

informal path

OMBUDSMAN’S TEAM

Informal support from the Ombudsman’s Team in cases of conflict, procedural and legal issues, or unfair/unequal treatment.

WHO CAN REPORT A CASE TO THE TEAM?

- a student, PhD student or employee of the UW;
- an organisational unit of the UW, student and PhD student self-government bodies;
- submission may also result from the initiative of the Rector or the Ombudsman.

RULES OF OPERATION

confidentiality (disclosure of information requires written consent of the reporting person) impartiality, independence, informality.

SCOPE OF CASES (EXAMPLES)

- interpersonal conflicts,
- staff matters: mobbing, discrimination, job evaluation, conditions of employment, procedural irregularities,
- student cases: breach of regulations, unfair treatment, unfair expulsion,
- harassment and sexual harassment, breach of dignity, abuse of power,
- issues of academic integrity and ethics, violations of intellectual property rights.

POSSIBLE ACTIONS OF THE TEAM:

- providing confidential advice,
- support in diagnosing the problem and choosing a way to solve it,
- providing information on the rules, procedures and legal regulations in force at the University of Warsaw,
- support in obtaining information and clarifying the matter in the relevant unit,
- support in resolving a conflict through mediation/ facilitation,
- reporting irregularities to the university authorities.

REPORTING PATHWAYS AT THE UNIVERSITY OF WARSAW

STEP-BY-STEP PROCEDURE:

1 NOTIFICATION

A person interested in supporting the Ombudsman directs a notification by email to: **ombudsman@uw.edu.pl**. The notification should describe the subject of the case and specify the expected scope of support.

2 INVITATION TO A MEETING

Upon receiving information, the Ombudsman invites the person to a meeting to understand the broader context of the case and discuss possible solutions.

3 GATHERING INFORMATION

The Ombudsman investigates the case after receiving the necessary documents, establishes the facts and analyses the evidence.

4 TAKING ACTION

After receiving written authorisation from the reporting person, the Ombudsman initiates agreed action to clarify the situation or support the parties in finding a solution.

OMBUDSMAN: MAGDALENA MIKSA

CONTACT THE TEAM:

✉ ombudsman@uw.edu.pl

☎ (22) 55 27 813

📍 Dobra 56/66, room 1.60 (1st floor)

🕒 The office is open Monday to Friday, 8:00 a.m. to 4:00 p.m.

🏠 www.ombudsman.uw.edu.pl/en/start



1 COMPLAINT

Submitted (in paper or electronic - email/form) to the Team of Coordinators.

2 THE COORDINATOR

- conducts confidential proceedings, preliminary reviews the case and holds a meeting with the reporting person,
- if the likelihood of violation is confirmed – refers the case to the relevant Commission,
- if the complaint is considered unfounded – it is dismissed (the decision may be appealed to the Chair of the Commission),
- if necessary – refers the case to the appropriate support institution.

3 THE COMMISSION

Within 7 days from the forwarding of the case the Chair appoints a three-member Review Team. The Team complete the investigation within up to 4 months (possible extension in justified cases). Information on the initiation of proceedings is given to:

- the person reporting,
- the person against whom the proceedings are being conducted,
- the superior of the person against whom the proceedings are being conducted.

The proceedings are formally no longer confidential, but all persons involved are obligated to maintain confidentiality. The parties have the right to inspect all documents necessary to clarify the case.

4 THE COMMISSION

Prepares a written opinion with recommendations and forwards it to:

- the Rector,
- the person reporting,
- the person against whom the proceedings are being conducted,
- the superior of the person against whom the proceedings are being conducted.

Recommendations may concern the person harmed (psychological and organisational support) or the perpetrator (educational and disciplinary measures).

5 THE RECTOR

Within one month of receiving the opinion, provides information about the actions taken in the case to: the Commission, the Coordinator, the person harmed, the person against whom the proceedings are being conducted and the superior of the person against whom the proceedings are being conducted.

formal path

THE TEAM OF COORDINATORS, UNEQUAL TREATMENT AND DISCRIMINATION COMMISSION, MOBBING AND OTHER UNDESIRABLE BEHAVIOUR COMMISSION

Formal report (complaint) about unequal treatment, discrimination (including harassment and sexual harassment), mobbing and other undesirable behaviour.

A COMPLAINT CAN BE MADE BY:

- **any person** directly affected by unequal treatment, discrimination (including harassment and sexual harassment) and other undesirable behaviour,
- **a person employed at the UW** (under a contract of employment and providing work/services under civil law contracts) directly affected by mobbing.

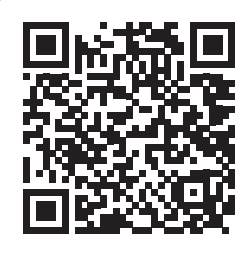
The incident must **relate to student, PhD student or employee at UW** or be **functionally linked** to UW.

The complaint should be filed **within 3 years of the incident** (in special situations it is possible to accept the complaint after the deadline).

CONTACT WITH THE TEAM OF COORDINATORS

✉ zespolkoordynatorow@uw.edu.pl

🏠 en.uw.edu.pl/about-university/academic-units/team-of-coordinators-for-counteracting-unequal-treatment-discrimination-mobbing-and-other-undesirable-behaviour



Complaint submission form:

Legal basis - Ordinance no 21 of the Rector of the University of Warsaw dated 28 February 2024 on policies on preventing unequal treatment, discrimination, mobbing, and other undesirable behaviour at the University of Warsaw



disciplinary proceedings

DISCIPLINARY LIABILITY OF STUDENTS AND PHD STUDENTS

Students and PhD students may be liable to disciplinary action for:

- violation of the regulations in force at the University,
- act violating the dignity of the student/PhD student.

DISCIPLINARY LIABILITY OF ACADEMIC TEACHERS

An academic teacher may be liable for:

- misconduct in the duties of an academic teacher,
- act violating the dignity of the academic teacher profession.

STEP-BY-STEP PROCEDURE:

1 RECTOR

Proceedings are initiated **at the request of the Rector** upon knowledge of an act having the characteristics of a disciplinary offence. The Rector may:

- **close the case without further action,**
- **impose a penalty of an admonition** if the act is obvious and constitutes a minor disciplinary offence,
- **refer the case to the Disciplinary Commissioner**, who initiates an investigation.

The Rector may suspend the person concerned from certain rights if the interest of the University or the seriousness of the allegations require so.

2 THE DISCIPLINARY COMMISSIONER

Conducts the investigation - collects evidence, interviews witnesses. He/she may discontinue the case, request the Rector to impose an admonition or refer the case to the Disciplinary Commission for punishment.

3 DISCIPLINARY COMMISSION (first instance)

Rules on a case, issues a decision: acquittal, discontinuance, disciplinary penalty (admonition/reprimand/suspension/expulsion from the university).

4 THE DISCIPLINARY APPEALS COMMISSION (second instance)

It examines appeals against rulings issued by the first-instance disciplinary commission.

5 JUDICIAL REVIEW

A decision of the Appeals Disciplinary Commission may be appealed to the Voivodeship Administrative Court in Warsaw.

1 RECTOR / DISCIPLINARY COMMISSIONER

Proceedings shall be initiated **at the request of the Rector or the Disciplinary Commissioner** once the Rector has been informed of an act that may constitute a disciplinary offence. The Rector may:

- **close the case without further action,**
- **refer the case to mediation,**
- **impose a penalty of an admonition** if the act is obvious and constitutes a minor disciplinary offence,
- **refer the case to the Disciplinary Commissioner** who initiates an investigation.

In addition, the Rector may suspend the person concerned from his/her duties and reduce his/her remuneration by up to 50% if the interests of the University or the seriousness of the allegations so require (obligatory in the event of pre-trial detention).

2 THE DISCIPLINARY COMMISSIONER

Conducts an investigation - collects evidence, interviews witnesses. He/she may discontinue the case or refer the case to the Disciplinary Commission for punishment.

3 DISCIPLINARY COMMISSION (first instance)

- the University Disciplinary Commission - in the case of applications for admonitions and reprimands,
- the Disciplinary Commission to General Council for Science and Higher Education - in cases of more severe penalties and always against the rector and members of disciplinary commissions.

Rules on a case, issues a decision: acquittal, discontinuance, disciplinary penalty (admonition, reprimand, reduction of remuneration, deprivation of function, expulsion from the university, ban on practising the profession).

4 THE COMMISSION AT THE MINISTER OF EDUCATION (second instance)

Decides on appeals against judgments of the first instance commission, upholds the judgment, overturns it and makes a ruling or overturns it and refers it back for reconsideration.

5 JUDICIAL REVIEW

The decision of the Commission at the Minister of Education may be appealed to the Court of Appeal in Warsaw - Labour and Social Insurance Court.



Legal basis – Act of 20 July 2018. Law on the Higher Education and Science



Regulation of the Minister of Science and Higher Education of 28 September 2018 on the detailed procedure of investigation and disciplinary proceedings in student cases, as well as the manner of execution of disciplinary penalties and their erasure (available in Polish)

whistleblowers reports

Whistleblowers procedure for reporting breaches of law and taking follow-up actions

WHO CAN REPORT THE CASE AS A WHISTLEBLOWER:

- persons employed and applying for employment at the UW,
- persons providing work for the UW on a basis other than employment, including entrepreneurs,
- persons providing work under the supervision and direction of a contractor, subcontractor or supplier of the UW,
- members of bodies of the UW,
- persons undertaking an internship, traineeship or voluntary service at the UW.

WHO: **have obtained, in connection with their work for the University, information that the law has been violated in one of the areas listed in the Act and in an internal UW ordinance, in particular concerning:**

- A. corruption and public procurement, anti-money laundering and financing of terrorism,
- B. the financial interests of the State Treasury, local government units and the European Union,
- C. protection of personal data and privacy,
- D. security of products, transport, networks and information and communication systems,
- E. protection of the environment, public health and food safety,
- F. consumer protection,
- G. constitutional human and civil rights and freedoms as well as a citizen in relations with public authorities.

REPORTS ON INFRINGEMENTS ARE ACCEPTED:

✉ by e-mail to: **sygnalista@adm.uw.edu.pl**

✍ in writing, in a closed envelope addressed to the Legal Office of the University of Warsaw, Whistleblower Protection Section, marked „confidential”

The address of the Office: Krakowskie Przedmieście 26/28, Pałac Kazimierzowski, room 3

👤 in person by appointment at the Whistleblower Protection Section of the Legal Office

☎ by telephone: **+48 (22) 55 20 302**

STEP-BY-STEP PROCEDURE:

1 NOTIFICATION

If a report of a legal violation meets the formal requirements, a Team is appointed to take steps to verify the accuracy of the allegations contained in the report, including in particular: requesting access to the necessary documents or materials, and hearing persons identified as witnesses as well as other persons who possess information relevant to establishing the facts.

2 REPORT

After completing the analysis of the notification (maximum 3 months) the Team prepares a report.

3 FOLLOW-UP IMPLEMENTATION

The Chair of the Team forwards the report to the Rector who decides on the implementation of follow-up actions (aimed at counteracting the reported violation of the law) and forwards the feedback information to the Team.

4 CONCLUSION OF THE PROCEEDINGS

The Team informs the whistleblower in writing or electronically about the date of completion of the proceedings, the existence or absence of a reasonable suspicion of a violation of law and the follow-up actions that have been or will be taken with the justification of the decision.

THE REPORT SHOULD INCLUDE:

- personal and contact details of the reporting person,
- description of the relationship between the reporting person and the University,
- information about the violation of the law (place, time, circumstances),
- data of the reported person,
- evidence confirming the facts described,
- possible information about persons helping to report, previous reports.

From the moment of reporting, the person enjoys **whistleblower status** meaning full protection of the confidentiality of information, including personal data, and a prohibition on retaliation.

Making a report **may not constitute grounds for liability for damages** if the whistleblower had reasonable grounds to believe that it was necessary to disclose a breach of the law in accordance with the Act.

Legal basis – Ordinance No. 94 of the Rector of the University of Warsaw dated 17 September 2024 on the procedure for whistleblowers reporting cases of law violation at the University of Warsaw and for undertaking follow-up actions

