

[emblem and name of the University of Warsaw]

**ANNOUNCEMENT No. 3
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

dated 20 March 2012

**on the promulgation of a consolidated text
of the Statute of the University of Warsaw**

In the appendix to this Announcement a consolidated text of the Statute of the University of Warsaw is promulgated, as adopted by Resolution No. 115 of the Senate of the University of Warsaw dated 21 June 2006 in the matter of providing the University of Warsaw with a Statute (consolidated text: UW Monitor of 2011, No. 6B, item 140), taking into account amendments introduced by Resolution No. 483 of the Senate of the University of Warsaw dated 14 March 2013 on amendments to the Statute of the University of Warsaw (UW Monitor of 2012, No. 3, item 58).

Rector
of the University of Warsaw

Prof. dr hab. Katarzyna Chałasińska-Macukow

Item 94
RESOLUTION NO. 115
OF THE SENATE OF THE UNIVERSITY OF WARSAW
dated 21 June 2006
in the matter of providing the University of Warsaw with a Statute¹

Pursuant to Article 56 para. 1 of the Act of 27 July 2005 – Law on Higher Education (Polish Official Journal No. 164, item 1365 as amended) the Senate of the University of Warsaw resolves as follows:

§ 1

The University of Warsaw is hereby provided with a Statute, which is appended to the present resolution.

§ 2

The following shall lose their binding force:

- 1) resolution of the Senate of the University of Warsaw of 18 September 1991 on providing the University of Warsaw with a Statute;
- 2) resolution No. 358 of the Senate of the University of Warsaw of 18 October 2000 on providing the Senate of the University of Warsaw with its Regulations.

§ 3

The resolution shall enter into force on 1 October 2006.

Rector of the UW: *K. Chalasińska-Macukow*

¹ The consolidated text takes into account amendments introduced by:

- resolution No. 263 of the Senate of the University of Warsaw of 26 September 2007 on amendments to the Statute of the University of Warsaw (UW Monitor 2007, No. 7, item 309);
- resolution No. 344 of the Senate of the University of Warsaw of 20 February 2008 on amendments to the Statute of the University of Warsaw (UW Monitor 2008, No. 2, item 30);
- resolution No. 409 of the Senate of the University of Warsaw of 25 June 2008 on amendments to the Statute of the University of Warsaw (UW Monitor 2008, No. 6, item 154);
- resolution No. 79 of the Senate of the University of Warsaw of 22 April 2009 on amendments to the Statute of the University of Warsaw (UW Monitor 2009, No. 4, item 57);
- resolution No. 112 of the Senate of the University of Warsaw of 17 June 2009 on amendments to the Statute of the University of Warsaw (UW Monitor 2009, No. 6, item 115);
- resolution No. 195 of the Senate of the University of Warsaw of 17 February 2010 on amendments to the Statute of the University of Warsaw (UW Monitor 2010, No. 2, item 28);
- resolution No. 367 of the Senate of the University of Warsaw of 18 May 2011 on amendments to the Statute of the University of Warsaw (UW Monitor 2011, No. 5, item 91);
- resolution No. 385 of the Senate of the University of Warsaw of 15 June 2011 on amendments to the Statute of the University of Warsaw (UW Monitor 2011, No. 6, item 114);
- resolution No. 483 of the Senate of the University of Warsaw of 14 March 2012 on amendments to the Statute of the University of Warsaw (UW Monitor 2012, No. 3, item 58).

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)² academic teachers holding the academic title or the academic degree of doctor habilitated [*doktor habilitowany*], or employed in the position of full or associate professor [*profesor zwyczajny, profesor nadzwyczajny*], and persons holding the licences referred to in Article 21a of the Act of 14 March 2003 on Academic Title and Academic Degrees and the Title and Degrees in the Field of Art (Polish Official Journal 2003, No. 65, item 595 as amended), 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.

² As amended by § 1 para. 1 of resolution No. 483, referred to in note 1.

§ 3

Freedom of research

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

§ 4

Studies

1. The University shall provide 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 shall include the Rector and the Senate.
2. Other governing bodies of the University and of its organizational units are specified in the Act and this Statute.

§ 6

Symbols of the University

1. Symbols of the University include: emblem, seal and flag of the University.
2. The name "Uniwersytet Warszawski" or "Universitas Varsoviensis" shall be used on University symbols.
3. The University's 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

Ceremonies of the University

1. Ceremonies 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 ceremonies at the University follows the Polish academic traditions. The Senate determines the course of ceremonies at the University.

§ 8³

Honorary title of the University

1. The University may grant the title of doctor honoris causa to persons who contributed significantly to achieving the goals served by the University.

2. The Senate shall adopt a resolution to grant the title of doctor honoris causa on motion by the council of a basic University organizational unit. Before adopting the resolution, the council of a basic University organizational unit shall seek the opinion of the Rector's Honorary Titles Committee.

3. Before adoption of the resolution referred to in para. 2, the Senate may approach three holders of academic title, 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 a majority of 3/5 of the statutory number of members.

§ 9⁴

Renewal of doctorate

1. Doctorate may be ceremonially renewed in respect of a person who obtained the academic title at the University and who distinguished him/herself in work for the University or the academic circle. Doctorate shall be renewed after the lapse of 50 years from the day of award of doctor's degree.

2. A resolution on renewal of doctorate shall be adopted by the council of the basic organizational unit, having familiarized itself with reviews of at least two holders of academic title, not employed by the University. Those participating in the voting shall be persons authorized to voting on award of the academic degree of a doctor.

3. The Senate may, having obtained the opinion of the Rector's Honorary Titles Committee, make the ceremony of doctorate renewal a university-wide ceremony.

§ 10⁵

Medals of the University

1. The Senate may award the "Medal for Merits for the University of Warsaw" for exceptional merits for the University. The Senate shall adopt the resolution by a majority

³ As amended by § 1.2 of the resolution referred to in note 2.

⁴ As amended by § 1.2 of the resolution referred to in note 2.

⁵ As amended by § 1.2 of the resolution referred to in note 2.

of 3/5 of the statutory number of members on the Rector's motion approved by the Rector's Honorary Titles Committee.

2. The Rector may award the "University Commemorative Medal" to persons meritorious to the University.

§ 10a⁶

Monitor of the University of Warsaw

1. The official gazette of the University is Monitor of the University of Warsaw, hereinafter referred to as the "Monitor".

2. The following shall be published in the Monitor:

- 1) resolutions of the Senate;
- 2) ordinances of the Rector;
- 3) resolutions and ordinances of other University bodies if their subject-matter is the structure of University organizational units;
- 4) resolutions of the University Electoral Commission;
- 5) other legal instruments or documents if such a duty results from separate provisions.

3. The Monitor is published in electronic version. It may be published in paper version.

PART II ORGANIZATIONAL SYSTEM OF THE UNIVERSITY

Chapter 1 ORGANIZATION OF THE UNIVERSITY

§ 11

University organizational units

1.⁷ 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.

2.⁸ Other University organizational units within the meaning of the Act of 14 March 2003 on Academic Title and Academic Degrees and the Title and Degrees in the Field of

⁶ As added by § 1 para. 3 of the resolution referred to in note 2.

⁷ As amended by § 1 para. 4 of the resolution referred to in note 2.

Art (Polish Official Journal of 2003, No. 65, item 595 as amended) include organizational units of the units referred to in para. 1 subpara. 1, which have the right to grant the academic degree of doctor or meet the criteria on which granting such a right is conditional.

§ 12⁹

Establishing, transforming and liquidating University organizational units

1. The organizational units referred to in § 11 para. 1 subparas. 1-3 shall be established, transformed and liquidated by the Rector, having sought the Senate's opinion.

2. The organizational units referred to in § 11 para. 1 subpara. 4 shall be established, transformed and liquidated on the basis of the agreement referred to in Article 31a paras. 1 and 2 of the Act, concluded by the Rector after having sought the Senate's opinion.

3. The organizational units referred to in § 11 subpara. 5 shall be established, transformed and liquidated by the Rector upon his/her own initiative or on the Chancellor's motion.

4. The procedure of establishing, transforming and liquidating the organizational units referred to in § 11 para. 1 subpara. 6 is defined in § 134 para. 4.

§ 13¹⁰

Procedure of establishing and transforming University organizational units

1. A University organizational unit referred to in § 11 para. 1 subparas. 1-3 shall be established upon initiative of the Rector or on a motion by the authorized entities.

2. A motion to establish a University organizational unit shall require:

- 1) identification of the purpose, need, scope of activity and anticipated results of establishment of the organizational unit;
- 2) identification of the source of funding of 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 of ensuring further conduct of studies or research in case of transformation or liquidation of the organizational unit conducting the studies or research.

3. The Rector's ordinance on establishing a University organizational unit shall specify its name, scope of operation and method of financing its activities.

4. The regulations of a University organizational unit shall be appended to the ordinance referred to in para. 3.

⁸ As added by § 1 para. 4 of the resolution referred to in note 2.

⁹ As amended by § 1 para. 5 of the resolution referred to in note 2.

¹⁰ As amended by § 1 para. 6 of the resolution referred to in note 2.

5. Amendments to the regulations of a University organizational unit must be approved by the Rector.

5. Paras. 1-4 shall apply accordingly in matters of transforming University organizational units.

§ 14

Basic University organizational units

1. The faculty is the basic University organizational unit.

2.¹¹ An organizational unit other than a faculty, established according to the principles set out in § 18 para. 1 or 2, may also be a basic organizational unit.

§ 15

The faculty

1. The faculty is an organizational unit which meets all of the following conditions:

1)¹² conducts, within the meaning of § 117, first cycle (undergraduate) studies in at least one field of study and second cycle (graduate) studies in at least one field of study, or long-cycle Master's studies;

2)¹³ conducts 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 title.

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, the procedure of appointing governing bodies of these units, principles of organizational subordination of faculty employees, including academic teachers.

3.¹⁴ The faculty regulations 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 Rector.

§ 16

Establishing a faculty

1.¹⁵ A faculty shall be established upon the Rector's initiative or on a motion by the council of a basic University organizational unit or a group of at least 20 independent academic teachers holding academic titles, for whom the University is the basic place of work.

¹¹ As amended by § 1 para. 7 of the resolution referred in note 2.

¹² As amended by § 1 para. 8 letter a of the resolution referred in note 2.

¹³ As amended by § 1 para. 8 letter a of the resolution referred in note 2.

¹⁴ As amended by § 1 para. 8 letter b of the resolution referred in note 2.

¹⁵ As amended by § 1 para. 9 of the resolution referred in note 2.

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 shall require ensuring adequate financial conditions, material and technical conditions, facilities and administrative services.

§ 17¹⁶

Transformation of 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 Rector, having sought the Senate's opinion, may transform the faculty into a basic organizational unit other than a faculty. The transformation shall take place at the end of the academic year in which the Rector took the decision in this matter.

§ 18¹⁷

Basic organizational unit other than a faculty

1. The Rector, upon his/her own initiative or on motion by a group of academic teachers employed by the University as their basic place of work, in a number exceeding at least by half the relevant staff minimum, specified pursuant to separate provisions, may establish a basic organizational unit other than a faculty if, regardless of ensuring the conditions referred to in § 16 para. 3, it conducts or will conduct a field of study, within the meaning of § 117, or doctoral studies.

2. The Rector may, upon his/her own initiative or on motion by at least five independent academic teachers employed by the University as their basic place of work, establish a basic organizational unit for the purpose of conducting research, including performing the tasks of an academic centre as referred to in Article 31 of the Act, if it meets jointly the following conditions:

1) at least five independent academic teachers work for it, said teachers being employed by the University as their basic place of work and representing the academic disciplines or domains in which the unit conducts research;

2) it conducts research within the meaning of the Act of 30 April 2010 on the Principles of Financing Science (Polish Official Journal of 2010, No. 96, item 615 as amended), which research is of special importance for the University and for development of science and knowledge.

3. The head of the basic organizational units referred to in para. 2 shall be appointed by the Rector through a contest; the head of the unit shall be an independent academic teacher.

4. The academic council of the unit referred to in para. 2 shall be appointed by the Rector.

¹⁶ As amended by § 1 para. 10 of the resolution referred to in note 2.

¹⁷ As amended by § 1 para. 11 of the resolution referred to in note 2.

5. The provisions of the Statute concerning the faculty, Dean, Vice-Dean and faculty council, respectively, save for § 16 paras. 1 and 2, § 29 para. 1 subpara. 3 and § 43 para. 3, shall apply to a basic organizational unit other than a faculty, as referred to in para. 1, its head, vice-head and council.

3. To the extent of the principles and procedure for conducting the contest for the post of head of the basic organizational unit referred to in para. 2, § 94 shall apply accordingly, however the authority which announces the contest and defines its conditions, determines the composition of the contest commission and the procedure for its appointment, as well as appoints the members of the contest commission in a given matter and its chair shall be the Rector.

§ 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 to this Statute.

§ 20¹⁸

Organizational units of a faculty

1. Organizational units of a faculty, including administrative units or administrative posts units shall be defined in the faculty regulations, taking into account the character of the conducted studies and research and discharging the faculty's other tasks.

2. Faculty regulations shall determine which organizational units are directly under the Dean's authority.

3. The list of persons employed by a faculty in individual organizational units shall be prepared, as at 30 September, and updated by the Dean.

§ 21¹⁹

Institutes, departments, sections

1. The establishment and operation of an institute shall be 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 title.

2. The establishment and operation of a department shall be conditional upon it employing at least two independent academic teachers who are employed by the University as their basic place of work, at least one of them holding an academic title.

3. The establishment and operation of a section shall be conditional upon it employing at least one independent academic teacher who is employed by the University as his/her basic place of work.

¹⁸ As amended by § 1 para. 12 of the resolution referred to in note 2.

¹⁹ As amended by § 1 para. 13 of the resolution referred to in note 2.

4. The faculty council can define in the faculty regulations higher requirements concerning the establishment and operation of an institute, department or section than those set forth in paras. 1-3.

5. The faculty council shall define in the faculty regulations the procedure to be followed if the institute, department or section do not meet the conditions referred to in paras. 1-3 or the conditions specified pursuant to para. 4.

§ 22²⁰

Inter-faculty organizational units

1. Inter-faculty organizational units are established by the Rector on his/her own motion or on motions by faculty councils, for the purpose of:

- 1) joint conduct of a field of study, individual interdisciplinary studies or doctoral studies by at least two faculties;
- 2) joint conduct of research by at least two research faculties;
- 3) discharging the tasks of an academic centre, as referred to in Article 31 of the Act.

2. Inter-faculty organizational units referred to in para. 1 subpara. 1 shall develop a plan of studies and curriculum, and may perform other tasks provided for by the regulations of studies and regulations on financial aid.

3. The head and vice-heads of an inter-faculty organizational unit referred to in para. 1 subpara. 1 and the head of doctoral studies, if the unit was established for the purpose of conducting doctoral studies, shall be appointed by the Rector on joint motion by Deans of the faculties which requested that the organizational unit be established or after seeking the opinion of the relevant Deans if the inter-faculty organizational unit is established by his/her own initiative.

4. The vice-head for student affairs of an inter-faculty organizational unit referred to in para. 1 subpara. 1 shall be appointed through the procedure defined in Article 76 para. 6 of the Act.

5. The council of an inter-faculty organizational unit referred to in para. 1 subpara. 1 shall be appointed by the Rector on motion by faculty councils or after seeking the opinion of the relevant Deans if the inter-faculty organizational unit is established by his/her own initiative, respecting 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 referred to in para. 1 subpara. 1 shall perform the acts specified in the regulations of studies, regulations of doctoral studies and regulations on financial aid for the faculty council, Dean and Vice-Dean, respectively. In the case of the acts specified in Article 190 paras 1 and 2 of the Act and in Article 175 of the Act, these shall be performed by the faculty council, Dean and Vice-Dean identified in the Rector's ordinance.

²⁰ As amended by § 1 para. 12 of the resolution referred to in note 2.

7. The head of an inter-faculty organizational unit referred to in para. 1 subparas. 2 and 3 shall be appointed by the Rector upon joint motion by Deans of the faculties which requested the establishment of such an organizational unit or after seeking the opinion of the relevant Deans if the inter-faculty organizational unit is established by the Rector's own initiative.

8. The Rector may, after consultation with the Senate, grant the status of basic organizational unit to the inter-faculty organization unit referred to in para. 1 subparas. 2 and 3.

9. The Rector shall exercise supervision over inter-faculty organizational units.

§ 23²¹

University-wide organizational units

1. University-wide organizational units are 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 and economic activity 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. The Rector shall establish university-wide organizational units upon his/her own initiative or on motion by at least three faculty councils or the Senate. The Senate's motion shall replace the opinion referred to in § 12 para. 1.

4. University-wide organizational units shall be under the Rector's authority.

5. If the regulations of the unit referred to in para. 1 subpara. 1 provide for the appointment of a council of such a unit, then at least half the number of its 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.

6. 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, it shall be appointed by the Rector, after seeking the opinion of Deans of faculties representing the domains of science which the unit's activity concerns.

§ 24²²

Inter-university organizational units

1. The University and other entities, including domestic and foreign universities and other academic establishments, including institutes of the Polish Academy of Sciences, may establish, under agreements concluded by the Rector after seeking the Senate's opinion, inter-university organizational units for joint implementation of

²¹ As amended by § 1 para. 15 of the resolution referred to in note 2.

²² As amended by § 1 para. 16 of the resolution referred to in note 2.

research or didactic work, as well as achievement of other goals resulting from Acts or this Statute.

2. In case of conducting a field of study jointly, the agreement shall define the manner of conducting the field of study, within the meaning of § 117 of the Statute, and the entity which issues the diploma.

§ 25

Library and information system

1. The University shall have a library and information system consisting of the Warsaw University 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 academic information resources indispensable for implementation of the didactic process and servicing research.

3. BUW shall discharge academic, didactic and publishing tasks within its powers.

4. BUW is a public academic library within the meaning 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 [*Polish statistical number for individuals – translator's note*], residence address and place of work or 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: the Senate, faculty council and council of another basic University organizational unit, as referred to in § 18 para. 1.

3.²³ Single-person bodies of the University include: the Rector, the 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: the College of Electors, the faculty college of electors and the 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 governing body or that of his/her deputy for more than two consecutive full terms of office.
- 3.²⁴ The same person cannot be a Senate member for more than two consecutive full terms of office. This shall not apply to persons who are members of the Senate due to holding the posts of the Rector, Vice-Rector or Dean.

§ 28

Adoption of resolutions by collective bodies

1. Collective and electoral bodies shall adopt resolutions by open or secret ballot.
2. Collective and electoral bodies shall 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. The Senate members include:
 - 1) Rector, as the chairperson;
 - 2) Vice-Rectors;
 - 3) Deans;

²³ As amended by § 1 para. 17 of the resolution referred to in note 2.

²⁴ As added by § 1 para. 18 of the resolution referred to in note 2.

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 shall account for no more than 3/5 of the Senate's membership and no less than half of it.

3. There shall be ten representatives of independent academic teachers.

4. Representatives of other academic teachers shall account for no less than 10% of the Senate's membership.

5.²⁵ The number of representatives of doctoral students and students shall be the smallest integer not smaller than 20% of the Senate's membership.

6. Representatives of employers other than academic teachers shall 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).

7a.²⁶ Para. 7 shall apply accordingly in case of changes in the size of academic community represented by the representative listed in para. 1 subpara. 4 letters b-d.

8. A Senate member, regardless of other statutory prohibitions, may not act at the same time as a single-person governing body of another university.

9. Meetings of the Senate are attended, in an advisory capacity, by the Chancellor, the Treasurer, the BUW Director and representatives of trade unions operating at the University, one from each union.

§ 30²⁷

Powers of the Senate

The Senate shall:

- 1) adopt and amend the Statute;
- 2) adopt the University mission and development strategy developed by the Rector and approve the faculty development strategy;
- 3) lay down the principles of the University activities and adopt guidelines for faculty councils as regards the performance of the University's basic tasks, in particular in the field of plans and curricula of studies, plans and curricula of doctoral studies and plans and curricula of post-graduate studies;
- 4) adopt the property and financial plan;
- 5) adopt the investment plan;

²⁵ As amended by § 1 para. 19 letter a of the resolution referred to in note 2.

²⁶ As added by § 1 para. 19 letter b of the resolution referred to in note 2.

²⁷ As amended by § 1 para. 20 of the resolution referred to in note 2.

- 6) adopt the resolution on establishment of the University development fund, as referred to in Article 101 para. 1a of the Act and set forth the rules of its utilization;
- 7) approve financial statements, pursuant to the provisions on accounting;
- 8) assess activities of the University, approve the Rector's annual reports and assess the Rector's activities;
- 9) establish post-graduate studies and determine their teaching results; it may transfer the powers in these matters, to the extent specified by resolution, to the Rector;
- 10) adopt the regulations of studies, regulations of doctoral studies and regulations of postgraduate studies;
- 11) lay down the principles of admission to studies and doctoral studies;
- 12) determine, on the Rector's motion, the number of full-time students in individual fields of study;
- 13) determine fields of study conducted at the University, adopt their teaching results and adopt resolutions in the matter of conduct of a field of study by a specific University organizational unit or units;
- 14) grant the title of doctor honoris causa and award the "Medal for Merits for the University of Warsaw";
- 15) express the opinion of the academic community and express opinions on matters referred by the Rector, faculty council or a group of at least 1/5 of the total number of Senate members;
- 16) express consent for:
 - a) disposal of assets whose value exceeds the equivalent of EUR 1,000,000, observing the principles specified in Article 90 para. 4 of the Act;
 - b) acquisition of assets whose value exceeds the equivalent of EUR 5,000,000;
 - c) establish charges on assets whose value exceeds the equivalent of EUR 10,000,000;
- 17) express consent for joining a company, cooperative or another commercial organization and for establishment of a company, including a special purpose vehicle referred to in Article 86a of the Act, or a foundation;
- 18) examine, at least once a year, the conditions of studying, as well as living conditions, health and popularity of physical culture among students and doctoral students;
- 19) examine, at least twice in a term of office, the working conditions, the state of health and activities in the field of preventive medicine among individual groups of University employees;
- 20) take other actions provided for in the provisions of laws and the Statute.

§ 31 Other rights of the Senate

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

4. In personnel-related matters other than those governed by the provisions of Part III and the Electoral Ordinance the Senate shall adopt resolutions by an absolute majority of votes.

§ 33

Committees of the Senate

1.²⁸ The Senate shall establish standing committees for its whole term of office. The Senate may establish other committees in order to perform a specific task.

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

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

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

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

§ 34

The Rector

1. The Rector shall manage the University's activity, represent the University externally and be the superior of employees, doctoral students and students.

2. The Rector shall be appointed by election.

3. The Rector shall be entitled to the honorary title of Magnificence.

§ 35²⁹

The Rector's powers

²⁸ As amended by § 1 para. 21 of the resolution referred to in note 2.

²⁹ As amended by § 1 para. 22 of the resolution referred to in note 2.

The Rector shall take 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 the Chancellor, and in particular shall:

- 1) take decisions concerning assets and management of the University, subject to § 30 subpara. 16;
- 2) conclude cooperation agreements with foreign entities, informing forthwith the Senate of any concluded agreement;
- 3) establish, transform and liquidate University organizational units;
- 4) exercise supervision over the University's didactic and research activities;
- 5) exercise supervision over the implementation and enhancement of the university system of education quality assurance;
- 6) to the extent defined in § 30 subpara. 9, establish post-graduate studies and define their teaching results;
- 7) exercise supervision over administration and management of the University;
- 8) take care of observance of laws and ensuring security in the University area;
- 9) determine the scopes of duties of the Vice-Rectors and the Chancellor to the extent not regulated in the Act and in this Statute;
- 10) establish Rector's committees and teams, including the Honorary Titles Committee and other advisory bodies, or bodies whose purpose is performance of a specific task; members of the Honorary Titles Committee shall be only academic title holders;
- 11) perform other acts provided for in the Act and in the Statute.

§ 36

Vice-Rectors

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

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

3. The scope of duties of the Vice-Rector shall be specified by the 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, the 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 University academic teachers, doctoral students or students, said associations operating at the University.

§ 37

Prohibition of combining functions

1. Regardless of the limitations under Article 79 para. 1 of the Act, the Rector's function cannot be combined with any function of a single-person University governing body or that of his/her deputy, with the function of head or vice-head of an inter-faculty or university-wide organizational unit or faculty organizational unit, or with holding mandate by election in University collective governing bodies or councils of University organizational units. The 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 a Vice-Rector cannot 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) the 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.

2.³⁰ The faculty regulations may provide that faculty 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 are 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.

3.³¹ Representatives of 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.

³⁰ As amended by § 1 para. 23 of the resolution referred to in note 2.

³¹ As amended by § 1 para. 24 letter a of the resolution referred to in note 2.

4a.³² The detailed proportions of the faculty board membership shall be determined in the faculty regulations.

5. The number of elected members of groups of the academic community, as referred to in paras. 2-4, shall be determined by the faculty electoral commission in proportion to the size of these groups.

5a.³³ The provision of para. 5 shall apply accordingly to changes in the numbers of members of academic community groups during the term of office. Sizes of academic community groups during a term of office shall be updated as of 30 September of a given academic year.

6. A faculty council member cannot hold the function of a single-person governing body or that of his/her deputy at another university.

§ 40³⁴

Powers of the faculty council

Powers of the faculty council shall include:

- 1) adopting and amending faculty regulations;
- 2) determining the main directions of faculty activity;
- 3) adopting development strategies developed by the Dean;
- 4) establishing, transforming and liquidating, on motion by the Dean, faculty organizational units;
- 5) adopting, having sought the opinion of the relevant body of students' self-government, in accordance with guidelines determined by the Senate, plans of studies and teaching curricula;
- 6) adopting, having sought the opinion of relevant body of doctoral students' self-government, in accordance with guidelines determined by the Senate, plans and curricula of doctoral studies;
- 7) adopting, in accordance with guidelines determined by the Senate, plans and curricula of postgraduate studies and upgrading courses;
- 8) adopting the faculty financial plan;
- 9) assessing the activities of the faculty, approving the annual report of the Dean, the annual report on financial plan execution and assessment of the Dean's activities;
- 10) expressing the opinion of the faculty community in matters referred by the Rector, the Dean, heads or academic councils of internal units or by a group of at least 1/5 of the total number of council members;
- 11) adopting resolutions in other matters resulting from the acts, this Statute or faculty regulations.

³² As added by § 1 para. 24 letter b of the resolution referred to in note 2.

³³ As added by § 1 para. 24 letter c of the resolution referred to in note 2.

³⁴ As amended by § 1 para. 25 of the resolution referred to in note 2.

§ 41

Faculty council work organization

1. Meetings of the faculty council shall be convened by the 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.

3.³⁵ The council may set up standing committees or committees having particular tasks. The provisions of § 33 paras. 2-4 shall apply accordingly.

§ 42

Adoption of resolutions by the faculty council

1. The faculty council shall adopt resolutions on motion by the Rector, the Dean, council committee or a group of at least five faculty council members.

2. In personnel-related matters or on motion by at least one faculty council member, save for voting on formal matters, the faculty council shall adopt resolutions by secret ballot, by an absolute majority of votes.

3. Resolutions of the faculty council shall be communicated to the faculty community; the manner of communicating them shall be defined by the Rector in an ordinance.

4. The Dean may appeal against faculty council resolutions to the Senate, within 14 days of adoption of a given resolution by the council, unless the council previously annulled the resolution in full. A council resolution appealed against by the Dean shall not take effect until the appeal is examined by the Senate.

§ 43

The Dean's powers

1. The Dean shall:
- 1) manage the faculty's activities;
 - 1a)³⁶ develop the faculty development strategy consistent with the University development strategy;
 - 2) convene and chair council meetings;
 - 3) take decisions and issue ordinances necessary for proper operation of the faculty;
 - 4) represent the faculty externally;
 - 5) appoint heads of faculty organizational units;
 - 6) be the superior of employees, doctoral students and students of the faculty;
 - 7) supervise the faculty's management as regards resources and funds at the faculty's disposal;

³⁵ As amended by § 1 para. 26 of the resolution referred to in note 2.

³⁶ As added by § 1 para. 27 letter a of the resolution referred to in note 2.

- 8)³⁷ implement the faculty's personnel policy and submit to the Rector, having sought the opinion of the faculty council, applications for employment in the posts of faculty academic teachers, as well as give notice, having sought the opinion of the faculty council, of contests for the posts of academic teachers, pursuant to § 94;
- 9) ensure correct organization of the course of studies and supervise the correct course of education process;
- 10) take decisions in student affairs, where they result from the regulations of studies;
- 11) determine the scope of duties of Vice-Deans, however the person empowered to perform acts in individual matters of students and doctoral students shall be the Vice-Dean for student affairs, taking into account the powers of the head of doctoral studies;
- 12) perform other acts provided for this Statute and in faculty regulations.

2. The Dean shall be appointed by election.

3. A candidate for Dean must meet the conditions set out by the Act for a candidate for the 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, including the Vice-Dean for student matters, shall be elected for the period when the Dean holds office. The number of Vice-Deans shall be determined by the 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 the Vice-Dean for student affairs.

§ 45³⁸

Prohibition of combining offices by the Dean and Vice-Dean

The functions of Dean or Vice-Dean cannot be combined with any function of a single-person University governing body or that of his/her deputy, with the function of head or vice-head of a university-wide organizational unit or faculty organizational unit if, pursuant to faculty regulations, the unit is directly under the Dean's authority.

§ 46 Library Council

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

2. The Library Council consists of:

³⁷ As amended by § 1 para. 27 letter b of the resolution referred to in note 2.

³⁸ As amended by § 1 para. 28 of the resolution referred to in note 2.

- 1) five 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) six academic teachers holding at least the academic degree of doctor, appointed by the Rector from among the persons nominated by faculty councils, observing the principle that humanities, social sciences and mathematics and natural sciences must have equal representation in the council;
- 3) two students identified by students' self-government;
- 4) one doctoral student identified by doctoral students' self-government,
- 5) the 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 shall 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 opinion about draft regulations of the University library and information system prepared by the BUW Director;
- 3) expressing opinion about draft financial plan of BUW and report on its execution, 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 for 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 operation of the Library Council shall be defined in the regulations adopted by the Library Council and approved by the Senate.

§ 48

The BUW Director

1. The BUW Director shall coordinate the activities of the University library and information system and manage BUW. The scope of duties of the BUW Director shall be specified by the regulations referred to in § 25 para. 5.

2. Every year, the BUW Director shall submit to the Senate a report on activity of the University library and information system.

3. The BUW Director shall be appointed by the Rector for five years from among the candidates selected through contest, after seeking the opinions of the Senate and the Library Council.

4. The contest regulations shall be adopted by the Senate on the Rector's motion.
5. The Rector may recall the BUW Director before the end of his/her term of office, having sought the opinions of the Senate and the Library Council.
6. The BUW Vice-Director shall be appointed and recalled by the Rector on motion by the BUW Director, including 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, within the meaning 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 the chairperson of the council. The chairperson shall be elected by the academic council in the composition elected for the new term of office.
5. Faculty regulations may provide that the institute director shall *ex officio* be the council chairperson.
6. The term of office of the institute academic council shall last four years and start on 1 September of the year of election of University governing bodies.

§ 50

Institute director

- 1.³⁹ The director of an institute shall be appointed by the Dean according to the procedure set out in the faculty regulations.
2. Only an independent academic teacher employed by the University and meeting the conditions referred to in § 54 para. 1 subpara. 1 or para. 3 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 expression of opinions about the candidates by persons employed at the institute, according to the procedure set out therein. The provisions of the Electoral Ordinance shall not apply to selection of candidates or expression of opinions about them.

³⁹ As amended by § 1 para. 29 of the resolution referred to in note 2.

5. No more than two vice-directors of institute shall be appointed in the institute. The procedure of appointing vice-directors of the institute is set out in the faculty regulations. Para. 4 shall apply accordingly.

5a. If the faculty regulations provide that the candidates referred to in paras. 4 and 5 are appointed or opinions about them are issued by the institute academic council, then these acts shall be performed by the council in the composition elected for the new term of office, subject to para. 4.

6. Unless the faculty regulations provide otherwise, the term of office of the institute director and vice-directors shall start on 1 October of the year of election and it shall last four years..

7. The institute director and vice-directors cannot perform their functions for more than two subsequent terms of office unless the faculty regulations provide otherwise.

8. The scope of duties of institute vice-directors shall be defined by the institute director.

9. If the institute conducts a field of study or specialization within the field, the vice-director of the institute for student affairs shall be appointed pursuant to 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 or section

1.⁴⁰ The head of a department shall be appointed by the Dean from among independent academic staff employed by the University as their basic place of work and meeting the conditions referred to in § 54 para. 2 subpara. 1 or para. 3. Faculty regulations may provide for higher requirements for the post of head of department.

2.⁴¹ The head of a section shall be appointed by the Dean from among academic teachers holding at least the academic degree of doctor and employed by the University as their basic place of work, who meet the conditions referred to in § 54 para. 2 subpara. 1 or para. 3. Faculty regulations may provide for higher requirements for the post of head of section.

3.⁴² Faculty regulations may provide that appointment of the head of a department or section is preceded by selection of a candidate or by expression of opinions about the candidates according to the procedure set out therein. The provisions of the Electoral Ordinance shall not apply to selection of candidates or expression of opinions about them.

4.⁴³ The term of office of the head of a department or section shall be four years and start on 1 March after the year of election of the University governing bodies.

⁴⁰ As amended by § 1 para. 30 letter a of the resolution referred to in note 2.

⁴¹ As amended by § 1 para. 30 letter b of the resolution referred to in note 2.

⁴² As amended by § 1 para. 30 letter c of the resolution referred to in note 2.

⁴³ As amended by § 1 para. 30 letter d of the resolution referred to in note 2.

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

§ 52⁴⁴

Other faculty organizational units

The procedure for appointing heads in other faculty internal units than those specified in § 49-51 is set out in faculty regulations; the head of a faculty organizational unit discharging didactic or research tasks must be an academic teacher holding at least the academic degree of a doctor. In a faculty organizational unit other than an institute, conducting a field of study within the meaning of § 117 council of the unit shall be appointed according to the procedure set out in the faculty regulations and the provisions of § 49 paras. 2-6 shall apply to the council.

⁴⁴ As amended by § 1 para. 31 of the resolution referred to in note 2.

PART III PRINCIPLES OF ELECTING, APPOINTING AND RECALLING GOVERNING BODIES AT THE UNIVERSITY⁴⁵

Chapter 1 GENERAL PRINCIPLES

§ 53⁴⁶ Scope of application

The provisions of this Chapter shall apply to electing, appointing or recalling:

- 1) the Rector and Vice-Rectors;
- 2) members of the Senate;
- 3) members of the College of Electors;
- 4) the Dean and Vice-Deans;
- 5) members of the faculty council;
- 6) members of the faculty college of electors;
- 7) members of the University Electoral Commission and other electoral commissions;
- 8) members of the Library Council;
- 9) other single-person governing bodies or members of collective governing 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 the age of 65, subject to para. 3,
- 2) employees other than academic teachers, who are full-time employees of the University;
- 3) doctoral students;
- 4) students.

⁴⁵ Title as amended by § 1 para. 32 of the resolution referred to in note 2.

⁴⁶ As amended by § 1 para. 33 of the resolution referred to in note 2.

3. An academic teacher holding the academic title of professor and employed by the University as his/her basic place of work shall hold the right to be elected until he/she attains 70 years of age.

4. (repealed).⁴⁷

§ 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 home unit.

§ 56

Election conditions

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

2. In case of the governing 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 a given body for a new term of office.

3. The provisions of paras. 1-2 concerning the term of office and dates when the term starts and ends 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.

⁴⁷ Repealed by § 1 para. 34 of the resolution referred to in note 2.

§ 58

Principle of prorogation of collective and electoral bodies⁴⁸

1. The term of office of collective bodies and electoral bodies shall start, subject to the dates stated 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.

2.⁴⁹ In the period from the expiry of the term of office specified in § 57 to election of the relevant collective and electoral bodies of the new term, the collective bodies and electoral bodies shall perform the acts within their powers only in urgent matters.

§ 59⁵⁰

Principle of prorogation of single-person governing bodies

1. If the term of office of a single-person governing body of a University organizational unit expires and the relevant body of the new term is not elected, then until said election is made the powers of this body shall be exercised by the Rector in urgent matters.

2. The provisions of para. 1 shall apply accordingly to heads of University organizational unit if the term of office of single-person governing bodies of internal units of said University organizational units expires.

§ 60

Expiry of mandate

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

- 1) death;
- 2) resignation;
- 3) statement of invalidity of the election;
- 4)⁵¹ said person being recalled;
- 5) cessation of membership of a given academic group if the body's member obtained the mandate as a representative of said academic group;
- 6) taking up a post which the Statute prohibits to combining with the function or mandate held;
- 7)⁵² loss of the right to be elected;
- 8) judgment on deprivation of public rights, electoral rights or imprisonment having become valid;

⁴⁸ Title as amended by § 1 para. 35 letter a of the resolution referred to in note 2.

⁴⁹ As amended by § 1 para. 35 letter b of the resolution referred to in note 2.

⁵⁰ As amended by § 1 para. 36 of the resolution referred to in note 2.

⁵¹ As amended by § 1 para. 37 letter a of the resolution referred to in note 2.

⁵² As amended by § 1 para. 37 letter b of the resolution referred to in note 2.

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 the 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 the 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 the Dean and Vice-Deans.

§ 61

Confirmation of mandate expiry

Expiry of mandate of a single-person governing 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) the Senate, with respect to mandates of UKW members;
- 3)⁵³ the Rector in the cases referred to in § 53 subparas. 4 and 8 and in § 72 para. 3,
- 4) the Dean in the cases referred to in § 53 subparas. 5-6 and with respect to governing bodies of faculty internal units.

§ 62

By-elections

1.⁵⁴ If expiry of mandate of a single-person governing 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 three months 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

⁵³ As amended by § 1 para. 38 of the resolution referred to in note 2.

⁵⁴ As amended by § 1 para. 39 of the resolution referred to in note 2.

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

§ 64

Recalling from posts filled through election or depriving members of a collective body of mandates

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

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

3. The motion referred to in para. 2 shall be submitted to 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 representatives of doctoral students and students of their mandates.

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

§ 65⁵⁵

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 commissions

1. For the purpose of holding elections, the following electoral commissions shall be appointed:

- 1) the University Electoral Commission (UKW);
- 2) constituency electoral commissions;
- 3) faculty electoral commissions;
- 4) the Library Electoral Commission;

⁵⁵ As amended by § 1 para. 40 of the resolution referred to in note 2.

5) electoral commissions appointed to hold elections among 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 among 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

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

2. The term of office of the UKW shall start on the day of its constitution and last until the newly elected UKW is constituted.

§ 68

UKW composition

The UKW shall have 11 members, including:

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

3. Candidates for UKW members shall be put forward on or before 15 October of the year preceding the election year.

§ 70

Election of UKW members

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

§ 71

By-elections to the UKW

1. In case of expiry of the mandate of a UKW member, the 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 governing 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 an electoral mandate in a collective or electoral body of the University or University organizational unit. A UKW member cannot be member of a Senate committee.

2. From the day of expression of consent to run for the post or mandate referred to in para. 1 until the voting day, membership in the UKW shall be suspended. The person whose membership in the UKW was suspended shall not participate in the work of the UKW.

3. On the day of election to the post or mandate referred to in para. 1, the mandate of a UKW member shall expire.

§ 73

First UKW meeting

1. The first UKW meeting shall be convened by the Rector within two weeks of UKW election by the Senate.

2. The Rector shall chair the first UKW meeting.

3. At the first meeting the UKW shall elect, from among its members, voting by secret ballot, by an absolute majority of votes cast in the presence of at least half of its members, the chairperson and vice-chairperson of the UKW.

§ 74

The UKW chairperson

1. The UKW chairperson shall convene and chair UKW meetings, as well as represent it externally.

2. The UKW chairperson shall perform also other acts within his/her powers, specified in the Act and in this Statute.

§ 75

UKW powers

1. UKW powers shall 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) annulling electoral commissions' resolutions and decisions 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 the Rector or Vice-Rector and determining the principles according to which they are conducted and managed;
- 10) confirming validity of elections of: the Rector, a Vice-Rector, a Senate member, a member of College of Electors, a Dean and Vice-Dean, a member of the faculty college of electors and a member of the faculty electoral commission;
- 11) resolving doubts concerning matters relating to the course of elections;
- 12) taking resolutions on interpretation of provisions concerning elections, 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 provided for in the provisions.

2. In case of substantiated doubts as to the correctness of work of a faculty electoral commission, the 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 shall be performed by the UKW.

3. The provision of para. 2 shall apply accordingly to constituency electoral commissions.

§ 76

Forms of UKW activity

1. The UKW shall exercise its powers in the form of resolutions adopted at meetings.

2. The UKW shall adopt resolutions by a majority of votes cast in the presence of at least half of the statutory UKW members.

3. The UKW may, on motion by the 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 the electoral commission no later than by the end of December of the year preceding 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 members and to faculty electoral commissions, however the Rector's powers set out in these provisions shall be exercised by the Dean. A member of the faculty electoral commission cannot be a member of a Senate's committee.

§ 78

Powers of faculty electoral commissions

The 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 the UKW, a detailed time schedule of election acts at the faculty;
- 3) recording candidates and making public list of candidates for the post of the Dean and Vice-Dean;
- 4) determining the numbers of representatives of each group of the 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 the 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 shall consist 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 a 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 the academic community.

§ 82

Procedure for election of doctoral students’ and students’ electors

The procedure of election of the electors who represent the academic community, as 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 in the composition elected for the new term of office 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 members, 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 Employees of 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 and certified documentation and information staff.

§ 88 Posts in which academic teachers are employed⁵⁶

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) (repealed)⁵⁷;
- 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;

⁵⁶ Title as amended by §1 para. 41 of the resolution referred to in note 2.

⁵⁷ Repealed by §1 para. 42 of the resolution referred to in note 2.

4) library assistant, documentation and information assistant.

4. (repealed).⁵⁸

§ 89⁵⁹

Defining the basis of employment of an academic teacher

1. The employment relationship with an academic teacher shall be established on the basis of appointment or employment contract.

2. Appointment shall be the basis of employment of an academic teacher holding the academic title of professor.

3. Employment by appointment shall be full-time employment.

4. An academic teacher shall be employed on the basis of an employment contract for a specified period of time, for the time of performing a specific work or for an unspecified period of time.

§ 90

Procedure of establishing and terminating employment relationships with academic teachers

An employment relationship with an academic teacher shall be established and terminated by the Rector on motion by the 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 sought the opinion of the Dean or head of the relevant inter-faculty or university-wide organizational unit.

§ 91⁶⁰

Conditions for employing academic teachers

1. *A person employed in the post of full professor shall meet the requirements set forth in the Act and in addition, in case of employment by appointment, contract for an unspecified period of time or employment contract for a specified period of time in excess of four years, shall have obtained a positive opinion of the Senate.*

2. *A person employed in the post of associate professor shall meet the requirements set forth in the Act and in addition shall have received positive reviews of his/her academic and didactic achievements and, in case of employment by appointment, contract for an unspecified period of time or employment contract for a specified period of time in excess of four years, shall have obtained a positive opinion of the Senate. The employment relationship with an academic teacher employed for the first time in the post of associate professor shall be established for five years. A*

⁵⁸ Repealed by §1 para. 42 of the resolution referred to in note 2.

⁵⁹ As amended by §1 para. 43 of the resolution referred to in note 2.

⁶⁰ In the wording in force until 30 September 2012.

subsequent employment relationship in the post of associate professor may be established for a specified or unspecified period of time.

3. A person employed in the post of associate professor for an unspecified period of time, subject to para. 7, shall meet the requirements set forth in the Act and in addition shall:

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 holders of academic title or the 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. A person may be employed for a specified period of time, not longer than one year, in the post of visiting professor if he/she meets the requirements set forth in the Act and in addition has outstanding academic output in the field of study in which he/she is to conduct didactic work.

5. A person may be employed in the post of reader if he/she holds at least doctor's degree, has at least 15-year didactic work record at the 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. A person employed in the post of senior lecturer shall have university work record connected with performing didactic duties, not shorter than 10 years.

7. A 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. The faculty council shall confirm 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 Degrees and Titles.

§ 91⁶¹

Conditions for employing academic teachers

1. A person may be employed in the post of full or associate professor if he/she has obtained a positive opinion of the Senate.

2. A person may be employed in the post of associate professor if he/she has considerable academic output and considerable didactic achievements, confirmed by reviews of at least two holders of academic title or the degree of doctor habilitated in the discipline represented by the candidate, including at least one person from outside the

⁶¹ As amended by § 1 para. 44 of the resolution referred to in note 2. It shall enter into force on 1 October 2012.

University. The employment relationship with an academic teacher employed for the first time in the post of associate professor shall be established for a period of up to five years. A subsequent employment relationship in the post of associate professor may be established for a specified or unspecified period of time.

3. A person may be employed for a specified period of time in the post of visiting professor if he/she has outstanding academic output and significant professional achievements in the field of study in which he/she is to conduct didactic work.

4. A person may be employed in the post of senior lecturer if he/she have university work record consisting in performing didactic duties, not shorter than 10 years.

5. A person employed in the post of associate or visiting professor for a specified period of time, with due consideration for paras. 2 and 3, respectively, may not meet the requirements set forth in the Act if he/she holds doctor's degree, his/her achievements in academic and professional work have been confirmed by the council of the faculty where he/she is to be employed and has obtained a positive opinion of the Senate. The faculty council shall make the confirmation according to the procedure set out in the faculty regulations.

§ 91a⁶²

Professor affiliated at the University of Warsaw

1. The Rector, on motion by the Dean or upon his/her own initiative, may grant for a specified period of time to a person employed in the post of professor at another domestic university or at a foreign university and participating in research conducted at the University the status of a professor affiliated at the University of Warsaw.

2. A professor affiliated at the University of Warsaw may, to the extent specified by the Rector, conduct research at the University, participate in the conduct of didactic work and use the University's resources in the manner specified by the Rector.

§ 92⁶³

Principle of establishing employment relationships through contest

1. An academic teacher shall be employed for more than half-time for a specified or unspecified period of time or for a specified period of time, in the posts referred to in Article 110 of the Act after an open contest has been conducted.

2. An academic teacher who became entitled to pension may be reemployed in the same post without a contest procedure.

§ 93⁶⁴

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

⁶² As added by § 1 para. 45 of the resolution referred to in note 2.

⁶³ As amended by § 1 para. 46 of the resolution referred to in note 2.

⁶⁴ In the wording in force until 30 September 2012.

1. A person without doctor's degree may be employed in the post of assistant only for a specified period of time and for no 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 and for no 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.

4. In special cases justified by:

1) the faculty's didactic needs;

2) the need to continue research in which the employee participates;

3) needs of the University

an adjunct without the degree of doctor habilitated may be employed for two subsequent two-year periods – according to the procedure described in para. 2 in conjunction with § 43 para. 1 subpara. 8, but for no more than 16 years in total in the post of adjunct.

§ 93⁶⁵

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

1. A person without the academic degree of doctor may be employed in the post of assistant only for a specified period of time and for no more than six years.

2. A person without the academic degree of doctor habilitated may be employed in the post of adjunct only for a specified period of time and for no more than eight years.

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

§ 94

Procedure and conditions of contest procedure⁶⁶

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

⁶⁵ As amended by § 1 para. 47 of the resolution referred to in note 2. It shall enter into force on 1 October 2012.

⁶⁶ Title as amended by § 1 para. 48 of the resolution referred to in note 2.

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 the contest conditions public.

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

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

5a.⁶⁷ The Dean may appoint to the contest commission a person or persons from outside the University, holding the academic title or degree of doctor habilitated in the discipline relevant from the point of view of the scope of duties in the post for which the contest is organized; the number of said persons cannot be higher than 30% of the commission's membership.

6.⁶⁸ The commission shall qualify candidates by judging their academic, didactic and organizational achievements and present its conclusions to the Dean (head of 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 the procedure of election are set out in the faculty regulations.

⁶⁷ As added by § 1 para. 50 of the resolution referred to in note 2.

⁶⁸ As amended by § 1 para. 49 of the resolution referred to in note 2.

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 shall be nominated by the Library Council.

4. Appraisal commissions shall elect their chairpersons.

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

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

§ 97

Scope of operation of appraisal commissions

1. Faculty appraisal commissions shall make an appraisal of academic teachers employed by a given faculty, subject to para. 3.

2. The university appraisal commission shall make an appraisal of academic teachers employed by organizational units other than a faculty or its internal units.

3. The library appraisal commission shall make 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, the 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 shall be taken into account while making the 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;
- 12)⁶⁹ in case of persons who do not hold the academic degree of doctor, employed in the posts of assistants – the degree of advancement in the doctoral dissertation;
- 13)⁷⁰ in case of persons who do not hold the academic degree of doctor habilitated, employed in the posts of adjuncts – the habilitation output.

2. Appraisal of independent academic teachers shall also take into account the results in educating candidates for academic work.

3. The governing 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.

3a.⁷¹ The appraisal commission may approach experts from outside the University for appraisal of a teacher's achievements.

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.

§ 99⁷²

Evaluation given by students and doctoral students

1. When making appraisal of an academic teacher in the field of performing his/her didactic duties, the evaluation given by students and doctoral students after the end of each cycle of didactic classes shall be considered.

2. The basis of the evaluation referred to in para. 1 shall be a questionnaire filled by students and doctoral 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 making the evaluation and filling the questionnaire referred to in para. 2 shall be determined by the Rector, giving due consideration to ensuring objective evaluation and representative character of questionnaire results, having sought the opinion of the relevant bodies of doctoral students' self-government and students' self-government.

§ 100⁷³

Effects of periodic appraisal

⁶⁹ As added by § 1 para. 51 of the resolution referred to in note 2.

⁷⁰ As added by § 1 para. 51 of the resolution referred to in note 2.

⁷¹ As added by § 1 para. 52 of the resolution referred to in note 2.

⁷² As amended by § 1 para. 53 of the resolution referred to in note 2.

1. Conclusions from the periodic appraisal shall affect the amount of salary, promotions and distinctions awarded to an academic teacher and the organizational duties he/she is entrusted with.

2. A negative periodic appraisal may be the grounds for termination of the employment relationship with an appointed academic teacher, pursuant to Article 124 subpara. 3 of the Act, by notice.

3. Two subsequent negative appraisals shall result in termination of the employment relationship with an appointed academic teacher, pursuant to Article 124 subpara. 2 of the Act, by notice.

4. A negative periodical assessment may be the grounds for termination of the employment relationship with an academic teacher, pursuant to Article 128 para. 2 of the Act, by notice.

§ 101⁷⁴

Procedure of making periodic appraisals

1. An academic teacher shall be subject to periodic appraisal:
1) every two years;
2) at any time, not more frequently than once a year – on motion by the head of organizational unit which employs him/her.

2. An academic teacher holding the academic title of professor, employed by appointment, shall be subject to periodical assessment every four years.

3. 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 within the meaning of faculty regulations. The commission may also hear oral explanations of the person concerned.

4. The commission's appraisal, including written justification, shall be presented to the academic teacher who is subject to appraisal, his/her direct superior within the meaning of faculty regulations, as well as the Dean and head of the faculty internal unit where a given academic teacher is employed.

5. Appraisal by the appraisal commission may be appealed against to the appellate appraisal commission.

6. The appeal shall be lodged within 14 days of the day when the academic teacher received the commission's appraisal. The academic teacher subject to appraisal shall be instructed of the possibility of, and deadline for, lodging an appeal.

7. The appellate appraisal commission shall examine a case within 30 days of the day of receipt of the appeal and case files.

8. The appellate appraisal commission shall uphold the appraisal appealed against or change it to the appellant's advantage, or annul the appraisal appealed against and refer the case to the appraisal commission for re-examination.

⁷³ As amended by § 1 para. 54 of the resolution referred to in note 2.

⁷⁴ As amended by § 1 para. 55 of the resolution referred to in note 2.

9. Decisions of the appellate appraisal commission shall be final.

10. The provisions of paras. 5 and 6 shall apply accordingly to the library appraisal commission.

§ 102⁷⁵

Granting consent for additional employment

1. Consent for an academic teacher to take up or continue additional employment under an employment relationship with an employer conducting didactic activity or research activity shall be expressed by the Rector.

2. Consent of the Senate shall be required for an academic teacher being a single-person University governing body to take up or continue additional employment under an employment relationship.

3. The Rector shall refuse to grant the consent referred to in para. 1 if the provision of didactic or academic services for another employer decreases the University's capacity to properly operate or entails using the University's technical devices or resources.

4. The criteria on the basis of which the Rector or the Senate grants consent for additional employment under an employment relationship pursuant to Article 129 paras. 1 and 5 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 with the didactic tasks or research work performed;
- 3) the circumstances referred to in § 106 para. 1.

§ 103⁷⁶

Seeking opinion in the matter of termination of employment relationship with appointed academic teacher

The employment relationship with an appointed academic teacher may be terminated according to the procedure set out in Article 125 of the Act by the Rector's decision, after seeking the opinion of the council of the faculty where the academic teacher is employed or, in case of a person employed by another organizational unit – after seeking the opinion of the council of that organizational unit or of the Senate, if the unit has no council.

§ 104

Determining the end of semester

⁷⁵ As amended by § 1 para. 56 of the resolution referred to in note 2.

⁷⁶ As amended by § 1 para. 57 of the resolution referred to in note 2.

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.

§ 105⁷⁷

Working hours of academic teachers

1. *The 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, the 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 out by the Senate, however:*

1) *the maximum amount of didactic work of academic and didactic staff members per year shall be 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 the 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. *The Dean or head of an inter-faculty or university-wide organizational unit, having sought the opinion of 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 the Dean or head of an inter-faculty or university-wide organizational unit, the decision referred to in para. 4 shall be taken by the Rector.*

6. *When entrusting an academic teacher with performance of tasks important for the University, the Rector may reduce the amount of his/her didactic tasks in the period of performing entrusted tasks to less than the minimum amount fixed in Article 130 para. 3 of the Act, however, no less than to 50% of said amount.*

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:*

⁷⁷ In the wording in force until 30 September 2012.

- 1) *the kind of entrusted tasks, the period of performing the same and the time spent on their performance;*
- 2) *the kind of post in which the person entrusted with performing the task is employed.*

§ 105⁷⁸

Working hours of academic teachers

1. The 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, the 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 out by the Senate, however:

1) the amount of didactic work of academic and didactic staff members per year shall be 210 didactic hours; for didactic staff members employed in the post of reader – 270 didactic hours; for employees in the posts of senior lecturer and lecturer – 360 didactic hours; and for employees in the posts of language teachers and instructors or in equivalent posts – 540 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 the 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. On the employee's request, the Rector, having sought the opinion of the Dean or head of an inter-faculty or university-wide organizational unit, 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) poor health;
- 2) workload of organizational functions at the University;
- 3) particular workload of research tasks;
- 4) requirements of didactic work in a given University organizational unit.

5. When reducing the annual amount of didactic classes of the Dean or head of an inter-faculty or university-wide organizational unit, the Rector may seek the opinion of the Senate.

6. The Rector may reduce the amount didactic tasks to less than the threshold amount fixed in accordance with paras. 2 and 4 in case of entrusting an academic teacher with performing important tasks or in case of the academic teacher implementing research projects or other tasks provided for in the Statute.

⁷⁸ As amended by § 1 para. 58 of the resolution referred to in note 2. It shall enter into force on 1 October 2012.

§ 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.

§ 107⁷⁹
Leaves

1. The procedure for granting holiday leaves to academic teachers shall be set out by the Dean or head of an inter-faculty or university-wide organizational unit.

2. The procedure for granting holiday leaves to single-person University governing bodies is set out by the Rector.

3. The leave referred to in 134 para. 1 of the Act (paid leave for academic purposes) shall be granted by the Dean or head of an inter-faculty or university-wide organizational unit on substantiated request by the academic teacher, about which motion his/her direct superior within the meaning of faculty regulations has expressed an opinion.

4. The leave referred to in Article 134 para. 3 of the Act (leave for preparing doctoral dissertation) shall be granted by the Dean or head of an inter-faculty or university-wide organizational unit on substantiated request by the academic teacher, about which motion his/her direct superior within the meaning of faculty regulations and the dissertation supervisor have expressed an opinion.

5. The leave referred to in Article 134 para. 5 of the Act (leave for health reasons) shall be granted by the Rector on request 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 out 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 shall be defined by the Rector.

⁷⁹ As amended by § 1 para. 59 of the resolution referred to in note 2.

§ 109

Disciplinary commission for academic teachers

1.⁸⁰ The disciplinary commission for the University academic teachers shall be 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, and from among representatives of students nominated by the relevant body of students' self-government, there being two commission members, for a term of office fixed pursuant to § 57 para. 3 of the Statute.

2. The Rector, Vice-Rectors, Deans, Vice-Deans, directors of institutes, the BUW director and the disciplinary spokesperson cannot sit on 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 shall elect its chairperson and vice-chairperson by secret ballot.

5. The 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 accused one or a teacher remaining in an official relationship with the accused 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) the Rector on the Chancellor's motion – with respect to employees to fill managerial or independent posts within the meaning of the Organizational Regulations referred to in § 136; if the employee works at a faculty or at an inter-faculty or university-wide organizational unit, the Rector shall act on motion by the Dean or head of the relevant unit;

2) the Rector on motion by the Dean or head of another organizational unit in which the employee is to be employed – with respect to academic and technical employees within the meaning of the Organizational Regulations referred to in § 136, as well as library employees and documentation and information employees;

3) the Rector on motion by the BUW Director – with respect to library employees and documentation and information employees of BUW;

4) the Rector on the Dean's motion – with respect to other employees than those specified in subparas. 1-3, who work at the faculty;

5) the Chancellor – with respect to other employees.

⁸⁰ As amended by § 1 para. 60 of the resolution referred to in note 2.

2. The Rector or the 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 the employee's duties and his/her official subordination unless this results directly from the organizational regulations.

4. Academic and technical employees within the meaning 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 commissioning the performance of didactic work to such employees and the additional entitlements which may result from their performance of didactic work shall be defined by the faculty council, however, the amount of such work cannot exceed the amount 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 the Rector's awards for achievements in their professional work.

2. Motions for the grant of awards shall be submitted to the Rector by:

- 1) Vice-Rectors;
- 2) Deans and heads of inter-faculty and university-wide organizational units;
- 3) the BUW director;
- 4) the Chancellor.

3. The Rector may also grant awards upon his/her own initiative.

§ 112

Cooperation with trade unions

University governing bodies shall cooperate with the 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 the 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 the 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 any limitations thereof, shall be defined in the regulations of studies and regulations of doctoral studies.

§ 115⁸¹

Education quality assurance system

1. The University shall have an education quality assurance system.
2. The system shall consist of quality assurance teams operating at faculties and in other organizational units conducting studies, the university quality assurance team and other teams working to ensure and enhance the quality of teaching, said teams being established by the Rector.
3. The procedure of establishing, composition, procedure of appointing, as well as the scope and forms of operation of the teams referred to in para. 2 shall be determined by the Rector.
4. The education quality assurance teams referred to in para. 2 shall include representatives of doctoral students and students identified by the relevant units of doctoral students' and students' self-government.

§ 116⁸²

The procedure for opening studies in specific fields

1. A resolution to conduct studies in a specific field within, at a specific level and with a specific education profile in a specific basic University organizational unit shall be adopted by the Senate on motion by that unit's council or the Rector, about which

⁸¹ As amended by § 1 para. 61 of the resolution referred to in note 2.

⁸² As amended by § 1 para. 62 of the resolution referred to in note 2.

motion the relevant committee of the Senate has issued a positive opinion, or according to the procedure indicated in the guidelines referred to in § 30 subpara. 3.

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, including interdisciplinary studies or individual interdisciplinary 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 governing body which will take decisions in student matters at the newly created studies and the governing body which will adopt resolutions concerning the plan of studies and the curriculum.

4. In the resolution referred to in paras. 1 and 3, the Senate shall identify the entity competent to perform the acts provided for in the regulations of studies and the body competent to adopt resolutions concerning the plan of studies and the curriculum.

§ 117⁸³

Conducting studies

An organizational unit or group of organizational units conducting a field of study shall entail:

- 1) ensuring and maintaining the staffing minimum referred to in the relevant provisions issued pursuant to the Act;
- 2) preparing the plan of studies and curriculum in accordance with teaching results adopted by the Senate, as well as conducting didactic work in a way ensuring the achievement of the assumed teaching results and modifying the curriculum of studies and teaching results according to the progress of knowledge in a given discipline or disciplines covered by the curriculum of studies;
- 3) having and applying an internal system of education quality assurance system;
- 4) performing acts which result from regulations of studies.

§ 118⁸⁴

Admission to studies

1. The terms and procedure of admission to studies shall be set forth by the Senate. The Senate shall set forth the terms and procedure of admission to individual fields of study or specializations within the meaning of § 116 para. 2, individual interdisciplinary studies and doctoral studies, after becoming 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 the head of the organizational unit which conducts a given field of study or doctoral studies.

⁸³ As amended by § 1 para. 63 of the resolution referred to in note 2.

⁸⁴ As amended by § 1 para. 64 of the resolution referred to in note 2.

3. The University Admission Commission shall be appointed by the Rector. Said commission shall be chaired by the Vice-Rector in charge of student affairs. The commission's members shall be persons holding at least the academic degree of doctor and one representative of students, identified by the relevant body of students' self-government.

4. The University Admission Commission shall examine appeals against decisions of admission commissions for studies of higher education.

5. The admission commissions referred to in para. 2 shall consist of academic teachers and one or than two representatives of students in case of an admission commission in charge of admission to studies of higher education or one or two representatives of doctoral students identified by the relevant bodies of self-government of students and doctoral students. The admission commission shall be chaired by an academic teacher, appointed by the head of the organizational unit conducting the given field of study or the given doctoral studies, said academic teacher holding, in the case of admission to studies, at least the academic degree of doctor or in the case of admission to doctoral studies, at least the academic degree of doctor habilitated.

§ 119⁸⁵

Student's home unit

(repealed).

§ 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.

§ 121⁸⁶

Studying according to individual plan and curriculum of studies

A student may study according to an individual plan of studies and curriculum, upon the principles set out, pursuant to regulations of studies, by the council of the organizational unit conducting the field of study.

⁸⁵ Repealed by § 1 para. 65 of the resolution referred to in note 2.

⁸⁶ As amended by § 1 para. 66 of the resolution referred to in note 2.

§ 122⁸⁷
Patrons of years of study

(repealed).

§ 123⁸⁸
Attorney for student affairs, head of studies

(repealed).

§ 124
Students' self-government regulations

1. The university resolution-taking body of students' self-government shall adopt 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 governing bodies, the 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 the conformity of students' self-government regulations with the Act and the Statute, having sought the opinion of the relevant committee of the Senate.

§ 125
Doctoral students' self-government regulations

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

§ 126⁸⁹
Register of organizations of students and doctoral students

1. The Rector shall keep a register of university organizations of students and doctoral students.

2. A university organization of students or university organization of doctoral students shall submit annual activity reports.

3. The Rector shall determine, by ordinance, the manner of keeping the register and the registration procedure, determining in particular the principles of appointing patrons of academic clubs, the list of documents gathered in the register and the scope and procedure of filing the reports referred to in para. 2.

⁸⁷ Repealed by § 1 para. 67 of the resolution referred to in note 2.

⁸⁸ Repealed by § 1 para. 67 of the resolution referred to in note 2.

⁸⁹ As amended by § 1 para. 68 of the resolution referred to in note 2.

§ 127⁹⁰

Disciplinary commissions and disciplinary spokesperson for students and doctoral students

1. The disciplinary commission for students and doctoral students shall consist of 35 members and include 20 academic teachers, 10 students and five doctoral students.

2. The appellate disciplinary commission for students and doctoral students shall consist of 18 members and include 10 academic teachers, five students and three doctoral students.

3. Members of the commissions referred to in paras. 1 and 2 shall be elected by the Senate from among academic teachers nominated by faculty councils and Senate members, from among students nominated by the 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 governing bodies and shall start on 1 January of the year following the election of university authorities, however, the term of office of students and doctoral students being commission members shall be one year.

5. The commissions referred to in paras. 1 and 2, at their first meetings convened by the Rector, shall elect their chairpersons from among their members who are academic teachers and vice-chairpersons from among all their members.

6. The Rector shall appoint the disciplinary spokesperson for students and doctoral students from among academic teachers, for the term of office of University governing bodies, having sought the opinion of 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 the Rector, after seeking the opinion of the relevant body of students' self-government and the relevant body of doctoral students' self-government.

§ 129

Assistants' internship

⁹⁰ As amended by § 1 para. 69 of the resolution referred to in note 2.

1. A student of the last year of studies of second cycle degree programme or uniform Master's degree 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.

2.⁹¹ The person referred to in para. 1 shall be entitled to a scholarship whose amount shall be defined by the Senate for a given academic year.

3. Decisions in the matters referred to in paras. 1 and 2 shall be taken by the Rector on the Dean's motion.

4. The principles and procedure for qualifying the persons referred to in para. 1, the principles of their undergoing internships and the manner of establishing the fund for the scholarships referred to in para. 2 shall be 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. The Rector shall perform acts in law on behalf of the University, subject to § 30 subpara. 14.

2. The Rector may grant power of attorney to perform the acts in law referred to in para. 1.

3. The Rector may grant a general power of attorney to the Chancellor.

§ 132 Responsibility for allocated assets

The head of a organizational unit shall be responsible for correct utilization and security of the assets allocated to that unit.

§ 133 Financial management of the University

⁹¹ As amended by § 1 para. 70 of the resolution referred to in note 2.

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 revenue, expenses and financial liabilities of the University.

2. The Senate shall determine:

1)⁹² principles of distribution of the funds from earmarked state budget grants among University organizational units;

2) principles of distribution of non-budget funds;

3)⁹³ on Rector's motion, principles of making settlements concerning research activity.

3. The detailed principles of financial management conducted by the University organizational units shall be set forth by the Rector.

§ 134

Business activity of the University

1. The University may carry on business activity as construction, trading, publishing, manufacturing activity and activity in the field of provision of services.

2. The University may carry on business activity to the extent and with the purpose of discharging its tasks specified in the Act and the Statute.

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.

4.⁹⁴ The University organizational units referred to in para. 3 shall be established, transformed or liquidated by the Rector, having sought the opinion of the Senate, upon his/her own initiative, on motion by the Dean of the faculty, the head of another basic University organizational unit or the Chancellor.

5. The detailed principles of organization and operation of the organizational units referred to in para. 3, including the procedure of appointing and recalling heads of such units, are set forth in the regulations provided to them by the Rector.

Chapter 2

ADMINISTRATION

§ 135

Structure of University administration

1. Administration of the University shall consist of central administration and administration of organizational units.

2. University administration shall be supervised by the Rector.

⁹² As amended by § 1 para. 71 letter a of the resolution referred to in note 2.

⁹³ As amended by § 1 para. 71 letter b of the resolution referred to in note 2.

⁹⁴ As amended by § 1 para. 72 of the resolution referred to in note 2.

3. The functioning of University administration shall be assessed by the Rector, at least once a year, and by the Senate, at least once in a term of office.

§ 136

University organizational regulations

The organizational structure of University administration, the principles and scope of operation of its units, as well as the scopes of duties of their heads are set forth in the University organizational regulations issued by the Rector, after seeking an opinion of the Senate and the Chancellor.

§ 137

Principles of operation of central administration

1. The central administration consists of central administration units.
2. The central administration shall be managed by the 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 are directly under the Rector's authority.

§ 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 the Rector upon his/her own initiative or on the Chancellor's motion or, with respect to the units referred to in § 137 para. 3, having sought the Chancellor's opinion.
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 the Rector upon his/her own initiative or on the Dean's motion.

§ 139

Procedure of employing the Chancellor

- 1.⁹⁵ The Chancellor shall be employed by the Rector, after having sought the opinion of the Senate.
2. The candidate for the post of Chancellor shall be selected through contest. The terms and procedure of contest and the composition of the contest commission shall be set out by the Rector.

⁹⁵ As amended by § 1 para. 73 letter a of the resolution referred to in note 2.

3.⁹⁶ The Chancellor shall be recalled according to the procedure provided for in para. 1.

§ 140 The Chancellor's powers

1. The Chancellor shall manage the central administration and, upon the Rector's authorization, shall control management of the University and take decisions concerning university assets within the scope of the general power of attorney, save for matters reserved by the Act or the Statute for governing bodies of the University.

2. To the extent defined in the University organizational regulations and subject to § 137 para. 3, the Chancellor shall be the superior of all employees of central administration organizational units and perform acts relating to their employment relationship.

3. The detailed scope of the Chancellor's duties shall be defined in the University organizational regulations.

4. The Chancellor shall submit his/her report to the Rector every year and shall be accountable to the Rector for his/her activity.

§ 141 Vice-Chancellors

1. The Rector shall employ, on the Chancellor's motion or upon his/her own initiative, no more than four Vice-Chancellors, including the Treasurer. The provision of § 139 para. 2 shall apply accordingly.

2. The Rector shall recall the Treasurer on the Chancellor's motion, and other Vice-Chancellors on the 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 the Treasurer, by the Rector on the Chancellor's motion. The Treasurer shall perform the function of the University's Chief Accountant.

§ 142 Administration of organizational units

1. The superior of employees of administration of the University organizational units be the head of a given unit.

2. The detailed principles of subordination of employees of administration of University organizational units are set out in the University organizational regulations and the regulations of individual units.

3. The provisions of § 135 para. 3 and § 138 shall apply accordingly to administration of University organizational units.

⁹⁶ As added by § 1 para. 73 letter b of the resolution referred to in note 2.

4.⁹⁷ The 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 on 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 of these issues.

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

5. Assembly organizers shall be under a duty to closely cooperate with the Rector or his/her representative delegated to the assembly, at the stage of organization and in

⁹⁷ As amended by § 1 para. 74 of the resolution referred to in note 2.

the course of the 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. The 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, the 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 being 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 the Rector's representative, or who convene an assembly without the required notice or the 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. The 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 within the meaning of this Statute. Other organizational units, not mentioned above, which pursuant to the 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 2000, No. 3 item 34) 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 governing bodies of the University shall operate in their existing composition until 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 governing bodies of the University shall retain their posts until 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 shall 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 also fulfil 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 the 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 the 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 within the meaning of provisions of this Statute.

§ 149

Disciplinary commissions elected pursuant to provisions hitherto in force shall become disciplinary commissions within the meaning 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 within the meaning 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 appropriate 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 the 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 according to 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.

SPECIMENS OF 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", on printed matter and publications of the University, as well as on the badges to which members of the academic community are entitled and, with the Rector's consent, also on other objects.

§ 2

Seal of the University of Warsaw

The historical (traditional) University seal is the seal with an image of its emblem, said seal being affixed on documents of special importance, including honoris causa doctorates and renewals of doctorates.

§ 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 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 Sciences
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
10. Faculty of Mathematics, Informatics and Mechanics
11. Faculty of Economic Sciences
12. Faculty of Modern Languages
13. Faculty of Pedagogy
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. Faculty of Oriental Studies
20. University of Warsaw Centre for Europe
21. University of Warsaw Centre for Foreign Language Teaching and European Education
22. Institute American and European Studies
23. Interdisciplinary Research Institute 'Artes Liberales'
24. University of Warsaw Polish Centre of Mediterranean Archaeology
25. Interdisciplinary Centre for Behavioural Genetics
26. Interdisciplinary Centre for Mathematical and Computational Modelling
27. Robert B. Zajonc Institute for Social Studies
28. Antiquity of Southeastern Europe Research Centre
29. University of Warsaw Heavy Ion Laboratory
30. Warsaw University Library
31. Centre of Migration Research
32. University of Warsaw Centre of New Technologies

**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 THE SENATE'S MEETINGS**

§ 1

1. The Senate's chairperson shall be the Rector.
- 2.⁹⁸ The Rector shall convene the Senate's meetings at least once every two months, except for July and August. Senate meetings are held on Wednesdays unless the Rector decides otherwise.
3. Dates of Senate meetings in a semester shall be fixed by the Rector and presented to the Senate at the last meeting of the preceding semester.
- 4.⁹⁹ No later than seven days before the meeting date the Rector shall send notices of the 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 the Rector.
2. A Senate Committee or a group of at least 1/5 of Senate members may submit to the Rector a written motion to supplement the agenda, no later than 10 before the fixed date of the Senate meeting. The Rector shall add the proposed item to the agenda and send materials indicated by the movers along with the notices,.
3. In substantiated cases, the 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 the 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.
- 3.¹⁰⁰ § 1 para. 4 shall apply accordingly to convening extraordinary Senate meetings.

⁹⁸ As amended by § 2 para. 1 letter a of the resolution referred to in note 2. It shall enter into force on 1 September 2012.

⁹⁹ As amended by § 2 para. 1 letter b of the resolution referred to in note 2. It shall enter into force on 1 September 2012.

¹⁰⁰ As amended by § 2 para. 2 of the resolution referred to in note 2. It shall enter into force on 1 September 2012.

Chapter 2 MEETING PARTICIPANTS

§ 4¹⁰¹

1. The Rector shall prepare a list of names of Senate members and persons participating in Senate meetings in an advisory capacity.
2. The composition of the Senate and the list referred to in para. 1 shall be made public by the Rector at the beginning of the Senate's term of office, in an announcement.
3. The Rector shall announce any change in the membership of the Senate according to the procedure specified in para. 2.

§ 5

1. A Senate member shall be obliged to participate in its meetings personally. A Senate member shall confirm his/her presence at the Senate meeting by signing the attendance list and he/she shall explain the reasons for his/her absence to the Rector in writing no later than before the next meeting.
2. The Dean may, in exceptional cases, delegate the Vice-Dean to the Senate meeting, notifying the Rector thereof before the start of the meeting; the Rector shall provide 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. The Rector or the Senate may invite guests to participate in the Senate's meetings. The Rector shall notify the Senate of participation of guests in the meeting.

§ 6

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

Chapter 3 PROCEDURE OF MEETINGS

§ 7

- 1.¹⁰² The Senate shall adopt resolutions on motion by the Rector, a Senate committee or a group of at least 5 Senate members.
2. The Senate meetings shall be chaired by the Rector or by a Senate member designated by him/her to replace him/her.

¹⁰¹ As amended by § 2 para. 3 of the resolution referred to in note 2. It shall enter into force on 1 September 2012.

¹⁰² As amended by § 2 para. 4 of the resolution referred to in note 2. It shall enter into force on 1 September 2012.

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

§ 8¹⁰³

In order for the proceedings to be opened and conducted it shall be necessary that at least half of the total number of Senate members be present. The 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 the Senate meeting shall be approved by the Senate before the start of proceedings.

2. The 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 discussed at the meeting shall be transferred – as the first items – to the next Senate meeting agenda, unless the Senate decides otherwise.

§ 10

1. The Senate members may address written inquiries to the Rector.

2. The Rector shall reply at the first meeting after their submission, and not later than at the subsequent one, unless the Senate consents to deferring the reply.

3. The reply to an inquiry may be the subject-matter of discussion in the Senate.

§ 11

1. Matters being the subject-matter of proceedings shall be presented to the Senate by the Rector or a rapporteur identified by him/her.

2. The Rector or the Senate may refer matters which require detailed examination to the relevant Senate committee. On behalf of the committee, at the Senate meeting, the matter is reported on by the chairperson or a selected rapporteur.

§ 12

1. In matters put on the agenda, the Rector shall grant leave to speak in the order of requests. The 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, the Rector shall grant leave to speak immediately after the mover has requested it.

3. Formal motions shall include, in particular, motions to:

1) interrupt, adjourn or close the proceedings;

¹⁰³ As amended by § 2 para. 5 of the resolution referred to in note 2. It shall enter into force on 1 September 2012.

- 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) hold a vote without a discussion;
- 6) hold a vote by secret ballot;
- 7) change the agenda;
- 8) limit or extend the duration of speeches;
- 9) confirm the quorum;
- 10) re-count the votes;
- 11)¹⁰⁴ check the compliance of the adopted resolution with the Act, the Statute or the Senate Regulations.

4. The Senate shall vote upon a formal motion immediately after having heard the mover and, possibly, one opinion to the contrary, subject to § 28 para. 4 of the Statute.

5. Outside the agenda, the Rector shall grant leave to speak in matters of rectifying a misunderstood or inaccurately cited statement of the speaker.

§ 13

The 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 the Rector's decision to the Senate.

Chapter 4 ADOPTING RESOLUTIONS

§ 14

The Senate shall express its standpoint in the form of resolutions.

§ 15

1.¹⁰⁵ Vote may be held by open or secret ballot. If the vote is held using a ballot counting device, then at the time of voting by open ballot, a simultaneous raising of the hand is required.

2. Formal motions cannot be voted upon by secret ballot.

3. To count votes cast by secret ballot, the 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 the Senate adopting resolutions.

¹⁰⁴ As amended by § 2 para. 6 of the resolution referred to in note 2. It shall enter into force on 1 September 2012.

¹⁰⁵ As amended by § 2 para. 7 of the resolution referred to in note 2. It shall enter into force on 1 September 2012.

5. Re-adoption of a resolution shall be permissible only on motion by the Rector or a group of 1/4 of the Senate members during the same Senate meeting and only in the 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 of the Senate meetings shall be prepared.
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 the Rector in writing until the minutes are approved by the Senate.
6. The Rector shall inform the Senate about rectifications made or refusal to make the same.
7. The Senate shall approve meeting minutes with rectifications at its next meeting.

§ 19

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

§ 20

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

Chapter 6 SENATE COMMITTEES

§ 21

- 1.¹⁰⁶ The Senate shall set up standing committees for its term of office. The Senate may set up committees for the purpose of performing a specific task.
2. The Senate shall define the committees' 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 committee members.
2. The Senate shall elect members of standing committees in block 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 stating their names.
7. The committee chairperson or the committee may invite guests to participate in the committee meetings. The committee chairperson shall notify the committee of the participation of guests in the meeting.
8. The 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. The 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 member shall be recalled for the reason referred to in para. 2 subpara. 5 on the committee's motion.

¹⁰⁶ As amended by § 2 para. 8 of the resolution referred to in note 2. It shall enter into force on 1 September 2012.

4. In the case of reduction of the committee's membership due to recall or death of a committee 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 the Rector, the Senate, a group of at least 1/5 of the Senate members or upon its own initiative, as well as on motions by governing 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 the Rector.

2. In matters within their scope of operation, committees shall prepare opinions, submit motions and proposals and, when instructed by the Senate or the 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. A committee's meetings shall be convened by its chairperson upon his/her own initiative or on motion by at least 1/3 of the 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 the Committee members.

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

3. The Rector shall be notified of the committee's resolutions.

4. In the 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 the committee meetings.

2. The 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 the Senate members.

4. Administrative and technical services shall be provided to a committee by the central administration units identified by the 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.