**Memorandum No. 2/2015**

**of the Chancellor of the Medical University of Gdańsk**

**from 11.02.2015 r.**

**regarding the implementation the principles of Medical University of Gdańsk promotional merchandise distribution**

Based on the § 80 paragraph 4 of the Medical University of Gdańsk Charter

**I establish the following:**

1. The Section for Information & Promotion is in charge of ordering, distribution and sales of promotional merchandise.
2. In order to receive Medical University of Gdańsk promotional materials free of charge, one must complete and submit the Request Form which constitutes the Attachment No 1 to hereby Memorandum (the Attachment is available at: <http://promocja.gumed.edu.pl/>) no later than 3 days before the planned pick-up of the materials. The signed and scanned request form should be sent to info@gumed.edu.pl or signed hardcopy should be delivered in-person or by post to Sekcja Informacji i Promocji, ul. M. Skłodowskiej-Curie 3a, 80-210 Gdańsk, pokój nr 2.
3. In case of a request for materials with the University’s logo that are not currently available, it is necessary to make arrangements with the Section at least 30 days before the planned pick-up.
4. The materials are issued:
	1. Free of charge, with the approval of the Head of the Office of International Relations, Promotion and Development Projects and after necessary decisions of the University’s Authorities;
	2. After payment by cash or internal invoice.
5. Materials will not be issued without a submitted request form and without approval.
6. The quantity of issued items is based proportionally in their availability.
7. The following timelines apply:
	1. Decision about the request – up to 1 working day from the day of receiving the request form;
	2. Issuing the materials – up to 1 working day from the day of approval of the request.
8. This memorandum enters into force from the day of its announcement.

Chancellor

Marek Langowski, MA