 

**Stage II of Registration of Student Scientific Groups (SSGs)**

**STEP 1**

1. Create an Excel file in accordance with the template available on the STN website (stn.cm-uj.krakow.pl → Documents → Forms → Registration of Student Scientific Groups for the 2025/2026 academic year → “List of SSG Members to Complete 2025–2026”).
2. In cell A1, enter: “Name of SKN: SKN ...”, replacing the dots with the full name of the Student Scientific Group, in accordance with the data from Stage I of the registration process.
3. Starting from row 2, enter the following data in columns A and B:
* A: first name and last name
* B: email address in the format @[student.uj.edu.pl](http://student.uj.edu.pl). The first person on the list must be the Chairman of the Group, while the order of the remaining members from row 3 onward may be arbitrary.
1. Save the file. Please name the file according to the following format (Name of SSG\_List of SSG Members)

**STEP 2**

1. Download the file “Consent-for-Activity-SSG-2526” (stn.cm-uj.krakow.pl → Documents → Forms → Registration of Student Scientific Societies for the 2025/2026 academic year).
2. Complete the file electronically.
3. Copy the list of Group members from the file created in Step 1 and paste it into the appropriate fields of the form.
4. Obtain the consent, signature, and stamp of the Head of the Department and the Supervisor(s) of the SSG, as well as the department’s official stamp.
5. On the next page, concerning consent for personal data processing, obtain the signature and stamp of the Supervisor and the signature of the SSG Chairman.
6. Scan the complete document. Please name the file according to the following format:

(Name of SSG\_Consent for Activity).

**STEP 3**

1. Submit the file from Step 1 (*“List of SSG Members to Complete 2025–2026”*) and the scanned document from Step 2 (*“*Consent-for-Activity-SSG-2526*”*) via the Forms application available on the STN website (stn.cm-uj.krakow.pl → Documents → Forms → Registration of Student Scientific Societies for the 2025/2026 academic year → *“Stage II Registration Form for SSG 2025–2026”*).
2. Fill in the remaining fields of the form and submit the documents.

**IMPORTANT:
If it is not possible to obtain the signatures of the Head of the Department or the SSG Supervisor by the deadline, the document *“*Consent-for-Activity-SSG-2526*”* may be submitted later through as an additional form — no later than 23 November 2025 at 23:45.**