

SKN - Studenckie Koło Naukowe (Student's Scientific Group)

STN - Studenckie Towarzystwo Naukowe (Student's Scientific Society)

## **Regulations regarding activity of Students' Scientific Groups associated in Students' Scientific Society of Jagiellonian University Medical College.**

### I - GENERAL PRINCIPLES

### II - MEMBERSHIP

### III – REGISTRATION

### IV – FINAL PROVISIONS

## **I - GENERAL PRINCIPLES**

1. Students' Scientific Society of Jagiellonian University Medical College (STN UJCM) is in charge of coordination of the work, gathering and storing information about the activity of Students' Scientific Organisations of Jagiellonian University Medical College (SKN).
2. Students' Scientific Organisation is a unit functioning within the Department or Institute of Jagiellonian University, containing at least three members (JUMC students of I and II cycle or long-cycle programmes), working under the supervision of SKN Supervisor indicated by the Head of the organisation unit of JUMC.
3. Within one organisation unit of JUMC there can't be more than one Students' Scientific Organisation of the same name or dealing with the same issues.
4. It is allowed to indicate more than one Supervisor of the Students' Scientific Group functioning within the organisation unit of JUMC, but no more than three Supervisors.
5. Among members of the Students' Scientific Group the Head of SKN is chosen. The elections follow the individual rules of the Organisation.
6. Students' Scientific Group in cooperation with the Supervisor determine criteria for membership. STN UJ CM may intervene in case of disagreement of the criteria with the commonly approved norms.
7. Aims of the activity of the Students' Scientific Group:
  - Conducting researches involving fundamental, clinical and interdisciplinary sciences
  - Organising events associated with the SKN field of scientific interest
  - Presentation of the results of the researches on the national and international students' and professional conferences
  - Publication of the results of the members' work in the scientific journals
8. The name of Students' Scientific Group:
  - for both types of SKN - existing and new should be begun by formula: SKN ... (f.ex. SKN of Clinical Abilities)
  - shall be given both in Polish and in English
9. After the end of every academic year leadership of SKN is obligated to submit a report to the STN Board.

## **II - MEMBERSHIP**

10. One and all Members of SKN after the registration to the SKN and on USOSweb platform becomes the Member of STN JUCM in a given academic year.
11. Every Student can sign in to any amount of SKN's. However, it is advised to take part in research from no more than three Scientific Groups.
12. Each Student register through agreement with the SKN Board and is obligated to register as well as in the USOSweb system. Deadline of registration will be given to public information by the 15th of October 2023.
13. Verification of membership list reported to STN Board is Chairman's and Supervisor's of the SKN duty.
14. Duty of the registration of Students' Scientific Group, supervision over Members' registration, submission of scientific activity and representation in front of STN Board Chairman's and Supervisor's of the SKN duty. In case of emergent Scientific Groups whole process of registration should be done by Supervisor. The election of Head of SKN ought to be done as soon as it is possible and it should be reported to the SSS Board.
15. Every Member of SKN active within STN JU MC is obligated to pay 30 zł in. Students are charged once a year during the registration process. Once paid fee allows to be part of three different Scientific Groups. In case of fellowship in more than three SKN, a proper multiple is charged (extra 30 zł for every started three of SKN).

## **III – REGISTRATION**

16. It is necessary to register SKN to allow its activity within STN JU MC.
17. It is possible to register SKN only within the terms announced by STN before the date of beginning of the academic year.
18. There are two types of SKN registrations:
  - registration of SKN which was working during the previous academic year
  - registration of the new SKN
19. There are 3 steps of SKN registration:
  - I. Sending the forms of SKN registration:
    - a) For the SKN which were registered in the previous year
      - send the registration form to 15<sup>th</sup> October 2023. A link to the form: [https://forms.office.com/Pages/ResponsePage.aspx?id=6yYO676\\_0keekOvSQm286w4mU6PwiphLq5wfju6i7chUOTIBMUNUUK1QSDdMM1RWMzk5WIFKU1o5TC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=6yYO676_0keekOvSQm286w4mU6PwiphLq5wfju6i7chUOTIBMUNUUK1QSDdMM1RWMzk5WIFKU1o5TC4u)
      - complete the report of the previous year activity, which is part of the form linked above
      - attach to the form linked above a scan of a report which confirms the SKN pass in the USOSweb system and which is signed and stamped by SKN Supervisor
    - b) For the new SKN

- send the registration form completed by the SKN chairman or its Supervisor in case that SKN has not designed its chairman yet (till 15<sup>th</sup> October 2023).
- II. Registration of the candidates for membership of SKN themselves according to the internal rules of SKN by contacting the SKN chairman or its Supervisor. The essential data and the whole SKN offer will be published as stated by schedule of registration. SKN chairmans are obligated to send the list of SKN members via the form which will be shared with them on 23<sup>rd</sup> October 2023. Moreover, they are obligated to inform the candidates if their applications are accepted or rejected.
  - III. Registration of the members of SKN to STN JU MC themselves via form which will be active from 8<sup>th</sup> November 2023 to 15<sup>th</sup> November 2023. To send the form it is necessary to tick every SKN which the member has signed up in the II step.
20. After the termination of registration of SKN members, the chairmans are obligated to send the permission for SKN activity - signed and stamped by the Unit's Headmaster and the SKN Supervisor(s). Furthermore they have to attach a complete list of SKN members. Both documents should be sent till the final day of registration to the e-mail address: [stn@cm-uj.krakow.pl](mailto:stn@cm-uj.krakow.pl)
  21. Registration documents have to be completed entirely and truthfully. Incomplete or incorrect forms will be rejected and it may cause the refusal of SKN registration.
  22. It is necessary to complete the description of SKN by its Supervisor on his/her profile on USOSweb in each year of SKN work. The absence of this description may cause the refusal of SKN registration.
  23. Duration of SKN registration is defined by the schedule contained in the Regulations. STN UJ CM Board reserves the right to extend the registration deadline.
  24. In order to join SKN outside of the specified registration time, the student is obligated to provide to STN a certificate confirming consent to admission signed by SKN Supervisor and Chairman. Then, they must follow article 19.III of the Regulations.

#### **IV – FINAL PROVISIONS**

25. Registration's forms and other documents are to be found on the website <https://stn.cm-uj.krakow.pl/dokumenty/websit>
26. STN UJ CM provides students with certificates confirming active participation in SKN or serving SKN Supervisor/Chairman function only based on USOSweb credit.
27. SKN Supervisors and Chairmen consent to their personal and contact data contained in the registration form being processed and made public in accordance with Personal Data Protection Act of 29.08.1997 (Ustawa z dnia 29.08.1997 roku o Ochronie danych Osobowych; Dz.U.Nr. 133 poz.883).
28. Submission of the Registration form is tantamount with acceptance of the above Regulations and STN UJ CM Regulations by all STN members and STN Supervisor.

29. All issues being controversial or not included in the Regulations are settled by STN UJ CM Board.
30. The Regulations shall enter into force on the day of its adoption by STN UJ CM Board.