

STATUTE

of the Jan Kochanowski University in Kielce

Chapter 1

General provisions

§ 1

1. Jan Kochanowski University in Kielce, hereinafter referred to as the University or the Academy, is a public institution.
2. The University has legal personality, and its seat is in the city of Kielce.
3. The University operates on the basis of the Act of 20 July 2018 – Law on Higher Education and Science, hereinafter referred to as the Act, this Statute and separate regulations to the extent that they apply to the Academy.

§ 2

The University continues the tradition of higher education in Kielce, drawing on the scientific and teaching achievements of the Teacher Training College, the Higher School of Pedagogy, the Świętokrzyska Academy of Education and the Jan Kochanowski University of Humanities and Sciences in Kielce.

§ 3

1. The patron of the University is Jan Kochanowski.
2. The University's holiday is the day in June chosen by the Rector.

§ 4

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

§ 5

The University is autonomous in all areas of its activity, in accordance with the principles set out in the Act.

§ 6

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

§ 7.

1. University employees, students and doctoral students form the University community.
2. Students attending courses offered by the University elect the student self-government.
3. Doctoral students enrolled in doctoral programmes offered by the University elect doctoral student self-government.
4. It is the duty of every member of the University community to perform his/her duties with the utmost care and to protect the good name of the University.

§ 8

The University strives to create conditions for persons with special needs, including those with disabilities, to fully participate in the life of the University community, especially in the areas of recruitment, education, scientific activity and employment.

§ 9

Organisations associating employees, students, doctoral students, graduates and friends of the University may operate at the University on the terms specified in separate regulations.

§ 10

1. The University maintains lasting ties with its graduates.
2. The University takes care to preserve the memory of distinguished employees, graduates, students and doctoral students.

§ 11

The University may participate in medical activities within the scope and in the forms specified in

separate regulations.

Chapter 2

University symbols, traditions and customs

§ 12

1. The University has an emblem, coat of arms, seal, banner, flag and logo. The design of the emblem is specified in Annex 1 to the Statute. The design of the coat of arms is specified in Annex 2. The design of the seal is specified in Annex 3. The design of the banner is specified in Annex 4 to the Statute. The design of the flag is specified in Annex 5. The design of the logo is specified in Annex 6.
2. The song traditionally performed during academic ceremonies is *Gaude Mater Polonia*. The lyrics of *Gaude Mater Polonia* are specified in Annex 7 to the Statute.
3. In accordance with academic custom, the Rector, vice-rectors, deans, members of the Senate and other authorised persons have the privilege of appearing at ceremonies in traditional academic attire with the insignia of their offices.
4. The University's faculties and branches have their own colours.

§ 13

1. The Senate may name organisational units, buildings, auditoriums, halls and other University facilities after distinguished individuals.
2. The Senate may approve the placement of commemorative plaques and sculptures on University grounds.
3. The Senate may determine other forms of honouring persons distinguished in service to the University and commemorating special events from its history.

§ 14

Ceremonies at the University refer to Polish academic traditions and are held in accordance with the rules set out in the ceremonial regulations adopted by the Senate, which also defines the rules for the use of symbols and colours of organisational units.

§ 15

1. The University honours its particularly distinguished employees and other persons who have contributed to the development of the University or brought it renown or glory by awarding them the medal 'Meritorious for the Jan Kochanowski University in Kielce'.
2. The medal 'Meritorious for the Jan Kochanowski University in Kielce', the highest university distinction after the title of *Doctor Honoris Causa*, is awarded by the Chapter. Its composition and regulations are adopted by the Senate.
3. The Senate resolution may also specify other ways of honouring employees and persons referred to in paragraph 1.

§ 16

1. The status of honorary professor may be granted to a professor of recognised authority employed outside the University, at another domestic or foreign university, or at another scientific institution.
2. The status of honorary lecturer may be granted to a person of recognised authority, employed outside the University, who influences the development of the academic community.
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 are specified in the Senate's resolution.

§ 17

1. The academic honorary title awarded by the University is the title of *Doctor Honoris Causa* (*Honorary Doctorate*).
2. *Doctor Honoris Causa* may be awarded to a scholar with outstanding scientific or artistic achievements and an unquestionable scientific ethos.
3. The title of *Doctor Honoris Causa* may also be awarded to a recognised authority in the field of literature, art, education, culture or social life.

§ 18

1. A proposal to award a title of *Doctor Honoris Causa* may be submitted by:
 - 1) the Rector;
 - 2) the director of an institute in the field of study in which the University is authorised to award the degree of habilitated doctor;
 - 3) the Dean.
2. The application, together with the relevant justification and documentation, shall be considered by the University's Convention of Scientific Excellence (hereinafter referred to as the Convention).
3. The Convention may ask the applicants to supplement the application and provide relevant explanations, or it may invite the applicants to a meeting or appoint an additional competent review panel.
4. Based on the application referred to in paragraph 1, the Convention shall adopt a resolution to initiate proceedings to award a person the title of *Doctor Honoris Causa* or to refuse to initiate such proceedings.
5. When adopting a resolution to initiate proceedings, the Convention shall designate the relevant Scientific Council of the Institute, which shall be entrusted with the further conduct of the proceedings, and shall forward the relevant documentation to it.
6. After considering the application and documentation, the Scientific Council of the Institute shall, in the case of:
 - 1) a positive opinion on the award of the title of *Doctor Honoris Causa*, appoint a promoter-laundator and at least two reviewers, including one from outside the University;
 - 2) a negative opinion on the award of the title of *Doctor Honoris Causa*, it shall immediately inform the Convention of its position. In such a case, the Convention shall inform the applicants of the scientific council's position, and no further action shall be taken regarding the award of this title.
7. The promoter-laundator may be any University employee holding an academic title.
8. The Rector or a member of the Convention cannot be a reviewer.
9. Once the reviews have been received and formally verified, the Convention shall submit a motion to the Senate regarding the award of the title of *Doctor Honoris Causa* to the person.
10. The Convention's motion referred to in paragraph 9, together with all documentation, shall be forwarded to the Senate meeting.

§ 19

1. Decisions on awarding the title of *Doctor Honoris Causa* shall be made by the Senate by way of a resolution.
2. The Senate's resolution on awarding the title of *Doctor Honoris Causa* to a given person shall be made in the presence of at least two-thirds of the Senate members. The resolution shall enter into force on the date of its adoption. The resolution comes into force on the day of its adoption.
3. The act of conferring the title of *Doctor Honoris Causa* takes place during a ceremonial meeting of the Senate.
In justified cases, the conferral may take place in another manner determined by the Rector.

§ 20

1. The task of the Convention is to issue opinions on applications for honorary titles provided for

in the Statute, in particular the title of Doctor Honoris Causa, and on matters referred to in § 13 of the Statute.

- At the request of the Rector or the Senate, the Convention may also consider other matters of significant importance to the University.

§ 21

- Members of the Convention are appointed and dismissed by the Rector.
- The Convention shall consist of no more than nine persons of recognised scientific and artistic authority who hold the title of professor.

§ 22

Applicants, members of the Convention and any persons who have obtained knowledge of the proceedings shall be obliged to maintain confidentiality regarding the person covered by the application for the award of a Doctor Honoris Causa. This obligation ceases after the review has been verified and the Convention has made a decision on whether to refer the application to the Senate for the award of a Doctor Honoris Causa.

Chapter 3

University Structure

University Bodies

§ 23

The University has collegial bodies and a single-person body provided for by law and the Statute.

§ 24

The collegial bodies of the University are:

- the University Council;
- the Senate;
- the Scientific Council of the Institute.

§ 25

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

§ 26

The electoral body of the University is the Electoral College.

Rector

§ 27

- The Rector manages the activities of the University, represents it externally, and is the superior of the University's employees, students, and doctoral students.
- The Rector makes decisions on all matters concerning the University, except for matters reserved by law or the Statute for the competence of other University bodies.
- To ensure continuity in the management and representation of the University, the Rector may, in the form of a written order, specify the situations and periods in which the designated Vice-Rector shall take over the duties of the Rector, including the external representation of the University. If the designated Vice-Rector is unable to assume these duties for objective reasons, the duties of the Rector shall be assumed by another Vice-Rector designated by the Rector. When appointing vice-rectors, the Rector shall grant them written powers of attorney to

perform legal acts on behalf of the University, appropriate to the scope of their substitution.

4. If the Rector's term of office expires before the end of the term, the Vice-Rector indicated in paragraph 3 shall perform the Rector's duties from the date of expiry of the term of office until the date of election of the new Rector.

§ 28

The Rector's duties include, in particular:

- 1) representing the University;
- 2) managing the University;
- 3) ensuring at the University respect for freedom of speech, teaching, scientific research, publication of their results, as well as academic debate organised by members of the university community, while observing the principles of pluralism of worldview and the University's rules and regulations;
- 4) preparing a draft Statute and a draft development strategy for the University;
- 5) submitting a report to the Senate on the implementation of the University's development strategy, after first presenting it to the University Council for its opinion;
- 6) presenting the University's material and financial plan to the University Council for review and the report on its implementation for approval;
- 7) presenting the University's financial statements to the University Council for approval;
- 8) performing activities related to labour law in relation to University employees;
- 9) appointing and dismissing persons to managerial positions at the University;
- 10) conducting personnel policy at the University;
- 11) appointing disciplinary prosecutor at the University;
- 12) creating studies in a specific field, level and profile;
- 13) appointing admissions committees at faculties and branches;
- 14) approving admission limits for the first year of studies in a given field, level and profile;
- 15) establishing Doctoral Schools at the University;
- 16) managing the University's finances;
- 17) ensuring the functioning of management control;
- 18) making decisions concerning property and management, including:
 - a) performing legal acts concerning the rights and obligations of the University,
 - b) granting powers of attorney to perform legal acts concerning the rights and obligations of the University,
 - c) setting fees for educational services provided,
 - d) setting rates for indirect costs charged for research, research and teaching, and teaching activities;
- 19) ensuring compliance with the regulations in force at the University;
- 20) issuing organisational, work and remuneration regulations;
- 21) creating, merging, transforming or liquidating organisational units of the University and approving their regulations;
- 22) chairing the Senate;
- 23) ensuring order and safety on the University premises;
- 24) ensuring safe and hygienic working and learning conditions at the University;
- 25) determining the specific scope of duties for academic teachers at the University;
- 26) establishing periodic evaluation criteria for individual groups of employees and types of positions, as well as the procedure and entities conducting the evaluation of academic teachers after obtaining the opinion of the Senate, trade unions, student self-government and doctoral student self-government;
- 27) making decisions, after obtaining the consent of the Senate, on the establishment of or joining a capital company or special purpose vehicle within the meaning of the Act;
- 28) ensuring the organisation and conduct of elections to the collegial bodies of the University;
- 29) approving the template for postgraduate study completion certificates and other

documents confirming completion of education.

§ 29

The Rector defines in the organisational regulations the scope of duties and powers of the Vice-Rectors to conduct affairs and represent the University. If necessary, the Rector grants the Vice-Rectors appropriate authorisations or powers of attorney.

§ 30

1. The Rector may appoint representatives, specifying the scope of their activities in a written power of attorney. Representatives are appointed to perform legal acts on behalf of the University and to represent it externally.
2. The Rector may appoint coordinators, specifying the scope of their activities in a written document. Coordinators perform tasks related to the internal functioning of the University, in particular in the organisational, administrative and teaching areas.

§ 31

At the request of the Vice-Rector responsible for medical affairs, the Rector appoints a coordinator for clinical trials. The scope of such coordinator's activities shall be specified by the Rector in writing.

§ 32

1. The Rector shall submit a report on the implementation of the University's strategy for the previous year to the Senate no later than by the end of June of the following calendar year.
2. After reviewing this report and the opinion of the University Council on it, the Senate shall adopt a resolution approving or rejecting the report.

Permanent Rector's Advisory Bodies

Rector's College

§ 33

1. The Rector's College acts as an advisory and consultative body to the Rector. It consists of the vice-rectors, the Chancellor, the Bursar and persons invited by the Rector.
2. Meetings of the college shall be convened and chaired by the Rector or a member of the college authorised by the Rector.
3. The task of the college is to express opinions on matters referred to it by the Rector for consideration.

§ 34

1. The Rector may appoint permanent or ad hoc Rector's committees.
2. The Rector determines the composition and tasks of such committees.
3. The terms of office of the committees are determined by the Rector.

University Education Committee

§ 35

1. The University Education Committee is an advisory and consultative body to the Rector and vice-rector responsible for education.
2. The tasks of the University Education Committee include, in particular:
 - 1) presenting recommendations concerning the direction and programme of studies, including

- the creation and liquidation of a field of study and modifications to the programme of studies;
- 2) presenting positions on matters concerning the evaluation of the direction and programme of studies;
- 3) presenting recommendations concerning the organisation of the teaching process;
- 4) presenting recommendations concerning staffing requirements, including those related to:
 - a) evaluation of academic teachers,
 - b) employment for teaching and research-teaching positions,
 - c) qualification requirements for specific teaching and research-teaching positions;
- 5) expressing opinions on matters falling within the remit of the Vice-Rector responsible for education, to the extent requested by him/her or the Rector;
- 6) performing tasks related to ensuring the quality of education, in particular:
 - a) developing a strategy for ensuring the quality of education, taking into account the applicable legal provisions,
 - b) defining procedures and policies for education quality management,
 - c) presenting recommendations to the Rector for actions aimed at improving the education process,
 - d) presenting an annual report to the Senate on the functioning of the Internal Education Quality Assurance System,
 - e) improving the Internal Education Quality Assurance System,
 - f) supporting the monitoring of the activities of the Education Committee in the faculties and the branch;
- 7) performing other tasks specified by the Rector or by the Statute.

§ 36

1. The University Education Committee is appointed by the Rector, who shall determine its composition and detailed scope of competence.
2. The Education Committee shall consist of, in particular:
 - 1) the Vice-Rector responsible for education, who shall be the Chair of the Committee;
 - 2) the Vice-Rector responsible for medical affairs;
 - 3) the Vice-Deans responsible for education;
 - 4) the Deputy Directors of Institutes and Deputy Heads of Departments responsible for education;
 - 5) a representative of the student self-government;
 - 6) other persons designated by the Rector.
3. The Vice-Rector for Research or a representative appointed by him/her and other persons invited by the Chair of the Committee may participate in the work of the Education Committee in an advisory capacity.
4. Meetings of the Education Committee shall be convened and chaired by the Chair of the committee or another member of the committee authorised by him/her.

University Council

§ 37

1. The University Council (hereinafter referred to as the Council) consists of seven members.
2. The Council consists of:
 - 1) 3 members appointed by the Senate from persons who are not members of the University community;
 - 2) 3 members appointed by the Senate from persons who are members of the University community;

- 3) the Chair of the students' self-government.
3. Membership in the University Council cannot be combined with membership in the Senate.
4. A representative of each trade union organisation operating at the University, referred to in Article 251 of the Act of 23 May 1991 on trade unions, who is a member of that organisation, may also participate in the meetings of the University Council in an advisory capacity.

§ 38

1. The Council's tasks include matters specified in the Act and the Statute.
2. The Council's tasks include, in particular:
 - 1) issuing opinions on the draft University strategy and reports on its implementation;
 - 2) issuing opinions on the draft Statute;
 - 3) monitoring the University's financial management, including:
 - a) issuing opinions on the material and financial plan,
 - b) approving reports on the implementation of the material and financial plan,
 - c) approving financial statements;
 - 4) monitoring the management of the University;
 - 5) nominating candidates for the position of Rector after obtaining the opinion of the Senate;
 - 6) submitting proposals to the minister responsible for higher education and science (hereinafter referred to as the Minister) regarding the amount of the Rector's basic salary and functional allowance;
 - 7) granting the Rector a task-related allowance;
 - 8) giving consent for the Rector to perform additional gainful employment;
 - 9) if the Rector performs additional gainful employment without the consent referred to in point 8, the Council shall notify the Minister thereof;
 - 10) selecting an audit firm to examine the University's annual financial statements;
 - 11) giving consent for the University to perform legal actions related to the disposal of fixed assets as well as actions related to transferring these assets to another entity for use, which require the consent of the President of the General Prosecutor's Office of the Republic of Poland (Public Prosecutor General);
 - 12) adopting a recovery plan with a detailed implementation schedule and submitting it to the competent minister in the event of circumstances specified in the Act;
 - 13) submitting an annual report on its activities to the Senate.
3. At the request of the University's bodies, the University Council may express an opinion or position on a given matter.

§ 39

In performing its duties, the University Council has the right to inspect University documents.

§ 40

In performing their duties for the University, the Council members shall be guided by its best interests.

§ 41

1. The organisation of Council meetings, including the procedure for convening and conducting them, shall be specified in the Council's rules of procedure, adopted by the Council by an absolute majority of votes in the presence of at least half of its statutory composition.
2. A Council meeting shall be convened at the request of the Chair of the Council. The Council meeting shall also be convened at the request of the Rector or the Senate. In such a case, the Chair shall schedule the meeting immediately, no later than within 7 days from the date of receipt of the request.
3. The Council shall adopt resolutions at its meetings by open vote, by a simple majority of votes in the presence of at least half of its statutory members, unless the Statute provides otherwise.

At the request of at least one member of the Council, voting may be conducted by secret ballot. Voting by secret ballot shall also be conducted in personal matters.

4. Persons invited by the Chair may participate in Council meetings.

§ 42

1. The Council shall submit a report on its activities during the calendar year to the Senate by 31 March of the following year. This report shall include, in particular, a description and the results of the activities undertaken by the Council in connection with the performance of its tasks.
2. The Council shall adopt the report referred to in paragraph 1 by an absolute majority of votes, in the presence of at least half of its statutory members.
3. The University Council's report shall be presented to the Senate by its Chair or another member designated by the Council.
4. The report shall be communicated to the members of the University community.

§ 43

The Chair of the University Council performs activities related to labour law in relation to the Rector.

Senate

§ 44

1. The Senate consists of 45 members. It consists of:
 - 1) the Rector;
 - 2) 23 elected representatives of academic teachers employed as professors or university professors;
 - 3) 8 elected representatives of academic teachers employed in positions other than those specified in point 2 and 4 employees who are not academic teachers;
 - 4) 9 elected representatives of students and doctoral students.
2. The number of students and doctoral students is determined in proportion to the size of each of these groups at the University, with each group being represented by at least one representative.
3. Upon expiry of the Senate member's mandate in one of the groups specified in paragraph 1 points 2–3, the relevant electoral commission shall immediately conduct a by-election.
4. The provisions of paragraph 3 shall apply accordingly to students and doctoral students, with by-elections in this group being held according to the rules set out in the student self-government regulations and the doctoral student self-government regulations, respectively.
5. A change in the academic status of a Senate member during his/her term of office shall not result in the expiry of his/her mandate in a given group and shall not require any adjustment to the number of Senate members representing individual groups of academic teachers.
6. The Rector is the Chair of the Senate.
7. The Chair of the University Council or a member of the Council authorised by him/her may participate in Senate meetings in an advisory capacity.
8. The following persons participate in Senate meetings in an advisory capacity:
 - 1) vice-rectors;
 - 2) deans;
 - 3) Chancellor;
 - 4) Bursar;
 - 5) director of the University Library;
 - 6) other invited persons.
9. Representatives of trade unions operating at the University, one from each union, participate in Senate meetings in an advisory capacity.

§ 45

1. The tasks of the Senate include:
 - 1) adopting the Statute;
 - 2) approving the material and financial plan;
 - 3) issuing opinions on reports on the implementation of the material and financial plan;
 - 4) adopting study regulations;
 - 5) adopting the University's strategy and approving reports on its implementation;
 - 6) appointing and dismissing members of the University Council;
 - 7) giving opinions on candidates for the position of Rector;
 - 8) conducting an assessment of the functioning of the University;
 - 9) formulating recommendations for the University Council and the Rector regarding the tasks they perform;
 - 10) awarding Doctor Honoris Causa degrees;
 - 11) setting the conditions, procedure and dates for the commencement and completion of student recruitment;
 - 12) establishing study programmes and postgraduate study programmes; determining the study programme requires consulting the student self-government; the student self-government shall issue its opinion within 7 days; if the deadline referred to in the previous sentence expires without effect, the requirement to consult the student self-government shall be deemed to have been fulfilled;
 - 13) establishing Doctoral School education programmes;
 - 14) determining the method of confirming learning outcomes;
 - 15) approving the template for the graduation, doctoral and postdoctoral (habilitation) diplomas;
 - 16) nominating candidates for representative bodies of the higher education and science community;
 - 17) performing tasks related to:
 - a) assigning levels of the Polish Qualifications Framework to qualifications awarded after completion of postgraduate studies,
 - b) including qualifications awarded after completion of postgraduate studies and other forms of education in the Integrated Qualifications System, according to the Act of 22 December 2015 on the Integrated Qualifications System;
 - 18) determining the remuneration for members of the University Council;
 - 19) granting consent for the University to establish a special purpose vehicle (SPV);
 - 20) adopting regulations governing the management of copyright, related rights and industrial property rights, as well as commercialisation rules and regulations governing the use of research infrastructure;
 - 21) approving the establishment of or the University's accession to a capital company created for the purpose of implementing or managing research infrastructure projects;
 - 22) performing other tasks specified in the Statute or legal regulations.
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.

§ 46

The organisation of Senate meetings, including the detailed procedure for convening and conducting meetings, is specified in the Senate Regulations, which constitute Annex 8 to the Statute.

§ 47

1. To carry out its tasks, the Senate may establish permanent and *ad hoc* Senate committees.
2. Permanent committees are appointed for the term of office of the Senate, and *ad hoc* committees for the period specified in the Senate resolution on their establishment. The Senate resolution on the establishment of a committee shall specify its scope of activity.

3. The members of a Senate committee are elected by the Senate from among the members of the University community.
4. The Chair of a Senate committee is elected by the Senate from among its members by an absolute majority of votes.
5. The Senate appoints the committee and elects its members by an absolute majority of votes.
6. Persons who are not members of the committee, but who are invited by the Chair of the Committee may participate in the meeting of the Senate committee in an advisory capacity.

§ 48

1. The Chair of the Senate committee:
 - 1) chairs the committee and directs its work;
 - 2) presents the opinions or conclusions prepared by the committee to the Senate, the University Council or the Rector.
2. The Chair of the Senate committee may request information, explanations, reports and documents on matters relating to the work of the committee from all University organisational units, as well as from its employees, students and doctoral students.

§ 49

1. Meetings of the Senate committee are convened by its Chair on his/her own initiative, at the request of the Senate, the Rector or 1/3 of the committee members.
2. The position of the committee shall be determined by a simple majority of votes in the presence of at least half of its members.
3. Senate committees have the right to seek the assistance of consultants and experts.

Scientific Council of the Institute

§ 50

1. The Scientific Council of the Institute is a collegial body of the University.
2. Meetings of the Scientific Council of the Institute are convened and chaired by the Chair of the Scientific Council of the Institute.
3. The competences of the Scientific Council of the Institute, hereinafter referred to as the Council, include in particular:
 - 1) shaping scientific policy within the discipline(s) covered by its scope of activity, in cooperation with the Director of the Institute, the Dean and the relevant Vice-Rector;
 - 2) shaping policy in the field of evaluation of scientific or artistic activity within the discipline(s) covered by its scope of activity, in cooperation with the Director of the Institute, the Dean and the relevant Vice-Rector;
 - 3) awarding academic degrees and degrees in the arts in the discipline(s) covered by its scope of activity, in which the University has the right to award academic degrees, and performing activities specified in separate regulations, including:
 - a) initiating proceedings for the award of a doctoral degree,
 - b) appointing doctoral committees,
 - c) appointing habilitation committees,
 - d) making decisions on doctoral and habilitation proceedings,
 - e) forwarding appeals against decisions to refuse to award a doctoral degree to the Council of Scientific Excellence;
 - 4) substantive supervision over the education of doctoral students in the Doctoral School within the scope of the discipline(s) covered by its activities, including:
 - a) proposing recruitment criteria,
 - b) proposing educational programmes,

- c) ensuring that the evaluation requirements of the Doctoral School are met;
- 5) proposing a strategy for the development of the discipline(s);
- 6) proposing criteria for the scientific or artistic evaluation of teachers employed in research and research-teaching positions;
- 7) providing opinions on draft regulations for the institute and regulations for organisational units of the faculty in the relevant disciplines;
- 8) providing opinions on reports from heads of organisational units in the relevant disciplines;
- 9) issuing opinions on matters concerning: a) the organisation of organisational units in the relevant disciplines, b) the employment, termination of employment, granting of sabbaticals, promotion, rewarding and distinguishing of institute employees, c) evaluating scientific or artistic units of the institute;
- 10) determining, in consultation with the Rector, the rules for the professional promotion of academic teachers employed at the institute.

4. The procedure for awarding doctoral degrees, the mode of appointment and the scope of activities of the committees involved in the procedure for awarding doctoral degrees shall be determined by the Senate.
5. In matters concerning the awarding of academic degrees not regulated by law or the Statute, the Scientific Council of the Institute shall decide, taking into account specific provisions.
6. The Council has the right to express its opinion on all matters concerning scientific research, artistic creation, development work and education in the scientific discipline covered by its scope of activity. A request for an opinion may be submitted by the Rector, the Senate, the Dean, the Director of the Institute or at least 5 members of the Council.
7. Members of the Scientific Council of the Institute who are professors and University professors shall participate in votes on academic degrees and degrees in the arts. Resolutions in this respect shall be adopted in the presence of at least half of the statutory number of members of the Scientific Council of the Institute.

§ 51

The mode of operation of the Scientific Council of the Institute is specified in the regulations adopted by the Council, which come into force after approval by the Senate.

§ 52

The Scientific Council of the Institute adopts resolutions at meetings attended by at least half of its members, by a simple majority, unless specific provisions stipulate higher requirements.

Chapter 4

Organisation of the University

§ 53

1. 1. The following types of organisational units are established at the University:
 - 1) faculty,
 - 2) branch,
 - 3) institute,
 - 4) department,
 - 5) clinical department,
 - 6) unit.
2. The Doctoral School is an organisational unit of the University.
3. The Collegium Medicum is an organisational unit of the University.
4. The University creates university-wide organisational units.
5. The following types of organisational units may also be established at the University:
 - 1) centre,
 - 2) college,
 - 3) postgraduate education centre,
 - 4) studio,
 - 5) laboratory,
 - 6) study,
 - 7) division,
 - 8) team,
 - 9) section,
 - 10) position,
 - 11) service or economic unit,
 - 12) other organisational unit of an educational, advisory or administrative nature.
6. The establishment of an organisational unit at the University may take place together with the indication of its sources of funding.

§ 54

1. The organisational units at the University are established, transformed and terminated by the Rector.
2. The establishment, transformation or termination of an organisational unit forming part of the Collegium Medicum shall take place after consultation with the Vice-Rector responsible for medical affairs.
3. The organisational regulations define the organisational structure of the University. A detailed list of the University's organisational units is specified in the Rector's order.

Faculty

§ 55

1. The Faculty is an organisational unit of the University established in particular for the purpose of:
 - 1) organising the educational process in undergraduate, postgraduate and other forms of education;

- 2) coordinating scientific research;
- 3) coordinating interdisciplinary scientific activities and international cooperation;
- 4) activities for the benefit of the socio-economic environment;
- 5) managing the allocated property of the University.

2. The Faculty is established, transformed and terminated by the Rector with the consent of the Senate.
3. The Faculty is headed by the Dean.

Collegium Medicum

§ 56

1. Collegium Medicum is an organisational unit of the University established in particular for the purpose of coordinating:
 - 1) organisation of the educational process in the field of medical sciences and health sciences in undergraduate, postgraduate and other forms of education;
 - 2) scientific research;
 - 3) interdisciplinary scientific activity and international cooperation;
 - 4) activities for the benefit of the socio-economic environment;
 - 5) management of the University's allocated property;
 - 6) performance of teaching and research tasks in connection with the provision of health services.
2. The Collegium Medicum is established, transformed and terminated by the Rector with the consent of the Senate.
3. The rules for the functioning and management of the Collegium Medicum are specified in a separate Rector's order.

Branch

§ 57

1. The Branch is an organisational unit of the University which conducts activities outside its registered office.
2. The Branch may be established for the following purposes:
 - 1) organising the educational process in undergraduate, postgraduate and other forms of education;
 - 2) coordinating scientific research;
 - 3) coordinating interdisciplinary scientific activities and international cooperation;
 - 4) activities for the benefit of the socio-economic environment;
 - 5) managing the allocated property of the University.
3. The Branch is established, transformed and terminated by the Rector with the consent of the Senate.
4. The Branch is headed by the Dean.

Institute

§ 58

1. The Institute is an organisational unit of a Faculty or Branch performing tasks within the scope determined by the Rector, in particular:
 - 1) organising scientific activity within the scientific or artistic discipline(s) for which the Institute is competent;
 - 2) organising the employment of academic teachers within the scientific or artistic discipline(s) for which the institute is competent;
 - 3) providing substantive support for the education process in the field related to the discipline(s) for which the institute is competent;
 - 4) managing the allocated property of the University.
2. The Institute shall be established in the field of scientific discipline(s) or artistic discipline(s) in which the quality of scientific or artistic activity is evaluated and in which the University has at least one authorisation to award academic degrees.
3. The Institute shall be established, transformed and terminated by the Rector on his/her own initiative or at the request of the Dean, with the consent of the Senate.
4. The Institute is managed by the Director of the Institute.
5. The loss by the University of the right to award academic degrees in the discipline in which scientific or artistic activity was conducted at the Institute does not oblige the Rector to terminate the Institute. In the case referred to in the previous sentence, the Institute may continue to conduct the activities specified in paragraph 1 on the terms specified by the Rector.
6. The Director of the Institute, in consultation with the Dean, shall plan the personnel policy at the Institute within the scientific discipline(s) for which the Institute is competent.

Katedra

§ 59

1. The Department is an organisational unit of a Faculty or Branch established for the purpose of:
 - 1) organising scientific or artistic activities within the scientific or artistic discipline for which the Department is competent;
 - 2) organising the employment of academic teachers within the scientific or artistic discipline for which the Department is competent;
 - 3) providing substantive support for the education process in the field related to the discipline for which the Department is competent;
 - 4) managing the allocated property of the University.
2. The Department is established in the field of a scientific or artistic discipline subject to scientific or artistic quality evaluation, within which the University does not have the right to award academic degrees.
3. The Department shall be established, transformed and terminated by the Rector on his/her own initiative or at the request of the Dean, with the consent of the Senate.
4. The Department is headed by the Head of Department.
5. The Head of Department, in consultation with the Dean, plans the personnel policy in the

Department within the scientific or artistic discipline for which the Department is competent.

Clinical Department

§ 60

1. The Clinical Department is an organisational unit of the Institute established for the purpose of organising scientific and clinical activities.
2. The provisions of § 61 shall apply accordingly to the Clinical Department.

Unit

§ 61

1. The Unit is an organisational body of the Institute or Department established for the purpose of organising scientific or artistic activities.
2. The Unit shall be established if the proposed composition includes at least 6 academic teachers employed in research or research and teaching positions, of whom at least 2 hold an academic title or a postdoctoral degree.
3. The Unit shall be managed by the Head of the Unit.
4. The Head of the Unit shall be appointed and dismissed by the Rector at the request of the Director of the Institute or the Head of the Department.
5. The Unit shall be established, transformed and terminated by the Rector at the request of the Director of the Institute or the Head of the Department, after consultation with the relevant Dean.

University-wide organisational units and other units

§ 62

1. The University has university-wide units subordinate to the Rector, which perform specific service, cultural, artistic and economic tasks, as well as other activities specified in the Statute.
2. The tasks, scope of activities and organisational structure of university-wide units and other units are specified in the organisational regulations.

§ 63

1. The university-wide unit is an organisational unit that is required to provide services to the academic community and, within a specified scope, to other entities in accordance with its area of activity, and which may also conduct other activities specified in the Statute.
2. The following are university-wide organisational units:
 - 1) The Library of Jan Kochanowski University in Kielce, hereinafter referred to as the University Library;
 - 2) The Publishing House of Jan Kochanowski University in Kielce, hereinafter referred to as the University Publishing House;
 - 3) The Archives of Jan Kochanowski University in Kielce, hereinafter referred to as the University Archives.

3. Other university-wide organisational units may also be established at the University.
4. The units listed in paragraphs 2 and 3 are established, transformed and terminated by the Rector after consulting the Senate, with the exception of administrative units, which are established, transformed and terminated by the Rector on his/her own initiative, at the request of the Vice-Rector, Dean or Chancellor.
5. The heads of the university-wide units referred to in paragraphs 2 and 3 are appointed by the Rector after a competition. The composition of the competition committee is determined by the Rector.

University Library. Library and Information System

§ 64

1. The University Library forms the basis of a unified library and information system.
2. The primary task of the University's Library and Information System is to collect, process and make available library collections and scientific information resources necessary for the teaching process and scientific research.
3. Detailed rules for the functioning of the University's Library and Information System, including the provision of access to collections, and the tasks of the library director in coordinating the University's Library and Information System are set out in separate regulations.
4. The rules referred to in paragraph 3 take into account, in particular, the need to ensure full access for members of the University community to the resources of the University's Library and Information System.
5. In addition to its core activities, the University Library conducts bibliographic, information, bibliometric, scientific, teaching, publishing, exhibition and service activities.
6. At the request of the Director of the University Library, the Rector shall determine the organisational structure of the University Library and approve its regulations.
7. At the request of the Director of the University Library, the Rector approves the regulations for accessing and using its collections.

§ 65

1. The University Library is managed by the Director.
2. The Director of the University Library is appointed and dismissed by the Rector.

§ 66

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

- 1) full name;
- 2) PESEL (Personal Identification Number), and in the absence thereof, the name and number of the identity document;
- 3) address of residence;
- 4) e-mail address;
- 5) telephone number;
- 6) place of employment, and in the case of a University employee, employee ID number;
- 7) place of education, university, faculty/branch, form and field of study, student ID number;
- 8) data related to the use of library resources (data concerning user account, loans, reservations, etc.).

University Publishing House

§ 67

1. The University Publishing House is a university-wide organisational unit supporting scientific and research activities and conducting printing activities.
2. The tasks of the University Publishing House include the dissemination and distribution of scientific and educational publications.
3. As part of its additional activities, the University Publishing House also prepares promotional, advertising and informational materials, as well as job printing for other units within the university structure.
4. The activities of the University Publishing House are governed by regulations approved by the Rector.
5. The advisory body of the University Publishing House is the Publishing College, appointed by the Rector.

University Archives

§ 68

1. The University Archives are part of the national archival network and collect historical resources.
2. The University Archives carry out basic archival activities, including the collection, recording, storage, processing, securing and making available of documentation, as well as gathering historical memorabilia related to the University's activities. It may also conduct informational, educational, scientific, publishing, exhibition and service activities.
3. The University Archives may operate as a museum for the purpose of preserving and disseminating the material achievements and all manifestations of the intellectual and cultural heritage of the University.
4. The activities of the University Archives are specified in the archival instructions approved by the Rector.

Intra-faculty, faculty and extra-faculty organisational units

§ 69

1. To fulfil teaching tasks, a study programme or other intra-faculty, faculty or extra-faculty organisational unit may be established.
2. The unit referred to in paragraph 1 organises and conducts activities with a specific educational profile, specialisation and form of study; it may be interdisciplinary in nature.

§ 70

1. Extra-faculty organisational units may be established at the University.
2. Intra-faculty and extra-faculty organisational units may conduct scientific activities within the scope specified by the Rector and participate in the activities of other units.
3. Intra-faculty and extra-faculty organisational units are established, transformed and terminated

by the Rector after consultation with the Senate.

§ 71

1. An intra-faculty, faculty or extra-faculty unit is managed by a manager with the assistance of a deputy manager.
2. The manager of the unit may be an academic teacher employed at the University on a full-time basis.
3. The manager of the unit is appointed and dismissed by the Rector.

Other types of units

§ 72

The University may establish and operate a healthcare entity on the terms specified in separate regulations.

§ 73

The healthcare entity established by the University operates under separate regulations and this Statute.

§ 74

1. The Rector establishes, transforms or terminates the healthcare entity, after consulting the Senate, by way of an order, subject to the relevant provisions of law.
2. The establishment of a healthcare entity shall take place after consulting the Vice-Rector responsible for medical affairs.
3. The termination or transformation of a healthcare entity shall take place after consulting the Vice-Rector responsible for medical affairs, and in the case of a healthcare entity that is not an entrepreneur, after consulting the Vice-Rector responsible for medical affairs and the social council of that healthcare entity.

§ 75

1. The statutes of a non-commercial healthcare entity shall be adopted and amended by the Vice-Rector responsible for medical affairs.
2. Supervision over a non-commercial healthcare entity is exercised by the Vice-Rector responsible for medical affairs.
3. The Vice-Rector responsible for medical affairs inspects and evaluates the activities of a non-commercial healthcare entity in accordance with separate regulations.
4. If the activities of the manager of the non-commercial healthcare entity are found to be unlawful, the Vice-Rector responsible for medical affairs shall suspend their performance and oblige the manager to change or withdraw them. If these actions are not changed or withdrawn within the specified time limit, the Vice-Rector responsible for medical affairs may terminate the employment relationship or civil law contract with the manager.
5. The Rector's approval is required for:
 - 1) the manager of a non-commercial healthcare entity to incur a liability in excess of PLN 100,000.00,
 - 2) the manager of a non-commercial medical entity to perform a legal transaction:
 - a) in the scope of disposal of fixed assets, within the meaning of accounting regulations, when the market value of the subject of the legal transaction exceeds PLN 500,000.00,

b) in the scope of transferring fixed assets for use to another entity when the market value of these assets exceeds PLN 500,000.00.

6. In the case of a non-commercial healthcare entity, the authorities of that entity are required to cooperate with the Vice-Rector responsible for medical affairs, in accordance with the scope of their powers and subject to the relevant provisions of law.

§ 76

1. In the non-commercial healthcare entity, a Social Council acts as an initiating and advisory body of the University and an advisory body to the manager of that entity. The Social Council is appointed and dismissed by the Vice-Rector responsible for medical affairs, who also convenes its first meeting.
2. The composition of the Social Council shall be governed by separate regulations.
3. The rules of procedure adopted by the Social Council shall be approved by the Vice-Rector responsible for medical affairs.
4. Opinions presented by the social council of a university medical entity should be addressed to the Vice-Rector responsible for medical affairs.
5. The Social Council of a medical entity cannot include a person who is employed by that entity.

§ 77

1. The Vice-Rector responsible for medical affairs announces a competition for the position of manager of a non-commercial healthcare entity. The manner and procedure for conducting the competition are specified in separate regulations.
2. The Rector, in consultation with the Vice-Rector responsible for medical affairs, shall establish and terminate the employment relationship or conclude and terminate a civil law contract with the candidate selected for the position of manager of a non-commercial medical entity referred to in paragraph 1.
3. The Vice-Rector responsible for medical affairs awards prizes to the manager of a non-commercial healthcare entity, after obtaining the opinion of the relevant Social Council, and also grants or refuses consent for the manager of a university medical entity to take up other employment.

§ 78

The management of fixed assets of a non-commercial healthcare entity, including their disposal, shall be carried out in accordance with the rules specified in the Rector's order, while their lease, rental, use and lending shall be carried out in accordance with the rules specified in the order of the Vice-Rector responsible for medical affairs, subject to the relevant provisions of law.

§ 79

For the purpose of indirect commercialisation, consisting in the acquisition or purchase of shares in companies, in order to implement or prepare for the implementation of the results of scientific research, development work or know-how related to these results, the University may establish a special purpose vehicle on the terms specified in the Act.

§ 80

The University may establish research centres in accordance with the provisions of the Act and the Statute.

§ 81

The University may, on terms specified in separate regulations, establish a foundation whose primary statutory objective will be supporting the development of the University.

§ 82

1. The University may run nurseries and kindergartens, primary schools, secondary schools and art schools subordinate to the Rector.
2. Pedagogical supervision over the activities of the entities referred to in paragraph 1 shall be exercised by the competent authority based on separate regulations.

§ 83

The tasks, scope of activities and structure of the University's units shall be specified in the organisational regulations established by the Rector and in the regulations of these units approved by the Rector.

Chapter 5

Persons holding managerial positions at the University

§ 84

At the University, the following functions are considered managerial positions:

- 1) Vice-Rector;
- 2) Dean;
- 3) Director of an Institute;
- 4) Head of a Department;
- 5) Director of a Doctoral School;
- 6) Chancellor.

§ 85

A managerial position may be held by a person who meets the requirements set forth in the Act and the Statute.

§ 86

1. To obtain consent for appointment to a managerial position, the candidate shall attach a statement in accordance with the template specified by the Rector and documents confirming that he/she meets the requirements set forth in the Act and the Statute.
2. The Rector shall determine the rules and procedure for the submission of statements and documents by candidates for managerial positions.

§ 87

1. A person holding a managerial position shall not be a sole member of a body or a member of a collegial body of another university, nor shall he/she be the founder of a non-public university.
2. At the University, subject to § 101(1), the managerial functions specified in the Statute shall not be combined. Nor may a managerial function be combined with the function of a deputy to a person holding a managerial function.

§ 88

The condition for appointing an academic teacher to a managerial position is employment at the University as his/her primary place of work.

§ 89

1. The Rector appoints and dismisses the Vice-Rector, Dean and Chancellor after consulting the Senate.
2. The Senate shall express its opinion within 14 days from the date of submission of the request by the Rector. Failure to take a position within the specified time limit shall be deemed to constitute a positive opinion.

§ 90

1. The appointment of the Dean, Director of the Institute and Head of the Department shall take place after a competition procedure, the conditions of which shall be determined by the Rector.
2. The competition committee, appointed by the Rector, shall recommend to the Rector, after conducting the competition procedure, a candidate or candidates for the position of Dean, Director of an Institute or Head of a Department.
3. The appointment of the Dean of the Faculty operating within the structure of the Collegium Medicum shall take place after consulting the Vice-Rector responsible for medical affairs.

§ 91

1. The Rector appoints the Vice-Dean at the request of the Dean.
2. The Rector dismisses the Vice-Dean, Director of the Institute, Head of the Department, Head of the Clinical Department at the request of the Dean.
3. The Rector may dismiss the Vice-Dean, Director of the Institute, Head of the Department, Head of the Clinical Department also on his/her own initiative after consulting the Dean.

§ 92

1. Deputy directors of institutes and deputy heads of departments shall be appointed and dismissed by the Rector at the request of the Director of the Institute or the Head of the Department, after consultation with the relevant Dean.
2. The Rector may dismiss a Deputy Director of the Institute or a Deputy Head of the Department also on his/her own initiative, after consulting the Director of the Institute, the Head of the Department and the relevant Dean.

Vice-Rector

§ 93

1. The Rector manages the University with the assistance of Vice-Rectors, no more than five in number, including:
 - 1) the Vice-Rector responsible for doctoral studies and academic affairs;
 - 2) the Vice-Rector responsible for student and educational affairs;
 - 3) the Vice-Rector responsible for medical affairs.
2. The Vice-Rector may be an academic teacher who is a professor or associate professor at the University. The condition for performing the function of Vice-Rector is employment at the University as the primary place of work.
3. The appointment of the vice-rector responsible for student and doctoral affairs requires consultation with the student self-government and doctoral self-government, respectively. The Rector presents the candidate for Vice-Rector to the student self-government and doctoral self-government. If the student self-government or doctoral student self-government does not express an opinion on the candidate within 7 days, this shall be deemed as consent to his/her appointment.
4. The Vice-Rector responsible for medical affairs shall be appointed from among the employees of the Collegium Medicum after consultation with the Scientific Councils of the Institutes operating within the faculties of the Collegium Medicum.

§ 94

The Vice-Rector may be authorised to act on behalf of the Rector within the scope determined by the Rector.

§ 95

During the Vice-Rector's absence, the Rector shall entrust the powers and duties to another Vice-Rector or another designated person.

Dean and Vice-Deans

§ 96

1. The Dean manages the Faculty or Branch and represents this unit externally.
2. The Dean manages the activities of the Faculty or Branch. The Dean is the superior of employees and students, within the scope specified by the internal regulations in force at the University.
3. The Dean supervises the scientific, teaching and organisational activities of the Faculty or Branch.
4. The Dean may be an academic teacher holding a scientific title or a post-doctoral degree.
5. The Dean manages the Faculty or Branch with the assistance of Vice-Deans, in a number agreed with the Rector, including a Vice-Dean for Education.
6. The Vice-Dean may be an academic teacher who holds at least a doctoral degree.
7. The scope of the Vice-Dean's duties, which are not specified in the regulations of the Faculty/Branch, is determined by the Dean.

§ 97

1. The Dean's advisory body is the Faculty/Branch Council.
2. The Faculty/Branch Council consists of the Dean as its Chair, the Vice-Deans, Directors of Institutes, Heads of Departments, Deputy Directors of Institutes and Deputy Heads of Departments, Heads of Units, Heads of other organisational units comprising the Faculty/Branch, a representative of the self-government council and a representative of non-academic staff, appointed by the Dean.
3. The task of the Faculty/Branch Council is to express opinions on matters referred by the Dean for consideration.

§ 98

The Dean may issue orders within the scope of his/her specific competences.

Director of the Institute

§ 99

1. The Director of the Institute manages the Institute and represents it externally.
2. The Director of the Institute may be an academic teacher holding an academic title or a postdoctoral degree.
3. The Director of the Institute shall manage the Institute with the assistance of deputies, in a number agreed with the Rector, including a deputy or deputies for education, responsible for the organisation of education in the fields assigned to the discipline or disciplines assigned to the Institute.
4. The Deputy Director of the institute may be an academic teacher holding at least a doctoral degree.
5. The scope of duties of the Deputy Director, which are not specified in the institute's regulations, shall be determined by the Director of the institute.

Head of the Department

§ 100

1. The Head of the Department manages the Department and represents it externally.
2. The Head of the Department may be an academic teacher holding an academic title or a postdoctoral degree.
3. The Head of the Department manages the Department with the assistance of deputies, whose number is determined by the Rector, including a Deputy for Education.
4. The Deputy Head of the Department may be an academic teacher holding at least a doctoral degree.
5. The scope of duties of the Deputy Head of the Department, which are not specified in the Department's regulations, shall be determined by the Head of the Department.
6. The advisory body to the Head of the Department shall be the Department Council.
7. The Department Council shall consist of the Head of the Department, his/her deputies and the heads of the units.

Chancellor

§ 101

1. The Chancellor manages the administration of the University in matters not covered by the competence of the Rector, Vice-Rectors and other persons performing managerial functions. If a Vice-Rector responsible for administrative and financial matters has been appointed, he/she shall be the Chancellor.
2. The Chancellor shall manage the administration of the University with the assistance of no more than three deputies.
3. The number and scope of duties of the Deputy Chancellors shall be determined by the Chancellor after consultation with the Rector.
4. The Deputy Chancellors are appointed and dismissed by the Rector at the request of the Chancellor.
5. The Rector may also dismiss a Deputy Chancellor on his/her own initiative after consulting the Chancellor.

Chapter 6

Elections at the University

General Provisions

§ 102

The rules set out in this chapter shall apply to the following elections, unless specific provisions of the Statute provide otherwise:

- 1) University bodies:
 - a) the Rector,
 - b) the University Council,
 - c) the Senate,
 - d) the Scientific Council of the Institute;
- 2) the Electoral College.

§ 103

1. Active voting rights are granted to academic teachers, non-academic staff, students and doctoral students, respectively.
2. Unless otherwise provided by the Act, passive voting rights shall be granted to academic teachers employed at the University as their primary place of work who are under 70 years of age on the date of commencement of the term of office, non-academic staff employed at the University on a full-time basis, students and doctoral students.

§ 104

The procedure for election to the Senate and to the Electoral College for students and doctoral students, as well as the duration of their membership in the Senate and the Electoral College, shall be specified in the regulations of the student self-government and the regulations of the doctoral student self-government, respectively.

§ 105

1. Elections held at the University shall be conducted in accordance with the following rules:
 - 1) all votes are secret;
 - 2) each voter has one vote, which may only be cast in person during the voting;
 - 3) voting shall be carried out on ballot papers, the template of which shall be determined by the University Electoral Commission, bearing the seal of the relevant electoral commission;
 - 4) voting may be conducted using an electronic voting system, secured against the possibility of unauthorised influence on the voting results;
 - 5) the surnames and first names of candidates shall be placed on the list and on the ballot paper in alphabetical order;
 - 6) a member of the academic community shall exercise his/her right to vote in specific elections in only one organisational unit and in only one group of the academic community;
 - 7) the election of representatives to collegial bodies and to the Electoral College shall take place within a given group from among its members;
 - 8) voting must not be interrupted; if, as a result of extraordinary events, voting is temporarily impossible, the relevant electoral commission may order its interruption, extension or postponement until the following day; the resolution of the relevant electoral commission in this matter shall be immediately made public;
 - 9) each voter shall have the right to nominate as many candidates as are to be elected in the vote in which he/she participates, unless the Statute provides otherwise;
 - 10) the inclusion of a candidate's name on the list of candidates requires his/her prior written consent to stand in the election, to take up a position in a body or to become a member of a collegial body or Electoral College;
 - 11) persons entitled to vote shall be notified of the place and time of the vote no later than 7 days before the election date on the University's website and in the manner customary at the University.
2. If the deadline for performing an action specified in the Act, the Statutes or the election calendar falls on a Saturday or a public holiday, the deadline shall expire on the first working day after that day.

§ 106

1. Voting using the electronic system referred to in § 105(1)(4) may be used in elections at all levels, in particular in elections to the Senate, elections to the Electoral College and in the election of members of the Scientific Councils of the Institutes.
2. The electronic voting system must ensure:

- 1) the secrecy of the vote and the impossibility of linking the vote cast to the identity of the voter;
- 2) the security and integrity of the votes cast, in particular through the use of appropriate data encryption mechanisms;
- 3) protection against unauthorised access and interference with the software or voting results;
- 4) the ability to check the number of voting devices issued to authorised persons and the number of votes actually cast.

3. If it is not possible to conduct or complete electronic voting for technical or random reasons (system failure, interruption in network access, force majeure), the competent electoral commission may:
 - 1) interrupt the voting and resume it at the earliest possible date using the same electronic system;
 - 2) order a switch to paper voting on the same election day, provided that the conditions for maintaining the secrecy and reliability of the vote are ensured;
 - 3) in justified cases, postpone the voting date and set a new date, immediately making this decision public.
4. The competent electoral commission shall document in the minutes any irregularities related to electronic voting, including system failures, together with the corrective measures taken.

§ 107

1. An election campaign within the meaning of this Statute shall be understood as activities undertaken by candidates aimed at presenting their programme, gaining support or persuading the academic community to make a specific choice.
2. The election campaign is permitted only to the extent and in forms that do not violate the principles of equality of candidates and the proper functioning of the University, in particular it may not:
 - 1) impede teaching, research and the work of the University administration;
 - 2) violate the rights and personal interests of other candidates;
 - 3) unlawfully exploit one's official position or access to personal data;
 - 4) incur unjustified costs that burden the University's budget.
3. Candidates have the right to:
 - 1) present their programmes and views on the University's website, in the election bulletin or other University media, in accordance with the rules established by the University Election Commission;
 - 2) organise open meetings with the academic community on the University premises, while maintaining equal access for all candidates, as long as organisational conditions allow;
 - 3) sending election information to employees, students and doctoral students by electronic means, subject to the approval by the Chancellor; the Chancellor may refuse to give consent only if the election information violates the law;
 - 4) participation in the debate referred to in § 153.
4. Detailed rules and the schedule of the election campaign for elections to individual bodies may be specified in a resolution of the University Election Commission or in agreement with the relevant district election commission.
5. If it is found that the actions of a candidate or their supporters violate these provisions, the relevant electoral commission may call on the candidate to remedy the irregularities.

§ 108

If required by the Act or the Statute, the candidate shall attach to the consent to stand for election a

statement confirming that he/she meets the requirements for holding office or obtaining membership in a body or Electoral College. The form of the statement shall be determined by the University Electoral Commission, with the exception of the vetting statement or information on the submission of a vetting statement, which shall be submitted in accordance with the applicable regulations.

§ 109

1. The determination and distribution of seats in the Senate and the Electoral College shall be made in proportion to the number of persons having passive voting rights according to their employment status as of 31 January in the last year of their term of office.
2. The passive right to vote shall be determined on the date of the candidate's nomination.
3. The active right to vote shall be determined on the day preceding the vote.
4. The provisions of paragraphs 1-3 shall apply *mutatis mutandis* to the elections of the Scientific Councils of the Institutes.

§ 110

If an absolute majority of votes is required to pass a resolution, an absolute majority means obtaining more than half of the valid votes cast by those participating in the vote, i.e. the sum of valid votes 'for' passing the resolution must be greater than the sum of votes 'against' and 'abstaining' taken together.

§ 111

1. The term of office at the University is four years.
2. Unless otherwise provided by the Act, the term of office of the Electoral College, the Rector, the Senate and the Scientific Council of the Institute shall commence in the same year, as follows:
 - 1) for the Electoral College – on 7 March;
 - 2) for the Rector and Senate – on 1 September;
 - 3) for the Scientific Council of the 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 began.

§ 112

1. The positions of Dean, Director of the Institute, and Head of the Department are term-limited positions.
2. The term of office for the Dean, Director of the Institute, Head of the Department, and the Faculty Council, Branch Council, and Department Council shall be four years.
3. Unless otherwise provided by law, the term of office for the Dean, Director of the Institute, Head of the Department, Faculty Council, Branch Council, and Department Council shall commence on 1 September of the same year.

§ 113

1. Elections at the University are administered by the Rector.
2. When administering elections, the Rector shall set the date for the appointment of the relevant electoral commissions and shall set the dates for the conduct of electoral activities, taking into account paragraphs 3-5.
3. The election of the Electoral College shall take place by 7 March in the last year of the expiring term of office.
4. The election of the Rector shall take place no later than by 31 August in the last year of the

expiring term of office.

5. The election of the Senate shall take place no later than by 31 August in the last year of the expiring term of office.
6. The election of members of the Scientific Council of the Institute and the appointment of that council shall take place by 15 October in the last year of the expiring term of office.
7. The calendar of electoral activities shall be determined by the relevant electoral commission, which shall specify the date, place and time of the election.
8. If necessary, by-elections shall be held on a date specified by the Rector, and in the case of the Rector, on a date specified by the University Electoral Commission.

§ 114

1. In the event of the expiry of the mandate of a member of a collegial body of the University before the end of his/her term of office, a by-election shall be held.
2. The decision to order a by-election shall be taken by the Rector, who shall specify its date.
3. By-elections shall be conducted according to the procedure provided for elections to the relevant body.
4. By-elections shall be held immediately, but no later than 45 days from the date of their ordering by the Rector, unless the provisions of the Statute provide otherwise.
5. The term of office of a person elected in a by-election shall end with the expiry of the term of office of the relevant body.
6. The provisions of paragraphs 1-5 shall not apply to the Electoral College, unless during a given term of office it becomes necessary for the Electoral College to adopt a resolution provided for by law or the Statute. In such a case, the provisions of paragraphs 1-5 shall apply accordingly.

Election Commissions

§ 115

1. Elections for the Rector, collegial bodies of the University and the Electoral College shall be organised and conducted by the University Election Commission and district election commissions.
2. Election commissions shall be appointed for a period until the next election at the University is announced.
3. A member of an election commission who is entered on the list of candidates in the elections conducted by that commission shall lose his/her mandate in such commission.
4. The mandate of a member of the election commission shall expire upon termination of his/her employment at the University or loss of student or doctoral student status at the University, death, resignation from the mandate, or receipt of leave of absence for more than one year. The expiry of the mandate shall be confirmed by the Chair of the Senate.
5. For important reasons, a member of the election commission may be dismissed in accordance with the procedure applicable to his/her appointment.
6. In justified cases, the composition of the election commission shall be supplemented in accordance with the procedure applicable to its appointment.
7. Election commissions shall operate until new commissions will be constituted.

§ 116

1. The relevant election commission shall draw up a report on the course of the electoral

proceedings, 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 ballot papers were issued;
- 4) the total number of votes cast, i.e. ballot papers placed in the ballot box by eligible persons, indicating:
 - a) the number of valid votes,
 - b) the number of invalid votes,
 - c) the number of valid votes cast for individual candidates,
 - d) the number of unused ballot papers,
 - e) determination of the election results;
- 5) decisions of the relevant election commission and other relevant circumstances related to the conduct of the vote;
- 6) any allegations regarding the conduct of the vote made by persons participating in the vote and members of the relevant election commission.

2. The minutes of the voting procedure shall be signed by the members of the relevant election commission present at the time of its preparation.

3. In the event of voting by electronic means, the provisions of paragraph 1 shall apply accordingly.

University Election Commission

§ 117

1. In January of the last year of its term of office, the Senate shall appoint the University Election Commission.
2. The University Election Commission shall consist of 13 members, including:
 - 1) 8 academic teachers;
 - 2) 3 University employees who are not academic teachers;
 - 3) 1 doctoral student;
 - 4) 1 student.
3. The members of the University Election Commission shall be elected by the Senate from among candidates nominated by the Rector and members of the Senate.
4. Members of the University Election Commission who are students and doctoral students shall be elected by the Senate from among candidates nominated by the student self-government and the doctoral student self-government, respectively.
5. Candidates for membership of the University Election Commission shall be nominated no later than by the end of November of the year preceding the election year.

§ 118

1. The first meeting of the University Election Commission shall be convened by the Rector.
2. At its first meeting, the University Election Commission shall elect its Chair, Vice-Chair and Secretary by secret ballot and by a simple majority of votes.
3. Resolutions of the University Election Commission shall be adopted by a simple majority of votes in the presence of at least half of its members, including its Chair or Vice-Chair.
4. The Chair of the University Election Commission:
 - 1) convenes meetings of the commission and presides over its deliberations;
 - 2) represents the commission externally;

- 3) signs the act of election of the Rector.
5. The Chair of the University Election Commission also performs other duties within his/her competence as provided for in the Act and the Statute.
6. During the term of office of the University bodies, the composition of the University Election Commission shall be supplemented by the Senate if necessary.

§ 119

1. The tasks of the University Election Commission include:
 - 1) organising and conducting elections for:
 - a) the Rector,
 - b) the University Council,
 - c) representatives to the University Electoral College and the Senate from among academic teachers employed in intra-faculty and extra-faculty units, as well as employees who are not academic teachers,
 - d) representatives to the University Electoral College and the Senate in units where no election commissions have been appointed;
 - 2) establishing and communicating to the academic community the calendar of electoral activities, in particular:
 - a) the date and place for submitting candidates,
 - b) the date and place of individual votes;
 - 3) distributing seats in the elections to the Senate and the Electoral College for individual constituencies;
 - 4) placing the names of candidates for University bodies and the Electoral College, for which the commission conducts elections, on the lists and making these lists available to voters at least 7 days before the date of the vote;
 - 5) determining the template for ballot papers for the election of the Rector;
 - 6) determining the template for ballot papers in elections to the University's collegial bodies and in elections to the Electoral College;
 - 7) determining the results of the elections conducted by the commission and communicating them to the academic community;
 - 8) confirming the election of members of the University and Senate Electoral College;
 - 9) drawing up a report on the electoral activities conducted by the commission;
 - 10) binding interpretation of the provisions of the Statute concerning elections;
 - 11) supervising the activities of district election commissions;
 - 12) supervising the proper conduct of elections, including those conducted by electoral colleges, and invalidating elections in the event of irregularities;
 - 13) collecting and securing election documentation.
2. For the group of professors and University professors, the electoral district shall consist of the faculty, branch, intra-faculty and extra-faculty units. The number of seats in each district shall be determined in proportion to the number of professors and University professors employed in those districts.
3. For the group of academic teachers employed in positions other than those specified in paragraph 2, the electoral district shall consist of the faculty, branch and intra-faculty units. The number of seats in each district shall be determined in proportion to the number of academic teachers employed in those districts.
4. For the group of students, the electoral district shall be the faculty and branch.
5. For doctoral students, the electoral district shall be the Doctoral School.

6. For employees who are not academic teachers, the electoral district shall be the University.
7. If the calculation for the allocation of seats does not result in a whole number, the number shall be rounded as follows:
 - 1) up to a whole number if the decimal part of the result is 0.5% or more than 0.5%;
 - 2) down to the nearest whole number if the decimal result is less than 0.5%.
8. If, as a result of rounding, it is not possible to determine a whole number, the percentage for the number of seats shall be reduced accordingly.

§ 120

In the event of justified doubts as to the correctness of the work of the district election commission, the University Electoral Commission may, by a majority of 3/5 of the total number of its members, dissolve or suspend the district election commission. In such a case, the activities falling within the scope of the district election commission shall be performed by the University Electoral Commission.

§ 121

1. Any doubts arising from the application of the provisions of the Act and the Statutes concerning elections shall be resolved by the University Election Commission.
2. The University Election Commission may instruct another election commission to perform certain activities related to the conduct of elections.

§ 122

Matters concerning elections not specifically regulated by the Act or the Statute shall be resolved by way of a resolution of the University Election Commission. The decisions of the University Election Commission are final.

District Election Commission

§ 123

1. The District Election Commission is appointed by the Rector.
2. The District Election Commission consists of representatives of the electoral district, which may include a Faculty, a Branch, or another unit of the University.
3. The District Election Commission is composed of:
 - 1) 4 academic teachers from a given electoral district;
 - 2) a student from a given electoral district nominated by the student self-government body;
 - 3) a doctoral student nominated by the doctoral self-government body;
 - 4) a representative of non-academic staff from the given electoral district.
4. The first meeting of the District Election Commission shall be convened by the Dean or Director of the Doctoral School or the Rector in relation to other University units.
5. Members of the District Election Commission from among students and doctoral students shall be appointed by the Rector from among candidates nominated by the student self-government and, respectively, by the doctoral student self-government.
6. At its first meeting, the District Election Commission shall elect its Chair, Vice-Chair and Secretary by secret ballot and by a simple majority of votes.
7. The provisions of paragraph 4 of § 118 of the Statute shall apply *mutatis mutandis* to the Chair of the District Election Commission.
8. During the term of office of the University bodies, the composition of the District Election Commission may be supplemented in accordance with the procedure and rules set out in paragraphs 1–3.

9. In matters concerning the District Election Commission, the provisions concerning the University Election Commission shall apply accordingly.
10. The expiry of the mandate of a member of the District Election Commission shall be confirmed by the Rector.

§ 124

The tasks of the District Election Commission include:

- 1) organising and conducting elections in the relevant district:
 - a) of representatives of the district's employees in elections to the Senate and the Electoral College, b) of representatives of the Scientific Council of the Institute;
- 2) establishing and announcing to voters the calendar of electoral activities, in accordance with the calendar specified by the University Election Commission, in particular: a) determining the number of members of the Scientific Council of the Institute for a given term of office and the distribution of seats in the Council,
- 3) b) the deadline for submitting candidates for the University bodies and the Electoral College, for which the commission conducts elections,
c) date and place of individual votes;
- 3) placing the names of candidates for University bodies and the Electoral College, for which the commission conducts elections, on the lists and making these lists available to voters at least 7 days before the date of the vote;
- 4) determining the results and confirming the completion of the elections conducted by the commission and making them available to the academic community;
- 5) drawing up a report on the electoral activities carried out by the commission;
- 6) supervising the proper conduct of the elections;
- 7) collecting and securing election documentation;
- 8) performing electoral activities commissioned by the University Election Commission.

Election protests

§ 125

1. A protest against the validity of elections may be lodged on the grounds of a violation of the provisions of the Act or the Statute if such violation could have affected the outcome of the elections.
2. A protest may be lodged by:
 - 1) any voter entitled to participate in a given vote;
 - 2) the person nominating the candidate;
 - 3) the candidate.
3. The protest shall be lodged in writing with the competent election commission within the time limit and at the place specified by that commission.
4. The protest should include:
 - 1) the name of the competent election commission;
 - 2) the first name, surname and correspondence address of the person lodging the protest, as well as his/her e-mail address, if he/she has agreed to this form of communication;
 - 3) allegations, together with an indication of the facts and provisions that have been violated;

- 4) evidence in support of the allegations or an indication of where such evidence can be found;
- 5) a request for a decision relevant to the person lodging the protest.
- 5. If formal deficiencies in the protest are found, the competent election commission shall immediately request the person lodging the protest to remedy them within 24 hours of delivery of the request, if possible before the deadline for considering the protest. If this deadline expires without effect, the protest shall be left unconsidered.
- 6. The place where protests are accepted shall be specified in a separate resolution of the competent election commission.
- 7. The election commission shall examine the protest immediately and adopt a resolution to uphold or dismiss it.
- 8. The resolution of the election commission deciding on the protest shall include in its justification:
 - 1) a determination of the facts based on the evidence presented or obtained;
 - 2) an analysis of the provisions of the Act and the Statute which the protest alleges have been violated;
 - 3) an assessment of whether the identified violation of the provisions could have affected the outcome of the election;
 - 4) a decision on the validity of the election or the election of a specific person and an indication of any necessary repeat procedures.
- 9. If the protest is upheld, the competent election commission shall declare the election or the election of a specific person invalid and shall determine from which stage the electoral procedures shall be repeated or shall order a re-election.
- 10. A protest lodged after the deadline or by an unauthorised person shall be rejected without consideration.
- 11. It is not permissible to restore the deadline for lodging a protest.
- 12. The decision of the competent election commission on the protest is final.
- 13. If the election is declared invalid, a new election shall be held in accordance with the rules laid down in the Act and the Statute.

University Council Elections

§ 126

A member of the University Council (hereinafter referred to as the Council) may be a person who meets the conditions specified in Article 20(1) of the Act, does not hold a position in the governing body of the University or another university, is not a member of the council of another university, and is not employed in public administration.

§ 127

- 1. Candidates for Council membership shall be nominated by the Council Election College, hereinafter referred to as the College, appointed by the Rector.
- 2. The College consists of 9 persons representing all groups of the academic community represented in the Senate:
 - 1) 4 academic teachers holding an academic title or a postdoctoral degree, for whom the University is their primary place of employment;
 - 2) 2 other academic teachers for whom the University is their primary place of employment;
 - 3) 1 representative of the student self-government;
 - 4) 1 representative of the doctoral student self-government;

5) 1 representative of non-academic staff.

3. The Chair of the College shall be appointed by the Rector from among the persons referred to in paragraph 2(1).

§ 128

1. The Chair of the College shall convene and chair its meetings.
2. At its first meeting, the College shall establish a work schedule, which shall be immediately communicated to the University community.
3. From each College meeting, written minutes shall be drawn up documenting its proceedings.
4. Persons invited by the Chair, including experts, may participate in the meetings of the College.

§ 129

1. The College shall submit to the Senate a list of at least six candidates for membership of the Council, taking into account the provisions of paragraph 37(2) of the Statute.
2. The College shall conduct interviews with persons whom it intends to propose as candidates for membership of the Council.
3. The College shall decide on the proposal of a candidate for membership of the Council to the Senate by secret ballot, by an absolute majority of votes, in the presence of at least three-quarters of the statutory composition of the College.

§ 130

1. The College shall present to the Senate candidates for Council membership from among persons nominated by:
 - 1) at least 10 members of the Senate;
 - 2) the Rector.
2. The persons referred to in paragraph 1 shall nominate no more than 3 persons from among the members of the University community and no more than 3 persons from among candidates outside the University community.
3. An eligible person may support candidates on only one list from among the members of the University community and only one list from among candidates from outside the University community.
4. Nominations shall be made in writing, together with a justification, in accordance with the template specified by the College.
5. Candidates shall be nominated to the Chair of the College within the time limit and at the place specified by the College in the schedule referred to in § 128(2) of the Statute. Nominations shall be submitted in sealed envelopes marked: 'Candidates for membership of the Council of Jan Kochanowski University in Kielce' or 'Candidate for membership of the Council of Jan Kochanowski University in Kielce'.
6. The application referred to in paragraph 5 shall be accompanied by a statement from the candidate expressing his/her consent to stand as a candidate for membership of the Council, in accordance with the template specified by the College.
7. Together with the statement of consent to stand for election referred to in paragraph 6, the candidate shall submit a vetting statement in accordance with Article 7(1) of the Act of 18 October 2006 – on the disclosure of information about documents of the state security authorities from 1944 to 1990 and the content of those documents or information referred to in paragraph 7(3a) of that Act, as well as current information from the National Criminal Register.
8. The declaration and information from the National Criminal Register referred to in paragraph 7 shall be attached to the application in a sealed envelope marked: 'Vetting declaration and information from the National Criminal Register of the candidate for membership of the Council

of Jan Kochanowski University in Kielce'.

9. The College shall verify the correctness of the candidates' applications. In the event of formal deficiencies in the application, the list or the candidate shall be rejected accordingly.

§ 131

1. The Senate appoints the Council by secret ballot by a simple majority of votes, with at least two-thirds of the Senate members present. The three candidates from a given list who receive the highest number of votes become members of the Council, provided that each candidate receives at least 30% of the statutory number of votes of the Senate members.
2. If two or more candidates from a given list receive the same number of votes for their appointment to a qualifying position, a second round of voting shall be held with the participation of those candidates. In the repeat vote referred to in the previous sentence, the candidate who receives the greater number of votes shall become a member of the Council.
3. If the required number of candidates from a given list of candidates do not obtain at least 30% of the votes, a re-vote shall be held on the candidates from the list covering the vacant seats on the Council.

§ 132

1. If the full composition of the Council has not been selected in the manner specified in § 131, the procedure shall be repeated with regard to the vacant seats on the Council.
2. When re-nominating a candidate for membership on the University Council, the persons entitled to do so, as referred to in § 130(1) of the Statute, may nominate no more than one candidate for each vacant seat from among the members of the University community and from among candidates from outside the University community. Candidates participating in the Senate vote referred to in § 131 of the Statute cannot be nominated.

§ 133

1. The candidate for the Chair of the University Council shall be nominated by the Rector from among the appointed members from outside the University community.
2. The Chair of the University Council shall be elected by the Senate by an absolute majority of valid votes cast in the presence of at least two-thirds of the statutory membership.

§ 134

Elections of members of the University Council shall be conducted by the University Election Commission, which shall determine the ballot paper templates.

§ 135

A block vote consists of casting votes simultaneously for candidates placed on a single list. In the case of a block vote, a person entitled to vote may cast no more votes for candidates placed on a given list than the number of seats to be filled.

§ 136

The validity of the election of the Council and its Chair shall be confirmed by the Chair of the Senate.

§ 137

1. At the Senate meeting at which the members of the Council and its Chair are elected, the candidates shall be presented in alphabetical order before the vote.
2. Candidates for membership of the Council may participate in the Senate meeting and may give a self-presentation. The self-presentation may not exceed 5 minutes.

§ 138

1. Membership in the Council shall expire in the cases specified in Article 20(4) of the Act or in the event of failure to meet the requirements specified in Article 20(1) of the Act.

2. If the Chair of the University Self-Government Council ceases to perform his/her duties before the end of the Council's term of office, his/her membership shall expire. The new Chair of the University Self-Government Council shall become a member of the Council upon his/her election pursuant to separate provisions.
3. The expiry of membership in the Council shall be confirmed by the Chair of the Senate.
4. In the event of expiry of membership in the Council before the end of the term of office, subject to paragraph 2, the Senate shall immediately appoint a new member for the period remaining until the end of the term of office.
5. The Senate may dismiss a member of the University Council:
 - 1) in cases specified in the Act;
 - 2) at the request of the University Council, in the event of:
 - a) actions of a member of the University Council to the detriment of the University, b) gross violation of the duties of a member of the University Council.
6. In the case referred to in paragraph 5, the Senate shall dismiss a member of the University Council by an absolute majority of valid votes cast in the presence of 2/3 of the statutory composition of the Senate.

Electoral College Election

§ 139

The Electoral College elects the Rector.

§ 140

1. The University Electoral College represents all groups of the University community.
2. The University Electoral College has 100 members.
3. The University Electoral College consists of:
 - 1) 51 professors and associate professors employed at the University as their primary place of work, constituting 51% of the college, including from individual faculties, branches and extra-faculty departments, as well as intra-faculty and extra-faculty units, in a number determined prior to the election for a new term by the University Election Commission, in proportion to the number of persons referred to in this point employed in these organisational units of the University who have passive voting rights;
 - 2) 21 academic teachers employed in positions other than those specified in paragraph 3(1), constituting 21% of the College, including from individual faculties, branches and extra-faculty departments, and including intra-faculty and extra-faculty units in the number determined before the elections for the new term of office by the University Election Commission, in proportion to the number of persons employed in these organisational units of the University, referred to in this point, who have passive voting rights;
 - 3) 20 students and doctoral students, constituting 20% of the College;
 - 4) 8 other full-time employees who are not academic teachers, constituting 8% of the College.
4. A change in the academic status of the Electoral College member during his/her term of office shall not result in the expiry of his/her mandate in a given group and shall not require any adjustment to the number of Electoral College members representing individual groups of academic teachers.

§ 141

A member of the Electoral College may be a person who meets the requirements specified in Article 20(1)(1–5) and (7) of the Act and in the Statute.

§ 142

1. Any member of the University community may nominate a candidate for the Electoral College. Nominations shall be made in writing to the relevant University election commission.
2. The candidate who has obtained more than half of the valid votes cast shall become a member of the Electoral College.
3. If, in the first ballot, not all representatives to the Electoral College from a given constituency have been elected, the unelected candidates who obtained the highest number of votes in the first ballot shall proceed to the next round. The number of candidates advancing shall be equal to the number of seats remaining to be filled, plus one. If several candidates receive an identical number of votes, the election commission shall increase the number of candidates advancing to the next round accordingly.
4. If the number of candidates who have obtained more than half of the valid votes exceeds the number of seats to be filled, the candidates who have received the highest number of votes will be elected.

§ 143

Membership in the Electoral College cannot be combined with holding a position in the governing body of this or another university, membership in the University Council of another university, or employment in public administration.

§ 144

1. Membership in the Electoral College shall expire in the event of:
 - 1) failure to meet the requirements specified in the Act or the Statute;
 - 2) death;
 - 3) resignation from membership;
 - 4) termination or expiry of employment;
 - 5) when a doctoral student ceases to be a doctoral student at the University;
 - 6) when a student ceases to be a student at the University;
 - 7) when a person holding a mandate, with the exception of the person performing the function of Rector, has lost his/her passive voting rights;
 - 8) when a person has been granted leave for a period longer than one year.
2. The expiry of the mandate of a member of the Electoral College shall be confirmed by its Chair, and the expiry of the mandate of the Chair of the Electoral College shall be confirmed by the Chair of the University Election Commission.

§ 145

1. Electors shall be elected in the relevant election districts. Elections shall be conducted by district election commissions or the University Election Commission.
2. Electors from among doctoral students shall be elected in accordance with the provisions of the doctoral student self-government regulations.
3. The election of electors from among students shall be conducted in accordance with the provisions of the student self-government regulations.

§ 146

1. At its first meeting, the Electoral College shall elect the Chair of the Electoral College. 2. The Chair

of the Electoral College shall be elected from among the persons referred to in § 140(3)(1) by secret ballot, by an absolute majority of valid votes cast, in the presence of at least two-thirds of the statutory composition of the Electoral College.

3. The Chair of the Electoral College:
 - 1) notifies the Minister about the results of the election for the position of Rector;
 - 2) confirms the election of the Rector;
 - 3) confirms the expiry of the Rector's term of office;
 - 4) opens the election meeting for the election of the Rector, after which he/she transfers the chairmanship of the meeting to the Chair of the University Election Commission;
 - 5) convenes and chairs the meetings of the Electoral College.
4. The first meeting of the Electoral College of the new term of office shall be convened by the Rector.
5. The Electoral College shall adopt 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 Statute provide otherwise.

Election of the Rector

§ 147

The Rector may be a person who meets the requirements specified in Article 20(1)(1–6) of the Act, holds at least a postdoctoral degree and is under 70 years of age on the date of commencement of the term of office.

§ 148

A person who is the founder of a non-public university or who holds a single-person position or a managerial position at another university cannot be the Rector.

§ 149

The same person may serve as Rector for no more than two consecutive terms.

§ 150

If a candidate for the position of Rector is an academic teacher who is not employed at the University as his/her primary place of work, that person shall be placed on the list of candidates after submitting a written statement that, if elected for the position of Rector, the University will be his/her primary place of work.

§ 151

1. The following entities are authorised to nominate candidates for the position of Rector:
 - 1) the University Council, after the candidates have been reviewed by the Senate;
 - 2) at least 15 members of the Senate,
 - 3) at least 50 academic teachers for whom the University is their primary place of employment, or full-time employees who are not academic teachers.
2. The entities specified in paragraph 1, points 2 and 3, shall nominate one candidate for Rector each.
3. Members of the Senate and employees referred to in paragraph 1(3) may support only one candidate for Rector.
4. Candidates shall be nominated in writing, together with a justification, in accordance with the template specified by the University Election Commission.
5. Candidates for Rector shall be nominated to the University Election Commission within the time limit and at the place specified by the Commission in the election calendar. Nominations shall

be submitted in sealed envelopes marked 'Candidate for Rector of Jan Kochanowski University in Kielce'.

6. The nomination referred to in paragraph 5 shall be accompanied by a statement from the candidate expressing their consent to stand for the position of Rector, in accordance with the template specified by the University Election Commission.
7. Together with the statement of consent to stand for election referred to in paragraph 6, the candidate shall submit a vetting statement in accordance with Article 7(1) of the Act of 18 October 2006 – on the disclosure of information about documents of the state security authorities from 1944 to 1990 and the content of those documents or information referred to in paragraph 7(3a) of that Act, as well as current information from the National Criminal Register.
8. The declaration and information from the National Criminal Register referred to in paragraph 7 shall be attached to the application in a sealed envelope marked: 'Vetting declaration and information from the National Criminal Register of the candidate for Rector of Jan Kochanowski University in Kielce'.
9. The University Election Commission shall verify the correctness of the candidates' applications. In the event of formal deficiencies, the application of a given candidate shall be rejected without a request to remedy the deficiencies.
10. The University Election Commission shall publish the list of candidates in alphabetical order to the University community no later than 7 days before the date of the election meeting.

§ 152

1. The University Election Commission shall participate in the electoral meeting of the Electoral College at which the Rector is to be elected and shall conduct the electoral proceedings.
2. Candidates for Rector may participate in the electoral meeting of the Electoral College. Candidates for Rector may give a self-presentation.

§ 153

In accordance with the rules laid down by the University Election Commission, a debate between the candidates for Rector may be held on a specified date and at a specified place, with the participation of electors and other representatives of the University community.

§ 154

The Rector shall be elected by an absolute majority of votes in the presence of at least two-thirds of the statutory composition of the Electoral College.

§ 155

1. If none of the candidates has obtained the required majority of votes, a second ballot shall be held after the first ballot, with the participation of the two candidates who have obtained the highest number of votes.
2. If more than two candidates have obtained the same number of votes, the University Election Commission shall increase the number of candidates advancing to the next round accordingly.
3. The third ballot may be held on a different date, no later than 7 days after the first election meeting. The Chair of the University Election Commission shall decide on the postponement of the ballot and the manner of such postponement, after hearing the opinions of the candidates and the Chair of the Electoral College.
4. If, in the vote referred to in paragraph 3, 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 entered the election in the subsequent vote, within 14 days of the election meeting, the

eligible entities shall nominate new candidates and the election of the Rector shall be conducted from the beginning.

5. If the Rector has not been elected despite the application of the procedure specified in paragraph 4, the procedure for electing the Rector shall be repeated.

§ 156

The mandate of the Rector of the University shall expire in the event of:

- 1) failure to meet the requirements specified in the Act or the Statute;
- 2) death;
- 3) resignation from office;
- 4) dismissal from office.

§ 157

The Rector may be dismissed pursuant to the provisions of the Act.

Senate Elections

§ 158

A person who meets the requirements specified in Article 20(1)(1–5) and (7) of the Act and in the Statute may be a member of the Senate.

§ 159

Any member of the University community may nominate a candidate for the Senate. Nominations shall be made in writing to the relevant University Election Commission.

§ 160

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

§ 161

1. The election of Senate members referred to in § 44(1)(2) and (3) shall be conducted at meetings of academic teachers organised by district election commissions.
2. The election of Senate members from among academic teachers for whom the electoral district consists of intra-faculty units shall be conducted at meetings organised by the University Election Commission.
3. The election of Senate members from among doctoral students shall be conducted in accordance with the provisions of the doctoral student self-government regulations.
4. The election of members from among students shall be conducted in accordance with the provisions of the student self-government regulations.
5. The election of Senate members from among employees who are not academic teachers shall be conducted at meetings organised by the University Election Commission.

§ 162

In elections to the Senate, persons belonging to the groups specified in § 44(1)(2), (3) and (4) shall elect members of the Senate from among themselves.

§ 163

1. A candidate who has received more than half of the valid votes cast shall be elected to the Senate.
2. If, in the first ballot, not all representatives to the Senate from a given election district have been

elected, the unelected candidates who received the highest number of votes in the first ballot shall proceed to the next round. The number of candidates advancing shall be equal to the number of seats remaining to be filled, plus one. If several candidates receive an identical number of votes, the election commission shall increase the number of candidates advancing to the next round accordingly.

3. If the number of candidates who have obtained more than half of the valid votes exceeds the number of seats to be filled, the candidates who have received the highest number of votes will be elected.

§ 164

1. The mandate of a member of the Senate shall expire in the event of:
 - 1) failure to meet the requirements specified in the Act or the Statute;
 - 2) death;
 - 3) resignation from membership;
 - 4) termination or expiry of employment;
 - 5) when a doctoral student ceases to be a doctoral student at the University;
 - 6) when a student ceases to be a student at the University;
 - 7) when a person holding a mandate, with the exception of the person performing the function of Rector, has lost his/her passive voting rights;
 - 8) when a person has been granted leave for a period longer than one year.
2. The expiry of the mandate of a member of the Senate shall be declared by the President of the Senate.

Appointment of the Scientific Council of the Institute

§ 165

1. A member of the Scientific Council of the Institute may be an academic teacher who meets the requirements of the Act regarding membership in the University's body, employed at the University as his/her primary place of work, holding at least a doctoral degree, who, in a submitted statement on the field and discipline represented, indicated at least 50% of the discipline or disciplines covered by the scope of activity of this Council.
2. If an academic teacher has indicated in his/her statement that he/she represents two disciplines, each accounting for 50%, he/she may only be a member of one Council.
3. In the case referred to in paragraph 2, the academic teacher may be a member of the Council indicated in his/her statement. The template for the statement shall be specified by the Rector.

§ 166

1. The institute's scientific council consists of:
 - 1) all academic teachers employed as researchers and research and teaching staff who hold the title of professor or the academic degree of habilitated doctor and who have submitted a statement of affiliation to a scientific discipline conducted at the Institute;
 - 2) the Director of the Institute, as its Chair, provided that he/she meets the requirements; if the Director of the Institute does not meet the statutory requirements for a member of the body, the Chair of the Scientific Council of the Institute shall be elected by the Council from among the academic teachers referred to in point 1; the election shall be held by secret ballot;
 - 3) other selected academic teachers employed in research or research and teaching positions, holding a doctoral degree representing a given scientific discipline, who have submitted a

statement of affiliation to a scientific discipline conducted at the Institute. The number of seats for members of the Scientific Council of the Institute in this group is set at 20% of the total number of members of the Scientific Council of the Institute referred to in point 1.

2. If, in the group of academic teachers employed in research or research and teaching positions, the number of candidates for the Scientific Council of the Institute is equal to or less than the number of seats to be filled, no elections shall be held. The Rector shall appoint persons to the Scientific Council of the Institute from among the candidates who meet the requirements of the Act and the Statute.
3. The members of the Scientific Council of the Institute referred to in paragraph 1, point 1, shall be appointed by the Rector for a term of office.
4. The other academic teachers employed at the Institute shall elect from among themselves the members of the Scientific Council of the Institute referred to in paragraph 1(3), in a number corresponding to the fixed number of seats to be filled by this group.
5. The elections referred to in paragraph 4 shall be conducted by the competent district election commission.
6. In the case of institutes combining two or more scientific disciplines, the Scientific Council of the Institute shall consist of:
 - 1) all academic teachers from the group of research and research and teaching staff holding the title of professor or the academic degree of habilitated doctor who have submitted a declaration of affiliation to a scientific discipline conducted at the Institute;
 - 2) the Director of the Institute, as its Chair. The provisions of paragraph 1(2) shall apply accordingly;
 - 3) selected other academic teachers employed in research or research and teaching positions, holding a doctoral degree representing a given scientific discipline, who have submitted a statement of affiliation to a scientific discipline conducted at the Institute; whereby each discipline should be represented by at least one representative of the discipline. The number of seats for members of the Scientific Council of the Institute from this group is set at 20% of the total number of members of the Scientific Council of the Institute referred to in point 1 and is determined in proportion to the number of academic teachers representing a given discipline.
7. The number of members of the Scientific Council of the Institute is determined for the term of office. A change in scientific status during the term of office does not necessitate a change in the numerical composition of the Scientific Council of the Institute. In the event of a mandate expiring during the term of office, the composition may be supplemented by persons who meet the requirements of the Act and the Statute.
8. Academic teachers with the title of professor or the academic degree of habilitated doctor from the 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 may also participate in the meetings of the Scientific Council of the Institute in an advisory capacity.

§ 167

A person who meets the requirements specified in Article 20(1)(1–5) and (7) of the Act and in the Statute may be a member of the Scientific Council of the Institute.

§ 168

1. The mandate of a member of the Scientific Council of the Institute shall expire in the event of:
 - 1) failure to meet the requirements specified in the Act or the Statute;

- 2) death;
- 3) resignation from membership;
- 4) termination or expiry of employment;
- 5) employment at another institute;
- 6) taking leave of absence for more than one year.

2. The expiry of the mandate of a member of the Scientific Council of the Institute shall be confirmed by the Rector.

Chapter 7

Education at the University

General provisions

§ 169

1. The University provides education to students in first-cycle and second-cycle studies, as well as in uniform Master's studies.
2. The University provides education at postgraduate level and within the framework of other forms of education, in particular: training, courses, including further education courses.
3. The University provides education for doctoral students at its Doctoral School.
4. The University may provide other forms of education and activities for regional and local communities.

§ 170

1. Under the terms of the Act, the University may conduct:
 - 1) individual interdisciplinary studies;
 - 2) joint studies with another university, institute of the Polish Academy of Sciences, research institute, international institute, foreign university or scientific institution;
 - 3) studies in cooperation with a body granting professional qualifications, a body conducting examination procedures for obtaining professional qualifications, a professional self-government body, an economic organisation or a registration body;
 - 4) dual studies.
2. Studies at the University may be conducted in foreign languages.

§ 171

1. The University may charge fees for educational services in accordance with the provisions of the Act.
2. The amount of fees, conditions and procedures for charging and waiving fees shall be determined by the Rector.

§ 172

1. Lectures at the University are open to the public, subject to the exceptions referred to in paragraphs 2 and 3.
2. Lectures in anatomy, clinical subjects and forensic medicine are closed.
3. The Senate may determine the conditions for attending lectures.
4. In justified cases, the Rector, Vice-Rector, Dean or lecturer may restrict or exclude from attending a lecture any person who grossly violates the law or good academic practice.

§ 173

1. Students and doctoral students at the University have the right to develop their interests. To this

end, they may seek assistance from academic staff, bodies and authorities of the University.

2. Students and doctoral students at the University may participate in scientific, development and implementation work carried out at the University, as well as use the University's rooms, equipment and resources in accordance with the rules laid down by the University.

§ 174

1. Students and doctoral students at the University are required to acquire knowledge, skills and social competences, comply with the regulations in force at the University and 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 enjoy the freedom to study, in accordance with the applicable laws.
3. The rights and obligations of students and doctoral students are specified in the Act, the Statute and, respectively, the study regulations and the Doctoral School regulations.

§ 175

1. The University shall provide the conditions necessary for the functioning of the student self-government and the doctoral student self-government, including the infrastructure and financial resources available to the self-government for its activities.
2. The student self-government shall decide on the allocation of funds provided by the University for student matters. The student self-government shall prepare a report on the distribution of financial resources and a statement of account for these resources at least once per academic year and shall make them available to the academic community in the manner prescribed for public information. This provision shall apply *mutatis mutandis* to the doctoral student self-government.

§ 176

1. The organisation of studies and the rights and obligations of students, doctoral students and postgraduate students are specified in the study regulations, Doctoral School regulations and postgraduate study regulations, respectively. The regulations are adopted by the Senate in accordance with the rules laid down in the Act and the Statute.
2. Study programmes, Doctoral School programmes and postgraduate programmes shall be determined by the Senate in accordance with the rules specified in the Statute.
3. The organisation, rules for determining programmes of other forms of education, and the rights and obligations of participants in other forms of education shall be determined by the Rector.

§ 177

1. The University operates an Internal Quality Assurance System (IQAS) for Education.
2. The basic objectives, operating principles and organisation of the Internal Quality Assurance System (IQAS) for Education are determined by the Senate.
3. The specific tasks of individuals and teams operating within the Internal Quality Assurance System (IQAS) for Education, as well as other matters related to their functioning, are determined by the Rector.

Studies and students

§ 178

1. Studies are conducted on a practical and general academic basis.

2. Studies are conducted in the form of full-time and part-time studies.
3. Classes in full-time studies are conducted separately from classes in part-time studies.

§ 179

1. The Senate shall determine the conditions, procedure and dates for the commencement and completion of the admission process, as well as the manner in which it is to be conducted. The Senate's resolution shall be made available no later than 30 June of the year preceding the academic year in which the admission process shall take place.
2. The admission procedure is conducted by admissions committees at the faculties and branches.
3. The Rector determines the rules of operation of the admissions committee.

§ 180

Guided by responsibility for the quality of education and ensuring that the structure of study programmes is consistent with the University's strategy, the Rector shall determine admission limits for individual study programmes, including for candidates applying for admission on the basis of confirmed learning outcomes.

§ 181

1. Admission to studies takes place through:
 - 1) recruitment;
 - 2) confirmation of learning outcomes;
 - 3) transfer from another domestic or foreign university.
2. Admission to studies takes place by entry on the student list. Entry on the student list is made by the relevant Dean.
3. Refusal of admission to studies through recruitment takes place by way of an administrative decision. The decision shall be signed by the Chair of the relevant admissions committee.
4. The decision of the admissions committee may be appealed to the Rector. The appeal shall be lodged within 14 days of the date of delivery of the decision. The Rector's decision after consideration of the appeal is final.
5. The results of the admissions procedure are public.

§ 182

1. The Senate shall determine the rules for admitting winners and finalists of central-level competitions to studies.
2. The Senate may determine the rules for admitting winners of international and national competitions, including those organised by the University, to studies.

§ 183

1. A person admitted to studies commences his/her studies and acquires student rights upon taking the oath.
2. Matriculated students take the following oath:
'By undertaking studies at the Jan Kochanowski University in Kielce, I solemnly swear to persistently acquire knowledge and skills and develop my own personality for the good of my Homeland, learn the truth about human beings, his/her duties towards society and the environment, and care for the dignity of students and the good name of the University'.
3. Foreigners may take the oath in English, as follows:
'Upon commencing my studies at the Jan Kochanowski University of Kielce, I solemnly swear to diligently acquire knowledge and skills, and to develop my personality for the benefit of my Homeland, to seek the truth about humanity, their duties towards society and the environment,

to uphold the dignity of a student, and to preserve the good name of the University'.

§ 184

1. Students have the right to apply for financial aid under the conditions specified in the Act and in the regulations on benefits for students at the University.
2. At the request of the self-government, the Rector appoints scholarship committees and an appeals scholarship committee.
3. The procedure for appointing scholarship committees and the appeals scholarship committee is specified by the Rector in the regulations governing benefits for University students.
4. The award or refusal of a benefit to a student shall be made by way of an administrative decision signed by the Chair of the committee or by the vice-chair of the scholarship committee authorised by him/her.
5. The Rector shall, by way of an administrative decision, revoke any decision of the scholarship committee or the scholarship appeals committee that is contrary to the law.

§ 185

1. University students form a self-government, which is the sole representative of all University students.
2. The self-government conducts activities at the University in the field of student affairs, including social, living and cultural matters.
3. The student self-government operates through its bodies.

§ 186

1. The bodies of the student self-government shall notify the Rector immediately, no later than within 7 days of their adoption of the acts issued, including resolutions adopted.
2. The Rector shall repeal an act issued by the bodies of the student self-government if it is inconsistent with the provisions of law, in particular with the Act, the Statute, the study regulations or the regulations of the student self-government.

Doctoral school and doctoral students

§ 187

1. The Doctoral School conducts the education of doctoral students.
2. The Doctoral School conducts education in at least two disciplines authorised to award doctoral degrees.
3. The Doctoral School comprises subject sections specified by the Rector.
4. A subject section of the school may cover more than one discipline of science or art.
5. The Doctoral School is established, transformed and terminated by the Rector.
6. The 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. The education of doctoral students may be conducted in cooperation with another entity, in particular an entrepreneur or a foreign university or scientific institution.

§ 188

1. The Doctoral School shall be managed by a Director appointed and dismissed by the Rector, following consultation with the Senate.
2. The appointment of the Director of the Doctoral School requires consultation with the doctoral student self-government. Failure by the doctoral student self-government to take a position on the candidate within 7 days shall be deemed as consent to his/her appointment.

3. The term of office of the Director of the Doctoral School shall be 4 years and shall commence on the date of his/her appointment.
4. The tasks of the Director of the Doctoral School include, in particular:
 - 1) managing the Doctoral School;
 - 2) developing the regulations of the Doctoral School;
 - 3) developing the rules for admission to the Doctoral School;
 - 4) organising the admission process to the Doctoral School;
 - 5) determining the admission limit to the Doctoral School, with the consent of the Rector;
 - 6) developing the Doctoral School's education programmes;
 - 7) organising the education process for doctoral students;
 - 8) supervising implementation of the education programme;
 - 9) proposing the composition of admissions committees to the Rector;
 - 10) cooperating with the directors of institutes / chairs of Scientific Councils of the Institutes representing the disciplines included in the Doctoral School in the following areas: ensuring the quality of doctoral student education, rules and criteria for admission to the Doctoral School, appointing supervisors, assistant supervisors, the composition of the admissions committee, the composition of the mid-term evaluation committee and education programmes;
 - 11) monitoring the quality of education at the Doctoral School;
 - 12) issuing, with the authorisation of the Rector, administrative decisions related to the education of doctoral students within the scope specified by the Rector;
 - 13) organising the process of mid-term evaluation of doctoral students;
 - 14) supervising the process of mid-term evaluations;
 - 15) taking care of the social and living conditions of doctoral students;
 - 16) coordinating the work of the Scientific Council of the Doctoral School;
 - 17) preparing the Doctoral School for evaluation;
 - 18) cooperating with doctoral student self-government;
 - 19) supervising doctoral studies until their completion.
5. The Rector may, at the request of the Director of the Doctoral School, appoint and dismiss the Deputy Director, heads of sections and deputy heads of sections.
6. The Director of the Doctoral School may issue orders within the scope of his/her specific competences.
7. The competences of the Deputy Director of the School and the heads of subject sections shall be specified by order of the Director of the Doctoral School.

§ 189

1. The Rector shall appoint a Scientific Council of the Doctoral School to perform advisory and consultative functions in the field of doctoral education at the School.
2. The Scientific Council of the Doctoral School shall consist of:
 - 1) the Director of the Doctoral School as Chair;
 - 2) the Deputy Director of the Doctoral School, if appointed;
 - 3) heads of sections;
 - 4) deputy heads of sections, if appointed;
 - 5) a representative of each discipline employed in the group of research or research and teaching staff, holding at least a postdoctoral degree, representing a discipline included in the school, appointed by the Director of the Institute after approval by the Scientific Council of the Institute;
 - 6) a representative of doctoral students appointed by the doctoral student self-government;

- 7) a research and teaching worker employed outside the University.
3. The tasks of the Scientific Council of the Doctoral School include in particular:
 - 1) developing and monitoring the implementation of the development strategy and operating principles of the Doctoral School;
 - 2) ensuring the high quality of the doctoral education process;
 - 3) expressing opinions on matters concerning:
 - a) the regulations of the Doctoral School,
 - b) the rules and criteria for admission to the Doctoral School,
 - c) the doctoral education process, including education programmes,
 - d) the rules for preparing and evaluating doctoral students' individual research plans,
 - e) the rules for conducting mid-term evaluations;
 - 4) approving the organisation of education in a given academic year, the composition of the admissions committee and the committee for the mid-term evaluation of doctoral students, at the request of the school director.

§ 190

The Doctoral School Education Quality Committee is an entity ensuring the quality of education, in particular:

- 1) developing a strategy for ensuring the quality of education, taking into account the applicable legal provisions,
- 2) defining procedures and policies for managing the quality of education,
- 3) submitting recommendations to the Vice-Rector responsible for science on measures aimed at improving the education process,
- 4) improving the Education Quality Assurance System at the Doctoral School.

§ 191

1. The education programme shall be adopted by the Senate at the request of the Director of the Doctoral School, after consulting the Scientific Council of the Doctoral School and the doctoral student self-government.
2. The Scientific Council of the Doctoral School, the Doctoral School Education Quality Committee and the doctoral student self-government shall issue the opinion referred to in paragraph 1 within 14 days of receiving the project. If the deadline expires without result, the requirement to consult shall be deemed to have been fulfilled.
3. The education programme shall be made available no later than 5 months before the start of recruitment.

§ 192

1. Recruitment to the Doctoral School shall take place by way of a competition on terms specified by the Senate, at the request of the Rector, after prior consultation with the Scientific Council of the Doctoral School.
2. The rules for admission to the Doctoral School shall be made available no later than five months before the start of the Doctoral School.
3. Doctoral students are enrolled by the Director of the Doctoral School.
4. Refusal of admission to the Doctoral School shall be made by way of an administrative decision issued by the Director of the Doctoral School on the authority of the Rector. The decision referred to in the previous sentence may be appealed for reconsideration.
5. The results of recruitment to the Doctoral School shall be public.

§ 193

1. A person admitted to a Doctoral School shall commence his/her education and acquire the rights of a doctoral student upon taking the oath.
2. Immatriculated doctoral students take the following oath:

'I solemnly swear that I will uphold the dignity of a doctoral student at Jan Kochanowski University in Kielce and serve spiritual independence and scientific truth. In acquiring knowledge and conducting scientific research, I will always be guided by the good of my Homeland and the academic community, respect for other people, reliability and objectivity in assessing facts. I undertake to apply the highest ethical standards, respect university rights and customs, and take responsibility for my words, thoughts and the results of my scientific research.'

Foreigners may take the oath in English, as follows:

'I solemnly swear that through my conduct, I will uphold the dignity of a doctoral student at the Jan Kochanowski University of Kielce, and I will serve the intellectual independence and scientific truth. In acquiring knowledge and conducting scientific research, I will always be guided by the welfare of my Homeland and the academic community, respect for others, and integrity and objectivity in the assessment of facts. I pledge to uphold the highest ethical standards, respect university rights and traditions, and take full responsibility for my words, thoughts, and the outcomes of my scientific pursuits.'

§ 194

1. The organisation of education at the Doctoral School, in matters not regulated by the Act and the Statute, shall be specified in the regulations of the Doctoral School.
2. The regulations of the Doctoral School shall be adopted at the request of the Director of the Doctoral School, after consultation with the Scientific Council of the Doctoral School and the Doctoral School Education Quality Committee.
3. The Scientific Council of the Doctoral School and the Doctoral School Education Quality Committee shall issue the opinions referred to in paragraph 2 within 14 days of receiving the draft. If the deadline expires without result, the requirement to consult shall be deemed to have been fulfilled.
4. The Doctoral School Regulations shall be adopted no later than 30 April of the academic year preceding the academic year in which they are to apply.
5. The Doctoral School Regulations shall be agreed with the doctoral student self-government.
6. The Rector shall forward the Doctoral School Regulations to the legislative body of the doctoral student self-government immediately after their adoption by the Senate.
7. If, within 3 months from the adoption of the Doctoral School Regulations, the Senate and the doctoral student self-government fail to reach an agreement on their content, the regulations shall enter into force by virtue of a new resolution of the Senate, adopted by a majority of at least 2/3 of the statutory number of members of the Senate.
8. The Doctoral School Regulations shall enter into force at the beginning of the new academic year.
9. The provisions of paragraphs 2–8 shall apply accordingly to amendments to the Doctoral School Regulations.

§ 195

1. Doctoral students at the University form a doctoral student self-government, which is the sole representative of all doctoral students at the University.
2. The doctoral student self-government conducts activities at the University in matters concerning doctoral students, including social and living conditions.
3. The doctoral student self-government operates through its bodies.

§ 196

1. The bodies of the doctoral student self-government shall notify the Rector immediately, no later than within 7 days of being adopted, of any acts issued, including resolutions adopted.
2. The Rector shall repeal an act issued by the bodies of the doctoral student self-government if it is inconsistent with the provisions of law, in particular with the Act, the Statute, the Doctoral School Regulations or the Regulations of the Doctoral Student Self-Government.

Student and doctoral student organisations

§ 197

1. Students and doctoral students have the right to associate in university student or doctoral student organisations.
2. The governing 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 governing body of a university student organisation or doctoral student organisation that is inconsistent with the provisions of the Act, the Statute, the study regulations or the regulations of that organisation.
4. The Rector shall, by way of an administrative decision, dissolve a university student or doctoral organisation which grossly or persistently violates the provisions of the Act, the University Statute, the study regulations or the regulations of that organisation.
5. The governing body of an association bringing together:
 - 1) exclusively students, or
 - 2) students, doctoral students and employees of the University
– shall immediately inform the Rector of the commencement of its activities on the University premises if it intends to use the University's funds for its activities.
6. The Rector shall keep a register of the University's student, and doctoral organisations and associations referred to in paragraph 5 and shall make it available to the academic community.
7. The Rector shall specify the detailed rules for making the notifications referred to in paragraphs 2 and 5.

Disciplinary responsibility of students and doctoral students

§ 198

Students and doctoral students are subject to disciplinary responsibility for violating the regulations in force at the University and for acts that undermine the dignity of a student or doctoral student.

§ 199

The Rector may appoint permanent mediators and mediators to resolve specific cases.

§ 200

Administrative support for university disciplinary committees is provided by the units specified in the organisational regulations.

Disciplinary responsibility of students

§ 201

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

§ 202

1. The following bodies shall be appointed to adjudicate in disciplinary matters concerning students:
 - 1) the University Disciplinary Committee for Students;
 - 2) the University Appeals Disciplinary Committee for Students.
2. The Disciplinary Committee for Students shall consist of 15 members, including:
 - 1) 8 academic teachers;
 - 2) 7 student representatives.
3. The Disciplinary Appeals Committee for Students shall consist of 15 members, including:
 - 1) 8 academic teachers;
 - 2) 7 student representatives.

§ 203

A person may be a member of only one disciplinary committee.

§ 204

Members of disciplinary committees for students from among academic teachers are elected by the Senate.

§ 205

Candidates for membership of disciplinary committees for students may be nominated by the Rector, a member of the Senate or at least three academic teachers for whom the University is their primary place of work.

§ 206

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

§ 207

1. At the request of the Rector, the Senate shall elect the Chair and Vice-Chair of the disciplinary committees for students from among the members of the committee who are academic teachers.
2. The Chair of the disciplinary committee for students and the appeals committee for students shall appoint the adjudicating panel in a given case. The disciplinary committee shall adjudicate in a composition consisting of the Chair of the adjudicating panel, who shall be an academic teacher, and an equal number of academic teachers and students.

§ 208

The following persons cannot be members of the disciplinary committee for students and the appeal committee for students: 1) a person holding a managerial position at the University or

his/her deputy, a person holding a position in a body or being a member of the University Council, as well as a person who is a disciplinary prosecutor; 2) a person who has been lawfully punished with a disciplinary penalty.

§ 209

1. The term of office of disciplinary committees is four years and shall commence at the beginning of the term of office of the University Senate.
2. A member of a disciplinary committee may serve for a maximum of two consecutive terms.
3. Membership in a disciplinary committee ceases in the event of:
 - 1) election to a single-person body, election to a collegial body, or appointment to a managerial position at the University;
 - 2) completion of studies or loss of student status at the University;
 - 3) termination of employment as an academic teacher at the University;
 - 4) a valid disciplinary penalty;
 - 5) resignation;
 - 6) death;
 - 7) dismissal.
4. At the request of a committee member or the Chair of the committee, the body appointing a given member of the disciplinary committee may dismiss him/her in the event of:
 - 1) long-term illness;
 - 2) long-term absence from the University;
 - 3) any other reason preventing the member from performing his/her duties.
5. In the event of termination of membership or dismissal of a member of the disciplinary committee during his/her term of office, a new member shall be appointed for the remainder of the committee's term of office.

Disciplinary responsibility of doctoral students

§ 210

Doctoral students are subject to disciplinary responsibility for violating the regulations in force at the University and for acts that undermine the dignity of the doctoral student.

§ 211

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

§ 212

1. The following bodies shall be appointed to adjudicate in disciplinary matters concerning doctoral students:
 - 1) the University Disciplinary Committee for Doctoral Students;
 - 2) the University Appeals Disciplinary Committee for Doctoral Students.
2. The Disciplinary Committee for Doctoral Students shall consist of 10 members, including:
 - 1) 6 academic teachers;
 - 2) 4 representatives of doctoral students.
3. The Disciplinary Appeals Committee for Doctoral Students shall consist of 10 members, including:
 - 1) 6 academic teachers;
 - 2) 4 representatives of doctoral students.

4. The Disciplinary Committee and the Disciplinary Appeals Committee for Doctoral Students shall be appointed by the Senate.

§ 213

Candidates for membership of disciplinary committees for doctoral students may be proposed by the Rector, the Director of the Doctoral School or a member of the Senate.

§ 214

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

§ 215

A candidate for membership of the disciplinary committee for doctoral students may be nominated by a doctoral student at the University.

§ 216

At the request of the Rector, the Senate shall elect the Chair and Vice-Chair of the disciplinary committees for doctoral students from among the academic teachers.

§ 217

1. The Chair of the Disciplinary Committee for Doctoral Students and the Chair of the Appeals Disciplinary Committee for Doctoral Students shall appoint the adjudicating panel for a given case.
2. The disciplinary committee shall adjudicate in a composition consisting of the Chair of the adjudicating panel, who shall be an academic teacher, and an equal number of academic teachers and doctoral students.

§ 218

§ 206–209 shall apply accordingly to disciplinary committees for doctoral students.

Chapter 8

University Employees

General Provisions

§ 219

1. The employees of the University are academic teachers and non-academic staff.
2. The legal status of University employees is regulated by the Act, the Labour Code and the Statute.

§ 220

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

- 1) the rules for academic teachers performing duties outside the University, in particular the principles of teaching outside the University;
- 2) the rules for determining the scope of duties of academic teachers for individual groups of employees and types of positions, the types of teaching activities covered by these duties, including the number of teaching hours and other duties for individual positions, and the principles for calculating teaching hours;

- 3) detailed rules and procedures for granting holiday leave, sabbatical leave and sick leave.

§ 221

The Remuneration Regulations set out the conditions for remuneration for work and the granting of other work-related benefits, as well as the rules for awarding them.

Academic teachers

§ 222

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

§ 223

An academic teacher employed at the University who obtains the academic title of professor shall be employed as a professor. In such a case, the provisions of the Statute concerning the conduct of an open competition for employment shall not apply.

§ 224

1. A person holding at least a doctoral degree and having significant teaching or professional achievements, as well as proven achievements in the field of academic staff training, may be employed as the University professor in the teaching staff group.
2. A person holding at least a doctoral degree and having significant scientific or artistic achievements, as well as proven achievements in the field of training scientific staff, may be employed as the University professor in the group of research staff, and also:
 - 1) experience in managing research teams or projects or in independently conducting projects, or
 - 2) achievements in obtaining external funding for scientific research.
3. A person holding at least a doctoral degree and having significant scientific, artistic or teaching achievements, as well as proven achievements in the field of training scientific staff, may be employed as the University professor in the group of research and teaching staff, and also:
 - 1) experience in managing research teams or projects or in independently conducting projects, or
 - 2) achievements in obtaining external funding for scientific research.
4. Significant achievements required for employment as the University professor, referred to in paragraphs 1-3, are understood in particular, in the case of the following achievements:

- 1) teaching – activity in the field of education and training of students or doctoral students, authorship or co-authorship of peer-reviewed scientific publications or textbooks, management of teaching projects financed from external sources;
- 2) scientific and artistic achievements – conducting scientific research resulting in new or expanded knowledge in a field of science or scientific discipline not intended for direct commercial application, or new or expanded knowledge in a field of science or scientific discipline intended for the development of new products, processes or services, or introducing significant improvements to them; conducting artistic work, resulting in the creation of a tangible or intangible work of art, 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 international competitions; authorship or co-authorship of peer-reviewed scientific publications, in particular scientific monographs, a series of thematically related scientific articles or design, construction, technological or artistic works.

§ 225

A person holding at least a doctoral degree may be employed as an assistant professor, provided that:

- 1) in the case of research and research and teaching staff, he/she has relevant scientific or artistic achievements and actively participates in scientific or artistic life;
- 2) in the case of teaching staff, has at least 10 years of professional experience in a field directly related to the subject of the teaching duties assigned, or at least 5 years of experience in performing the teaching duties of an academic teacher; professional experience outside the University is understood as the performance of professional activities within the framework of an employment relationship or as a freelancer.

§ 226

A person holding a master's degree, a master's degree in engineering or an equivalent degree may be employed as an assistant, and in the case of teaching staff, he/she must also have at least 5 years of professional experience, including at least 2 years of experience in performing the teaching duties as an academic teacher. Professional experience outside the University is understood as the performance of professional activities within the framework of an employment relationship or as a freelancer.

§ 227

Only a person who is an employee of the university or a scientific institution based abroad, holding at least a doctoral degree and having significant and creative achievements in scientific, artistic or professional work of an international nature, may be employed as a visiting professor.

§ 228

A person holding a master's degree, a master's degree in engineering or an equivalent degree with at least 5 years of professional experience may be employed as a lecturer. Professional experience is understood as the performance of professional activities within the framework of an employment relationship or as a freelancer.

§ 229

A person holding a master's degree in philology in the field in which he/she will conduct classes, or another equivalent professional title entitling him/her to teach a foreign language, may be employed as a language teacher.

§ 230

A person holding a master's degree, a master's degree in engineering or an equivalent degree may be employed as an instructor.

§ 231

1. An academic teacher may be employed at the University as his/her primary place of work or as an additional place of work.
2. Employment at the University as an additional place of work requires the consent of the Rector of the university, which is the academic teacher's primary place of work, or the consent of the head of the research unit, which is the researcher's primary place of work, if the academic teacher is employed at another place of work as his/her primary place of work.

Non-academic staff

§ 232

1. Employees who are not academic teachers (non-academic staff) may be employed in the following groups:
 - 1) administrative staff;
 - 2) library staff;
 - 3) scientific and technical staff;
 - 4) engineering and technical staff;
 - 5) service staff and manual workers.
2. The employment relationship with non-academic staff shall be established and terminated by the Rector at the request of the Chancellor, the Bursar or the head of a University organisational unit. The employment relationship may also be established and terminated on the initiative of the Rector. The Rector may consult entities of his/her choice.
3. The list of positions and the requirements necessary to occupy them are specified in the Remuneration Regulations.

§ 233

A certified librarian or certified scientific documentation and information specialist shall be employed in the following positions:

- 1) senior certified curator, senior certified documentalist;
- 2) certified curator, certified documentalist.

§ 234

A person who holds at least a master's degree or other equivalent professional title and a positive recommendation from the Qualification Committee for Certified Librarians and Certified Documentation and Scientific Information Employees may be employed in the group of certified librarians or certified documentation and scientific information specialist.

§ 235

1. An employee hired by the University as a certified librarian or certified scientific documentation and information specialist shall be hired under a fixed-term or indefinite employment contract. Employment shall be preceded by a qualification procedure before the Qualification Committee

for Certified Librarians and Certified Documentation and Scientific Information Employees, initiated at the request of the head of the unit where the certified librarian or certified documentation and scientific information specialist will be employed.

2. The selection procedure before the Qualification Committee for Certified Librarians and Certified Documentation and Scientific Information Employees for the purpose of obtaining a recommendation for employment in the group of certified librarians may be entered by a person who has:
 - 1) at least a master's degree in social communication and media studies or equivalent, and completed postgraduate studies in library and information science;
 - 2) five years of work experience, and in the case of academic teachers, two years of work experience in a scientific library;
 - 3) certification of proficiency in at least one foreign language at level B2 of the European language proficiency scale;
 - 4) at least five publications (including two peer-reviewed) in the field of social communication and media studies or related sciences;
 - 5) documented achievements in the following areas:
 - a) scientific and research activities, in particular in the form of informational and bibliographic publications, other scientific publications, participation in scientific committees and councils, and other forms of scientific and research activities;
 - b) organisational activities, in particular in the form of managerial functions in a library, management of projects and grants and work in permanent library task forces, design and implementation of improvements and innovations in library work, as well as organisation of conferences, workshops, training courses and internships, and cooperation with external institutions in the scientific community and the business sector;
 - c) teaching, in particular in the form of teaching classes in the field of social communication and media studies or related subjects, preparing and implementing various forms of library teaching.
3. The qualification procedure before the Qualification Committee for Certified Librarians and Certified Documentation and Scientific Information Employees for the purpose of obtaining a recommendation for employment in the group of certified documentation and scientific information specialists may be undertaken by a person who has:
 - 1) at least a master's degree in history, archiving, museology, or a doctoral degree in history, archival science, museology or art history, or a degree consistent with the profile and research needs of a given archive or museum, or a master's degree or equivalent and completed postgraduate studies in history, archival science, museology or art history;
 - 2) five years of work experience, and in the case of academic teachers, two years of work experience in an archive or museum;
 - 3) a certificate of proficiency in at least one foreign language at level B2 of the European system for the description of language education;
 - 4) at least five publications (including two peer-reviewed) in the field of history, archiving, museology or art history or related sciences consistent with the profile of the relevant archive or museum;
 - 5) documented achievements in the following areas:
 - a) scientific and research activities, in particular in the form of informational publications, exhibition catalogues, other scientific publications, participation in scientific committees and councils, and other forms of scientific and research activities;

- b) organisational activities, in particular in the form of managerial functions in an archive or museum, management of projects and grants and work in permanent problem-solving teams of an archive or museum, design and implementation of improvements and innovations in the organisation of the work of an archive or museum, cooperation with external institutions in the scientific and economic sectors;
- c) teaching, in particular in the form of teaching classes in the field of archiving, museology or sciences consistent with the profile of the institution, preparing and implementing various forms of archival and museum teaching.

4. Additional elements of the assessment in the qualification procedure for candidates for the positions referred to in paragraphs 2 and 3 may include:
 - 1) teaching and promotional activities for non-academic user groups;
 - 2) promotion of reading, archival knowledge, information education, as well as science and its results;
 - 3) possession of additional qualifications.
5. To conduct the recruitment process for candidates in the group of certified librarian or scientific documentation and information specialist positions, the Rector shall appoint, for the duration of his/her term of office, a Recruitment Committee for Certified Librarians and Certified Scientific Documentation and Information Specialists, composed of:
 - 1) the Vice-Rector appointed by the Rector as Chair;
 - 2) the Director of the University Library;
 - 3) the Head of the University Archives;
 - 4) an academic teacher holding a scientific title or a postdoctoral degree in the discipline of social communication and media studies;
 - 5) an academic teacher holding an academic title or a postdoctoral degree in the discipline of history.
6. The University Library shall provide organisational and administrative support to the Committee.
7. The Committee conducts the selection process based on the criteria specified in paragraphs 2–4 and makes a decision by a simple majority in an open vote in the presence of at least half of the committee members.
8. In the event of a positive assessment, the Chair of the Committee shall issue a recommendation for employment as a certified librarian or as a certified scientific documentation and information specialist.

Establishing and terminating the employment relationship with an academic teacher

§ 236

1. The employment relationship with an academic teacher at the University shall be established based on an employment contract.
2. The employment relationship with the academic teacher is established and terminated by the Rector at the request of the relevant Dean, after consultation with the Director of the institute or Head of the Department, or at the request of the head of an intra-faculty, extra-faculty or university-wide unit. The Rector may require the request to be reviewed by a council of an organisational unit or councils of organisational units designated by him/her.
3. The Rector may establish and terminate an employment relationship with an academic teacher

on his/her own initiative after consulting the relevant Dean. The Rector may additionally consult the Director of the Institute, the Head of the Department, the head of an intra-faculty, extra-faculty or university-wide unit, or a council of organisational units designated by him/her. The Rector may consult all bodies referred to in the previous sentence.

§ 237

1. The first employment contract with an academic teacher at the University shall be concluded for:
 - 1) an indefinite period, or
 - 2) a fixed period of up to 4 years.
2. In the case referred to in paragraph 1(2), after the academic teacher has received a positive periodic assessment referred to in the Act, an employment contract for an indefinite period may be concluded without a competition.

§ 238

In the case of fixed-term employment for a period of up to 4 years and in the case of fixed-term employment of academic teachers:

- 1) for whom the University is not their primary place of work;
- 2) who receive a pension

– the provisions of labour law concerning the maximum period of fixed-term employment shall not apply.

§ 239

1. The establishment of the first employment relationship with an academic teacher for an indefinite period or for a fixed period longer than three months, exceeding half of the full-time working hours, shall take place after an open competition.
2. The provision of paragraph 1 shall not apply in the case of employment of an academic teacher:
 - 1) assigned to work at the University based on a contract concluded with a foreign scientific institution;
 - 2) who is a beneficiary of a project, programme or competition announced by NAWA, NCBiR, NCN or an international competition for the implementation of a research project;
 - 3) for the duration of a research or teaching project financed: a) from the European Union budget, b) by another grant-awarding entity.
3. Information about the competition and its results, together with a justification, shall be published in the Public Information Bulletin on the websites of the University and the Minister, within 30 days before and after the competition, respectively.
4. Information about the competition shall also be available in English on the European Commission's website – on the European portal for mobile researchers, intended for the publication of job offers for researchers, within 30 days before the competition.

§ 240

1. The competition is announced by the Rector at the request of the Dean or on his/her own initiative, after consulting the Director of the Institute, the Head of the Department, the Head of the intra-faculty, extra-faculty or university-wide unit. The Rector shall appoint a competition committee.
2. The competition committee consists of a Chair – the Dean or a person designated by him/her, the head of the relevant unit or a person designated by him/her, a research and teaching staff member from another discipline within a specific field, designated by the Dean.
3. The competition procedure should be completed within 6 months from the date of its announcement.

4. If the competition concerns the position of professor, University professor or visiting professor, the members of the competition committee should have at least a postdoctoral degree.
5. The competition committee shall not include a person who is the spouse or relative or relative by marriage up to and including the second degree of the person concerned by the competition, or who is in such a legal or factual relationship with that person that it may raise reasonable doubts as to his/her impartiality.
6. If the circumstances referred to in paragraph 5 are disclosed after the appointment of the competition committee, the Dean shall make the appropriate changes to its composition; the competition committee in its new composition may consider the actions taken by the competition committee in its previous composition to be valid.
7. The competition shall be announced by publishing its conditions in the manner and place specified in the Act.
8. The competition announcement shall include, in particular:
 - 1) a description of the position for which the competition is being held;
 - 2) the conditions to be met by the candidate;
 - 3) the required documents to be submitted by the candidate;
 - 4) the deadline for submitting applications and documents;
 - 5) the date of the competition decision;
 - 6) any other information of significance to the candidate;
 - 7) the required clauses provided for by the relevant legal provisions.
9. The result of the procedure shall be public.
10. Minutes shall be taken of the committee's meetings. The minutes shall be signed by all committee members present at the meeting.
11. The competition procedure ends with the issuance of an opinion on the suitability of the candidate for employment. The competition committee selects a 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 employment is made by the Rector.
12. When assessing the candidate's suitability, the committee shall take into account, in addition to the requirements set out in the Act and the Statute, the following eligibility criteria, as appropriate for the position:
 - 1) the candidate's scientific or artistic achievements;
 - 2) the candidate's teaching achievements;
 - 3) the unit's staffing needs in this regard.
13. If:
 - 1) none of the candidates has received a positive opinion from the competition committee;
 - 2) the committee has not made a selection;
 - 3) no candidate has applied within the specified time limit;
 - 4) the competition has not been decided within the specified time limit,
 the Rector may announce further competitions for the position in question under the same conditions. In the case referred to in the previous sentence, the opinion of the relevant unit's council and the appointment of a new competition committee are not required.
14. The candidate selected by the competition committee shall be employed in accordance with the procedure and rules laid down in the Act and the Statute.

§ 241

The termination or expiry of an academic teacher's employment relationship shall be governed by the provisions of the Act, except that the termination of the employment relationship shall take place at

the end of the semester.

§ 242

If the Act or the Statute provide for the termination of the employment relationship of an academic teacher at the end of the semester, the end of the semester shall be understood as the last calendar day of February or the last calendar day of September, respectively, except in cases specified in the Statute.

Periodic evaluation of academic teachers

§ 243

1. Academic teachers shall be subject to periodic evaluation, in particular with respect to the proper performance of their duties referred to in Article 115 of the Act, and compliance with copyright and related rights, as well as industrial property rights.
2. The criteria for periodic evaluation for individual groups of employees and types of positions, as well as the procedure and entity conducting the evaluation, shall be specified by the Rector in an order pursuant to the rules set forth in the Act.
3. An academic teacher is entitled to review the documents related to his/her evaluation and to provide explanations during the evaluation process.
4. The criteria for periodic evaluation for individual groups of employees and types of positions, as well as the procedure and entity conducting the periodic evaluation, shall be specified by the Rector after consulting 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 this deadline expires without result, the requirement to consult shall be deemed to have been fulfilled.
5. The criteria shall be presented to the academic teacher before the start of the period subject to assessment.

Disciplinary responsibility of academic teachers

§ 244

An academic teacher shall be subject to disciplinary responsibility for disciplinary offences constituting a breach of the duties of an academic teacher or the dignity of the academic teaching profession.

§ 245

1. Disciplinary prosecutors at the University are appointed by the Rector from among academic teachers holding at least a doctoral degree.
2. The term of office of disciplinary prosecutors is four years and begins on 1 January of the year following the year in which the Rector's term of office began.

§ 246

The Rector may appoint permanent mediators and mediators to resolve specific cases.

§ 247

1. The University Disciplinary Committee for Academic Teachers shall be competent in matters

specified by the Act.

2. The term of office of the disciplinary committee shall be four years and shall commence at the beginning of the term of office of the University Senate.

§ 248

1. The University Disciplinary Committee for Academic Teachers adjudicating in disciplinary proceedings in the first instance is composed of 15 members.
2. The University Disciplinary Committee for Academic Teachers consists of:
 - 1) 8 academic teachers, including at least 4 with the title of professor and at least 2 with the degree of habilitated doctor;
 - 2) 5 representatives of the student self-government;
 - 3) 2 representatives of the doctoral student self-government.

§ 249

1. The members of the university disciplinary committee referred to in § 248(2)(1) shall be elected by the Senate from among the academic teachers employed at the University. Candidates may be proposed by the Rector, members of the Senate or a group of at least three academic teachers.
2. Members of the university disciplinary committee referred to in § 248(2)(2) shall be elected by the legislative body of the self-government council from among the University's students. Candidates may be nominated by any student.
3. Members of the university disciplinary committee referred to in § 248(2)(3) shall be elected by the legislative body of the self-government of doctoral students from among the University's doctoral students. Candidates may be nominated by any doctoral student.

§ 250

1. Persons performing the function of a University body or a member of the University Council, persons performing a managerial function within the meaning of the Statute or their deputies, as well as persons acting as disciplinary prosecutors, cannot serve as members of the disciplinary committee for academic teachers.
2. A person referred to in paragraph 1 may be a member of the disciplinary committee after 4 years from the date of ceasing to perform that function.
3. A person who has been lawfully punished with a disciplinary penalty referred to in Article 276(1)(1)-(6) of the Act cannot be a member of the disciplinary committee.

§ 251

1. Upon the recommendation of the Rector, the Senate shall elect a Chair and Vice-Chair from among the members of the university disciplinary committee for teachers.
2. The Chair and Vice-Chair may be academic teachers holding a postdoctoral degree or the title of professor.
3. The Chair of the University Disciplinary Committee for Academic Teachers shall appoint a three-member adjudicating panel to hear the case before the committee, including the Chair of the adjudicating panel, whereby the Chair of the adjudicating panel shall be an academic teacher holding an academic degree or a degree in the arts not lower than that of the accused, and in the event that the accused holds the title of professor, an academic teacher holding the title of professor.

§ 252

1. Membership in the university disciplinary committee for teachers shall cease in the event of:
 - 1) election to a single-person body, election to a collegial body or appointment to a managerial position at the University;
 - 2) completion of studies or loss of student status at the University;
 - 3) termination of employment as an academic teacher at the University;
 - 4) a valid disciplinary penalty;
 - 5) resignation;
 - 6) appeals;
 - 7) death.
2. A member of the disciplinary committee may be dismissed at the request of the committee member themselves or the Chair of the committee. The body appointing a given member of the disciplinary committee may dismiss him/her in the event of:
 - 1) long-term illness;
 - 2) long-term absence from the University;
 - 3) any other reason preventing the member from performing his/her duties.
3. In the event of termination of membership or dismissal of a member of the disciplinary committee during his/her term of office, a new member shall be appointed for the remainder of the committee's term of office.

Chapter 9

University Administration

§ 253

1. The University Administration shall ensure conditions for the performance of the University's statutory and constitutional tasks and shall participate in the management and administration of its property.
2. The University Administration shall ensure appropriate working conditions for its employees, including scientific and teaching conditions, and appropriate conditions for students and doctoral students to pursue their education and scientific activities.

§ 254

1. Due to the scope of its activities, the University Administration is divided into:
 - 1) central administration, and
 - 2) administration of the University's organisational units.
2. The University's administrative units are established, transformed and terminated by the Rector.

Chapter 10

Organisational Regulations

§ 255

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 activities of its units, the duties of managers, and the principles of official subordination are specified in the Organisational Regulations.

2. A detailed list of the University's organisational units is specified in the Rector's order.

§ 256

1. The Organisational Regulations shall be approved by the Rector in the form of an order, after consultation with the Senate.
2. The Senate shall submit its opinion on the draft regulations within 14 days of their submission by the Rector.
3. If no opinion is submitted within the time limit referred to in paragraph 2, the obligation to consult shall be deemed to have been fulfilled.
4. The provisions of paragraphs 1–3 shall apply *mutatis mutandis* to amendments to the Organisational Regulations.

Chapter 11

Financial management, Bursar (Quaestor) and University property

§ 257

1. The University manages its finances independently based on a material and financial plan.
2. Financial management on behalf of the University is carried out by the Rector with the assistance of the Bursar.
3. The Bursar is responsible for:
 - 1) ensuring that the University's expenditure complies with the law and the material and financial plan;
 - 2) the reliability of the University's accounting.

§ 258

1. The Bursar performs the duties of the University's chief accountant.
2. The Bursar is appointed and dismissed by the Rector.
3. The duties of the Bursar as chief accountant are governed by separate regulations.

§ 259

The Bursar may be a person who meets the requirements for the chief accountant of a public finance sector entity, as specified in separate regulations.

§ 260

1. The Bursar performs his/her duties with the assistance of deputy bursars.
2. The number and scope of duties of the deputy bursars shall be determined by the Bursar after prior consultation with the Rector.

§ 261

1. The basis for the University's financial management is the annual material and financial plan established by the Rector and approved by the Senate.
2. The Bursar prepares and submits to the Rector a preliminary draft of the material and financial plan, taking into account the University's strategy, as well as the guidelines of the Rector and other persons and entities indicated by the Rector.
3. The Rector submits the material and financial plan to the University Council for review.
4. The University Council evaluates the material and financial plan in terms of its purposefulness, economy and compliance with the University's strategy.
5. Within 30 days of the submission of the material and financial plan, the University Council adopts a written opinion on the submitted plan after a discussion with the Rector, Bursar and Chancellor.

6. Before adopting a resolution on the opinion on the material and financial plan, the University Council may request additional written or oral explanations from the Rector or other University employees.
7. The opinion of the University Council shall be communicated to the University community.

§ 262

1. Amendments to the material and financial plan shall be made in accordance with the procedure provided for its adoption.
2. Amendments to the material and financial plan may be made at the request of the Rector, Bursar or Chancellor.
3. Amendments to the material and financial plan require the opinion of the University Council.

§ 263

1. Within five months from the end of the 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 an auditing firm selected pursuant to the provisions of the Act.
2. The Council shall consider the reports at a meeting devoted exclusively to the consideration of the reports referred to in paragraph 1.
3. The meeting referred to in paragraph 2 shall be attended by the Rector, Bursar, Chancellor, relevant Vice-Rector – if his/her competences include supervision over the University's economy and property – as well as other persons invited by the Chair of the University Council.
4. The Rector shall present his/her position on the submitted reports to the University Council and provide explanations on 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 report for the previous year no later than 30 days after their submission by the Rector.
6. The Council shall present to the Senate the resolutions referred to in paragraph 5 and its opinion on the Rector's implementation of the University's strategy.

§ 264

1. To monitor the University's financial management, the University Council shall, at least once every quarter, discuss at its meeting the financial situation of the University and the investment decisions taken and planned, as well as other important decisions related to the expenditure of the University's funds.
2. The meeting referred to in paragraph 1 shall be attended by the Rector, Bursar, Chancellor, relevant Vice-Rector – if his/her competences include supervision over the University's finances and property – and other persons invited by the Chair of the University Council.
3. The University Council may at any time request information and documents from the Rector concerning the financial management of the University.

§ 265

1. A scholarship fund may be established at the University on the terms specified in the Act.
2. A fund for the Rector's awards for students and doctoral students at the University may be established at the University. Funds for its creation may come from sources other than those specified in Article 365 of the Act, in particular from donations and economic activity conducted at the University.

Rules for managing the University's property

§ 266

1. The University's property is managed by the Rector.
2. The Rector may authorise persons holding managerial positions at the University or other persons to perform individual or specific types of activities related to the management of the University's property.
3. The performance by the University of a legal action within the scope referred to in Article 423(2) of the Act, in cases where the market value of the subject of the legal action exceeds PLN 2,000,000, requires the approval by the University Council.
4. The University may incur a liability exceeding PLN 2,000,000 (two million PLN on a one-off basis only with the prior approval by the Senate.
5. The Rector may entrust, on separately defined terms, specific components of the University's property to a member of its community.

§ 267

The University Council may at any time issue an opinion or position on significant issues related to the management of the University's property. The opinion or position of the University Council shall be presented to the Senate by its Chair.

Economic activity and commercialisation of the University's scientific achievements

§ 268

1. The University may conduct economic activity, in particular of the following nature:
 - 1) research;
 - 2) services;
 - 3) training;
 - 4) manufacturing or trade.
2. The University's economic activity may be conducted in the form of an organisationally, financially and accountably separate part of the University's activities or by a capital company established for this purpose.
3. The decision to commence and terminate a specific type of economic activity and to select and change its organisational and legal form shall be made by the Rector after consulting the University Council.

§ 269

1. Indirect commercialisation of the results of the University's scientific activity may take the form of a capital company established for this purpose by the University.
2. The Rector's decision to establish the company referred to in paragraph 1 requires the Senate's approval.
3. Before submitting a request for consent to the Senate, the Rector shall consult the University Council.

4. The Rector shall submit the request to the Senate together with the opinion of the University Council. The Senate shall adopt a resolution on granting consent within 30 days of receiving the request.

§ 270

1. The Rector may entrust a capital company of the University, established for the purpose of indirect commercialisation of scientific results, with the management of rights to scientific results or know-how in the field of direct commercialisation, or with tasks related to the management of the University's research infrastructure.
2. Before making the decision referred to in paragraph 1, the Rector shall consult the University Council.

§ 271

1. The Rector may establish a capital company or join such a company for the purpose of implementing projects related to the creation or management of research infrastructure.
2. The Rector's decision referred to in paragraph 1 requires the Senate's approval.
3. Before submitting a request for consent to the Senate, the Rector shall consult the University Council.
4. The Rector shall submit the request to the Senate together with the opinion of the University Council. The Senate shall adopt a resolution on granting consent within 30 days of receiving the request.

§ 272

1. The Rector may decide to establish a capital company operating an academic business incubator or to entrust a capital company with the task of operating such an incubator.
2. Before making the decision referred to in paragraph 1, the Rector shall consult the University Council.

Chapter 12

Assemblies on University premises

§ 273

1. Members of the University community have the right to organise assemblies on University premises in accordance with the provisions of the Act and the Statute.
2. The following are not gatherings within the meaning of the Act and do not require the Rector's approval:
 - 1) meetings of student and doctoral student self-government bodies;
 - 2) meetings of student organisations operating at the University in accordance with the provisions of the Act and the Statute;
 - 3) meetings of employees, students or doctoral students organised by the University's organisational units or trade unions.

§ 274

1. The organisation of an assembly on the University premises requires the Rector's approval.
2. The organisation of an assembly on the University grounds, outside its rooms, requires notification to the Rector.

§ 275

A request for approval to organise an assembly or notification of the intention to organise an assembly

should include:

- 1) the first name, surname and address of the person or persons organising the assembly;
- 2) the purpose of the assembly;
- 3) the place, date and time of the start and end of the assembly;
- 4) the programme of the assembly;
- 5) the expected number of participants;
- 6) a description of the technical measures to be used;
- 7) rules for maintaining order, with an indication of the persons responsible for this.

§ 276

1. The organiser of the assembly shall submit a request for approval to organise it or a notification of the intention to organise it to the Rector no later than 24 hours before the start of the assembly.
2. In particularly justified cases, the Rector may accept a notification of an assembly submitted less than 24 hours before its commencement.

§ 277

1. The Rector shall refuse to grant approval for the organisation of an assembly or shall prohibit the assembly if its purpose or programme violates the law.
2. The Rector may grant approval to organise an assembly conditional on adjusting its scope, date and technical means to be used to the premises' capacity, so that the assembly does not interfere with the University's tasks or pose a threat to the course of another assembly.

§ 278

The organiser of the assembly is obliged to:

- 1) ensure safety and order during the assembly;
- 2) cooperate with the Rector or a representative appointed by the Rector, including giving him/her the floor during the assembly outside the established order of speakers;
- 3) carry out the instructions of the Rector or the representative appointed by the Rector, issued to ensure the safety of participants, the undisturbed functioning of the University or the security of the University's property;
- 4) inform participants of the need to leave the assembly after it has ended or been dissolved.

§ 279

During the assembly, it is prohibited to:

- 1) disrupt the course of the assembly;
- 2) organise competing assemblies at the same time and place;
- 3) disrupting the day-to-day functioning of the University, including the educational process;
- 4) violating the regulations in force at the University and generally applicable law, in particular in the area of public safety and order.

§ 280

1. Participants of the assembly are obliged to comply with the law and good academic practices, safety rules and to follow the instructions of the organiser, the chair of the assembly or other persons responsible for the safety of the assembly.
2. The provisions of paragraph 1 shall apply to the instructions of the Rector or his/her representative participating in the assembly.

§ 281

Members of the University community who convene an assembly without the approval or notification of the Rector, or who disrupt the course of the assembly or fail to comply with the instructions of the persons referred to in the Statute, shall be subject to disciplinary liability, regardless of their liability under separate legal provisions.

§ 282

1. If the course of the assembly exceeds the purpose specified in the application for approval or in the notification, threatens public safety and order, or harms the University's good name, the Rector or a representative appointed by the Rector may dissolve the assembly.
2. The assembly shall be dissolved by means of an oral announcement subject to immediate execution, preceded by three warnings to the participants of the assembly about the possibility of its dissolution, and then announced to the organiser or, if it is impossible to contact the organiser, announced publicly to the participants of the assembly.

§ 283

1. The Rector may inform the state services responsible for ensuring public safety and order about the planned assembly if he/she considers it justified due to a threat to human life or health.
2. To ensure the safety of the assembly, the Rector may call on the state services responsible for maintaining public safety and order to enter the University premises.

Chapter 13

Rules for internal supervision of acts issued by University bodies

§ 284

1. The Rector shall suspend the implementation of a Senate resolution that violates the provisions of the Act or the University Statute or violates the important interests of the University, and within 14 days of suspending the resolution, shall convene a meeting of the Senate to reconsider it.
2. The resolution shall enter into force if, after reconsideration, the Senate re-adopts the resolution by a 2/3 majority of votes in the presence of at least half of the statutory composition of the Senate.
3. If the Senate re-adopts a resolution that violates the Act, the Rector shall notify the Minister.

§ 285

1. The Rector shall suspend the implementation of a resolution of the University Council that violates the provisions of the Act or the University Statute or violates an important interest of the University.
2. In the case referred to in paragraph 1, the Chair of the University Council shall convene a meeting of the University Council within 14 days of the suspension of the resolution for reconsideration.
3. The resolution shall enter into force if, after reconsideration, the University Council re-adopts the resolution by a 2/3 majority of votes in the presence of at least half of the statutory composition of the University Council.
4. If the University Council re-adopts a resolution that violates the Act, the Rector shall notify the Minister.

§ 286

The Rector shall suspend the implementation of a resolution of the Scientific Council of the Institute that is contrary to the provisions of the Act or the Statute. When suspending the implementation of the resolution, the Rector shall indicate the scope of the violation and formulate a proposal for further

action. If the body that adopted the resolution does not respond to the Rector's proposal within 14 days of its submission, the suspended resolution shall cease to be valid.

§ 287

1. The Rector may revoke or amend a decision or ruling made by a person holding a managerial position at the University and a decision or ruling made by other persons managing University units if they are contrary to the provisions of the Act, the Statute, a resolution or order of a University body, other internal regulations of the University, or if they violate an important interest of the University.
2. The Rector may revoke a resolution of the Council or another advisory body that is not a University body if the resolution is contrary to the provisions of the Act, a resolution or order of a University body, other internal regulations of the University, or if it violates an important interest of the University.
3. The Rector may repeal or amend decisions of University employees authorised to make decisions concerning the University.
4. If the person referred to in paragraphs 1 or 3, acting on the authority of the Rector, issues an administrative decision in an individual case, such a decision may be changed by the Rector only if the person entitled to do so submits a request for reconsideration of the case or in other circumstances provided for by law.

§ 288

1. The Rector shall immediately inform the University community of the content of internal legal acts, including orders issued by him/her, resolutions of the Senate, and resolutions of the University Council.
2. Internal legal acts of the University shall be published in the Public Information Bulletin. In particular, the following shall be published:
 - 1) resolutions of the Senate;
 - 2) resolutions of the University Council;
 - 3) orders of the Rector.
3. The Chancellor may issue orders concerning activities reserved for his/her competence. The Chancellor's orders shall be published in the manner specified in paragraph 2.

§ 289

1. The University keeps registers of normative acts issued by the University authorities, deans, directors of institutes, heads of departments, the Chancellor and other authorised persons.
2. Detailed rules for keeping the registers referred to in paragraph 1 shall be laid down by the Rector.

§ 290

The provisions of this chapter do not apply to the supervision exercised by the University Election Commission within the scope of its competence.

Chapter 14

Rules for conducting meetings of the University's collegial bodies using electronic means of communication

§ 291

1. Meetings of the Senate, the University Council and the Scientific Council of the Institute may be conducted using electronic means of communication, ensuring in particular:

- 1) real-time transmission of the meeting between its participants;
- 2) real-time multilateral communication, during which meeting participants may speak in the course of the meeting, while maintaining the necessary security rules.
2. Detailed rules for conducting the meetings referred to in paragraph 1 shall be specified by the Rector in an order.
3. The provisions of paragraphs 1–2 shall apply accordingly to the committees operating at the University, in particular senate committees, scholarship committees, election commissions, other collegial bodies and panels, as well as to the bodies and other collegial panels of the student and doctoral student self-government.

Chapter 15

Amendments of the Statute

§ 292

1. Amendments to the University Statute shall be adopted by the Senate by an absolute majority of votes in the presence of at least half of its statutory number of members, after consulting:
 - 1) the University Council, expressed by a simple majority of votes of its statutory number of members;
 - 2) the trade unions operating at the University.
2. The opinions referred to in paragraph 1 shall be presented by the University Council and trade unions within 30 days of receiving the draft Statute from the Chair of the Senate. If this deadline expires without result, the requirement to consult shall be deemed to have been fulfilled.

Annexes

Annex 1 to the Statute

Design of the Emblem of Jan Kochanowski University in Kielce

The emblem of Jan Kochanowski University in Kielce is a patriarchal cross symbolising the Świętokrzyskie (Holy Cross) Voivodship, a crown with five fleurons (stylised leaves) symbolising the city of Kielce (the seat of the University), and two sceptres of Cardinal Fryderyk Jagiellończyk (15th century) in the shape of St. Andrew's cross, referring to the symbolism of the oldest university in Poland, Jagiellonian University.



Annex 2 to the Statute

Design of the Coat of Arms of Jan Kochanowski University in Kielce

The coat of arms consists of a shield modelled on the seal of the first Polish university – Jagiellonian University from the 15th century. Two crossed golden sceptres are placed on a red field at the base of the shield. Above them, on the right side of the shield, there is a double golden patriarchal cross, and on the left, a golden crown with five identical fleurons (stylised leaves). Below the shield, there is a red ribbon with the inscription: Jan Kochanowski University.



Annex 3 to the Statute
Design of the Seal of Jan Kochanowski University in Kielce



Annex 4 to the Statute

Design of the Banner of Jan Kochanowski University in 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 the University's coat of arms: two crossed golden sceptres, above them, from the top of the shield on the right, there is a double golden patriarchal cross, and on the left, a golden crown with five identical fleurons (stylised leaves). The coat of arms is surrounded by a white inscription: ‘UNIWERSYTET JANA KOCHANOWSKIEGO KIELCE’ (Jan Kochanowski University in Kielce). Stylised golden linden leaves emerge from the four corners on both sides of the banner, referring to the favourite tree of Jan Kochanowski, the Polish Poet from Czarnolas.



Annex 5 to the Statute
Design of the Flag of Jan Kochanowski University in Kielce



**Annex 6 to the Statute
Design of the Logo of Jan Kochanowski University in Kielce**



**Uniwersytet
Jana Kochanowskiego
w Kielcach**

Annex 7 to the Statute

Lyrics of the song *Gaude Mater Polonia*

Amen

Annex 8 to the Statute

Senate Regulations of Jan Kochanowski University in Kielce

General Provisions

§ 1

These Senate Regulations define the procedure for convening meetings and the rules of operation of the Senate, establish the order of work and specify the detailed duties and rights of Senate members.

§ 2

In exercising their mandate, Senate members are guided by the provisions of law, the University's good name and their own conscience.

***Modus Operandi* of the Senate**

§ 3

1. The Senate is the highest collegial body at the University.
2. In addition to the powers specified in the Act and the Statute, the Senate also has advisory powers. The Rector may request the Senate to express its opinion on any matter which he/she considers important for the good of the University.

Senate meetings

§ 4

1. The Senate deliberates at meetings.
2. Ordinary Senate meetings are convened by the Rector.
3. Extraordinary Senate meetings are convened by the Rector on his/her own initiative or at the request of at least 1/5 of the Senate members within 14 days of the request being submitted. The request should specify the subject of the meeting.

§ 5

1. No later than 7 days before the planned meeting, the Rector shall notify the members of the Senate and invited persons about the date and draft agenda of the meeting.
2. In particularly justified cases, the Rector may decide to shorten the period referred to in paragraph 1.
3. The notice of the meeting shall include the proposed agenda, draft resolutions and other materials relating to the items on the agenda. The scope of materials sent with the notice of the Senate meeting is determined by the Rector.
4. The draft agenda of the Senate meeting is determined by the Rector, provided that only matters

known to the members of the Senate from the materials sent no later than 7 days before the meeting may be included in the agenda, subject to paragraph 2.

§6

1. A Senate committee or at least one-fifth of the members of the Senate may submit written motions to the Rector, no later than 21 days before the Senate meeting, to include a specific matter on the agenda. The motion referred to in the previous sentence should include a justification.
2. Failure to include the matter covered by the motion referred to in paragraph 1 on the agenda of the next Senate meeting shall require the Rector to inform the Senate when presenting the draft agenda.
3. If it is decided that the matter covered by the motion referred to in paragraph 1 requires consideration by the Senate, the Senate, after hearing the Rector's information, shall determine the further course of action in this matter, including a decision to include it in the agenda of the next Senate meeting.

§ 7.

Senate meetings shall be open to the public. If the good of the University so requires, the Senate may, by an absolute majority of votes in the presence of at least half of its members, decide to hold the meeting or part thereof in camera.

§ 8

1. Information about the activities of the Senate shall be obtained in accordance with the provisions of the Act on Access to Public Information and is provided through:
 - 1) informing about Senate meetings,
 - 2) making available the minutes and resolutions of Senate meetings, Senate committee meetings, as well as other documents and information related to the activities of the Senate and Senate committees.
2. Resolutions adopted by the Senate shall be published on the ICT network. Other documents and information referred to in paragraph 1(2) and information not published on the ICT network shall be disclosed upon request.
3. The documents and other information referred to in paragraph 1(2) may also be disclosed by placing, displaying or installing a device enabling access to them in publicly accessible places.
4. Decisions on the refusal to disclose public information and on the discontinuation of proceedings for the disclosure of public information shall be issued by the Rector.
5. The Rector shall give approval for the obtaining of public information not published on the ICT network and shall indicate the place and time of its obtaining.

§ 9

1. From the Senate meetings minutes are drawn up, which constitute an official record of the meeting. The course of the Senate meeting may also be documented in the form of an electronic record.
2. The minutes of the Senate meeting shall include a record of the proceedings, as well as, in the annexes, the full texts of the resolutions adopted, reports and motions submitted, and other materials considered by the Senate.
3. The draft minutes shall be disclosed to the members of the Senate within 14 days after the Senate meeting. The draft minutes may also be disclosed in electronic form.
4. A member of the Senate and any participant in the meeting taking part in the debate may submit

reservations or amendments to the draft minutes no later than the day of the start of the next meeting after the draft minutes of the Senate meeting have been made available. The Chair of the Senate shall decide whether to accept the amendment.

5. Minutes to which no objections or amendments have been made shall be deemed to have been adopted. The adoption of the minutes shall be confirmed by the signature of the Rector or the Chair of the meeting, a member of the Senate and the minute-taker. The minutes shall be kept by the organisational unit of the University designated by the Rector.
6. The Senate shall elect a Secretary of the Senate and a Deputy Secretary of the Senate from among its members. Their duties shall include:
 - 1) supervising compliance with the Senate's agenda;
 - 2) ensuring the correctness of the minutes of the Senate meeting and the timely and proper implementation of the resolutions adopted.
7. In the absence of the Secretary of the Senate and the Deputy Secretary of the Senate from a meeting, the Senate shall, at the request of the Chair of the meeting, elect a secretary for the meeting. The provisions of paragraph 6(1)-(2) shall apply accordingly to the secretary of the meeting.
8. The register of Senate resolutions shall be kept by an organisational unit of the University designated by the Rector.

Deliberations

§ 10

1. Senate meetings shall be chaired by the Rector or, in his/her absence, by a member of the Senate appointed by the Rector.
2. When the subject of deliberations is the evaluation of the Rector's activities, the Senate meeting shall be chaired by a Chair elected by the Senate from among the members of the Senate present at the meeting.
3. The Rector, as Chair of the Senate:
 - 1) establishes the Senate's work plan;
 - 2) convenes Senate meetings;
 - 3) establishes the draft agenda;
 - 4) chairs Senate meetings and supervises their proceedings;
 - 5) supervises the timeliness of the Senate's work;
 - 6) supervises the work of Senate committees and instructs them to consider specific matters;
 - 7) orders the announcement of resolutions adopted by the Senate and their publication on the ICT network.
4. Based on a resolution of the University Election Commission, the Rector draws up a list of names of Senate members and persons participating in Senate meetings in an advisory capacity. The list of Senate members shall be disclosed to the academic community.
5. If there are changes in the composition of the Senate during its term of office, the Rector shall immediately make changes to the list of Senate members. The Rector informs the academic community of any changes in the composition of the Senate.

§ 11

1. The Rector or the Chair of the Senate meeting shall submit the draft agenda for approval.
2. A motion to amend the Statute or matters requiring the opinion of the University Council, trade

unions operating at the University, or matters requiring the opinion of the student or doctoral student self-governments cannot be considered at the meeting at which it has been submitted.

3. If it is not possible to reach a substantive decision on a matter at a given meeting, the Senate shall determine the procedure for further action.
4. If the agenda of the meeting has not been exhausted, the remaining items shall be transferred to the agenda of the next meeting, unless the Senate will decide otherwise.

§ 12

1. The Rector or Chair of the meeting shall give the floor on matters included in the agenda.
2. Matters submitted for deliberation by the Senate shall be presented by the Rector or a rapporteur appointed by him/her.
3. Next, the Chair or deputy Chair of the relevant Senate committee shall take the floor if the matter has been considered by that committee.
4. Before the discussion begins, members of the Senate and persons entitled to participate in the meeting may submit questions to the rapporteur in connection with the item on the agenda, draft resolution or issue under discussion. The rapporteur shall answer the questions.
5. The Rector or Chair of the meeting may call a participant who deviates from the subject of the meeting to order by saying 'please come to the point'. After two calls to order, the Rector or Chair of the meeting may withdraw the speaker's right to speak.

§ 13

1. During the discussion on a given matter, a member of the Senate or a person authorised to participate in the meeting may speak only twice.
2. The Rector or the Chair of the meeting may decide to remove from the minutes the statements of a person who was not given the floor or who continued to speak after being denied the floor.

§ 14

1. The Rector or the Chair of the meeting shall ensure that the Regulations are observed during the proceedings, and that dignity and order are maintained in the meeting room.
2. The Rector or the Chair of the meeting shall call to order any member of the Senate or other person participating in the meeting who disrupts the proceedings.
3. The Rector or Chair of the meeting shall call to order, with a note in the minutes, any member of the Senate or other participant in the meeting who has violated the order of the meeting.
4. The Rector or the Chair of the meeting may decide to exclude a member of the Senate or another participant in the proceedings from the meeting if he/she disrupts the proceedings, despite having already been called to order with a note in the minutes at the same meeting.
5. In the case referred to in paragraph 4, the Rector or Chair of the meeting may order a break in the meeting.
6. A member of the Senate may appeal to the Senate against the decision of the Rector or Chair of the meeting referred to in paragraph 3 or 4. The Senate shall dismiss the appeal or request the Rector or Chair of the meeting to revoke the decision. The Rector or Chair of the meeting shall take into account the decision of the Senate.
7. Until the matter is resolved, the Senate member shall not have the right to vote and shall not participate in the meeting at which the decision on his or her exclusion was made.

§ 15

1. Outside the agenda or in connection with the debate, the Rector or Chair of the meeting shall give the floor only for the purpose of making a formal motion, a reply or a correction of a

misunderstood or inaccurately quoted statement. Such a speech cannot exceed 2 minutes.

2. Formal motions include requests to:
 - 1) announce a break or adjourn the meeting;
 - 2) adopt a secret ballot;
 - 3) adopt a secret meeting or part thereof;
 - 4) close the list of registered speakers;
 - 5) adjourn or close the discussion;
 - 6) move to the agenda;
 - 7) vote without discussion;
 - 8) supplement or amend the draft agenda or the agenda;
 - 9) change the manner of conducting the meeting, discussion and voting;
 - 10) limit the time for speeches;
 - 11) determine quorum;
 - 12) count the votes.
3. A formal motion should contain a request and a brief justification.
4. The Senate shall decide on the adoption or rejection of a formal motion after hearing the proposer and, if necessary, one opponent of the motion.
5. Formal motions shall be decided exclusively by open ballot.

Voting

§ 16

1. After the discussion has been closed or after the Chair of the Senate committee has spoken, the Rector or Chair of the Senate meeting shall announce the Senate's intention to vote. From that moment on, the floor may only be taken to submit or justify a formal motion concerning the method or order of voting, or to ask questions clarifying the content of the amendment being voted on.
2. Voting may be open or secret.
3. Open voting shall take place by a show of hands by the members of the Senate, with the Chair of the Senate session ordering the counting of votes by the ballot counting committee. Voting using electronic equipment that records the individual positions of voting members of the Senate is permitted. The vote referred to in the previous sentence consists of pressing the appropriate button on the equipment to express the voter's will, i.e. 'for' or 'against' or 'abstain'.
4. Voting on personnel matters shall be secret, with the exception of votes on the composition of committees appointed by the Senate, including those conducted as a result of the expiry of a committee member's term of office. If the number of candidates for a given committee exceeds the number of committee members determined by the Senate, a secret ballot shall be held.
5. At the request of a member of the Senate, the Senate may, by an absolute majority of votes, decide to hold a secret ballot on a given matter. Secret ballots are not held on matters concerning the adoption or amendment of the Statute.
6. Secret ballots shall be conducted using sealed ballot papers. Secret ballots using electronic equipment that records the results of the vote in accordance with the rules of secrecy shall be permitted.
7. The results of the vote shall be announced by the Rector or the Chair of the meeting.
8. The results of a secret ballot shall be announced by the Chair of the ballot counting committee.
9. The results of the vote shall be final and cannot be subject for discussion.

§ 17

1. The voting order shall be as follows:
 - 1) voting on a motion to adopt a resolution without amendments;
 - 2) voting on amendments to individual paragraphs or sections, in the order of the provisions of the resolution:
 - a) first, amendments are put to the vote whose adoption or rejection determines other amendments; if an amendment excluding other amendments is adopted, those amendments are not put to the vote,
 - b) if several amendments are proposed to the same provision, the most far-reaching amendment shall be put to the vote first; the order of voting shall be decided by the Rector or the Chair of the meeting,
 - c) amendments entailing changes to other provisions shall be put to the vote together;
 - 3) the Rector or Chair of the meeting may order a joint vote on a certain group of amendments, unless a contrary motion has been submitted;
 - 4) a vote shall be taken on the adoption of the resolution in its entirety with the changes resulting from the adopted amendments, and if all amendments are rejected, a vote shall be taken on the motion to adopt the resolution without amendments, if such a motion has been 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. If the result of a vote raises reasonable doubts, the Senate may reconsider the vote.
2. Reconsideration of a resolution is permissible only during the same Senate meeting and only in the event of an obvious error in a previously adopted resolution.
3. The Senate shall decide on the re-vote at the request of the Chair of the meeting or at the request of at least 10 members of the Senate.
4. The results of a secret ballot shall not be subject to a re-vote.

§ 19

1. The Senate adopts resolutions by a simple majority of votes in the presence of at least half of its statutory number of members, unless the provisions of the Act, the Statute or these Regulations provide otherwise. The Rector or the Chair of the meeting shall verify the quorum on his/her own initiative or at the request of the Senate member.
2. The provision of paragraph 1 shall apply to votes on formal motions.

Senate Committees

§ 20

1. The Senate may appoint standing committees.
2. When appointing a committee, the Senate shall determine the number of its members, its scope of activity and competences, and shall elect the members of such committees.
3. Standing committees shall be appointed by the Senate 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 the employees, students and doctoral students of the University, provided that the number of members of a given Senate committee who are not members of the Senate cannot exceed three.
5. Representatives of trade unions operating at the University, one from each union, may

participate in the meetings of standing Senate committees in an advisory capacity.

6. Senior teachers (retired academic teachers holding an academic title or a postdoctoral degree, for whom the University had been their last place of employment before retirement) may participate in the meetings of the committee in an advisory capacity at the invitation of the Chair.
7. The Senate shall elect the members of the standing committees by an absolute majority of votes in a joint vote.
8. The Chair of the committee is elected by the Senate at the request of the Rector.
9. At the request of the Chair of the committee, the Senate committee elects a vice-chair from among its members. In the absence of the Chair of the committee, his/her duties are performed by the vice-chair of the committee.

§ 21

1. The Chair of the Senate committee:
 - 1) chairs the committee and directs its work;
 - 2) presents the resolutions, opinions or motions prepared by the committee to the Senate and the Rector;
 - 3) reports to the Senate on the activities of the committee.
2. The Chair of the Senate committee may request information, explanations, reports and documents from all organisational units of the University and its employees, the student self-government, the doctoral student self-government, as well as students and doctoral students on matters within the scope of the committee's activities.

§ 22

1. Meetings of the Senate committee shall be convened by the Chair on his/her own initiative, at the request of the Senate or 1/3 of the committee members. In justified cases, a meeting of the committee may be convened by the Rector.
2. Committee members shall attend meetings in person, confirming their attendance on a roll call list.
3. The committee's position shall be expressed in resolutions, opinions or motions.
4. The committee shall adopt resolutions, express opinions or submit motions as a result of a vote. The committee's decisions shall be taken by a simple majority of votes in the presence of at least half of its members.
5. Senate committees shall have the right to seek the assistance of consultants and experts.
6. Guests may participate in committee meetings at the invitation of the Chair, without the right to vote.
7. A member of the Senate has the right to participate in the meetings of any committee without the right to vote. A Senator has the right to vote only in the committee of which he/she is a member.
8. Minutes shall be taken of the committee's proceedings and shall be signed by its Chair and the person who took them.
9. The documentation of the committee's work shall be available to its members and to members of the Senate.
10. The organisational and administrative support for the committee is provided by the University's administrative units designated by the Rector.

§ 23

1. The mandate of a member of the Senate committee expires during the term of office:
 - 1) as a result of death;
 - 2) due to the written resignation of a committee member;

- 3) in the event of dismissal by the Senate due to prolonged unjustified non-participation in the work of the committee;
- 4) if the employee ceases to be an employee of the University;
- 5) due to completion of studies or doctoral studies or removal from the list of participants in studies or doctoral studies based on a final decision;
- 6) as a result of disciplinary action taken against an academic teacher, student or doctoral student as provided for in the Act.

2. The dismissal of a committee member – for the reason referred to in paragraph 3(1) – shall take place at the request of the Chair, and in the case of the Chair, at the request of the Rector. Voting on this matter shall be conducted by secret ballot.
3. In the event of the expiry of the mandate of a member of the Senate committee, the Senate shall supplement its composition within 3 months at the latest.

§ 24

Standing committees shall be appointed for the term of office of the Senate.

§ 25

1. The Senate may appoint *ad hoc* committees.
2. The provisions of § 21–23 of the Regulations shall apply accordingly to the committees referred to in paragraph 1.

Rights and duties of Senate members

§ 26

1. Senate members are required to attend and actively participate in Senate meetings and Senate committees to which they have been elected.
2. Senate members participating in a meeting are not allowed to abstain from voting. Voting is only allowed in person.

§ 27

1. A member of the Senate shall confirm his/her attendance at a Senate meeting by signing the attendance list.
2. If a member of the Senate is unable to attend a Senate meeting or a committee meeting of which he/she is a member, he/she shall justify his/her absence in writing within 14 days from the date of absence from the meeting by sending a letter to the Rector, and in the case of a committee meeting, to the Chair of the committee.
3. Justifiable reasons preventing a member of the Senate from participating in a Senate meeting, committee meeting or voting at a Senate meeting are:
 - 1) illness;
 - 2) the need to care for a sick person;
 - 3) travel abroad or within the country related to the performance of official duties;
 - 4) leave granted to a Senate member;
 - 5) other important obstacles.
4. In the event of a Senator's unexcused absence from a meeting, the Secretary of the Senate shall make a note of this in the attendance register.
5. Unexcused absence from a Senate meeting or a committee meeting of which the Senator is a

member constitutes a breach of the fundamental duties of the Senator.

§ 28

1. In the event of a breach of fundamental duties by a member of the Senate, at the request of the Rector or the Chair of the senate committee, the Senate may, by way of a resolution:
 - 1) issue a warning to the member of the Senate and oblige him/her to act appropriately;
 - 2) issue a reprimand to the member of the Senate.
2. A motion for reconsideration of the matter may be submitted against a resolution of the Senate. The motion for reconsideration of the matter shall be submitted by the interested party to the Rector within 14 days from the date of delivery of a copy of the Senate resolution referred to in paragraph 1(1) or (2). The Senate shall consider the matter, hearing the interested member of the Senate at his/her request. No discussion shall be held on the motion for reconsideration.
3. After reconsideration, the Senate may, by way of a resolution, repeal the previous resolution or uphold it. The Senate's decision is final.

§ 29

1. Members of the Senate have the right to submit interpellations to the Rector under the agenda item 'free motions (motions from the floor)'.
2. The Rector shall respond to the interpellation at the next meeting of the Senate at the latest unless the Senate obtains approval to postpone the deadline for the response.
3. The response to the interpellation may be discussed by the Senate.

§ 30

The provisions of these Regulations shall apply mutatis mutandis to the deliberations of the Scientific Council of the Institute.

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