

Student and PhD Student Participatory Budget Regulations at the SGH Warsaw School of Economics Edition 2025 – “Ecological innovations”

§1

Amount

1. The Student and PhD Student Participatory Budget, hereinafter referred to as the Participatory Budget, constitutes a separate amount of financial resources, the purpose of which is co-decided by the students and PhD students of the SGH Warsaw School of Economics, hereinafter referred to as the School.
2. The amount of PLN 35,000 is hereby allocated for the Participatory Budget for 2025 with which can be spent within 12 months after the announcement of the voting results.
3. The amount specified in paragraph two can be increased during the project's implementation.

§2

Objectives

1. The funding as part of the Student and PhD Student Participatory Budget in 2025 is projected for initiatives intended for improving the conditions of study and comprehensive development of students and PhD students at the School, fitting into the theme of “Ecological innovations”. These can especially include projects taking into consideration the context of environmental protection and pro-ecological activities, intended at:
 - a) improving the School's infrastructure used by students and PhD students;
 - b) promoting health and growth of ecological awareness among the academic community members;
 - c) improving the study comfort.

It is possible to put forward permanent initiatives (e.g. infrastructural) and one-time initiatives (e.g. events, campaigns among the academic community, organisational solutions), except for initiatives organised directly by the School's Student Organisations (SSOs).

§3

Participants

Any student of first and second degree as well as PhD student of the SGH Warsaw School of Economics can participate in the Student and PhD Student Participatory Budget's implementation process based on the principles specified in these Regulations, especially to put forward projects and participate in the vote on the projects.

§4

Course of process

1. The Student and PhD Student Participatory Budget's implementation process is conducted according to the schedule constituting Appendix no. 1 to these Regulations.
2. Information about the introduction of changes in the schedule is provided to the process participants on the Participatory Budget's website.

§5

Submission of projects

1. Projects can be put forward both individually and in groups of no more than five people. Any person entitled to participate in the Student and PhD Student Participatory Budget's implementation process can be an author or co-author of a maximum of three projects.
2. The maximum value of a project is PLN 35,000.
3. Projects are put forward on a form constituting Appendix no. 2 to these Regulations sent via e-mail to: innowacje.ekologiczne@sgh.waw.pl Submissions must be sent from an address registered in the School's e-mail system.

§6

Verification of projects

1. The verification of the submitted projects is conducted by the Student and PhD Student Participatory Budget Committee, hereinafter referred to as the Committee, appointed by the Rector, composed of: Rector, Vice Rector for Teaching and Student Affair, Dean of the Doctoral School, Chancellor, Head of the Students' Union, Head of the PhD Students' Union.
2. Projects that meet all of the following criteria are accepted for voting:
 - a) compliant with the budget's objectives specified in §2 and fitting into the theme of "Ecological innovations";
 - b) compliant with the current rules of law and the School's internal regulations;
 - c) projects that can be implemented within 12 months after the announcement of the voting results;
 - d) projects that can be implemented as part of the cost estimate provided by the project designer;
 - e) projects that do not entail obtaining financial benefits by the applicants.
3. Projects, the maintenance of which will be a substantial financial burden for the School in the following years or the impact of which on the Participatory Budget objectives' implementation will be negligible in comparison to the costs incurred are excluded from voting.
4. In case of doubt concerning the acceptability of the project designer's project, it is possible to make the required changes in the project.

§7

Preparation for voting

1. The Student and PhD Student Participatory Budget Committee approves the list of projects accepted for voting and the list of persons entitled to take part in the vote.
2. Projects accepted for participation in voting are presented on the Participatory Budget's website.

§8

Voting

1. Each student and PhD student can vote only once by casting a vote on a maximum number of three projects.
2. The voting takes place electronically after logging into the Virtual Dean's Office.
3. The voting lasts for five days.

§9

Announcement of results

1. The voting results are published on the Student and PhD Student Participatory Budget's website immediately after the Committee's approval of the voting certificate.
2. Projects with the highest numbers of votes are recommended for implementation until the amount projected for the Participatory Budget's implementation is used.
3. The information on the voting results highlights projects recommended for implementation and other projects along with the number of votes cast on each project.

Appendix no. 1

Student and PhD Student Participatory Budget Schedule Edition 2025 – "Ecological innovations"

Stage	Time
Submission of projects	21 March – 14 April 2025
Verification of projects	14 – 24 April 2025
Presentation of projects accepted for voting	24 April 2025
Voting	25 April – 8 May 2025
Announcement of the voting results	9 May 2025

Appendix no. 2
Submission form
Student and PhD Student Participatory Budget
Edition 2025 – “Ecological innovations”

Project title:
Applicant(s):
Why is the project important? (no more than 100 words) <i>Please specify the needs satisfied by the project and how can it affect the School's entire community with special consideration of students and PhD students.</i>
Project description (no more than 250 words) <i>Please specify shortly the activities required for the project's implementation. Please remember that the more precise the description, the easier it will be for voters to understand the project's concept.</i>
Simplified cost estimate