

Regulations for granting Patronage at the University of Economics in Katowice

CHAPTER I.

General provisions

§ 1

The Regulations for granting patronage at the University of Economics in Katowice, hereinafter referred to as the Regulations, determine the procedures applicable at the University of Economics in Katowice for:

1. granting the Honorary Patronage of the University of Economics in Katowice
2. granting the Technical Patronage of the University of Economics in Katowice
3. granting the Honorary Patronage of His/Her Excellency the Rector of the University of Economics in Katowice
4. granting consent to the Rector's participation in the Honorary Committee.

§ 2

1. Whenever the regulations refer to:
 - a) the organizer, it shall be understood to mean the entity applying for patronage or the Rector's participation in the Honorary Committee,
 - b) patronage, it shall mean the Honorary or Technical Patronage of the University of Economics in Katowice, as well as the Honorary Patronage of the Rector of the University of Economics in Katowice,
 - c) a project, it shall be understood as a conference, meeting, publication or event, the organizer of which applies for patronage or the Rector's participation in the Honorary Committee, with the proviso that:
 - an internal project is a project organised or co-organised by an organisational unit of the University as well as by student or doctoral organisations and scientific circles operating within the University,
 - an external project is a project organised by an external body,
 - d) an application, it should be understood as an application for patronage or an application for the participation of the Rector in the Honorary Committee,
 - e) the Honorary Committee, it shall be understood as a group established to celebrate or support the project.
2. The provisions of the Regulations concerning patronage shall apply accordingly to the Rector's participation in the Honorary Committee.

CHAPTER II.

Principles of granting patronage

§ 3

1. The organizer of an external project may apply for the Honorary or Technical Patronage of the University of Economics in Katowice or for the Rector's participation in the Honorary Committee.
2. The organizer of an internal project may apply for the Honorary Patronage of the Rector.
3. Patronage may be granted only by the Rector, subject to section 4.
4. The decision to grant patronage may be taken by a vice-rector appointed by the Rector.
5. The establishment of the patronage is a distinction, emphasizing the special character of the project. The distinction covers the most important projects, mainly cyclical and jubilee ones, of international, national or regional range, as well as other events of high prestige and rank.
6. Granting consent to the patronage of the project does not mean a declaration of financial or organizational support, nor does it oblige the Rector to participate in the project.
7. The Rector reserves the right to indicate speakers and persons representing the University in the project (e.g. representatives of the University to the discussion panel).
8. The patronage may be applied only by the Organizer of the project.
9. In the case of cyclical projects, the application for patronage should be submitted each time.

CHAPTER III.

Procedure for granting patronage

§ 4

1. The letter on granting patronage to the project together with the completed application referred to in section 2 should be sent to the Rector no later than 30 days before the planned project.
2. Template of the application:
 - a) with respect to external projects is attached as Annex 1 to the Regulations,
 - b) with respect to internal projects is attached as Appendix 2 to the Regulations.
3. The application referred to in paragraph 1 should be accompanied by the programme of the project.
4. A complete application should be submitted to the Rector's Office or sent to the address:

Rector's Office
University of Economics in Katowice
ul. 1 Maja 50
40-287 Katowice

5. In order to meet the deadline referred to in section 1, it is possible to send a scan of the completed application to the e-mail address patronaty@ue.katowice.pl provided that the original application is submitted within 7 days from the date of sending the scan.
6. In justified cases, the Rector may consider an application filed after the deadline.
7. Submitting an application is not tantamount to granting patronage.

§ 5

1. In the event that the application for granting patronage or the Rector's participation in the honorary committee is received by organisational units of the University other than the Rector's Office, the heads of such units shall immediately send the application to the Rector's Office together with an opinion on the legitimacy of granting patronage.
2. All matters concerning the granting of patronage or the Rector's participation in the honorary committee are recorded in the register kept by the Rector's Office.

§ 6

1. The Rector's Office may request the organizer to provide additional information or clarify the planned project.
2. If the organizer fails to provide the information or explanations referred to in section 1, the application shall be left unprocessed.
3. The Rector's Office may request the competent organizational unit of the University to issue an opinion on the application for granting patronage.

§ 7

1. The organizer is notified about the decisions concerning the patronage in writing or by e-mail to the e-mail address indicated in the application, within 14 days from the date of submitting a complete application to the Rector's Office. In special cases, this deadline may be extended and the Organizer will be informed immediately.
2. The Rector may refuse to grant patronage to the project without giving any reasons.
3. In justified situations, and in particular in the event of failure to perform the duties specified in § 8, the Rector may change the decision on the patronage.

CHAPTER IV.

Obligations of the Organizer of the project resulting from the granting of patronage

§ 8

The Organizer is obliged to:

1. inform about the patronage in all press releases and materials of the Organizer concerning the project, together with the logo of the University of Economics in Katowice, on exposure at least equal to that of other patrons.
2. present the logo of the University of Economics in Katowice in accordance with the University's Visual Identity System available at www.ue.katowice.pl/media/siw and to obtain the approval of the Head of the Marketing Communication Office for all materials containing the University's logo before their publication.
3. agree with the Head of the Marketing Communication Office on the quantity and manner of distribution of promotional materials of the University of Economics in Katowice, subject to the reservation of the right to their equal exposure in relation to promotional materials of other patrons.
4. attach the link www.ue.katowice.pl and the logo of the University of Economics in Katowice to the information concerning the project on the Organizer's website and/or the website dedicated to the project itself, if such exists.

5. enable the Rector's Office employees and/or other appointed University employees to participate in the project free of charge in order to verify the fulfilment of the obligations imposed on the organizer in connection with the patronage granted.
6. provide the Marketing Communication Office with materials and/or publications related to the project (with particular emphasis on photographs, film materials and press releases) immediately after its completion, together with a consent for their use free of charge in all fields of exploitation referred to in Article 50 of the Copyright and Related Rights Act.
7. immediately inform the University about any changes in the content of the submitted application, if they could influence the assessment of the legitimacy of granting patronage to a given event.

§ 9

The change in the decision on the patronage requires the Organizer to inform the co-organizers about the change immediately and, if the patronage is withdrawn, to refrain from further publication of the information about the granted patronage.

CHAPTER V.

Final provisions

§ 10

1. The Rector shall make a decision in matters not regulated by these Regulations.
2. The same procedure shall govern amendments to the Regulations as for their issue.
3. The Regulations shall enter into force on the day of signing the Regulation of the Rector.