

*Attachment to the Resolution No. 25/2021
of the Senate of the Jan Kochanowski University in Kielce
dated April 29, 2021*

STATUTES

of Jan Kochanowski University of Kielce

(uniform text of April 29, 2021)

Kielce 2021

Chapter I

General provisions

§ 1

1. Jan Kochanowski University of Kielce, hereinafter referred to as the University, is a public University.
2. The University has legal personality and its seat is the city of Kielce.
3. The University operates on the basis of the Act of 20 July 2018 – *Higher education and science law* (Dz. U. of 2021, item 478, as amended), hereinafter referred to as the Act, these Statutes and on the basis of separate provisions applicable to the University.

§ 2

The University continues the tradition of higher education in Kielce, referring to the scientific and didactic achievements of the Higher School of Teachers, the Higher School of Pedagogy, the Świętokrzyska Academy and the Jan Kochanowski University of Humanities and Life Sciences in Kielce.

§ 3

1. The patron of the University is Jan Kochanowski.
2. The holiday of the University is a day falling in June indicated by the Rector.

§ 4

1. The official abbreviation for the University is UJK.
2. The University may use the name: Jan Kochanowski University of Kielce or its abbreviated name: Jan Kochanowski University.

§ 5

The University is autonomous in all areas of its activity, in accordance with the rules laid down in the Act.

§ 6

In its activities, the University is guided by the principles of freedom of teaching, scientific research and artistic creation and the promotion of truth.

§ 7

1. The University employees, students and doctoral students form a community of the University.
2. Students of programmes conducted by the University form a self-government of students.
3. Doctoral students of doctoral programmes conducted by the University and doctoral schools of the University form a self-government of doctoral students.

4. It is the duty of each member of the University community to perform their duties with the utmost diligence and care for the good name of the University.

§ 8

The University aims to create conditions for people with disabilities to participate fully in the life of the University community, especially in the field of recruitment, education, research and employment.

§ 9

In accordance with the principles set out in separate regulations, organizations associating employees, students, doctoral students, graduates and friends of the University may operate at the University.

§ 10

1. The University maintains lasting ties with its graduates.
2. The University cares about preserving the memory of distinguished employees, graduates, students and doctoral students.

§ 11

1. The provisions of the Act of 14 June 1960 *Code of Administrative Proceedings* and the provisions on appeals against decisions before the administrative court shall apply accordingly to matters concerning proceedings before the bodies of the University, not regulated by the Act, the Statutes or separate legislation to be decided by administrative decision, as well as to matters concerning supervision of the activities of student and doctoral student self-government organisations.
2. Administrative decisions issued by the rector in the first instance shall be subject to a request for reconsideration; in such a case, Art. 127(3) of the Act of 14 June 1960 – *Code of Administrative Procedure* shall apply as appropriate.

§ 12

The University may participate in the provision of medical care in the scope and forms specified in separate regulations.

Chapter II

University symbols, traditions and customs

§ 13

1. The University has an emblem, coat of arms, seal, standard, flag and logo. The specimen of the emblem is specified in Appendix No. 1 to the Statutes. The specimen of the coat of arms is specified in Appendix No. 2 to the Statutes. The specimen of the seal is specified in Appendix No. 3 to the Statutes. The specimen of the banner is specified in Appendix No. 4 to the Statutes. The specimen of the flag is specified in Appendix No. 5 to the Statutes. The specimen of the logo is specified in Appendix No. 6 to the Statutes.

2. The anthem performed traditionally during academic ceremonies is *Gaude Mater Polonia*. The text of the *Gaude Mater Polonia* anthem is specified in Appendix No. 7 to the Statutes.
3. According to the academic custom, the rector, vice rectors, deans, members of the Senate and other eligible persons have the privilege to appear at ceremonies in traditional academic costumes with insignia of the offices they hold.
4. The faculties and branches of the University have their own colours.

§ 14

1. The Senate may name organizational units, buildings, auditoriums, halls and other facilities of the University after distinguished persons.
2. The Senate may allow commemorative plaques and sculptures to be placed on the premises of the University.
3. The Senate may determine other forms of celebration of individuals distinguished for the University and the commemoration of special events in its history.

§ 15

Celebrations at the University refer to Polish academic traditions and take place in accordance with the rules set out in the ceremony enacted by the Senate, which also defines the rules for the use of symbols and colours of organizational units.

§ 16

1. The University honours its particularly distinguished employees and other persons who contributed to the development of the University or gave it a good name or glory by awarding the medal "Meritorious to the Jan Kochanowski University of Kielce".
2. The medal "Meritorious to the Jan Kochanowski University of Kielce", the highest University distinction after the title of *doctor honoris causa*, is awarded by the Jury. Its composition and regulations are adopted by the Senate.
3. A resolution of the Senate may also specify other ways of honouring the employees and persons referred to in section 1.

§ 17

1. A professor of another national or foreign University or other research institution of recognised standing not employed at the University may be granted the status of honorary professor.
2. A person not employed at the University, with a recognised authority, that influences the development of the scientific community, may be granted the status of an honorary lecturer.
3. The status of honorary professor and honorary lecturer is granted by the Senate at the request of the Rector.
4. Detailed rules and procedures for granting the status of honorary professor and honorary lecturer shall be laid down in a resolution of the Senate.

§ 18

1. The academic honorary title conferred by the University is the title of *doctor honoris causa*.

2. The title of *doctor honoris causa* can be given to a scientist with outstanding scientific achievements and, at the same time, an unquestionable scientific ethos.
3. The title of *doctor honoris causa* can also be given to a recognised authority in the fields of literature and the arts, education, culture and social life.

§ 19

1. Application with a proposal to confer the title of *doctor honoris causa* can be reported by:
 - 1) the rector;
 - 2) director of the institute in the area of discipline in which the University is authorised to confer the academic degree of habilitated doctor,
 - 3) dean or dean of the branch.
2. The application, together with appropriate justification and documentation, shall be examined by the Convention of Scientific Excellence of the University, called the Convention.
3. The Convention may request applicants to supplement the application and submit an appropriate explanation; it may invite applicants to the meeting or appoint an additional competent panel of experts.
4. On the basis of the application referred to in section 1, the Convention adopts a resolution on the commencement of proceedings to award the title of *doctor honoris causa* to a given person or to refuse to initiate such proceedings.
5. When adopting a resolution to initiate proceedings, the Convention shall indicate the appropriate science council of the institute to which it entrusts the continuation of the proceedings and shall provide it with appropriate documentation.
6. The science council of institute, having examined the application along with the documentation, in the case of:
 - 1) expressing a favourable opinion on the conferral of the title of *doctor honoris causa*, elects a candidate for a promoter-laudator and at least 2 reviewers, including 1 from outside the University;
 - 2) expressing a negative opinion on the awarding of the title of *doctor honoris causa*, immediately informs the Convention of its position. In such a case, the Convention shall inform the applicants of the position of the science council of the institute and no further action shall be taken to award the title.
7. The promoter-laudator may be an employee of the University with a scientific degree.
8. The reviewer may not be the rector or a member of the Convention.
9. (repealed)
10. Having received the review and having verified it formally, the Convention submits a motion to the Senate to grant the person the title of *doctor honoris causa*.
11. The motion of the Convention, referred to in section 10, together with all documentation, shall be submitted to the Senate session.

§ 20

1. The decision to confer the title of *doctor honoris causa* shall be taken by the Senate by way of a resolution.

2. A resolution of the Senate to confer the title of *doctor honoris causa* on a person shall be adopted in the presence of at least two thirds of the members of the Senate. The resolution shall be effective on the day of adoption.
3. The act of conferring the title of *doctor honoris causa* takes place during a solemn meeting of the Senate. In a justified case, the act of conferring may take place in another manner determined by the rector.

§ 21

1. The task of the Convention is to review applications for granting honorary dignities provided for in the provisions of the Statutes, in particular the title of *doctor honoris causa*, and in matters referred to in § 14 of the Statutes.
2. At the request of the rector or the Senate, the Convention may also examine other matters of major importance to the University.

§ 22

1. Members of the Convention shall be appointed and dismissed by the rector.
2. The Convention shall be composed of no more than 7 persons of recognised scientific authority holding the title of professor.

§ 23

The applicants, members of the Convention and any persons who have gained knowledge of the proceedings are obliged to maintain confidentiality with regard to the person covered by the application for the title of *doctor honoris causa*. This obligation ceases after the review has been verified and the Convention has taken a decision on filing a motion to the Senate to award the title of *doctor honoris causa*.

Chapter III **University system**

University bodies

§ 24

At the University there are collective bodies and a single-person body provided for by law and the Statutes.

§ 25

The collective bodies of the University are:

- 1) The University Council;
- 2) The Senate;
- 3) the science council of institute.

§ 26

The Rector is a single-person body of the University.

§ 27

The electoral body of the University is the board of electors.

Rector

§ 28

1. The rector directs the activities of the University, represents it outside, is the superior of the employees, students and doctoral students of the University.
2. The rector decides on all matters concerning the University, except those reserved by law or the Statutes for the competence of other bodies of the University.
3. At the beginning of the term of office, the rector shall appoint one vice rector, who shall perform the duties of the rector and represent the University in his absence. When appointing a vice rector, the rector shall grant him a written power of attorney.
4. If the mandate of the rector expires before the end of the term of office, in the period between the expiry of the mandate and the election of the rector, the vice rector indicated in section 3 shall perform the duties of the rector.

§ 29

The tasks of the rector shall include in particular:

- 1) representing the University;
- 2) managing the University;
- 3) preparing draft Statutes and draft strategy for the development of the University;
- 4) approving the development strategy of the University's organisational units and reporting to the Senate on the implementation of the development strategy of the University, after submitting it to the University Council for reviewing;
- 5) presenting the University Council with an opinion on the University's material and financial plan and the report on its implementation;
- 6) submitting the financial statements of the University to the University Council for approval;
- 7) performing activities in the field of labour law with respect to employees of the University;
- 8) appointing and dismissing persons to lead positions at the University;
- 9) conducting a staff policy at the University;
- 10) appointing disciplinary ombudsmen at the University;
- 11) creating degree programmes in a specific field, level and profile;
- 12) appointing faculty selection committees;
- 13) approving admission limits for the first year of degree programmes in a given field, level and profile;
- 14) establishment of doctoral schools at the University;
- 15) conducting financial management at the University;
- 16) ensuring the functioning of the management control;
- 17) making decisions concerning property and economy, and in this respect:
 - a) performing legal acts relating to the rights and duties of the University,

- b) granting authorisations to perform legal acts relating to the rights and duties of the University,
 - c) setting fees for educational services,
 - d) setting rates of indirect cost mark-ups charged to research, research and teaching and teaching activities,
- 18) ensuring the enforcement of legislation in force at the University;
 - 19) granting organisational regulations, work and remuneration;
 - 20) establishing, combining, transforming or liquidating organisational units of the University and approving their regulations;
 - 21) chairing the Senate;
 - 22) maintaining order and safety at the University;
 - 23) ensuring safe and hygienic conditions of working and education at the University;
 - 24) establishing detailed terms of reference for academic staff at the University;
 - 25) establishing periodical assessment criteria for individual groups of staff and types of positions, and the procedure and bodies for the assessment of academic staff after obtaining the opinions of the Senate, trade unions, student self-government and doctoral student self-government;
 - 26) taking - after obtaining the Senate's consent - a decision on establishing or joining a capital company or a special purpose vehicle within the meaning of the act,
 - 27) ensuring the organisation and conduct of elections to the collective organs of the University,
 - 28) approving a specimen certificate of completion of a postgraduate programme and a specimen of other documents confirming the completion of a degree programme.

§ 30

The rector shall specify in the organizational regulations the scope of duties and powers of the vice rectors with respect to the conduct of affairs and representation of the University.

If necessary, the rector shall grant appropriate authorisations or powers of attorney to the vice rectors.

Permanent advisory bodies of the Rector

Rector's board

§ 31

1. The rector's board acts as an advisory and opinion-forming body at the rector's office. It is composed of: vice rectors, chancellor, quaestors and, in justified cases, persons invited by the rector.
2. Meetings of the board shall be convened and chaired by the rector or by a member of the board authorised by the rector.
3. The task of the board shall be to express opinions on matters referred to it for consideration by the rector.

University Committee for Education

§ 32

1. The University Committee for Education is an advisory body to the rector and the vice rector in charge of education.
2. The tasks of the University's committee for education include, in particular:
 - 1) presenting recommendations concerning the field and curriculum of study, including recommendations concerning the creation and liquidation of a field and modification of a field of study;
 - 2) presenting positions on matters pertaining to evaluation of a field and curriculum of study;
 - 3) presenting recommendations concerning the organisation of the didactic process;
 - 4) (repealed)
 - 5) presenting recommendations concerning human resources requirements, including those related to:
 - a) evaluation of academic staff,
 - b) employment in teaching and research and teaching positions,
 - c) qualification requirements for specific teaching and research and teaching positions;
 - 6) expressing opinions on matters falling within the scope of the tasks of the vice rector for education within the scope requested by the rector or the vice rector for education;
 - 7) implementation of tasks within the scope of ensuring the quality of education, in particular:
 - a) developing a quality assurance strategy for education, taking account of existing legislation,
 - b) definition of procedures and policies for education quality management,
 - c) presenting the rector with recommendations of actions aimed at improving the education process,
 - d) presenting to the Senate an annual report on the functioning of the Internal Education Quality Assurance System,
 - e) improvement of the Internal Education Quality Assurance System,
 - f) supporting the monitoring of the activities of the Faculty Committees for Education;
 - 8) performing other tasks specified by the rector or the Statutes.

§ 33

1. The University Committee for Education shall be established by the rector, who shall determine its composition and detailed scope of competence.
2. The Education Committee shall consist in particular of:
 - 1) vice rector in charge of education, who is the chairman of the committee;
 - 2) vice deans of the faculties and branches responsible for education;
 - 3) deputy directors of institute and deputy heads of departments responsible for education;
 - 4) representatives of student self-government;
 - 5) other persons designated by the rector.

3. The vice rector in charge of science or a representative appointed by the vice rector and other persons invited by the chairman of the committee may participate in the work of the Committee for Education in an advisory capacity.
4. The sessions of the Committee for Education are convened and managed by the chairman of the committee or by another member of the committee appointed by him.

University Committee for Science and Arts

§ 34
(repealed)

§ 35
(repealed)

§ 36

The rector may appoint proxies, specifying their scope of activity in a written power of attorney.

§ 37

1. The rector may appoint permanent or temporary rector committees.
2. The rector shall determine the composition and tasks of the committee.
3. The terms of office of the committee shall be determined by the rector.

§ 38

1. The rector shall submit to the Senate a report on the implementation of the University strategy, together with an opinion of the University Council on this report, within one month after the end of the 2-year term of office and 3 months before the end of the term of office.
2. The Senate, having read the report and assessed the functioning of the University, shall approve the report or formulate recommendations for the rector.

University Council

§ 39

1. The University Council, hereinafter referred to as the Council, shall consist of 7 members.
2. The Council shall be composed of:
 - 1) 3 members appointed by the Senate from among persons who are not members of the University community;
 - 2) 3 members appointed by the Senate from among the members of the University community;
 - 3) chairman of the student self-government.

§ 40

1. The tasks of the Council shall include matters specified in the Act and the Statutes.
2. The tasks of the Council include in particular:
 - 1) reviewing draft strategies of the University and the report on its implementation;
 - 2) reviewing the draft Statutes;
 - 3) monitoring the financial economy of the University, including:
 - a) reviewing the physical and financial plan,
 - b) approving the report on the implementation of the material and financial plan,
 - c) approving the financial reports;
 - 4) monitoring the management of the University;
 - 5) indicating candidates for rector after their review by the Senate;
 - 6) applying to the competent minister regarding the amount of the basic remuneration and the functional supplement of the rector;
 - 7) granting the rector a performance allowance;
 - 8) consent to the performance of additional gainful employment by the rector;
 - 9) in the case when the rector performs additional gainful employment without the consent mentioned in section 8, the Council shall report the same to the minister responsible for higher education;
 - 10) selecting an audit firm to audit the annual financial report of the University;
 - 11) giving consent for the University to perform a legal act consisting in disposing the fixed assets and performing by the University a legal act of releasing these assets for disposal by another entity, which require the consent of the Polish State Treasury Solicitors' Office;
 - 12) adopting a recovery programme with a detailed schedule for its implementation and submitting it to the competent minister in the event of circumstances laid down in the Act;
 - 13) submitting an annual report on its activities to the Senate.
3. At the request of the University bodies, the Council may express an opinion or position on a given matter.

§ 41

Within the framework of the performance of its tasks, the Council shall have the right to inspect documents of the University.

§ 42

Members of the Council, in fulfilling their tasks for the University, shall be guided by the interests of the University.

§ 43

1. The organisation of meetings of the Council, including the procedure for convening and conducting such meetings, shall be specified in the Regulations of the Council, adopted by the Council by an absolute majority of votes in the presence of at least half of its statutory membership.

2. A meeting of the Council shall be convened at the request of the chairman of the Council. A meeting of the Council shall also be convened at the request of the rector or the Senate. In such a case, the chairman shall hold a meeting immediately, but not later than within 7 days from the date of receipt of the request.
3. The Council shall adopt resolutions at the meeting in an open vote by a simple majority of votes in the presence of at least half of the statutory membership of the Council, unless the Statutes provide otherwise. At the request of at least one member of the Council, voting shall be conducted in a secret ballot. Voting in a secret ballot shall also be conducted in personal matters.
4. Members of the Council may participate in the meeting and vote on the adopted resolutions within the meeting using means of direct remote communication, i.e. tele- or videoconferencing, provided that there is a technical possibility to ensure connection.
5. Section 4 shall not apply to matters concerning:
 - 1) a motion to dismiss the rector;
 - 2) appointing candidates for rector.
6. A meeting of the Council may be attended by persons invited by its chairman.

§ 44

1. The Council shall report to the Senate on its activities in a calendar year by 31 March of the following year. The report shall in particular take account of the description and effects of actions taken by the Council in relation to the implementation of its tasks.
2. The Council shall adopt the report referred to in section 1 by an absolute majority of votes in the presence of at least half of its statutory membership.
3. The report of the Council shall be presented to the Senate by its chairman or any other member designated by the Council.
4. The report shall be made available to the members of the University community.

§ 45

The chairman of the Council shall perform Labour Law activities in relation to the rector.

Senate

§ 46

1. The Senate has 45 members. The Senate consists of:
 - 1) the rector;
 - 2) 23 selected representatives of academic staff employed in the positions of professor or professor of the University;
 - 3) 8 selected representatives of academic staff employed in positions other than those referred to in Section 2, and 4 employees not being academic staff;
 - 4) 9 elected representatives of students and doctoral students.
2. The number of students and doctoral students shall be determined in proportion to the number of persons in each of these groups at the University, with the provision that each of these groups shall be represented by at least one representative.

3. In the event of the expiration of the term of office of a member of the Senate in one of the groups indicated in section 1 item 2-3, the University Election Committee shall order holding of supplementary elections immediately.
4. The provisions of section 3 shall apply accordingly to students and doctoral students; supplementary elections in this group shall be held in accordance with the rules laid down in the student self-government regulations and the doctoral student self-government regulations respectively.
5. A change in the scientific status of a member of the Senate during a term of office shall not result in the expiry of the mandate in a given group and shall not require adjustment of the number of Senate members representing particular groups of academic staff.
6. The rector is the chairman of the Senate.
7. The chairman of the University Council or a member of the Council authorized by the chairman may participate in senate meetings in an advisory capacity.
8. The following participate in meetings of the Senate in an advisory capacity:
 - 1) vice rectors;
 - 2) deans and dean of the branch;
 - 3) chancellor;
 - 4) quaestor;
 - 5) director of the University Library;
 - 6) other invited persons.
9. Representatives of trade unions operating at the University, one from each union, take part in the Senate meetings in an advisory capacity.

§ 47

1. The tasks of the Senate include in particular:
 - 1) adopting the Statutes;
 - 2) approval of the material and financial plan;
 - 3) reviewing the report on the implementation of the material and financial plan,
 - 4) adopting study regulations;
 - 5) adopting the strategy of the University and approving the reports from its performance;
 - 6) appointing and dismissing members of the University Council;
 - 7) reviewing candidates for rector;
 - 8) conducting an evaluation of the functioning of the University;
 - 9) formulating recommendations for the University Council and the Rector within the scope of their tasks;
 - 10) awarding the title of *doctor honoris causa*;
 - 11) determining the conditions, procedure and date for the commencement and completion of enrolment for degree programmes;
 - 12) setting curricula for degree programmes and postgraduate programmes; setting curricula requires consultation with the student self-government; the student self-government issues an opinion within 7 days; in the event of ineffective expiry of the period referred to in the preceding sentence, the requirement to obtain an opinion shall be deemed to have been fulfilled;
 - 13) setting curricula in a doctoral school;

- 14) determining how learning outcomes are validated;
 - 15) approval of a model diploma of graduation, a model diploma of doctoral studies, a model diploma of post-doctoral studies;
 - 16) indicating candidates for institutions representing the higher education and research community;
 - 17) performing tasks related to:
 - a) assigning the levels of the Polish Qualifications Framework to qualifications awarded after graduation from post-graduate studies,
 - b) inclusion in the Integrated Qualification System of qualifications awarded on completion of post-graduate studies and other forms of education - in accordance with the Act of 22 December 2015 on the Integrated Qualification System;
 - 18) determining the remuneration of members of the University Council;
 - 19) consenting to the establishment of a special purpose vehicle by the University;
 - 20) adopting regulations for management of copyrights, related rights and industrial property rights and rules of commercialisation, as well as regulations for use of research infrastructure;
 - 21) consenting to the establishment or accession of the University to a capital company established for the purpose of carrying out projects in the field of research infrastructure or management thereof;
 - 22) performance of other tasks specified in the Statutes or provisions of law.
2. The Senate shall consider any matter it deems relevant to the University. A request for an opinion may be submitted by the rector or at least 10 members of the Senate.

§ 48

The organisation of Senate meetings, including a detailed procedure for convening and conducting meetings, shall be laid down in the Senate Rules of Procedure, appended as Appendix 8 to the Statutes.

§ 49

1. In order to carry out its tasks, the Senate may establish permanent and ad hoc Senate committees.
2. Standing committees are appointed for the term of office of the Senate, and ad hoc committees for the period indicated in the resolution of the Senate on its establishment. The resolution of the Senate on the establishment of the committee defines the scope of its activity.
3. Members of the senate committee shall be elected by the Senate from among the members of the University community.
4. The chairman of the senate committee shall be elected by the Senate by an absolute majority of votes from among the members of the Senate.
5. The Senate shall appoint the committee and elect its members by an absolute majority of votes.
6. The meeting of the senate committee may be attended in an advisory capacity by persons who are not members of the committee invited by the chairman of the committee.

§ 50

1. Chairman of the senate committee:
 - 1) chairs the committee and directs its work;
 - 2) presents opinions or applications prepared by the committee to the Senate, the University Council or the rector.
2. The chairman of the senate committee may request information, explanations, reports and documents concerning the work of the committee from all organisational units of the University and from its employees, students and doctoral students.

§ 51

1. Meetings of the senate committee shall be convened by its chairman on his own initiative, at the request of the Senate, the Rector or 1/3 of the members of the committee.
2. The position of the committee shall be established by a simple majority vote in the presence of at least half of its members.
3. Senate committees shall have the right to be assisted by consultants and experts.

Science council of institute

§ 52

1. The science council of institute is a collective body of the University.
2. Meetings of the science council of institute are convened and chaired by the chairman of the science council of institute.
3. The competences of the science council of institute, hereinafter referred to as the council, include in particular:
 - 1) formulation of scientific policy within the discipline(s) covered by its (their) scope of activity, in cooperation with the director of institute, dean, dean of the branch and the competent vice rector;
 - 2) developing a policy for the evaluation of scientific or artistic activity within the discipline(s) covered by the scope(s) of its (their) activities in cooperation with the director of institute, dean, dean of the branch and competent vice rector;
 - 3) awarding academic degrees and degrees in the field of art in the discipline(s) covered by the scope(s) of its activity (activities) in which the University is authorised to award a degree and carrying out activities specified in separate legislation, including:
 - a) instituting proceedings for the award of the academic degree of doctor,
 - b) establishment of doctoral Committees,
 - c) appointment of habilitation committees,
 - d) (repealed)
 - e) taking decisions on doctoral and habilitation proceedings,
 - f) referring appeals against a refusal to award the degree of doctor to the Council of Scientific Excellence;
 - 4) substantive supervision over doctoral student education at a doctoral school, including:
 - a) proposing recruitment criteria,
 - b) proposing training programmes,

- c) taking care to meet the requirements of the evaluation of the doctoral school;
 - 5) proposing a strategy for the development of discipline(s);
 - 6) proposing criteria for scientific or artistic assessment of teachers employed in research and research and teaching positions;
 - 7) reviewing draft regulations of the institute and the regulations of the organisational units of the faculty within the scope of relevant disciplines;
 - 8) reviewing the report of heads of organisational units in the area of appropriate disciplines;
 - 9) issuing opinions on matters concerning:
 - a) organisation of organisational units in the area of relevant disciplines,
 - b) employment, dissolution of employment relations, granting scientific leave, promotion, rewarding and distinguishing institute employees,
 - c) scientific or artistic evaluation of the institute bodies,
 - 10) establishing, in consultation with the rector, the rules for the professional advancement of academic staff employed by the institute.
4. The procedure for the award of the academic degree of doctor, the procedure for the appointment and the scope of activities of committees performing activities in the procedure for the award of the academic degree of doctor shall be laid down by the Senate.
 5. In matters concerning the award of degrees not regulated by law or the Statutes, the science council of an institute shall decide, taking into account special provisions.
 6. The Council shall have the right to express an opinion on all matters concerning scientific research, artistic creation, development work and education in a scientific discipline falling within its scope. A request for an opinion may be made by the rector, the senate, the dean, the dean of the branch, the director of institute or at least 5 members of a council.
 7. Members of the science council of the institute who are professors and professors of the University shall take part in voting on matters concerning degrees and degrees in the field of art. Resolutions in this respect shall be adopted in the presence of at least half of the statutory number of such members of the science council of institute.

§ 53

The mode of operation of the science council of institute shall be laid down in regulations adopted by the council, which shall enter into force upon approval by the Senate.

§ 54

The science council of institute shall adopt its resolutions at its meetings in the presence of at least half of its members, by a simple majority, unless specific provisions lay down higher requirements.

Chapter IV

Organisation of the University

§ 55

1. The following types of organizational units are created at the University:

- 1) faculty;
 - 2) branch;
 - 3) institute;
 - 4) department;
 - 5) clinical department;
 - 6) unit.
2. An organizational body of the University is a doctoral school.
 3. At the University there are established university-wide organizational bodies.
 4. The following types of organisational bodies may also be created at the University:
 - 1) centre;
 - 2) board;
 - 3) post-graduate education centre;
 - 4) works;
 - 5) laboratory;
 - 6) study;
 - 7) section;
 - 8) team;
 - 9) sectoral unit;
 - 10) position;
 - 11) service or economic unit;
 - 12) another organisational body of a teaching, advisory or administrative nature.
 5. The establishment of an organisational body of the University may take place together with the indication of the sources of its financing.

§ 56

1. The organisational units of the University shall be established, transformed and liquidated by the rector.
2. The organisational regulations specify the organisational structure of the University. A detailed list of organisational units of the University is specified in the instruction issued by the rector.

Faculty

§ 57

1. The faculty is an organisational unit of the University created for the purpose of:
 - 1) organisation of the education process at studies, postgraduate studies and other forms of education;
 - 2) coordination of interdisciplinary scientific activities;
 - 3) managing the assigned assets of the University.
2. The faculty is established in the area of at least 2 scientific disciplines subject to scientific quality evaluation, within which at least 1 institute is established.
3. The faculty is created, transformed and liquidated by the rector with the consent of the Senate.
4. The faculty is headed by the dean of the faculty.

Branch

§ 58

1. A branch is an organisational unit of the University in which activities are conducted outside its seat.
2. The branch is created for the purpose of:
 - 1) organisation of the education process at studies, postgraduate studies and other forms of education;
 - 2) coordination of scientific activities;
 - 3) managing the assigned assets of the University.
3. The branch is created, transformed and liquidated by the rector with the consent of the Senate.
4. The branch is headed by the dean of the branch.

Institute

§ 59

1. Institute is an organisational unit of a faculty carrying out tasks within the scope determined by the rector, in particular:
 - 1) organisation of scientific activities within the scientific or artistic discipline(s) for which the institute is competent;
 - 2) organisation of employment of academic staff within the scientific or artistic discipline(s) for which the institute is competent;
 - 3) substantive support of the educational process in the scope related to the discipline(s) for which the institute is competent;
 - 4) managing the assigned assets of the University.
2. An institute is established in the area of scientific or artistic discipline(s) within which the quality of scientific or artistic activity is evaluated and for which the University has at least 1 authorisation to confer a degree.
3. An institute is created, transformed and liquidated by rector at the request of dean, dean of the branch, subject to consent of the Senate.
4. An institute is headed by directors of institute.
5. The loss by the University of the right to confer academic degrees in a discipline within which scientific or artistic studies were conducted at the institute shall not oblige the rector to liquidate the institute. In the case referred to in the previous sentence, the institute may continue the activities referred to in section 1 under conditions laid down by the rector.
6. The director of the institute, in agreement with the dean or the dean of the branch, initiates the employment of academic teachers at the institute within the scientific discipline (disciplines) for which the institute is competent.

Department

§ 60

1. Department is an organisational unit of the faculty created for the purpose of:
 - 1) organisation of scientific or artistic activities within the scientific discipline for which the department is responsible;
 - 2) organisation of employment of academic staff within the scientific or artistic discipline for which the department is responsible;
 - 3) substantive support of the educational process in the scope related to the discipline for which the department is responsible;
 - 4) managing the assigned assets of the University.
2. A department shall be established in the area of a scientific or artistic discipline, subject to evaluation of scientific or artistic quality, within which the University is not authorised to confer a degree.
3. A department is created, transformed and liquidated by the rector at the request of the dean or the dean of the branch after consultation with the Senate.
4. A department is headed by head of department.
5. The head of the department, in consultation with the dean or the dean of the branch, initiates the employment of academic teachers in the department within the academic discipline, for which the department is responsible.

Clinical department

§ 61

1. Clinical department is an organisational unit of an institute established for the organisation of scientific and clinical activities.
2. The provisions of § 62 apply mutatis mutandis to a clinical department.

Unit

§ 62

1. Unit is an organisational body of an institute or department created for the organisation of scientific or artistic activity.
2. A unit shall be established when the proposed composition includes at least 6 academic staff employed in research or research and teaching positions, of which at least 2 hold an academic title or an academic degree of habilitated doctor.
3. A unit is managed by head of unit.
4. The head of unit is appointed by the rector at the proposal of institute director or department head.
5. A unit is created, transformed and liquidated by the rector at the request of the director of institute or head of department, after consultation with the dean or the dean of the branch.

General organisational bodies and other bodies

§ 63

1. At the University there are general University bodies subordinate to the rector that perform separate service and economic tasks, cultural and artistic tasks as well as other activities specified in the Statutes.
2. The tasks and scope of activity as well as the organisational structure of the general bodies and other bodies are defined in the organisational regulations.

§ 64

1. A general body is an organizational body that obligatorily provides services to the academic community and to other entities in the scope of its activities, in accordance with the scope of its activities, and which may also conduct other activities specified in the Statutes.
2. The general organisational bodies are:
 - 1) Library of the Jan Kochanowski University of Kielce, hereinafter referred to as the University Library;
 - 2) Publishing House of the Jan Kochanowski University of Kielce, hereinafter referred to as the University Publishing House;
 - 3) Archive of the Jan Kochanowski University of Kielce, hereinafter referred to as the University Archive.
3. Other general body organizational units may also be established at the University.
4. The bodies listed in sections 2 and 3 shall be created, transformed and liquidated by the rector after consultation with the Senate, with the exception of bodies of an administrative nature which shall be formed, transformed and liquidated by the rector on its own initiative, at the request of the vice rector, dean, dean of the branch or chancellor.
5. The heads of general bodies referred to in section 2 and 3 shall be appointed by the rector through a competition, after consultation with the Senate. The composition of the selection board shall be determined by the rector.

University Library. Library and information system

§ 65

1. The University Library is the basis for a uniform library and information system.
2. The primary task of the University's library and information system is to collect, develop and make available library collections and resources of scientific information necessary for the implementation of the didactic process and support for scientific research.
3. Detailed rules for the functioning of the library and information system of the University, including the provision of access to its collections, and the tasks of the library director with regard to the coordination of the library and information system of the University, shall be laid down in separate regulations.
4. The rules referred to in section 3 shall in particular take into account the need to ensure full access of members of the University community to the resources of the library and information system of the University.

5. Apart from its basic activities, the University Library conducts bibliographic, informational, bibliometric, scientific, didactic, publishing, exhibition and service activities.
6. The Rector, upon a motion of the Director of the University Library, shall determine the organisational structure of the University Library and approve its regulations.
7. The Rector, upon a motion of the Director of the University Library, shall approve the rules of making available and using its collections.
8. Branch Library is part of the University Library.

§ 66

1. The University Library is managed by the director.
2. The Director of the University Library is appointed by the rector for the term of office of the University bodies.
3. The Director of the University Library is appointed and dismissed by the Rector after consultation with the Senate.

§ 67

In connection with the functioning of the library and information system, the University may process personal data of persons using this system, including:

- 1) full name;
- 2) PESEL or, for foreigners, name and number of identity document;
- 3) address of residence;
- 4) electronic mail address;
- 5) phone number;
- 6) place of employment, or, for employees of the University; service ID number;
- 7) place of study, university, faculty, form and field of study, album number;
- 8) details related to the use of library resources (data concerning the user account, loans, reservations, etc.).

University Publishing House

§ 68

1. The University Publishing House publishes scientific and didactic works and carries out printing activities.
2. Branch University Publishing House is part of the University Publishing House.

University Archives

§ 69

1. University Archives is a link of the state archival network and gathers historical resources.
2. The University Archives conducts its basic archival activity including collecting, recording, storing, processing, preserving and making available documentation and collects historical memorabilia of the University's activity. It may carry out informational, didactic, scientific, publishing, exhibition and service activities.

3. The activities of the University Archives are governed by the archival instructions approved by the rector.
4. Branch Archive is part of University Archive.

Faculty, inter-faculty and extra-faculty organisational bodies

§ 70

1. In order to carry out teaching tasks, a study or other body may be established as a faculty, extra-faculty or inter-faculty body.
2. The body referred to in section 1 shall organise and pursue activities with a specific educational profile, specialisation and field of study; it may be of an interdisciplinary nature.

§ 71

1. Extra-faculty organisational bodies may be established at the University.
2. Inter-faculty and extra-faculty organisational bodies may conduct, to the extent specified by the rector, scientific activity and participate in the activities of other bodies.
3. The inter-faculty and extra-faculty organisational bodies are formed, transformed and liquidated by the rector after consultation with the Senate.

§ 72

1. A faculty, inter-faculty or extra-faculty body shall be managed by a manager with the assistance of a deputy manager.
2. The body must be headed by a full-time academic staff member at the University.
3. The head of the body shall be appointed and dismissed by the rector.

Other types of bodies

§ 73

The University may operate clinical hospitals, clinics and wards in accordance with the rules laid down in separate regulations.

§ 74

The University, for the purpose of indirect commercialisation, consisting in the acquisition or takeover of shares or stocks in companies, for the implementation or preparation for implementation of results of scientific research, development work or know-how related to those results, may establish a special purpose vehicle in accordance with the rules laid down in the applicable law.

§ 75

The University may, in accordance with the rules laid down by law and the Statutes, establish research centres.

§ 76

On the basis of principles defined in separate regulations, the University may establish a foundation whose primary statutory objective shall be to support the development of the University.

§ 77

1. The University may operate nurseries and kindergartens, primary schools, secondary schools and art schools under the rector's authority.
2. Pedagogical supervision over the activity of entities referred to in section 1 shall be exercised by the competent authority on the basis of separate provisions.

§ 78

The tasks, scope of activity and structure of the bodies of the University shall be defined in the organisational regulations established by the Rector and the regulations of those bodies, which shall be approved by the rector.

Chapter V

Persons holding managerial positions at the University

§ 79

At the University, the management function is the function of:

- 1) vice rector;
- 2) dean;
- 3) director of institute;
- 4) head of department;
- 5) director of doctoral school;
- 6) chancellor.

§ 80

The managerial function may be performed by a person who meets the requirements set forth in the Act and the Statutes.

§ 81

1. To the consent for appointment to a managerial function the candidate shall attach a declaration according to the model defined by the rector as well as the documents confirming the fulfilment of requirements specified in applicable law and in the Statutes.
2. The rector shall determine the rules and procedure for submission of declarations and documents by candidates for managerial positions.

§ 82

1. A person holding a managerial function may not perform the function of a single-person body or be a member of a collective body of another University or the founder of a non-public University.

2. It is also not possible to combine managerial functions in direct professional subordination.

§ 83

A precondition for appointing academic staff to perform a managerial function shall be employment at the University as a place of primary employment.

§ 84

1. The rector shall appoint and dismiss the vice rector, the dean, the dean of the branch, the chancellor and the quaestor after consultation with the Senate.
2. The Senate shall give its opinion within 14 days of the date of the presentation of the motion by the rector. Failure to adopt a position within the time limit shall be tantamount to approval.

§ 85

1. The appointment of the dean, the dean of the branch, the director of institute and the head of department shall be made after a competition procedure, the conditions of which shall be determined by the rector.
2. The provisions of § 233 of the Statutes shall apply accordingly to the competition procedure referred to in section 1.
3. After conducting the competition procedure, the faculty council/branch council recommends the candidate or candidates for the dean/dean of the branch to the rector.
4. After conducting the competition procedure, the institute's scientific council recommends the candidate or candidates for the institute director to the rector.
5. After conducting the competition procedure, the competition committee appointed by the rector recommends the candidate or candidates for the head of the department to the rector.

§ 86

1. The rector appoints vice-dean at the request of the dean or the dean of the branch.
2. The rector shall dismiss the vice dean, director of institute or head of the department, head of the clinical department at the request of the dean or the dean of the branch.
3. The rector may dismiss the vice dean, director of institute or head of the department, head of the clinical department also on his own initiative, after consultation with the dean or the dean of the branch.

§ 87

1. The deputy directors of institute and deputy heads of the department shall be appointed and dismissed by the rector on a proposal from the director of institute or the head of department after consultation with the dean or the dean of the branch.
2. The rector may dismiss deputy director of the institute or deputy head of the department also on his own initiative after consultation with the director of the institute, the chairman of the department and the competent dean or the dean of the branch.

Vice rector

§ 88

1. The rector shall manage the University with the assistance of a maximum 5 vice rectors, including:
 - 1) vice rector responsible for science,
 - 2) vice rector responsible for student and doctoral affairs and education affairs,
 - 3) vice rector responsible for medical affairs.
2. A vice rector must be an academic teacher who is a professor or professor of the University. The vice rector's function may be performed only on the condition of employment with the University as the basic workplace.
3. The appointment of a vice rector responsible for student and doctoral affairs shall be agreed upon with the student self-government and the doctoral student self-government respectively. The rector shall present the candidate for the vice rector to the student self-government and the doctoral student self-government. The absence of a position of student self-government or doctoral student self-government in respect of a candidate within seven days shall be considered as consent to his appointment.

§ 89

1. The vice rector shall be authorised to deal with matters on behalf of the rector within the scope determined by him, in particular to issue administrative decisions, regulations and certificates under his authority, to certify the conformity of copies of documents presented by a party for the purposes of conducting proceedings with the original and to issue other documents or perform specific activities.
2. When appointing a vice rector, the rector shall indicate the scope of his competence.

§ 90

During the absence of the vice rector, the rector shall entrust the powers and duties to another vice rector or another designated person by way of a written power of attorney.

Dean and vice deans

§ 91

1. The dean of a faculty runs the faculty and represents it outside.
2. The dean of a faculty must be an academic teacher holding a degree or an academic degree of doktor habilitowany.
3. The dean manages the faculty with the help of vice deans, whose number is determined with the rector, including the vice dean for education affairs.
4. The scope of the vice deans' duties shall be determined by the dean.
5. The vice dean must be an academic teacher who holds at least the academic degree of doctor.

§ 92

1. The dean's consultative body is the faculty council.
2. The faculty board shall comprise the dean as its chairman, vice deans, directors of institutes, department managers, vice directors of institutes and vice directors of departments, heads of units, heads of clinical departments, heads of other organisational units which are part of the faculty, a representative of student self-government and a representative of staff other than academic staff designated by the dean.
3. The board's task is to express an opinion on matters referred to it for consideration by the dean.

§ 93

The dean of a faculty may issue orders within the scope of specific competences.

§ 94

1. The dean of the branch manages the branch and represents it outside.
2. The dean of the branch may be an academic teacher holding at least the academic degree of doctor.
3. The dean shall manage the branch with the assistance of a maximum of 2 vice deans, including the vice dean for education.
4. The scope of the vice deans' duties shall be determined by the dean of the branch.
5. The vice dean of the branch must be an academic teacher who holds at least the academic degree of doctor.

§ 95

1. The consultative body of the dean of the branch is the branch board.
2. The branch board shall comprise the dean of the branch as its chairman, vice deans, vice directors of institutes and vice heads of departments responsible for education, representing the disciplines to which the fields of study pursued in the branch are allocated, heads of units, heads of clinical departments, heads of other organisational units which are part of the branch, a representative of student self-government and a representative of employees who are not academic staff designated by the dean of the branch.
3. The task of the branch council is to express opinions on matters referred to it for consideration by the dean of the branch.

§ 96

The dean of the branch may issue orders within the scope of specific competences.

Director of institute

§ 97

1. Director of institute shall manage the institute and represent it externally.
2. A director of institute must be an academic teacher holding a scientific title or the academic degree of habilitated doctor.

3. A director of institute shall manage the institute with the assistance of deputies, a number of whom shall be agreed with the rector, including the vice rector for education. The director of institute shall appoint a coordinator from among the deputy coordinators responsible for organising the training in the disciplines assigned to the institute.
4. A director of institute shall define the terms of reference of his deputies.
5. A vice director of institute must be an academic staff member holding at least the academic degree of doctor.

Head of department

§ 98

1. Head of department manages the department and represents it externally.
2. A department must be headed by an academic teacher holding an academic title or an academic degree of habilitated doctor.
3. Head of department shall manage the department with the assistance of deputies, in a number to be agreed with the rector, including the deputy for education. Head of department shall indicate, from among the deputies of the coordinator responsible for organising education on the fields assigned to the discipline attributed to the department.
4. The duties of the deputies shall be defined by the head of department.
5. The deputy head of department must be an academic teacher holding at least the academic degree of doctor.
6. The department council is an advisory body for the head of department.
7. The department council consists of: head of the department and his deputies, and heads of the units.
8. (repealed)
9. (repealed)
10. (repealed)
11. (repealed)
12. (repealed)

Chancellor

§ 99

1. The Chancellor manages the administration of the University within the scope not covered by the competence of the rector, vice rectors and other persons performing managerial functions. In the event of the appointment of a vice rector in charge of administrative and financial affairs, he shall be the chancellor.
2. The chancellor shall manage the administration of the University with the assistance of no more than 3 deputies.
3. The number and scope of duties of deputy chancellors shall be determined by the chancellor after prior consultation with the rector.
4. Deputy chancellors shall be appointed and dismissed by the rector at the request of the chancellor.

5. The rector may dismiss the deputy chancellor also on his own initiative after consulting the chancellor.

Chapter VI

Elections at the University

General provisions

§ 100

Unless otherwise provided in the specific provisions of the Statutes, the principles set out in this chapter shall apply in the elections for:

- 1) University bodies:
 - a) rector,
 - b) University council,
 - c) Senate,
 - d) science council of institute;
- 2) board of electors.

§ 101

1. The right to vote shall be vested in academic staff, non-academic staff and students and doctoral students respectively.
2. Unless otherwise provided in the applicable law, the right to stand for election shall apply accordingly to academic staff employed at the University as the place of their primary employment who are under 67 years of age by the date of the commencement of their term of office, non-academic staff employed at the University on a full-time basis, students and doctoral students.

§ 102

The procedure for election to the Senate and to the board of electors for students and doctoral students, as well as the duration of their membership in the Senate and the board of electors, shall be laid down in the student self-government regulations and the doctoral student self-government regulations respectively.

§ 103

1. Elections conducted at the University shall be held in accordance with the following rules:
 - 1) all elections are secret ballots;
 - 2) each voter has 1 vote, which can only be cast in person during the voting;
 - 3) the voting shall be made on voting cards, the specimen of which shall be established by the University Election Committee and stamped with the seal of the competent Election Committee;

- 4) the act of voting may be effected with the use of electronic devices protected against unauthorized influence on the voting result. In order to issue a voting device to a person entitled to vote, it must be noted on the attendance list in a manner that makes it impossible to identify the voter from a given device;
 - 5) candidates' surnames and forenames shall be placed on a list and on a ballot paper in alphabetical order;
 - 6) a member of the academic community shall exercise the right to vote in a specific election in only one organizational unit and only in one group of the academic community;
 - 7) the election of representatives to the collective bodies and to the board of electors shall take place within the group from among its members;
 - 8) the voting must not be interrupted; if due to extraordinary events the voting is temporarily prevented, the competent election Committee may order its interruption, extension or postponement until the following day; a resolution of the competent election Committee in this matter should be immediately made public;
 - 9) every voter shall have the right to submit such number of candidates as is to be elected in the vote in which he participates, unless a provision of the Statutes provides otherwise;
 - 10) placing the candidate's name on the list of candidates requires his prior written consent to stand as a candidate in the given elections, to take up the function in a body or to become a member of a collective body or a board of electors;
 - 11) notification of the persons entitled to participate in a vote on the place and time of voting shall be made no later than seven days before the election date in the manner customary at the University.
2. If the end of the period for the performance of an activity laid down in the Act, the Statutes or the election calendar falls on a Saturday or a public holiday, the period shall expire on the first working day after that day.

§ 104

If it arises from the applicable law or the Statutes, the candidate attaches to the consent to stand as a candidate a statement on the fulfilment of requirements for taking up the function or for obtaining membership in a body or a board of electors. The form of the declaration shall be determined by the University Election Committee, except for the lustration declaration, which shall be submitted in accordance with the legislation in force.

§ 105

1. The arrangements and distribution of seats to the Senate and the electoral college shall be made in proportion to the number of passive voters according to the employment status as of January 31 in the last year of their term of office.
2. Passive voting rights are determined on the day of submitting the candidate's application.
3. Active voting rights are determined on the day preceding the voting.
4. The provisions of (1)-(3) shall apply mutatis mutandi to the elections of scientific councils of institutes.

§ 106

If an absolute majority of votes is required to adopt a resolution, then an absolute majority shall mean obtaining more than half of the validly cast votes of the persons participating in the vote, i.e. the sum of valid votes "for" adopting the resolution must be greater than the total of votes "against" and "abstaining".

§ 107

1. The term of office at the University is 4 years.
2. Unless the applicable law provides otherwise, the terms of office of the board of electors, the rector, the Senate and the science council of institute shall commence in the same year, as follows:
 - 1) for the board of electors - on 7 March;
 - 2) for the rector and the Senate - on 1 September;
 - 3) for science council of institute, on 31 October.
3. The term of office of the University Council shall commence on 1 January of the year following the year in which the term of office of the Senate commenced.

§ 107a

1. The functions of the dean, the dean of the branch, institute director, and head of the department are functions with term limits.
2. The term of office of the dean, the dean of the branch, institute director, head of department and the term of office of the faculty council, branch council and department council shall be 4 years.
3. Unless the Act provides otherwise, the term of office of the dean, the dean of the branch, director of the institute, head of department, faculty council, branch council, department council begins in the same year, whereby:
 - 1) for the dean / dean of the branch - on October 15;
 - 2) for the director of the institute - on November 15;
 - 3) for the head of the department - on October 31;
 - 4) for the faculty / branch council - on September 30;
 - 5) for the department council — on October 31.
4. Until the appointment of the dean, the dean of the branch, director of the institute, head of the department for the new term of office, the duties of the dean, the dean of the branch, director of the institute, and head of the department are performed by persons appointed to these positions in the previous term of office.

§ 108

1. Elections at the University are administered by rector.
2. When ordering elections, the rector shall set the date for the appointment of appropriate election Committees and shall set the dates for the conduct of electoral activities, taking into account sections 3-5.
3. The board of electors shall be elected by 7 March in the last year of the current term of office.

4. The rector shall be elected no later than by August 31 in the last year of the expiring term of office.
5. The Senate shall be elected no later than by August 31 in the last year of the expiring term of office.
6. Members of the science council of institute shall be elected, and the council appointed by 15 October in the last year of the expiring term of office.
7. A detailed calendar of electoral activities shall be established by the competent Election Committee, which shall determine the date, place and time of the elections.
8. If necessary, supplementary elections shall be held within the time limit indicated by the rector, and with respect to the rector within the time limit indicated by the University Election Committee.

Election Committees

§ 109

1. Elections of the rector, the collective bodies of the University and the board of electors shall be organised and conducted by: the University Election Committee and district election Committees.
2. Election Committees shall be set up for the period until the holding of the next election at the University.
3. A member of the Election Committee who is entered on the list of candidates for elections conducted by the Committee shall forfeit his mandate in the Committee.
4. The mandate of a member of the Election Committee shall expire upon termination of employment at the University or losing the status of a student or doctoral student of the University, death, resignation from mandate, or granting of leave for more than one year. The expiration of the mandate shall be confirmed by the chairman of the Senate.
5. For important reasons, a member of the election Committee may be dismissed in the manner appropriate for his appointment.
6. In justified cases, the composition of the election Committee shall be supplemented in the mode analogous to its appointment.
7. Election Committees shall remain in operation until new Committees have been set up.

§ 110

1. The competent election committee shall draw up a report on the course of electoral activities, which shall include in particular:
 - 1) the place and time of the start and end of the elections;
 - 2) the number of persons entitled to vote;
 - 3) the number of persons to whom voting cards have been issued;
 - 4) the total number of all votes cast, i.e. the cards thrown into the ballot box by the entitled persons together with an indication of:
 - a) the number of valid votes,
 - b) the number of invalid votes,
 - c) the number of valid votes cast for each candidate,
 - d) the number of unused voting cards,

- e) the determination of the election results;
 - 5) decisions of the competent election committee and other important circumstances related to the course of voting;
 - 6) any allegations concerning the course of voting made by persons participating in the voting and members of the competent election committee.
2. The minutes of the course of electoral activities concerning voting shall be signed by the members of the competent election committee present at its preparation.
 3. In the event of voting by electronic means, the provisions of section 1 shall apply accordingly.

University Election Committee

§ 111

1. In January of the last year of its term of office, the Senate appoints the University Election Committee.
2. The University Election Committee shall consist of 11 members, including:
 - 1) 8 academic teachers;
 - 2) 1 non-academic University employee;
 - 3) 1 doctoral student;
 - 4) 1 student.
3. The members of the University Election Committee are elected by the Senate from among the candidates proposed by the Rector and the members of the Senate.
4. Members of the University Election Committee, from among persons being students and doctoral students, shall be elected by the Senate from among candidates proposed by the student self-government and the doctoral student self-government respectively.
5. Candidates for members of the University Election Committee shall be proposed no later than the end of November of the year preceding the election year.

§ 112

1. The first meeting of the University Election Committee shall be convened by the rector.
2. At its first meeting, the University Election Committee shall elect its chairman, his deputy and secretary by secret ballot by a simple majority of the votes cast.
3. Resolutions of the University Election Committee shall be adopted by a simple majority of votes in the presence of at least half of its members, including its chairman or deputy.
4. Chairman of the University Election Committee:
 - 1) convenes and chairs the meetings of that committee;
 - 2) represents the committee outside;
 - 3) signs the act of electing the rector.
5. The chairman of the University Election Committee shall also perform other activities falling within his competence as provided for by law and the Statutes.
6. During the term of office of the University bodies, the Senate shall supplement the composition of the University Election Committee, if necessary.

§ 113

1. The University Election Committee is responsible for:
 - 1) the organisation and conduct of elections of:
 - a) rector,
 - b) University Council,
 - c) representatives to the board of electors of the University and the Senate from among academic staff employed in inter-faculty and extra-faculty bodies as well as non-academic staff,
 - d) representatives to the board of electors of the University and the Senate in bodies without election Committees;
 - 2) establishing and communicating to the academic community a detailed calendar of electoral activities, and in particular:
 - a) the deadline for the submission of candidates,
 - b) the date of individual votes;
 - 3) the distribution of seats in the elections to the Senate and the board of electors for individual districts;
 - 4) placing on the lists of names of candidates for the University authorities and the board of electors, the election for which is held by the Committee, and announcing these lists to the voters at least 7 days before the voting date;
 - 5) determining the model of voting cards for the election of the rector;
 - 6) determining the model of voting cards for elections to the collective bodies of the University and for elections to the board of electors;
 - 7) establishing the results of elections held by the Committee and communicating them to the academic community;
 - 8) declaring the election of the members of the board of electors of the University and the Senate;
 - 9) drawing up minutes of electoral activities conducted by the committee;
 - 10) binding interpretation of the provisions on elections in the Statutes;
 - 11) supervising the activities of the district Election Committees;
 - 12) supervising the proper conduct of elections, including those conducted by board of electors, and invalidating elections if they are found to have been conducted improperly;
 - 13) collection and preservation of electoral documentation.
2. For a group of professors and professors of the University, the following districts are established: faculty, branch, inter-faculty and extra-faculty bodies. The number of mandates in individual districts shall be proportional to the number of professors and professors of the University employed in such districts.
3. For the group of academic staff employed in positions other than those referred to in section 2, the electoral district are: a faculty, a branch and inter-faculty bodies. The number of mandates in individual districts shall be proportional to the number of academic staff employed in those districts.
4. For a group of students, a faculty and a branch constitute a district.
5. For doctoral students, the electoral district is a doctoral school.
6. For non-academic employees, the University shall constitute a district.

7. If the calculation for the allocation of mandates does not result in a whole number, the relevant rounding of the number shall be carried out:
 - 1) up to a whole number if the result after the decimal point is 0.5% and more than 0.5%;
 - 2) down to a whole number if the result after the decimal point is less than 0.5%.
8. If a whole number cannot be determined through rounding, the percentage indicator for the number of mandates shall be reduced accordingly.

§ 114

In the event of reasonable doubt about the proper operation of the district Election Committee, the University Election Committee may dissolve or suspend a district election Committee by a 3/5 majority of its members. In such a case, the activities of the district election Committee are carried out by the University Election Committee.

§ 115

1. The University Election Committee shall resolve any doubts arising from the application of the provisions of applicable law and the Statutes relating to elections.
2. The University Election Committee may instruct another election Committee to carry out election-related activities to a certain extent.

§ 116

In matters relating to elections not specifically regulated by law or the Statutes, the University Election Committee shall decide by resolution. The decisions of the University Election Committee are final.

District Election Committee

§ 117

1. The District Election Committee shall be appointed by the rector.
2. The District Election Committee is composed of representatives of the electoral district, which may include: a faculty, a branch, another body of the University.
3. The District Election Committee is composed of:
 - 1) 4 academic staff members from a given electoral district;
 - 2) a student from a given electoral district submitted by a student self-government body;
 - 3) a doctoral student registered by the doctoral student self-government body if a given district includes a faculty or a doctoral school;
 - 4) a representative of non-academic staff from the electoral area concerned.
4. The first meeting of the District Election Committee shall be convened by the dean of a faculty, the dean of the branch, the director of doctoral school or the rector in relation to another body of the University.
5. Members of the Regional Election Committee, from among persons being students and doctoral students, shall be appointed by the rector from among candidates proposed by the student self-government and the doctoral student self-government respectively.
6. At its first meeting, the District Electoral Committee shall elect its chairman, his deputy and secretary by secret ballot by a simple majority of the votes cast.

7. The provisions of § 112(4)(1-2) of the Statutes shall apply accordingly to the chairman of the District Election Committee.
8. During the term of office of the University authorities, the composition of the District Election Committee shall be supplemented in accordance with the procedure and principles laid down in sections 1 to 3.
9. The provisions of the University Election Committee shall apply mutatis mutandis to matters concerning the District Election Committee.
10. The expiration of the mandate of a member of the District Election Committee shall be confirmed by a rector.

§ 118

The District Election Committee is responsible for:

- 1) the organisation and holding of elections in the competent district of:
 - a) representatives of employees of the district in the elections to the Senate and the board of electors;
 - b) representatives of science council of institute;
- 2) establishing and notifying voters of the calendar of electoral activities, in particular:
 - a) establishing the number of members of the science council of institute for a given term of office and the distribution of mandates in the council,
 - b) the deadline for nominating candidates for the University bodies and the board of electors for which the committee conducts the election,
 - c) the date and place of each vote;
- 3) placing on the lists of names of candidates for the University authorities and the board of electors, the election for which is held by the committee, and announcing these lists to the voters at least 7 days before the voting date;
- 4) establishing and confirming the results of elections held by the Committee and communicating them to the academic community;
- 5) preparing a report on the electoral activities conducted by it;
- 6) supervision over the correct course of elections;
- 7) collecting and securing election documentation;
- 8) carrying out election activities ordered by the University Election Committee.

Electoral protests

§ 119

1. Any election at the University may be objected to for violation of a law or Statutes if the election results are affected by such violation.
2. Any voter who was entitled to participate in a given ballot may protest against the election.
3. The right to lodge a protest is also available to candidate submitters and candidates.
4. The protest shall be lodged in writing with the competent election Committee on the day of the elections or until 3:00 p.m. of the following day.
5. The submitter of the protest should formulate the allegations in the protest and present or indicate the evidence on which his allegations are based.

6. The place of accepting protests shall be determined by a separate resolution of the competent election Committee.
7. The protest shall be examined by the competent election Committee without delay.
8. Consideration of an election protest leads to its dismissal or acceptance.
9. If a protest is upheld, the election Committee shall adopt an appropriate resolution declaring the election or the election of a particular person invalid. At the same time, it decides to hold elections again or to undertake certain electoral activities, indicating at the same time which activities are to be repeated by the election Committee. A resolution of the election Committee should contain findings as to the legitimacy of protest allegations, and in case of confirming the legitimacy of allegations - an assessment of whether the violation of regulations had an impact on the election result.
10. If the protest is not accepted, it shall be rejected.
11. A protest lodged with a delay or by an unauthorized person shall be rejected.
12. It is inadmissible to reinstate the time limit for lodging a protest.
13. The decision of the committee responsible shall be final.
14. If the competent Election Committee decides to annul the elections in question, new elections shall be held in accordance with the rules and procedures laid down in the Statutes and by law.

Elections of the University Council

§ 120

A person who fulfils the requirements laid down in Art. 20, section 1 of the act, who is not a body of the University or another university, who is not a member of the board of another university or who is not employed in public administration may become a member of the University Council, hereinafter referred to as the Council.

§ 121

1. Candidates for members of the Council shall be proposed by the Council Election Board, hereinafter referred to as the Board, appointed by the rector.
2. The Board is composed of 9 persons representing all the groups of the academic community represented in the Senate:
 - 1) 4 academic staff holding a scientific title or scientific title of habilitated doctor, for whom the University is the place of their primary employment;
 - 2) 2 other academic staff for whom the University is the primary place of employment;
 - 3) 1 representative of student self-government;
 - 4) 1 representative of doctoral student self-government;
 - 5) 1 representative of non-academic staff.
3. The chairman of the Board shall be appointed by the rector from among the persons referred to in section 2 item 1.

§ 122

1. The chairman of the Board shall convene and chair its meetings.
2. At its first meeting, the Board shall establish a schedule of work, which shall be

immediately communicated to the University community.

3. Written minutes documenting the proceedings of the meeting of the Board shall be drawn up.
4. A meeting of the Board may be attended by persons, including experts, invited by the chairman.

§ 123

1. The Board shall propose to the Senate candidates for members of the Board in the number of at least 6 persons, subject to the provisions of § 39 item 2 of the Statutes.
2. The Board conducts interviews with persons it intends to propose as candidates for members of the Council.
3. The Board makes a decision on proposing to the Senate a given candidate for a member of the Council in a secret ballot, by an absolute majority of votes, in the presence of at least 3/4 of the statutory membership of the Board.

§ 124

1. The Board presents the Senate with candidates for members of the Council from among the persons proposed by:
 - 1) at least 10 members of the Senate;
 - 2) rector.
2. The persons referred to in section 1 shall submit no more than 3 persons to the list of candidates from among the members of the University community and no more than 3 persons to the list of candidates from outside the University community.
3. An authorized person may give support to candidates who are on only one list from among the members of the University community and only one list from among the candidates from outside the University community.
4. Applications shall be submitted in writing, together with a justification, in accordance with the model set out by the Board.
5. Candidates shall be notified to the chairman of the Board at a date and place determined by the Board in the schedule referred to in § 122 section 2 of the Statutes. Applications shall be submitted in sealed envelopes with an annotation: "Candidates for members of the Council of Jan Kochanowski University of Kielce" or "Candidate for member of the Council of Jan Kochanowski University of Kielce".
6. The application referred to in section 5 should be accompanied by a statement of the candidate on his consent to be a candidate for the position of a member of the Council according to the template defined by the Board.
7. Together with the declaration of consent referred to in (6), the candidate shall submit a lustration declaration pursuant to Art. 7(1) of the Act of 18 October 2006 - on the disclosure of information on documents of the State security authorities from the years 1944-1990 and the content of such documents or information referred to in Art. 7(3a) of this Act and up-to-date information from the National Criminal Register.
8. The declaration and information from the National Criminal Register referred to in section 7 should be attached to the notification in a closed envelope with an annotation: "Lustration declaration and information from the National Criminal Register of the candidate for

member of the Council of the Jan Kochanowski University of Kielce".

9. The Board shall check the correctness of the Candidates' applications. In the absence of formal application, the list or the candidate shall be rejected as appropriate.

§ 125

1. The Senate shall appoint the Council in a secret ballot by a simple majority of votes, with at least two thirds of the Senate present. 3 candidates from a given list who received the highest number of votes become members of the Council; however, the condition for election is that the candidate receives at least 30% of the statutory number of Senate members' votes.
2. If 2 or more candidates on a given list obtain the same number of votes in favour of their appointment to a qualifying place, a second ballot shall be held with the participation of those candidates. In the repeated voting referred to in the previous sentence, the candidate who received a greater number of votes shall become a member of the Council.
3. If at least 30% of votes are not obtained by the required number of candidates from a given list of candidates, a new vote on the candidates from the list of vacant seats in the Council shall be ordered.

§ 126

1. If the full composition of the Council is not revealed in the manner specified in § 125, the actions with regard to vacant mandates in the Council shall be repeated.
2. When presenting a candidate for a member of the Council again, the eligible persons referred to in § 124 section 1 of the Statutes may propose no more than one candidate for an unfilled mandate from among the members of the University community and from among the candidates from outside the University community. No candidacy may be submitted by persons participating in the Senate voting referred to in § 125 of the Statutes.

§ 127

1. The candidate for chairman of the Council shall be designated by the Rector from among the appointed members from outside the University community.
2. The chairman of the Council shall be elected by the Senate by an absolute majority of validly cast votes in the presence of at least half of the statutory membership.

§ 128

Election of members of the University Council is conducted by the University Election Committee, which determines the form of voting cards.

§ 129

A joint vote consists in simultaneous casting of votes for candidates included in one list. In the event of a combined vote, a person entitled to vote may cast no more votes for the candidates on the list in question than the number of seats to be filled.

§ 130

The validity of the election of the Council and its chairman shall be confirmed by the chairman

of the Senate.

§ 131

1. At the Senate meeting, during which members of the Council and its chairman are elected, the candidacies of individual persons are presented in alphabetical order before the vote.
2. Candidates for members of the Council may participate in the Senate meeting and may make self-presentation. The time of self-presentation cannot be longer than 5 minutes.

§ 132

1. Membership in the Council shall expire in the cases specified in Art. 20(4) of the Act or in the cases specified in Art. 20(1) of the act.
2. If the chairman of the University Student Self-Government Council terminates his term of office before the end of the Council's term of office, his membership shall expire. The new chairman of the University Student Self-Government Council shall become a member of the Council upon its election pursuant to separate regulations.
3. The expiration of membership in the Council shall be determined by the chairman of the Senate.
4. If the membership in the Council expires before the end of the term, subject to section 2, the Senate shall immediately appoint a new member for the period until the end of the term.
5. At the request of the rector or at least 10 members of the Senate, the Senate may dismiss a member of the University Council:
 - 1) in the event that the member of the University Council acts to the detriment of the University;
 - 2) or in the event of a gross violation of the duties of a member of the University Council.
6. In the case referred to in section 5, the Senate shall dismiss a member of the University Council by an absolute majority of validly cast votes in the presence of at least two thirds of the statutory composition of the Senate.

Election of the board of electors

§ 133

The board of electors shall elect the Rector.

§ 134

1. The board of electors of the University is the representation of all groups of the University community.
2. The board of electors of the University has 100 members.
3. The board of electors of the University comprises:
 - 1) 51 professors and professors of the University employed at the University as the place of primary employment, which shall constitute 51% of the composition of the board, including from the individual faculties, branches and extra-faculty departments, and including inter-faculty and extra-faculty bodies in the number determined before the elections for the new term of office by the University Election Committee, in proportion

to the number of persons referred to in this section who are employed in these organisational units of the University and who have the right to stand for voting;

- 2) 21 academic staff employed in positions other than those referred to in section 3 item 1, which constitutes 21% of the composition of the board, including from individual faculties, branches and extra-faculty departments, and including from inter-faculty and extra-faculty bodies, in the number determined before the elections for the new term by the University Election Committee, in proportion to the number of persons referred to in this point, who are employed in those organisational units of the University and who have the right to stand for election;
 - 3) 20 students and doctoral students, which accounts for 20% of the board's membership;
 - 4) 8 other non-academic staff employed full-time, i.e. 8% of the total number of members of the board.
4. A change in the scientific status of a member of the board of electors during a term of office shall not result in the expiry of the mandate in a given group and shall not require adjustment of the number of board members representing particular groups of academic staff.

§ 135

A member of the board of electors may be a person who meets the requirements set out in Art. 20(1) points 1-5, 7 of the Act and in the Statutes.

§ 136

1. Each member of the University community may submit a candidate to the board of electors. Applications shall be made in writing to the appropriate election Committee of the University.
2. A candidate who has received more than half of the validly cast votes shall become a member of the board of electors.
3. If in the first ballot all the representatives of the board of electors in a given electoral district have not been elected, the unelected candidates who received the highest number of votes in the first ballot shall pass to the next ballot. The candidates shall pass in a number not higher than the equivalent of twice the number of vacant seats. If several candidates obtain the same number of votes, the election committee shall increase the number of candidates passing to the next round accordingly.
4. Where the number of candidates obtaining more than half of the valid votes exceeds the number of mandates to be filled, the candidates with the highest number of votes in turn shall be elected.

§ 137

Membership of the board of electors may not be combined with the function of a body of the University or another university, membership of the board of another University or employment in public administration.

§ 138

1. The mandate in the board of electors shall expire in the event of:

- 1) ceasing to comply with the requirements set forth in the Act or the Statutes;
 - 2) death;
 - 3) resignation from mandate;
 - 4) termination or expiration of the employment relationship;
 - 5) a doctoral student ceasing to be a doctoral student at the University;
 - 6) a student ceasing to be a student at the University;
 - 7) the person holding the mandate, excluding the person holding the function of rector, losing the right to stand for election;
 - 8) the person having been granted leave for a period longer than one year.
2. The end of the term of office of a member of the board of electors shall be declared by its chairman, and the expiration of the mandate of a chairman of a board of electors shall be declared by the chairman of the University Election Committee.

§ 139

The duration of membership of the board of electors for students and doctoral students shall be laid down in the student self-government regulations and the doctoral student self-government regulations respectively.

§ 140

1. Electors shall be elected in the appropriate electoral districts. Elections are conducted by the district election Committees or the University election Committee.
2. Electors shall be chosen from among doctoral students in accordance with the provisions of the doctoral student self-government regulations.
3. Electors shall be chosen from among students in accordance with the provisions of the student self-government regulations.

§ 141

1. At its first meeting, the board of electors shall elect the chairman of the board of electors.
2. The chairman of the board of electors shall be elected from among the persons referred to in § 134 section 3 item 1 in a secret ballot by an absolute majority of validly cast votes in the presence of at least 2/3 of the statutory membership of the board of electors.
3. The chairman of the board of electors:
 - 1) shall notify the minister responsible for higher education of the results of the elections for the position of rector;
 - 2) declares that the rector has been elected;
 - 3) confirms the expiration of the rector's mandate;
 - 4) opens an election meeting to hold elections for the office of rector, and then hands over the presidency of that meeting to the chairman of the University Election Committee;
 - 5) convenes and presides over meetings of the board of electors.
4. The first meeting of the board of electors of a new term of office shall be convened by the rector.
5. The board of electors adopts resolutions by a simple majority of votes in the presence of at least half of the statutory number of members, unless the act or the Statutes provide otherwise.

Election of rector

§ 142

Rector must be a person who fulfils the requirements laid down in Art. 20, section 1, item 1 to 6 of the Act, holds at least the academic degree of habilitated doctor and has not reached the age of 67 by the date of commencement of the term of office.

§ 143

Rector must not be a person who is the founder of a non-public university or who performs the function of a single-person authority or a managerial function in another university.

§ 144

The same person may be rector for no more than two consecutive terms.

§ 145

If the candidate for the position of rector is a person who is an academic teacher not employed at the University as the principal place of work, that person shall be placed on the list of candidates upon written declaration by the person concerned that in the event of his election to the post of rector, the University shall constitute his principal place of work.

§ 146

1. The entities authorised to nominate candidates for the position of rector are:
 - 1) The University Council;
 - 2) at least 15 members of the Senate;
 - 3) at least 50 academic staff members for whom the University is the primary employment location or non-academic staff members employed on a full-time basis.
2. Opinions must be obtained with regard to candidates for the position of rector.
3. The entities referred to in section 1 item 2 and item 3 shall each nominate one candidate for rector.
4. A member of the Senate and the employees referred to in section 1 item 3 may support only one candidate for the rector.
5. Applications shall be submitted in writing, together with a justification, in accordance with the model set out by the University Election Committee.
6. Candidates for the rector shall be reported to the University Election Committee at the date and place determined by the Committee in the election calendar. Applications shall be submitted in sealed envelopes with an annotation: "Candidate for the rector of Jan Kochanowski University of Kielce".
7. The application referred to in section 6 should be accompanied by a statement of the candidate on his consent to be a candidate for the position of rector, according to the template defined by the University Election Committee.
8. Together with the declaration of consent referred to in (7), the candidate shall submit a lustration declaration pursuant to Art. 7(1) of the Act of 18 October 2006 - on the disclosure of information on documents of the State security authorities from the years 1944-1990 and

the content of such documents or information referred to in Art. 7(3a) of this Act and up-to-date information from the National Criminal Register.

9. The declaration and information from the National Criminal Register referred to in section 8 should be attached to the notification in a closed envelope with an annotation: "Lustration declaration and information from the National Criminal Register of the candidate for rector of the Jan Kochanowski University of Kielce".
10. The University Election Committee checks the correctness of the applications. In the event of formal defects, the application of a candidate shall be rejected without a request for correction.
11. The University Election Committee communicates the list of candidates to the University community in alphabetical order no later than 7 days before the election meeting.

§ 147

1. The electoral meeting of the board of electors at which the rector is to be elected shall be attended by the University Election Committee conducting electoral activities.
2. Candidates for the rector may participate in the electoral meeting of the board of electors. Candidates for the rector may make self-presentation.

§ 148

The University Election Board may, on such terms and conditions as it may determine, hold, at such time and place as it may determine, a debate between the electors, with participation of the electors and other representatives of the University community.

§ 149

The rector shall be elected by an absolute majority of votes cast in the presence of at least two thirds of the statutory membership of the board of electors.

§ 150

1. If none of the candidates has obtained the required majority of votes, a new vote shall be held after the first vote with the participation of the 2 candidates who obtained the highest number of votes.
2. If more than 2 candidates obtain the same number of votes, the University Election Committee shall increase the number of candidates passing to the next round accordingly.
3. The third ballot may be held at a different time, not later than 7 days from the date of the first election meeting. The postponement of the voting date and the manner of such postponement shall be decided by the chairman of the University Election Committee, after hearing the position of the candidates and of the chairman of the board of electors.
4. If, in the vote referred to in section 4, none of the candidates has obtained the required majority of votes or if only one candidate who has not obtained the required majority of votes has joined the elections in the next vote, within 14 days of the date of the election meeting, the eligible entities shall indicate new candidates and actions for the election of the rector shall be carried out from the beginning.

5. Should the rector not be elected despite the application of the procedure laid down in section 4, the procedure for the holding of elections for the functions of the rector shall be repeated.

§ 151

The term of office of the rector of the University shall expire in the event of:

- 1) ceasing to comply with the requirements set forth in the Act or the Statutes;
- 2) death;
- 3) resignation from the function;
- 4) dismissal from the function.

§ 152

The Rector may be dismissed pursuant to the rules laid down in the Act.

Senate elections

§ 153

A member of the Senate may be a person who meets the requirements set out in Art. 20, section 1, item 1 to 5 and item 7 of the Act and the Statutes.

§ 154

Any member of the University community may submit a candidate to the Senate. Applications shall be made in writing to the appropriate election Committee of the University.

§ 155

The same person may be a member of Senate for no more than two consecutive terms.

§ 156

1. The members of Senate referred to in § 46, section 1, item 2, and item 3 shall be elected at meetings of academic staff organised by district election committees.
2. The selection of Senate members from among academic staff for whom the electoral district is made up of inter-faculty bodies is made at meetings organized by the University Election Committee.
3. Members of the Senate shall be selected from among doctoral students in accordance with the provisions of the doctoral student self-government regulations.
4. Members shall be chosen from among students in accordance with the provisions of the student self-government regulations.
5. Senate members shall be elected from non-academic staff at meetings organized by the University Election Committee.

§ 157

In elections to the Senate, persons belonging to the groups specified in § 46 section 1, item 2, item 3 and item 4 shall elect members of the Senate from among themselves.

§ 158

1. A candidate who has received more than half of the valid votes cast is elected to the Senate.
2. If in the first ballot all the representatives of the Senate in a given electoral district have not been elected, the unelected candidates who received the highest number of votes in the first ballot shall pass to the next ballot. The candidates shall pass in a number equivalent to twice the number of vacant seats. If several candidates obtain the same number of votes, the election committee shall increase the number of candidates passing to the next round accordingly.
3. Where the number of candidates obtaining more than half of the valid votes exceeds the number of mandates to be filled, the candidates with the highest number of votes in turn shall be elected.

§ 159

1. The term of office of a member of the Senate shall expire in the event of:
 - 1) ceasing to comply with the requirements set forth in the Act or the Statutes;
 - 2) death;
 - 3) resignation from the mandate;
 - 4) termination or expiration of employment relationship;
 - 5) a doctoral student ceasing to be a doctoral student at the University;
 - 6) a student ceasing to be a student at the University;
 - 7) a person holding a mandate, excluding the person holding the function of rector, losing the right to stand for election;
 - 8) a person being granted leave for more than one year.
2. The expiration of the mandate of the member of Senate shall be confirmed by the chairman of the Senate.
3. A change in the scientific status of a member of the Senate during a term of office shall not result in the expiry of the mandate in a given group and shall not require adjustment of the number of members representing particular groups of academic staff.

§ 160

The duration of membership of the Senate for students and doctoral students shall be laid down in the student self-government regulations and the doctoral student self-government regulations respectively.

Establishment of a science council of institute

§ 161

1. A member of a science council of institute must be an academic staff member meeting the requirements of the act as regards membership in the University body, employed at the University as the place of primary employment, holding at least the academic degree of doctor, who, in his declaration on the field and discipline represented, has indicated at least 50% of the discipline or disciplines covered by the scope of activity of this council.
2. If the academic staff member indicated in his statement that he represents 2 disciplines with 50% share each, he may be a member of only one council.

3. In the case referred to in section 2, an academic staff member may be a member of the council indicated in the declaration. The specimen of the declaration shall be specified by the rector.

§ 162

1. The science council of the institute comprises:
 - 1) all employed academic staff members from the group of research and research and teaching staff holding the title of professor or the academic degree of habilitated doctor who provided their declaration about the assignment to the scientific discipline conducted at the institute;
 - 2) director of the institute, as its chairman, provided that he meets the requirements referred to in Art. 20(1) points 1-7 and (4) of the act. If the director of institute does not meet the statutory requirements for a member of the body, the chairman of the science council of institute shall be elected by the board from among the academic staff referred to in point 1. The election shall take place in a secret ballot;
 - 3) other selected academics employed in research or research and teaching positions holding the academic degree of doctor, representing a given scientific discipline who provided their declaration about the assignment to the scientific discipline conducted at the institute. The number of mandates for members of the science council of institute in this group shall be set at 20% of the total number of members of the science council of institute referred to in point 1.
- 1a. If, in the group of academic teachers employed in research or research and teaching positions, the number of candidates for the institute's scientific council is equal to or less than the number of mandates to be filled, no elections are held. To the institute's scientific council the rector appoints persons from among the proposed candidates who meet the requirements of the Act and the Statute.
2. Members of the science council of institute referred to in section 1 item 1 shall be appointed by the rector for the term of office.
3. Other academic staff employed at the institute shall elect from among themselves members of the science council of institute referred to in section 1, item 3, in a number corresponding to the number of mandates to be filled in that group.
4. The elections referred to in section 3 shall be held by the competent regional election Committee.
5. For institutes with two or more disciplines, the science council of institute shall consist of:
 - 1) all academic staff from the group of research and research and teaching staff holding the title of professor or the academic degree of habilitated doctor who provided their declaration about the assignment to the scientific discipline conducted at the institute;
 - 2) director of the institute, as its chairman. The provisions of section 1 item 2 shall apply accordingly;
 - 3) selected other academic staff employed at the institute in research or research and teaching positions, holding the academic degree of doctor, representing a given scientific discipline, who provided their declaration about the assignment to the scientific discipline conducted at the institute, whereas each discipline should be represented by at least one representative of the discipline. The number of mandates for

members of the science council of institute in this group shall be set at 20% of the total number of members of the science council of institute, referred to in point 1 and shall be proportional to the number of academic staff representing the discipline in question.

6. The number of members of a science council of institute shall be fixed for a term of office. If a mandate expires during the term of office, persons meeting the requirements resulting from the Act and the Statute may join and supplement the composition.
7. Academic staff holding the title of professor or the academic degree of habilitated doctor from a group of research and research and teaching staff employed at the institute who do not meet the statutory requirements for a member of the body shall also participate in meetings of the science council of institute in an advisory capacity.

§ 163

A person meeting the requirements laid down in Art. 20(1) points 1-5, 7 of the act and in the Statutes may become a member of the science council of institute.

§ 164

1. The term of office of a member of the science council of institute shall expire in the event of:
 - 1) ceasing to comply with the requirements set forth in the Act or the Statutes;
 - 2) death;
 - 3) resignation from membership;
 - 4) termination or expiration of the employment relationship;
 - 5) employment with another institute;
 - 6) receiving more than one year's leave.
2. The expiry of the term of office of a member of the science council of institute shall be confirmed by the rector.

Chapter VII

Education at the University

General provisions

§ 165

1. The University shall provide education for students in first- and second-cycle programmes as well as in long-cycle programmes.
2. The University shall provide education at post-graduate level and within the framework of other forms of education, in particular: training, courses, including further education courses.
3. The University provides doctoral training at the doctoral school.
4. The University may conduct other forms of education and activities for the benefit of regional and local communities.

§ 166

1. The University may, in accordance with the rules laid down in this Act, conduct:
 - 1) individual interdisciplinary study;
 - 2) joint degree programmes with another university, an institute of the Polish Academy of Sciences, a research institute, an international institute, a foreign university or research institution;
 - 3) degree programmes in cooperation with the body conferring the right to practise the profession, the body conducting the examination procedure within the framework of obtaining the right to practise the profession, a professional self-government body, a trade organisation or a registration body;
 - 4) dual degree programmes.
2. Studies at the University may be conducted in foreign languages.

§ 167

1. The University may charge fees for educational services in accordance with the rules laid down in the Act.
2. The amount of fees, conditions and the mode of collecting and exempting from fees shall be determined by the rector.

§ 168

1. Lectures at the University shall be open, with the exceptions referred to in sections 2 and 3.
2. Lectures on anatomy, clinical subjects and forensic medicine are closed.
3. The Senate may lay down conditions for the use of lectures.
4. In justified cases, the rector, vice rector, dean, dean of the branch or lecturer may limit or exclude the possibility of a person who grossly violates the law or good academic practice to attend a lecture.

§ 169

1. Students and doctoral students of the University have the right to develop their interests. For this purpose, they may use the assistance of academic staff, authorities and bodies of the University.
2. Students and doctoral students of the University may participate in the research, development and implementation work carried out at the University, as well as use the premises, equipment and resources of the University in accordance with the rules laid down at the University.

§ 170

1. Students and doctoral students of the University are obliged to acquire knowledge, skills and social competences, to comply with the regulations in force at the University and to act in accordance with the principles of ethics and good academic practice.
2. Students and doctoral students shall actively participate in the life of the University community and shall enjoy the freedom to study, while complying with applicable laws and regulations.

3. The rights and obligations of students and doctoral students are laid down in the law, in the Statutes and in the study regulations, regulations of the doctoral studies and doctoral school regulations respectively.

§ 171

1. The University shall provide the conditions necessary for the functioning of student self-government and doctoral student self-government, including the infrastructure and financial resources available to it in the course of its activities.
2. The student self-government shall decide on the allocation of funds by the University for student affairs. The student self-government shall draw up a report on the distribution of financial resources and an account of such resources at least once a year and make it available to the academic community in the manner prescribed for public information. This provision shall apply accordingly to the doctoral student self-government.

§ 172

1. The organisation of studies, rights and obligations of the students, doctoral students and postgraduate students shall be laid down in the study regulations, doctoral studies, the doctoral school regulations and the rules for postgraduate programmes respectively. The regulations shall be adopted by the Senate pursuant to the rules laid down in the Act and the Statutes.
2. Study programmes, curricula in doctoral schools and postgraduate programmes shall be established by the Senate pursuant to the rules laid down in the Statutes.
3. The organisation, the rules for determining the curricula of other forms of education and the rights and obligations of participants in other forms of education shall be determined by the rector.

§ 173

1. The University has a university system of quality assurance for education.
2. The basic objectives, principles of operation and organisation of the higher education quality assurance system shall be defined by the Senate.
3. Detailed tasks of persons and teams operating within the University's quality assurance system and other matters related to their functioning shall be determined by the rector.

Degree programmes and students

§ 174

1. Degree programmes are conducted on a practical and general academic profile.
2. Degree programmes are provided in the form of full-time programmes and part-time programmes.
3. Full-time programs are conducted separately from part-time studies.

§ 175

1. The Senate shall specify the conditions, procedure and date of commencement and completion of the recruitment process for degree programs and the manner of their

conducting. The resolution of the Senate shall be made available no later than June 30 of the year preceding the academic year in which the recruitment is to take place.

2. The admission procedure is conducted by faculty recruitment committees.
3. The rector shall determine the rules of operation of the selection committee.

§ 176

Guided by the responsibility for the quality of education and ensuring that the structure of courses is consistent with the University's strategy, the Rector sets the limits for admissions to particular fields of study, including candidates applying for admission on the basis of confirmed learning outcomes.

§ 177

1. Admission to degree programmes shall be effected by:
 - 1) recruitment;
 - 2) validation of learning outcomes;
 - 3) transfer from another national or foreign University.
2. Admission to degree programmes shall be effected by way of an entry on the list of students. The entry into the list of students shall be made by the competent dean or the dean of the branch.
3. A refusal to admit to degree programmes by way of recruitment shall be made by way of an administrative decision. The decision shall be signed by the chairman of the competent selection board.
4. The decision of the selection board may be appealed against to the rector. The appeal shall be lodged within 14 days of the date of notification of the decision. The decision of the rector taken after consideration of the appeal shall be final.
5. The results of the recruitment procedure for admission to the University shall be public.

§ 178

1. The Senate shall determine the rules for the admission to degree programmes of laureates and finalists of central level science contests.
2. The Senate may determine the rules of admission to degree programmes of winners of international and national competitions, including those organised by the University.

§ 179

1. A person enrolled in a degree programme shall commence his studies and shall acquire the rights of a student upon taking the oath.
2. Matriculated students take the following oath:

„Podejmując studia na Uniwersytecie Jana Kochanowskiego w Kielcach, uroczyscie ślubuję: wytrwale zdobywać wiedzę i umiejętności oraz rozwijać własną osobowość dla dobra Ojczyzny, poznawać prawdę o człowieku, jego obowiązkach wobec społeczeństwa i środowiska, dbać o godność studenta i dobre imię Uniwersytetu”.
3. A foreigner may take an oath in English the text of which is as follows:

„As a student of the Jan Kochanowski University in Kielce, I solemnly swear to constantly strive to acquire knowledge and develop my own personality for the good of the Republic

of Poland, learn the truth about mankind and their responsibilities towards society and the environment, uphold the dignity and the good name of the University”.

§ 180

1. Students shall have the right to apply for financial aid under the conditions laid down in the Act and the University's student benefit regulations.
2. At the request of student self-government, the rector shall set up scholarship committees and a scholarship appeal committee.
3. The procedure for setting up scholarship committees and a scholarship appeal committee shall be laid down by the rector in the student benefits regulations for the University students.
4. The granting or refusal of the student benefit shall be made by way of an administrative decision signed by the chairman of the committee or a vice chairman of the scholarship committee authorised by the chairman.
5. The rector shall, by way of an administrative decision, overrule a decision of a scholarship committee or a scholarship appeal committee which is in contravention of the law.

§ 181

1. University students create a student self-government, which is the sole representative of all University students.
2. The student self-government of the University is active in the field of student affairs, including social, living and cultural matters.
3. The student council acts through its bodies.

§ 182

1. The student self-government bodies shall notify the rector immediately, no later than within seven days of the date of their adoption, of the files issued, including the resolutions adopted.
2. The rector shall repeal an act issued by student self-government bodies if it is in contravention of the law, in particular the act, the Statutes, the study regulations or the student self-government regulations.

Doctoral school and doctoral students

§ 183

1. Doctoral training shall be provided within the framework of a doctoral school.
2. The doctoral school shall provide education in at least two disciplines authorised to confer the academic degree of doctor.
3. Within the framework of a doctoral school there shall be field sections defined by the rector.
4. The school's field section may cover more than one discipline or art.
5. A doctoral school shall be established, transformed and abolished by the rector.
6. A doctoral school may be run jointly with another academic institution, an institute of the Polish Academy of Sciences, a research institute or an international institute.

7. Doctoral programmes may be provided in cooperation with another body, in particular an entrepreneur or a foreign university or a research institution.

§ 184

1. A doctoral school shall be headed by a director appointed and dismissed by the rector.
2. The appointment of the director of a doctoral school shall be subject to consultation with the doctoral student self-government. Failure by the doctoral student self-government to adopt a position in respect of a candidate within seven days shall be considered as consent to his appointment.
3. The term of office of the director of a doctoral school shall be four years and shall commence on the date of his appointment.
4. The tasks of the director of the doctoral school shall include in particular:
 - 1) heading the doctoral school;
 - 2) developing the regulations of the doctoral school;
 - 3) developing the rules of recruitment to the doctoral school;
 - 4) organizing the recruitment process for the doctoral school;
 - 5) determining the limit of admissions to doctoral schools, with the consent of the rector;
 - 6) developing curricula for doctoral schools;
 - 7) organizing the process of doctoral student education;
 - 8) supervising the implementation of the training programme;
 - 9) cooperation with directors of institutes/chairmen of scientific councils representing disciplines within the doctoral school section in terms of: ensuring the quality of doctoral student training, the rules and criteria for recruitment to the doctoral school, the appointment of supervisors, assistant supervisors and in terms of: deciding upon the composition of the recruitment committee, the composition of the mid-term assessment committee, and curricula;
 - 10) monitoring the quality of education in the doctoral school;
 - 11) issuing administrative decisions related to doctoral student training on the authority of the rector within the scope defined by the rector;
 - 12) organising the process of conducting the mid-term evaluation of doctoral students;
 - 13) supervising the mid-term evaluation process;
 - 14) taking care of social and living matters of doctoral students;
 - 15) coordinating the work of the scientific council of the doctoral school;
 - 16) preparing the doctoral school for evaluation;
 - 17) cooperation with the doctoral student self-government;
 - 18) supervising the doctoral studies till the moment of their completion.
5. The rector may, on a proposal from the director of the doctoral school, appoint and dismiss a deputy director.
6. The director of the doctoral school may issue regulations within the scope of specific competences.
7. The competences of the deputy school director and heads of discipline sections are specified in the instruction issued by the director of the doctoral school.

§ 185

1. The rector shall appoint a science council of for school which shall act as an opinion-forming and advisory body in the field of doctoral student education at that school.
2. The Board shall be composed of:
 - 1) director of the school as chairman;
 - 1a) the deputy of the doctoral school director, if appointed.
 - 2) representative of each discipline employed in a group of research or research and teaching staff, holding at least the degree of habilitated doctor, representing a discipline included in the school, indicated by the director of the institute after approval by the science council of the institute;
 - 3) representative of doctoral students indicated by the legislative body of the doctoral student self-government;
 - 4) research and teaching employee employed outside the University.
3. The tasks of the board of a doctoral school shall include in particular:
 - 1) developing and monitoring the implementation of the development strategy and the rules of operation of a doctoral school;
 - 2) ensuring high quality of the doctoral student education process;
 - 3) expressing opinions on the matters of:
 - a) doctoral school regulations,
 - b) rules and criteria for recruitment to the doctoral school,
 - c) process of doctoral student education, including on curricula,
 - d) principles of preparation and assessment of an individual research plan for doctoral students,
 - e) principles for carrying out the mid-term assessment;
 - 4) approving the composition of the selection committee and the committee for the mid-term evaluation of doctoral students at the request of the director.

§ 186

The Committee for the Quality of Education at the Doctoral School is an entity which ensures the quality of education, in particular:

- 1) developing a quality assurance strategy for education, taking into account existing legislation;
- 2) definition of procedures and policies for education quality management;
- 3) presenting the vice rector in charge of science with recommendations of actions aimed at improvement of the education process;
- 4) improvement of the Quality Assurance System at the doctoral school.

§ 187

1. The curriculum shall be adopted by the Senate at the request of the director of the doctoral school after consultation with the school's science council and the doctoral student self-government.
2. The science council of a doctoral school and the doctoral student self-government shall issue the opinion referred to in section 1 within 14 days of the date of receipt of the draft. If

the time limit expires without success, the requirement to consult shall be deemed to have been met.

3. The training programme shall be made available no later than 5 months before the start of the recruitment process.

§ 188

1. Recruitment to the doctoral school shall take place by way of a competition on the terms specified by the Senate, at the request of the rector, after prior opinion of the school's science council.
2. The rules of recruitment to the doctoral school shall be made available no later than 5 months before its commencement.
3. Doctoral students shall be entered in the list of doctoral students by the director of the doctoral school.
4. Admission to a doctoral school shall be refused by an administrative decision issued on the authority of the rector by the director of the doctoral school. The decision referred to in the previous sentence shall be subject to an application for reconsideration of the case.
5. The results of the recruitment competition for the doctoral school are public.

§ 189

1. A person admitted to a doctoral school shall commence education and acquire the rights of a doctoral student upon taking the oath.
2. Matriculated doctoral students take the following oath:
„Ślubuję uroczyście, że swoim postępowaniem będę dbać o godność doktoranta Uniwersytetu Jana Kochanowskiego w Kielcach i służyć będę niezawisłości duchowej i prawdzie naukowej. W zdobywaniu wiedzy i przeprowadzaniu badań naukowych zawsze będę kierować się dobrem Ojczyzny i wspólnoty akademickiej, szacunkiem do drugiego człowieka, rzetelnością i obiektywizmem w ocenie faktów. Zobowiązuję się do stosowania najwyższych standardów etycznych, poszanowania praw i obyczajów uniwersyteckich, odpowiedzialności za słowo, myśl i wyniki moich naukowych poszukiwań”.
3. A foreigner may take an oath in English the text of which is as follows:
„I hereby solemnly undertake to take care of the dignity of being a PhD student at the Jan Kochanowski University in Kielce, set an example with my conduct and behaviour, and serve the intellectual independence and scientific truth. When acquiring knowledge and conducting scientific research I will always be concentrated on the good of the Republic of Poland and the whole academic community, respect for others, reliability and objectivity in assessing facts. I undertake to apply the highest ethical standards, to respect university laws, customs and traditions, accountability for words, thoughts, and results of my scientific research”.

§ 190

1. The organisation of doctoral training at the doctoral school shall be governed, in so far as not regulated by the act and the Statutes, by the regulations of the doctoral school.
2. The regulations of the doctoral school shall be adopted on a proposal from the director of the doctoral school after consultation with the doctoral school board.

3. The science council of the doctoral school shall issue the opinion referred to in section 2 within 14 days of the date of receipt of the draft. If the time limit expires without success, the requirement to consult shall be deemed to have been met.
4. The doctoral school regulations shall be adopted no later than by 30 April of the academic year preceding the academic year from which they are to be effective.
5. The doctoral school regulations shall be agreed upon with the doctoral student self-government.
6. The rector shall submit the doctoral school's regulations to the legislative body of the doctoral student self-government immediately after their adoption by the Senate.
7. If no agreement on the content of the regulations is reached between the Senate and the doctoral students self-government within three months of the adoption of the doctoral school regulations, the regulations shall enter into force by a further resolution of the Senate, adopted by a majority of at least two thirds of the statutory number of members of the Senate.
8. The doctoral school regulations shall enter into force at the beginning of a new academic year.
9. The provisions of sections 2 to 8 shall apply accordingly to amendments to the doctoral school regulations.

§ 191

1. Doctoral students at the University create a doctoral student self-government, which is the sole representative of all doctoral students at the University.
2. The doctoral student self-government at the University shall conduct activities in the field of doctoral students' affairs, including social and living matters.
3. The doctoral student self-government acts through its bodies.

Student and doctoral organisations

§ 192

1. Students and doctoral students shall have the right to join student or doctoral student organisations at the University.
2. The body of the university student or doctoral student organisation shall immediately notify the rector of its establishment.
3. The rector shall repeal any act of the university's student organisation or doctoral organisation which does not comply with the provisions of this act, the Statutes, the programme regulations or the regulations of that organisation.
4. The rector shall, by administrative decision, dissolve a student or doctoral organisation in the University which blatantly or persistently contravenes legislation, the Statutes of the University, the study regulations or the rules of such organisation.
5. A body of an entity associating:
 - 1) exclusively students, or
 - 2) students, doctoral students and staff of the University– shall immediately inform the rector of the commencement of activity at the University if it intends to use the University's funds for its activities.

6. The register of student organisations, doctoral organisations and associations referred to in section 5 in the University shall be kept and communicated to the academic community by the rector.
7. The rector shall determine the detailed rules of submitting the applications referred to in section 2 and section 5.

Disciplinary liability of students and doctoral students

§ 193

Students shall be liable to disciplinary action for any violation of the regulations in force at a University and for any act that violates the dignity of the student.

§ 194

The rector may appoint permanent mediators and mediators to resolve a particular case.

§ 195

Administrative support for disciplinary committees at the University shall be provided by units defined in the organisational regulations.

Disciplinary liability of students

§ 196

1. The disciplinary prosecutor for students shall be appointed by the rector from among the academic staff of the University.
2. The rector may appoint several disciplinary prosecutors for students.

§ 197

1. The following shall be appointed for ruling on disciplinary cases concerning students:
 - 1) the University's disciplinary committee for students;
 - 2) the University's disciplinary committee of appeal for students.
2. The disciplinary committee for students shall consist of 15 members, including:
 - 1) 8 academic staff members;
 - 2) 7 student representatives.
3. The disciplinary appeals committee for students shall consist of 15 members, including:
 - 1) 8 academic staff members;
 - 2) 7 student representatives.

§ 198

Membership in only one disciplinary committee is permitted.

§ 199

Members of disciplinary committees for students from among academic staff shall be elected by the Senate.

§ 200

Candidates for members of disciplinary committees for students may be nominated by the Rector, a member of the Senate or at least 3 academic staff for whom the University is the primary place of work.

§ 201

1. Members of disciplinary committees for students shall be elected by the legislative body of the student self-government from among students of a University.
2. A candidate for a member of the disciplinary committee for students may be proposed by a student of the University.

§ 202

1. The Senate shall elect a chairman and a deputy chairman of disciplinary committees for students from among the members of the committees who are academic staff.
2. The chairman of the disciplinary committee for students and the appeals committee for students shall appoint a panel to rule on a given case. The disciplinary committee shall adjudicate in a composition made of the chairman of the adjudicating panel, who shall be an academic staff member, and an equal number of academic staff and students.

§ 203

A member of the disciplinary committee for students and the appeals committee for students may not be:

- 1) a person performing a managerial function at the University or its deputy, a person performing the function of a body or being a member of the University body, as well as a person being a disciplinary prosecutor;
- 2) a person validly and legally punished with a disciplinary penalty.

§ 204

1. The term of office of disciplinary committees shall be 4 years and shall commence at the beginning of the term of office of the University Senate.
2. A member of the disciplinary committee may hold a function for a maximum period of 2 consecutive terms of office.
3. Membership of the disciplinary board shall cease in the event of:
 - 1) electing to a single-person body, electing to a collective body or appointing to a managerial position at the University;
 - 2) completing the degree programme or losing the status of a student at the University;
 - 3) terminating the employment relationship of academic staff at the University;
 - 4) legally valid disciplinary penalty;
 - 5) resignation;
 - 6) death;
 - 7) dismissal.
4. On a proposal from a member of the board or from the chairman of the board, the authority appointing a given member of the disciplinary board may dismiss him in the event of:
 - 1) long-term illness;

- 2) long-term absence from the University;
 - 3) occurrence of any other reason preventing the performance of the tasks of a member of the board.
5. In the event of termination of membership or dismissal of a member of the disciplinary board during the term of office, the new member shall be appointed for the remaining period until the end of the term of office of the board.

Disciplinary liability of doctoral students

§ 205

Doctoral students shall be liable to disciplinary action for any violation of the regulations in force at a University and for any act that violates the dignity of the doctoral student.

§ 206

1. The disciplinary prosecutor for doctoral students shall be appointed by the rector from among the academic staff of the University.
2. The rector may appoint several disciplinary prosecutors for doctoral students.

§ 207

1. The following shall be appointed for ruling on disciplinary cases concerning doctoral students:
 - 1) the University's disciplinary committee for doctoral students;
 - 2) the University's disciplinary committee of appeal for doctoral students.
2. The disciplinary committee for doctoral students shall consist of 10 members, including:
 - 1) 6 academic staff;
 - 2) 4 representatives of doctoral students.
3. The disciplinary appeals committee for doctoral students shall consist of 10 members, including:
 - 1) 6 academic staff;
 - 2) 4 representatives of doctoral students.
4. The disciplinary committee and the disciplinary appeal committee for doctoral students shall be appointed by the Senate.

§ 208

Candidates for members of disciplinary committees for doctoral students may be proposed by the rector, the director of a doctoral school or a member of the Senate.

§ 209

Members of disciplinary committees for doctoral students shall be elected by the legislative body of the doctoral student self-government from among doctoral students of the doctoral school.

§ 210

A candidate for a member of the disciplinary committee for doctoral students may be proposed by a doctoral student of the University.

§ 211

The Senate shall elect a chairman and a deputy chairman of disciplinary committees for doctoral students from among academic staff.

§ 212

1. The chairman of the disciplinary committee for doctoral students and the chairman of the appeals committee for doctoral students shall appoint a panel to rule on a given case.
2. The competent disciplinary committee shall adjudicate in a composition made of the chairman of the adjudicating panel, who shall be an academic staff member, and an equal number of academic staff and doctoral students.

§ 213

The disciplinary committees for doctoral students shall be governed by § 201- § 204 accordingly.

Chapter VIII Staff of the University

General provisions

§ 214

1. The University is staffed by academic teachers and non-academic staff.
2. The legal status of the University employees is regulated by the Act, the Labour Code and the Statutes.
3. The scope of responsibilities of the academic staff shall be defined by the rector by way of a regulation, taking into account in particular the performance of managerial functions at the University.

§ 215

The work regulations shall establish the organisation and order of the work process at the University and the rights and obligations of the employer and employees related thereto, and in particular:

- 1) the rules for the performance of duties by academic staff outside the University, in particular the rules for the performance of teaching assignments outside the University;
- 2) the rules for determining the scope of responsibilities of academic staff for particular groups of staff and types of positions, the types of teaching assignments covered by the scope of these responsibilities, including the teaching load and other duties for particular positions, and the rules for calculating teaching hours;
- 3) detailed rules and procedures for granting holiday leave, science leave and health leave.

§ 216

The remuneration rules lay down the terms and conditions of remuneration for work and other work-related benefits and the rules for granting them.

Academic teachers

§ 217

1. Academic teachers are employed in the following positions:
 - 1) professor;
 - 2) professor of the University;
 - 3) adjunct;
 - 4) assistant.
2. In the group of teaching staff, academic teachers are also employed in the following positions:
 - 1) lecturer;
 - 2) lector;
 - 3) instructor.
3. In a group of research or research and teaching staff, academic teachers are also employed as visiting professors.

§ 218

1. Academic teacher employed at the University shall be employed as professor when the academic title of professor is conferred on them. In such a case, the provisions of the Statutes concerning the conduct of an open competition at the time of employment shall not apply.
2. Academic staff members who are not employees of the University may be employed at the University in the position of professor if they hold the academic title of professor and have significant achievements with regard to:
 - 1) training of scientific staff, or
 - 2) experience in leading research teams or projects or conducting projects on their own; or
 - 3) raising funds for research from external sources.

§ 219

1. The position of professor of the University may be held by a person holding at least the academic degree of doctor and:
 - 1) significant teaching or professional achievements - for teaching staff;
 - 2) significant scientific or artistic achievements - for research workers;
 - 3) significant scientific, artistic or didactic achievements - for research and teaching staff; as well as achievements in the field of research staff training, and;
 - 4) experience in leading research teams or projects or conducting projects on one's own; or
 - 5) achievements in raising funds for research from external sources - for research and teaching staff.

2. Within the meaning of the Statutes, significant achievements required for the employment of a professor of the University shall be deemed to be:
 - 1) didactic achievements - in particular, activity in the field of education and upbringing of students or doctoral students, authorship or co-authorship of academic textbooks;
 - 2) scientific, artistic achievements - in particular, the performance of scientific research which results in new or extended scientific knowledge or discipline not directly commercially oriented, or new or extended scientific knowledge or discipline aimed at developing or significantly improving products, processes or services; conducting artistic creativity resulting in the creation of a tangible or intangible artistic work, including artistic performance constituting a significant contribution to the development of culture at the supra-regional or national level; managing research teams implementing projects financed through national or foreign competitions; authorship or co-authorship of scientific publications, in particular scientific monographs, series of thematically related scientific articles or design, construction, technological or artistic works.

§ 220

The position of adjunct professor may be held by a person holding at least the academic degree of doctor and:

- 1) for research and research and teaching staff, possessing relevant scientific or artistic achievements and active participation in scientific or artistic life, presentations of artistic creation manifesting themselves in particular through speeches at conferences, symposia or significant professional achievements;
- 2) for teaching staff, who have at least 10 years' professional experience in a specialisation directly related to the subject of the teaching assignments or at least 5 years' professional experience in the performance of teaching duties of academic staff. A period of professional service outside the University shall mean the performance of professional activities within the framework of an employment relationship or in the framework of a liberal profession.

§ 221

The position of assistant may be filled by a person holding the professional title of master of arts, master of engineering or equivalent, and in the case of teaching staff, by a person holding at least 5 years' professional experience, including at least 2 years' professional experience consisting in the performance of teaching duties of an academic staff member. A period of professional service outside the University shall mean the performance of professional activities within the framework of an employment relationship or in the framework of a liberal profession.

§ 222

The position of visiting professor may be held by a person employed by another university who holds a degree or an academic degree of habilitated doctor, is a recognised authority in a specific field or discipline, or holds at least the degree of doctor and has significant and creative achievements in scientific, artistic or professional work of an international character.

§ 223

The position of lecturer may be taken up by a person holding the professional title of master of arts, master of engineering or equivalent who has at least 5 years of professional experience. Professional experience shall mean the performance of professional activities within the framework of an employment relationship or in the framework of a liberal profession.

§ 224

A person holding the professional title of a master of philology, within the scope of which he is to conduct classes, or another equivalent professional title authorising the teaching of a foreign language, may be employed as a lecturer.

§ 225

A person holding the professional title of master of arts, master of engineering or equivalent may be employed as an instructor.

§ 226

1. Academic staff may be employed at the University as a primary job or as an additional job.
2. Employment at the University as an additional place of work requires the submission of a consent of the rector of the University, which constitutes the primary place of work for academic staff, or the consent of the head of a research unit, which constitutes the primary place of work for scientific staff, if the academic staff is employed in another place of work as the primary place of work.

Non-academic staff

§ 227

1. Non-academic staff shall be employed in the following staff groups:
 - 1) administrative;
 - 2) libraries;
 - 3) scientific and technical;
 - 4) engineering and technical;
 - 5) maintenance and working;
2. Employment relationships with non-academic staff shall be entered into and terminated by the rector at the request of the chancellor, the quaestor or the head of an organisational unit of the University. The employment relationship may also be entered into and terminated at the initiative of the rector. The rector may consult the entities indicated by him.
3. The rector may authorise employees of the University to conclude employment contracts with employees who are not academic teachers assigned to specific groups.
4. The list of posts and the requirements necessary for their occupation shall be set out in the remuneration regulations.

§ 228

1. A qualified librarian or qualified scientific documentation and information employee shall also be employed for the following posts:

- 1) senior qualified custodian, senior qualified documentalist,
- 2) qualified custodian, qualified documentalist.
2. The group of qualified librarians or qualified scientific documentation and information employees may be joined by a person with at least a professional degree of master or other equivalent professional degree.
3. The rules of employment of qualified librarians and qualified scientific documentation and information employees shall be laid down by the rector. The provisions of §306 are applied accordingly.

Establishment and termination of employment relationship with academic staff

§ 229

1. The employment relationship with academic staff at the University shall be established on the basis of an employment contract.
2. The employment relationship with academic staff shall be established and terminated by the rector at the request of the competent dean of the dean of the branch after obtaining the opinion of the director of institute or head of department, or at the request of the head of an inter-faculty, extra-faculty or university-level body. The rector may require the opinion on the application to be given by the organisational unit board(s) indicated by him.
3. The employment relationship with academic staff may be established and terminated by the rector on his or her own initiative after obtaining the opinion of the competent dean or the dean of the branch. The rector may additionally consult the director of institute, head of department, head of an inter-faculty, extra-faculty or university-level body or the organisational unit council(s) indicated by him. The rector may consult all the entities referred to in the previous sentence.

§ 230

1. The first employment contract with an academic teacher at the University is concluded for:
 - 1) indefinite term, or
 - 2) definite term for a period of up to 4 years.
2. In the case referred to in section 1 item 2, after academic staff have obtained a positive interim evaluation, an employment contract for an indefinite period of time may be concluded without a competition.

§ 231

In the case of employment for a definite period of time for up to 4 years and in the case of employment for a definite period of time of academic staff:

- 1) for whom the University is not the primary workplace;
 - 2) who receive a retirement pension
- the Labour Law provisions concerning maximum duration of fixed-term employment shall not apply.

§ 232

1. The first employment relationship with academic staff for an indefinite period or a definite period longer than 3 months, in an amount exceeding half of the full-time working time, shall be entered into after an open competition.
2. The provisions of section 1 shall not apply to the employment of academic staff:
 - 1) referred to work at the University on the basis of an agreement concluded with a foreign scientific institution;
 - 2) being a beneficiary of an undertaking, programme or competition announced by the National Academic Exchange Agency, National Research and Development Centre, National Science Centre or an international competition for the implementation of a research project;
 - 3) for the duration of the research or didactic project financed:
 - a) from the budget of the European Union;
 - b) by another grant awarding body.
3. Information on the competition and its outcome, together with its justification, shall be made available in the BIP at the website of the University, the minister responsible for higher education and the minister supervising the University, within 30 days before and after the competition, respectively.
4. The competition is also available in English on the European Committee's website, the European Researchers' Mobility Portal, which is designed to publish vacancies for researchers, 30 days prior to the competition.

§ 233

1. The competition, with the consent of the rector, shall be announced by the dean or the dean of the branch and the competition committee shall be appointed.
2. The competition may be established and terminated by the rector on his or her own initiative after consultation with the director of institute, head of department, head of an inter-faculty, extra-faculty or university-level body. The rector may additionally consult the competent dean, the dean of the branch or the organisational unit council(s) indicated by him. The rector may consult all the entities referred to in the previous sentence.
3. The selection board shall consist of the director of institute, head of department, head of inter-faculty, extra-faculty or university-wide body, a research and teaching staff member from another discipline within a specific field and at least two persons designated by them. They shall designate the chairman of the committee. They may also perform this function themselves.
4. The competition procedure should be completed within 6 months of the date of the rector's consent.
5. If the competition concerns the position of professor, professor of the University or visiting professor, the persons participating in the competition committee should represent the same or a related scientific discipline and hold at least the academic degree of habilitated doctor.
6. The selection board may not include a person who is a spouse, relative or affinity up to and including the second degree of the person concerned by the competition proceedings, or who remains in such a legal or factual relationship with the person concerned that it may give rise to justified doubts as to his impartiality.

7. If the circumstances referred to in section 6 come to light after the competition committee has been set up, the dean or the dean of the branch shall change its composition accordingly; a new selection board may regard as important the acts performed by the selection board in its predecessor's composition.
8. The announcement of the competition shall be made by publishing its terms and conditions in the manner and place specified in the Act.
9. The competition notice must contain in particular:
 - 1) definition of the post for which the competition is to be filled;
 - 2) the conditions to be fulfilled by the candidate;
 - 3) the requisite supporting documents to be submitted by the candidate;
 - 4) the deadline for the submission of applications and documents;
 - 5) the date of the competition's decision;
 - 6) any other information relevant to the candidate;
 - 7) the required clauses provided for in the relevant legislation.
10. The outcome of the proceedings shall be public.
11. Minutes shall be taken of committee meetings. The minutes shall be signed by all members of the committee present at the meeting.
12. The competition procedure shall be concluded with an opinion on the suitability of the candidate for employment. The selection board shall indicate the candidate for a given position by secret ballot by an absolute majority of votes. The outcome of the competition does not result in the establishment of an employment relationship. The decision on hiring is made by the rector.
13. The board, when assessing the suitability of a candidate, takes into account, as appropriate to the position, in addition to the requirements of the act and the Statutes, the following eligibility criteria:
 - 1) the scientific or artistic achievements of the candidate;
 - 2) the candidate's didactic achievements;
 - 3) the staffing needs of the body in this respect.
14. If:
 - 1) none of the candidates obtained a favourable opinion of the selection board;
 - 2) the board had not made a choice;
 - 3) no candidate has applied within the time limit set;
 - 4) the competition has not been decided within the prescribed period,after obtaining the consent of the rector, further competitions for a given position may be announced under the same conditions. In the case referred to in the previous sentence, an opinion of the board of the competent unit and the appointment of a new selection board shall not be required.
15. The competition proceedings referred to in section 14 should be completed within 12 months of the date of the consent of the rector.
16. If a competition which has been repeated does not lead to the selection of a candidate for the post, a new procedure shall be carried out under the full competition procedure, including the appointment of a new selection board.
17. The candidate selected by the selection board shall be employed in accordance with the procedure and rules laid down in the Act and the Statutes.

§ 234

The employment relationship with academic staff shall be terminated or expire pursuant to the rules laid down in the Act, with the proviso that the employment relationship shall be terminated at the end of a semester.

§ 235

If the act or the Statutes provide for the termination of the employment relationship of academic staff at the end of a semester, the end of a semester shall be understood respectively as: the last calendar day of February or the last calendar day of July, except in cases provided for in the Statutes.

Periodic evaluation of academic staff

§ 236

1. Academic staff shall be subject to periodic evaluation, in particular with regard to the proper performance of the duties referred to in Art. 115 of the Act and compliance with copyright and related rights, as well as industrial property rights.
2. Periodic assessment criteria for individual groups of employees and types of positions, as well as the mode and entity carrying out the assessment shall be specified by the rector in an ordinance in accordance with the rules laid down in the Act.
3. Academic staff shall be entitled to acquaint themselves with documents related to their assessment and to submit explanations during the assessment procedure.
4. The criteria for periodic assessment for particular groups of employees and types of positions, as well as the procedure and the entity carrying out the periodic assessment shall be determined by the rector after consultation with the Senate, trade unions, student self-government and doctoral student self-government. The opinion shall be presented within 30 days of its submission by the rector. If that time limit expires without success, the requirement to consult shall be deemed to have been met.
5. The criteria shall be presented to the academic teacher before the beginning of the period subject to assessment.

Disciplinary liability of academic staff

§ 237

Academic staff shall be liable to disciplinary action for disciplinary offences constituting an act which contravenes the duties of academic staff or the dignity of the profession of academic staff.

§ 238

1. Disciplinary prosecutors at the University shall be appointed by the rector from among academic staff holding at least the academic degree of doctor.
2. The term of office of the disciplinary prosecutors shall be 4 years and shall begin on 1 January of the year following the year in which the term of office of the rector commenced.

§ 239

The rector may appoint permanent mediators and mediators to resolve a particular case.

§ 240

1. A higher education disciplinary committee for academic staff shall be responsible for matters referred to in this act.
2. The term of office of the disciplinary committee shall be 4 years and shall commence at the beginning of the term of office of the University Senate.

§ 241

1. The University disciplinary committee for academic staff adjudicating on disciplinary proceedings at first instance shall consist of 15 members.
2. The University's disciplinary committee for academic staff shall be composed of:
 - 1) 8 academic staff, including at least 4 holding the title of professor and at least 2 holding the degree of habilitated doctor,
 - 2) 5 representatives of student self-government,
 - 3) 2 representatives of doctoral student self-government.

§ 242

1. Members of the University disciplinary committee referred to in §241(2) point 1 shall be elected by the Senate from among academic staff employed at a University. Candidates may be nominated by: the rector, members of the Senate or a group of at least 3 academic teachers.
2. Members of the University disciplinary committee referred to in §241(2) point 2 shall be elected by the legislative body of the student self-government from among students of the University. Candidates may be submitted by any student.
3. Members of the University disciplinary committee referred to in §241(2) point 3 shall be elected by the legislative body of the doctoral student self-government from among the doctoral students of the University. Candidates may be registered by any doctoral student.

§ 243

1. Persons performing the function of a body of the University or a member of a body of the University, as well as the management function within the meaning of the Statutes, or their deputies, may not perform the function of a member of the disciplinary committee for academic staff.
2. A person referred to in section 1 may be a member of the disciplinary committee after the lapse of four years from the date of cessation of the function.
3. A person validly punished with a disciplinary penalty referred to in Art. 276(1) points 1-6 of the act may not be a member of the disciplinary committee.
4. Members of the disciplinary committee for academic staff may serve for a maximum of two consecutive full terms of office.

§ 244

1. The senate shall elect a chairman and a deputy chairman from among the members of the University disciplinary committee for teachers.
2. The chairman and deputy chairman must be an academic staff member holding the academic degree of habilitated doctor or the title of professor.
3. The chairman of the University disciplinary committee for academic staff shall appoint a three-person panel to hear a case pending before the panel, including the chairman of the panel, and the chairman of the adjudicating panel shall be an academic staff member holding a degree in science or a degree in art not lower than the degree of the charged person, and if the charged person holds the title of professor - an academic staff member holding the title of professor.

§ 245

1. Membership in the University disciplinary committee for teachers shall cease upon:
 - 1) electing to a single-person body, electing to a collective body or appointing to managerial positions at the University;
 - 2) completing the degree programme or losing the status of a student at the University;
 - 3) terminating the employment relationship of academic staff at the University;
 - 4) legally valid disciplinary penalty;
 - 5) resignation;
 - 6) dismissal;
 - 7) death.
2. A member of the disciplinary board may be dismissed at the request of the member of the board himself or the chairman thereof. The authority appointing a member of the disciplinary board may dismiss him or the event of:
 - 1) long-term illness;
 - 2) long-term absence from the University;
 - 3) occurrence of any other reason preventing the performance of the tasks of a member of the board.
3. In the event of termination of membership or dismissal of a member of the disciplinary board during the term of office, the new member shall be appointed for the remaining period until the end of the term of office of the board.

Chapter IX

University administration

§ 246

1. The administration of the University provides conditions for the implementation of statutory tasks of the University, and participates in the management of its property.
2. The administration of the University shall provide its staff with appropriate working conditions, including scientific and teaching conditions, and students and doctoral students with appropriate conditions for education and research activities.

§ 247

1. According to the scope of its activity, the administration of the University is divided into:
 - 1) central administration; and
 - 2) administration of organisational units of the University.
2. The administrative units of the University are created, transformed and abolished by the rector.

Chapter X

Organisational regulations

§ 248

1. The organisational structure of the University, the division of tasks within this structure, the organisation and operating principles of the University administration, including the scope of its units, the duties of its managers and the rules of subordination to the service shall be laid down in the organisational regulations.
2. A detailed list of organisational units of the University is specified in the instruction issued by the rector.

§ 249

1. The organisational regulations, after consultation with the Senate, shall be adopted by the Rector by way of a regulation.
2. The Senate shall present an opinion on the draft regulations within 14 days from the date of their submission by the rector.
3. If no opinion is delivered within the time limit referred to in section 2, the obligation to consult shall be deemed to be fulfilled.
4. The provisions of sections 1 to 3 shall apply accordingly to amendments to the organisational regulations.

Chapter XI

Financial economy, quaestor and property of the University

§ 250

1. The University conducts independent financial management based on a material and financial plan.
2. The financial management on behalf of the University is carried out by the rector with the assistance of the quaestor.
3. The quaestor is responsible for:
 - 1) compliance of expenditure of the University's funds with the law and the material and financial plan;
 - 2) reliability of the accounting records of the University.

§ 251

1. The quaestor shall perform the tasks of the chief accountant of the University.

2. The tasks of the quaestor as chief accountant shall be governed by separate regulations.

§ 252

The quaestor must be a person meeting the requirements for the chief accountant of a unit of the public finance sector specified in separate regulations.

§ 253

1. The quaestor shall carry out his tasks with the assistance of deputy quaestors.
2. The number and responsibilities of the deputy quaestors shall be determined by the quaestor with the prior agreement of the rector.

§ 254

1. The basis for the financial management of the University shall be an annual material and financial plan established by the rector and approved by the Senate.
2. The quaestor shall prepare and submit to the rector a preliminary draft of the material and financial plan, taking into account the strategy of the University as well as the guidelines of the rector and other persons and entities indicated by the rector.
3. The rector shall submit the material and financial plan to the University Council for its opinion.
4. The University Council shall evaluate the material and financial plan with respect to its purposefulness, economy and compliance with the University's strategy.
5. Within 30 days of the date of submission of the material and financial plan, the University Council shall adopt a written opinion to the submitted plan after discussion with the rector, the quaestor and the chancellor.
6. Before adopting a resolution on the issuance of an opinion on the material and financial plan, the Council may request additional written or oral explanations from the Rector or other employees of the University.
7. The opinion of the Council shall be made known to the University community.

§ 255

1. The material and financial plan shall be changed in accordance with the procedure provided for its adoption.
2. A change in the material and financial plan may take place at the request of the rector, the quaestor or the chancellor.
3. A change in the material and financial plan requires consultation with the University Council.

§ 256

1. Within 5 months from the end of a calendar year, the rector shall submit to the Council a report on the implementation of the material and financial plan and the financial statements. The financial statements shall be accompanied by an opinion of the audit firm selected in accordance with the provisions of the act.
2. The Council shall consider reports at a meeting which has as its sole object the examination of the reports referred to in section 1.

3. The meeting referred to in section 2 shall be attended by the rector, the quaestor, the chancellor, the competent vice rector - if the scope of his competence includes supervision over the economy and property of the University, as well as other persons invited by the chairman of the Council.
4. The rector shall present to the Council his position on the submitted statements and shall provide explanations in matters related to the implementation of the material and financial plan and the financial situation of the University.
5. The Council shall adopt resolutions on the approval of the report on the implementation of the material and financial plan and the financial statements for the previous year not later than within 30 days of their submission by the rector.
6. The Council shall submit to the Senate the resolutions referred to in section 5 and the opinion on the implementation of the strategy of the University by the Rector.

§ 257

1. In order to monitor the financial management of the University, the Council, at least once a quarter, at a meeting, shall discuss the financial condition of the University and the investment decisions made and planned, as well as other important decisions related to the spending of the University's funds.
2. The meeting referred to in section 1 shall be attended by the rector, the quaestor, the chancellor, the competent vice rector - if the scope of his competence includes supervision over the economy and property of the University, as well as other persons invited by the chairman of the Council.
3. The Council may at any time request information and documents concerning the financial management of the University from the rector.

§ 258

1. Under the terms of the act, a scholarship fund may be established at the University.
2. The University may establish a Rector's Award Fund for students and doctoral students of the University. Funds for the establishment of this fund may come from sources other than those specified in Art. 365 of the act, in particular from donations and business activities conducted at the University.

Principles of managing the University's property

§ 259

1. The property of the Academy shall be managed by the Rector.
2. The Rector may authorise persons performing managerial functions at the University or other persons to perform individual or specific activities related to the management of the property of the University.
3. The performance by the University of a legal act within the scope referred to in Art. 423(2) of the act, in cases where the market value of the subject of the legal act exceeds PLN 2 000 000, requires the consent of the University Council.
4. Undertaking a commitment by the University of a value exceeding PLN 2 000 000 (two million zlotys) at a time requires prior approval of the Senate.

5. The Rector may entrust certain assets of the University to a member of its community on the basis of separately defined rules.

§ 260

The University Council may at any time issue an opinion or position concerning significant problems related to the management of the property of the University. The opinion or position of the University Council shall be presented by its chairman to the Senate.

Economic activity and commercialization of the results of the University's scientific activity

§ 261

1. The University may conduct business activities, particularly in the fields of:
 - 1) research;
 - 2) service;
 - 3) training;
 - 4) manufacturing or commercial.
2. The business activity of the University may be conducted in the form of an organisationally, fiscally and financially separate activity of the University or a capital company established for this purpose.
3. A decision on undertaking and termination of a specific type of business activity and on the selection and change of its organisational and legal form shall be made by the rector after consultation with the University Council.

§ 262

1. Indirect commercialisation of the results of the University's scientific activity may take place in the form of a capital company of the University established for this purpose.
2. The decision of the rector to establish a company referred to in section 1 shall require the consent of the senate.
3. Before submitting a request for consent to the Senate, the rector shall consult the University Council.
4. The rector shall submit the application together with the opinion of the University Council to the Senate. The Senate shall adopt a resolution on consent within 30 days of the date of receipt of the request.

§ 263

1. The rector may entrust a capital company of the University established in order to commercialise indirect results of scientific activity with the management of rights to scientific results or *know-how* in the field of direct commercialisation or a task in the field of management of research infrastructure of the University.
2. Before taking the decision referred to in section 1, the rector shall consult the University Council.

§ 264

1. The rector may establish a capital company or join such a company in order to carry out projects related to the creation or management of research infrastructure.
2. The decision of the rector referred to in section 1 shall require the consent of the Senate.
3. Before submitting a request for consent to the Senate, the rector shall consult the University Council.
4. The rector shall submit the application together with the opinion of the University Council to the Senate. The Senate shall adopt a resolution on consent within 30 days of the date of receipt of the request.

§ 265

1. The rector may decide to establish a capital company running an academic business incubator or to entrust a capital company with the task of running such an incubator.
2. Before taking the decision referred to in section 1, the rector shall consult the University Council.

Chapter XII

Gatherings at the University

§ 266

1. Members of the University community shall have the right to organise gatherings at the University in accordance with the rules laid down in the Act and the Statutes.
2. The following are not regarded a gathering within the meaning of the Act and shall not require the consent of the rector:
 - 1) gatherings of student and doctoral student self-government bodies;
 - 2) gatherings of bodies of student organisations operating at the University in accordance with the provisions of the act and the Statutes;
 - 3) gatherings of employees, students or doctoral students organised by organisational units of the University or trade unions.

§ 267

1. The organisation of a gathering in the premises of the University shall require the consent of the rector.
2. The organisation of a gathering in the premises of the University, outside its premises, shall require notification to the rector.

§ 268

A request for consent to organise a gathering or a notification of the intention to organise a meeting should include:

- 1) name, surname and address of the person or persons organizing the gathering;
- 2) purpose of the gathering;
- 3) indication of the place, date and time of commencement and end of the gathering;
- 4) agenda of the gathering;

- 5) expected number of participants;
- 6) definition of the technical measures to be applied;
- 7) principles of law and order with the identification of the persons responsible.

§ 269

1. A request for consent to organise a gathering or a notice of intent to organise a gathering shall be submitted by the organiser of the meeting to the rector no later than 24 hours prior to the commencement of the gathering.
2. In particularly justified cases, the rector may accept a notice of a gathering submitted less than 24 hours before its commencement.

§ 270

1. The rector refuses to grant a consent for the organisation of a gathering or prohibits a gathering if its purpose or programme is in breach of the law.
2. Granting consent to organise a gathering may depend on adjusting its scope, date and technical measures to be applied to the premises in such a way that the gathering does not interfere with the performance of the tasks of the University or pose a threat to the conduct of another gathering.

§ 271

The organizer of a gathering is obliged to:

- 1) ensure safety and order during the gathering;
- 2) cooperate with the rector or a representative appointed by the rector, including giving them the right to speak at the gathering outside the set order of speakers;
- 3) carry out orders of the rector or a representative appointed by the rector, issued to ensure the safety of participants, the uninterrupted operation of the University or the safeguarding of the assets of the University;
- 4) inform participants of the necessity to leave the place of the gathering after its end or after its dissolution.

§ 272

During the gathering, it is forbidden to:

- 1) hinder the organisation of the gathering;
- 2) interfere with the course of the gathering;
- 3) organise competition meetings at the same time and at the same place;
- 4) interfere with the current functioning of the University, including the educational process;
- 5) violate the regulations in force at the University and the provisions of universally applicable law, in particular in the area of security and public order.

§ 273

1. Participants of the gathering are obliged to comply with the provisions of law and good academic practice, safety rules, and to comply with the instructions of the organizer, the chairman of the assembly or other persons responsible for the safety of the assembly.

2. The provisions of section 1 shall apply to instructions of the rector or his representative participating in the gathering.

§ 274

Members of the University community who convene a gathering without the consent or notification of the rector, or disrupt the course of the gathering or do not comply with the instructions of the persons referred to in the Statutes shall be subject to disciplinary liability regardless of liability under separate provisions of law.

§ 275

1. If the course of the gathering goes beyond the purpose specified in the request for consent or in the notification, threatens public safety and order or compromises the welfare of the University, the rector or a representative appointed by the rector may dissolve the gathering.
2. The dissolution of the gathering shall be effected by providing oral information subject to immediate execution, preceded by three warnings of the gathering participants about the possibility of dissolution, and then announced to the organizer or, if it is impossible to contact the organizer - announced publicly to the gathering participants.

§ 276

1. The rector may inform state services responsible for ensuring security and public order of a planned gathering if he considers it justified by the danger to human life or health.
2. In order to ensure the security of the gathering, the rector may call upon the state services responsible for maintaining security and public order to enter the premises of the University.

Chapter XIII

Principles of internal supervision over legal instruments issued by the University bodies

§ 277

1. The Rector shall suspend the implementation of a resolution of the Senate that violates the provisions of the act or the Statutes of the University or that violates a material interest of the University and, within 14 days of the suspension of the resolution, shall convene a meeting of the Senate to reconsider it.
2. The resolution shall come into force if, after reconsideration, the Senate again adopts the resolution by a majority of 2/3 of votes in the presence of at least half of the statutory membership of the Senate.
3. If the Senate adopts a resolution again in breach of this Act, the rector shall notify the minister responsible for higher education and research, hereinafter referred to as the minister.

§ 278

1. The Rector shall suspend the implementation of a resolution of the University Council violating the provisions of the act or the Statutes of the University or violating a material interest of the University.
2. In the case referred to in section 1, the chairman of the University Council shall convene a meeting of the University Council within 14 days of the suspension of the resolution in order to reconsider it.
3. The resolution shall come into force if, after reconsideration, the University Council again adopts the resolution by a majority of 2/3 of votes in the presence of at least half of the statutory membership of the University Council.
4. If the University Council adopts the resolution violating the act again, the rector shall notify the minister.

§ 279

The rector shall suspend the implementation of a resolution of a science council of institute which is contrary to the provisions of the act or the Statutes. Suspending the execution of a resolution, the rector shall indicate the scope of the infringement and formulate a motion as to further proceedings. If the body which adopted the resolution fails to respond to the rector's motion within 14 days of its submission, the suspended resolution shall lose its validity.

§ 280

1. The Rector may overrule or alter a decision or ruling made by a person holding a leading position at the University and the decision or ruling of any other person directing bodies of the University if it is inconsistent with any law, the Statutes, resolution or regulation of a body of the University, other internal regulations of the University, or if it violates an important interest of the University.
2. The Rector may overrule a resolution of the Council or any other advisory body other than the University body if the resolution is inconsistent with a law, a resolution or regulation of a University body, other internal regulations of the University, or if it violates an important interest of the University.
3. The Rector may overrule or change the decisions of the University's employees authorized to make decisions concerning the University.
4. If a person referred to in section 1 or section 43, acting under the authority of the rector, issues an administrative decision on an individual case, a change of such a decision by the rector shall be possible only if an application for reconsideration of the case has been submitted by the entitled person or in other cases provided for by law.

§ 281

1. The Rector shall immediately inform the University community of the content of the normative acts of internal law, including the regulations issued by the Rector, the resolutions of the Senate, and the resolutions of the University Council.
2. Normative acts of internal law of the University shall be published on the BIP website. The following shall be subject to publication in particular:
 - 1) resolutions of the Senate;

- 2) resolutions of the University Council;
- 3) ordinance of the rector.
3. The chancellor may issue orders concerning activities reserved for him. Orders of the chancellor shall be published in the manner set out in section 2.

§ 282

1. The University keeps records of normative acts issued by the University authorities, deans, deans of branches, directors of institutes, heads of departments, chancellor and other authorised persons.
2. Detailed rules for keeping the registers referred to in section 1 shall be determined by the rector.

§ 283

The provisions of this chapter shall not apply to the exercise of oversight by the University Election Board within the scope of its powers of action.

Chapter XIV

Amendment to the Statutes

§ 284

1. Amendments to the Statutes of the University shall be adopted by the Senate by an absolute majority of votes in the presence of at least half of the statutory number of members of the Senate, subject to consultation with:
 - 1) the University Council expressed by a majority of the statutory number of members;
 - 2) trade unions operating at the University.
2. The opinions referred to in section 1 shall be presented by the University Council and trade unions within 30 days of the date of receipt of the draft Statutes from the chairman of the Senate. If that time limit expires without success, the requirement to consult shall be deemed to have been met.

Chapter XV

Transitional and final provisions

§ 285

(repealed)

§ 286

(repealed)

§ 287

(repealed)

§ 288
(repealed)

§ 289
(repealed)

§ 290
(repealed)

§ 291
(repealed)

§ 292
(repealed)

§ 293
(repealed)

§ 294
(repealed)

§ 295

1. The University shall provide doctoral programmes commenced before the academic year 2019/2020 on the basis of the rules hitherto in force, but not later than 31 December 2023.
2. The organisation and course of degree programmes referred to in section 1 and the rights and obligations of doctoral students in such programmes shall be laid down in the regulations for doctoral programmes.
3. Doctoral students in doctoral programmes referred to in section 1 shall jointly form a doctoral student self-government with doctoral students in the doctoral programme at the doctoral school.
4. Whenever these Statutes refer to the rights and obligations of doctoral students, they shall also be understood as doctoral students for the degree programmes referred to in section 1, with the exception of the provisions of § 184-190 of the Statutes.
5. Managers of doctoral programmes referred to in section 1 shall remain in office until the end of their studies, but no later than 31 December 2023 unless they are dismissed before that date. In justified cases, it is possible to change the person holding the position of the study director on the basis of the hitherto applicable rules.
6. (repealed)
7. (repealed)

§ 296
(repealed)

§ 297
(repealed)

§ 298

1. The total period of employment at the University in the position of adjunct of persons without the academic degree of habilitated doctor employed in that position before 20 March 2007 may not exceed 14 years.
2. The total period of employment at the University as an adjunct of persons without the academic degree of habilitated doctor employed at that position before 20 March 2007, who, pursuant to § 67 section 1 or section 2 of the Statutes of the University, adopted by resolution of the Senate No. 20/2001 of 31 May 2001, had their employment extended, may not be longer than until the end of the period for which the extension was requested.
3. Exceptionally for persons without the academic degree of habilitated doctor employed as an adjunct before 20 March 2007 who did not benefit from an extension of their employment as an adjunct under § 67 section 1 or section 2 of the University Statutes adopted by Resolution No. 20/2001 of the Senate of 31 May 2001, employment in this position may be extended, but not by more than 2 years, by a decision of the rector taken at the request of the science council of the relevant institute, depending on the discipline represented by the teacher, if the latter has obtained a positive evaluation related to the progress of work on the academic degree of habilitated doctor and a positive evaluation of the summary of professional accomplishments. The content of the summary of professional accomplishments is established by a circular letter of the rector. The decision on the request for extension shall be taken by the competent science council of institute.
4. A positive assessment referred to in section 3 shall mean a positive assessment of two specialists in a given field or discipline, participating in the research life, approved by a resolution of the science council of the relevant institute, depending on the discipline which the academic teacher represents at the request of the head of the unit in which the academic staff member is employed, holding at least the academic degree of habilitated doctor, of whom at least one is employed outside the University.
5. Where the employment relationship with academic staff member referred to in sections 1 to 3 is terminated due to failure to obtain a degree within the time limit laid down in the Statutes, the end of a semester shall be the last day of September.

§ 299

1. The total period of employment at the University in the position of adjunct of persons without the academic degree of habilitated doctor employed in that position within the period between 20 March 2007 and 27 October 2011 may not exceed 9 years.
2. The total period of employment at the University in the position of adjunct for persons without the academic degree of habilitated doctor, employed in that position in the period between 20 July 2007 and 27 October 2011, for whom the employment was extended, may not be longer than until the end of the period for which the extension was granted.
3. Exceptionally for persons without the academic degree of habilitated doctor employed as assistant professors in the period between 20 March 2007 and 27 October 2011 who did not take advantage of the extension of employment, employment in that position may be

extended, however, by no more than 2 years, by a decision of the rector taken at the request of the competent science council of institute - depending on the discipline represented by the teacher, if the latter has obtained a positive evaluation related to the progress of work on the academic degree of habilitated doctor and a positive evaluation of the summary of professional accomplishments. The content of the summary of professional accomplishments is established by a circular letter of the rector. A resolution on the motion to extend employment shall be adopted by the competent council of the organisational unit of the University in which the academic staff member is employed.

4. A positive assessment referred to in section 3 shall mean a positive assessment of two specialists in a given field or discipline, participating in the research life, approved by a resolution of the science council of the relevant institute, depending on the discipline which the academic teacher represents at the request of the head of the unit in which the academic staff member is employed, holding at least the academic degree of habilitated doctor, of whom at least one is employed outside the University.

§ 300

1. The total period of employment of academic staff member holding the academic degree of doctor in the position of adjunct employed after 27 October 2011 and before 30 September 2013 at the University may not exceed 9 years.
2. Exceptionally for persons without the academic degree of habilitated doctor employed as assistant professors in the period between 27 October 2011 and 30 September 2013 employment in that position may be extended, however, by no more than 2 years, by a decision of the rector taken at the request of the competent science council of institute - depending on the discipline represented by the teacher, if the latter has obtained a positive evaluation related to the progress of work on the academic degree of habilitated doctor and a positive evaluation of the summary of professional accomplishments. The content of the summary of professional accomplishments is established by a circular letter of the rector. A resolution on the motion to extend employment shall be adopted by the competent science council of the organisational unit of the University in which the academic staff member is employed.
3. A positive assessment referred to in section 2 shall mean a positive assessment of two specialists in a given field or discipline, participating in the research life, approved by a resolution of the science council of the relevant institute, depending on the discipline which the academic teacher represents at the request of the head of the unit in which the academic staff member is employed, holding at least the academic degree of habilitated doctor, of whom at least one is employed outside the University.

§ 301

1. The total period of employment of academic staff member without a doctor degree in the position of assistant employed between 27 October 2011 and 30 September 2013 at the University may not exceed 6 years.
2. Exceptionally, in the case of persons without the academic degree of doctor employed as an assistant in the period between 27 October 2011 and 30 September 2013, employment may be extended in this position, but not by more than 2 years, if the person concerned has

obtained a positive assessment by the supervisor related to the advancement of work on the doctoral thesis. A request from the competent science council of institute - depending on the discipline represented by the academic staff member - for extension of employment shall be made in the form of a resolution. The decision to extend the employment shall be made by the rector.

§ 302

The provisions of § 298 - 301 shall remain in force until 30 September 2020 and shall apply to employees employed as adjunct and assistant in the group of research and teaching staff.

§ 303

1. On the date of entry into force of the Statutes, the position of full professor and the position of associate professor with a degree in science shall become the position of professor.
2. Academic staff holding the academic degree of habilitated doctor and employed as associate professor on the date of entry into force of the Statutes shall become professors of the University.
3. Academic staff holding the academic degree of doctor employed as senior lecturers on the date of entry into force of the Statutes shall become adjuncts in the group of teaching staff.
4. Non-doctoral academic staff members employed as senior lecturers on the date of entry into force of the Statutes shall become assistants in the group of teaching staff.
5. Academic staff members employed as docent on the date of entry into force of the Statutes shall become adjuncts in the group of teaching staff.

§ 304

1. Persons employed before the date of entry into force of the Statutes in the posts of a certified librarian and a certified scientific documentation and information employee shall remain employed in those positions until the termination of the employment relationship. During the period of employment referred to in the previous sentence, the weekly working hours of these persons shall be 36 hours.
2. Persons referred to in section 1 shall retain the status of academic staff, but not longer than until 30 September 2020, while the right to annual leave in the amount and according to the rules applicable to academic staff shall remain in force until the termination of the employment relationship.
3. The provisions of section 2 with respect to the persons referred to in section 1 shall apply from 1 October 2020.
4. The mandatory weekly working hours for senior custodians, custodians and senior librarians shall be 36 hours.

§ 305

The group of qualified librarians or qualified scientific documentation and information employees may be joined by a person with at least a professional degree of master or other equivalent professional degree and a positive recommendation of the Qualification Committee for Qualified Librarians and Qualified Scientific Documentation and Information Employees.

1. An employee employed at the University in a group of qualified librarians or qualified scientific documentation and information employees shall be employed under a contract of employment of indefinite or definite duration. Employment shall be preceded by a qualification procedure before the Qualifying Committee for Qualified Librarians and Qualified Scientific Documentation and Information Employees, which is opened at the request of the head of the unit in which the qualified librarian or qualified scientific documentation and information employee is to be employed.
2. The qualification procedure before the Qualifying Committee for Qualified Librarians and Qualified Scientific Documentation and Information Employees in order to obtain a recommendation for employment in a group of qualified librarians may be commenced by a person who holds:
 - 1) at least the professional title of master in social communication and media science or an equivalent and completed post-graduate course in social communication and media science;
 - 2) five years of work experience, and in the case of academic staff, two years of work experience in a scientific library;
 - 3) a certificate of knowledge of at least one foreign language at the B2+ level of the Common European Framework of Reference for Languages;
 - 4) at least five publications (including two peer-reviewed ones) in the field of social communication science and media or related sciences;
 - 5) proven track record in:
 - a) scientific research, in particular in the form of information and bibliographic publications, other scientific publications, participation in scientific committees and councils, other forms of scientific research activity;
 - b) organizational activity, in particular in the form of holding managerial positions in a library, managing projects, grants and works in the permanent problem teams of the library, designing and implementing improvements and innovations in the work of a library, organizing conferences, workshops, trainings, practices, etc. cooperation with external institutions of the science environment and the economy sector;
 - c) didactic, in particular in the form of conducting didactic classes in the field of social communication science and media or related, preparation and implementation of various forms of library didactics.
3. The qualification procedure before the Qualifying Committee for Qualified Librarians and Qualified Scientific Documentation and Information Employees in order to obtain a recommendation for employment in a group of qualified scientific documentation and information employees may be commenced by a person who holds:
 - 1) at least a master's degree in history, archival science or museum science or a degree in history, archival science, museum science, history of art, or in accordance with the profile and research needs of the given archive or museum in question, or a master's degree or an equivalent and postgraduate diploma in history, archival science, museum science or history of art;
 - 2) five years' seniority and, in the case of academic staff, two years' seniority in an archive or museum;

- 3) a certificate of knowledge of at least one foreign language at the B2+ level of the Common European Framework of Reference for Languages;
- 4) at least five publications (including two peer-reviewed publications) on history, archives, museums, or art history or related sciences that coincide with the profile of the given archive or museum;
- 5) proven track record in:
 - a) scientific research, in particular in the form of information publications, exhibition catalogues, other scientific publications, participation in scientific committees and councils, other forms of scientific research activity;
 - b) organizational, in particular in the form of holding a managerial position in an archive or museum, managing projects and grants and works in permanent problem groups of an archive or museum, designing and implementing improvements and innovations in the organization of work of an archive or museum, cooperation with external institutions of the science environment and the economy sector;
 - c) didactic, in particular in the form of conducting didactic classes in archival science, museum science or sciences consistent with the profile of the given institution, preparation and implementation of various forms of archival and museum teaching.
4. Additional elements of assessment in the selection procedure of a candidate for the positions referred to in sections 2 and 3 may be:
 - 1) teaching and dissemination activities for non-academic user groups;
 - 2) popularization of reading, archival knowledge, information education, as well as science and its results;
 - 3) possession of additional qualifications.
5. In order to conduct the recruitment procedure for candidates in the group of positions of a qualified librarian or scientific documentation and information employee, the rector appoints the Qualification Committee for Qualified Librarians and Qualified Scientific Documentation and Information Employees in the following composition:
 - 1) vice rector appointed by the rector as chairman;
 - 2) director of the University Library;
 - 3) head of the University Archives;
 - 4) academic teacher holding an academic title or academic degree of habilitated doctor in the discipline of social communication and media science;
 - 5) academic teacher holding an academic title or academic degree of habilitated doctor in the discipline of history.
6. The organizational and administrative service of the Committee is provided by the University Library.
7. The Committee shall conduct the selection procedure on the basis of the criteria set out in section 2-4 and shall make its decision by a simple majority in an open ballot in the presence of at least half of the members of the committee.
8. In the event of a positive evaluation, the chairman of the committee shall issue a recommendation on employment in the position of a qualified librarian or a qualified scientific documentation and information employee.

§ 307
(repealed)

§ 308

Internal acts issued by the authorities of the Jan Kochanowski University of Kielce pursuant to the Act of 27 July 2005. - *Higher Education Law* (i.e. Journal of Laws 2017, item 2183, as amended) and the University Statutes adopted pursuant to Resolution No. 46/2011 of the Senate of 27 October 2011, as amended, shall remain in force unless they are contrary to the Act of 20 July 2018. - *Higher Education and Science Law* and these Statutes.

§ 309

1. The Statutes shall enter into force on 1 October 2019.
2. The Statutes of the Jan Kochanowski University of Kielce, adopted by Resolution No. 46/2011 of the Senate of the Jan Kochanowski University of Kielce of 27 October 2011, amended by Resolution No. 32/2015 of the Senate of the Jan Kochanowski University of Kielce of 30 April 2015, amended by Resolution No. 41/2016 of the Senate of the Jan Kochanowski University of Kielce of 30 June 2016, amended by Resolution No. 97/2016 of the Senate of the Jan Kochanowski University of Kielce of 15 December 2016, shall be repealed as of the date of entry into force of these Statutes.
3. Elections to the Senate for the term of office 2020-2024 shall be held pursuant to the provisions of § 46 of these Statutes.

Appendix No. 1 to the Statutes

The specimen of the emblem of the Jan Kochanowski University of Kielce

The emblem of the Jan Kochanowski University of Kielce is: a patriarchal cross symbolizing the Świętokrzyskie Voivodeship, a crown with five fleurons (stylized leaves) symbolizing the city of Kielce (the seat of the University) and two sceptres of Cardinal Fryderyk Jagiellończyk (15th century), in the shape of the Saint Andrew cross, based on the symbolism of the Jagiellonian University, the oldest in Poland.



Appendix 2 to the Statutes

The specimen of the coat of arms of the Jan Kochanowski University of Kielce

The coat of arms consists of a shield modelled on the seal of the first Polish University - the Jagiellonian University from the 15th century. On the red field from the base of the shield two crossed golden sceptres were placed. Above them, from the head of the shield on the right side we see a double golden patriarchal cross, on the left a golden crown with five identical fleurons (stylized leaves). Under the shield there is a red ribbon with the inscription: Jan Kochanowski University.



Appendix No. 3 to the Statutes

The specimen of the seal of the Jan Kochanowski University of Kielce



Appendix No. 4 to the Statutes

The specimen of the banner of the Jan Kochanowski University of Kielce

On the right side of the banner, on a red background, there is the national emblem - a white eagle and the Latin phrase "SCIENTIA COMMENDAT OMNIA", which means "KNOWLEDGE GIVES VALUE TO EVERYTHING". On the left side there is a coat of arms of the University: two crossed golden sceptres and above them there is a double golden patriarchal cross from the head of the shield on the right and a golden crown with five identical fleurons (stylized leaves) on the left. The above coat of arms is surrounded by a white inscription: "JAN KOCHANOWSKI UNIVERSITY KIELCE". From the four corners on both sides of the banner, stylised golden linden leaves emerge, which are supposed to refer to the favourite tree of the poet from the Black Forest.



Appendix No. 5 to the Statutes

The specimen of the flag of the Jan Kochanowski University of Kielce



Appendix No. 6 to the Statutes

The specimen of the logo of the Jan Kochanowski University of Kielce



Appendix No. 7 to the Statutes
Lyrics of “*Gaude, Mater Polonia*”

1. Gaude, mater Polonia.
Prole fecunda nobili,
Summi Regis magnalia
Laude frequenta vigili.
2. Cuius benigna gratia
Stanislai Pontificis
Passionis insignia
Signis fulgent mirificis.
3. Hic certans pro iustitia,
Regis non cedit furiae;
Stat pro plebis iniuria
Christi miles in acie.
4. Tyranni truculentiam,
Qui dum constanter arguit,
Martyrii victoriam
Membratim caesus meruit.
5. Novum pandit miraculum
Splendor in sancto ceritus,
Redintegrat corpusculum
Sparsum caelestis medicus.
6. Sic Stanislaus pontifex
Transit ad caeli curiam,
Ut apud Deum opifex
Nobis imploret veniam.
7. Poscentes eius merita,
Salutis dona referunt:
Morte praeventi subita
Ad vitae potum redeunt.
8. Cuius ad tactum anuli
Morbi fugantur turgidi;
Ad locum sancti tumuli
Multi curantur languidi.
9. Surdis auditus redditur,
Claudis gressus officum,
Mutorum lingua solvitur
Et fugatur daemonium.
10. Ergo, felix Cracovia,
Sacro dotata corpore

Deum, qui fecit omnia,
Benedic omni tempore.

11. Sit Trinitati gloria,
Laus, honor, iubilatio:
De Martyris Victoria
Sit nobis exsultatio.

Amen

Appendix No. 8 to the Statutes

RULES OF PROCEDURE OF THE SENATE OF JAN KOCHANOWSKI UNIVERSITY OF KIELCE

General provisions

§ 1

These Rules of Procedure lay down the procedure for convening meetings and the rules of operation of the Senate, the agenda and the detailed duties and rights of the members of the Senate.

§ 2

Members of the Senate are guided by the law, the welfare of the University, and their own conscience in the performance of their duties.

Mode of proceeding of the Senate

§ 3

1. The Senate is the highest collective body of the University.
2. In addition to the powers laid down in the Act and the Statutes, the Senate also has consultative powers. The rector may ask the Senate for its opinion on any matter that it considers important in the interests of the University.

Meetings of the Senate

§ 4

1. The Senate gathers in meetings.
2. Ordinary meetings of the Senate shall be convened by the rector once a month, except for periods free of classes.
3. Extraordinary meetings of the Senate shall be convened by the rector on his own initiative or at the request of at least 1/5 of the members of the Senate within fourteen days of the date of filing the request. The request shall specify the subject matter of the meeting.
4. If it is necessary to ensure the proper functioning of the University, in particular during the period of limitation or suspension of its operation, meetings of collective bodies may be held remotely and resolutions may be adopted:
 - 1) with the use of information technology ensuring the control of their course and the possibility of their recording, and - when required – maintaining the voting secrecy;
 - 2) if instructed by the chairman of the collective body, resolutions may also be adopted in the following manner:
 - a) by correspondence or by circulation,
 - b) electronically - using electronic mail.
5. Adopting resolutions in the manner specified in sec. 4 may not apply to the selection, appointment or dismissal of the University bodies.

6. Detailed rules for conducting a remote meeting with the use of information technology, the rules for adopting resolutions by correspondence, by circulation or by electronic means are specified in the instruction issued by the rector.
7. Provisions of sec. 4-6 shall apply mutatis mutandis to the committees operating at the University, in particular senate commissions, scholarship commissions, election commissions, other collective bodies as well as bodies and other collective bodies of the student and doctoral student self-government.

§ 5

1. Not later than 7 days before the planned meeting, the rector shall notify the date and draft agenda of the meeting of the members of the Senate and the invited persons.
2. In particularly justified cases, the rector may decide to shorten the time limit referred to in section 1.
3. The notice of the meeting should include the proposed agenda of the meeting, draft resolutions and other materials concerning the items on the agenda. The scope of the materials sent out together with the notification of the Senate meeting shall be decided by the rector.
4. The draft agenda of the Senate shall be determined by the rector, with the proviso that only matters known to the members of the Senate may be submitted to the agenda from materials sent no later than 7 days before the meeting, subject to section 2.

§ 6

1. A senate committee or at least 1/5 of the members of the Senate may submit to the rector, no later than 21 days before the meeting of the Senate, written proposals to put a specific issue on the agenda. The application referred to in the previous sentence shall state the reasons on which it is based.
2. Failure to take into account at the next meeting of the Senate an issue covered by the motion referred to in section 1 requires the information of the rector when presenting the draft agenda to the Senate.
3. If the Senate considers that a matter covered by a motion referred to in section 1 requires consideration by the Senate, the Senate, after hearing the information of the rector, shall determine the further course of action to be taken in the matter, including the decision to include it on the agenda for the next meeting of the Senate.

§ 7

Senate meetings are public. If the interests of the University so require, the Senate may, by an absolute majority of votes in the presence of at least half of its members, declare the meeting or part of it secret.

§ 8

1. Obtaining information on the activities of the Senate takes place in accordance with the provisions of the Act on Access to Public Information and is carried out through:
 - 1) informing about Senate meetings,

- 2) making minutes and resolutions of Senate meetings, Senate committee meetings and other documents and information related to the activities of the Senate and Senate committees available.
2. The resolutions adopted by the Senate are made available by publishing them in the ICT network. Making available other documents and information referred to in section 1 item 2 as well as information not included in the ICT network shall be made on request.
3. Documents and other information referred to in section 1 item 2 may also be made available by distributing, hanging or installing a device enabling one to become familiar with them in generally accessible places.
4. Decisions on refusal to make public information available and discontinuance of proceedings for making public information available shall be issued by the rector.
5. The rector consents to obtaining public information not published in the ICT network and indicates the place and time of obtaining it.

§ 9

1. Minutes of the Senate meeting shall be taken and shall constitute an official statement of the proceedings. The proceedings of the Senate meeting may also be documented in electronic form.
2. The minutes of the Senate meeting shall include a record of the proceedings and, in appendices, full texts of the resolutions adopted, reports and motions submitted and other materials considered by the Senate.
3. The minutes are made available to the members of the Senate within 14 days after the Senate meeting. The minutes may also be made available in electronic form.
4. A member of the Senate and any member of the meeting taking part in a debate may, not later than the day after the minutes of the Senate meeting are made available, submit an objection or an amendment to the minutes of the meeting. The chairman of the Senate decides whether to accept the amendment.
5. Minutes to which no reservations or amendments have been made shall be deemed to have been adopted. Acceptance of the minutes shall be confirmed by the signature of the rector or the chairman of the meeting, a member of the Senate and the minutes keeper. The minutes shall be kept by an organisational unit of the University designated by the rector.
6. Personal results of voting conducted with the use of electronic equipment and results of personal voting conducted with the use of voting cards shall be entered in the minutes of the meeting.
7. At its first meeting, the Senate shall elect from among its members the secretary of the Senate with the following duties:
 - 1) supervising the observance of the Senate's agenda;
 - 2) supervising the correctness of the minutes prepared from the Senate meeting and the timely and correct implementation of the adopted resolutions.
8. If the Senate Secretary is absent from the meeting, the Senate, at the request of the chairman of the meeting, shall elect the secretary of the meeting. The provisions of section 7 item 1-2 shall apply mutatis mutandis to the secretary of the meeting.
9. The register of Senate resolutions shall be kept by an organisational unit of the University designated by the rector.

Meetings

§ 10

1. Meetings of the Senate shall be chaired by the rector or in his place by a member of the Senate appointed by the rector.
2. When the subject of the meeting is the evaluation of the activities of the rector, the meeting of the Senate shall be chaired by a chairman elected by the Senate from among the members of the Senate present at the meeting.
3. The rector as chairman of the Senate:
 - 1) sets out the Senate's work plan,
 - 2) convenes the Senate meetings,
 - 3) draws up the draft agenda,
 - 4) presides over and supervises the proceedings of the Senate,
 - 5) supervises the timeliness of the Senate's work,
 - 6) supervises the work of the Senate committees and instructs them to consider specific issues,
 - 7) orders the publication of resolutions adopted by the Senate and their publication in the ICT network.
4. On the basis of a resolution of the University Election Committee, the rector draws up a personal list of Senate members and persons participating in the Senate meeting in an advisory capacity. The list of Senate members is made public to the academic community.
5. If during the term of office changes occur in the composition of the Senate, the rector shall immediately change the list of Senate members. The rector shall notify the academic community of any changes in the composition of the Senate.

§ 11

1. The draft agenda shall be submitted for approval by the rector or the chairman of the Senate meeting.
2. A motion to amend the Statutes or in matters requiring opinions of the University Council, trade unions operating at the University or matters requiring opinions of student self-government or doctoral student self-government may not be considered at the meeting at which it was submitted.
3. If it is not possible to make a substantive decision on the matter at a given meeting, the Senate shall determine the course of further proceedings.
4. If the agenda is not exhausted, the remaining items shall be placed on the agenda of the next meeting unless the Senate decides otherwise.

§ 12

1. The rector or the chairman of the meeting shall give the floor in matters included in the agenda.
2. Cases brought before the Senate shall be presented by the rector or a rapporteur appointed by the rector.
3. The chairman or deputy chairman of the competent Senate committee shall then speak if the matter has been referred to that committee.

4. Before commencing the discussion, members of the Senate and persons entitled to participate in the meeting may submit questions to the rapporteur in connection with the referred item on the agenda, draft resolution or problem. Questions shall be answered by the rapporteur.
5. The rector or the chairman of the meeting may draw the attention of a participant who in his speech departs from the subject matter of the meeting by invoking "to the point, please". After invoking "to the point, please", the rector or chairman of the meeting may take the floor away from the speaker.

§ 13

1. A member of the Senate or a person entitled to attend the meeting may speak only twice in the discussion of a given matter.
2. The rector or the chairman of the meeting may decide to remove from the minutes the statement of a person who did not receive the floor or who continued to speak after the speech was denied.

§ 14

1. The rector or the chairman of the meeting shall ensure that the Regulations, dignity and order of the meeting room are observed during the proceedings.
2. The rector or the chairman of the meeting shall call a member of the Senate and any other person attending the meeting who interferes with the agenda "to order".
3. The rector or the chairman of the meeting shall call upon a member of the Senate or any other participant in the meeting who has violated the agenda to "order, subject to recording in minutes".
4. The rector or the chairman of a meeting may decide to exclude a member of the Senate or another participant from the meeting if he disrupts the agenda even though he has already been called "to order, subject to recording in minutes".
5. In the case referred to in section 4, the rector or the chairman of the meeting may order a break in the meeting.
6. A member of the Senate may appeal to the Senate against a decision of the rector or the chairman of a meeting referred to in section 3 or section 4. The Senate dismisses the appeal or requests the rector or the chairman of the meeting to repeal the decision. The rector or the chairman of the meeting shall take into account the decision of the Senate.
7. Until the matter is resolved, a member of the Senate shall not have the right to vote and shall not participate in the meeting at which the decision on its exclusion was made.

§ 15

1. Outside the agenda or in connection with a debate, the rector or the chairman of the meeting shall give the floor only for the purpose of submitting a formal motion, a reply or a correction of a statement misunderstood or misrepresented. Such a presentation may not last longer than 2 minutes.
2. Formal motions include motions for:
 - 1) announcing a break or adjournment of the meeting;
 - 2) adopting the secrecy of voting;

- 3) adopting the secrecy of the meeting or its part;
 - 4) closing the list of registered speakers;
 - 5) adjournment or closing the discussion;
 - 6) moving to the agenda;
 - 7) voting without discussion;
 - 8) supplementing or changing the draft agenda or agenda;
 - 9) changing the manner of conducting debates, discussions and voting;
 - 10) limiting the speaking time;
 - 11) establishing quorum;
 - 12) counting votes.
3. A formal application should contain a request and a concise statement of reasons.
 4. The Senate shall decide whether to accept or reject the formal application after hearing the applicant and, where applicable, one opponent of the application.
 5. Formal motions are settled only in an open vote.

Voting

§ 16

1. At the end of the discussion or after a speech by the chairman of the Senate committee, the chairman of the Senate meeting announces that the Senate shall proceed to vote. From now on, the floor may be taken only for the purposes of making or justifying a formal request as to how or in what order the vote should be taken or of asking questions to clarify the content of the amendment voted on.
2. Voting may be open, secret or by roll call.
3. An open ballot is held by raising a hand by a member of the Senate and at the same time the chairman of the Senate meeting orders the counting of votes by the ballot counting committee. Voting with the use of electronic equipment recording individual voting positions of Senate members and voting referred to in the preceding sentence shall be allowed and consist in pressing the equipment button expressing the voter's will, i.e. "for" or "against" or "abstaining from voting".
4. Voting by roll call shall take place using voting cards signed with the name of a member of the Senate.
5. A roll-call vote shall be held at the request of the rector or the chairman of the meeting or at the request of at least 10 members of the Senate.
6. The roll-call vote shall be taken by means of a ballot box prepared for that purpose. Members of the Senate in alphabetical order, summoned by the Secretary of the Senate, put their cards in the ballot box. The ballot box shall be opened and the votes counted by the ballot counting committee. Voting by roll call with the use of electronic equipment recording the individual position of each voting member of the Senate is admissible.
7. Voting on personnel matters shall be by secret ballot, except for voting on the composition of committees appointed by the Senate, including those which shall be held following the expiry of the mandate of a member of the committee. If the number of candidates for a committee is greater than the number of members of the committee determined by the Senate, the vote shall be taken by secret ballot.

8. At the request of a member of the Senate, the Senate may, by an absolute majority of votes, decide on the secrecy of the ballot. Secret ballot shall be excluded in matters concerning the adoption or amendment of the Statutes.
9. Secret ballot shall be held using sealed voting cards. Secret ballot with the use of electronic equipment recording the results of voting is permissible, while maintaining the principles of secrecy.
10. The results of the vote shall be announced by the chairman of the meeting.
11. The results of a roll-call vote and a secret ballot are announced by the chairman of the ballot committee counting the number of votes.
12. The results of the vote shall be final and may not be discussed.

§ 17

1. The voting order is as follows:
 - 1) voting on the motion to adopt a resolution without amendments;
 - 2) voting on amendments to individual paragraphs or sections, in accordance with the order of the provisions of the resolution:
 - a) amendments shall be put to the vote first, the adoption or rejection of which shall determine the determination of the other amendments; where an amendment excluding other amendments is adopted, those amendments shall not be put to the vote,
 - b) where several amendments are submitted to the same provision, the furthest-facing amendment shall be put to the vote first; the order of voting shall be decided by the chairman of the meeting,
 - c) amendments entailing changes to other provisions shall be put to the vote collectively.
 - 3) The chairman of the meeting may order a joint vote on a group of amendments, if no motion to the contrary has been submitted in this respect;
 - 4) voting in favour of adopting a resolution in its entirety, with changes resulting from adopted amendments, and in the case of rejection of all amendments - voting on a motion to adopt the resolution without amendments, if such a motion is submitted.
2. The Senate may put the resolution in its entirety, including amendments, to a vote if no objection has been raised in this respect.

§ 18

1. In the event that the result of a vote raises justified doubts, the Senate may reconsider the vote.
2. A resolution may be reconsidered only at the same Senate meeting and only if a manifest error in the previously adopted resolution is discovered.
3. The Senate shall decide on the reconsideration of voting at the request of the chairman of the meeting or at the request of at least 10 members of the Senate.
4. The results of roll-call votes and secret ballots shall not be subject to reconsideration of voting.

§ 19

1. The Senate shall adopt resolutions by a simple majority of votes in the presence of at least half of the statutory number of members of the Senate, unless the law, the Statutes or the Rules of Procedure provide otherwise. The rector or the chairman of the meeting shall check the quorum on his own initiative or at the request of a member of the Senate.
2. The provision of section 1 shall apply to voting on formal motions.

Senate committees

§ 20

1. The Senate may set up permanent committees.
2. When appointing a committee, the Senate determines the number of its members, the scope of its activities and competences, and elects the members of these committees.
3. The Senate shall appoint permanent committees for the duration of its term of office.
4. Senate committees shall be appointed by the Senate from among its members and at the request of the rector also from among persons who are employees, students and doctoral students of the University; however, the number of members of a given Senate committee who are not members of the Senate may not exceed 3.
5. The meetings of the permanent Senate committees shall be attended in an advisory capacity by representatives of the trade unions at the University, one from each union.
6. Senior teachers (retired academic staff holding a scientific title or degree of habilitated doctor, for whom the University was the last place of employment before retirement) may attend its meetings in an advisory capacity at the invitation of the chairman of the Committee.
7. The members of the permanent committees are elected by the Senate in a joint vote by an absolute majority of votes.
8. The chairman of the Committee shall be elected by the Senate at the request of the rector.
9. The Senate Committee shall elect a vice chairman of the Committee from among its members on the proposal of the chairman of the Committee. In the absence of the chairman of the Committee, the vice chairman of the Committee shall perform his duties.

§ 21

1. Chairman of the senate Committee:
 - 1) chairs the committee and directs its work;
 - 2) presents the Senate and the rector with resolutions, opinions or motions prepared by the committee;
 - 3) reports to the Senate on the activities of the committee.
2. The chairman of the senate committee may request information, explanations, reports and documents on matters concerning the scope of activities of the committee from all organisational units of the University and its staff, from student self-government, from the doctoral student self-government and from students and doctoral students.

§ 22

1. Meetings of the senate committee shall be convened by its chairman on his own initiative, at the request of the Senate or 1/3 of the members of the committee. In justified cases, a meeting may be convened by the rector.
2. The members of the committee shall attend its meetings in person by confirming their presence on the list by name.
3. The position of the committee shall be expressed by way of resolutions, opinions or motions.
4. The committee adopts resolutions, expresses an opinion or submits a motion as a result of voting. Decisions of the committee shall be taken by simple majority vote in the presence of at least half of its members.
5. Senate committees shall have the right to be assisted by consultants and experts.
6. Invited guests may attend the committee meeting at the invitation of its chairman without the right to vote.
7. A member of the Senate shall have the right to participate in the meetings of any committee without the right to vote. The senator shall have the right to vote only in the committee of which he is a member.
8. Minutes of the committee meeting shall be drawn up and signed by its chairman and the person drawing up the minutes.
9. The documentation of the committee's work shall be made available to its members and the members of the Senate.
10. The organisational and administrative support for the committees shall be provided by administrative units of the University designated by the rector.

§ 23

1. The mandate of a member of the senate committee during the term of office expires:
 - 1) upon death,
 - 2) due to a written resignation of a member of the committee,
 - 3) in the event of dismissal by the Senate for a reason of prolonged and unjustified non-participation in the work of the committee,
 - 4) if the employee ceases to be an employee of the University,
 - 5) due to the completion of a degree programme or doctoral programme, or the removal from the list of participants in a degree programme or doctoral programme on the basis of a final decision,
 - 6) as a result of a disciplinary penalty imposed on academic staff, students or doctoral students provided for in the Act.
2. The dismissal of a member of the committee, for the reason referred to in section 1 item 3, shall take place at the request of its chairman, and - with regard to the chairman of the committee - at the request of the rector. Voting on this matter shall be conducted in secret.
3. In the event of the expiration of the mandate of a member of the Senate committee, the Senate shall, not later than within 3 months, supplement the composition of the committee.

§ 24

Permanent committees are appointed for the term of office of the Senate.

§ 25

1. The Senate may set up ad hoc committees.
2. The provisions of § 21 - § 23 of the Rules of Procedure shall apply accordingly to the committees referred to in section 1.

Rights and obligations of Senate members

§ 26

1. A member of the Senate is bound by his presence and active participation in the Senate meetings and committees of the Senate to which he has been elected.
2. A member of the Senate participating in the meeting may not abstain from voting. Voting is only allowed in person.

§ 27

1. A member of the Senate shall confirm his presence at the meeting of the Senate by signing the list.
2. In the event of an obstacle preventing a member of the Senate from attending a meeting of the Senate or the committee of which he is a member, he shall justify his absence in writing within 14 days of the date of his absence from the meeting by sending a letter to the rector and, in the case of a committee meeting, to the chairman of the committee.
3. Justified obstacles preventing a member of the Senate from participating in the Senate meeting, the committees, and also in the vote in the Senate meeting are:
 - 1) disease;
 - 2) need to care for the sick;
 - 3) foreign or domestic trip connected with the performance of official duties;
 - 4) leave granted to a member of the Senate;
 - 5) other important obstacles.
4. If the senator is absent from the meeting without justification, the secretary of the Senate shall make a note to that effect on the attendance list.
5. An unjustified absence from a meeting of the Senate or the committee of which he is a member constitutes a breach of the basic duties of a member of the Senate.

§ 28

1. In the event of a breach of basic duties by a member of the Senate, at the request of the rector or the chairman of the Senate committee, the Senate may, by resolution:
 - 1) reprimand the member of the Senate and oblige him to act accordingly;
 - 2) issue a reminder to a member of the Senate.
2. A resolution of the Senate may be subject to a motion for reconsideration. A motion for reconsideration of the case shall be submitted to the rector by the interested party within 14 days of the date of delivery of the copy of the resolution of the Senate referred to in section 1 item 1 or item 2. The Senate shall consider the case by hearing the member of the Senate concerned at his request. The request for reconsideration shall not be subject to discussion.

3. After reconsideration, the Senate may by resolution repeal the previous resolution or uphold it. The Senate's decision is final.

§ 29

1. Members of the Senate shall have the right to submit questions to the rector on the "free motions" agenda item.
2. The rector shall answer the question at the latest at the next meeting of the Senate, unless the Senate agrees to postpone the date of the answer.
3. The answer to the submitted question may be discussed by the Senate.

§ 30

The provisions of these Regulations shall apply *mutatis mutandis* to the proceedings of the Science Council of Institute.