



# **of the statutes of the university of gdansk of june 13, 2019**

*consolidated text applicable from 1 september 2021*

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### **Chapter 1 General provisions**

#### **§ 1**

1. Uniwersytet Gdański in Gdańsk, hereinafter referred to as "the University", established by the Regulation of the Council of Ministers of 20 March 1970 (Journal of Laws No. 6, item 49), is a public academic higher education institution.

2. The University has legal personality. The seat of the University is Gdańsk.
3. The University operates on the basis of:
  - 1) the Act of 20 July 2018. - Law on Higher Education and Science, hereinafter referred to as the "Act";
  - 2) Statutes;
  - 3) traditions of the University.

## § 2

1. The staff, students and doctoral students of the University form a self-governing academic community of the University.
2. The academic community participates in the governance of the University through elected collegiate and single-member bodies. The entire academic community of the University is represented in the collegiate bodies.

## § 3

The University is autonomous in all areas of activity under the terms of the Act.

## § 4

1. The University's mission is to provide education and scientific activity of the highest quality, to shape civic attitudes, and to participate in social development and the creation of an innovation-based economy.
2. The University is guided by the principles of, freedom of expression, freedom of conscience, freedom of teaching, freedom of research and freedom of artistic creation.
3. The University's work is based on the belief that justice, equality and responsibility for others are the fundamental values on which the Human Family is founded. The University embodies the principle of equal treatment and prevents breaches of this principle on the grounds of gender, race, ethnic origin, nationality, religion, creed, belief, disability, age or sexual orientation. All forms of discrimination at the University are unacceptable. <sup>6)</sup>
4. The University cooperates with national and international scientific, artistic and other institutions and with entrepreneurs and participates in the creation of the European Higher Education Area.
5. The University adheres to the principles of 'HR Excellence in Research' as set out in the 'European Charter for Researchers' and the 'Code of Conduct for the Recruitment of Researchers'.
6. The University provides conditions for persons with disabilities to participate in the life of the academic community, including employment, enrolment in university and doctoral school, education and the pursuit of scholarly activities.

## § 5

1. The University is bound by University tradition and good academic manners.
2. The problems of the University's academic community are solved on the basis of social

dialogue.

## § 6

1. The symbols of the University are the emblem, the banner and the flag.
2. The emblem of the University is a combination of the letters U and G and graphic elements referring to the coat of arms of Gdańsk. The legally reserved design of the University's emblem is defined in appendix no. 1 to the Statutes. <sup>6)</sup>
3. The design of the University's banner and flag is set out in Annex 1 to the Statutes.
4. The rules for the use of the emblem, banner and flag of the University are defined by the Rector.
5. The motto of the University is: "In mari via tua".
6. The University's feast day is 20 March.
7. The abbreviation of the University's name is the capital letters "UG".
8. The University uses the English translation of its name as follows: "University of Gdańsk".
9. Units of the University may use abbreviated names preceded by the abbreviation "UG" or that of another university with which the department or other unit is co-founded.
10. Units of the University shall use the emblem of the University in their graphic identification. Inter-university and joint organisational units with other entities may also use the emblem or logotype of another university or other entity in their graphic identification. <sup>6)</sup>

## § 7

Lectures at the University shall be open, with the exception of part-time degree programmes, postgraduate programmes and other forms of education referred to in §123, section 1, subsection 3.

## § 8

1. The University maintains lasting ties with alumni through the University's alumni organisations and clubs. <sup>6)</sup>
2. The University is concerned to preserve the memory of staff, alumni and students.

## § 9

The Senate, on the Rector's proposal, appoints, for the Rector's term of office, the Convention of Honorary Dignities, whose task is to give its opinion on the applications for conferring honorary dignities of the University of Gdańsk.

## § 10

The Convention of Honorary Dignities consists of the Rector as chairman and 4 academic staff holding the title of professor, representing various fields of science and having authority in the academic community.

## § 11

Persons of particular merit for the development of science, culture and social life, as well as those of particular merit for the University, are awarded the title of doctor honoris causa by the Senate of the University of Gdansk.

#### § 12

1. The Rector, the President of the University Council, the vice-rector responsible for science, a dean, the chairman of the council of an academic discipline or 5 members of the Senate present a proposal for the conferment of the title of doctor honoris causa with a justification to the Convention of Honorary Dignitaries.
2. The Convention shall give its opinion on the conferral of the title of doctor honoris causa.
3. In the case of a positive opinion of the Convention, the Rector forwards the application with the reasons to the Senate, which appoints a three-member committee to conduct the proceedings and appoints 3 reviewers, at least 2 of whom are from outside the University, to prepare an opinion on the candidate.
4. After reviewing the committee's opinion, the Senate passes a resolution to award the title of doctor honoris causa.
5. Resolutions of the Senate on the conferment of the title of doctor honoris causa are passed in a secret ballot by a majority of 2/3 of the votes in the presence of at least 2/3 of the members of the Senate.

#### § 13

The Senate, on the proposal of the Rector and with the opinion of the Convention of Honourable Dignitaries, may name organisational units, buildings and halls of the University after persons of merit to the University, and may authorise the placing of commemorative plaques and sculptures on University premises.

#### § 14

1. The Rector honours particularly meritorious employees and other persons who have contributed to the development of the University or brought it good name or glory by awarding the "Medal of the University of Gdańsk" in gold, silver or bronze. The specimens of the medals are specified in Appendix 1 to the Statutes.
2. The proposal to award the University of Gdansk Medal in gold requires the positive opinion of the Convention of Honourable Dignities.

#### § 15

1. An outstanding scholar - an employee or former employee of the University or another national or foreign university or research institution - may be awarded the title of Honorary Professor of the University of Gdańsk for academic merit. <sup>6)</sup>
2. The request to confer the title of honorary professor of the University of Gdańsk may be submitted by the Rector, a Vice-Rector or a Dean. The Senate adopts a resolution on awarding the title of honorary professor of the University of Gdańsk after consultation

with the Convention of Honorary Professors.

3. The ceremony for the conferment of the title of honorary professor shall be held in accordance with the tradition of the University.

#### § 15a. <sup>6)</sup>

1. A person who has distinguished himself or herself in his or her work for the University or society may - fifty years after the degree of doctor has been conferred on him or her at the University of Gdańsk - have his or her doctorate renewed.
2. The resolution to renew the doctorate is taken by the Faculty Council.
3. A doctoral renewal ceremony may be departmental or, by resolution of the Senate, university-wide.
4. The Senate shall adopt a resolution to give the ceremony a university character after consulting the Convention of Honour.

#### § 16

A resolution of the Senate or an order of the Rector may specify other ways of honouring employees and other persons.

#### § 17

The deliberations of the organs of the University and of the Convention of Honorary Dignities concerning the granting of honorary dignities are secret.

#### § 18

1. In respecting tradition, the University develops good academic manners.
2. The traditions of the University are reflected in its permanent and extraordinary academic celebrations.
3. Academic ceremonies, doctoral promotions and the awarding of habilitation diplomas at the University shall be conducted in accordance with the rules and procedures laid down in a resolution of the Senate.

### **Chapter 2 Bodies of the University**

#### § 19

1. The collegiate bodies of the University are the University Council, the Senate and the academic discipline councils.
2. The one-man body of the University is the Rector.
3. The Rector is entitled "Magnificence".
4. The electoral body of the University is the Electoral College.

#### § 20.5

1. The University Council consists of:
  - 1) 2 persons elected by the Senate from the University community;
  - 2) 4 persons elected by the Senate from outside the University community;

- 3) President of the Student Council.
2. The President of the University Council shall be a member from outside the University community, elected by the Senate.

#### § 21<sup>1)</sup>

A member of the Council of the University may be a person who meets the requirements set out in Article 20, paragraphs 1 - 3 of the Act.

#### § 22

1. Candidates for members of the University Council referred to in § 20, para. 1, items 1 and 2 may be proposed by members of the Senate who are eligible to vote.
2. The procedure for the election of members of the University Council is set out in the Electoral Ordinance, attached as Annex 2 to the Statutes, hereinafter referred to as the "Ordinance".

#### § 23

1. Meetings of the University Council are closed.
2. The operating procedure of the Council of the University of Gdańsk is defined by the regulations adopted by the Council.
3. *deleted*<sup>6)</sup>

#### § 24

1. The tasks of the University Council include:
  - 1) giving its opinion on the draft University Strategy and the report on the implementation of the University Strategy;
  - 2) giving its opinion on the draft Statutes and amendments to the Statutes;
  - 3) monitoring the management of the University;
  - 4) monitoring financial management by:
    - a) giving its opinion on the material and financial plan,
    - b) approving the report on the implementation of the material and financial plan,
    - c) approval of the financial statements;
  - 5) to nominate candidates for the Rector, after receiving the opinion of the Senate;
  - 6) submitting a proposal to the relevant minister on the Rector's basic salary and function allowance;
  - 7) granting the Rector a performance-related allowance;
  - 8) giving the Rector permission to pursue additional gainful employment;
  - 9) to select the entity that will audit the University's annual accounts;
  - 10) giving consent to the University's legal action regarding the disposal of fixed assets and the University's legal action regarding the handing over of these assets for use by another entity, which require the consent of the President of the General Prosecutor's Office of the Republic of Poland;

- 10) enacting a recovery programme with a detailed timetable for its implementation and submitting it to the competent minister in the event of the circumstances specified in the Act;
- 11) submitting an annual activity report to the Senate;
- 12) passing resolutions on other matters belonging to the responsibilities of the University Council under the Act or the Statutes <sup>6)</sup>
2. The Council of the University may authorise a member of the Council to perform specific actions in order to carry out the tasks referred to in paragraph 1.
3. As part of its tasks, the University Council may request access to University documents.
4. The University Council may draw on the opinions of the Standing Committees of the Senate.
5. In performing the tasks referred to in paragraph 1, the members of the University Council shall be guided by the good of the University and shall act for its benefit.

## § 25

1. The University Senate consists of:
  - 1) Rector as chairman;
  - 2) 3 representatives of academic staff employed in the positions of professor and university professor, elected from each faculty at a general meeting of this staff group in each faculty;
  - 3) 1 representative of academic staff employed in positions other than those listed in point 2, elected from each faculty at a general meeting of that group of staff in each department;
  - 4) 4 representatives of academic staff from non-faculty units, elected at general meetings; if the number of non-faculty units is 2 or 3, the general meeting of academic staff of each unit shall elect one representative and the remaining representatives (or representative) shall be elected at a joint general meeting of academic staff of all units; if the number of non-faculty units is 4, the general meeting of academic staff of each unit shall elect one representative; if the number of non-faculty units is 5 and more, the representatives shall be elected at a joint general meeting of academic staff of all units;
  - 5) elected, subject to the provisions of the Act, representatives of students and doctoral students constituting 20% of the statutory membership of the Senate;
  - 6) 4 representatives of non-academic staff elected at general meetings of their respective groups, with the proviso that the general meeting of each group of staff referred to in §114.1, subsections 1 to 4 shall elect one representative.
2. The election of members of the Senate shall be held simultaneously with the election of members of the Electoral College referred to in §43, subsection 1, taking into account the special rules for the term of office of representatives of students and doctoral students resulting from the election procedure laid down in the regulations of the student self-government and doctoral student self-government respectively.
3. Academic staff employed in the positions of Professor and University Professor shall constitute more than half of the statutory membership of the Senate.

4. The Senate meeting shall be attended in an advisory capacity:
  - 1) vice-rectors, deans, directors of doctoral schools, Director of the Centre for Foreign Languages, Director of the Centre for Physical Education and Sport, directors or managers of national or international research centres, Director of the Daniel Fahrenheit Association of Universities in Gdańsk; <sup>6)</sup>
  - 2) Chancellor, Quaestor <sup>4)</sup>, Library Director,
  - 3) 1 representative of each trade union active at the University
  - 4) unless the persons holding the offices listed in paragraph 1 have been elected to the Senate, in accordance with the rules laid down in paragraph 1.
5. The procedure for the election of members of the Senate is set out in the Ordinance.

#### § 26

1. The meetings of the Senate are open to staff, students and doctoral students of the University.
2. The Senate may limit or exclude the publicity of a meeting or parts of it.
3. The minutes of the meetings of the Senate shall be public, except for the minutes of those meetings whose publicity has been excluded.
4. The organisation and working procedures of the Senate shall be laid down in regulations adopted by the Senate, taking into account § 27.

#### § 27

- 1 . Ordinary meetings of the Senate are convened by the Rector at least 4 times a semester. Extraordinary meetings of the Senate are convened by the Rector on his own initiative or at the request of at least 1/3 of the Senate members within 10 days of the request.
- 2 Except in cases of emergency, notice of a meeting of the Senate, whether in writing or by email, shall be delivered to members of the Senate and persons sitting in an advisory capacity not less than 5 days before the meeting
- 3 The notice shall state the agenda for the meeting, which should indicate the matters requiring a resolution, subject to paragraph 5.
- 4 The agenda of the Senate meeting is set by the Rector.
- 5 The Senate may amend the agenda at the request of a member of the Senate made before the start of the meeting.
- 6 The attendance of members of the Senate at its meetings is compulsory.
- 7 *deleted*<sup>6)</sup>

#### § 28

- 1 The tasks of the Senate include:
  - 1) adopting the Statutes, the study regulations and the rules of procedure of the doctoral school;
  - 2) adopting the University's mission and strategy and approving a report on their implementation;
  - 3) appointing and dismissing members of the University Council;

- 4) election of the President of the University Council;
- 5) to determine the monthly remuneration of a member of the University Council;
- 6) giving its opinion on the candidates for Rector;
- 7) carrying out a performance evaluation of the University;
- 8) to confer the academic degree of doctor in the field of science and to determine the procedure for conferring the academic degree of doctor in the field of science;  
6)
- 8a) conferring of academic degrees and degrees in art in the cases specified in § 29, section 6;<sup>6)</sup>
- 9) making recommendations to the University Council and the Rector on the tasks performed by these bodies;
- 10) conferring the title of doctor honoris causa;
- 11) the adoption of a code of ethics for university teachers;
- 12) the establishment of study programmes, doctoral programmes and postgraduate programmes;
- 13) setting up the organisation for the confirmation of learning outcomes, including the rules, conditions and procedures for such confirmation and the manner in which the establishment and operation of outcome evaluation committees;
- 14) laying down the conditions, procedure and time limit for commencement and completion of admissions to degree programmes and the manner of their administration, as well as the rules for admissions to doctoral schools;
- 15) nominating candidates for representative bodies in higher education and science;
- 16) carrying out tasks related to:
  - a) the assignment of Polish Qualifications Framework levels to qualifications awarded after completion of postgraduate studies,
  - b) inclusion in the Integrated Qualification System of qualifications awarded after completing postgraduate programmes and other forms of education referred to in §123, section 1, subsection 3  
- in accordance with the Act of 22 December 2015 on the Integrated Qualification System;
- 17) approving specimen diplomas of graduation from the University and specimen diplomas of doctoral and postdoctoral studies;
- 18) agreeing to:
  - a) acquisition, disposal or encumbrance of property, taking into account § 24 (1) (10),
  - b) taking out a loan to finance current operations with a value exceeding 15% of the University's operating revenue for the previous financial year,
  - c) taking out credit other than that referred to in point (b) and raising other forms of finance with a repayment period exceeding two consecutive financial years,
  - d) accepting a donation, inheritance or bequest with a value greater than PLN 200,000.00,

- e) to determine the rules for the acquisition and disposal of securities by the University,
  - f) joining a company or other business organisation and forming a company or a foundation,
  - g) the creation of a special purpose vehicle by the University,
  - h) the establishment or accession of the University to a capital company, formed for the purpose of implementing or managing research infrastructure projects;
- 19) determining the procedure for the award of the academic degree of doktor, in particular:
- a) how to appoint and change a promoter, promoters or assistant promoters,
  - b) the rules for establishing the amount of, and exemption from, the fee for proceedings for the award of the academic degree of doktor in an extramural mode,
  - c) the mode of submission of the dissertation,
  - d) the procedure for appointing and the terms of reference of the committees set up,
  - e) the way reviewers are appointed,
  - f) the method for the verification of learning outcomes for level 8 qualifications of the Polish Qualifications Framework for applicants for the award of the academic degree of doktor in the extramural mode,
  - g) how to verify fulfilment of the requirement concerning achievements in the case of multi-authored publications;
- 20) establishment:
- a) detailed procedure for the conferment of the academic degree of doktor habilitowany,
  - b) the rules for establishing the fee for proceedings for the conferment of the academic degree of doktor habilitowany and for exemption from the fee,
  - c) the method of appointing members of the habilitation committee;
- 21) adoption of rules of procedure:
- a) an academic business incubator set up as an all-university unit,
  - b) Technology Transfer Centre,
  - c) councils of scientific disciplines,
  - d) the University Council for the Evaluation of Education; <sup>6)</sup>
- 22) giving an opinion on the candidates for the director of the Academic Business Incubator and Technology Transfer Centre;
- 23) adopting rules for the management of copyright, related rights and industrial property rights, and rules for commercialisation and for the use of research infrastructure;
- 24) giving its opinion on or approving, in the cases provided for by the Statutes, the regulations of the organisational units of the University;
- 24a) giving opinions on the periodic evaluation criteria defined by the Rector for particular groups of employees and types of positions, as well as on the procedure

- and the entity carrying out the periodic evaluation; <sup>6)</sup>
- 25) voicing the opinion of the University's academic community and expressing opinions on matters submitted by the Rector;
- 26) passing resolutions on matters concerning the organisation and functioning of the University, with the exception of matters reserved for other bodies;
- 27) to decide on other matters belonging to the tasks of the Senate under the Act or the Statutes.
2. The Senate shall set up standing or ad hoc committees.
3. Resolution: <sup>1)</sup>
- 1) study programme requires consultation with the student self-government pursuant to the rules laid down in Article 28, section 3 of the Act;
  - 2) the curriculum of a doctoral school shall require consultation with the doctoral student self-government pursuant to the rules laid down in Article 201, section 3 of the Act;
  - 3) of the study regulations shall be agreed with the student self-government pursuant to the rules laid down in Article 75, section 3 of the Act;
  - 4) regulations of a doctoral school shall require the agreement of the doctoral student self-government pursuant to the rules laid down in Article 205, section 3 of the Act.

#### § 29 <sup>6)</sup>

1. Academic degrees and degrees in art shall be conferred by the Councils for Academic Disciplines at the University, subject to § 28, section 1, subsection 8, and § 28, section 1, subsection 8a in conjunction with § 29, section 6.
2. The Scientific Discipline Council shall consist of at least 6 members. The term of office of the Scientific Discipline Council is 4 years and begins on 1 October of the year in which the term of office of the Senate began.
3. The members of the council of an academic discipline shall be academic staff meeting the requirements set out in Article 32(1) of the Act, and in addition:
  - 1) employed in the position of Professor or University Professor or
  - 2) holder of a post-doctoral degree,- for whom the University is their primary place of work and who have declared a representation of at least 0.75 in the relevant academic discipline.
4. The Council of Scientific Discipline - without the right to vote on matters of granting scientific degrees - shall also include those who meet the requirements set out in Article 32(1) of the Act:
  - 1) representatives of academic staff other than those referred to in para. 3 who hold a doctoral degree and are employed at the University as the principal place of work in research or research and teaching positions, who have declared that they represent a given academic discipline at a share of at least 0.75, constituting no more than 10% of the council (no fewer than 1 person) and elected at a general meeting of that group of staff;
  - 2) 1 representative of doctoral students - if the doctoral school has a doctoral student in that scientific discipline - elected pursuant to the rules laid down in the doctoral

student self-government regulations.

5. Academic staff referred to in sections 3 and 4 shall submit statements on the fulfilment of the requirements laid down in Article 32, section 1 of the Act to the Rector.
6. If the number of members of the Council of Scientific Disciplines decreases below the minimum statutory number of 6 members, the tasks of the Council of Scientific Disciplines with regard to the awarding of scientific degrees and degrees in the field of art - until the composition of the Council is supplemented - are performed by the Senate.
7. Membership of the Council for an academic discipline shall expire in the cases referred to in Article 20, section 4 in connection with Article 32, section 1 of the Act and in the event of the cessation of compliance by a representative of a given group of academic staff or a representative of doctoral students with the requirements laid down in § 29, sections 3 and 4 of the Statutes. The expiry of membership of a scientific discipline council - if necessary - shall be confirmed by the Rector.
8. Until the chairperson of the Council of Academic Disciplines is appointed in accordance with section 9, the Rector or a person authorised by him from among the members of the Council shall convene the meetings of the Council of Academic Disciplines, determine their agenda and direct the work of the Council of Academic Disciplines.
9. The works of the Scientific Discipline Council are headed by the Rector. The chairman of the Council of scientific discipline is appointed by the Rector. The Council of the scientific discipline shall indicate a candidate for the chairperson from among its members. The chairman may be dismissed by the Rector in the course of the term of office after consultation with the discipline council or at its request. The chairperson may be an academic staff member employed in the position of professor or university professor or holding the academic degree of doktor habilitowany.
10. At the request of the chairman of the Council of Scientific Disciplines, the Rector may appoint - from among the members of the Council of Scientific Disciplines - one deputy chairman. The deputy chairman may be dismissed by the Rector during the term of office, after consultation with the chairman or at his request. The deputy chairperson may be an academic staff member employed in the position of professor or university professor or holding the academic degree of doktor habilitowany.
11. The functions of chairperson and deputy chairperson of a scientific discipline council may not be combined with the post of Rector, vice-rector or director of a doctoral school.
12. The list of academic discipline councils and the composition of the academic discipline councils at the University shall be announced by the Rector.

#### § 30.<sup>3)</sup>

1. A person invited by the Chairperson or the Vice-Chairperson of the Board may attend a meeting of the Scientific Discipline Board, without voting rights.
2. The Council of a scientific discipline may appoint committees to carry out the activities in the procedure for the conferment of an academic degree from among all academic staff employed as professors or assistant professors of a higher education institution

or holding the academic degree of doktor habilitowany who have declared that they represent the scientific discipline concerned.

3. The organisation and working procedures of the Council for scientific discipline are laid down in regulations determined by the Rector and approved by the Senate

### § 31

1. Meetings of the Scientific Discipline Board shall be convened by its Chairperson or, if authorised by the Chairperson, by the Vice-Chairperson. Extraordinary meetings of the Council shall be convened by the Chairperson or the Vice-Chairperson of the Council on their own initiative or at the request of at least 2 members of the Council within 14 days of the request.
2. Except in cases of urgency, notice of a meeting of the Scientific Discipline Board, whether in writing or by email, should be delivered to the members of the Board no later than 5 days before the meeting.
3. The notice shall state the agenda for the meeting as determined by the Chair or Vice-Chair of the Scientific Discipline Board.
4. The Council of a scientific discipline may amend the agenda of a meeting at the request of the Rector, the Vice-Rector responsible for science or a member of the Council.
5. Attendance of members of the Scientific Discipline Board at meetings is compulsory.
6. *deleted*<sup>6)</sup>

### § 32

1. The tasks of the Scientific Discipline Board include:
  - 1) appointing and changing the promoter(s) and assistant promoter;
  - 2) to set up committees to carry out activities in proceedings for the conferment of the academic degree of doktor or doktor habilitowany in a given scientific discipline;
  - 3) the awarding of academic degrees in a given scientific discipline by administrative decision;
  - 4) nostrification of academic and art degrees awarded abroad;
  - 5) develop draft detailed criteria for the assessment of the scientific achievements of research and research and teaching staff in a given discipline for the purpose of periodic evaluation of academic staff. The draft shall be developed in particular on the basis of a comparison of the scientific achievements of employees from leading scientific centres in a given discipline;
  - 6) the development of a strategy for the development of the scientific discipline and the systematic analysis of its implementation;
  - 7) ongoing updating of the strategy for the development of the scientific discipline from the perspective of parametric evaluation;
  - 8) to participate in shaping the University's scientific policy as defined by the Rector;
  - 9) giving an opinion on the draft science recovery plan (§ 94c) and implementing the science recovery plan agreed and ordered for implementation;
  - 10) performing other tasks assigned by the Rector. <sup>6)</sup>
2. The Council for Scientific Discipline may consult with the university committees,

senate, rector and faculty councils. <sup>6)</sup>

3. The rules for the administrative service of the Scientific Discipline Board shall be laid down in the organisational rules.

### § 33

1. The Rector manages the activities of the University and represents it externally, is the superior of all employees, students and doctoral students of the University, develops and implements the University's development strategy adopted by the Senate and takes measures to ensure the proper functioning of the University.
2. The Rector of the University may be a person who meets the requirements set out in the Act.

### § 34

1. The Rector decides on all matters of the University, with the exception of matters reserved by the Act or the Statutes for other bodies of the University.
2. The tasks of the Rector include in particular:
  - 1) representing the University;
  - 2) the management of the University;
  - 3) presidency of the Senate;
  - 4) preparing the draft Statutes and the draft mission and strategy of the University;
  - 5) approval of faculty development strategies and scientific discipline development strategies; <sup>6)</sup>
  - 6) to report to the Senate on the implementation of the University's strategy, after consultation with the University Council;
  - 7) to present the University's physical and financial plan to the University Council for its opinion and to approve the report on its implementation;
  - 8) presenting the University's financial statements to the University Council for approval;
  - 9) Performing labour law activities in relation to University employees;
  - 10) Appointment and removal of persons to hold managerial positions in the University;
  - 11) defining, in consultation with trade unions, detailed principles of the University's personnel policy; <sup>6)</sup>
  - 11a) conducting personnel policy of the University; <sup>6)</sup>
  - 12) the appointment of disciplinary ombudsmen, an ombudsman for scientific integrity and an ombudsman for equal treatment and for counteracting mobbing; <sup>6)</sup>
  - 13) creation, transformation and liquidation of degree programmes in a given field, level and profile - at the request of a dean or a vice-rector responsible for education;
  - 14) creation, transformation and liquidation of doctoral schools, including those run jointly with other entities - after consulting the Senate;

- 15) Establishing, transforming and liquidating postgraduate programmes and other forms of education referred to in §123 para. 1 pt. 3 - at the request of the dean or on the dean's own initiative;
  - 16) laying down regulations for non-degree postgraduate programmes and regulations for other forms of education referred to in §123, section 1, subsection 3;
  - 17) defining the programmes of other forms of education referred to in § 123 section 1 item 3;
  - 18) determining specimens of certificates of completion of postgraduate programmes and documents certifying completion of other forms of education and training referred to in §123, section 1, subsection 3;
  - 19) the definition of principles for quality assurance in education;
  - 20) the financial management of the University;
  - 21) ensuring the enforcement of regulations in force at the University;
  - 22) determining the organisational regulations and the regulations of the university-wide units, the work regulations, the remuneration regulations and the regulations of the scientific discipline council; <sup>6)</sup>
  - 23) creation, merger, transformation or liquidation of organisational units of the University;
  - 24) ensuring that order and security are maintained on University premises;
  - 25) Ensuring safe and hygienic working and educational conditions at the University;
  - 26) approving detailed responsibilities of academic staff at the University;
  - 27) defining periodic appraisal criteria for particular groups of employees and types of positions, as well as the procedure and bodies for evaluating academic staff, having regard to § 110;<sup>6)</sup>
  - 28) to decide on the establishment or accession to a capital company, in the case of a special purpose company within the meaning of the Act, after obtaining the consent of the Senate;
  - 29) Establishing and managing the implementation of a recovery plan for the department. <sup>6)</sup>
3. In his/her absence, the Rector entrusts the management of the University's activities and its representation to the designated Vice-Rector, granting him/her a written mandate. <sup>6)</sup>

#### § 35.6

The Rector is assisted in the management of the University by the Rector-Dean College. The College consists of the Rector, Vice-Rectors and Deans. The Rector may also invite other persons to the meetings of the College, including the Chancellor, the Bursar and the directors of the centres.

#### § 35.7

1. The Rector shall appoint the Vice-Chancellors, subject to paragraph 2.
2. The appointment of the vice-rector responsible for student affairs and doctoral student

affairs must be agreed with the student self-government and the doctoral student self-government respectively. The rector shall present a candidate for the vice-rector to the student self-government and the doctoral student self-government. The absence of a position of the student self-government or the doctoral student self-government concerning a candidate within fourteen days shall be considered an expression of consent to his appointment.

3. The Vice-Chancellor may be an academic staff member employed at the University as the principal place of work in the position of professor or university professor or holding the academic degree of doctor habilitowany.
4. The term of office of the Vice-Chancellors corresponds to that of the Rector.
5. The Vice-Chancellor may be dismissed by the Rector during the term of office.

### § 37

1. The Rector shall determine the number of Vice-Chancellors, not less than 3 and not more than 5.
2. The Rector defines, by means of a regulation, the scope of duties and powers of the Vice-Rectors with respect to representing the University and conducting its affairs. If necessary, the Rector grants them appropriate authorisations or powers of attorney.

### § 37a. <sup>6)</sup>

1. The tasks of the University Council for Educational Evaluation are:
  - 1) giving its opinion on the University's draft strategy on education;
  - 2) monitoring the compatibility of the educational offer with the educational strategy;
  - 3) assessing the activities undertaken by the university's team responsible for quality of education and the senate committee responsible for education;
  - 4) giving its opinion on the Rector's annual report on education quality assurance at the University;
  - 5) making recommendations to the Rector in order to improve the educational process at the University.
2. The University's Education Evaluation Board consists of:
  - 1) a chairman designated by the University Council;
  - 2) one representative each from the fields of social sciences, humanities and natural and exact sciences, chosen by the Senate from among the academic staff of the University proposed by the Faculty Councils;
  - 3) three external stakeholder representatives, elected by the University Council;
  - 4) one student representative nominated by the student government;
  - 5) one representative of doctoral students, designated by the doctoral student self-government.
3. Members of the University Council for the Evaluation of Education may not be members of the university team responsible for educational quality issues or of the Senate committee responsible for educational issues.
4. The term of office of the University Council for Educational Evaluation is four years and begins on 1 January of the year following the year in which the Rector was elected.

5. The scope of action, organisation and procedure of the University Council for the Evaluation of Education is defined in the regulations adopted by the Senate.

§ 37b. <sup>6)</sup>

1. The Rector shall appoint an ombudsman for scientific integrity.
2. The term of office of the Ombudsman shall be four years and shall commence on 1 January of the year following the year in which the Rector is elected.
3. The ombudsman's tasks include, in particular:
  - 1) taking action to shape and consolidate high standards of scientific integrity at the University of Gdansk;
  - 2) development and promotion of good scientific practices;
  - 3) clarifying doubts about the scientific integrity of the University's staff and doctoral students;
  - 4) requesting the Disciplinary Ombudsman to take action in the event of a justified suspicion of academic dishonesty on the part of University staff or doctoral students;
  - 5) preparing opinions at the request of the bodies of the higher education institution concerning questions of scientific integrity.
4. The detailed scope of activities and working procedures of the ombudsman are determined by the Rector.

§ 37c. <sup>6)</sup>

1. The Rector appoints an ombudsman for equal treatment and anti-bullying.
2. The term of office of the Ombudsman shall be four years and shall commence on 1 January of the year following the year in which the Rector is elected.
3. The ombudsman's tasks include, in particular:
  - 1) initiating, implementing, coordinating or monitoring activities designed to ensure equal treatment, in particular to protect against discrimination and to prevent mobbing;
  - 2) taking action to eliminate or reduce the effects of any breach of the principle of equal treatment or reasonably suspected mobbing;
  - 3) promoting, disseminating and supporting the principles of equal treatment
  - 4) develop and implement a monitoring system for gender equality;
  - 5) taking action to investigate complaints of breaches of the principles of equal treatment or mobbing.
4. The detailed scope of activities and working procedures of the ombudsman are determined by the Rector.

§ 38

1. The Rector may appoint and dismiss proxies, advisors and experts, defining the scope of their activities in an order or a written mandate.
2. The Rector may authorise specific heads of organisational units or other employees of the University to take or perform actions or activities on his/her behalf.

§ 39

The Rector may appoint permanent or ad hoc Rector's Committees and define their composition, mode of work, tasks and term of office.

§ 40 *deleted*<sup>6)</sup>

§ 41

1. Elections of representatives to the Senate referred to in §25, section 1, subsections 2 to 4 and 6 shall be held at general meetings of individual staff groups in accordance with the principles and procedure laid down in this Ordinance. The rules for the election of representatives of students and doctoral students shall be laid down in the regulations of the student self-government and the regulations of the doctoral student self-government respectively. <sup>6)</sup>
2. In order for a person holding the function of a single-person authority of another higher education institution, or its deputy, or a person who is the founder of a non-public higher education institution, or a member of a body of a corporate body which is the founder of a non-public higher education institution, to take up the mandate of a member of the Senate, that person shall resign from the abovementioned functions or the status of the founder.
3. Representatives to the Senate shall be elected by secret and direct vote by an absolute majority of the votes validly cast.
4. Detailed rules for election to the Senate are set out in the Ordinance.

§ 42

1. The expiry of the mandate of a representative to the Senate during a term of office is due to:
  - 1) death or resignation of the mandate;
  - 2) dismissal by the electing authority in accordance with the procedure provided for in the Ordinance;
  - 3) termination of employment or studies, loss of status as a student or doctoral student at the University;
  - 4) disciplinary penalties as laid down in Articles 276 and 308 of the Act shall be imposed on academic staff, students and doctoral students, and on non-academic staff as laid down in Article 108, § 1, subsection 2, and § 2 of the Labour Code.
2. In the event of the expiry of the mandate of a representative to the Senate, a by-election shall be held in accordance with the procedure set out in § 41.
3. The expiry of the mandate of a representative to the Senate during a term of office on account of termination of the employment relationship shall not take place if a subsequent employment relationship is re-established as from the first working day following the day on which the previous employment relationship with that representative ceased.

§ 43

1. The College of Electors is composed of:

- 1) all members of the Senate whose term of office expires in the year in which the Rector is elected, subject to special rules for the term of office of representatives of students and doctoral students resulting from the election procedure laid down in the respective regulations of the student self-government and the doctoral student self-government;
- 2) 3 representatives of academic staff employed in the positions of professor and university professor, elected from each faculty at a general meeting of this staff group in each faculty;
- 3) 1 representative of academic staff employed in positions other than those listed in point 2, elected from each faculty at a general meeting of that group of staff in each department;
- 4) 4 representatives of academic staff from non-faculty units, elected at general meetings; if the number of non-faculty units is 2 or 3, the general meeting of academic staff of each unit shall elect one representative and the remaining representatives (or representative) shall be elected at a joint general meeting of academic staff of all units; if the number of non-faculty units is 4, the general meeting of academic staff of each unit shall elect one representative; if the number of non-faculty units is 5 and more, the representatives shall be elected at a joint general meeting of academic staff of all units;
- 5) elected, taking into account the provisions of the Act, representatives of students and doctoral students, provided that the total number of students and doctoral students in the Electoral College shall account for 20% of the statutory membership of the Electoral College;
- 6) 4 representatives of non-academic staff elected at general meetings of their respective groups, with the proviso that the general meeting of each group of staff referred to in §114.1, subsections 1 to 4 shall elect one representative.

2. The term of office of the Electoral College corresponds to the term of office of the Senate.

6)

#### § 44

1. The electors are elected by an absolute majority in the presence of at least 50% of those entitled to vote.
2. If at the general meetings of the employee groups referred to in § 43, due to the lack of a quorum, representatives of these groups are not elected, the representative of the University Election Committee shall order the meeting to be held without the quorum requirement. Such a meeting shall be deemed to be held on the second date. Information about this procedure of election shall be given in the notice of the election meeting.

#### § 45

1. The Chair of the Electoral College shall be held by the oldest elector.
2. If a member of the Electoral College stands as a candidate for the post of Rector, that

person's mandate as a member of the Electoral College shall be suspended for the duration of the candidacy and voting for that candidate.

#### § 46

1. The date of convening the first meeting of the Electoral College and the timetable of the College's activities should take into account the completion of the election of the Rector by 30 April of the last year of the term of office.
2. The election of the Rector is valid if more than 50% of the electors have taken part.
3. The College of Electors elects the Rector by secret and direct ballot with an absolute majority of the votes validly cast.
4. Detailed rules for the election of the Rector are laid down in the Ordinance.

#### § 47.6

1. The Rector is elected by the Electoral College from among candidates nominated by the University Council, subject to section 2 and § 48, section 5.
2. In the event of withdrawal of consent to stand as a candidate, loss of the right to stand as a candidate, or death of either of the two candidates referred to in § 48, Paragraph 3, only one candidate shall take part in the vote in the Electoral College.

#### § 48

1. Each elector shall have the right, within a period to be determined by the University Council, to propose to the Council one person who may be nominated by the Council as a candidate for Rector.
2. Persons proposed under paragraph 1 or nominated by the Council on its own initiative shall be submitted by the Council to the Senate for an opinion.
3. The notification of the person referred to in paragraphs 1 and 2 shall require his/her written consent. <sup>6)</sup>
4. After the Senate has given its opinion, the University Council indicates to the Electoral College at least 2 candidates for the Rector, subject to section 5.<sup>6)</sup>
5. If, in accordance with the procedure laid down in par. 1, only one person is put forward to the Council as a candidate for the Rector and the Council, on its own initiative, does not nominate another person or persons as candidates for the Rector, the Council presents only one person as a candidate for the Rector to the Senate for an opinion. Having obtained the opinion of the Senate, the Council indicates to the Electoral College only one person as a candidate for the Rector. <sup>6)</sup>

#### § 49

1. The Rector may be dismissed by the Electoral College in accordance with the procedure laid down by the Act.
2. In the event of the expiry of the Rector's mandate before the end of the term or suspension of the person holding the office of Rector, the duties of the Rector are performed by the oldest vice-rector. <sup>6)</sup>

#### § 50.6

The procedure for the appointment and expiry of the mandate of a member of the University Election Committee and the Faculty Election Committee, as well as the scope of the tasks of these committees, is laid down in the Ordinance.

### **Chapter 3 Organisation of the University**

#### § 50.7

1. The organisational units of the University are research, research and development, teaching and administrative units.
2. The research, research and development and teaching organisational units of the University are:
  - 1) faculties;
  - 2) doctoral schools;
  - 3) university-wide units: inter-faculty and non-faculty;
  - 4) institutes;
  - 5) cathedral;
  - 6) plants;
  - 7) research stations;
  - 8) research teams;
  - 9) dispensaries;
  - 10) studios;
  - 11) laboratories.
3. Interuniversity and joint organisational units with other entities may also be established at the University. These units may be established in the forms referred to in section 2 or in the form of other organisational units.
4. The administrative units are defined in the organisational rules.
5. A faculty may be structured either solely as institutes or solely as chairs. A faculty consisting of institutes may not be divided into chairs. A faculty consisting of chairs may not be divided into institutes.
6. A chair may also be established as a named chair. A named chair may also be established in a faculty whose structure consists exclusively of institutes. A named chair shall not form part of an institute. Subject to §54a, a named chair shall be established, its organisation and tasks shall be defined, as well as transforms and liquidates, the Rector.
7. Departments, studios or laboratories may be set up within an institute and a chair.
8. Laboratories or laboratories may be set up in the establishment.
9. Research stations or research teams may be set up in the Faculty to carry out scientific activities under special organisational or field conditions.
10. Clinics may be set up in the faculty to provide teaching activities in a way that combines practical training with pro bono activities ("clinical teaching").

11. The organisational units referred to in points (1) to (3) of paragraph 2 shall be 1-3, shall be set up , transformed and liquidated by the Rector, after consultation with the Senate.
12. The organisational units referred to in points (4) to (11) of paragraph 2 shall be 4 to 11 shall be set up , transformed and liquidated by the Rector, after consultation with the Faculty Council, or at the request of the Dean with the opinion of the Faculty Council, subject to section 6.
13. Inter-institutional organisational units and organisational units joint with other entities shall be established, transformed or liquidated by the Rector, after consulting the Senate, on the basis of contracts or agreements concluded with appropriate entities. The rules governing the organisation and operation of these units shall be laid down in an agreement or arrangement or in regulations to be adopted in accordance with the agreement or arrangement.
14. Domestic and foreign organisational units are created, transformed and liquidated by the Rector, after consultation with the Senate, in accordance with the rules laid down in the Act.

#### § 50.8

A faculty may be established if it will provide education in at least one field of study at the first and second cycle levels or in unitary master degree programmes.

#### § 53

1. An institute may be established if it comprises at least 12 full-time academic staff employed by the University, including at least 5 in the position of professor or university professor.
2. The institute's task is to conduct scientific and teaching activities.
3. If an institute fails to meet the requirement set out in para. 1 within 2 years, the Rector shall, as of 1 September of the following academic year, liquidate it or transform it into another organisational unit.

#### § 54

1. A department may be established if it comprises at least 5 full-time academic staff employed by the University, including at least 1 person in the position of professor or university professor.
2. *deleted*<sup>6)</sup>
3. The task of the department is to carry out scientific and teaching activities.
4. If a department does not fulfil the requirement of para. 1 within 2 years, the Rector shall, as of 1 September of the following academic year, liquidate it or transform it into another organisational unit.

#### § 54a. <sup>6)</sup>

For the purpose of prestigious recognition or honouring an eminent scholar, a chair may be created whose name shall include the name of that scholar directing its work or the

name of another eminent scholar - a historical figure (named chair). The creation of a named chair may take place after obtaining the opinion of the Convention of Honorary Dignitaries. The activities of a named chair may be financed from sources outside the University. § 54, § 81, and § 83 shall not apply to named chairs.

#### § 55

1. A department may be established if it comprises at least 3 full-time academic staff employed by the University, including at least 1 person in the position of professor or university professor. <sup>6)</sup>
2. *deleted*<sup>6)</sup>
3. The task of the establishment is to carry out scientific and teaching activities.
4. If an establishment does not fulfil the requirement laid down in paragraph 1 within 2 years, the Rector shall, as of 1 September of the following academic year, liquidate it or transform it into another organisational unit.

#### § 56

1. A doctoral school is established to train doctoral students at the University.
2. The doctoral school regulations shall be adopted by the Senate at least five months before the beginning of the academic year. The regulations shall be subject to consultation with the doctoral student self-government. If the Senate and the doctoral student self-government fail to reach agreement on the content of the regulations within three months of their adoption, the regulations shall enter into force pursuant to a resolution of the Senate adopted by a majority of at least two thirds of the statutory membership of that body.

#### § 57

1. The University of Gdańsk may, with the consent of the Senate and under the rules laid down in the Act, form federations with a public academic university, a research institute, an institute of the Polish Academy of Sciences or an international institute.
2. The creation of a federation requires the approval of its statutes by the Senate.

#### § 58

1. In order to better utilise its intellectual potential and to transfer the results of scientific work to the economy, the University may operate an academic business incubator and a Technology Transfer Centre, as well as establish a capital company as referred to in the Act.
2. The University may join a partnership referred to in the Act established by another public higher education institution or form such a partnership with another public higher education institution.
3. The Senate approves the rules of operation of the incubator set up as an all-university unit and the rules of operation of the Centre.
4. The company operates on the basis of a memorandum of association (articles of association) or articles of association approved by the Senate.

#### § 59

1. In order to fulfil general teaching tasks, the University has a Centre for Foreign Languages and a Centre for Physical Education and Sport.
2. The detailed organisation of the centres referred to in paragraph 1 is laid down in regulations issued by the Rector.

#### § 60

1. The University of Gdańsk Library, hereinafter referred to as the "Library", is made up of the Main Library and specialist libraries forming a unified library and information system.
2. Specialist libraries are created, transformed and liquidated by the Rector on the proposal of the Director of the Library, after consultation with the Library Council.

#### § 61

1. The library acts as a research library and carries out research, teaching and service activities.
2. The tasks and internal structure of the Library are defined by its regulations, adopted by the Library Council and approved by the Senate.
3. The library cooperates with other libraries at home and abroad, including in the construction of a national library catalogue.
4. Persons who are not employees, students or doctoral students may use the library and information resources of the University subject to the requirement of ensuring the priority of the academic community of the University. Detailed rules for making collections available are specified in the Library Regulations.

#### § 62

In carrying out the functions of the library and information system, the University may process the following personal data of persons using the system:

- 1) name, surname, PESEL number or passport number;
- 2) mailing address;
- 3) e-mail address;
- 4) information about the university, faculty, field and year of study, student's, doctoral student's or postgraduate student's album number;
- 5) a unique identifier of the person in the student information system;
- 6) information on resources borrowed from the Library;
- 7) information about the charges resulting from the regulations of the Library.

#### § 63.<sup>6)</sup>

The University operates a Careers Office, whose task is to activate students and graduates in their careers.

#### § 64

The publishing activity is carried out, on the basis of regulations approved by the Senate, by the Publishing House of the University of Gdańsk.

#### § 65

1. The University runs the Archive of the University of Gdańsk, whose activities are regulated by separate regulations.
2. The detailed organisation and functioning of the Archives is determined by regulations issued by the Rector.

#### § 66

In order to record and disseminate the academic heritage of the University and the higher education institutions from which it was formed, the University runs the Museum of the University of Gdańsk, operating on the basis of regulations issued by the Rector.

#### § 67 <sup>6)</sup>

1. The scope of activity and tasks as well as the internal structure of organisational units of the university: inter-faculty and non-faculty are defined by regulations issued by the Rector, unless the Act or the Statutes provide otherwise.
2. The Rector may issue regulations defining the scope of activities and tasks as well as the internal structure of other organisational units of the University, unless the Act or the Statutes provide otherwise.

#### § 68

The establishment of an organisational unit within the University which does not participate in full-time education may only take place together with the determination of the sources and principles of financing its activities.

#### § 69 *deleted*<sup>6)</sup>

#### § 70

1. The Rector shall adopt organisational regulations defining the organisational structure of the University and the division of tasks within that structure, as well as the organisation and rules of operation of the University's administration.
2. By 30 October, the Rector shall submit to the Senate an up-to-date list of existing organisational units of the University.

#### § 71

1. The University has a leadership role:
  - 1) vice-chancellor;
  - 2) Dean;
  - 3) director of the doctoral school;
  - 4) vice-dean;
  - 5) deputy director of the doctoral school;

- 6) Director of the Centre for Foreign Languages and Director of the Centre for Physical Education and Sport.
2. A person holding a management position at the University, as referred to in section 1, may not at the same time be employed in another higher education institution.
3. The same person may not hold a managerial position, as referred to in paragraph 1 points 1-3, for more than two consecutive terms of office of the Rector.

#### § 72.6

1. The Dean manages the Faculty, represents it and makes decisions on all matters concerning the Faculty, with the exception of matters whose decision, in accordance with the Act or the Statutes, belongs to the bodies of the University or other entities. The dean is the supervisor of staff and students and is responsible for the organisation of the work of the faculty.
2. The Dean is appointed by the Rector, subject to paragraphs 3 and 4.
3. The candidate or candidates for dean is recommended by the Faculty Council. If the Rector does not accept the candidate or candidates for dean, the Faculty Council elects a new candidate or candidates. If the new candidate or candidates are not accepted, the Rector appoints a dean. Detailed principles and procedures for the election of a candidate or candidates for dean are set out in the Ordinance.
4. The Rector appoints the Dean if the Faculty Council fails to elect a candidate or candidates for Dean by 30 September of the first year of the Rector's term.
5. The dean may be an academic staff member employed as a professor or university professor or holding the degree of doctor habilitated. The Dean must be employed at the University as his/her primary place of work.
6. The term of office of the Dean shall be four years and shall commence on 1 October of the year in which the term of office of the Rector began.
7. The Dean may be dismissed by the Rector during the term of office, either after consultation with the Faculty Council or at its request.
8. The tasks of the dean include in particular:
  - 1) convening and chairing meetings of the Faculty Council;
  - 2) To dispose of the financial resources and property of the Faculty, on the basis and within the scope of the authorisation granted by the Rector and in accordance with the financial management rules of the University;
  - 3) proper management of the department's infrastructure;
  - 4) establishing cooperation with research institutions at home and abroad and with the socio-economic environment;
  - 5) taking action to ensure the quality of research and the quality of education;
  - 6) To devise and implement a strategy for the development of the Faculty in line with the University's strategy and the strategy for the development of the scientific discipline or disciplines practised in the Faculty;
  - 7) giving an opinion on the development strategy of the scientific discipline or disciplines practised in the Faculty;

- 8) drawing up the department's annual material and financial plan;
  - 9) submitting to the Rector an annual report on the implementation of the research and teaching tasks of the Faculty and on the implementation of the material and financial plan of the Faculty;
  - 10) defining the scope of responsibilities of vice-deans in agreement with the Rector;
  - 11) nostrification of diplomas of studies completed abroad and confirmation of the completion of studies at a given level;
  - 12) submitting proposals to the Rector on the employment, promotion and reward of academic staff and the granting of study leave;
  - 13) conducting the personnel policy of the faculty on the basis of the employment plan approved by the Rector;
  - 14) announcing, based on and within the limits of the authorisation granted by the Rector, and conducting, according to the rules laid down in the Act and the Statutes, open competitions for the position of academic staff;
  - 15) the creation and abolition of committees or deanery teams and the definition of their tasks, composition and period of functioning, as well as the appointment and dismissal of dean plenipotentiaries;
  - 16) exercising supervision over the activities of the department's organisational units;
  - 17) taking actions necessary for the proper functioning of the department;
  - 18) ensuring the observance of law and order and security on the department's premises;
  - 19) defining the timetable of classes conducted in the faculty;
  - 20) making a rational division of teaching activities;
  - 21) making decisions on cooperation in teaching matters with other faculties and other organisational units of the University;
  - 22) giving approval for teaching by persons not employed at the University;
  - 23) authorising heads of organisational units or other employees to take or perform actions or activities on his/her behalf;
  - 24) liaising with the relevant disciplinary councils and the directors of doctoral schools;
  - 25) supervising the timely performance by employees of compulsory medical examinations, ensuring that the recommendations of the doctor providing health care to employees are carried out, and enforcing compliance by employees with occupational health and safety regulations and rules
  - 26) Develop and submit to the Rector a draft recovery plan for the department.
9. The Dean may, in order to carry out his tasks, issue orders.
10. Whenever the Statute refers to the Dean, it shall also mean the Dean of the Intercollegiate Faculty of Biotechnology UG and GUMed, taking into account the provisions of the agreement concluded between the University and the Medical University of Gdańsk.

### § 73.

1. The Rector, at the request of the Dean or on his own initiative, shall appoint not more than three Vice-Deans. The term of office of a vice-dean shall be the same as the term

of office of a dean. The Vice-Dean may be dismissed by the Rector during his/her term of office, after consulting with the Dean or at the Dean's request. <sup>6)</sup>

2. A vice-dean may be an academic staff member employed as a professor or university professor or holding the degree of doctor habilitated or PhD. The Vice-Dean must be employed at the University as their primary place of work. <sup>6)</sup>
3. The appointment of an associate dean for student affairs shall require the consent of the student self-government. The rector shall present a candidate for vice-dean to the student self-government. Failure on the part of the student self-government to express a position on the candidate within 14 days shall be considered an expression of consent to his or her appointment.

#### § 74.<sup>6)</sup>

1. The Faculty has a Faculty Council. The term of office of the Faculty Council corresponds to the term of office of the Senate.
2. The Faculty Council consists of:
  - 1) the dean as chairman;
  - 2) deans;
  - 3) directors of institutes or heads of departments;
  - 4) other than those referred to in points 1-3, academic staff employed in a faculty in the position of professor or academic professor or holding the academic degree of doktor habilitowany, subject to §§ 22a - 22e of the Ordinance;
  - 5) elected representatives of other academic staff employed at the faculty, accounting for between 12% and 15% of the council, subject to §22d of the Ordinance;
  - 6) elected, in accordance with the procedure and principles laid down in the student self-government regulations, student representatives of the faculty, constituting between 17% and 20% of the council's composition;
  - 7) elected representatives of non-academic staff employed at the Faculty, constituting between 2% and 5% of the composition of the Board, not less than 1 person, subject to § 22d of the Ordinance;
  - 8) one representative of doctoral students in the faculty, elected in accordance with the procedure and rules laid down in the doctoral student self-government regulations.
3. The members of the Faculty Council referred to in paragraph 2, points 4 and 5 must be employed at the University as their primary place of work.
4. The numbers of representatives of the various groups referred to in para. 2, points 5-7 are determined by the Faculty Election Committee within the limits set in para. 2, points 5-7, subject to § 22b and § 22c of the Ordinance. These numbers are determined once, before a Faculty Council election of a new term, and are valid during that election.
5. In October of each subsequent year of the Faculty Council term of office, the Faculty Election Committee shall verify that the numbers of representatives of the various groups referred to in paragraph 2, points 5-7 have not fallen below the lower limit of the limits laid down in paragraph 2, points 5-7; if such a fall is observed, it shall

determine the new numbers of representatives of the various groups and shall immediately call by-elections to fill the missing seats. Until the date of the by-elections, the Faculty Council remains in its current composition.

6. A person who simultaneously fulfils the requirements for representing more than one group of academic staff and employees may be elected to represent only one group.
7. The mandate of a Faculty Council member expires in the event that he or she no longer fulfils the requirements necessary to represent a given group of academic staff, employees, students or doctoral students, and also in the event of death or - with respect to elected faculty council members - resignation from the mandate. The expiry of the mandate of a Faculty Board member - if necessary - is confirmed by the Dean.

§ 74a. <sup>6)</sup>

The tasks of the Faculty Council include:

- 1) the election of the candidate(s) for dean;
- 2) passing resolutions on the renewal of doctorates;
- 3) giving its opinion on the establishment, conversion or liquidation of a field of study, a postgraduate programme or other forms of education and training referred to in §123, section 1, subsection 3;
- 4) giving its opinion on draft terms and conditions of study;
- 5) giving its opinion on draft curricula for degree programmes, non-degree postgraduate programmes and other forms of education and training referred to in §123 para. 1 pt. 3;
- 6) giving opinions and making recommendations on matters of educational quality assurance;
- 7) giving its opinion on distinctions or awards and sabbaticals of academic staff employed in the faculty, and giving its opinion on other staffing matters submitted by the dean;
- 8) giving its opinion on candidates for the heads of organisational units in the faculty;
- 9) giving its opinion on organisational changes in the faculty;
- 10) recommending to the Senate academic staff employed at the Faculty as candidates for representative institutions of higher education and science;
- 11) expressing an opinion on the faculty development strategy in line with the University's strategy and the strategy for the development of an academic discipline;
- 12) giving an opinion on the department's annual material and financial plan;
- 13) expressing opinions on other matters submitted by the Dean;
- 14) giving an opinion on the draft recovery plan for the department;
- 15) expressing opinions and taking a position on other matters of attention and concern to the faculty members;
- 16) elect, from among faculty members holding at least a doctoral degree, a faculty representative on the Library Board;
- 17) adopting the rules of procedure of the Faculty Council;
- 18) passing resolutions on other matters belonging to the tasks of the Faculty Council on the basis of the Statutes.

§ 74b. <sup>6)</sup>

1. Meetings of the Faculty Council shall be convened by the dean or, with the dean's authority, by the vice-dean. At the request of at least 1/5 of the Faculty Council, the dean shall convene an extraordinary meeting of the Faculty Council within fourteen days of the request.
2. Except in cases of urgency, notice of a Faculty Council meeting, whether in writing or by email, should be delivered to the members of the Council no later than 5 days before the meeting.
3. The notice shall state the agenda for the meeting as determined by the Dean or, with his/her authority, by the Vice-Dean.
4. The Faculty Council may amend the agenda at the request of the Dean or a member of the Faculty Council.
5. Meetings of the Faculty Board shall be chaired by the Dean or, acting with his or her authority, by the Vice-Dean or another member of the Board. A person invited by the dean or, acting on his or her authority, the deputy dean may take part in a Faculty Council meeting without the right to vote.
6. Attendance of faculty council members at meetings is mandatory.
7. Meetings of the Faculty Council may be conducted using electronic means of communication, ensuring in particular:
  - 1) real-time transmission of the meeting between its participants,
  - 2) multilateral real-time communication where participants can express themselves during the meeting- while observing the necessary safety rules.
8. Meetings of the Faculty Council are open to staff, students and doctoral students of the Faculty.
9. The Faculty Council may limit or exclude the publicity of a meeting or part thereof.
10. The minutes of meetings of the Faculty Board shall be public, except for the minutes of those meetings whose publicity has been excluded.

§ 74c. <sup>6)</sup>

The Dean may appoint a Faculty College. The College supports the Dean in managing the Faculty. The College consists of: the Dean, Vice-Deans, Directors of Institutes, Heads of Departments and other persons appointed by the Dean as members of the College. The Dean may also invite persons who are not members of the College to meetings of the College.

§ 75

1. The dean creates, as advisory bodies to the dean, programme councils for courses of study administered by a faculty. In the case of an interdepartmental or interuniversity course of study, the curriculum council is established jointly by the deans of the faculties administering the course of study.
2. The composition of the curriculum council for a field of study shall be determined by

the dean, with the proviso that it shall include at least one representative of the student government and a representative of the regional or local community, in particular a representative of the business community. In the case of a curriculum council for a multi-faculty or interuniversity field of study, its composition shall be determined by the relevant deans.

3. The chairperson of the curriculum council for a field of study shall be the vice-dean for education or another academic teacher appointed by the dean. In the case of an inter-faculty or inter-university field of study, the chairperson of the council shall be appointed jointly by the deans of the faculties administering the field of study.
4. The duties of the curriculum council for a field of study shall include, in particular, the development of draft study recruitment requirements and a curriculum, and the evaluation of the curriculum. The detailed tasks of the curriculum council for a field of study shall be defined by the dean. In the case of the curriculum council for an inter-faculty or inter-university field of study, its detailed tasks shall be determined by the appropriate deans.

#### § 76 <sup>6)</sup>

1. A doctoral school is managed by the director of the doctoral school appointed by the Rector after consultation with the Senate. The Rector may order a competition to select a candidate for the director of the doctoral school.
2. The director of a doctoral school may be an academic teacher employed as a professor or university professor or holding the academic degree of doctor habilitowany. The director of a doctoral school must be employed at the University as the primary place of employment.
3. The appointment of a director of a doctoral school shall require the agreement of the doctoral student self-government. The rector shall present a candidate for the director to the doctoral student self-government. The absence of a position of the doctoral student self-government with regard to the candidate within 14 days shall be regarded as consent to his appointment.
4. The term of office of the Director of the Doctoral School shall be four years and shall commence on 1 October of the year in which the term of office of the Rector began.
5. The Director of the Doctoral School may be dismissed by the Rector during his/her term of office, after consultation with the Senate.
6. The tasks of the director of the doctoral school shall be laid down in the rules of procedure of the doctoral school.

#### § 77

1. At the request of the director of the doctoral school or on his own initiative, the Rector may appoint a deputy director of the doctoral school. <sup>1)</sup>
2. The deputy director of a doctoral school may be a person holding at least the academic degree of doktor. The provision of § 76, section 3 shall apply accordingly.
3. The term of office of the Deputy Director of the Doctoral School shall correspond to the term of office of the Director of the Doctoral School. <sup>6)</sup>

4. The Deputy Director of the Doctoral School may be dismissed by the Rector during the term of office, either after consultation with the Director of the Doctoral School or at his/her request. <sup>6)</sup>
5. The responsibilities of the Deputy Director of the Doctoral School are defined by the Director of the Doctoral School and approved by the Rector. <sup>6)</sup>

#### § 78

1. The doctoral school shall have a doctoral school council as an advisory body to the director of the doctoral school.
2. The Doctoral School Council is appointed by the Rector for the duration of the Rector's term of office.
3. The members of the doctoral school council are:
  - 1) the director of the doctoral school as chairman;
  - 2) deputy director of the doctoral school;
  - 3) the chairpersons of the councils of the scientific disciplines in which training is provided in the doctoral school; <sup>6)</sup>
  - 4) representatives of doctoral students, making up 20% of the council, elected pursuant to the rules laid down in the doctoral student self-government regulations.
4. The members of the council of a doctoral school may also include up to four persons from outside the University, holding at least a doctoral degree and appointed by the Rector on the proposal of the director of the doctoral school.
5. The tasks of the doctoral school board shall be laid down in the rules of procedure of the doctoral school.

#### § 79 <sup>6)</sup>

1. The director of an institute manages the institute and represents it, except for matters reserved for the Rector and the Dean.
2. The director of an institute may be an academic staff member employed as a professor or university professor or holding the academic degree of doctor habilitowany. The director of an institute must be employed at the University as the primary place of employment.
3. The director of an institute is appointed by the Rector on the proposal of the Dean, after consultation with the Faculty Council.
4. The term of office of the director of an institute shall be four years and shall commence on 1 October of the year in which the Rector's term of office began. The same person may not be director of an institute for more than two consecutive terms.
5. The director of an institute may be dismissed by the Rector during his or her term of office, after consultation with the Faculty Council or at the request of the Faculty Council or the Dean.
6. The deputy director of an institute may be an academic staff member employed as a professor or university professor or holding the academic degree of doctor habilitated

or PhD. The deputy director of an institute must be employed at the University as the primary place of employment.

7. The Deputy Director of an institute is appointed by the Rector on his own initiative or at the request of the Director of an institute, after consultation with the Dean.
8. The term of office of the Deputy Director of the Institute shall correspond to the term of office of the Director of the Institute.
9. The deputy director of an institute may be dismissed by the Rector during his/her term of office, either after consultation with the director of the institute or at his/her request.

#### § 80

1. The director of the institute is the superior of the institute's staff and is responsible for the institute's activities to the Rector and the Dean.
2. The tasks of the director of the institute include in particular:
  - 1) managing the day-to-day operations of the Institute;
  - 2) managing the Institute's property and disposing of the Institute's financial resources;
  - 3) ensuring the conditions for carrying out the scientific activities of the Institute's staff;
  - 4) Providing conditions for and coordinating teaching activities at the institute and ensuring the quality of education within the scope set by the dean;
  - 5) making proposals for the recruitment, promotion and reward of the Institute's staff;
  - 6) making proposals to the competent bodies of the University and to the organisational units of the University on all matters concerning the institute.
3. The responsibilities of the deputy director of an institute are defined by the director of the institute and approved by the Rector, after consultation with the dean.

#### § 81

1. The Head of Department shall direct the Department and represent it, except in matters reserved for the Rector and the Dean.
2. The head of a department may be an academic staff member employed as a professor or university professor or holding the academic degree of doktor habilitowany or, in particularly justified cases, PhD. The head of a department must be employed at the University as the place of primary employment <sup>6)</sup>
3. The Head of Department is appointed by the Rector on the proposal of the Dean, after consultation with the Faculty Council. The term of office of a head of department shall correspond to the term of office of the dean. The head of a department may be dismissed by the Rector during the term of office, after consultation with the Faculty Council or at the request of the Faculty Council or the dean. <sup>6)</sup>

#### § 82

1. The head of the establishment manages the establishment and represents it, except in matters reserved for the Rector and the Dean.
2. The head of the establishment may be an academic staff member employed as a professor or university professor or holding the academic degree of doctor habilitated or PhD. The head of the establishment must be employed at the University as the primary place of work. <sup>6)</sup>
3. The head of a department shall be appointed by the Rector on the proposal of the Dean, after consultation with the Faculty Council and the relevant institute's or department's head. The term of office of a director of an establishment shall correspond to the term of office of a dean. The head of a department can be dismissed by the Rector during his/her term of office, after consultation with the Faculty Council or upon a proposal from the dean, the relevant institute's director or the head of the department. <sup>6)</sup>

### § 83

1. The tasks of the head of a department or establishment include in particular:
  - 1) managing the day-to-day running of the department or establishment;
  - 2) providing conditions for the conduct of scientific activities by the staff of the department or establishment;
  - 3) ensuring the continuing scientific development of staff in the department or establishment;
  - 4) Providing conditions for and coordinating the teaching activities of a department or faculty and ensuring the quality of education within the scope set by the dean;
  - 5) making proposals for the recruitment, promotion and reward of faculty or staff;
  - 6) making proposals to the competent bodies of the University and to the organisational units of the University on all matters concerning the department or establishment.
2. The head of the department or the head of the establishment shall be the superior of the staff of the department or establishment.

### § 84

1. The head of a laboratory or laboratory may be an academic staff member employed at the University as the principal place of employment.
2. The head of a unit referred to in para. 1 is appointed by the Rector upon the proposal of the dean, after consultation with the Faculty Council. The head of a unit referred to in para. 1 can be dismissed by the Rector, after consultation with the dean, or upon a proposal from the dean, the head of the institute or the head of a department. <sup>6)</sup>
3. The provisions of §83 shall apply to the tasks of the head of the laboratory or laboratory respectively.

### § 85

1. The Director of the Centre for Foreign Languages and the Director of the Centre for

Physical Education and Sport manages the Centre and represents it, except in matters reserved for the Rector.

2. The director of the Centre is appointed by the Rector after consulting the Senate and the general meeting of the Centre's employees. The term of office of the director of the Centre lasts four years and starts on 1 October of the year when the Rector's term of office started. The director of the Centre may be dismissed by the Rector during the term of office after obtaining the opinion of the Senate and the opinion of the general meeting of the Centre's employees. <sup>6)</sup>
3. The director of the centre may be an academic staff member employed at the University as the principal place of work.
4. *deleted*<sup>6)</sup>
5. The tasks of the Director of the Centre include in particular:
  - 1) managing the Centre's property and its financial resources;
  - 2) providing conditions for and coordinating teaching activities and ensuring the quality of education;
  - 3) making proposals for the recruitment, promotion and reward of the Centre's staff;
  - 4) to address the competent bodies of the University and the organisational units of the University on all matters concerning the Centre.

#### § 86

1. The Director of the Library manages the Library and represents it, except in matters reserved for the Rector.
2. The Library may employ a maximum of two deputy directors.
3. The Director of the Library is employed by the Rector after the Senate has given its opinion on the candidature presented by the Library Council.
4. The Deputy Directors of the Library are employed by the Rector on the proposal of the Director, after consultation with the Library Council.
5. The Director is the superior of all Library staff.
6. The tasks of the Director of the Library include in particular:
  - 1) managing the day-to-day operations of the Library;
  - 2) Performing activities that ensure the proper functioning of the Library;
  - 3) making proposals for the employment, promotion and reward of Library staff;
  - 4) presenting a report to the Senate on the activities of the University's library and information system;
  - 5) to dispose of the Library's financial resources in accordance with the financial management rules of the University.
7. The Director of the Library may, in order to carry out his tasks, issue orders.

#### § 87

1. The specialised library is headed by a manager whose responsibilities are determined by the Director of the Library.
2. Heads of specialist libraries are employed by the Rector on the proposal of the Library Director.

## § 88

1. The Library Council is a consultative body of the Rector.
2. The Council consists of:
  - 1) Library Director;
  - 2) representatives of the Library, elected from among librarians employed full-time in a position no lower than librarian, with at least four years of seniority in the Library - in the number of 30% of the Council;
  - 3) one representative from each faculty, chosen by the Faculty Council from among faculty members holding at least a doctoral degree; <sup>6)</sup>
  - 4) one representative of the University's general units, appointed by the Rector;
  - 5) one representative of the student government;
  - 6) one representative of the doctoral student self-government.
3. A representative of each trade union active at the University may attend Council meetings in an advisory capacity.
4. The members of the Council are appointed and dismissed by the Rector. The term of office of the Council lasts four years and begins on 1 October of the year in which the Rector's term began. <sup>6)</sup>
5. The Council's tasks include:
  - 1) presenting a candidate for the Library Director to the Rector;
  - 2) giving an opinion on candidates for deputy Library Director and specialist library managers;
  - 3) giving its opinion on regulations concerning the functioning of the Library;
  - 4) giving its opinion on the proposal for the creation of a specialised library;
  - 5) giving its opinion, at the request of the Rector or the Library Director, on all matters concerning the organisation and functioning of the University's library and information system, and in particular
    - a) directions for the development of the Library,
    - b) the interaction of all organisational units of the University with the Library,
    - c) rules for collecting, processing and making collections accessible;
  - 6) giving its opinion on the Library's activity reports.
6. The detailed procedure of the Library Council is defined by its regulations, adopted by the Council and approved by the Rector.

## § 89

1. The director of the academic business incubator, the director of the Technology Transfer Centre and the director of a university-wide unit shall be employed by the Rector after consultation with the Senate.
2. The director of an incubator which is a university-wide unit and the director of the Centre should be employed by the University as their primary place of work and, if they are not academic staff, should be employed full-time <sup>6)</sup>

## § 90

1. The Chancellor of the University is employed and dismissed by the Rector.
2. The Rector may announce an open competition for the post of Chancellor.
3. The tasks of the Chancellor are defined in § 147.
4. The Chancellor, within the scope of his tasks, may issue orders.
5. The Chancellor may authorise specific heads of organisational units or other administrative staff to take or perform actions or activities on his/her behalf.
6. The Chancellor is accountable to the Rector.

#### § 91 <sup>4)</sup>

1. The Quaestor shall be the Accounting Officer.
2. *repealed* <sup>5)</sup>
3. The Quaestor shall prepare a draft material and financial plan, a report on the implementation of the material and financial plan and a financial statement.
4. The other duties and powers of the Quaestor shall be defined in the organisational regulations and in separate rules.

#### § 92

The heads of the administrative units of the University report directly to the Chancellor, unless specific regulations provide otherwise.

#### § 93

1. The Rector, at the request of the head of a research, research and development or teaching unit or on his own initiative after obtaining the opinion of the head of the unit concerned, shall create, transform and liquidate academic staff positions.
2. If justified by organisational reasons, the Rector, at the request of the head of a research, research and development or teaching unit or on his own initiative after obtaining the opinion of the head of the unit concerned, creates and liquidates the position of the deputy head of that unit. The Rector defines the scope of activities and tasks of the deputy head of this organizational unit.
3. The deputy head of the organisational unit referred to in section 2 is appointed and dismissed by the Rector after obtaining the opinion of the head of that unit.
4. The Chancellor, on the basis of the Rector's authorisation, at the request of the head of the administrative unit concerned or on his own initiative after obtaining the opinion of the head of the unit concerned, creates, transforms and liquidates positions of non-academic staff of the University.
5. Detailed principles of the University's personnel policy are defined by the Rector, after consultation with the trade unions.

#### § 94

1. In the case of:
  - 1) the vacancy of the following positions: dean, director of an institute, director of an interdepartmental institute, head of a department, head of a plant, head of another organisational unit of the University forming part of a faculty, head of a university-

wide (interdepartmental, extra-faculty) organisational unit, director of a doctoral school, director of a teaching college, and director or head of another organisational unit of the University, whose appointment belongs to the Rector;

2) the suspension of the persons exercising the functions referred to in point 1 from their duties;

3) the absence of the persons exercising the functions referred to in point 1 for a period exceeding 2 months

4) The Rector may entrust academic staff employed at the University as the place of their primary employment, and - in the case of a doctoral school at an institute, interdepartmental institute, faculty or establishment - also employed in the position of profesor or assistant professor or holding the academic degree of doktor habilitowany or doktor, with the duties of the director or head of an organisational unit, respectively.

6)

2. The duties of a director or manager of an organisational unit shall be entrusted to him until such time as, respectively, a person is duly appointed as director or manager of the organisational unit, the state of suspension of the person acting as director or manager ceases, or the director or manager ceases to be absent.

3. Delegation of responsibilities to the director or head of unit organisational structure may be withdrawn by the Rector at any time.

4. Delegation of responsibilities to the director or head of unit organisational organisation forming part of the faculty shall take place after consultation with the dean.

5. The person entrusted with the duties of director or head of an organisational unit shall use the title of director or head of that unit, preceded by the designation: "acting" or "acting".

#### § 94a. 6)

The recovery plan for a faculty or faculties may be a financial management recovery plan or an academic recovery plan.

#### § 94b. 6)

1. A corrective plan for financial management shall be established and implemented for a faculty which, in two consecutive calendar years, has had a negative financial result exceeding 10% of planned revenue on an annual basis, subject to paragraph 5.

2. The financial management recovery plan, with a detailed timetable, includes a list of actions to:

1) optimising staffing in the unit;

2) optimising the operating costs of the unit;

3) possible conversion of the entity.

3. The dean, after consulting with the Faculty Council, develops and submits to the Rector a draft remedial plan for financial management within 3 months of becoming aware of the negative financial result referred to in para. 1. The Rector may amend the draft

remedial plan or return the draft remedial plan to the dean for amendment.

4. The Rector shall establish a recovery plan and manage its implementation.
5. The Rector shall waive the determination and ordering of the implementation of the recovery plan and shall take, in accordance with the Statutes, other necessary measures if the draft recovery plan does not promise to achieve a state of financial stability for the faculty.
6. The Dean submits the first report on the implementation of the remedial plan to the Rector within 3 months of the Rector's order to implement the plan, and subsequent reports at least once every six months.

#### § 94c. <sup>6)</sup>

1. A recovery plan for scientific activity shall be established and implemented for a faculty whose scientific activity in a given discipline has, as a result of evaluation, received a scientific category other than A+, A or B+, subject to paragraph 5. If a scientific discipline is practised in more than one faculty, the recovery plan shall include all faculties where that scientific discipline is practised.
2. The recovery plan for scientific activities, with a detailed timetable, shall include a list of actions aimed at:
  - 1) improving the quality of research;
  - 2) optimising the number of research and research and teaching staff per discipline.
3. The dean, after consulting with the discipline council and the faculty council, develops and submits a draft remediation plan to the Rector within 3 months of receiving an academic category other than A+, A or B+ in the discipline. The Rector may amend the draft remedial plan or return the draft remedial plan to the Dean for amendment.
4. The Rector shall establish a recovery plan and manage its implementation.
5. The Rector shall refrain from establishing and ordering the implementation of the remedial plan and shall undertake, in accordance with the Statutes, other necessary measures if the draft of the remedial plan does not promise to achieve in the scientific discipline referred to in paragraph 1, in the nearest evaluation of the quality of scientific activity, the category A+, A or B+.
6. The Dean shall submit the first report on the implementation of the remedial plan to the Rector within 3 months of the Rector ordering the implementation of the plan, and subsequent reports at least once every six months."

### **Chapter 4 University employees**

#### § 95.

1. Employees of the University are academic staff employed in the following groups: teaching, research and research and teaching staff and non-academic staff.
2. Research and teaching, teaching and research staff are employed in positions:
  - 1) professor;
  - 2) university professor;

- 2a) visiting professor;
- 3) assistant professor;
- 4) assistant. <sup>6)</sup>
- 3. Teaching staff may also be employed in posts:
  - 1) senior lecturer;
  - 2) lecturers;
  - 3) lecturer or instructor.
- 4. Research staff may also be employed as visiting researchers. <sup>6)</sup>

§ 96.

The rules for determining the scope of duties of academic staff for particular staff groups and position types, the types of courses to be taught within the scope of such duties, including the duration of teaching assignments and other duties for particular positions, and the rules for calculating teaching hours shall be laid down in the work regulations.

§ 97.

A person holding the title of professor may be employed as a professor.

§ 98.

- 1. A person may be employed in the position of professor of a higher education institution in the research and research and teaching staff group who has:
  - 1) the academic degree of doktor habilitowany or the academic degree of doktor and national or foreign scientific achievements making a significant contribution to the development of a specific discipline, within the meaning of Article 219, section 1, item 2 of the Act;
  - 2) significant achievements in:
    - a) teaching activities, in particular training of research staff, leading research teams or projects or conducting projects;
    - b) substantial research activity, including in particular work carried out in more than one university or research institution, including abroad.

Employment is conditional on consultation with the Senate. Before issuing its opinion, the Senate may ask a reviewer from outside the University, holding the title of professor, to evaluate the candidate's academic achievements. <sup>1)</sup>
- 2. The position of professor in the teaching staff group of a higher education institution may be taken up by a person having at least a doctoral degree and no less than 7 years of experience in teaching or no less than 7 years of professional experience and significant achievements, including at least
  - 1) Significant peer-reviewed scholarly output related to didactics;
  - 2) developing or implementing innovative educational methods;
  - 3) achievements in ensuring the quality of education, including participation in obtaining accreditation for the University;
  - 4) implementation of teaching projects;

- 5) achievements in the field of popularisation of science;
- 6) considerable experience in supervising the preparation of diploma theses by students.

Employment is also conditional on consultation with the Senate.

#### § 99.

- 1. The post of assistant professor may be filled by a person holding at least a doctoral degree.
- 2. The candidate for the post of assistant professor must be an author of scientific publications.

#### § 100.

The post of assistant may be filled by a person holding at least a Master's degree or an equivalent title.

#### § 101

- 1. The post of senior lecturer may be filled by a person who has:
  - 1) at least a doctoral degree or a professional master's degree;
  - 2) At least 9 years' experience in teaching;
  - 3) significant achievements in professional work and teaching activities.
- 2. The position of senior lecturer at the Centre for Physical Education and Sport may also be occupied by a person who holds a master's degree or an equivalent title and a first class coaching title or equivalent.

#### § 102

A person may be employed as a lecturer who has:

- 1) at least a Master's degree or equivalent;
- 2) at least 7 years' professional experience and a relevant achievement in the professional or teaching field. <sup>6)</sup>

#### § 103

The post of lecturer or instructor may be filled by a person who holds a master's degree or equivalent.

#### § 103a. <sup>6)</sup>

A person who is not an employee of the University may be employed as a visiting professor or visiting researcher. The visiting professor should also have significant scientific, teaching or professional achievements.

#### § 104

- 1. In justified cases, teaching classes may be entrusted to persons who are not employees of the University. The rules and procedure for entrusting teaching to such persons on the basis of civil law contracts is determined by the Rector.

2. In justified cases, teaching assignments may be entrusted to employees of the University who are not academic staff and hold the degree of Master of Science, Master of Engineering or equivalent. The rules and procedure for entrusting teaching assignments to such employees, as well as additional rights that may result from their teaching assignments, are laid down by the Rector.

#### § 105

1. The employment relationship with academic staff shall be established on the basis of an employment contract.
2. The first employment contract for academic staff shall be concluded either for an indefinite period or for a fixed period of up to four years. An employment contract with an academic staff member employed as a visiting professor or visiting researcher may only be concluded for a fixed period. <sup>6)</sup>
3. The first employment relationship with an academic staff member at the University, either for an indefinite period of time or for a fixed period of time exceeding three months, exceeding half of the full-time working load, shall be established following an open competition.
4. The recruitment of academic staff shall take into account the principles of the University's human resources policy and the principles set out in the "European Charter for Researchers" and the "Code of Conduct for the Recruitment of Researchers".
5. The employment relationship with academic staff is established by the Rector:
  - 1) at the request of the dean or head of a university-wide unit, or
  - 2) on his or her own initiative, after consulting the dean or the head of a university-wide unit.
6. The employment relationship with academic staff shall be terminated, subject to Article 123 of the Act, by the Rector:
  - 1) at the request of the dean or head of a university-wide unit, or
  - 2) on his or her own initiative, after consulting the dean or the head of a university-wide unit.
7. Where the Act provides for termination of the employment relationship with an academic staff member at the end of a semester, the end of the winter semester shall be understood as the last day of February and the end of the summer semester as the last day of September.

#### § 106 <sup>6)</sup>

Academic staff may be employed as research staff if at least one of the conditions set out in points 1 to 3 below is met:

- 1) there is a statutory basis for employing an academic staff member without a competition;
- 2) the academic staff member is employed at a research station, international research centre or other entity established to carry out a research programme;

- 3) there are other particularly important scientific reasons for employing an academic staff member in a research position.

#### § 107.

1. Academic staff employed at the University may take up or continue employment under an employment relationship with only one additional employer providing teaching or research services. Academic staff shall require the consent of the Rector in order to take up or continue additional employment under the employment relationship with an employer referred to in the first sentence. Taking up or continuing additional employment without the consent of the Rector shall be grounds for termination of the employment relationship by notice.
2. The Rector shall refuse the consent referred to in section 1 if the provision of teaching or research services at another employer reduces the ability of the University to function properly or involves the use of the University's technical equipment and resources.
3. An academic staff member carrying out business activities shall inform the Rector if the University is the primary place of work for that academic staff member.
4. The commencement or continuation of additional employment within the employment relationship by the Rector requires the approval of the University Council. The consent is given for the duration of the Rector's term of office.
5. Detailed rules for taking up or continuing additional employment within the employment relationship by the Rector, deans and academic staff are laid down in the Act.

#### § 108

1. The Rector announces an open competition for the position of an academic teacher either on his own initiative or at the request of the head of an organisational unit of the University. <sup>6)</sup>
2. The competition committee is appointed by the relevant dean or the head of an organisational unit of the University. <sup>6)</sup>
3. The selection board shall consist of at least 3 persons:
  - 1) the dean or head of the unit referred to in paragraph 1, or a person authorised by him/her as chairman of the committee;
  - 2) the person who is to be the immediate superior of the staff member being recruited;
  - 3) a person employed in the position of professor or university professor or holding the academic degree of doktor habilitowany, employed in another organisational unit of the University than the one where the competition was announced. <sup>6)</sup>
4. The competition notice shall include:
  - 1) the necessary information on the post for which the competition is being announced;
  - 2) define the requirements for the candidate;
  - 3) list of documents required;

- 4) deadline for submission of documents;
  - 5) the procedure for seeking additional opinions on the candidate;
  - 6) competition deadline;
  - 7) other relevant information.
5. A competition procedure shall not be required in the case of a change in the content of the existing employment relationship of academic staff consisting in their being employed in a higher post.

#### § 109

1. The competition procedure includes:
  - 1) appointment of the selection board and its chairman;
  - 2) the determination of the detailed conditions of competition by the selection board;
  - 3) the conduct and settlement of the competition by the selection board.
2. The competition is announced according to the rules specified in the Act. The deadline for submitting competition documents shall not be shorter than fourteen days.
3. No person shall be a member of the committee if there are doubts as to his or her impartiality. If such doubts arise, the chairman of the committee shall decide whether to exclude that person.
4. Competition Commission:
  - 1) starts work no later than 14 days after the deadline for submission of documents;
  - 2) When assessing a candidate, it may interview the candidate and appoint reviewers of the candidate's academic achievements and ask the candidate to conduct teaching assignments that can be evaluated by students;
  - 3) decides on the competition by secret ballot by an absolute majority of votes and then draws up a record of the outcome.
5. At the end of the competition procedure, the chairman of the selection board shall immediately inform the Rector and the candidates in writing of the results of the competition procedure, giving the reasons.

#### § 110 <sup>6)</sup>

1. All academic staff, with the exception of the Rector, are subject to periodic evaluation.
2. The criteria for periodic performance appraisal for particular groups of employees and types of positions, as well as the procedure and the entity carrying out the periodic performance appraisal shall be determined by the Rector after consulting the Senate, trade unions, student self-government and doctoral student self-government, and taking into account the draft of detailed criteria for the assessment of academic achievements referred to in § 32 section 1 item 5.
3. Periodic evaluation is carried out once every 4 years or at the request of the Rector.
4. Periodic evaluation at the request of the Rector is made in particular:
  - 1) in the event of the establishment of a recovery plan as referred to in §94b , and ordering its implementation; in that case, academic staff employed in the faculty for which the remediation plan was established and ordered shall be subject to periodic evaluation;

- 2) in the case of the determination of a recovery plan referred to in §94c , and order for its implementation; in that case, academic staff who have declared that they represent a given academic discipline shall be subject to periodic appraisal if the discipline has been graded as other than A+, A or B+ as a result of the evaluation;
  - 3) where there is a need to intensify research and to publish the results thereof at the request of the head of the organisational unit; in that case, academic staff who have declared that they are representatives of the discipline in respect of which there is a need to intensify research and to publish the results thereof shall be subject to periodic appraisal.
5. In the case of newly employed academic staff, evaluation at the request of the Rector shall be carried out not earlier than one year after employment.
  6. In the event of absence from work due to sick leave on account of incapacity for a continuous period of at least 182 days, the deadline for the periodic assessment shall be extended by the period of such absence.
  7. With regard to persons holding managerial positions at the University, persons delegated by the Rector to additional organisational and developmental tasks, as well as persons particularly and long-term injured as a result of random accidents, the four-year assessment period may be extended by decision of the Rector."

#### § 110a. <sup>6)</sup>

Subject to Article 117, section 3 of the Act, in the case of academic staff employed without a competition procedure, the head of an organisational unit may request additional assessment in the procedure for promotion to a higher position or extension of the period of employment.";

#### § 111

1. Conclusions resulting from the evaluation shall influence the Rector's approval for academic staff to perform additional employment within the employment relationship.
2. The Rector may terminate the employment relationship with an academic staff member by notice if the academic staff member receives a negative evaluation.
3. The Rector shall terminate the employment relationship with an academic staff member by notice if the academic staff member receives two consecutive negative assessments.

#### § 112

The working time of academic staff and the detailed rules and procedure for granting holiday leave and the leave referred to in Articles 130 and 131, section 1 of the Act shall be laid down in the work regulations.

#### § 113

The conditions for remuneration for work are set out in the remuneration regulations.

#### § 114

1. Non-academic staff are:
  - 1) scientific, technical and engineering staff;
  - 2) library staff; <sup>1)</sup>
  - 3) administrative staff;
  - 4) service workers.
2. The employment of a non-academic staff member shall be based on a contract of employment. The employment contract shall be concluded by the Rector at the request of the head of the organisational unit in which the employee is to work.
3. The scope of duties of a non-academic staff member shall be defined by the direct supervisor, and approved by the higher-level supervisor appropriate to the organisational structure of the University, unless separate regulations provide otherwise.
4. Non-academic staff are subject to periodic appraisal, the scope and procedure of which is determined by the Rector, after consulting the trade unions.
5. A person may be employed as a qualified custodian who:
  - 1) hold a Master's degree, a Master of Engineering or equivalent, or a research degree in a field relevant to the library's research profile or needs;
  - 2) have worked for at least two years in a scientific library, a scientific information centre, an archive or a museum or in academic teaching positions;
  - 3) has a proven record of organisational and teaching activities;
  - 4) has at least 2 publications in the fields of librarianship, scientific information science, archival studies or museum studies in peer-reviewed publications;
  - 5) has knowledge of at least one foreign language, certified in accordance with the University's requirements;
  - 6) meets other requirements set by the University necessary for the position. <sup>1)</sup>
6. The position of senior graduate custodian may be filled by a person who meets the requirements set forth in section 5 items 1, 3, 5, 6 and in addition
  - 1) has at least four years' experience as a qualified custodian;
  - 2) has at least 2 publications in the field of librarianship, scientific information science, archival science or museology in peer-reviewed publications during the period of employment as a graduate custodian. <sup>1)</sup>
7. Promotion to the position of senior graduate custodian is based on an evaluation of professional, didactic or scientific work and published achievements - made by the library board or a committee appointed by the Rector. <sup>1)</sup>

## § 115

The rules for granting and distributing the Rector's awards to employees are laid down in separate regulations.

## **Chapter 5 Research at the University**

### **§ 116**

1. The University conducts scientific research and development work, provides research services and educates scientific personnel in the fields and scientific disciplines to which the activities of the organisational units relate.
2. Scientific activities are carried out in compliance with the principles of freedom of research and creation, ethical standards recognised in the world of science, respect for the protection of intellectual values and copyrights, openness to criticism and exchange of views.

### **§ 117**

Research is financed from the state budget, European Union structural funds and international funds, the University's own income and other sources.

### **§ 118**

The rules for participation of students, doctoral students and non-academic staff in research shall be laid down by heads of organisational units and heads of research projects.

### **§ 119 <sup>6)</sup>**

1. The University provides conditions for academic staff to access basic research infrastructure.
2. The rules for the use of the University's research infrastructure are set out in the Regulations for the Use of Research Infrastructure.

### **§ 120**

1. The results of research at the University are legally protected as intellectual property. The person carrying out the research is obliged to take special care to safeguard the subject matter of the rights and to transfer them in the cases specified by the Act or the contract.
2. The rules for the management of copyright and related rights and industrial property rights, as well as the rules for commercialisation, are laid down in regulations adopted by the Senate.

### **§ 121**

The organisational units of the University report to the Rector on their activities. The procedure of submitting the report and the specimen of the report are determined by the Rector.

### **§ 122**

1. The University promotes and disseminates the research results of academic staff employed by the University by supporting publications and implementations and

presenting these results in scientific information and websites.

2. Authors of outstanding scientific research are honoured and rewarded accordingly.

## **Chapter 6 Education at the University**

### **§ 123**

1. The University provides education:
  - 1) entry to first and second cycle and unified studies Master's degree;
  - 2) at doctoral school;
  - 3) in postgraduate studies and in other forms, in particular refresher courses, training, winter and summer schools and workshops.
2. The University may also carry out activities for regional and local communities, including in the form of a comprehensive high school, a children's university or kindergarten and a university of the third age.
3. The detailed division of the academic year into semesters shall be determined by the Rector no later than three months before the beginning of the academic year and shall be made known to staff, students and doctoral students on the University's website or in a customary manner.

### **§ 124**

1. Studies at the University shall be provided within a given field, level and profile - general or practical, as full-time and part-time programmes.
2. Full-time courses shall be taught separately from part-time courses.

### **§ 125**

1. Studies may be provided by faculties, interuniversity units or joint units with other entities.
2. The University may operate under the terms of the Act:
  - 1) individual interdisciplinary studies enabling the holder to obtain a diploma in more than one field of study;
  - 2) joint studies with another university, PAN institute, research institute, international institute, foreign university or scientific institution;
  - 3) studies in cooperation with an authorisation body for the pursuit of the profession, an examination body in the context of authorisation to pursue the profession, a professional self-government body, a business organisation or a registration body;
  - 4) dual degree courses, which are courses with a practical profile conducted with the participation of an employer.

### **§. 126.**

1. The implementation of courses specified in study programmes and curricula shall be the responsibility of teaching units that are responsible for conducting teaching or

research activities in the fields and disciplines corresponding to the subject matter of the courses.

2. The University has an internal quality assurance system for education.

#### § 127.

1. Students of the University have the right to develop their academic interests, may participate in research, development and implementation work carried out at the University, and may use the University's premises, facilities and resources, in accordance with the rules laid down in the internal regulations in force at the University.
2. Students commencing their studies at the University receive compulsory training in the rights and duties of a student, in accordance with the rules laid down in the Act.

#### § 128.

1. Lectures and diploma seminars at the University shall be conducted by academic staff employed as professors or university professors or holding the academic degree of doctor habilitowany.<sup>6)</sup>
2. Detailed rules for entrusting lectures and diploma seminars to persons other than those mentioned in section 1 shall be laid down in the study regulations.

#### § 129

1. The University may charge fees for educational services related to:
  - 1) part-time education;
  - 2) repeating certain courses in full-time studies due to unsatisfactory academic performance;
  - 3) study in a foreign language;
  - 4) teaching courses not included in the study programme;
  - 5) education of foreigners at full-time studies in Polish.
2. The University may also charge fees for:
  - 1) carrying out the recruitment;
  - 2) to carry out the validation of learning outcomes;
  - 3) issuing a student book and student identity card as well as duplicates of these documents;
  - 4) issuing a foreign language copy of the diploma of completion of studies and the Diploma Supplement, other than issued pursuant to Art. 77, para. 2 of the Act;
  - 5) issue of a duplicate of a diploma and a diploma supplement;
  - 6) use of student halls of residence and student canteens.
3. The Rector shall determine the procedure and conditions for exemption from the fees referred to in sections 1 and 2.
4. The fees to be charged to students and their amount are set by the Rector before recruitment begins. Setting the fees requires consultation with the student government.

### § 130

1. Admission to first-cycle and second-cycle studies as well as to long-cycle studies is based on the rules set out in the Act and a resolution of the Senate.
2. The Senate shall determine the conditions, procedure and date of commencement and completion of admissions to degree programmes and the manner of their conduct by 30 June of the year preceding the academic year in which admissions are to take place.
3. At the request of the Deans, the Rector sets the limits of admissions for a given academic year no later than 6 weeks before the start of recruitment.
4. The Senate shall adopt rules for the admission of laureates and finalists of central-level olympiads as well as laureates of international and national competitions at least four years in advance.

### § 131

1. The admission procedure is conducted by committees appointed by the Dean.
2. Admission to the university is by way of enrolment.
3. Admission is refused by an administrative decision signed by the chairman of the committee.
4. The decision of the committee can be appealed to the Rector.

### § 132

1. The Rector decides on admission by confirming learning outcomes.
2. A decision on admitting a student from another university or a foreign university and on resuming studies is taken by the Rector or the vice-rector responsible for education, acting upon the authorisation of the Rector, after consulting the Dean.

### § 133

A person admitted to the University begins his/her studies and acquires student rights upon taking the oath: "Joining the academic community of the University of Gdansk, I vow to acquire knowledge and act in wisdom to serve people wherever I may be. I promise to my homeland, my teachers and colleagues, my closest relatives and myself to be faithful to the ideals of humanism and the tradition of tolerance as well as to uprightness of conduct, courage, inquisitiveness and diligence in the pursuit of truth. Acknowledging the rights of academic authority and the customs of the student community - with a will to live up to my responsibilities - I join the community building the dignity of this University and the dignity of the academic state".

### § 134

Students are obliged to observe the laws of the University, the traditions of the University and good academic manners, as well as the content of the oath.

### § 135

The organisation of studies and the related rights and duties of a student are laid down in the study regulations.

§ 136

A student may pursue studies according to an individual organisation of studies, including academic supervision, in accordance with the rules laid down in the study regulations.

§ 137

1. Students in first- and second-level degree programmes and in long-cycle master's programmes conducted by the University form a student self-government.
2. The student self-government bodies are the exclusive representatives of all students of the University.
3. The University shall provide the material resources necessary for the functioning of the student self-government bodies.
4. The Rector, in consultation with the student self-government, shall distribute the funds allocated from the grant referred to in Article 365, item 3 of the Act.
5. The university legislative body of the student self-government shall adopt by-laws which define the structure and organisation of the self-government and constitute the basis for its activities. The regulations shall enter into force after the Rector has confirmed their compliance with this Act and the Statutes within 30 days of the date of their submission.<sup>1)</sup>
6. The student government bodies shall adopt and promote a code of student ethics.
7. The tasks of the student self-government include representing and protecting the interests of students in matters related to the process of education and upbringing, as well as the social and cultural needs of students, and cooperating with the bodies of the University in matters provided for in the Act and the Statutes.
8. The student self-government bodies shall notify the Rector of the acts adopted, including resolutions. The Rector shall repeal any acts issued by the student self-government which are in contravention of the generally applicable legislation, the Statutes, the study regulations or the self-government regulations. The decision to repeal an act may be appealed against to an administrative court within 30 days of its receipt. The rules for appealing administrative decisions to an administrative court shall apply accordingly.<sup>1)</sup>

§ 138

1. Under the rules laid down in the Act, a student may apply for the benefits referred to in Article 86(1) of the Act.
2. The regulations for student benefits are established by the Rector in consultation with the student government.
3. The granting of the benefit referred to in Article 86 (1) (1-4) of the Act and the refusal to grant it take place by way of an administrative decision.
4. At the request of the student government, benefits are granted by the University Scholarship Committee and the Scholarship Appeal Committee.
5. The University Scholarship Committee is appointed by the Vice-Rector responsible for student affairs. The Committee consists of 3 students and 2 employees of the

University. The decision is signed by the Chairperson of the Committee or the Vice-Chairperson of the Committee authorised by him/her.

6. Paragraph 5 shall apply *mutatis mutandis* to the Scholarship Appeal Committee.

#### § 139

1. Students have the right to associate in university student organisations.
2. Its body shall immediately inform the Rector and the appropriate dean about the establishment of a student organisation. The University maintains a register of student organisations active at the University.
3. Student organisations active at the University include, in particular, scientific, artistic and sports circles.
4. After the end of the academic year, the student organisation shall submit a report on its activities to the Vice-Rector responsible for student affairs.
5. The Rector shall repeal any act of a student organisation body which is in contravention of the generally applicable law, the Statutes, the study regulations or the regulations of that organisation.
6. The Rector, by means of an administrative decision, dissolves a student organisation that grossly or persistently violates the common law, the Statutes, the study regulations or the regulations of that organisation.
7. A student organisation may also be dissolved on the basis of a decision of the competent body of that organisation, taken in accordance with the rules laid down in its regulations, or on the request of the dean or the director of a university-wide unit, if the dean finds that the organisation is not active.

#### § 140

Doctoral training at the University shall take place in a doctoral school. A doctoral school is an organised form of training for doctoral students in at least two scientific disciplines.

#### § 141

1. Recruitment to the doctoral school shall be by means of a competition in accordance with the rules laid down in the Act and the resolution of the Senate.
2. The procedure for admission to the doctoral school is conducted by an admissions committee appointed by the Rector.
3. Admission to the doctoral school shall be effected by registration on the list of doctoral students by the director of the doctoral school.
4. Admission to a doctoral school is refused by an administrative decision issued, under the authority of the Rector, by the director of the doctoral school. The decision may be appealed for reconsideration.

#### § 142

1. A person admitted to the doctoral school begins his/her education and acquires the rights of a doctoral student upon taking the oath: "Accepting the dignity of a doctoral student at the University of Gdansk, I vow to acquire knowledge and act in wisdom to

serve people wherever I may be. To my homeland, my teachers and colleagues, my closest relatives and myself, I swear fidelity to the ideals of humanism and the traditions of tolerance as well as integrity of behaviour, courage, diligence, inquisitiveness in the study of science and in the pursuit of truth. Acknowledging the rights of academic authority and the customs of the university community - with a will to live up to my responsibilities - I join the community building the dignity of this University and the dignity of the academic state".

2. The training period for doctoral students in doctoral school lasts from 6 to 8 semesters, depending on the field and scientific discipline in which the training is provided.
3. The curriculum of a doctoral programme shall indicate in particular the learning outcomes for the qualification at level 8 of the Polish Qualifications Framework, the content related to the preparation of the doctoral thesis and the content preparing for active participation in research at home and abroad. The curriculum may provide for up to 60 teaching hours of in-service training per year.
4. The organisation of training in a doctoral school shall be laid down in the regulations of the doctoral school.

#### § 143 <sup>6)</sup>

The mid-term evaluation of the implementation of the individual research plan by a doctoral student shall be carried out by a committee appointed by the director of the doctoral school and composed of 3 persons, including at least 1 person employed as a professor or university professor or holding the academic degree of doctor habilitated in the scientific discipline in which the doctoral dissertation is being prepared, employed outside the University. A promoter and an assistant promoter may not be members of the committee.

#### § 144.

1. For doctoral students, §127(1) shall apply accordingly. <sup>6)</sup>
2. Doctoral students enrolled in a doctoral programme shall form a doctoral student self-government. § 137 shall apply accordingly to the doctoral student self-government.
3. The doctoral student self-government bodies shall adopt and promote a code of ethics for doctoral students.
4. Section 138 shall apply mutatis mutandis to university doctoral student organisations.

### **Chapter 7 Administration and economy of the University**

#### § 145.

The administration of the University consists of organisational units created in order to ensure conditions for the realisation of the statutory and statutory functions of the University, including in particular scientific and didactic functions, as well as to organise social assistance for employees, students and doctoral students and to participate in the management of the University's property.

§ 146.

The administration of the University is managed by the Chancellor within the scope defined by law, the Statutes and the organisational regulations.

§ 147

1. The Chancellor, under the authority of the Rector, manages the property and economy of the University within the scope of ordinary management.
2. The tasks of the Chancellor include in particular:
  - 1) creating the material conditions for carrying out the tasks of the University;
  - 2) overseeing the University's business activities;
  - 3) participating in the preparation of annual material and financial plans;
  - 4) Performing other tasks assigned by the Rector, including ensuring security and order on the University premises;
  - 5) supervising, organising and coordinating administrative and technical activities;
  - 6) ensuring the circulation of information and documentation;
  - 7) property management;
  - 8) organising investment and renovation processes;
  - 9) providing transport.
3. The Rector reverses or amends the decision of the Chancellor if it is unlawful or prejudices the interests of the University.

§ 148

Heads of administrative units manage the work of these units. Employees of the University who are not academic staff shall report to the heads of the organisational units in which they work.

§ 149

1. The University's property consists of:
  - 1) immovable property which the University has legal or beneficial title to own, hold, use or enjoy;
  - 2) movable property;
  - 3) intellectual property rights, in particular author's economic rights, related rights, industrial property rights to intangible assets created by employees, students and doctoral students of the University;
  - 4) other property and non-property rights to which the University is entitled according to the rules laid down in generally applicable legislation or acquired on the basis of contracts.
2. The name and emblem, trademarks and other signs individualising the University, company prints, Internet addresses, the University's property and other intangible assets may be used by employees, students and doctoral students only for purposes related to their employment or education at the University. The use of the said objects of intellectual property for other purposes requires the consent of the Rector.
3. Legal actions concerning the property of the University shall be performed, subject to

§ 147, by the Rector and, within the scope of powers granted by the Rector, by other persons.

4. Decisions concerning the property and economy of the University beyond the scope of ordinary management are taken by the Rector or, if the Act or the Statutes so provide, by the Rector with the consent of the Senate or the University Council.
5. Detailed rules for the financial management of the University are defined by the Rector after consultation with the relevant Senate committee.

#### § 150

1. The decision to allocate fixed assets to organisational units is taken by the Rector. The Rector may authorise the Chancellor to allocate fixed assets to specific categories of units.
2. If the fixed assets being transferred constitute research infrastructure, the Rector shall take the decision after consulting the head of the organisational unit concerned.
3. Detailed rules and procedures for the allocation and transfer of fixed assets are laid down by the Rector.

#### § 151

The proper use and safeguarding of property allocated to an organisational unit is the responsibility of the head of that unit or of another person specified in separate internal regulations of the University.

#### § 152

The University may obtain funding from sources specified in the Act.

#### § 153

The University shall meet its operating costs, obligations and expenses for development and other needs from the funds specified in § 152.

#### § 154

1. The University may establish its own scholarship fund for scholarships for employees, students and doctoral students from funds coming from outside the state budget. The creation of the fund and the rules of its management are decided by the Senate.
2. Scholarships from the fund referred to in paragraph 1 may be awarded regardless of scholarships awarded from the state budget.
3. The rules for awarding scholarships referred to in section 1 to students and doctoral students shall be laid down in consultation with the student self-government or the doctoral student self-government respectively.

#### § 155

1. The University conducts independent financial management on the basis of the material and financial plan, in accordance with the regulations on public finance and accounting.<sup>4)</sup>

2. The Rector, after obtaining the opinion of the University Council, may make changes to the material and financial plan. Changes to the material and financial plan may be made in the year to which the plan applies, and in justified cases - no later than within 3 months of the end of the financial year. <sup>6)</sup>
3. The head of an organisational unit, project manager or other person authorised by the Rector to dispose of funds is responsible for their proper, lawful use.

#### § 156

The acceptance by the organisational units of the University of donations, including in the form of books, materials and equipment, requires the consent of the Rector, and in the case of donations exceeding PLN 200,000.00, the consent of the Senate.

#### § 157

1. The University may conduct economic activity separate in organisational and financial terms from the activity referred to in Article 11 of the Act. The scope of the University's economic activity may include publishing, manufacturing, trade or service activities.
2. In order to conduct the business activities referred to in section 1, the University may establish capital companies or organisationally and financially separate units operating within the organisational structure of the University. Capital companies may also be established by the University in cooperation with other entities.
3. The Rector creates and liquidates organisational units of the University conducting organisationally and financially separate economic activity. The scope of activities, tasks and internal structure of these units is determined by the Rector, unless the Statutes provide otherwise.
4. The capital companies referred to in paragraph 2 are created by the Rector with the consent of the Senate.

### **Chapter 8 Disciplinary liability of academic staff, students and doctoral students**

#### § 158

Academic staff shall be liable to disciplinary measures for disciplinary offences constituting acts contrary to their duties as academic staff or to the dignity of the academic staff profession.

#### § 159

1. To adjudicate disciplinary cases of academic staff in the first instance, the Senate shall elect a University Disciplinary Committee for Academic Staff composed of:
  - 1) President;
  - 2) 4 representatives from the Faculty of Law and Administration and 1 representative from each of the other faculties;
  - 3) 4 representatives of the student council;

- 4) a representative of the doctoral student self-government;
- 5) 1 representative each from the Centre for Foreign Languages and the Centre for Physical Education and Sport.
2. Candidates for members of the Committee referred to in para. 1 are proposed, respectively, by deans, the student self-government, the doctoral student self-government, the Director of the Centre for Foreign Languages and the Director of the Centre for Physical Education and Sport.
3. The Chairperson of the Committee should be an academic staff member employed as a professor or university professor or holding the academic degree of doctor habilitowany.<sup>6)</sup>

#### § 160

- 1 . The University Disciplinary Committee for Academic Staff shall sit in a panel of three persons composed of the chairperson of the panel, who shall be an academic staff member, one academic staff member and one student
- 2 The composition of the panel shall be determined by the chairman of the committee, subject to the requirements of provided for in Article 291(3) of the Act
- 3 At least one member of the panel shall have legal education.

#### § 161

- 1 Membership of the University Disciplinary Committee for Academic Teachers shall cease before the end of the term of office in the case of:
  - 1) submit a written resignation to the Rector;
  - 2) graduation, loss of the status of a student or doctoral student at the University or the status of an academic teacher employed at the University;
  - 3) a valid disciplinary sanction.
- 2 The Senate may dismiss a member of the Disciplinary Committee for Academic Teachers at the request of the Chairperson of the Committee or the Rector for failure to participate in the work of the Committee
- 3 Should a member of the Disciplinary Committee for Academic Staff cease to be a member of the Committee or be dismissed, the Senate shall appoint a new member for the remainder of the Committee's term of office. The provisions of § 159 shall apply accordingly.

#### § 162

- 1 For the adjudication of student disciplinary cases, the Senate shall appoint:
  - 1) the Disciplinary Board for Students to adjudicate at first instance;
  - 2) Disciplinary Appeals Committee for Students - to adjudicate in the appeal instance.
- 2 The Disciplinary Committee for Students consists of:
  - 1) 4 representatives from the Faculty of Law and Administration, designated by the Dean, and 1 representative from each of the other faculties, designated by the Dean;

- 2) representatives of the students' self-government indicated in accordance with the regulations of the students' self-government - equal to the number of appointed academic staff
- 3 The chairman of the Disciplinary Committee for Students and his deputy shall be elected by the Senate in a secret ballot at the request of the Rector from among the members of the Committee from among academic staff holding at least the academic degree of doctor
- 4 Paragraphs 2 and 3 shall apply accordingly to the appointment of the Disciplinary Appeal Committee for Students. The Chairperson of the Board shall be a person with legal education
- 5 The term of office of the committees referred to in paragraph 1 shall correspond to the term of office of the Senate. The terms of office of the student representatives on the committees shall expire on 31 October each year <sup>6)</sup>
- 6 Paragraphs 160 and 161 shall apply to the Disciplinary Committee for Students and the Appeals Committee for Students respectively
- 7 The Disciplinary Committee for Students and the Disciplinary Appeal Committee for Students shall be composed of three members composed of: the chairperson of the panel, who shall be an academic staff member, one academic staff member and one student
- 8 The disciplinary ombudsman referred to in Article 309 of the Act shall, within three months of the commencement of the investigation, discontinue the proceedings or submit a request for punishment to the Disciplinary Committee for Students.
- 9 The period between the initiation of disciplinary proceedings and the judgment of the Disciplinary Committee for Students should not exceed three months, unless the disciplinary proceedings have been suspended.

#### § 163

- 1 The Disciplinary Board for Doctoral Students shall be competent to adjudicate disciplinary cases of doctoral students in the first instance.
- 2 The Disciplinary Board for Doctoral Students shall be competent to adjudicate disciplinary cases of doctoral students in the second instance.
- 3 § 162 shall apply mutatis mutandis to the committees referred to in paragraphs 1 and 2

### **Chapter 9 Proceedings before University bodies and matters of order**

#### § 164 <sup>6)</sup>

- 1 The Rector may suspend or overrule decisions, decisions or resolutions made by the authorities of organisational units of the University, violating the law or the provisions of the Statutes or infringing important interests of the University. Suspending a decision, decision or resolution, the Rector formulates recommendations concerning

further proceedings to be taken by the authorities of the organisational units of the University. In the event of failure to implement the recommendations, the decision or resolution becomes invalid at the end of the time limit set for the implementation of the recommendations.

- 2 The Rector may overrule any decision or decision made by a person holding a managerial position at the University which is in breach of the law or the provisions of the Statutes or which infringes an important interest of the University.
- 3 The provisions of paragraphs 1 to 2 shall not apply to administrative decisions, rulings and other acts or actions taken in administrative proceedings

#### § 165

1. The Rector shall announce on the website of the Public Information Bulletin:
  - 1) resolutions of the University Council;
  - 2) Senate resolution;
  - 3) orders of the Rector;
  - 4) resolutions of the councils of scientific disciplines;
  - 5) Orders from the Dean, the Chancellor and the Library Director.
2. The normative acts referred to in paragraph 1 shall enter into force on the date specified in the act concerned.
3. The Rector shall determine the detailed rules for the creation and promulgation of internal regulations in force at the University.

#### § 166

1. Resolutions of the University Council, the Senate, the council of an academic discipline, as well as the council of a faculty or other collegial body that is not a body of the University, are adopted by an absolute majority of votes in the presence of at least half of the total number of members of that body, council or collegial body, unless otherwise provided by law, the Statutes or the Ordinance. <sup>6)</sup>
2. If in the course of a meeting the number of members of the collective body falls below the required quorum, the Chair shall close the meeting unless the meeting decides to limit further discussion to actions not requiring the adoption of resolutions.
3. Voting in place of absentees is not permitted.
4. The results of voting on the resolution shall state the votes cast: for the resolution, against the resolution and abstentions.

#### § 166a. <sup>6)</sup>

Meetings of collective bodies operating at the University (including councils, teams or committees) - with the exception of disciplinary committees - may, also in cases other than those expressly provided for in the Statutes or the Ordinances, be conducted using electronic means of communication, ensuring, in particular

- 1) real-time transmission of the meeting between its participants,
- 2) multilateral real-time communication where participants can express themselves

during the meeting

- while observing the necessary safety rules.

2. The meeting referred to in paragraph 1 may not be held using electronic means of communication if a member of the college body objects.

#### § 167.

The person directly concerned shall not vote and, in assessing that vote, shall be treated as if he or she were not a member of the college body concerned; he or she shall be deducted from the number of members of the body and from the number of persons present at the meeting.

#### § 168

1. A secret ballot shall be taken if:
  - 1) required by generally applicable law, the Statutes or the Rules of Procedure;
  - 2) the matter concerns a professorial or academic title, employment in a University post, promotion, dismissal, decoration, distinction or a request for disciplinary responsibility;
  - 3) a member of the collegiate body so requests.
2. In all other cases the vote is public.

#### § 169

1. Resolutions of the Council of the University, the Senate, councils of academic disciplines or other committees, council or advisory panel that are not organs of the University, student self-government and doctoral student self-government shall be publicly announced.
2. Resolutions concerning personal matters that may damage a person's legitimate interest or reputation shall not be published.

#### § 170

1. Employees, students and doctoral students of the University have the right to organise assemblies on its premises.
2. Organising a gathering in the premises of the University requires the consent of the Rector or, in the place of the Rector, the Vice-Rector responsible for student affairs or doctoral students' affairs, or the Chancellor. The consent is granted on the basis of the organiser's application, with the opinion of the head of the organisational unit of the University managing the premises where the assembly is to be held.
3. The organiser shall notify the Rector of the intention to organise an assembly in writing at least 24 hours prior to the commencement of the assembly. In situations justified by the urgency of the matter, the Rector may accept a shorter notice.
4. The notification to the Rector of the intention to hold an assembly shall specify:
  - 1) the place, date, time of commencement and planned duration of the assembly;
  - 2) purpose and main points of the assembly;
  - 3) the organisers of the assembly;

- 4) measures to ensure the peaceful conduct of the assembly.
5. If the assembly is organised within a department, a university-wide unit or the Main Library, the dean or the head of the relevant organisational unit must also be notified of the intention to organise the assembly.
6. The organiser of the assembly shall be responsible to the University authorities for the conduct of the assembly, and shall be obliged to provide adequate security measures for the assembly.

#### § 171

1. The chairperson opens, directs and closes the meeting and ensures that it runs peacefully and prevents anything that could endanger security or public order.
2. The President has the duty to:
  - 1) remove participants whose behaviour disturbs the assembly or prevents it from proceeding peacefully;
  - 2) dissolve the assembly if the participants of the assembly do not comply with the orders of the chairman, issued in the exercise of his/her duties, and thus jeopardise the peaceful conduct of the assembly.
3. Participants in the assembly shall be obliged to leave the place of the assembly without undue delay upon its dissolution or closure.

#### § 172

1. The Rector has the right to delegate a representative to the Assembly.
2. The Rector or the Rector's representative may dissolve the assembly in the event of non-performance of duties by the chairman of the assembly.
3. The dissolution of the assembly shall be preceded by a warning.

#### § 173

The time, place and conduct of the assembly should not interfere with teaching activities.

#### § 174

1. Every member of staff, student and doctoral student has the right to lodge a complaint with the Rector about an action that is unlawful or contrary to the Statutes or detrimental to the welfare of the University, if it infringes their legal interest.
2. The allegations of the complaint should be notified to the persons directly concerned, giving them an opportunity to provide explanations and other evidence. In case of doubt, the allegations of the complaint should be verified and the facts established.
3. The response to the complaint shall be given in writing and no later than one month after the complaint is lodged.

#### § 175

In matters concerning proceedings before the bodies of the University, not regulated in separate regulations, the provisions of the Act of 14 June 1960 shall apply accordingly. - Code of Administrative Procedure.

## **Chapter 10 Transitional and final provisions**

### **§ 176**

The Statutes shall enter into force on 1 October 2019.

### **§ 177**

The organisational units of the University existing on 30 September 2019 shall become the respective organisational units of the University within the meaning of these Statutes on 1 October 2019.

### **§ 178**

The committees, councils and other panels existing in the University on 30 September 2019 shall become the relevant committees, councils and other panels on 1 October 2019, unless otherwise provided by the Act.

### **§ 179**

The mandates of those holding the positions of Vice-Chancellor, Dean and Deputy Dean whose terms of office began before 1 October 2019 shall expire upon the entry into force of these Statutes. In the appointment of deans by the Rector for the period from 1 October 2019 to 31 August 2020, the provisions of § 72(1) on the selection of candidates for dean do not apply.

### **§ 180**

1. Persons holding the positions of directors or heads of organisational units of the University on 30 September 2019, with the exception of directors of institutes, shall become directors or heads of the relevant organisational units of the University within the meaning of these Statutes on 1 October 2019.
2. The provisions of paragraph 1 shall apply mutatis mutandis to the deputy directors and deputy managers, with the exception of the deputy directors of institutes.

### **§ 181**

The adaptation of the structure and composition of the organisational units of the University to the requirements of this Statute will take place by 1 October 2020.

### **§ 182**

In the period from 1 October 2019 to 31 December 2023, the substantive supervision of doctoral programmes commenced before the academic year 2019/2020 shall be exercised by the Vice-Rector responsible for education.

### **§ 183**

The Rector for the 2020-2024 term will be elected by the electoral college referred to in Article 228(7) of the Act of 3 July 2018. - Introductory provisions of the Act - Law on higher education and science.

*Annexes to the Statutes:*

- 1. Designs of the emblem, banner and flag of the University of Gdańsk, designs of the University of Gdańsk medal, university ceremonies*
- 2. Electoral Code <sup>2)</sup>*

*Amendments to the Statutes:*

- 1) changes introduced by the resolution no 161/19 of the UG Senate of 19 December 2019*
- 2) supplementation of the Statute by resolution no. 149/19 of the UG Senate of 26 September 2019*
- 3) changes introduced by the resolution no 25/20 of the Senate of UG of 23 April 2020*
- 4) changes introduced by the resolution no 66/20 of the Senate of UG of 20 July 2020*
- 5) changes introduced by the resolution no 91/20 of the UG Senate of 6 December 2020*
- 6) changes introduced by resolution nr ^/21 of UG Senate from 25th March 2021*