**Annex 1 to the Rector’s Order No. 25/2020 of 20 May 2020**

**Regulations for the granting of the Da Vinci Scholarship in the academic year 2020/2021 at Collegium Da Vinci.**

**The terms used in these Regulations shall mean the following:**

**CDV** - the Collegium Da Vinci University in Poznan.

**Candidate** – a person who applies for admission to the first-cycle or second-cycle, full-time or extramural studies in the academic year 2020/2021.

**Student** - a person who has the status of a student of the first-cycle or second-cycle, full-time or

extramural studies offered in the academic year 2019/2020 by CDV.

**Scholarship holder -** a Student or Candidate who has been awarded the Da Vinci Scholarship.

**§ 1**

**General provisions**

1. These Regulations shall set out the rules and procedure for awarding the Da Vinci Scholarship as well as the rules of conducting additional competitions.

2. The Da Vinci Scholarship, hereinafter referred to as the Scholarship, is aimed at supporting particularly talented students and candidates who currently plan to begin their studies in the academic year 2020/2021 by providing them with financial support while studying any of the majors offered by at Collegium da Vinci during the first-cycle or second-cycle, full-time or extramural studies .

3. The Scholarship shall be granted to at least one student or at least one candidate save for § 3, section 6 of the Regulations. CDV shall reserve the possibility of selecting maximum three laureates of the competition, if the quality of the submitted works is similar.

4. CDV shall reserve the right to select a smaller number of people, if the quality of works is unsatisfactory, and to organise an additional round of the competition in September 2020 in order to select other Scholarship holders.

5. The Da Vinci Scholarship shall be awarded by CDV from funds provided by Piotr Voelkel and Marian Marek Przybylski, the founders of Collegium Da Vinci.

**§ 2**

**Conditions for application for the Scholarship**

1. The applications for the Scholarship may submitted by:

a) Students of semesters I-IV of the first-cycle studies at CDV,

b) Students of semesters V-VI of the first-cycle studies, who are candidates for the second-cycle studies at Collegium Da Vinci,

c) Students of semesters I-II of the second-cycle studies at CDV,

d) Candidates, who meet the criteria in accordance with the enrolment rules out in the Resolution of the Senate of Collegium Da Vinci dated 24 April 2019 on conditions of enrolment and limits of admissions for the academic year 2020/2021, in particular: the candidates who completed the online enrolment form available at www.cdv.pl and provided Collegium Da Vinci with the complete set of enrolment documents indicated in the Resolution of the Senate of Collegium Da Vinci dated 24 April 2019 on conditions of enrolment and limits of admission for the academic year 2020/2021.

2. The complete application for the granting of the Scholarship contains:

a) the properly completed and signed application for the granting of the scholarship, which constitutes Annex 1 to these Regulations;

b) the competition work in the form of a film made using any technique, with a maximum length of 180 seconds, entitled ”Arte Scienca – combine logic with imagination” together with the signed declaration which is included in Annex No. 2 to these Regulations;

c) the declaration of consent to the personal data processing and of familiarisation and acceptance of the present Regulations - in accordance with the specimen which is included in Annex No. 3 to the Regulations.

3. The complete application must be delivered to Collegium Da Vinci by 18 August 2020 (inclusively):

The application may be delivered by:

a) post to the address of Collegium Da Vinci at ul. Gen. T. Kutrzeby 10, 61-719 Poznań, with a note:

DA VINCI Scholarship (room R034). In such a case, the competition film must be placed on the digital medium and attached to the sent parcel. The date of delivery shall be determined by the date of receipt of the parcel at Collegium Da Vinci.

b) electronic mail, using the following e-mail address: ciekawi@cdv.pl (title of the message: DA VINCI Scholarship) by the placement on the virtual disk which allows for the download of the scans of documents which are included in Annex 1, 2 and 3 of these Regulations and the competition work.

4. Incomplete applications or applications submitted after the set deadline shall be left unrecognised. The application shall also be deemed incomplete, if the Commission has no possibility to download the film in the case of its placement on the virtual disk.

**§ 3**

**Assessment of competition works**

1. The Scholarship is granted based on the assessment of the competition film.

2. The granting of the Scholarship shall be determined by the Da Vinci Scholarship Commission which is composed of: members of

the Darwin Film Group:

a) Marek Hucz

b) Jan Jurkowski

– save for section 3 below.

3. The Rector shall be entitled to change the composition of the Commission at any time.

4. All competition films shall be assessed anonymously. During the assessment of a given film, the Commission shall, above all, take into account, the level of the creative development of the subject, the linguistic and technical correctness, including the compliance with the recommended length of the film, and the artistic value of the film. Each film shall be assessed by each of the members of the Commission.

5. The Scholarship shall be awarded to the authors of the competition films with the highest grades - at least one present student and one candidate.

6. In the case of a candidate, the condition for awarding the Scholarship is the entry of the candidate into the list of students of Collegium Da Vinci and the taking of the oath.

7. The list of Scholarship holders shall be announced on 28 August 2020 at www.cdv.pl.

8. The decisions of the Scholarship Commission are final and are not subject to appeal.

**§ 4**

**Payment and settlement of the Scholarship**

1. The scholarship shall be paid in the gross amount of PLN 8400.00 and granted for one academic year.

2. The amount of the Scholarship shall include the sum of PLN 7560.00 paid to the Scholarship holder and the sum of PLN 840.00 intended for the payment of the income tax. CDV is the tax payer.

3. CDV shall transfer the Scholarship to the Scholarship holder in 12 instalments, to the bank account indicated by the Scholarship holder.

4. If the Scholarship holder is in arrears with the payment of any amounts due to CDV, CDV shall be entitled to deduct the outstanding amount from the amount of the Scholarship and the Scholarship holder shall irrevocably authorise CDV to do so.

5. The Rector may revoke the Scholarship if:

a) the Scholarship holder violated the regulations applicable at CDV or if the Scholarship holder committed an act that offends the dignity of a student, in particular, if they receive a disciplinary sanction;

b) the student does not complete the semester or academic year successfully within the specified time limit,

c) the information provided or declarations made in the application for the Scholarship, in particular, Annex No. 2, turn out to be untrue.

6. The Rector shall revoke the Scholarship if:

a) the Scholarship holder is removed from the list of students of Collegium Da Vinci;

b) the Scholarship holder, who is a Candidate, does not start their studies at Collegium Da Vinci.

7. If the Scholarship is revoked based on rules indicated in section 3 or 4 of the Regulations, the Scholarship shall be deemed not to have been awarded, and the Scholarship holder undertakes to return the amounts paid as part of the Scholarship within 14 days of the date of delivery of the Rector’s decision on the revocation of the Scholarship.

§ 5

Additional competitions

1. In addition to the competition on the basis of which the Scholarship is granted, the following additional competitions (hereinafter referred to as Competitions) shall be organised based on terms specified in this paragraph):

a) the ”2K4K film rental” competition, organised by CDV and Mr. Wacław Mączyński

b) the “Papaya Films” competition, organised by CDV and Papaya Films Sp. z o.o. with the registered office in Warsaw

c) the „SQMStudio Pietrowski s.j.” competition, organised by CDV and SQMStudio Pietrowski s.j with the registered office in Poznan

2. Only the persons who apply for the Scholarship and are Candidates for the studies in the field of “Creative Video Production” may be participants of the Competitions.

3. Each of the Competitions shall last from the date of publication of these Regulations at www.cdv.pl till 18 August 2020.

4. The condition for the participation in any of the Competitions is the submission of the complete and correctly completed application for the granting of the Scholarship and the making of a declaration regarding the willingness to take part in the Competition. The participation in the Competition is voluntary.

5. The awards in the Competition include:

a) In the case of the ”2K4K film rental” competition – the award in the form of a voucher worth PLN 1.500, which allows for the rental of the film equipment to implement an original project at 2K4K rental (www.2k4k.pl); the sponsor of the award is Wacław Mączyński.

b) in the case of the ”Papaya Films” competition – the award in the form of a voucher worth PLN 2.000 which allows for the participation in workshops offered by the Papaya Films Academy, devoted to such topics as: advertising production, post-production, direction, film editing, photography or forms on SM; the sponsor of the award is Papaya Films Sp. z o.o. with the registered office in Warsaw.

c) in the case of the “SQMStudio Pietrowski s.j” competition – the award in the form of a voucher worth PLN 1.000, which allows colour grading of own film, including a visit in the sponsor’s studio; the sponsor of the award is SQMStudio Pietrowski s.j. with the registered office in Poznan

6. The value of each of the awards referred to in section 5 shall be subject to exemption from income tax referred to in art. 21, section 1, point 68 of the Personal Income Tax Act.

7. The awards shall be granted to the persons taking part in the Competition by the sponsor (in the competition referred to in section 1, letter a) or the sponsor’s representative (in the competitions referred to in section 1, letter b and c), bearing in mind the artistic value of the film and its technical level. All competition films shall be assessed anonymously.

8. If there are no applications, or if the level of professionalism of the submitted works is low, the Organisers of each of the Competitions may choose to resign from granting the award.

9. None of the awards in the Competitions shall be subject to replacement with cash or awards of other type.

Participants of the Competitions are not allowed to transfer the right to the obtained awards to any third parties. Neither CDV nor the sponsors of the awards shall be held responsible for the inability to receive the award for reasons attributable to the winner, for the incorrectly submitted application for the participation in the Competition or any other problems related to the functioning of the Competition, if they occurred as a consequence of force majeure events. If the participant who received the award refuses the acceptance of or is not able to receive the award, the Organisers of the Competition may choose to grant it to another participant.

10. CDV shall announce the results of the Competition together with the list of Scholarship holders referred to in §3, section 7.

11. By making a declaration referred to in section 4, the person who participates in the Competition shall consent to the processing of their personal data for the purposes related to the organisation of the Competition and issuance of the award. The controller of the personal data processed during the Competition is CDV. The provision of data is voluntary, however, the refusal to provide the data necessary for the organisation and determination of the results of the Competition as well as the issuance of the award shall be regarded as the withdrawal of the Winner from the participation in the Competition. In matters which are not regulated in this section, the internal acts regarding safety and the rules of personal data processing applicable at CDV shall apply.

12. Detailed information about the processing of the data of Participants are included in the Privacy Policy,

which is included in Annex No. 5 to the Regulations.

13. Any complaints regarding the method of conducting the Competition may be reported via e-mail to ciekawi@cdv.pl, within 7 days of the date of conclusion of the Competition, save for the fact the complaints regarding the results of the Competition may be reported within 3 days of the date of announcement of the results of the Competition by CDV. Each complaint should include: name and surname, e-mail address as well as the accurate description and reason for complaint. CDV shall consider the complaint within 7 days of the date of its submission at the latest.

**§ 6**

**Final provisions**

1. The Rector of CDV has the right to provide valid interpretations of these Regulations and resolve the situations which are not covered by these Regulations.

2. All matters related to the Scholarship and the Competition shall be governed by the Polish law. All disputes arising from the procedure for the granting of the Scholarship or from the Competition shall be settled by Polish courts of local jurisdiction.

3. The Scholarship Regulations are available at www.cdv.pl.

**Annexes:**

1. The specimen of the application for the granting of the Scholarship:

2. The specimen of the declaration of the authorship of the work and the granting of the licence.

3. The specimen of the consent to the personal data processing and other declarations.

4. The specimen of the consent to the participation in the Competition.