000	0.5-1 percentage point
Actions taken to increase reach, such as cooperation with other organisations or the University's promotion and recruitment department		0-1 percentage point.
Total	0-7 percentage points	

3. An additional language version of the website and social media profiles is assessed if more than 50% of the content of the website or social media profile, respectively, contains information written in a language other than Polish.

4. In the case of the number of platforms on which the organisation is present, the Team adds up the individual percentage ratings.

5. When assessing the reach achieved on individual platforms, the Team takes into account the difficulty in achieving organic reach on these platforms.

6. For the assessment, the team may request the applicant to provide information necessary for a reliable assessment of the criteria specified in the section. 2.

Annex No. 7 to the Regulations for the Evaluation of Student Projects and Activities at SGH – sample application for transferring points awarded for certain categories as part of activities for the Student Government to a student organisation

Application for transferring points awarded for certain categories
to the student organisation
as part of activities for the Student Union

Instruction:	
Field to be completed by the Project Evaluation Team	
Field to be completed by the Applicant	

Name and surname of the Applicant	
Applicant's Student ID number	
The organisation for which the Applicant requests the transfer of the points listed in the table below	

Activity	The evaluation method (metrics)	Points per unit	The number of units	Due points
Ambassadorship (provide a company name)	Depending on the work contribution and the number and the type of organised projects, the Team may award from 0 to 2 points			

Promotion and support of the university				
Active promotion of SGH during educational fairs	1 point for participation in each single event that is an educational fair, maximum 15 points	1		0
Active promotion of SGH during the SGH Open Day, conducted in cooperation with the appropriate department of the University	1 point for participation in the open day, maximum 10 points	1		0
Active promotion of SGH in secondary schools under the SGH Ambassador program	2 points for participation in each single trip under the SGH Ambassador program, maximum 10 points	2		0
Participation in university celebrations as a member of the Standard Bearer	2 points for participation in each event as a member of the Standard Bearer	2		0

Active promotion of SGH by giving a presentation about the University in front of the SGH Academic class	2 points for each presentation, maximum 10 points	2		0
Active assistance in organising the inauguration of the academic year	2 points for active assistance, maximum 10 points	2		0
Active assistance in organising the awarding of honorary doctorates	1 point for active assistance, maximum 10 points	1		0
Active help in organising the SGH Day	2 points for active help, maximum 10 points	2		0
Active assistance in organising ceremonial meetings of the SGH Senate	2 points for active assistance, maximum 10 points	2		0
Active assistance in organizing Olympiads co-organised by SGH or its organisational units	2 points for active assistance, maximum 10 points	2		0
Active help on the graduation day	2 points for active assistance, maximum 10 points	2		0

ctive assistance in organisational work in the week before graduation	2 points for active assistance, maximum 10 points	2		0
Other activities (please specify)	2 points for active assistance, a maximum of 10 points			
Other activities (please specify)	2 points for active assistance, a maximum of 10 points			
Other activities (please specify)	2 points for active assistance, a maximum of 10 points			
Student representation				
Active membership in the Senate committees of the SGH Senate - points are allocated in consultation with the member of the Student Government Presidium responsible for the quality of education	3 points for attendance at a single meeting committee, maximum 6 points	3		0

Active membership in the Disciplinary Committee for Students or the Appeal Panel of Disciplinary Committee for Students	1 point for attendance at a single meeting of the committee, maximum 5 points	1		0
Actively serving as a councillor of the SGH Student Union Council	1 point for attendance at a single meeting of the Council, maximum 5 points	1		0
Actively serving as a member of the SGH Senate	3 points for attendance at a single meeting Senate, maximum 15 points	3		0
Actively serving as a member of the Electoral Commission	0-40 points for each election conducted total for all members of the Commission, to be divided according to work contribution); points are allocated in consultation with the Chairman of the Electoral Commission			

Active membership in the Office of the Student Ombudsman	0-70 points for each semester of activity in total for all members of the Office, to be divided according to work contribution); points are allocated in consultation with the Student Ombudsman			
Active membership in the Court of Peers of the SGH Student Union or	1 point for attendance at a single meeting of the Court, maximum 5 points	1		0
Appeal Panel of the SGH Student Union				
Active membership in the Counting Committee of the SGH Student Union	2 points for attendance at the Committee meeting during which votes cast in elections previously conducted by the Electoral Committee were counted, maximum 6 points	2		0

Actively representing the interests of SGH students as a delegate to the Presidium of the Forum of Economic Universities	2 points for attendance at a single meeting of the Forum of Economic Universities, maximum 4 points	2		0
Actively representing the interests of SGH students as a delegate to the SGH Collegium Council	2 points for attending a single meeting of the SGH College Council, maximum 6 points	2		0
Actively representing SGH students' interests as a delegate to the Library Council	1 point for attendance at a single Council meeting	1		0
	maximum 4 points			

Actively representing the interests of SGH students as a delegate to the University Electoral Commission (applies to the academic year in which no rector elections were held)	1 point for attendance at a single meeting of the University Electoral Commission, maximum 4 points	1		0
Actively representing the interests of SGH students as a delegate to the University Electoral Commission (applies to the academic year in which the rector elections were held)	2 points for attendance at a single meeting of the University Electoral Commission, maximum 10 points	2		0
Active membership in the competition committee responsible for allocating	0-20 points for each semester of activity to all committee members in total			

funds from the third pillar of FRS	to be divided according to work contribution FRS; points are allocated in consultation with the Chairman			
Active membership in the Project Evaluation Team	0-60 points for each semester of activity in total for all Team members, to be divided according to work contribution; Points are allocated in consultation with the Team Chairman			
Active membership in the Appeal Panel Team for Project Evaluation	0-25 points for each semester of activity in total for all members of the Team, to be divided according to work contribution; points are allocated in consultation with the Chairman of the Appeals Panel			
Serving as a member of the management board or chairman	0-70 points for each semester of activity in total for all members of the Management Board, to be divided according to			

of the Council of Student Clubs and Organisations (RKiO)	work contribution; points are allocated in consultation with the Chairman of the Council of Student Clubs and Organisations (RKiO)			
Active membership in the Student Union Committee	0-25 points for each semester of activity in total for all committee members, to be divided according to work contribution; points are allocated in consultation with the committee chairman			
Serving as the President of the Student Government	30 points for each semester of holding the President's position			
Serving as a member of the Student Government Presidium	5 points for each semester of serving as a member of the Presidium			
Serving as a member of the Appeal Panel of the Council of Student Clubs and Organisations (RKiO)	2 points for each semester of activity in the Appeal Panel of the RKiO	2		0

Participation of an organisation's delegate in a meeting of the Council of Student Clubs and Organisations (RKiO)	1 point for attendance at a single meeting of the Council (RKiO)	1		0
Other activities (please specify)	2 points for active help, a maximum of 10 points			
Other activities (please specify)	2 points for active help, a maximum of 10 points			
Other activities (please specify)	2 points for active help, a maximum of 10 points			
Total				