

I'MSmart Ideas Contest

Regulations

The I'MSmart ideas competition is a way of promoting the active participation of the NOVA IMS community, giving them the opportunity to propose and vote for projects of interest for the improvement of well-being at NOVA IMS and its surroundings.

In this regard, these regulations aim to define the procedure, the stages of the process, the eligibility, and the feasibility analysis procedure of the proposals that will be presented.

Article 1

Model

1. The I'MSmart Ideas Competition follows the model of a participatory budget, according to which the members of the NOVA IMS community formulate proposals and decide on the implementation of projects up to the limit of the amount stipulated annually by the NOVA IMS Management Board.

2. The selection of the proposals that will be submitted to a vote by the NOVA IMS community is carried out by the Competition Jury, made up of 3 members:
 - a) 1 representative of the Students - appointed by NOVA IMS SU
 - b) 1 representative of the Teaching Staff
 - c) 1 representative of the non-teaching staff

3. The representatives mentioned in items b) and c) are appointed by the Dean of NOVA IMS according to the theme of each edition of the Competition.

Article 2

Territorial and Thematic Scope

1. The I'MSmart Ideas Competition covers the entire NOVA IMS premises and surrounding areas;

2. The rules of this Competition may establish one or more specific thematic areas to which the projects must conform for each year.

Article 3

Amount of the I'MSmart Competition

A sum of money, set by the NOVA IMS Management Board each year, will be awarded to fund the three projects with the most votes from the NOVA IMS community.

Article 4

Participants

Proposals that fit into the Competition and the theme defined for the year in question should only be presented by members of the NOVA IMS community: students, employees, teachers, and researchers who work or study at NOVA IMS.

Article 5

Phases of the Process

The Competition is composed of the following stages:

1. Submission of proposals;
2. Analysis by the Competition Jury of the proposals submitted and selection of those that will be put to a vote by the NOVA IMS Community;
3. Disclosure of the final list of projects that will be submitted to voting;
4. Voting, by the NOVA IMS community, of the projects selected by the Competition Jury;
5. Announcement of the winning projects.

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Article 6

Presentation of Proposals

1. The proposals submitted shall be collected electronically, using a form made available by e-mail when the opening of the Contest is announced;
2. By submitting proposals, the participants accept the rules of operation contained in these Regulations;
3. Proposals must be clear, well-defined in their execution, and precise in their scope and objectives in order to allow a proper analysis by the Competition Jury and by the NOVA IMS community when voting;
4. The proposals presented must be duly budgeted and respect the funding limit established for each project each year;
5. Each participant may present only one proposal, which may be transformed into a project;
6. The proponents may add attachments to the proposal in Word, Excel, PPT, PDF, image, video, or audio format, for example, photographs, maps, and location plans whose content is considered relevant to the analysis and interpretation of the proposal.

Article 7

Analysis of the Proposals

1. The Competition Jury shall evaluate the compliance of the proposals with the Regulations and theme of the year in question, as well as their viability, deciding on their admission or exclusion for the voting phase;
2. If the Competition Jury finds that there are similar proposals due to their content or geographical proximity, it may take the initiative to integrate them into a single project;

3. In the case described in the previous number, the Competition Jury must obtain the agreement of the proponents of each of the proposals that may be integrated into a single project;
4. The estimated execution period of each proposal submitted cannot exceed 12 consecutive months;
5. Proposals that meet the eligibility conditions will be adapted to a specific project if necessary.
6. The proposals and documents submitted by the proponents become the property of NOVA IMS.

Article 8

Public Voting of Projects

1. Voting on the projects that have been validated by the Competition Jury will take place electronically through a link made available by e-mail;
2. Each participant may vote only once and on a single proposal.

Article 9

Winning Projects

1. The three projects with the most votes from the NOVA IMS community, up to the limit of the amount defined for each year's edition of the competition, will be the winners;
2. In case of a tie, a new vote will be held among the proposals with the same number of votes until the winning proposal is chosen.

Article 10

Announcement of Winning Projects

The winning projects will be announced to the entire NOVA IMS community by e-mail.

Article 11th

Omissions

Omissions and doubts arising from the interpretation of the present Regulations shall be resolved by the decision of the NOVA IMS Dean or the representative to whom this function has been delegated.

NOVA IMS, April 27th, 2023



Miguel de Castro Neto, Phd
Dean of NOVA IMS