

STATUTE OF THE UNIVERSITY OF WARSAW

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STATUTE OF THE UNIVERSITY OF WARSAW

PART I THE UNIVERSITY OF WARSAW. GENERAL PROVISIONS

§ 1

Seat and legal grounds for activity

1. Uniwersytet Warszawski [*University of Warsaw*], hereinafter referred to as “the University”, is a public university, operating pursuant to the Act of 27 July 2005 – Law on Higher Education (Polish Official Journal No. 164, item 1365 as amended), hereinafter referred to as “the Act”, and this Statute.
2. The University is a juridical person with its seat in Warsaw.
3. The University may use the name of “Universitas Varsoviensis”, and in foreign relations it may also use the names: “University of Warsaw”, “Université de Varsovie”, “Universität Warschau”.

§ 2

The academic community

The University is an independent and self-governing organization of the academic community, as defined in the Act, comprising:

- 1) academic teachers holding the academic title of a professor or the academic degree of doctor habilitated [*doktor habilitowany*], or employed in the position of full or associate professor [*profesor zwyczajny, profesor nadzwyczajny*], hereinafter referred to as “independent academic teachers”;
- 2) other academic teachers than those indicated in subpara. 1, hereinafter referred to as “other academic teachers”;
- 3) employees who are not academic teachers;
- 4) doctoral students;
- 5) students.

§ 3

Freedom of research

The University shall safeguard freedom of the research done by members of the academic community.

§ 4 Studies

1. The University provides education to:
 - 1) students in the fields of study conducted by faculties and other organizational units, authorized to conduct didactic activity;
 - 2) doctoral students, within the framework of doctoral studies;
 - 3) visitor students of postgraduate studies.
2. Pursuant to the Act, this Statute and regulations of studies, governing bodies of the University may adopt resolutions and issue ordinances concerning the organization of studies.

§ 5 Authorities of the University

1. Authorities of the University include Rector and Senate.
2. Other governing bodies of the University and of its organizational units are defined in the Act and this Statute.

§ 6 University symbols

1. University symbols include: emblem, seal and flag of the University.
2. The name “Uniwersytet Warszawski” or “Universitas Varsoviensis” shall be used on University symbols.
3. University governing bodies shall use University symbols. The use of national colours, state emblem and seal is regulated by separate provisions.
4. University symbols are marks protected by law.
5. University symbols are described in Appendix 1 to this Statute.

§ 7 Holidays of the University

1. Holidays of the University include:
 - 1) 19th of November as the University Day;
 - 2) inauguration of the academic year, including matriculation of freshmen;
 - 3) promotion to the degree of a doctor and handing the diploma of a doctor habilitated;
 - 4) promotion by a doctorate honoris causa [*honorary doctorate*];
 - 5) renewal of doctorate;
 - 6) other holidays determined by the Senate.

2. The form of celebrations at the University follows the Polish academic traditions. The Senate determines the course of celebrations at the University.

§ 8

Honorary title of the University

1. The University grants the title of doctor honoris causa to persons who contributed significantly to achieving the goals the University serves.
2. The Senate adopts a resolution to grant the title of doctor honoris causa on motion by the council of a basic University organizational unit or a group of at least 20 full professors employed by the University as their basic place of work.
3. Before adoption of the resolution referred to in para. 2, the Senate may approach three full professors not employed by the University to prepare opinions about the candidate for the title of doctor honoris causa.
4. The Senate shall adopt the resolution referred to in para. 2 by the majority of 3/5 of the statutory number of members, having obtained the opinion of the relevant Rector's committee.

§ 9

Renewal of doctorate

§ 8 shall apply accordingly to renewal of doctorate, however, the Senate may adopt a resolution in this matter on motion by the council of a basic University organizational unit, having obtained the opinion of the relevant Rector's committee.

§ 10

Medal of the University

1. "Medal for Merits for the University of Warsaw" is awarded for special merits for the University.
2. The Senate determines the principles and procedure of awarding the "Medal for Merits for the University of Warsaw".

PART II

ORGANIZATIONAL SYSTEM OF THE UNIVERSITY

Chapter 1

ORGANIZATION OF THE UNIVERSITY

§ 11

University organizational units

University organizational units include:

- 1) faculties and other basic organizational units;
- 2) inter-faculty organizational units;
- 3) university-wide organizational units;
- 4) inter-university organizational units;
- 5) central administration organizational units;
- 6) organizational units referred to in § 134 para. 3.

§ 12

Establishing, transforming and liquidating University organizational units

1. The organizational units referred to in § 11 subparas. 1-3 shall be established, transformed and liquidated by the Senate.
2. The organizational units referred to in § 11 subpara. 4 shall be established, transformed and liquidated by Rector upon consent of the Senate.
3. The organizational units referred to in § 11 subpara. 5 shall be established, transformed and liquidated by Rector upon his/her own initiative or on motion by the Chancellor.

§ 13

Procedure of establishing and transforming University organizational units

1. A motion to establish a University organizational unit shall include:
 - 1) identification of the purpose, need, scope of activity and anticipated results of establishment of the organizational unit;
 - 2) identification of the source of funds to cover the costs of operation and ensuring material conditions of the organizational unit's operation;
 - 3) submission of draft regulations of the organizational unit;
 - 4) presentation of the method to ensure further conduct of studies in case of transformation or liquidation of the organizational unit conducting the studies.
2. A resolution to establish a University organizational unit shall define its name, scope of operation and method of financing its activities.

3. Regulations of a University organizational unit must be appended to the resolution referred to in para. 2.
4. Amendments to the regulations of a University organizational unit must be approved by the Senate.
5. Paras. 1 and 2 shall apply accordingly in matters of transforming University organizational units.

§ 14

Basic University organizational units

1. The faculty is the basic University organizational unit.
2. The Senate may grant the status of a basic organizational unit to an organizational unit other than a faculty if the unit meets the conditions set out in § 18 para. 1 or 2.

§ 15

The faculty

1. The faculty is an organizational unit which meets all of the following conditions:
 - 1) conducts, in the sense of § 117, at least one field of study;
 - 2) conducts independently faculty doctoral studies in at least one academic discipline;
 - 3) organizes and coordinates research work within an academic domain or discipline;
 - 4) employs, as the basic place of work, at least 15 independent academic teachers, including at least seven holders of academic titles.
2. The faculty regulations shall determine, taking into account the provisions of the Act and this Statute, in particular the faculty structure, kinds and scopes of operation of internal units of the faculty, procedure of appointing governing bodies of these units, principles of organizational subordination of faculty employees, including academic teachers.
3. The regulations of a faculty and amendments thereto shall be adopted by the faculty council by a majority of 2/3 of the statutory number of members and approved by the Senate.

§ 16

Establishing a faculty

1. A faculty shall be established under a resolution of the Senate adopted on a motion by a basic University organizational unit or a group of at least 20 full professors employed by the University as the basic place of work.
2. A motion to establish a faculty shall be accompanied by a statement of reasons meeting the requirements set out in § 13 para. 1 and draft faculty regulations.
3. Establishing a faculty requires ensuring adequate financial conditions, material and technical conditions, facilities and administrative services.

§ 17

Transforming a faculty

If the number of independent academic teachers of the faculty employed by the University as their basic place of work has been, for at least two academic years, smaller than that fixed in § 15 para. 1 subpara. 4, the Senate shall take a resolution to merge this faculty with another faculty, with the consent of the second faculty's council, or to transform the faculty into a different organizational unit. The merger or transformation of the faculty shall take place at the end of the academic year in which the Senate took the resolution in this matter.

§ 18

Basic organizational unit other than a faculty

1. The Senate may grant the status of a basic organizational unit to an organizational unit other than a faculty if, regardless of ensuring the conditions referred to in § 16 para. 3, it meets all of the following conditions:

- 1) it is not an internal unit of a basic organizational unit, this condition being considered as fulfilled if the granting of the status of a basic organizational unit is accompanied by separation of the unit from the existing structure of the basic organizational unit;
- 2) it conducts a field of study, in the sense of § 117, or doctoral studies.

2. The Senate may grant to an organizational unit referred to in § 22 para. 8 and in § 23 para. 1 subpara. 2, being a scientific unit in the sense of provisions of financing science, the status of a basic organizational unit if, regardless of the condition referred to in para. 1 subpara. 1, it meets all the following conditions:

- 1) at least five independent academic teachers representing the scientific disciplines or domains in which the unit does research work for the unit;
- 2) the head of the unit is an independent academic teacher;
- 3) it conducts research of special importance for the University and for development of science and knowledge.

3. The academic council of the unit referred to in para. 2 is appointed by Rector, subject to § 22 para. 8.

4. The provisions of the Statute concerning the faculty, Dean, Vice-Dean and faculty council, respectively, save for § 29 para. 1 subpara. 3 and § 43 para. 2, shall apply to a basic organizational unit other than a faculty, as referred to in para. 1, its head, vice-head and council.

§ 19

List of basic organizational units

The list of the University's basic organizational units, as referred to in § 14 para. 1 and § 18 paras. 1 and 2, is contained in Appendix 2 hereto.

§ 20

Organizational units of a faculty

1. Organizational units of the faculty shall be: institutes, departments, sections, libraries and other units listed in faculty regulations, indispensable for discharging the faculty's tasks, including administration units or posts.
2. Consent of the Senate shall be required for establishing, transforming and liquidating institutes, departments and sections.

§ 21

Institutes, departments, sections

1. The establishment and operation of an institute is conditional upon it employing at least six independent academic teachers who are employed by the University as their basic place of work, including at least three holders of academic titles.
2. The establishment and operation of a department shall be conditional upon employment by it of at least five academic teachers who are employed by the University as their basic place of work, including at least two independent academic teachers, at least one of them holding an academic title, and at least three academic teachers with the academic degree of a doctor.
3. The establishment and operation of a section shall be conditional upon employment by it of at least three academic teachers who are employed by the University as their basic place of work, including at least one independent academic teacher and at least two academic teachers with the academic degree of a doctor.
4. If the number of independent academic teachers employed by an institute as their basic place of work has been, for two academic years, lower than that fixed in para. 1, the institute shall be transformed into a department as of the first day of the subsequent academic year.
5. If the number of academic teachers employed by a department as their basic place of work has been, for two academic years, lower than that fixed in para. 2, the department shall be transformed into a section as of the first day of the subsequent academic year.

§ 22

Inter-faculty organizational units

1. Inter-faculty organizational units are established by the Senate on motions by faculty councils, for the purpose of their joint conduct of a field of study, a macro-field, inter-field studies or doctoral studies.
2. Inter-faculty organizational units shall develop a plan and curriculum of studies, and perform the acts provided for by the studies regulations.
3. The head and vice-heads of an inter-faculty organizational unit shall be appointed by Rector on joint motion by Deans of the faculties which applied for the organizational unit to be established.

4. The vice-head for student affairs of an inter-faculty organizational unit shall be appointed in the procedure of Article 76 para. 6 of the Act.
5. The council of an inter-faculty organizational unit shall be appointed by Rector on motion by faculty councils, observing the requirements referred to in Article 67 para. 4 of the Act.
6. The council, head and vice-head for student affairs of an inter-faculty organizational unit shall perform the tasks specified in the studies regulations for the faculty council, Dean and Vice-Dean, respectively.
7. The Rector exercises supervision over the inter-faculty organizational unit.
8. Inter-faculty organizational units may also be established for the purpose of joint conduct of research. In such cases the requirements referred to in Article 67 para. 4 of the Act shall not apply.

§ 23

University-wide organizational units

1. University-wide organizational units shall be established for the purpose of:
 - 1) providing didactic services for the benefit of units conducting studies;
 - 2) conducting research or a specific research task;
 - 3) carrying on university-wide activities for the benefit of the whole academic community.
2. University-wide organizational units may also be established for a specified period of time or in order to perform a specific task.
3. University-wide organizational units shall be subordinate to Rector.
4. If the regulations of the unit referred to in para. 1 subparas. 1 and 3 provide for the appointment of a council of such a unit, at least half the number of their members shall be representatives of University units for whose benefit a given university-wide unit provides didactic services, and representatives of doctoral students and students shall account for at least 20% of its membership.
5. If the regulations of the unit referred to in para. 1 subpara. 2 provide for the appointment of an academic council of such a unit, at least 20% of its membership, but not fewer than three persons, shall be members delegated by councils of faculties representing the academic domains which the unit's activity concerns.

§ 24

Inter-university organizational units

1. The University and other entities, including domestic and foreign universities and other academic centres, may establish, under agreements concluded by Rector with the Senate's consent, inter-university organizational units for joint implementation of research or didactic work, as well as achievement of other goals resulting from Acts or this Statute.

2. In case of joint conduct of a field of study, the agreement shall define the manner of conducting the field of study, in the sense of § 117 of the Statute, and the entity which issues the diploma.

§ 25

Library and information system

1. At the University there is a library and information system consisting of the University of Warsaw Library, hereinafter referred to as "BUW", as the main library, and libraries of other University organizational units.
2. The task of the library and information system of the University shall be collecting, preparing and making available library collections and information resources indispensable for implementation of the didactic process and servicing research.
3. BUW shall perform academic, didactic and publishing tasks within its powers.
4. BUW is a public academic library in the sense of provisions of the Act of 27 June 1997 on Libraries (Polish Official Journal No. 85, item 539 as amended).
5. Detailed principles of operation of the University library and information system, including making the collections available, as well as powers of BUW Director in the field of coordinating the University library and information system shall be defined in the regulations of the system, adopted by the Senate on motion by the library council.
6. The principles referred to in para. 5 shall take into account the need to ensure full access of members of the University academic community to resources of the University library and information system.
7. In connection with the operation of library and information system, the University shall process the following data of system users: forename, surname, PESEL, residence address and place of work of education.
8. Opinion of BUW Director and the library council shall be sought for the establishment, transformation and liquidation of a library.

Chapter 2

UNIVERSITY GOVERNING BODIES

§ 26

Kinds of University governing bodies

1. University governing bodies operate as collective bodies, single-person bodies or electoral bodies.
2. Collective bodies of the University include: Senate, faculty council and council of another basic University organizational unit, as referred to in § 18 para. 1.
3. Single-person bodies of the University include: Rector, Dean of faculty and head of another basic University organizational unit, as referred to in § 18 para. 1.

4. Electoral bodies of the University include: College of Electors, faculty college of electors and college of electors of another University organizational unit, as referred to in § 18 para. 1.

§ 27

Governing bodies' terms of office

1. University governing bodies shall have terms of office.
2. The same person cannot hold the same post of a single-person University body or that of his/her deputy for more than two subsequent full terms of office.

§ 28

Adoption of resolutions by collective bodies

1. Collective and electoral bodies adopt resolutions by open or secret ballot.
2. Collective and electoral bodies adopt resolutions by the majority of validly cast votes in the presence of at least half of their membership, as specified in the provisions, unless the Act or this Statute provide otherwise.
3. Regulations of a University organizational unit may specify higher requirements than those set out in para. 2 for adoption of resolutions by the unit's collective bodies.
4. In matters of appointment to posts or mandates, as well as in individual employee matters, resolutions shall be adopted by secret ballot. Secret ballot vote shall also be ordered on motion by at least one member of the collective body, save for voting on formal matters.
5. If the provisions require that a resolution be adopted by an absolute majority of votes, the number of valid votes cast for adoption of the resolution must be greater than the sum of valid votes cast against adoption of the resolution and abstentions.

§ 29

Composition of the Senate

1. Senate members include:
 - 1) Rector, as the chairperson;
 - 2) Vice-Rectors;
 - 3) Deans;
 - 4) representatives of:
 - a) independent academic teachers;
 - b) other academic teachers;
 - c) doctoral students and students;
 - d) employers other than academic teachers.
2. Independent academic teachers account for no more than 3/5 of the Senate's membership and no less than half of it.
3. There are ten representatives of independent academic teachers.

4. Representatives of other academic teachers account for no less than 10% of the Senate's membership.
5. Representatives of doctoral students and students account for 20% of the Senate's membership.
6. Representatives of employers other than academic teachers account for no more than 10% of the Senate's membership.
7. The numbers of representatives referred to in para. 1 subpara. 4 letters b-d shall be determined by the University Electoral Commission (UKW).
8. A Senate member, regardless of other statutory prohibitions, may not act as a single-person body of another university.
9. Meetings of the Senate are attended, in an advisory capacity, by the Chancellor, Treasurer, BUW Director and representatives of trade unions operating at the University, one from each union.

§ 30 Powers of the Senate

The Senate:

- 1) adopts and amends the Statute;
- 2) determines the main directions of University activity, including its employment policy;
- 3) lays down the principles of the University activities and guidelines for faculty councils as regards the performance of basic university tasks, set out in Article 13 of the Act;
- 4) adopts the property and financial plan;
- 5) adopts the investment plan;
- 6) approves financial statements, pursuant to the provisions on accounting;
- 7) assesses activities of the University, approves Rector's annual reports and assesses the activities of Rector;
- 8) adopts the regulations of studies, regulations of doctoral studies and regulations of postgraduate studies;
- 9) lays down the principles of admission to studies and doctoral studies;
- 10) adopts resolutions in the matter of establishment or liquidation of a branch, remote basic organizational unit or remote didactic centre;
- 11) adopts resolutions in the matter of establishment or liquidation of a field of study (specialization within a field), conduct of a field of study (specialization within a field) by a specific organizational unit(s) of the University, and in the matter of establishment or liquidation of postgraduate studies;
- 12) grants the title of doctor honoris causa;

13) expresses the opinion of the academic community and expresses opinions on matters referred by Rector, faculty council or a group of at least 1/5 of the total number of Senate members;

14) expresses consent for purchase or sale of assets whose value exceeds the equivalent of 1,000,000 euros, as well as to establish charges on assets whose value exceeds the equivalent of 10,000,000 euros;

15) expresses consent for joining a company, cooperative or another commercial organization and for establishment of a company or foundation;

16) examines, at least once a year, the issues of conditions of studying, as well as living conditions, health and physical culture of students and doctoral students;

17) examines, at least twice in a term of office, the issue of working conditions, health and professional prophylactics activities among individual groups of University employees;

18) takes other actions provided for in the provisions of laws and the Statute.

§ 31

Other rights of the Senate

The Senate and Senate committees have the right to obtain information from University governing bodies, bodies of self-government of students and doctoral students, and organizations operating within the University, as well as to ask all members of the academic community for explanations.

§ 32

Procedure of convening meetings and adopting resolutions in the Senate

1. Meetings of the Senate are convened by Rector upon his/her own initiative or on motion by at least 1/5 of the total number of Senate members.

2. The procedure of convening the meetings and the procedure of the Senate's work are set out in regulations of the Senate, which form Appendix 3 hereto.

3. The Senate adopts resolutions on motion by Rector, committee of the Senate or group of at least 5 Senate members.

4. In personal matters other than those governed by the provisions of Part III and electoral ordinance the Senate adopts resolutions by an absolute majority of votes.

§ 33

Committees of the Senate

1. The Senate shall establish standing committees for its whole term of office. The Senate may establish ad hoc committees.

2. In the resolution to establish a committee the Senate shall define its scope of operation.

3. The Senate elects committee members by an absolute majority of votes from among Senate members and candidates promoted by the Senate members, faculty councils and self-governments of doctoral students and students.

4. The Senate elects the committee chairperson from among Senate members by an absolute majority of votes.

5. Meetings of commissions of the Senate are attended, in an advisory capacity, by representatives of trade unions operating at the University, one from each union.

§ 34

Rector

1. Rector manages the University's activity, represents the University externally and is the superior of employees, doctoral students and students.

2. Rector is entitled to the honorary title of Magnificence.

§ 35

Rector's powers

Rector takes decisions in all matters concerning the University, save for matters reserved by the Act or this Statute as powers of other University governing bodies or Chancellor, and in particular:

- 1) takes decisions concerning assets and management of the University, subject to § 30 subpara. 14;
- 2) concludes cooperation agreements with foreign entities, informing forthwith the Senate of any concluded agreement;
- 3) establishes, transforms and liquidates organizational units identified in this Statute;
- 4) exercises supervision over the University's didactic and research activities;
- 5) exercises supervision over administration and management of the University;
- 6) takes care of observance of laws and ensuring security in the University area;
- 7) determines the scopes of duties of Vice-Rectors and Chancellor to the extent not regulated in the Act and in this Statute;
- 8) establishes Rector's committees and teams;
- 9) performs other acts provided for in the Statute.

§ 36

Vice-Rectors

1. Two to four Vice-Rectors shall be elected for Rector's term of office. The number of Vice-Rectors is determined by Rector-elect.

2. A candidate for Vice-Rector must meet the conditions set out in the Act for candidates for Rector, subject to Article 75 para. 2 of the Act.

3. The scope of duties of Vice-Rector shall be specified by Rector, however the person empowered to perform acts in individual matters of doctoral students and students shall be Vice-Rector for student affairs.

4. In university-wide matters concerning self-governments of doctoral students and students, student academic, cultural, sports and tourist movement, Vice-Rector for student affairs shall cooperate with the relevant bodies of doctoral students' self-government, students' self-government and bodies of the concerned organizations of doctoral students or students of the University, as well as associations grouping exclusively the University academic teachers, doctoral students or students, operating at the University.

§ 37

Prohibition of combining functions

1. Regardless of the limitations under Article 79 para. 1 of the Act, Rector's function may not be combined with any function of a single-person University body or that of his/her deputy, with the function of head or vice-head of an inter-faculty or university-wide organizational unit and faculty organizational unit, or with holding mandate by election in University collective bodies or councils of University organizational units. Rector may not conduct public activity which cannot be reconciled with the office held by him/her or with the University's interests.

2. The function of Vice-Rector may not be combined with that of Dean, Vice-Dean, head or vice-head of an inter-faculty or university-wide organizational unit, director or vice-director of an institute.

§ 38

Faculty council composition

1. The faculty council is composed of:

- 1) Dean, as the chairperson;
- 2) Vice-Deans;
- 3) independent academic teachers;
- 4) representatives of other academic teachers;
- 5) representatives of doctoral students and students;
- 6) representatives of employees other than academic teachers.

2. When a faculty employs, as the basic place of work, more than 30 independent academic teachers, faculty regulations may provide that council members include representatives of independent academic teachers elected according to the principles and procedure set out in the regulations.

3. Meetings of the faculty council shall be attended, in an advisory capacity, by representatives of trade unions operating within the University, one from each union.

§ 39

Proportions of faculty council composition

1. Independent academic teachers shall account for no less than half and no more than 3/5 of the faculty council membership.
2. Other academic teachers shall account for no less than 15% of the faculty council membership.
3. Doctoral students and students shall account for no less than 20% of the faculty council membership.
4. Employees who are not academic teachers shall account for no more than 5% of the faculty council membership.
5. The number of elected members of groups of the academic community, as referred to in paras. 2-4, shall be determined pro rata the size of these groups by the faculty electoral commission.
6. A faculty council member may not hold the function of a single-person body or that of his/her deputy in another university.

§ 40

Powers of the faculty council

Powers of the faculty council include:

- 1) determining the main directions of faculty activity;
- 2) adopting, having consulted the opinion of the relevant body of students' self-government, according to guidelines determined by the Senate, plans of studies and teaching curricula;
- 3) adopting, having consulted the relevant body of doctoral students' self-government, according to guidelines determined by the Senate, plans and curricula of doctoral studies;
- 4) adopting, according to guidelines determined by the Senate, plans and curricula of postgraduate studies and upgrading courses;
- 5) adopting the faculty financial plan;
- 6) assessing the activities of the faculty, approving the annual report of Dean, annual report of financial plan implementation and assessment of Dean's activities;
- 7) expressing opinion of the faculty community in matters referred by Rector, Dean, heads or academic councils of internal units or by a group of at least 1/5 of the total number of council members;
- 8) adopting resolutions in other matters resulting from this Statute or faculty regulations.

§ 41

Faculty council work organization

1. Meetings of the faculty council shall be convened by Dean upon his/her own initiative or on motion by a group of at least 1/5 of the total number of council members.
2. The procedure of work of the faculty council is regulated in the faculty regulations, observing the requirements set out in the Statute and applicable to the procedure of work of the Senate.
3. The council may set up standing or ad hoc committees. The provisions of § 33 para. 2-4 shall apply accordingly.

§ 42

Adoption of resolutions by the faculty council

1. The faculty council adopts resolutions on motion by Rector, Dean, council committee or a group of at least five members of the faculty council.
2. In personal matters or on motion by at least one member of the faculty council, save for voting on formal matters, the faculty council shall adopt resolutions by secret ballot, by an absolute majority of votes.
3. Faculty community shall be notified of resolutions of the faculty council, however, the manner of notification shall be defined by Rector in an ordinance.
4. The Dean may appeal against faculty council resolutions to the Senate, within 14 days of adoption by the council, unless the council previously sets the resolution aside in full. A council resolution appealed against by Dean shall not take effect until the appeal is examined by the Senate.

§ 43

Dean's powers

1. The Dean:
 - 1) manages the faculty's activities;
 - 2) convenes and chairs council meetings;
 - 3) takes decisions and issues ordinances necessary for proper operation of the faculty;
 - 4) represents the faculty externally;
 - 5) appoints heads of faculty organizational units;
 - 6) is the superior of employees, doctoral students and students of the faculty;
 - 7) supervises the faculty's management as regards resources and funds at the faculty's disposal;
 - 8) implements the faculty's personnel policy and submits to Rector, upon consent of the faculty council, applications for employment in the posts of faculty

academic teachers, as well as gives notice, having consulted the faculty council, of contests for the posts of academic teachers, pursuant to § 94;

9) ensures correct organization of the course of studies and supervises the correct course of education process;

10) takes decisions in student affairs, where they result from the regulations of studies;

11) determines the scope of duties of Vice-Deans, however the person empowered to perform acts in individual matters of doctoral students and students is Vice-Dean for student affairs, taking into account powers of the head of doctoral studies;

12) performs other acts provided for this Statute and in faculty regulations.

2. A candidate for Dean must meet the conditions set out by the Act for a candidate for Rector and must be employed by the University as the basic place of work in the post of associate or full professor.

§ 44

Vice-Deans

1. One to three Vice-Deans shall be elected for the period when Dean holds office, including Vice-Dean for student matters. The number of Vice-Deans is determined by Dean-elect.

2. A candidate for a Vice-Dean must be employed by the faculty as the basic place of work and hold at least the academic degree of a doctor.

3. § 36 paras. 3 and 4 shall apply accordingly to Vice-Dean for student affairs.

§ 45

Prohibition of combining offices by Dean and Vice-Dean

The functions of Dean or Vice-Dean may not be combined with any function of a single-person University body or that of his/her deputy, with the function of head or vice-head of an inter-faculty or university-wide organizational unit and faculty organizational unit if, pursuant to faculty regulations, the unit is directly subordinate to Dean.

§ 46

Library Council

1. The Library Council is Rector's opinion-giving body.

2. The Library Council consists of:

1) 5 employees of the library and information system, employed in the post of at least senior librarian or an equivalent post, elected by employees of the units referred to in § 25 para. 1;

2) 6 academic teachers holding at least the academic degree of doctor, appointed by Rector from among the persons identified by faculty councils, observing the

principle that humanities, social sciences and mathematic and natural sciences must have equal representation in the council;

3) 2 students identified by students' self-government;

4) 1 doctoral student identified by doctoral students' self-government,

5) BUW Director.

3. The Library Council shall elect the chairperson of the Library Council from among the persons referred to in para. 2 subpara. 2.

§ 47

Powers of the Library Council

1. Powers of the Library Council include:

1) expressing opinions about the directions and principles of activity of the library and information system as appropriate to the University's didactic and research needs;

2) expressing opinions about draft regulations of the University library and information system prepared by BUW Director;

3) expressing opinions about draft financial plan of BUW and report on its implementation, as well as activity reports on the University library and information system;

4) expressing opinions about candidates for managerial posts in BUW and libraries of the University library and information system, as well as setting the directions of library staff development;

5) submitting to the Senate proposals concerning candidates for the library commission which assesses academic teachers employed by units of the University library and information system.

2. The procedure of activities of the Library Council is defined in the regulations adopted by the Library Council and approved by the Senate.

§ 48

BUW Director

1. BUW Director coordinates the activities of the University library and information system and manages BUW. The scope of duties of BUW Director is specified by the regulations referred to in § 25 para. 5.

2. Every year, BUW Director submits to the Senate an activity report on the University library and information system.

3. BUW Director shall be appointed by Rector for five years from among the candidates selected by contest, having consulted the Senate and the Library Council.

4. Contest regulations shall be adopted by the Senate on motion by Rector.

5. The Rector may recall BUW Director, before the end of his/her term of office, having consulted the Senate and the Library Council.

6. BUW Vice-Director shall be appointed and recalled by Rector on motion by BUW Director, with an opinion of the Library Council.

§ 49

Institute academic council

1. The tasks, powers and composition of the institute academic council are set out in the faculty regulations.
2. If an institute conducts a field of study or specialization within a field, in the sense of § 117, the proportions of share of academic community groups in the institute academic council shall correspond to the proportions defined for the faculty council.
3. Faculty regulations may provide for membership in the institute council of persons not being institute employees and holding at least the academic degree of doctor habilitated. These persons may account for no more than 20% of the institute council membership.
4. Only an independent academic teacher employed by the University as the basic place of work may be elected chairperson of the council.
5. Faculty regulations may provide that director of the institute is ex officio the council chairperson.

§ 50

Director of institute

1. The director of an institute is appointed by Dean according to the procedure set out in the faculty regulations. The provision shall not apply to an institute being a basic organizational unit.
2. Only an independent academic teacher employed by the University as the basic place of work may be the director of an institute.
3. The tasks and powers of the director of an institute are set out in the faculty regulations.
4. Faculty regulations may provide that appointment of the director of an institute is preceded by selection of a candidate or by gathering opinions about candidates according to the procedure set out therein.
5. No more than two vice-directors of institute are appointed in the institute. The procedure of appointing vice-directors institute is set out in the faculty regulations. Para. 4 shall apply accordingly.
6. Article 77 para. 1 of the Act shall apply accordingly to institute directors and vice-directors.
7. Director and vice-directors of an institute may perform their functions for more than two subsequent terms of office unless the faculty regulations provide otherwise.
8. The scope of duties of vice-directors of institute shall be defined by the institute director.
9. If the institute conducts a field of study or specialization within the field, vice-director of institute for student affairs shall be appointed under Article 76 para. 6 of the Act.

10. The procedure provided for appointment shall apply accordingly to recall of an institute director.

§ 51

Head of department and section

1. The head of a department shall be appointed by Dean from among independent academic staff employed by the University as their basic place of work and having the right to be elected in the department.

2. The head of a section shall be appointed by Dean from among academic teachers holding at least the academic degree of doctor and employed by the University as their basic place of work and having the right to be elected in the section. Faculty regulations may provide for higher requirements for the post of head of section.

3. If the department or section employs more than three persons with the right to be elected, faculty regulations may provide that the appointment of the head of a department or section is preceded by selection of a candidate or by gathering opinions about candidates according to the procedure set out therein.

4. The term of office of the head of department or section shall be four years starting on 1 March after the year of elections to the University governing bodies. The provision of § 50 para. 7 shall apply accordingly.

5. The procedure provided for appointment shall apply accordingly to recall of the head of department or section.

§ 52

Governing bodies of other units

The procedures for appointing single-person and collective bodies of other faculty internal units than an institute shall be set out in their founding deeds, the Statute or faculty regulations.

PART III

PRINCIPLES OF ELECTION, APPOINTMENT AND RECALL OF UNIVERSITY GOVERNING BODIES

Chapter 1

GENERAL PRINCIPLES

§ 53

Scope of application

The provisions of this Chapter shall apply the election, appointment or recall of:

- 1) Rector and Vice-Rectors;
- 2) members of the Senate;
- 3) members of the College of Electors;
- 4) Deans and Vice-Deans;
- 5) members of faculty councils;
- 6) members of faculty colleges of electors;
- 7) members of the University Electoral Commission and other electoral commissions;
- 8) members of the Library Councils;
- 9) other single-person bodies or members of collective bodies.

§ 54

Electoral franchise and right to be elected

1. The following persons shall hold electoral franchise at the University:
 - 1) academic teachers employed by the University as their basic place of work;
 - 2) employees other than academic teachers, who are full-time employees of the University;
 - 3) doctoral students;
 - 4) students.
2. The following persons shall hold the right to be elected at the University:
 - 1) academic teachers employed by the University as their basic place of work who have not attained pension age or do not receive pension benefits, subject to para. 3,
 - 2) employees other than academic teachers, who are full-time employees of the University;
 - 3) doctoral students;
 - 4) students.

3. An academic teacher by appointment [*mianowany nauczyciel akademicki*] employed by the University in the post of a professor shall hold the right to be elected until he/she attains 70 years of age.

4. The provision of para. 2 shall apply accordingly to appointment to a post.

§ 55

Exercise of electoral rights

1. A member of the academic community shall exercise electoral rights in a specific election only in one organizational unit and exclusively in one group of the academic community.

2. The prohibition, set out in the Act or this Statute, of combining the post or mandate shall not limit the right to be elected to the post or mandate that the prohibition concerns.

3. The unit in which a doctoral student studies shall mean the University organizational unit conducting the doctoral studies whose participant the doctoral student is.

4. The unit in which a student studies shall mean the University organizational unit being his/her parent unit.

§ 56

Election conditions

1. Unless special provisions provide otherwise, an election is considered made if an absolute majority of votes were cast in favour of the candidate.

2. In case of the bodies referred to in § 53 subparas. 1, 2, 4 and 7, more than half of those with electoral franchise must take part in the election.

§ 57

Term of office

1. The term of office of University governing bodies shall be, subject to para. 2, four years, unless this Statute provides otherwise, starting on 1 September of the year of election and ending on 31 August of the year in which the term ends.

2. The term of office of the University collective and electoral bodies shall expire no sooner than on the day of election of members of this body for a new term of office.

3. The provisions of paras. 1-2 concerning term of office and dates when the term starts and expires shall not apply to representatives of doctoral students and students. These representatives' terms of office and the dates when the term starts and ends are fixed in the regulations of doctoral students' self-government or regulations of students' self-government, respectively.

§ 58

Start of term of office

1. The term of office of collective or electoral bodies shall start, subject to the dates fixed in § 57, no sooner than upon allocation of at least 2/3 of the total number of mandates

specified in the Statute or regulations of the University organizational unit, as appropriate.

2. In the period from the expiry of the term of office fixed in § 57 to election of the relevant collective bodies of the new term, the collective bodies referred to in para. 1 shall perform the acts within their powers only in cases of urgency.

§ 59

Prorogation principle

1. If the term of office of a collective or single-person body of a University organizational unit expires and the relevant body of the new term is not elected, the tasks within the powers of this body shall be performed by Rector until the said election.

2. Rector shall perform the acts within his/her powers, as referred to in para. 1, only in cases of urgency.

3. The provisions of paras. 1 and 2 shall apply accordingly in case of end of the term of office of collective and single-person authorities of international units of a University organizational unit. In such case, the acts within Rector's powers, as referred to in paras. 1 and 2, shall be performed by the head of the University organizational unit.

§ 60

Expiry of mandate

1. The mandate of a single-person body and mandate in a collective or electoral body shall expire in case of:

1) death;

2) resignation;

3) statement of invalidity of the election;

4) recall or deprivation of the mandate;

5) cessation of membership of a given academic group if the body's member obtained the mandate as a representative of this academic group;

6) taking up a post which the Statute prohibits to combine with the function or mandate held;

7) loss of the right to be elected to a given post or mandate;

8) judgment on deprivation of public rights, electoral rights or imprisonment having become valid;

9) imposition of the disciplinary penalty referred to in Article 140 para. 1 subparas. 3 and 4 of the Act or Article 212 subpara. 4 in conjunction with Article 226 para. 1 of the Act.

2. In case of expiry of Rector's mandate, Vice-Rectors' mandates shall expire as well, however, they shall perform their functions until the day of election of a new Rector, and in such cases the acts within Rector's powers shall be performed by the eldest Vice-Rector. The new Rector and Vice-Rectors shall be elected for the period until the end of the term of office of the Rector whose mandate expired.

3. The provision of para. 2 shall apply accordingly to Dean and Vice-Deans.

§ 61

Confirmation of expiry of mandate

Expiry of mandate of a single-person body or mandate in a collective or electoral body shall be confirmed by:

- 1) UKW in the cases referred to in § 53 subparas. 1-3, with respect to mandates of electoral commission members or if the competent body cannot be established on the basis of provisions;
- 2) Senate, with respect to mandates of UKW members;
- 3) Rector in the cases referred to in § 53 subparas. 4 and 8,
- 4) Dean in the cases referred to in § 53 subparas. 5-6 and in case of bodies of faculty internal units.

§ 62

By-elections

1. If expiry of mandate of a single-person body, or mandate in a collective or electoral body is confirmed, the relevant electoral commission shall forthwith order and hold a by-election; the by-election shall be held no later than one month after the day when expiry of the mandate was confirmed.

2. By-election to a collective or electoral body shall not be ordered if less than six months remain until the end of this collective body's term of office, save when fewer than half of the total number of members of a given collective or electoral body would remain as a result of expiry of mandates in it.

3. Provisions on elections shall apply accordingly to by-elections. The term of office of persons elected in by-election shall end upon the lapse of the terms of office of those persons whose mandate expired.

§ 63

Changes in the percentage of academic community groups

In case of changes in the percentage of individual groups of the academic community in the collective or electoral body, such changes infringing the numbers fixed in the Act or Statute, § 62 shall apply accordingly.

§ 64

Recall from a post filled by election or deprivation of members of collective body of mandate

1. A collective body member shall be deprived of his/her mandate unless the Act or Statute provide otherwise, according to the principles and procedure provided for election or appointment, respectively.

2. A motion to recall an elected member of a collective body may be made by at least 20% of the total number of members of the body or by members of the academic community entitled to elect the same.

3. The motion referred to in para. 2 shall be filed with the chairperson of the electoral commission competent to hold the election.

4. Regulations of doctoral students' self-government and regulations of students' self-government shall apply accordingly to depriving representative of doctoral students and students of their mandates.

5. The principles of recalling single-person bodies are set out in the Electoral Ordinance of the University of Warsaw, which constitutes Appendix 4 hereto.

§ 65

Electoral ordinance

The detailed procedure for electing, appointing and recalling the University governing bodies is set out in the Electoral Ordinance of the University of Warsaw.

Chapter 2

UNIVERSITY ELECTORAL COMMISSION AND OTHER ELECTORAL COMMISSIONS

§ 66

Electoral commission

1. In order to hold elections, the following electoral commissions shall be appointed:

1) University Electoral Commission (UKW);

2) constituency electoral commissions;

3) faculty electoral commissions;

4) Library Electoral Commission;

5) electoral commissions appointed to hold elections in groups of doctoral students and students.

2. Provisions on faculty electoral commissions shall apply to electoral commissions appointed in basic organizational units other than faculties, as referred to in § 18 para. 1.

3. The procedure of electing electoral commissions appointed to hold elections in groups of doctoral students and students is set out in the regulations of doctoral students' self-government and regulations of students' self-government, respectively.

§ 67

Deadline for UKW election

Senate shall elect UKW members no later than by the end of November of the year preceding election year.

§ 68
UKW members

UKW shall have 11 members, including:

- 1) 8 persons from the academic community groups referred to in § 2 subparas. 1-3;
- 2) 1 doctoral student;
- 3) 2 students.

§ 69
Principles of nominating candidates for UKW members

1. UKW members referred to in § 68 subpara. 1 shall be elected from among candidates nominated by Rector, Senate members or faculty councils.
2. UKW members from groups of doctoral students and students shall be elected by the Senate from among candidates put forward by doctoral students' self-government and students' self-government, respectively, two per each mandate granted to a given group of academic community.
3. Candidates for UKW members shall be put forward on or before 15 October of the year preceding election year.

§ 70
Election of UKW members

UKW members shall be elected by an absolute majority of votes.

§ 71
By-elections to UKW

1. In case of expiry of mandate of UKW member, Senate shall hold a by-election within no more than two months after the day on which mandate expiry was confirmed.
2. § 66 paras. 2 and 3 and § 69 and 70 shall apply accordingly to the by-election referred to in para. 1.

§ 72
Prohibition of combining the mandate of UKW member

1. The mandate of UKW member cannot be combined with holding the post of a single-person body of the University or that of his/her deputy, with holding the office of head or vice-head of an inter-faculty or university-wide organizational unit or faculty organizational unit, as well as with holding a mandate by election in a collective or electoral body of the University or University organizational unit. UKW member cannot be member of a Senate committee.
2. From the day of expressing consent to run for the post or mandate referred to in para. 1 to the election day, membership in UKW shall be suspended.

3. From the date of election to the post or mandate referred to in para. 1, the mandate of UKW member shall be considered expired.

§ 73
First UKW meeting

1. The first UKW meeting is convened by Rector within two weeks of UKW election by the Senate.
2. Rector chairs the first UKW meeting.
3. At the first meeting UKW elects, from among its members, UKW chairperson and UKW vice-chairperson.

§ 74
UKW chairperson

1. UKW chairperson convenes and chairs UKW meetings, as well as represents it externally.
2. UKW chairperson perform also other acts within his/her powers, specified in the Act and in this Statute.

§ 75
UKW powers

1. UKW powers include:
 - 1) organizing the election acts specified in the Statute;
 - 2) exercising supervision over the election acts held at the University;
 - 3) exercising supervision over other electoral commissions;
 - 4) determining the calendar of election acts;
 - 5) determining electoral constituencies and the number of electors elected in constituencies by individual groups of the academic community;
 - 6) appointing members of constituency electoral commissions and the Library Electoral Commission;
 - 7) setting aside resolutions and decisions of electoral commissions which are inconsistent with the Act or this Statute;
 - 8) registering candidates and making public the lists of candidates for the posts of Rector and Vice-Rector;
 - 9) organizing meetings to present candidates for Rector or Vice-Rector;
 - 10) confirming validity of elections of: Rector, Vice-Rector, Senate member, member of College of Electors, Dean and Vice-Dean;
 - 11) resolving doubts in matters relating to the course of election;
 - 12) taking resolutions on interpretation of provisions concerning election, binding on other governing bodies;

- 13) determining standard forms, reports, voting cards and other documents connected with election acts;
 - 14) holding elections of electors of the Chief Council of Higher Education;
 - 15) performing other acts envisaged in the provisions.
2. In case of substantiated doubts as to the correctness of work of a faculty electoral commission, UKW may, by the majority of 3/5 of the total number of its members, dissolve or suspend the faculty electoral commission. In such cases the acts within the powers of a faculty electoral commission are performed by UKW.
3. The provision of para. 2 shall apply accordingly to constituency electoral commissions.

§ 76

Forms of UKW activity

1. UKW exercises its powers in the form of resolutions adopted at meetings.
2. UKW adopts resolutions by a majority of votes cast in the presence of at least half of the statutory UKW membership.
3. UKW may, on motion from UKW Chairperson, adopt resolutions in matters of lesser importance in a procedure different from the one set out in para. 1.

§ 77

Faculty electoral commissions

1. The faculty council shall appoint a faculty electoral commission to hold elections at the faculty.
2. The faculty council shall elect an electoral commission no later than by the end of January of the election year.
3. Four to eight members shall be elected to a faculty electoral commission, from among different groups of this unit's academic community. At least one commission member shall be a doctoral student or student.
4. The provisions of § 70-74 and § 76 shall apply accordingly to member and faculty electoral commissions, however Rector's powers set out in these provisions shall be exercised by Dean.

§ 78

Powers of faculty electoral commissions

Powers of a faculty electoral commission include:

- 1) organizing the election acts conducted at the faculty;
- 2) determining, taking into account the time schedule of election acts fixed by UKW, a detailed time schedule of faculty election acts;
- 3) recording candidates and making public list of candidates for the post of Dean and Vice-Dean;

- 4) determining the numbers of representatives of each group of academic community represented in the faculty council;
- 5) organizing meetings to present candidates for the post of Dean and Vice-Dean;
- 6) preparing and submitting to UKW reports on election acts;
- 7) organizing election meetings in order to elect candidates for members of the Senate and the College of Electors from among academic teachers.

§ 79

Constituency electoral commissions

The provisions on faculty electoral commissions shall apply accordingly to constituency electoral commissions, subject to § 75 para. 1 subparas. 5 and 6.

Chapter 3

COLLEGE OF ELECTORS AND FACULTY COLLEGE OF ELECTORS

§ 80

Composition of the College of Electors

The College of Electors consists of representatives of each group of the academic community, hereinafter referred to as “electors”, elected in faculties and constituencies.

§ 81

Election of electors

1. Within faculty or constituency, each group of the academic community referred to in § 2, shall separately elect at least one elector.
2. Only members of a given group of academic community shall cast votes in the election of an elector from that group of academic community.

§ 82

Procedure for election of doctoral students’ and students’ electors

The procedure of election of the electors who represent the academic community referred to in § 2 subparas. 4 and 5 is set out in the regulations of doctoral students’ self-government and students’ self-government, respectively.

§ 83

Regulations of the College of Electors

The principles and procedure followed by the College of Electors are set out in its Regulations.

§ 84

Faculty college of electors

Subject to § 85, the faculty council shall be the faculty college of electors.

§ 85

Extended faculty council as faculty college of electors

1. In the case referred to in § 38 para. 2, the college of electors shall include all independent academic teachers of the faculty, accounting for 3/5 of the college's membership, and representatives of other groups of academic community in the proportions referred to in § 39 paras. 2-5.

2. Election of the representatives referred to in para. 1 shall be held by the faculty electoral commission.

PART IV UNIVERSITY EMPLOYEES

§ 86

Persons employed by the University

The University employs academic teachers and employees not being academic teachers.

§ 87

Academic teachers

Academic teachers include:

- 1) academic and didactic staff;
- 2) academic staff;
- 3) didactic staff;
- 4) certified librarians, certified documentation and information staff.

§ 88

Posts in which academic teachers are employed; forms of employment

1. Academic and didactic, as well as academic staff members are employed in the posts of:

- 1) full professor;
- 2) associate professor;
- 3) visiting professor;

- 4) adjunct [*adiunkt*];
 - 5) assistant [lecturer].
2. Didactic staff members are employed in the posts of:
- 1) reader [*docent*];
 - 2) senior lecturer;
 - 3) lecturer;
 - 4) language teacher or instructor.
3. Certified librarians and certified documentation and information staff members are employed in the posts of:
- 1) senior certified custodian, senior certified documentation worker;
 - 2) certified custodian, certified documentation worker;
 - 3) library adjunct, documentation and information adjunct;
 - 4) library assistant, documentation and information assistant.
4. An academic teacher is employed by appointment for specified or unspecified period of time or under employment contract for specified or unspecified period of time.

§ 89

Defining the grounds for employment of an academic teacher

1. The criteria for selection of appointment or employment contract as the basic for employment relationship shall be set out by the Senate, subject to para. 2, in particular taking into account:
- 1) the candidate's academic title or degree;
 - 2) the kind of post to be employed in;
 - 3) sources of financing the future employment;
 - 4) the staff minimum referred to in Article 9 subpara. 4 of the Act;
 - 5) whether or not this is the first employment by the University;
 - 6) didactic needs of the organizational unit where a given person is to be employed.
2. Employment of an academic teacher by appointment for an unspecified period of time shall apply only to the post of associate or full professor.
3. Rector, using the procedure identified in § 90, may employ an academic teacher in the post of assistant or adjunct under an employment contract for test period.

§ 90

Procedure of establishing and terminating employment relationships with academic teachers

An employment relationship with an academic teacher shall be established and terminated by Rector on motion from Dean or head of the relevant inter-faculty or university-wide organizational unit, about which the relevant faculty council or the

relevant council of inter-faculty or university-wide organizational unit has expressed an opinion, or upon his/her own initiative, having consulted Dean or head of the relevant inter-faculty or university-wide organizational unit.

§ 91

Conditions for employing academic teachers

1. The person employed in the post of full professor must meet the requirements set forth in the Act and in addition must have obtained a positive opinion of the Senate.
2. The person employed in the post of associate professor must meet the requirements set forth in the Act and in addition must have received positive reviews of his/her academic and didactic achievements and a positive opinion of the Senate. Employment relationship with an academic teacher employed for the first time in the post of associate professor shall be established for five years. Another employment relationship in the post of associate professor may be established for a specified or unspecified period of time.
3. The person employed in the post of associate professor for an unspecified period of time, subject to para. 7, must meet the requirements set forth in the Act and in addition must:
 - 1) have been employed by the University for a specified period of time not shorter than five years in the post of associate professor;
 - 2) have considerable academic output and considerable didactic achievements, confirmed by reviews by at least two persons holding an academic title or degree of doctor habilitated in the discipline represented by the candidate, including at least one person from outside the University;
 - 3) have obtained a positive opinion of the Senate.
4. The person in the post of visiting professor may be employed for a specified period of time, not longer than one year, if he/she meets the requirements set forth in the Act, subject to para. 8, and in addition has outstanding academic output, confirmed by reviews, in the field of study in which he/she is to conduct didactic work and has obtained a positive opinion of the Senate.
5. The person employed in the post of reader must hold at least doctor's degree, have at least 15-year didactic work record at an university and didactic achievements confirmed according to the procedure set out in the faculty regulations, as well as a positive opinion of the students' self-government.
6. The person employed in the post of senior lecturer must have at least 10-year university work record connected with performing didactic duties.
7. The person employed in the post of associate or visiting professor for a specified period of time, with due consideration for para. 4, may not meet the requirements set forth in the Act if he/she holds doctor's degree and has considerable, creative achievements in academic and professional work, confirmed by the council of the faculty where he/she is to be employed. Faculty council confirms them according to the procedure set out in the faculty regulations.

8. The employment of the person referred to in para. 7 in the post of associate professor at the University shall be conditional upon obtaining a positive opinion of the Central Commission for Academic Degrees and Titles.

§ 92

Principle of establishing employment relationships by contest

1. Employment relationship with an academic teacher for an unspecified period of time or for a specified period of time longer than two years and in case of re-employment shall be established after the candidate has been qualified through contest, subject to para. 2.

2. Rector, on motion from Dean provided with faculty council's opinion, may consent to departure from announcing a contest in case of appointment to the post of full professor a person who so far has held the post of associate professor by appointment for an unspecified period of time and on other particularly justified cases.

§ 93

Period and form of employing assistants without doctorate and adjuncts without habilitation

1. A person without doctor's degree may be employed in the post of assistant only for a specified period of time which cannot last more than eight years in total, with the possibility of extension up to 10 years if this person obtained a positive assessment from the faculty appraisal commission due to an advanced stage of his/her doctoral dissertation.

2. A person without the degree of doctor habilitated may be employed in the post of adjunct only for a specified period of time which cannot last more than 10 years, with the possibility of extension up to 12 years if this person obtained a positive assessment from the faculty appraisal commission due to an advanced stage of his/her habilitation dissertation.

3. The running of the periods referred to in paras. 1 and 2 shall be suspended for the duration of maternity or child-rearing leave, leave for health reasons or military service.

§ 94

Principles and procedure for holding the contest

1. The notice of contest for a post of academic teacher shall be given, with Rector's consent, by Dean (respectively, head of inter-faculty or university-wide organizational unit).

2. The contest notice shall include: statement of requirements to be met by candidates, list of required documents and deadline for their submission, as well as the date of contest resolution.

3. The contest notice shall be given by making public contest conditions.

4. The contest commission and its chairperson shall be appointed by Dean (respectively, head of inter-faculty or university-wide organizational unit), having consulted the council of faculty (inter-faculty or university-wide organizational unit).

5. The composition of contest commission and the procedure of its appointment is set out in regulations of the faculty (inter-faculty or university-wide organizational unit).

6. The commission shall qualify candidates by judging their academic, didactic and organizational achievements and present its conclusions to Dean (head of inter-faculty or university-wide organizational unit) having consulted the council of faculty (inter-faculty or university-wide organizational unit).

§ 95

Periodic appraisal of academic teachers

1. The following shall be elected for periodic appraisal of academic teachers, as referred to in Article 132 para. 1 of the Act:

- 1) faculty appraisal commissions;
- 2) university appraisal commission;
- 3) library appraisal commission;
- 4) appellate appraisal commission.

2. Appraisal commissions shall be elected for the term of office of University governing bodies.

3. One representative from each of the trade unions operating at the University shall participate, in an advisory capacity, in the work of the commissions referred to in para. 1.

§ 96

Election of appraisal commissions

1. Faculty appraisal commissions shall be elected by faculty councils. The number of commission members and procedure of election are set out in the faculty regulations.

2. The Senate shall elect the university appraisal commission consisting of 10 members, the library appraisal commission consisting of five members and the appellate appraisal commission consisting of five members.

3. Candidates for the commissions referred to in para. 2 shall be nominated by Senate members, save for candidates for the library appraisal commissions who are nominated by the Library Council.

4. Appraisal commissions elect their chairpersons.

5. One person may be a member of only one appraisal commission.

6. Detailed principles of work of appraisal commissions, including the size of appraisal boards, detailed appraisal procedure and the manner of documenting appraisals, are determined by Rector in an ordinance.

§ 97

Scope of operation of appraisal commissions

1. Faculty appraisal commissions makes an appraisal of academic teachers employed by a given faculty, subject to para. 3.
2. The university appraisal commission makes an appraisal of academic teachers employed by organizational units other than a faculty and its internal units.
3. The library appraisal commission makes an appraisal of academic teachers employed by units of the library and information system.
4. The appellate appraisal commission examines appeals against appraisals made by the university appraisal commission, library appraisal commission and faculty appraisal commissions.

§ 98

Appraisal criteria

1. The basis for appraisal of an academic teacher shall be his/her achievements relevant for the University or connected directly with his/her work at the University, including academic, didactic and organizational achievements.

In particular, the following are taken into account while making appraisal:

- 1) academic publications, considering the importance of books or periodicals in which they were published;
 - 2) quality of didactic work;
 - 3) preparation of manuals and other didactic aids;
 - 4) participation in academic conferences, considering the importance of conference and character of participation;
 - 5) participation in proceedings for the grant of academic degrees and titles;
 - 6) functions performed at the University and in domestic and international academic organizations and societies;
 - 7) reviews given of academic papers and membership of editorial boards (or programme councils) of academic periodicals;
 - 8) popularizing activities;
 - 9) awards and distinctions from academic institutions and societies;
 - 10) participation in promotion of new, innovative didactic forms;
 - 11) involvement in obtaining funds for research from external sources.
2. Appraisal of independent academic teachers shall also take into account the results in educating candidates for academic work.
 3. The bodies which elect appraisal commissions may introduce additional appraisal criteria. These criteria may be applied no sooner than one year after promulgation of the resolution on their introduction.
 4. Appraisal of the academic, didactic and organizational achievements made in the course of proceedings for grant of an academic title, employment in the post of

associate professor or full professor shall be tantamount to making the appraisal referred to in Article 132 para. 1 of the Act.

§ 99
Students' opinion

1. For the appraisal of an academic teacher in the field of performing his/her didactic duties students shall be consulted for an opinion.
2. Students' opinion shall be determined on the basis of questionnaire filled by students attending the classes conducted by a given academic teacher, considering in particular the criteria set forth in § 98 para. 1 subparas. 2, 3 and 10.
3. The principles and procedure of circulating the questionnaire and the manner of using its results for the purposes identified in § 98 shall be determined by the Senate, which shall give due consideration to ensuring objective and representative character of questionnaire results.
4. Information on the contents of the questionnaire and the manner of circulating the same, as well as its results shall be provided to relevant bodies of students' self-government.

§ 100
Effects of periodic appraisal

1. Conclusions from the appraisal shall affect the amount of salary, promotion and distinctions awarded to an academic teacher and the organizational duties he/she is entrusted with.
2. Two subsequent negative appraisals shall be the basis for termination of the employment relationship with an academic teacher by appointment, pursuant to Article 124 subpara. 3 of the Act.

§ 101
Procedure of making periodic appraisals

1. An academic teachers shall be subject to periodic appraisal:
 - 1) every four years;
 - 2) at any time – on motion from the head of organizational unit which employs him/her.
2. The appraisal commission shall make the appraisal on the basis of collected documentation, including the documents presented by the person concerned, as well as a written opinion of his/her direct superior in the sense of faculty regulations. The commission may also hear oral explanations of the person concerned.
3. The commission's appraisal, including written justification, shall be presented to the academic teacher who is subject to appraisal, his/her direct superior in the sense of faculty regulations, as well as Dean and head of the faculty internal unit where a given academic teacher is employed.

4. Appraisal by the appraisal commission may be appealed against to the appellate appraisal commission.
5. The appeal shall be lodged within 14 days of the day when the academic teacher received the commission's appraisal. The person subject to appraisal shall be instructed of the possibility of and deadline for lodging appeal.
6. The appellate appraisal commission shall examine a case within 30 days of the day of receipt of the appeal and case files.
7. The appellate appraisal commission shall uphold the appraisal appealed against or change it to the appellant's advantage.
8. Decisions of the appellate appraisal commission shall be final.
9. The provisions of paras. 4 and 5 shall apply accordingly to the library appraisal commission.

§ 102

Criteria for granting consent for additional employment

The criteria on the basis of which Rector or Senate grants consent for additional employment under an employment relationship or for starting business activity pursuant to Article 129 paras. 1 and 2 of the Act shall be defined by the Senate, in particular having regard to:

- 1) volume and character of didactic, academic and organizational workload at the University;
- 2) connection of additional employment or business activity with the didactic tasks or research work performed;
- 3) circumstances referred to in § 106 para. 1.

§ 103

Expressing consent for termination of employment relationship

Employment relationship with an appointed academic teacher may be terminated according to the procedure of Article 125 of the Act by Rector's decision, after having obtained consent of the council of the faculty where the academic teacher is employed or, in case of a person employed by another organizational unit, consent of that organizational unit's council or the Senate, if the unit has no council.

§ 104

Determining the end of semester

If the Act provides for termination of employment relationship with an academic teacher at the end of semester, the end of semester shall mean 31 March or 30 September, respectively.

§ 105

Working hours of academic teachers

1. Working hours of an academic teacher shall be determined by the scope of his/her didactic, academic and organizational duties.
2. The principles of determining the scope of duties of academic teachers, kinds of didactic work included in the scope of these duties, including the amounts of didactic tasks for individual posts, as well as principles of calculating didactic hours shall be set forth by the Senate, however:
 - 1) the maximum amount of didactic work of academic and didactic staff members per year is 210 didactic hours; for didactic staff members employed in the post of reader – 270 didactic hours, and in the posts of senior lecturer and lecturer – 360 didactic hours;
 - 2) a didactic hour equals 45 minutes, however the Senate may fix calculation ratios, in total not higher than two, to take into account classes conducted outside the University's seat, classes conducted on Saturdays and national holidays, as well as particularly difficult classes.
3. The detailed scope and volume of duties of an academic teacher shall be fixed by Dean or head of an inter-faculty or university-wide organizational unit, based on motions from heads of organizational units conducting classes in a given field of study.
4. Dean or head of an inter-faculty or university-wide organizational unit, having consulted the relevant council, may reduce the annual amount of didactic work of an academic teacher, however, it shall be no lower than the minimum amount fixed in Article 130 para. 3 of the Act, in particular in view of:
 - 1) his/her having attained 60 years of age;
 - 2) poor health;
 - 3) workload of organizational functions at the University;
 - 4) particular workload of research tasks;
 - 5) requirements of didactic work in a given organizational unit.
5. With respect to Dean or head of an inter-faculty or university-wide organizational unit, the decision referred to in para. 4 shall be taken by Rector.
6. While entrusting an academic teacher with performance of tasks important for the university, Rector may reduce his/her volume of didactic tasks in the period of performing entrusted tasks to less than the minimum fixed in Article 130 para. 3 of the Act, however, no less than 50% of that minimum.
7. The detailed criteria for reducing the number of classes, as referred to in para. 6, shall be determined by the Senate, in particular having regard to:
 - 1) kind of entrusted tasks, period of performing the same and time constraints relating to their performance;
 - 2) kind of post in which the person entrusted with performing the task is employed.

§ 106
Conflict of interests

1. University employees shall avoid situations leading to conflicts of obligations towards the University and external entities, as well as conflict of their own financial interest with the University's interest.
2. Situations which may lead to conflict of interests or conflict of obligations, procedures of prevention of the same, as well as consequences of their arising shall be defined by the Senate.

§ 107
Leaves

1. The procedure for granting holiday leaves to academic teachers shall be set forth by Dean or head of an inter-faculty or university-wide organizational unit.
2. The leave referred to in 134 para. 1 of the Act shall be granted by Dean or head of an inter-faculty or university-wide organizational unit on substantiated motion by the academic teacher, about which motion his/her direct superior in the sense of faculty regulations has expressed an opinion.
3. The leave referred to in Article 134 paras. 2 and 3 of the Act (habilitation or doctoral leave) shall be granted by Dean or head of an inter-faculty or university-wide organizational unit on substantiated motion by the academic teacher, about which motion his/her direct superior in the sense of faculty regulations and, in case of doctoral dissertation, also the supervisor have expressed an opinion.
4. The leave referred to in Article 134 para. 4 of the Act (unpaid academic leave) shall be granted by Rector on substantiated motion by the academic teacher, about which motion his/her direct superior in the sense of faculty regulations and Dean, or head of an inter-faculty or university-wide organizational unit, have expressed an opinion.
5. The leave referred to in Article 134 para. 5 of the Act (for health reasons) shall be granted by Rector on motion by the academic teacher; the relevant medical certificate shall be enclosed with the motion.

§ 108
Awards for academic teachers

1. The principles and procedure of granting awards to academic teachers from the fund referred to in Article 155 para. 4 of the Act for their academic, didactic or organizational achievements, or for their whole output, are set forth in the regulations adopted by the Senate.
2. The University's property and financial plan may provide for setting up every year, from the funds identified in Article 104 of the Act, a scholarship fund for scholarships for academic teachers. The principles of granting scholarships and the procedure to be followed in this respect are defined by Rector.

§ 109

Disciplinary commission for academic teachers

1. The disciplinary commission for the University academic teachers is elected by the Senate from among academic teachers nominated by faculty councils or councils of university-wide units, or by Senate members, there being 10-20 commission members, for the term of office of University governing bodies.
2. Rector, Vice-Rectors, Deans, Vice-Deans, directors of institutes, BUW director and disciplinary spokesperson may not be members of the disciplinary commission for academic teachers.
3. Members of the disciplinary commission for academic teachers may perform their functions for no longer than two subsequent full terms of office.
4. The disciplinary commission elects its chairperson and vice-chairperson by secret ballot.
5. Chairperson of the commission shall identify the adjudicating board and its chairperson, separately for each case. The adjudicating board may not include an academic teacher employed in a lower post than the charged one or a teacher remaining in an official relationship with the charged one or connected with his/her case.

§ 110

Entering into employment contracts with employees who are not academic teachers and determining their duties

1. Contracts with employees who are not academic teachers shall be made and terminated by:
 - 1) Rector on Chancellor's motion – with respect to employees to fill managerial or independent posts in the sense of the Organizational Regulations referred to in § 136; if the employee works at a faculty or in an inter-faculty or university-wide organizational unit, Rector shall act on motion by Dean or head of the relevant unit;
 - 2) Rector on motion by Dean or head of another organizational unit in which the employee is to be employed – with respect to academic and technical employees in the sense of the Organizational Regulations referred to in § 136, as well as library employees and documentation and information employees;
 - 3) Rector on motion by BUW Director – with respect to library employees and documentation and information employees of BUW;
 - 4) Rector on Dean's motion – with respect to other employees than those specified in subparas. 1-3, who work at the faculty;
 - 5) Chancellor – with respect to other employees.
2. Rector or Chancellor may authorize the head of organizational unit or another employee of the University to enter into employment contracts with certain categories of employees who are not academic teachers.

3. The head of the organizational unit where the employee is employed shall define the scope of employee's duties and his/her official subordination unless this results directly from the organizational regulations.

4. Academic and technical employees in the sense of the organizational regulations referred to in § 136, employed at the faculty and holding the professional title of Master or its equivalent, may be, with the consent of the faculty council and upon their consent, entrusted with performing didactic work as part of their duties. The principles of entrusting the performance of didactic work to such employees and additional entitlements which may result from their performance of didactic work shall be defined by the faculty council, however, the volume of such work may not exceed the volume defined for that purpose by the Senate.

§ 111

Awards for employees who are not academic teachers

1. Employees who are not academic teachers may receive Rector's awards for achievements in their professional work.
2. Motions for the grant of awards shall be submitted to Rector by:
 - 1) Vice-Rectors;
 - 2) Deans and heads of inter-faculty and university-wide organizational units;
 - 3) BUW director;
 - 4) Chancellor.
3. Rector may also grant awards upon his/her own initiative.

§ 112

Cooperation with trade unions

University governing bodies shall cooperate with trade unions operating at the University to the extent resulting from the Labour Code, the Act of 23 May 1991 on Trade Unions (Polish Official Journal 2001, No. 79, item 854 as amended) and from other provisions of law.

PART V STUDIES, STUDENTS AND DOCTORAL STUDENTS

§ 113

Reference to regulations of studies

The organization and course of studies, as well as rights and duties of students, doctoral students and visiting students of postgraduate studies shall be defined in regulations of studies, regulations of doctoral studies and regulations of postgraduate studies, respectively.

§ 114

Principle of internal openness of the University

1. Students and doctoral students of the University shall have access to didactic classes and resources offered by the University.
2. The conditions of implementation of the principle referred to in para. 1, including limitations thereof, shall be defined in regulations of studies and regulations of doctoral studies.

§ 115

Education quality assessment system

1. The University has an education quality assessment and assurance system.
2. The system consists of faculty quality assurance teams and the university quality assurance team.
3. The composition, procedure of election and scope of operation of the teams referred to in para. 2 are defined by the Senate, setting forth in particular the procedure and scope of assessment of didactic work quality, participation of students and doctoral students in assessments and the manner of using students' questionnaires referred to in § 99.

§ 116

The procedure for opening studies in specific fields

1. A resolution to conduct studies in a specific field within a basic University organizational unit is taken by the Senate on motion by that unit's council, about which motion the relevant committee of the Senate has issued a positive opinion.
2. The procedure set forth in para.1 shall apply to creating a specialization for which diplomas are issued within a field of study.
3. In case of creating a field of study conducted by several faculties, creating a macro-field or inter-field studies, the motion shall be submitted by the council of an especially created inter-faculty organizational unit or jointly by councils of the faculties concerned. The motion must specify the body which will take decisions in student matters at the newly created studies and the body which will adopt resolutions concerning the plan and curriculum of studies.
4. In the resolution referred to in para. 1, the Senate shall identify the entity competent to perform the acts envisaged in the regulations of studies and the body competent to adopt resolutions concerning the plan and curriculum of studies.

§ 117

Conducting studies

The fact that an organizational unit or group of organizational units conduct a field of study entails:

- 1) ensuring and maintaining the staff minimum referred to in the relevant provisions issued pursuant to the Act;
- 2) preparing the plan and curriculum of studies, as well as conducting didactic work in accordance with teaching standards and modifying the plan and curriculum of studies according to progress of knowledge in a given discipline;
- 3) having and applying an internal grading scale and assuring quality of teaching;
- 4) performing acts which result from regulations of studies.

§ 118

Admission to studies

1. The principles of admission to studies shall be set forth by the Senate. The principles of admission to individual fields of study or specializations in the sense of § 116 para. 2, macro-fields, inter-field studies and doctoral studies shall be adopted by the Senate, having become familiar with the standpoint of the relevant organizational unit's council.
2. Admission to studies of higher education and admission to doctoral studies shall be conducted by admission commissions, appointed separately by head of the organizational unit which conducts a given field of study or doctoral studies.
3. The University Admission Commission shall be appointed by Rector from among persons holding at least the academic degree of doctor. This commission shall be chaired by Vice-Rector for student affairs.
4. The University Admission Commission shall receive appeals against decisions of admission commissions for studies of higher education and doctoral studies.
5. Each admission commission referred to in paras. 2-4 shall consist of academic teachers and no more than two representatives of students and doctoral students identified by the relevant bodies of self-government of students and doctoral students.

§ 119

Student's parent unit

1. The decision on admission to studies shall specify the student's parent unit.
2. The parent unit's duties shall be defined by the regulations of studies.

§ 120

Taking oath and enrolment of students

1. Upon matriculation, students shall take the following oath:
„I do solemnly swear that I will persistently strive to acquire knowledge and to develop my personality, respect academic laws and customs, and in all my conduct show consideration for the dignity and honour of a student of the University of Warsaw”.
2. Enrolment of students of the University shall take place upon matriculation and the students' taking of oath, but no sooner than on the day when a given academic year begins.

3. The provision of para. 1 shall apply accordingly to persons admitted to doctoral studies.

§ 121

Studying according to individual plan and curriculum of studies

Students may study according to individual plans and curricula of studies, upon the principles set out, pursuant to regulations of studies, by the council of the organizational unit conducting the field of study, macro-field or inter-field studies, which is the student's parent unit.

§ 122

Patrons of years of study

Dean may, having consulted the relevant body of students' self-government or on the said body's motion, appoint a patron of the year of study or separated groups of students from among academic teachers of this faculty.

§ 123

Attorney for student affairs, head of studies

1. Dean, having consulted the relevant body of students' self-government, may appoint an attorney for student affairs or head of studies from among academic teachers.
2. The attorney for student affairs or head of studies shall perform acts in the field of organizing the course of studies.

§ 124

Students' self-government regulations

1. The university resolution-taking body of students' self-government adopts regulations of students' self-government, setting forth the principles, organization and procedure of operation of the self-government, including kinds of collective and single-person bodies, manner of electing the same and their powers, as well as the procedure for electing students' representatives to governing bodies of the University and its organizational units.
2. The Senate shall confirm conformity of students' self-government regulations with the Act and Statute, having consulted the relevant committee of the Senate.

§ 125

Doctoral students' self-government regulations

§ 124 shall apply accordingly to regulations of doctoral students' self-government.

§ 126

Register of organizations of students and doctoral students

1. Rector shall keep a register of university organizations of students and doctoral students.
2. Rector shall determine, by ordinance, the manner of keeping the register and the registration procedure, as well as the list of documents gathered in the register.

§ 127

Disciplinary commissions and disciplinary spokesperson for students and doctoral students

1. The disciplinary commission for students and doctoral students shall consist of 35 members, including 20 academic teachers, 10 students and five doctoral students.
2. The appellate disciplinary commission for students and doctoral students shall consist of 18 members, including 10 academic teachers, five students and three doctoral students.
3. Members of the commissions referred to in paras. 1 and 2 are elected by the Senate from among academic teachers nominated by faculty councils and Senate members, from among students nominated by resolution-taking body of students' self-government and from among doctoral students nominated by the university resolution-taking body of doctoral students' self-government.
4. The term of office of the disciplinary commission for students and doctoral students and the appellate disciplinary commission for students and doctoral students shall equal the term of office of University authorities starting from 1 January of the year following the election of university authorities, however, the term of office of students and doctoral students – commission members – shall be one year.
5. The commissions referred to in paras. 1 and 2, at their first meetings convened by Rector, elect their chairpersons from among their members who are academic teachers and vice-chairpersons from among all their members.
6. Rector shall appoint the disciplinary spokesperson for student and doctoral student affairs from among academic teachers, for the term of office of University governing bodies, having consulted the relevant body of students' self-government and the relevant body of doctoral students' self-government.

§ 128

University scholarship fund for students and doctoral students

1. The University property and financial plan may provide for establishing every year, from the funds identified in Article 104 of the Act, a scholarship fund for scholarships for students and doctoral students. These scholarships may be granted regardless of the scholarships referred to in Article 173 para. 1 and in Article 199 para. 1 of the Act.
2. The principles of granting the scholarships referred to in para. 1 and the procedure to be followed shall be determined by Rector, following consultation with the relevant body

of students' self-government and the relevant body of doctoral students' self-government.

§ 129
Assistants' internship

1. A student of the last year of studies of second degree or uniform Master's *[magister]* studies or a doctoral student of the last year of doctoral studies with outstanding learning achievements and predisposition for research work may undergo an internship to prepare him/her to take up the duties of an academic teacher.
2. The person referred to in para. 1 shall be entitled to a scholarship whose amount is defined by the Senate each year.
3. Decisions in the matters referred to in paras. 1 and 2 shall be taken by Rector on Dean's motion.
4. The principles and procedure for qualifying the persons referred to in para. 1, the principles of their undergoing internship and the manner of establishing the fund for the scholarships referred to in para. 2 are defined in the faculty regulations.

PART VI
UNIVERSITY MANAGEMENT AND ADMINISTRATION

Chapter 1
UNIVERSITY MANAGEMENT AND ASSETS

§ 130
Assets of the University

Assets of the University include ownership and other property rights.

§ 131
Performing acts in law

1. Rector shall perform acts in law on behalf of the University, subject to § 30 subpara. 14.
2. Rector may grant power of attorney to perform the acts in law referred to in para. 1.
3. Rector may grant a general power of attorney to Chancellor.

§ 132
Responsibility for allocated assets

Head of the organizational unit shall be responsible for correct utilization and securing the assets allocated to that unit.

§ 133

Financial management of the University

1. The University, within the framework of funds held thereby, shall conduct independent financial management on the basis of annual property and financial plan covering all income, expenses and financial liabilities of the University.
2. The Senate shall determine:
 - 1) principles of dividing among University organizational units the funds from state budget grants designated for didactic activity and own research;
 - 2) principles of dividing funds which do not come from the state budget;
 - 3) on Rector's motion, principles of settlements of research activity and shares of organizational units in income from such activity.
3. Detailed principles of financial management of the University organizational units shall be set forth by Rector.

§ 134

Business activity of the University

1. The University may carry on business activity in the field of:
 - 1) publishing, including publishing academic dissertations, manuals, collections of lectures, academic periodicals, as well as other didactic aids and materials, issuing brochures, folders, forms of documents and information materials;
 - 2) commerce, including sales of academic monographs, manuals, collections of lectures, academic periodicals and didactic materials and aids, stationery;
 - 3) provision of services, including organizing and delivering training sessions, conferences, seminars, academic workshops, courses, including language courses, as well as preparing specialist opinions, advice and expert reports, providing translation services, xerographic and printing services, photographic and film services.
2. The University may carry on business activity in the field of achieving its statutory goals.
3. The University may carry on business activity in the form of financially separated organizational units of the University or in another organizational and legal form provided for by laws, in particular as a company.
4. The organizational units referred to in para. 3 shall be established, transformed or liquidated by Rector, with Senate's consent, on motion from Dean of the faculty, head of another basic University organizational unit or Chancellor.
5. Detailed principles of organization and activity of the organizational units referred to in para. 3, including the procedure of appointing and recalling heads of such units, shall be set forth in the regulations provided by Rector.

Chapter 2 ADMINISTRATION

§ 135

Structure of University administration

1. Administration of the University consists of central administration and administration of organizational units.
2. University administration is supervised by Rector.
3. The functioning of University administration shall be assessed by Rector, at least once a year, and by the Senate, at least once in a term of office.

§ 136

University organizational regulations

Organizational structure of University administration, the principles and scope of operation of its units, as well as scopes of duties of their heads shall be set forth in the University organizational regulations issued by Rector, following consultation with the Senate and Chancellor.

§ 137

Principles of operation of central administration

1. Central administration consists of central administration units.
2. Central administration is controlled by Chancellor to the extent specified in the Statute and in organizational regulations.
3. The University organizational regulations may specify which organizational units of central administration report directly to Rector.

§ 138

Employing heads of administration units

1. Heads of organizational units of central administration and administration of University organizational units specified in the organizational regulations shall be employed following a contest procedure.
2. The terms and procedure of contest for the posts of heads of central administration organizational units shall be set out by Rector upon his/her own initiative or on Chancellor's motion or, with respect to the units referred to in § 137 para. 3, having consulted the Chancellor.
3. The terms and procedure of contest for the posts of heads of organizational units of administration of University organizational units shall be set out by Rector upon his/her own initiative or on Dean's motion.

§ 139

Procedure of employing the Chancellor

1. Chancellor is employed by Rector after consultation with the Senate.
2. The candidate for Chancellor's post is selected through contest. The terms and procedure of contest and the composition of contest commission shall be set out by Rector.

§ 140

Chancellor's powers

1. Chancellor controls central administration and, upon Rector's authorization, controls management of the University and takes decisions concerning university assets within the scope of general power of attorney, save for matters reserved by the Act or Statute for governing bodies of the University.
2. To the extent defined in the University organizational regulations and subject to § 137 para. 3, Chancellor is the superior of all employees of central administration organizational units and performs acts relating to their employment relationship.
3. Detailed scope of Chancellor's duties is defined in the University organizational regulations.
4. Chancellor submits his/her report to Rector every year and is responsible before Rector for his/her activity.

§ 141

Vice-Chancellors

1. Rector shall employ, on Chancellor's motion or upon his/her own initiative, no more than four Vice-Chancellors, including Treasurer. The provision of § 139 para. 2 shall apply accordingly.
2. Rector shall recall Treasurer on Chancellor's motion, and other Vice-Chancellors on Chancellor's motion or upon his/her own initiative.
3. The scopes of duties of Vice-Chancellors shall be defined, taking into account separate provisions concerning Treasurer, by Rector on Chancellor's motion. Treasurer is the University's Chief Accountant.

§ 142

Administration of organizational units

1. Employees of administration of the University organizational units shall report to the head of a given unit.
2. Detailed principles of subordination of employees of administration of University organizational units shall be set out in the University organizational regulations and regulations of individual units.
3. The provisions of § 135 para. 3 and § 138 shall apply accordingly to administration of University organizational units.

4. Organizational regulations of University organizational units may provide for creating the post of administrative director.

PART VII PROVISIONS ON ORDER IN ORGANIZATION OF ASSEMBLIES

§ 143

Organization of assemblies

1. Employees, students and doctoral students of the University shall have the right to organize assemblies in the area of the University according to the principles set out in Article 230 of the Act and in the provisions of this section.

2. The following shall not be considered assemblies:

- 1) meetings of employees, students and doctoral students, organized by the University organizational units in didactic, academic or organizational matters;
- 2) meetings organized by trade unions operating at the University;
- 3) statutory meetings of students' self-government and doctoral students' self-government of the University;
- 4) statutory meetings of student organizations entered in the register referred to in Article 205 of the Act;
- 5) statutory meetings of associations of students of the University if students of the University are the majority of members of the association's organizational unit which organizes the meeting.

3. An application for consent to organize an assembly or notice of the intention to organize an assembly shall contain:

- 1) forename, surname and full address of the person(s) organizing the assembly;
- 2) identification of the assembly's purpose and range;
- 3) identification of the place, time of holding and starting time of the assembly and its agenda;
- 4) identification of the technical means to be applied;
- 5) principles of maintaining cleanliness and order, with identification of persons in charge thereof.

4. Rector may make consent for organization of assembly conditional upon adjusting its range and technical means to be applied to the available premises so as not to disturb the performance of the University's tasks.

5. Assembly organizers shall be under a duty to closely cooperate with Rector or his/her representative delegated to the assembly, at the stage of organization and in the course of assembly and to follow such instructions of Rector or his/her representative which ensure necessary conditions of the University functioning and security of all its assets.

6. Rector or his/her representative may speak outside the defined order of speakers.

7. If the course of the assembly or manifestation goes beyond the purpose identified in the application for consent or notice, poses a threat to public order or infringes the University's interests, Rector or his/her representative shall have the right to make a motion to dissolve the assembly. The motion shall be made to assembly organizers and it shall be examined forthwith, before other motions and speeches. Making the motion shall not operate as waiver of the right to dissolve the assembly pursuant to the Act.

8. When the assembly is closed or dissolved, its participants shall be obliged to leave the place where it was held.

9. Employees, students or doctoral students who disturb or attempt to disturb the organization of assembly or interfere with its course, do not follow orders of the assembly chairperson or Rector's representative, or convene an assembly without the required notice or Rector's consent, or who violate the provisions of generally applicable laws shall bear disciplinary liability regardless of other kinds of legal liability.

PART VIII TRANSITIONAL AND FINAL PROVISIONS

§ 144

1. Faculties which, as of the day of this Statute's entry into force, do not meet the conditions set out in § 15 para. 1 shall be obliged to fulfil these conditions by the end of academic year 2008/2009. After this deadline, the Senate shall adopt the resolution referred to in § 17.

2. Out-of-faculty units shall become university-wide units as of the day of this Statute's entry into force.

3. The College of Inter-Faculty Individual Studies in the Humanities, Inter-Faculty Individual Studies in Mathematics and Natural Sciences and Inter-Faculty Study Programme in Environmental Protection shall become, as of the day of this Statute's entry into force, inter-faculty organizational units in the sense of this Statute. Other organizational units, not mentioned above, which pursuant to Senate resolutions had the status of inter-faculty units shall become university-wide organizational units as of the day of this Statute's entry into force.

§ 145

The principles hitherto in force, set out in Resolution No. 303 of the Senate of the University of Warsaw dated 17 May 2000 (UW Monitor No. 3 of 1 June 2000) on employing adjuncts and assistants, shall apply to persons employed in the post of assistant or adjunct prior to the day of this Statute's entry into force.

§ 146

1. Collective bodies of the University shall operate in their existing composition by the end of the term of office for which they were elected, subject to § 156.
2. Persons elected or appointed to posts of single-person bodies of the University shall retain their posts by the end of the term for which they were elected or appointed, unless their posts ceased to exist as a result of the Statute's entry into force. In such event they cease to hold these posts upon the Statute's entry into force.
3. If the provisions hitherto in force did not provide for a term of office or prohibition of re-election to a given post, the possibility of re-election or re-appointment to such a post of the person who held it on the day of the Statute's entry into force shall be conditional upon whether the previous period of this person's holding the function on the day of re-election or re-appointment will have also fulfilled the requirements resulting from prohibition of re-election provided for in the Statute.
4. Combining the post or mandate with another one with respect of which the Act or Statute provides for a prohibition of combination shall result in their vacation or expiry after the lapse of 6 months of the day of the Statute's entry into force, unless the member of the academic community earlier resigns from the posts or mandates whose combining the Act or Statute prohibits.

§ 147

The provisions of this Statute shall apply to recall from post, deprivation or expiry of mandate, as well as to supplementing the membership of collective and electoral bodies.

§ 148

Appraisal commissions elected pursuant to provisions hitherto in force shall become appraisal commissions in the sense of provisions of this Statute.

§ 149

Disciplinary commissions elected pursuant to provisions hitherto in force shall become disciplinary commissions in the sense of provisions of this Statute.

§ 150

Electoral bodies and electoral commissions existing on the day of the Statute's entry into force shall become electoral commissions in the sense of provisions of this Statute.

§ 151

Proceedings of appraisal and disciplinary commissions initiated before the Statute's entry into force shall be conducted according to the principles set out in this Statute. If this statute requires collecting documents or performing acts which the provisions hitherto in force did not require, the commissions shall supplement the collected documentation and take the relevant supplementary acts without undue delay.

§ 152

The provisions of § 151 shall apply accordingly to contests for University posts of which notice was given before the Statute's entry into force.

§ 153

1. University organizational units other than faculties, which had, pursuant to Senate resolutions, the status of basic units, shall cease to be basic organizational units as of the day of the Statute's entry into force unless they meet the conditions set forth in Article 2 subpara. 29 of the Act and are included in the list referred to in § 19.

2. The organizational units referred to in para. 1, which, as of the day of the Statute's entry into force, ceased to be basic organizational units, shall be obliged to fulfil the conditions required for functioning of the University organizational unit by the end of academic year 2008/2009. After this deadline, the Senate shall take a resolution concerning the unit's further existence.

3. In the period referred to in para. 2, governing bodies of the organizational units referred to in this provision, shall operate in their previous membership and on the principles hitherto in force.

§ 154

In 2006, own scholarship fund shall exist, from which fund scholarships shall be paid in accordance with the University of Warsaw Regulations concerning academic scholarships, which constitute an appendix to decision of the Minister of National Education of 27 March 2001.

§ 155

The provisions of § 36 paras. 3 and 4 and § 44 para. 3, to the extent they concern doctoral students' affairs, and § 123 para. 2 shall come into force on the first day of academic year 2008/2009.

§ 156

1. The term of office of the Library Council elected pursuant to provisions hitherto in force shall be shortened and shall end on the day of this Statute's entry into force. The existing Library Council shall perform its duties until constitution of the new Library Council.

2. The Library Council composed as defined in the provisions of this Statute shall be formed no later than within one month of the day of the Statute's entry into force. The term of office of the Council so formed shall last until the end of University governing bodies' term of office.

§ 157

1. Within nine months of the day of the Statute's entry into force the competent University governing bodies shall harmonize with the Statute the internal instruments in force in the University and enact the instruments provided for in the Statute.
2. The internal instruments in force, as referred to in para. 1, shall apply to the extent to which they are not inconsistent with the Statute. In case of inconsistencies, provisions of the Statute shall apply directly.

§ 158

Within nine months of the day of the Statute's entry into force the competent bodies of students' self-government and doctoral students' self-government shall harmonize regulations of students' self-government and regulations of doctoral students' self-government with the Statute. The provisions of § 157 para. 2 shall apply accordingly.

SYMBOLS OF THE UNIVERSITY OF WARSAW

§ 1

Emblem of the University of Warsaw

1. The University's emblem is the image of a white eagle in a crown, with its head turned right and its wings spread out, holding in its claws laurels on the right and a palm branch on the left. The eagle is surrounded with five stars whose number corresponds to the number of faculties in the year when the University was established.

2. The University's emblem may be placed on University premises, on the "Medal for Merits for the University of Warsaw", printed matter and books published by the University, as well as on the badges to which members of the academic community are entitled and, with Rector's consent, also on other objects.

§ 2

Seal of the University of Warsaw

The historic (traditional) University seal is the seal with an image of its emblem; the seal is affixed on documents of special importance, including doctorates honoris causa and renewal of doctorate.

§ 3

Flag of the University of Warsaw

The University's flag is as follows:

- 1) obverse side: red field of the flag; in the middle the state emblem embroidered in silver thread (golden eagle's beak, crown and claws), surrounded by a golden inscription "Uniwersytet Warszawski", along the flag's sides a golden pattern of oak leaves;
- 2) reverse side: blue field of the flag; in the middle the University's emblem embroidered in silver thread (golden eagle's beak, crown, claws, stars, palm branch and laurels), surrounded by an inscription "Universitas Varsoviensis" embroidered in golden thread; along the flag's sides a golden pattern of laurel leaves; the flag edged with golden fringes;
- 3) the flag is mounted on a flagstaff ended with a knob representing the University's emblem; under the eagle letters UW are placed.

BASIC ORGANIZATIONAL UNITS OF THE UNIVERSITY OF WARSAW

1. Faculty of Biology
2. Faculty of Chemistry
3. Faculty of Journalism and Political Science
4. Faculty of Philosophy and Sociology
5. Faculty of Physics
6. Faculty of Geography and Regional Studies
7. Faculty of Geology
8. Faculty of History
9. Faculty of Applied Linguistics and East-Slavonic Philology
10. Faculty of Mathematics, Informatics and Mechanics
11. Faculty of Economic Sciences
12. Faculty of Modern Languages
13. Faculty of Education
14. Faculty of Polish Studies
15. Faculty of Law and Administration
16. Faculty of Psychology
17. Faculty of Applied Social Sciences and Resocialization
18. Faculty of Management
19. Institute of Oriental Studies
20. University of Warsaw Centre for Europe
21. University of Warsaw Centre for Foreign Language Teaching and European Education
22. Institute of Americas and Europe
23. Centre for the Study of Classical Tradition in Poland and East-Central Europe
24. University of Warsaw Prof. Kazimierz Michałowski Polish Centre of Mediterranean Archaeology
25. Interdisciplinary Centre for Behavioural Genetics
26. Interdisciplinary Centre for Mathematical and Computational Modelling
27. Institute for Social Studies
28. The Antiquity of Southeastern Europe Research Center
29. University of Warsaw Heavy Ion Laboratory
30. University of Warsaw Library

**REGULATIONS
OF THE SENATE OF THE UNIVERSITY OF WARSAW**

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**REGULATIONS
OF THE SENATE OF THE UNIVERSITY OF WARSAW**

**Chapter 1
CONVENING SENATE'S MEETINGS**

§ 1

1. The Senate's chairperson shall be Rector.
2. Rector shall convene the Senate's meetings at least once every two months, except for July and August. Senate meetings take place on Wednesdays.
3. Dates of Senate meetings in a semester shall be fixed by Rector and presented to the Senate at the last meeting of the preceding semester.
4. At least seven days before the meeting date Rector shall send notices of Senate meeting, including the draft agenda and drafts of resolutions he/she intends to submit to the Senate for adoption.

§ 2

1. The agenda of the Senate's meeting shall be presented by Rector.
2. A Senate Committee or a group of at least 1/5 of Senate members may submit a written motion to supplement the agenda, no later than 10 before the fixed date of Senate meeting. Rector shall add the proposed item to the agenda and send materials indicated by the movers along with the notices,.
3. In substantiated cases, Rector shall refuse to consider the motion. In such event he/she shall put the motion to vote at the next Senate meeting.

§ 3

1. Extraordinary Senate's meetings shall be convened by Rector upon his/her own initiative or on motion by at least 1/5 of the total number of Senate members, within 14 days of the receipt of motion.
2. If an extraordinary Senate meeting is convened on motion by a group of Senate members, the movers shall submit a draft agenda together with the motion to convene the meeting.
3. § 1 para. 3 shall apply accordingly to convening extraordinary Senate meetings.

**Chapter 2
MEETING PARTICIPANTS**

§ 4

1. On the basis of resolution of the University Electoral Commission, Rector shall prepare a list of names of Senate members and persons participating in Senate meetings in an advisory capacity. The list is made available to the academic community.

2. If, during the term of office, changes occur in the membership of the Senate, Rector shall reflect them immediately in the list of Senate members. The provision of § 4 para. 1 second sentence shall apply accordingly.

§ 5

1. A Senate member shall participate in its meetings personally. A Senate member shall confirm his/her presence at Senate meeting by signing the attendance list and he/she shall explain the reasons for his/her absence to Rector in writing no later than before the next meeting.

2. Dean may, in exceptional cases, delegate Vice-Dean to Senate meeting, notifying Rector thereof before the start of the meeting; Rector shall transfer this information to the Senate. The person delegated by Dean may address the meeting, but cannot vote.

3. The provision of para. 2 shall apply accordingly to persons participating in Senate meetings in an advisory capacity.

4. Rector or Senate may invite guests to participate in the Senate's meetings. Rector shall notify the Senate of participation of guests in the meeting.

§ 6

The right to address the meeting shall be enjoyed by all attendees of Senate meeting, including the invited persons.

Chapter 3 TYPES OF PROCEEDINGS

§ 7

1. The Senate shall proceed and adopt resolutions on motion by Rector, Senate committee or a group of at least 5 Senate members.

2. Senate meetings shall be chaired by Rector or by a Senate member designated by him/her to replace him/her.

3. When the subject-matter of proceedings is assessment of Rector's activity, Senate meeting shall be chaired by the eldest Senate members of those present at the meeting.

§ 8

To open and conduct proceedings it is necessary that at least half of the total number of Senate members, as stated in the Statute, be present. Rector shall check the quorum upon his/her own initiative or on motion by a Senate member.

§ 9

1. The agenda presented by Rector in notice of convention of Senate meeting shall be approved by the Senate before the start of proceedings.

2. Senate members may, before approval of the agenda, make motions to supplement or change the agenda.

3. The Senate shall take the final decision to supplement or change the agenda.
4. Individual items on the agenda which, for lack of time, are not examined at the meeting shall be transferred – as the first items – to the next Senate meeting agenda, unless the Senate decides otherwise.

§ 10

1. Senate members may address written inquiries to Rector.
2. Rector shall reply at the first meeting after their submission, and not later than at the subsequent one, unless the Senate consents to defer the reply.
3. The answer to an inquiry may be the subject-matter of discussion in Senate.

§ 11

1. Matters being the subject-matter of proceedings shall be presented to the Senate by Rector or a rapporteur identified by him/her.
2. Rector or Senate may refer matters which require detailed examination to the relevant Senate committee. On behalf of the committee, at Senate meeting, the matter is reported on by the chairperson or a selected rapporteur.

§ 12

1. In matters put on the agenda, Rector shall grant leave to speak in the order of requests. Rector may grant leave to speak, outside the order of requests, to the Senate committee chairperson or rapporteur.
2. In order to make a formal motion, Rector shall grant leave to speak immediately after the mover has requested it.
3. Formal motions include, in particular, motions to:
 - 1) interrupt, adjourn or close the proceedings;
 - 2) close the list of speakers;
 - 3) adjourn or close the discussion;
 - 4) resubmit the matter to a committee or appoint an ad hoc committee;
 - 5) vote with no discussion;
 - 6) vote by secret ballot;
 - 7) change the agenda;
 - 8) limit or extend the duration of speeches;
 - 9) confirm the quorum;
 - 10) count the votes;
 - 11) check the compliance of the adopted resolution with the Act, Statute or Senate Regulations.
4. The Senate shall vote upon a formal motion immediately after having heard the mover and, possibly, one dissenting opinion, subject to § 28 para. 4 of the Statute.
5. Outside the agenda, Rector shall grant leave to speak in matters of rectifying a misunderstood or inaccurately cited statement of the speaker.

§ 13

Rector may raise a point of order when the speaker goes beyond the agenda. When a point of order has been raised twice, Rector shall rule the speaker out of order. The speaker may appeal against Rector's decision to the Senate.

Chapter 4 ADOPTING RESOLUTIONS

§ 14

The Senate expresses its standpoint in the form of resolutions.

§ 15

1. Voting may be by open or secret ballot.
2. Formal motions cannot be voted upon by secret ballot.
3. To count votes cast by secret ballot, Rector shall appoint a ballot-counting committee consisting of two Senate members (with the right to vote). The committee shall prepare a report, confirm its results with their own signatures and make it available to the Senate.
4. § 28 of the Statute shall apply to taking resolutions by the Senate.
5. Re-adoption of a resolution shall be permissible only on motion by Rector or group of 1/4 of Senate members during the same Senate meeting and only in case of revealing an obvious error in the previously adopted resolution.

§ 16

The Senate may set up, voting by open ballot, a working team and entrust it with working up a matter during the meeting.

§ 17

A motion to amend the Statute cannot be examined at the same meeting at which it was made.

Chapter 5 DOCUMENTATION

§ 18

1. Minutes shall be prepared of Senate proceedings.
2. The minutes approved by the Senate and signed by the meeting chairperson shall be an official statement of the course of the Senate's proceedings.
3. The minutes shall include a brief, concise description of the course of Senate proceedings and – in appendices – the full contents of adopted resolutions and submitted reports.

4. After the Senate's meetings, draft minutes shall be delivered along with the notice of the next meeting. Upon request of a Senate member, he/she shall be sent draft minutes in electronic form immediately after preparation.
5. Requests to rectify the minutes shall be submitted to Rector in writing until the minutes are approved by the Senate.
6. Rector shall inform the Senate about corrections made or refusal to make the same.
7. The Senate shall approve meeting minutes with corrections at its next meeting.

§ 19

1. Senate resolutions shall be signed by Rector as Senate chairperson and provided with the University seal.
2. Senate minutes and resolutions shall be provided to Senate members and the academic community shall be made familiar with them.

§ 20

Administrative and technical services to the Senate shall be provided by the central administration units identified by Rector.

Chapter 6 SENATE COMMITTEES

§ 21

1. The Senate shall set up standing committees for its term of office. The Senate may set up ad hoc committees.
2. The Senate shall define the committee's scope of operation.

§ 22

1. The Senate, in a resolution to set up a standing committee, shall define its scope of operation and the number of its members.
2. The Senate shall elect members of standing committees in one voting, by an absolute majority of votes.
3. The Senate shall elect members of standing committees from among Senate members, as well as candidates nominated by faculty councils, Senate members and students' self-government and doctoral students' self-government.
4. At least 1/4 of the members of a standing committee shall be Senate members.
5. Upon chairperson's motion, the committee may elect a vice-chairperson from among its members. If the chairperson is absent, his/her duties shall be performed by the vice-chairperson.
6. Committee members shall participate in its meetings personally; they confirm their presence on the list of attendees.

7. Committee chairperson or the committee may invite guests to participate in committee meetings. Committee chairperson shall notify the committee of the participation of guests in the meeting.

8. Senate members shall have the right to participate in meetings of each committee without the right to vote. They shall have the right to vote only in the commission of which they are members.

§ 23

1. Committee members shall be recalled by the Senate.

2. The recall referred to in para. 1 may take place in the case of:

- 1) written resignation of the commission member;
- 2) termination of employment relationship with the University or losing the status of student or doctoral student;
- 3) with respect to a delegated member – recall by the authorized organization;
- 4) withdrawal of delegation;
- 5) prolonged, unjustified failure to participate in the committee's work.

3. A committee members shall be recalled for the reason referred to in para. 2 subpara. 5 on the committee's motion.

4. In case of reduction of the committee's membership due to recall or death of a member, the Senate shall supplement the committee's membership. The provisions of § 22 shall apply accordingly.

§ 24

1. Committees shall examine matters within their scope of operation on motion by Rector, Senate, a group of at least 1/5 of Senate members or upon its own initiative, as well as on motions by bodies of basic organizational units, inter-faculty units, university-wide units, extra-faculty units and bodies of students' self-government and doctoral students' self-government, if such motion is referred to the Committee by Rector.

2. In matters within their scope of operation, committees shall prepare opinions, submit motions and proposals and, when instructed by the Senate or Rector, prepare specific documents or drafts of Senate resolutions.

3. Senate committees shall prepare opinions concerning the functioning of administrative units operating within their scope of powers, in connection with the assessment made by the Senate under § 135 para. 3 of the Statute.

§ 25

1. Committee meetings shall be convened by its chairperson upon his/her own initiative or on motion by at least 1/3 of Committee members. The provisions of § 1 para. 4 and § 2 shall apply accordingly, however, the number of persons authorized to supplement the agenda shall be at least 1/3 of Committee members.

2. The provisions of § 5-6, § 8-9, § 11 para. 1, § 12-14 shall apply accordingly to proceedings of a committee.

3. Rector shall be notified of the committee's resolutions.
4. In case of differences of opinion, upon request of at least 3 committee members, also minority motions shall be presented to the Senate.

§ 26

1. Minutes shall be prepared of committee proceedings.
2. Senate members shall receive, upon their request, minutes and resolutions of the committee.
3. Documentation of the committee's work shall be provided to its members and to Senate members.
4. Administrative and technical services to a committee shall be provided by the central administration units identified by Rector.

§ 27

1. The Senate may set up ad hoc committees, determine their scope of operation and elect their members.
2. The provisions of § 22-26 shall apply accordingly.