

## **Regulations of the Healthy Initiatives Budget**

### **§ 1. Purpose and principles of the Healthy Initiatives Budget (HIB)**

1. The Healthy Initiatives Budget (hereinafter: "HIB") is an initiative of the Medical University of Gdańsk (hereinafter: "MUG" or the "University") which+ allows students, doctoral candidates, and University employees to submit and select projects aimed at improving the conditions of studying, working, and health within the academic environment.
  2. The purpose of the HIB is to support initiatives of a pro-health, ecological, infrastructural, and innovative nature which contribute to the improvement of conditions on campus.
  3. Financial resources allocated for project implementation derive from the University's budget. The amount is approved by the Chancellor of the MUG.
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### **§ 2. Scope and organisation of the HIB**

1. The HIB operates as an annual programme for funding projects submitted by the academic community.
  2. The proper organisation of the HIB is the responsibility of the Committee for the Healthy Initiatives Budget (hereinafter: the "HIB Committee"), approved by the Rector.
  3. Projects may include, among others: a) improvement of University infrastructure (e.g., relaxation zones, outdoor gyms, health points),  
b) ecological actions (e.g., campus greening, water and energy saving systems),  
c) activities in the area of culture and integration of the academic community.
  4. The HIB budget is divided into two parts:  
a) Part 1 – projects submitted by University employees,  
b) Part 2 – projects submitted by students and doctoral candidates.
  5. The annual budget, schedule, maximum project funding amounts, as well as additional requirements and information for a given calendar year will be available at:  
**[bzi.gumed.edu.pl](http://bzi.gumed.edu.pl).**
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### **§ 3. Project submission**

1. The projects may be submitted by:  
a) students of the MUG,  
b) doctoral candidates of the MUG,  
c) employees of the MUG.
2. A project may be submitted by an individual or a group of up to five people. In the case of a group submission, a group leader must be appointed who will be responsible for communication with the HIB Committee. All group members must belong to a single category of eligible participants as listed in paragraph 1.
3. Projects are submitted in two groups:  
a) Group 1 – student and doctoral projects,  
b) Group 2 – employee projects.

4. A student or doctoral candidate who is also an employee of the University may submit a project proposal in both groups, subject to the provisions of paragraph 2.
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#### **§ 4. Project criteria**

1. The project must be publicly accessible to the academic community.
  2. The project must not violate legal regulations or internal University policies.
  3. A project submission must include:
    - a) project title,
    - b) project area,
    - c) project description,
    - d) project justification,
    - e) preliminary cost estimate,
    - f) location specification (if related to infrastructure).
  4. Submissions are made via the form available at: **bzi.gumed.edu.pl**, which constitutes Annex No. 1 to these Regulations.
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#### **§ 5. Formal and substantive evaluation**

1. After the submission period ends, the HIB Committee performs a formal evaluation of the projects.
  2. Projects that meet formal requirements proceed to substantive evaluation, which includes assessment of:
    - a) feasibility of the project,
    - b) cost estimate,
    - c) potential impact on the academic community.
  3. Projects meeting the criteria listed in paragraph 2 (a)-(c) will be passed on to the voting stage.
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#### **§ 6. Voting**

1. Projects will be subject to voting by the academic community according to the groups defined in § 3 paragraph 3.
  2. Each eligible person may vote for a maximum of one project.
  3. Students or doctoral candidates who are also employees may cast a vote in both Group 1 and Group 2.
  4. Voting will be conducted electronically via the University system – **LimeSurvey**.
  5. Projects with the highest number of votes, within the financial limits, will be selected for implementation.
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#### **§ 7. Implementation of selected projects**

1. The person who submitted a selected project must, within 30 days of the conclusion of voting, agree upon an action plan and schedule with designated representatives of the HIB Committee.
2. The project is carried out by a working team appointed separately for each selected project by the Deputy Chancellor for Strategy and Development.
3. The working team includes the project submitter and representatives of relevant University organisational units, depending on the nature of the initiative.
4. The tasks of working teams include, in particular:
  - a) coordination with University units responsible for implementation,

- b) supervision to ensure project execution aligns with its original assumptions,
  - c) preparation of a report on the implementation of each initiative.
  - 5. The project submitter is required to participate in the work of the designated working team.
  - 6. Updates on the progress of project implementation will be published on the website: **bzi.gumed.edu.pl**.
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### **§ 8. Monitoring and reporting**

- 1. After project completion, a summary report including a financial statement and evaluation of outcomes is prepared.
  - 2. The findings from the HIB may be used to improve future editions of the program.
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### **§ 9. Final provisions**

Any disputes or matters not regulated in these Regulations shall be resolved by the HIB Committee in cooperation with the University authorities.

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#### **Annex:**

- 1. Project submission form for the Healthy Initiatives Budget (HIB) at the MUG