

**RESOLUTION no. 75**  
**of the Senate of West Pomeranian University of Technology**  
**of June 28, 2019**

**on adopting the Statute**  
**of West Pomeranian University of Technology in Szczecin**

Under Article 34 of the Act of 20 July 2018 “Law of higher education and science” (Journal of Laws, item 1668, as amended), in relation to Article 227 section 1 and 3 of the Act of 3 July 2018 Introductory provisions of the Act - Law on higher education and science (Journal of Laws of item 1669, as amended), it is hereby directed as follows:

**§ 1.**

The Senate of the West Pomeranian University of Technology in Szczecin adopts the Statute of the West Pomeranian University of Technology in Szczecin, which constitutes an annex to this resolution.

**§ 2.**

The Statute of the West Pomeranian University of Technology in Szczecin, adopted by Resolution No. 47 of the ZUT Senate of 24 October 2011, as amended, is hereby repealed.

**§ 3.**

This Resolution shall enter into force on 1 October 2021

President of the Senate  
Rector

dr hab. inż. Jacek Wróbel, prof. ZUT

# **STATUTE**

**of West Pomeranian University of Technology in Szczecin**



**Szczecin 2019**

## CONTENTS

RECITALS .....	3
CHAPTER I GENERAL PROVISIONS .....	3
CHAPTER II UNIVERSITY BODIES .....	4
General provisions.....	4
Rector .....	4
WPUT Senate.....	5
University Council .....	7
CHAPTER III EXECUTIVE FUNCTIONS WITHIN THE UNIVERSITY AND THE PRINCIPLES FOR APPOINTING AND DISMISSING PERSONS TO HOLD EXECUTIVE POSITIONS .....	8
CHAPTER IV RULES FOR INTERNAL SUPERVISION OVER ACTS ISSUED BY THE UNIVERSITY BODIES.....	9
CHAPTER V STANDING CONSULTATIVE BODIES.....	10
CHAPTER VI TYPES OF ORGANISATIONAL UNITS WITHIN THE UNIVERSITY.....	11
CHAPTER VII UNIVERSITY STAFF .....	12
CHAPTER VIII DISCIPLINARY LIABILITY OF ACADEMIC STAFF .....	15
CHAPTER IX EDUCATION ON GRADUATE PROGRAMMES, POSTGRADUATE STUDIES AND COURSES .....	16
CHAPTER X DOCTORAL STUDENTS TRAINING .....	19
CHAPTER XI STUDENT AND DOCTORAL STUDENTS ORGANISATIONS .....	20
CHAPTER XII DISCIPLINARY LIABILITY OF STUDENTS AND DOCTORAL STUDENTS.....	20
CHAPTER XIII PROPERTY AND FINANCIAL MANAGEMENT OF THE UNIVERSITY .....	21
CHAPTER XIV RULES ON CONDUCTING BUSINESS ACTIVITY .....	23
CHAPTER XV ASSEMBLIES.....	23
CHAPTER XVI DIGNITIES AND DISTINCTIONS.....	24
CHAPTER XVII SYMBOLS AND TRADITIONS OF THE UNIVERSITY .....	26
CHAPTER XVIII TRANSITIONAL PROVISIONS .....	27
ELECTORAL ORDINANCE .....	29
RULES OF PROCEDURE OF THE SENATE .....	44
EMBLEM OF WEST POMERANIAN UNIVERSITY OF TECHNOLOGY .....	48
LOGO OF WEST POMERANIAN UNIVERSITY OF TECHNOLOGY .....	48
BANNER OF WEST POMERANIAN UNIVERSITY OF TECHNOLOGY .....	49
RECTOR'S INSIGNIA.....	50

**STATUTE**  
**of West Pomeranian University of Technology**

**RECITALS**

The West Pomeranian University of Technology in Szczecin, established on January 1, 2009, adopted the elements of the rich and complex academic heritage of the Szczecin University of Technology and the University of Agriculture in Szczecin, which requires the academic community to preserve and protect it for the future generations.

The establishment of the Engineering School on 1 December 1946, renamed Szczecin University of Technology on 3 September 1955, and the establishment of the Higher School of Agriculture in Szczecin on 17 July 1954, renamed the University of Agriculture in Szczecin on 1 October 1972, mark the beginning of Szczecin's post-war academic history.

The West Pomeranian University of Technology in Szczecin pursues a mission of special significance for the region, rooted in the awareness of the historical and social importance of the University, aimed at educating students and raising the status of scientific research, using own intellectual, research and teaching potential and the creative abilities of its staff. The West Pomeranian University of Technology in Szczecin conducts the staff recruitment process pursuant to the provisions contained in the European Charter for Researchers and the Code of Conduct.

By adopting this Statute, the Senate of the West Pomeranian University of Technology expresses hopes that this act will serve the respect of the rights of all members of the community and cultivation of academic traditions and customs.

**Chapter I**  
**General provisions**

**§ 1.**

1. West Pomeranian University of Technology in Szczecin, hereinafter also referred to as the University, is a public academic institution.
2. The University has a legal personality.
3. The University is autonomous, pursuant with the rules set forth in the Act of 20 July 2018 “Law of higher education and science” (Journal of Laws, item 1668, as amended), hereinafter referred to as “the Act”
4. Supervision of the University within the scope of the Act is exercised by the minister responsible for higher education and science.

**§ 2.**

1. The University is seated in Szczecin.
2. West Pomeranian University of Technology in Szczecin may operate outside its seat.

**§ 3.**

1. The university uses a Latin name – *Pomeraniae Occidentalis Universitatis Technologicae Stetini*.
2. For international relations, the University uses its English name – West Pomeranian University of Technology in Szczecin.
3. Official abbreviation of the name West Pomeranian University of Technology in Szczecin is WPUT.

**§ 4.**

The primary tasks of the University include:

- 1) provision of education on university programmes, postgraduate programmes and various other forms of education;
- 2) provision of doctoral training;
- 3) conducting scientific activity, providing research services and transferring knowledge and technology to the economy;

- 4) education and promotion of university staff;
- 5) creating conditions for disabled persons to participate fully in:
  - a) the process of admission to the university for the purpose of studying,
  - b) education,
  - c) pursuit of academic activity;
- 6) education and upbringing of students in the spirit of respect for Polish state, national tradition, strengthening the principles of democracy and respect for human rights;
- 7) creating condition fostering development of students' physical culture;
- 8) dissemination and multiplication of scientific and cultural achievements, also through collecting and granting access to the available library, information and archive resources;
- 9) taking actions for the benefit of local and regional communities.

#### **§ 5.**

1. Pursuant to the regulations set forth in the Act, the University autonomously carries out its tasks, guided by the principle of freedom of teaching, artistic creativity, scientific research and publication of its results.
2. The University operates with full respect for international standards, ethical principles and good practice regarding education and scientific activity and the social responsibility of science in particular.

#### **§ 6.**

1. The University staff, students and doctoral students create its academic community.
2. Every member of the University community is obliged to act in the interest of the University, caring for its good reputation included.
3. The University maintains relations with its graduates.
4. The University strives to preserve the memory of distinguished staff and alumni.

## **Chapter II University Bodies**

### **General provisions**

#### **§ 7.**

1. Rector is a single-person body of the University.
2. Collective bodies of the University are as follows:
  - 1) University Council;
  - 2) Senate.

### **Rector**

#### **§ 8.**

1. Rector shall represent and manage the University.
2. Rector shall be a superior of the staff, students and doctoral candidates.
3. The Rector shall take decisions in all matters concerning the University, save for those reserved by legal acts or by this Statute as powers of other university authorities.
4. The tasks of the Rector specifically include:
  - 1) drafting and amending the Statute and University's strategy;
  - 2) submitting reports on the implementation of the University's strategy;
  - 3) performing activities required by labour law;
  - 4) the appointment and dismissal of persons from managerial positions at the University;
  - 5) defining and pursuing the University's HR policy;
  - 6) launching programmes regarding specific fields of study, levels and profiles;
  - 7) launching doctoral schools;
  - 8) launching postgraduate programmes and other forms of study;

- 9) overseeing the implementation and improvement of the University's educational quality assurance system;
- 10) managing the finances of the University;
- 11) ensuring the observance of the regulations in force at the University;
- 12) providing University Organisational Regulations;

#### **§ 9.**

1. The position of Rector may be held by a person who meets the requirements specified in the Act, and also holds the title of professor or the degree of habilitated doctor. The person elected to hold the position of Rector shall be employed on condition that the University is the place of primary employment.
2. The University Council shall nominate candidates for Rector's position, having considered the Senate's opinion about those candidates.
3. Any member of the University's community may propose a candidate for Rector's position.
4. The Rector shall be elected by the university college of electors. The composition and method of electing the members of the college of electors are specified in the Electoral Ordinance which constitutes Annex No. 1 to this Statute.
5. The method of electing the Rector, the procedure for by-elections, the rules for conferring the responsibilities of the Rector in the event of expiry of the mandate before the end of the term are specified in the Electoral Ordinance which constitute Annex No. 1 to this Statute.

#### **WPUT Senate**

#### **§ 10.**

The tasks of the Senate are specified in the Act and the Statute and they include, specifically:

- 1) enactment of the Statute;
- 2) enactment of the regulations of studies;
- 3) enactment of the regulations of doctoral schools
- 4) adopting the University's strategy and approving the report on its implementation;
- 5) appointing and dismissing members of the University Council;
- 6) issuing opinions about the candidates for the position of the Rector;
- 7) assessment of the functioning of the University;
- 8) formulating recommendations for the University Council, and the Rector regarding their performance of tasks;
- 9) conferring the scientific degrees and art titles;
- 10) awarding the title of doctor honoris causa;
- 11) awarding the title of honorary professor of West Pomeranian University of Technology in Szczecin;
- 12) awarding the medal "For special merits for the University";
- 13) establishing the conditions, procedure and timing of the start and end of recruitment to studies;
- 14) establishing first cycle and second cycle study programmes and postgraduate programmes;
- 15) establishing teaching programmes in doctoral schools;
- 16) specifying the methods for confirming the learning outcomes;
- 17) appointing candidates to the representative institutions of the higher education and science environment;
- 18) performing tasks related to
  - a) the assignment of levels of the Polish Qualifications Framework, hereinafter referred to as the PQF, to qualifications awarded upon the completion of postgraduate studies
  - b) and related to the inclusion of qualifications awarded after the completion of post-graduate studies and other forms of education in the Integrated Qualification System
    - in accordance with the Act of 22 December 2015 on the Integrated Qualification System (Journal of Law of 2017, item 986 and 1475 and of 2018 item 650);

- 19) expressing opinions on matters submitted by the Rector or at least 1/5 of the statutory number of Senate members.

#### **§ 11.**

1. The Senate is composed of 50 persons.
2. The Senate is composed of:
  - 1) the Rector as the President;
  - 2) the selected representatives:
    - a) academic teachers employed as professors and university professors – 26 persons in total, whereas each faculty is represented by at least one academic teacher from this group and inter-faculty units have one joint representative from this group;
    - b) academic teachers employed at the University on the positions other than those specified in item a of this section and non-academic staff – 13 persons in total, whereas each of these groups shall be represented by at least one person;
    - c) students and doctoral candidates – 13 persons in total. Number of students and doctoral candidates shall be determined in proportion to the size of both groups at the University,

whereas each of these groups shall be represented by at least one representative.
3. A person who meets the requirements set forth in the Act may be a member of the Senate.
4. Any member of the University's community may propose a candidate.
5. The procedure of electing the members of the Senate and the procedure of by-election is specified in the Electoral Ordinance, constituting Annex No. 1 to the Statute.

#### **§ 12.**

The manner in which the Senate adopts resolutions, as well as the principles and procedures of its functioning, including the convening and conducting of meetings, are set forth in Annex 2 to the Statute.

#### **§ 13.**

1. In order to carry out its duties, the Senate may constitute standing and ad hoc Senate committees for the duration of their term in office. The committees are consultative bodies.
2. The proposal to set up standing committees and their composition shall be presented by the Rector upon his/her own initiative or on motion by at least 1/5 of the total number of Senate members at the beginning or during their terms of office, should the need to convene a committee arise later.
3. Ad hoc committees are convened to carry out certain tasks, namely to deliver an opinion on a matter referred to it by the Senate and shall cease to act when that task has been fulfilled or the period for which they were appointed has expired.
4. In a resolution establishing a committee the Senate shall define its composition and scope of operation (subject of consultation) and the period for which it was appointed.
5. The Senate shall elect committee members by an absolute majority of votes.
6. The Senate shall elect the chairperson from among the committee members by an absolute majority of votes.
7. Meetings of committees of the Senate may be attended, in an advisory capacity, by other persons invited by the chairperson.
8. The committee meetings are convened by a chairperson.
9. The committee shall be chaired by its chairperson or, in their absence, by a member of the committee authorised by them.
10. The results of committee works are presented to the Senate in the form of an opinion by the chairperson or by a member of the committee authorised by them.

11. Administrative support for committees shall be provided by administrative units substantially related to the fields of activity of the committee.
12. Committees shall submit written reports on their activities in the given academic year to the Senate not later than 15 September.

### **University Council**

#### **§ 14.**

1. In its activities, the University Council and its members shall be guided by the interest of the University and shall act for its benefit.
2. The tasks of the University Council are specified in the Act and the Statute and they include, specifically:
  - 1) expressing opinion on the draft Statute of the University;
  - 2) expressing opinion on the draft Strategy of the University;
  - 3) managing the financial management of the University:
    - a) expressing opinion on the plan of works and expenditures,
    - b) approving the report on execution of the plan of works and expenditures,
    - c) approving the financial statement;
  - 4) monitoring the management of the University;
  - 5) proposing candidates for the position of the Rector following the Senate's opinion;
  - 6) expressing opinion on the implementation of the University's strategy;
  - 7) adopting the rules of procedure of the Council;
  - 8) selecting an audit firm to audit annual financial statement of the University;
  - 9) adopting and updating the University's recovery programme with its detailed timetable;
  - 10) submitting an annual report on the implementation of the recovery programme together with a report on the implementation of the plan of works and expenditures to the Minister;
  - 11) expressing permission for the Rector to pursue additional gainful activity;
  - 12) requesting the Minister to establish the Rector's basic salary and functional allowance and granting the Rector a task-related allowance;
  - 13) expressing consent referred to in Article 423(2) of the Act;
  - 14) requesting the Minister to declare termination of the Rector's mandate should they be engaged in additional gainful activity without the consent referred to in point 11;
  - 15) expressing opinion on matters referred by the Rector;
  - 16) taking measures aimed at broadening the University's cooperation with the economic environment.
3. The President of the Council carries out labour law related activities regarding the Rector.
4. When executing its tasks, the Council may request to see the documents of the University.
5. In the course of execution of its tasks, the Council may take into consideration the Senate recommendations referred to in § 10(8).

#### **§ 15.**

1. The University Council is composed of 7 persons:
  - 1) 3 persons who are not the members of the University's community, appointed by the Senate;
  - 2) 3 persons appointed by the Senate, from the University's community;
  - 3) the President of the student self-government.



2. A person who meets the requirements set forth in the Act may be a member of the University Council.
3. The Rector and at least 1/5 of the members of the Senate may propose no more than 3 candidates each for members of the University Council referred to in section 1.1, and no more than 3 candidates each for members of the University Council referred to in section 1.2.
4. The Senate elects the members of the University Council.
5. Within two weeks from appointment, the University Council identifies a candidate for the chairperson of the University Council from among the members coming from outside the University community.
6. The Senate elects the chairperson of the University Council from among the members of the Council specified in section 1.1.
7. The provisions of section 1-3 apply respectively to the election of the member if the University Council during its term in office.
8. The competent body of the student self-government shall notify the Rector of any appointment of a chairperson referred to in section 1.3 within three days since the event.
9. The procedure of electing the members of the University Council and the procedure of by-election is specified in the Electoral Ordinance, constituting Annex No. 1 to the Statute.

#### **§ 16.**

1. The University Council debates on sessions.
2. The procedure for the functioning of the University Council is defined by its regulations, adopted by an absolute majority of votes in the presence of at least half of the statutory number of its members.
3. The position of the University Council on matters falling within its statutory and regulatory powers is expressed in the form of a resolution.
4. The resolutions of University Council shall be adopted by a simple majority, unless the law or the statutes provide otherwise. The resolutions, except for situations specified in section 5 are adopted in an open ballot in the presence of at least half of the statutory members of the Council.
5. Resolutions on personnel matters and on other matters at the request of at least one member of the University Council shall be adopted by secret ballot.

#### **§ 17.**

1. University Council presents annual report on its activity to the Senate.
2. The report specifically includes the description and effects of the actions taken by the Council with regard to carrying out its tasks.
3. The Council of the University shall adopt the report by an absolute majority of votes in the presence of at least half of its statutory members.
4. The report referred to in paragraph 1 shall be presented to the Senate by the chairperson of the Council or a member of the Council designated by the chairperson, no later than at the last meeting of the Senate in a given calendar year.

### **Chapter III Executive functions within the University**

#### **and the principles for appointing and dismissing persons to hold executive positions**

#### **§ 18.**

1. The executive positions referred to in Article 23 section 2.6 and Article 34 section 1.6 of the Act, are as follows:
  - 1) Vice-Rector;
  - 2) Director of the doctoral school;
  - 3) Dean;
  - 4) Vice-Dean;

- 5) Chairperson of disciplinary council;
  - 6) Department head;
  - 7) Head of the interdepartmental unit and their deputy;
  - 8) Head of the general university unit and their deputy;
  - 9) <sup>1</sup>Laboratory director;
  - 10) <sup>2</sup>Centre director.
2. The Rector appoints and dismisses persons to hold the executive functions.

#### § 19.

1. <sup>3</sup>*(repealed)*
2. <sup>4</sup>The Rector appoints the persons who meets the requirements set forth in the Act to hold executive functions, specified § 18(1),
3. <sup>5</sup>Appointment of the persons to hold executive functions, specified § 18(1), items 1-7 and 9-10, shall be for a four-year term. The term of office shall begin on 1 September of the year in which the Rector's term of office begins.
4. Appointment of a person to to hold executive function whose duties include student affairs or doctoral student affairs shall require the agreement of the student self-government or doctoral student self-government respectively.
5. Failure to express an opinion within 7 days of the written notification of the candidacy by the self-government referred to in paragraph 4 shall constitute consent.

#### § 20.

The Rector may dismiss a person holding an executive function, referred to in § 18(1), in the event of inadequate performance of their duties and a continuous absence from work, longer than 6 months.

#### § 21.

1. The Rector appoints vice-rectors, in a number not exceeding four, including those responsible for science and education.
2. The Rector may grant the function of the first deputy to one of the vice-Rectors.
3. The doctoral school is managed by a director.
4. A faculty is managed by a dean.
5. A dean manages a faculty with assistance of vice-deans, in a number not exceeding four.
6. The chairperson of the discipline council shall be appointed for each scientific discipline in which research is conducted at the University and which is subject to evaluation.

### Chapter IV

#### Rules for internal supervision over acts issued by the University bodies

#### § 22.

1. The Rector can suspend the execution of a resolution of the Senate which is in contravention of the provisions of generally applicable law or the Statute. When suspending the execution of the resolution, the Rector shall indicate the scope of the breach and formulate recommendations concerning further proceedings. If the Senate fails to amend or repeal the resolution in the period specified by the Rector in the motion, the Rector shall refer it to the minister competent for higher education and science for supervisory consideration.
2. The Senate shall suspend a resolution of the University Council if the resolution is contrary to the law or the Statute of the University. If the University Council fails to amend or repeal the resolution in the period

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<sup>1</sup> Amendment introduced by Resolution no. 157 by WPUT Senate of 18 December 2019.

<sup>2</sup> Amendment introduced by Resolution no. 157 by WPUT Senate of 18 December 2019.

<sup>3</sup> Amendment introduced by Resolution no. 157 by WPUT Senate of 18 December 2019.

<sup>4</sup> Amendment introduced by Resolution no. 157 by WPUT Senate of 18 December 2019.

<sup>5</sup> Amendment introduced by Resolution no. 157 by WPUT Senate of 18 December 2019.

specified by the resolution of the Senate, the Rector shall refer it to the minister competent for higher education and science for supervisory consideration.

3. The Senate suspends the resolution by the University Council if the resolution violates the significant interest of the University and indicates the scope of such violation. The University Council shall put the resolution to the vote again at its next sitting following the date of suspension. The resolution shall come into force provided that the University Council votes in its favour by a majority of at least two-thirds of its members.

#### **§ 23.**

The provisions of this Chapter do not apply to administrative decisions issued in individual cases.

### **Chapter V Standing consultative bodies**

#### **§ 24.**

1. The Rector's College is a consultative and advisory body of the Rector.
2. The composition of Rector's College is the Rector, vice-Rector, Chancellor and Bursar. Meetings of committees of the College may be attended by other persons invited by the Rector.
3. Meetings of the Rector's College shall be convened and chaired by the Rector, at their discretion, or by a person authorised by the Rector.

#### **§ 25.**

1. Education board is a consultative and advisory body to the Rector and the Vice-Rector responsible for education in matters concerning education.
2. The members of the education board include, specifically:
  - 1) Vice-Rector for education - as a chairperson;
  - 2) Vice-Dean for education;
  - 3) Director of the doctoral school;
  - 4) Representative of the doctoral students' self-government;
  - 5) Representative of the students' self-government.
3. Meetings of the Board shall be convened and chaired by the chairperson, at their discretion, or by a Board member authorised by the chairperson .

#### **§ 26.**

1. Science board is a consultative and advisory body to the Rector and the Vice-Rector responsible for science in matters concerning scientific disciplines in which research is carried out at the University.
2. The members of the science board include, specifically:
  - 1) Vice-Rector for science - as a chairperson;
  - 2) Chairperson of disciplinary council;
  - 3) Director of the doctoral school;
  - 4) Representative of the doctoral students' self-government.
3. Meetings of the board shall be convened and chaired by the chairperson, at his/her discretion, or a person authorised by the chairperson.

#### **§ 27.**

1. Scientific discipline board is a consultative and advisory body to the Rector in matters concerning scientific disciplines in falling within its scope of action.
2. The members of the given science discipline board include, specifically:
  - 1) Chairperson of disciplinary council;
  - 2) representatives of academic teachers employed at the University in their primary place of work holding the academic title of professor or the degree of habilitated doctor employed in the position of professor or University professor, who, in the declaration of the field and discipline represented, indicated the

- discipline covered by the scope of the council's activities and authorised the University to count them as employees conducting scientific activities at the University in that discipline;
- 3) representatives of other academic teachers employed at the University in their primary place of work who, in the declaration of the field and discipline represented, indicated the discipline covered by the scope of the council's activities and authorised the University to count them as employees conducting scientific activities at the University in that discipline.
3. Meetings of the board shall be convened and chaired by the chairperson or a person authorised by the the chairperson.

## **Chapter VI**

### **Types of organisational units within the University**

#### **§ 28.**

1. The following types of organisational units can be created within the University:
  - 1) doctoral school;
  - 2) faculty;
  - 3) chair;
  - 4) centre;
  - 5) laboratory;
  - 6) research room;
  - 7) workshops;
  - 8) experimental station;
  - 9) educational team;
  - 10) research team;
  - 11) inter-faculty organizational unit;
  - 12) university-wide organizational unit;
  - 13) inter-faculty institute;
  - 14) inter-faculty study;
  - 15) educational team;
  - 16) experimental farm;
  - 17) library;
  - 18) publishing house;
  - 19) facility;
  - 20) lending library;
  - 21) reading room;
  - 22) outlet;
  - 23) storage room.
2. The following types of administrative organisational units can be created within the University:
  - 1) Deans office;
  - 2) division;
  - 3) office;
  - 4) team;
  - 5) section;
  - 6) Independent working position.
3. The organisational structure of the University, the division of tasks within this structure, as well as the organisation and principles of operation of the University's administration are specified in the organisational regulations given by the Rector.
4. Introduction or amendment of the organisational regulations requires the consultation of the Senate.
5. The Senate presents its opinion within one month from the Rector's submission of the project.
6. In the event of failure to present an opinion within the time limit referred to in section 5, the obligation to consult shall be deemed fulfilled.

## **§ 29.**

1. The library constitutes the basis of the University's unified library and information system.
2. In connection with the functioning of the library and information system, the University may process the following personal data of persons using the system: name and surname, PESEL number, date of birth, residential address, telephone number and e-mail address.

## **Chapter VII University Staff**

### **General provisions**

## **§ 30.**

University staff consists of academic teachers and non-academic staff.

## **§ 31.**

1. Academic staff are employed in the following staff groups:
  - 1) research;
  - 2) teaching and research;
  - 3) teaching.
2. Research and research and teaching staff shall be employed at the positions of:
  - 1) professor;
  - 2) University professor;
  - 3) assistant professor;
  - 4) assistant.
3. <sup>6</sup> Teaching staff shall be employed at the positions of:
  - 1) professor;
  - 2) University professor;
  - 3) assistant professor;
  - 4) assistant;
  - 5) senior lecturer;
  - 6) lecturer;
  - 7) senior instructor;
  - 8) instructor.

## **§ 32.**

The position of an academic teacher may be held by a person who meets the requirements specified in the Act, and the Statute.

## **§ 33.**

The position of a professor may be held by a person who holds the title of professor.

## **§ 34.**

The position of a professor may be held by a person who holds at least the title of a doctor and:

- a) in the case of research staff – having significant scientific or artistic achievements;
- b) in the case of research and teaching staff – having significant scientific, artistic or teaching achievements;
- c) in the case of teaching staff – having significant teaching or professional achievements;

## **§ 35.**

The position of an assistant professor may be held by a person who holds at least the title of a doctor and:

- 1) in the case of research staff – having significant scientific or artistic achievements;
- 2) in the case of research and teaching staff – having significant scientific, artistic or teaching achievements;

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<sup>6</sup> Amendment introduced by Resolution no. 149 by WPUT Senate of 29 June 2020.

3 ) in the case of teaching staff – having significant teaching or professional achievements;

### § 36.

The position of an assistant may be held by a person who holds at least the title of a master, master engineer or equivalent and:

- 1 ) in the case of research staff – having significant scientific or artistic achievements, including meeting at least one of the conditions;
  - authorship or co-authorship of published scientific articles,
  - participation in research projects and in design, construction or technological works,
  - training received in scientific or industrial centres;
- 2 ) in the case of research and teaching staff – having significant scientific or artistic achievements, including meeting at least one of the conditions;
  - authorship or co-authorship of published scientific articles,
  - achievements: teaching and promotion of science or art,
  - training received in scientific or industrial centres;
- 3 ) in the case of teaching staff – having significant teaching or professional achievements, including meeting at least one of the conditions;
  - achievements: teaching and promotion of science or art,
  - training received in scientific or industrial centres.

### § 37.<sup>7</sup>

1. The position of senior lecturer in foreign language teaching may be filled by a person who has:
  - 1) at least a Master's degree, having graduated in Philology (or equivalent) of the language to be taught at the University, or a Master's degree or equivalent in case of a foreigner whose mother tongue is the language to be taught at the University;
  - 2) advanced teaching skills related to the subject taught, confirmed by professional achievements and survey results or distinctions and awards for teaching activities pursued;
  - 3) at least ten years of professional experience in teaching a foreign language, including at least five years of professional experience in higher education, evaluated positively during a periodic evaluation of academic staff.
2. The professional experience in higher education referred to in section 1(3) may be reduced to two years if the person to be employed in the position of a senior lecturer meets one of the additional conditions:
  - 1) has a teaching record in the form of publications in journals, authorship or co-authorship of textbooks and chapters in textbooks, scripts, methodological guides as well as papers or teaching aids of national importance in the field of teaching a foreign language
  - 2) has considerable professional experience, confirmed by additional qualifications and skills acquired, in particular, by obtaining professional titles or certificates of trainings and courses of international scope.
3. The position of a lecturer in foreign language teaching may be filled by a person holding at least a master's degree in Philology (or its equivalent) of the language to be taught at the University and at least two years' experience in teaching that language.
4. The position of a lecturer in foreign language teaching may be also filled by a foreigner holding a Master's degree or equivalent, whose mother tongue is the language to be taught at the University.
5. The position of a senior instructor in teaching physical education and sport may be filled by a person holding at least a master's degree (or equivalent) in the scope entitling to teach physical education and meeting at least one of the following conditions:
  - 1) has at least six years of teaching experience as an instructor in higher education and has obtained positive evaluation of their teaching activity in the periodic evaluation of academic teachers;

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<sup>7</sup> Amendment introduced by Resolution no. 149 by WPUT Senate of 29 June 2020.

- 2) has advanced teaching skills, confirmed by professional achievements and survey results or by distinctions and awards for teaching activities pursued;
  - 3) has at least ten years of professional experience in positions requiring knowledge and experience related to the subject taught, confirmed by professional achievements, including at least five years of professional experience in higher education.
6. The position of an instructor in teaching physical education and sport may be filled by a person holding at least a master's degree (or equivalent) in the scope entitling to teach physical education and at least two years of experience in teaching physical education.

#### **§ 38.**

1. The employment relationship with an academic teacher and a non-academic employee is established based on an employment contract.
2. The positions of non-academic staff and the qualification requirements indispensable or such positions shall be determined by the remuneration regulations or the company collective labour agreement.

#### **§ 39.**

Subject to the exceptions set forth in the Act, the first employment relationship with an academic teacher at the University for an indefinite period or for a fixed period of time exceeding three months, exceeding one half of the full-time working time, shall be established upon having conducted an open competition, the procedure and conditions of which have been specified in § 40.

#### **§ 40.**

1. The competition indicated in § 39 shall be conducted by a competition committee appointed by the Rector.
2. The competition is announced by the Rector on their own initiative or at the request of a dean. The application should include a specification of the qualification requirements expected of a candidate for the position covered by the competition. The Rector is not bound by a request to announce a competition.
3. The competition shall be announced to the public in the manner and within the time limits set forth in the Act.
4. Information about the competition shall contain the following:
  - 1) the characteristics of the position the competition has been organised for, including the organisational affiliation of the position the competition has been organised for;
  - 2) the statutory and qualifying requirements the candidate shall meet;
  - 3) if applicable, an indication that the University is to be the candidate's primary place of employment;
  - 4) a list of documents required from the candidate;
  - 5) the date, place and manner of submitting applications;
  - 6) date of announcement of the of the competition results;
  - 7) other relevant information, including information on the possibility of conducting an interview with the candidates;
  - 8) information that the competition committee is not a decisive body regarding the employment of the candidate recommended by and it is the Rector who has such authority.
5. If no candidacy is proposed within the time limit specified in section 4.6, the Rector closes the competition or extends the time limit and announces the information about the extension in the manner referred to in section 3.
6. The competition committee includes:
  - 1) the chairperson of the board of the scientific discipline which the candidate is to represent, should the candidate be employed as a member of the research and teaching or research staff;
  - 2) one research and teaching staff member from the faculty/non-faculty unit representing the discipline the candidate is to represent, designated by the Dean of the department where the candidate is to be employed, and in the case of non-faculty units - one designated by the Rector or a person authorised by the Rector;

- 3) one research and teaching staff member from the faculty/non-faculty unit representing the discipline similar to the discipline candidate is to represent, designated by the Dean of the department where the candidate is to be employed, and in the case of non-faculty units - one designated by the Rector or a person authorised by the Rector;
  - 4) the head of the organisational unit to which the position under competition belongs or the nominated representative of the head;
  - 5) another person proposed by the dean or, in the case of non-faculty units, by the Rector or a person nominated by the Rector.
7. The chairperson of the competition committee is appointed by the Rector.
  8. The competition committee may decide to conduct interviews with the candidates.
  9. The committee evaluates the applications submitted, compliance with the requirements set out in the Act and the Statute included.
  10. The committee's evaluation can take the form of:
    - 1) a positive recommendation and substantiation for one application only, with the other applications ranked from highest to lowest based on the obtained score;
    - 2) or failure to recommend a positive result of the competition, with substantiation.
  11. The position of the competition committee referred to in section 10 is submitted by the committee chairperson to the Rector, together with the competition documentation.
  12. The position of the competition committee, referred to in section 11, is not binding upon the Rector. The Rector takes the decision concerning the employment relationship with the candidate recommended by the committee.
  13. The Rector makes the information on the results of the competition, together with their substantiation, available in the manner prescribed by the Act within the time limit specified in section 4.6.

### **Chapter VIII**

#### **Disciplinary liability of academic staff**

##### **§ 41.**

Academic teachers shall bear disciplinary liability for disciplinary offences which constitute acts in conflict with the duties of the academic teacher or the dignity of the academic teacher profession according to the rules specified in the law.

##### **§ 42.**

1. The disciplinary committee for academic teachers shall be appointed to adjudicate in disciplinary procedures concerning academic teachers.
2. The University disciplinary committee shall be elected.
3. The disciplinary committee for academic teachers is composed of the selected representatives for:
  - 1) academic teachers employed as professors and university professors – whereas each faculty is represented by at least one academic teacher from this group and inter-faculty units have one joint representative from this group;
  - 2) academic teachers employed at the University in positions other than those mentioned in point 1, 3 persons in total;
  - 3) students and doctoral candidates – 3 persons in total. Number of students and doctoral candidates shall be determined in proportion to the size of both groups at the University, whereas each of these groups shall be represented by at least one representative.
4. The procedure of electing the members of the University disciplinary committee for academic teachers is specified in the Electoral Ordinance, constituting Annex no. 1 to the Statute.
5. The term of the University disciplinary committee shall be 4 years and shall begin at the beginning of the Senate's term of office.



6. A person performing the functions of the University's body may not be a member of the disciplinary committee for academic teachers. A person performing the function of the University's body may become a member of the disciplinary committee four years after ceasing to hold the office.
7. A member of the disciplinary committee may not be a person convicted by a final and legally binding judgment for an intentional offence or subjected to a legally binding disciplinary penalty referred to in the Act.
8. Membership of the disciplinary committee shall end before the expiry of the term of office in the event of:
  - 1) election to perform the function of a body;
  - 2) loss of the status of a student or a doctoral student at the University
  - 3) termination of the employment relationship of an academic teacher at the University;
  - 4) a final and legally binding disciplinary penalty referred to in the Act or conviction with a final and legally binding judgment for an intentional offence;
  - 5) a resignation submitted in writing;
  - 6) death.
9. If membership of the university disciplinary committee for academic teachers ceases, a new member shall be elected for the remaining term in office from among persons who stood for election to the committee and obtained more than half of the valid votes cast in turn. Should it prove impossible to complete the committee in the manner referred to in the first sentence, a by-election shall be held in accordance with the procedure laid down for elections.

#### **§ 43.**

1. The University disciplinary committee for academic teachers shall elect the chairperson and their deputy from among the members of the committee.
2. The deputy shall replace the chairperson in case of their absence from the University.
3. A teacher with the title of professor or the degree of habilitated doctor may be the chairperson and their deputy.
4. The chairperson of the disciplinary committee for academic teachers shall appoint an adjudicating panel composed of at least three persons to examine a case pending before the committee.
5. The chairperson of the University disciplinary committee for academic teachers shall appoint the chairperson of the adjudicating panel, considering the requirement laid down in Article 291, section 3 of the Act.

### **Chapter IX**

#### **Education on graduate programmes, postgraduate studies and courses**

#### **§ 44.**

1. University shall provide education to students on first and second cycle studies and long-cycle Master's degree programme.
2. Studies in specific fields of study are conducted according to a general academic profile or a practical profile.
3. Studies in the University are conducted both full-time and part-time.
4. Fields of study at the University shall be assigned to fields of science and scientific disciplines or fields of art and artistic disciplines within the scope corresponding to learning outcomes defined in the curriculum for a given field, level and profile of study.
5. The University may conduct individual multidisciplinary studies, which manner of organising studies makes it possible to obtain a degree in more than one subject.
6. University programmes may be conducted in foreign languages.

#### **§ 45.**

1. The University may conduct degree programmes jointly with another higher education institution, an institute of the Polish Academy of Sciences, a research or international institute, a foreign higher education institution or a research institution.
2. A higher education institution may provide studies in cooperation with a body granting authorization to pursue a profession, a body conducting examination proceedings within the framework of obtaining authorisation to pursue a profession, a professional self-government body, a business organisation or a registration body.
3. The University may conduct dual studies which is a practical profile programme, conducted with participation of an employer.

#### **§ 46.**

1. The academic year shall last from 1 October to 30 September of the subsequent year and shall be divided into two terms, 15 weeks of classes each: winter, lasting from the beginning of the academic year until the last day of February, and summer, lasting from 1 March until the end of the academic year.
2. The timetable of an academic year organisation, including, in particular: the dates of commencement and completion of classes, examination sessions, holidays, breaks from classes, is determined by the Rector no later than 30 April of the year in which the academic year begins.

#### **§ 47.**

1. Admission to studies shall take place through:
  - 1) recruitment,
  - 2) confirmation of learning outcomes,
  - 3) transfer from another Polish or foreign university
2. Admission to studies of higher education and admission to doctoral studies shall be conducted by admission commissions, appointed at least a month before the recruitment process starts, for the period of at least twelve months. The University admission commissions and their chairpersons shall be appointed by the Rector.
3. Admission to studies of higher education through confirmation of learning outcomes shall be conducted by examination commissions, appointed separately for a given field, level and profile of study. The examination commissions and their chairpersons shall be appointed by the Rector.
4. The Rector conducts proceedings concerning admission to studies through transfer from another university or from a foreign university.
5. Admission to a programme, referred to in section 1.2, shall be denied by means of an administrative decision, signed by the chairperson of the competent committee. The decision referred to in the previous sentence may be appealed to the Rector.
6. Admission to a programme, referred to in section 1.3, shall be denied by means of an administrative decision of the Rector. The decision referred to in the previous sentence may be subject to a request for a review.

#### **§ 48.**

The Senate shall specify:

- 1) the terms and conditions, procedure and date of commencement and end of recruitment for studies and the manner in which it shall be conducted;
- 2) the number of places in particular fields and forms of study, guided by the principle of responsibility for the quality of education and ensuring that the structure of fields of study is in line with the University's strategy;
- 3) the rules of admission to studies of winners and finalists of central-level contests and the rules of admission to studies of winners of national and international contests;

#### **§ 49.**

1. Students actively participate in the life of the University community and enjoy freedom of study in compliance with the provisions of the Act, the Statute and the Regulations of Study.
2. One shall be accepted as a student and commences studies upon taking the following oath: “Upon joining the academic community of West Pomeranian University of Technology, I take a solemn oath to:
  - persevere in acquiring knowledge, competence and skills with a view to creative and responsible professional work;
  - act with dignity and honesty, and bear in mind the good name of my University,
  - respect University staff and all members of its community,
  - comply with the study rules and care for its property;
  - respect academic traditions.”
3. The rights and duties of a student are defined by the Act, the Statute and the Regulations of Study.

#### **§ 50.**

1. The students of programmes conducted at the University shall form the student self-government.
2. Student self-government is the exclusive representative of all the students at the University.

#### **§ 51.**

1. Programmes in specific fields of study, levels and profiles are created by Rector. When creating courses of study, the Rector is guided by the adopted strategy of the University.
2. The student government must be consulted to determine the curriculum.
3. The student self-government shall express an opinion regarding the study programme within fourteen days of receiving the draft programme. Shall the time limit expire without effect, the requirement for consultation is deemed to have been met.

#### **§ 52.**

1. Subject to section 2, the lectures in the University are open.
2. In special cases, justified primarily by the concern for high quality of education or the legitimate interests of the State or the University, the Rector may exclude the openness of a lecture or lecture series.
3. Other forms of study are not open.

#### **§ 53.**

1. The organisation of studies and the related rights and obligations of the student are defined in the study regulations adopted by the Senate.
2. The study regulations or amendments thereto shall enter into force at the beginning of the academic year and shall be adopted at least five months before the beginning of the academic year.
3. The study regulations require agreement with the students' self-government. If, within three months of the adoption of the regulations, the Senate and the student self-government fail to reach agreement regarding their contents, the regulations shall enter into force under a new resolution of the Senate adopted by a majority of at least two-thirds of its statutory membership.

#### **§ 54.**

1. The University may provide postgraduate studies and other forms of education, including, in particular, courses and trainings.
2. The Senate shall determine the programme of postgraduate studies at the University.
3. Postgraduate studies and other forms of education, including, in particular, the courses and trainings, are created by Rector.

#### **§ 55.**

1. The aim of the Educational Quality Assurance System is to ensure the highest quality of education at the University.

2. The system operates considering the specificity of the University's organisational units and uses their good practices in ensuring the quality of education.
3. The System includes, in particular:
  - 1) the University's educational quality policy,
  - 2) System procedures.
4. Members of the University community and participants in postgraduate and other forms of study are covered by the System.
5. The goals and tasks of the System are carried out on a university-wide level and in all the units conducting teaching activities.

## **Chapter X**

### **Doctoral students training**

#### **§ 56.**

1. Doctoral training prepares for the doctoral degree and is carried out in a doctoral school.
2. The Senate shall determine the curriculum of the school referred to in section 1. The doctoral students self-government must be consulted to determine the curriculum.
3. The doctoral student self-government shall submit the opinion referred to in section 2 within fourteen days of receipt of the curriculum. In the event of failure to present an opinion by the doctoral students self-government within the time limit, the obligation to consult shall be deemed fulfilled.

#### **§ 57.**

1. Recruitment to the doctoral school shall take the form of a competition under rules specified by the Senate.
2. <sup>8</sup>The competition is conducted by an admission committee appointed by the Rector and composed of:
  - a) Director of the doctoral school – the chairperson;
  - b) two academic teachers representing the scientific discipline indicated by the candidate in the admission questionnaire, whereas at least one of them should hold the academic title of professor or the degree of habilitated doctor.
3. The decision on admission to the doctoral school is made by the Rector, upon reviewing the results of the competition presented by the admissions commission.
4. Competition results are public.
5. Students are accepted to a doctoral school by being entered into the list of doctoral students.
6. Admission to the doctoral school shall be denied by an administrative decision of the Rector. A candidate may apply for reconsideration of the decision.

#### **§ 58.**

One shall be accepted as a doctoral student and commences studying upon taking the following oath:

“Upon joining the academic community of West Pomeranian University of Technology, I take a solemn oath to:

- persevere in acquiring knowledge, competence and skills with a view to creative and responsible professional work;
- conduct academic research,
- act with dignity and honesty, and bear in mind the good name of my University,
- respect University staff and all members of its community,
- comply with the study rules and care for its property;
- respect academic traditions.”

#### **§ 59.**

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<sup>8</sup> Amendment introduced by Resolution no. 163 by WPUT Senate of 28 June 2021.

1. Organisation of education in a doctoral school, to the extent not regulated by the Act, shall be specified in the doctoral school regulations adopted by the Senate.
2. The doctoral school regulations or amendments thereto shall enter into force at the beginning of the academic year and shall be adopted at least five months before the beginning of the academic year.
3. The regulations and any amendments thereto shall be agreed upon with the doctoral students self-government. If, within three months of the adoption of the regulations, the Senate and the doctoral students self-government fail to reach agreement regarding their contents, the regulations shall enter into force under a new resolution of the Senate adopted by a majority of at least two-thirds of its statutory members.

## **Chapter XI**

### **Student and doctoral students organisations**

#### **§ 60.**

1. Students have the right to associate in university student organisations and doctoral students in university doctoral students organisations.
2. The associations whose members are only the students, doctoral students and employees of the University may operate at the University.
3. The body of a student organisation in a higher education institution, a doctoral student organisation in a higher education institution or an association referred to in section 2 shall immediately report its establishment to the Rector.
4. The Rector shall maintain registers of higher education student and doctoral student organisations and associations referred to in section 2 for organisational and statistical purposes.

#### **§ 61.**

1. The Rector may allocate means, including funds, for the activity of student and doctoral organisations, as well as for the activity of the associations operating at the University, specified in § 60(2).
2. The organisations referred to in section 1 shall report on the use of funds in the given academic year.

## **Chapter XII**

### **Disciplinary liability of students and doctoral students**

#### **§ 62.**

1. Students and doctoral students shall bear disciplinary liability for violating the provisions in force at the University and for committing acts that violate the dignity of a student and doctoral student.
2. The following disciplinary committees shall be established at the University:
  - 1) Disciplinary Committee for Students,
  - 2) Disciplinary Board of Appeal for Students,
  - 3) Disciplinary Committee for Doctoral Students,
  - 4) Disciplinary Board of Appeal for Doctoral Students,
3. The Rector shall appoint from among academic teachers of the University:
  - 1) a disciplinary proceedings representative for students,
  - 2) a disciplinary proceedings representative for doctoral students.

#### **§ 63.**

1. The disciplinary committees referred to in §62(2), subsections 1-2, shall be composed of academic teachers and students, one from each faculty. Candidates for members of disciplinary committees shall be nominated by deans and the competent body of the student self-government respectively.
2. The disciplinary committees referred to in §62(2), subsections 3-4, shall be composed of:
  - 1) academic teachers and students, one from each faculty;
  - 2) academic teachers from among the candidates indicated by the director of the doctoral school - 3 persons in total.

- 3) doctoral students enrolled in doctoral school and doctoral programmes - 4 in total. The number of doctoral students in doctoral school and doctoral programmes shall be determined pro rata to the size of those groups at the University.

Candidates for members of a committee shall be nominated by deans, director of doctoral school and the competent body of the student self-government respectively.

3. Members of the disciplinary committees, including their chairpersons and deputies, are appointed by the Senate, at the request of the Rector, for 4-year terms commencing at the beginning of the term in office of the University Senate.
4. Paragraphs 1 to 3 shall apply respectively to completing the composition of committees during the term of office and for the life thereof.
5. Persons holding managerial positions or constituting a body of the University may not hold the function of a member of disciplinary committees referred to in § 62(2).
6. A member of the disciplinary committee may not be a person convicted with the legally binding ruling for an intentional offence or subjected to a disciplinary penalty.
7. membership of the disciplinary committee shall end before the expiry of the term of office in the event of:
  - 1) election of a member of the committee to hold the function of a body of the University or appointment to a managerial position in the University;
  - 2) loss of the status of a student or a doctoral student at the University
  - 3) termination of the employment relationship of an academic teacher at the University;
  - 4) conviction of the member of the committee with the legally binding ruling for an intentional offence or punishing with a disciplinary penalty.
  - 5) renunciation of membership;
  - 6) death.
8. If membership of the university disciplinary committee ceases, a new member shall be elected for the remainder of the term of office.
9. The disciplinary committee referred to in § 62(2), points 1 and 2, shall adjudicate in the following composition:
  - a) the chairperson of the adjudicating panel, who shall be an academic teacher,
  - b) members, composed of an equal number of academic teachers and students.
10. The disciplinary committee referred to in § 62(2), subsections 3 and 4, shall be composed of
  - a) the chairperson of the adjudicating panel, who shall be an academic teacher,
  - b) members, composed of an equal number of academic teachers and doctoral students.
11. Detailed procedures for enquiries and disciplinary proceedings regarding students and doctoral students shall be set forth in the Act and its implementing provisions.

### **Chapter XIII**

#### **Property and Financial Management of the University**

##### **§ 64.**

1. The University manages its finances independently, based on the plan of works and expenditures of the University, pursuant to the applicable public finance regulations, and maintains accounting in line with the accounting regulations, taking into account the principles set forth in the Act.
2. The plan of works and expenditures specifies allocation of resources to the various types of activities of the University.

##### **§ 65.**

1. The Rector manages the finances of the University with the assistance of a Bursar, to whom certain duties related to financial management may be delegated.
2. The Bursar, as a chief accountant, keeps the accounts of the University and performs other tasks defined in the regulations on public finances, on accounting and as defined by the Rector.

### **§ 66.**

1. The Rector submits the plan of works and expenditures to the University Council to obtain their opinion.
2. The University Council shall give their opinion regarding the plan referred to in section 1 within fourteen days of its receipt, in particular regarding its purposefulness, economy and compatibility with the strategy of the University.
3. During the year, the Rector may, on their own initiative or at the request of the Bursar, amend (revise) the plan of works and expenditures of the University. Paragraphs 1-2 shall apply to amendments to the plan of works and expenditures of the University.

### **§ 67.**

1. Not later than 4 months from the end of the calendar year, the Rector submits the report on the implementation of the plan of works and expenditure and financial statement to the University Council.
2. The Rector, the Chancellor, the Bursar or other persons invited by the chairperson of the Council shall attend the Council meeting.
3. The Rector may present to the Council his or her position and explanations on any matter related to the implementation of the plan of works and expenditures and the financial situation of the University.

### **§ 68.**

1. The Rector supervises the University administration.
2. The Chancellor manages the administration and economy of the University to the extent determined by the Rector.

### **§ 69.**

1. The Rector manages the property of the University.
2. The property of the University includes ownership and other property rights.
3. The property of the University and intangible assets belonging to it may be used by University staff, doctoral students and students solely for the purposes related to the fulfilment of their obligations arising from their employment or education at the University and only at the University premises. The use and disposition for other purposes and in another place is possible only upon the Rector's consent.
4. Disposal or encumbrance of the property of the University or the performance of a legal act concerning the handing the property over to use to another entity in the cases and under conditions set out in generally applicable provisions of law requires the consent of the University Council.
5. When making decisions regarding disposition of the property of the University, its authorised bodies and employees shall be guided by the principles arising from the generally applicable provisions of law, in particular the principles of economy and transparency, due care and the optimum choice of methods and means to achieve the objectives pursued.
6. In the cases, under the rules and in the manner prescribed by generally applicable legislation, in particular:
  - a) under Article 423 of the Act of 20 July 2018 "Law of higher education and science",
  - b) under the Act of 16 December 2016 on the principles regarding the management of state property,
  - c) under the Act of 11 April 2013 on shaping of the agricultural system,any legal action by the University concerning the disposition of fixed assets and any legal action concerning handing these assets over for use by another entity shall require the consent of the competent authorities by the University.
7. The University may accept real estate from the State Treasury and from the local government units pursuant to the rules prescribed in the Act of 21 August 1997 on real estate management.
8. The University may accept donations, bequests and inheritance in line with the rules specified by the Rector.

## **Chapter XIV**

### **Rules on Conducting Business Activity**

#### **§ 70.**

1. The University may conduct business activity which is organisationally and financially separate from the activities consisting in the performance of the basic tasks referred to in Article 11 of the Act, within the scope of rendering services, manufacturing, conducting commercial and research activities, in particular:
  - 1) publishing;
  - 2) printing;
  - 3) education;
  - 4) administration;
  - 5) professional services, including expert and management consulting services, as well as advertising, market research and opinion polls;
  - 6) software services and consultancy regarding computers and related services, as well as services related to information;
  - 7) ICT, telecommunications and multimedia services;
  - 8) hotel, accommodation and tourist services, and short-term lodging facilities, as well as rental of housing units and related services;
  - 9) rental or lease of land, buildings and structures, premises or parts thereof;
  - 10) artistic activity, as well as physical culture and sport.
2. The economic activity referred to in section 1 may be carried out by the University in the form of organisational units separate organisationally and financially, as well as by capital companies.

## **Chapter XV**

### **Assemblies**

#### **§ 71.**

University staff, students and doctoral students have the right to organise assemblies on its premises according to the rules specified in the Act and the Statute. Assemblies must not deprive non-participants of the opportunity to work or study.

#### **§ 72.**

1. Organising an assembly at the premises of the University shall require the Rector's consent.
2. Organising assemblies at the premises of the University shall require notifying the Rector thereof.

#### **§ 73.**

The request for consent to the organization of an assembly or the notice of intention to organise an assembly shall include:

- a) name of the organisers of the assembly and their contact details;
- b) details of the place, date and time of the assembly (date, time when the assembly shall start and the planned duration of the assembly);
- c) purpose and programme of the assembly;
- d) identification of assembly participants (university staff, students and doctoral students, members of other institutions, random participants);
- e) identification of the technical measures (audiovisual, etc.) to be used at the assembly
- f) information on the manner of keeping order during the assembly.

#### **§ 74.**

1. The organisers of an assembly shall notify the Rector of their plan to organise an assembly or they request permission to do so no later than 24 hours before the assembly is to begin.
2. In cases justified by the urgency of the matter, the Rector may accept a notice or request for expressing consent within a shorter period.



#### § 75.

1. The Rector shall refuse to grant consent for an assembly or shall prohibit an assembly if its purpose or programme violates the provisions of law.
2. The Rector may grant their consent to organise an assembly under the condition that its scope and the technical means to be used to the capacity of the premises shall be adjusted in such a way that the assembly does not interfere with the performance of the tasks of the University.
3. The Rector shall refuse to grant consent to the organisation of an assembly or shall prohibit its organisation if other assemblies have been requested at the same place and time. The Rector informs the organiser of the assembly of this fact at the same time informing the organiser on the possibility to organise the assembly at a different time or on the same date, but in a different place on the University premises.
4. If agreed with the organiser, the Rector may appoint, for the duration of the assembly, the academic guard from among the students, doctoral students and employees of the University.

#### § 76.

1. The organiser shall be obliged to:
  - 1) ensure that the assembly is organised in accordance with the law;
  - 2) ensure safety and order during the assembly;
  - 3) cooperate with the Rector or a representative appointed by the Rector during the assembly, including giving the Rector the floor outside the set order of speakers;
  - 4) execute the orders of the Rector or a representative appointed by the Rector intended to ensure the safety of the participants, secure the University's property or ensure the uninterrupted operation of the University;
  - 5) inform the participants about the necessity to leave the assembly site after closing or dissolution of the assembly.
2. It is prohibited to:
  - 1) act in a manner obstructing the organisation of the event;
  - 2) pose a threat to the course of assembly;
  - 3) disrupt the performance of the University's activities, the process of education included;
  - 4) violate the regulations in force at the University and the provisions of generally applicable law.

#### § 77.

1. The Rector or his or a representative appointed by the Rector shall dissolve the assembly if it violates the provisions of law.
2. The dissolution of an assembly shall be conducted by means of a verbal information, immediately enforceable, preceded by a notification to the organisers and warning the participants during the assembly three times about the possibility of its dissolution, and then announced to the organiser or, if the organiser cannot be contacted, announced publicly to the participants to the assembly.

### **Chapter XVI Dignities and distinctions**

#### § 78.

1. The highest dignity and academic title of West Pomeranian University of Technology is the title of honoris causa doctor. The dignity and title of honoris doctor shall be conferred by the University to the outstanding scholars and other persons in recognition of outstanding achievements in science and technology or an important contribution to cultural or social and economic life.
2. The university confers the title of honoris causa doctor to persons outside the University community. As an exception, this title may be awarded to a University employee for outstanding academic achievements and special contributions to the University.

#### **§ 79.**

1. The initiative to award the dignity and title of honoris causa doctor may be taken by:
  - 1) Rector;
  - 2) a group of at least 20 members of the University Senate;
  - 3) a group of at least 40 academic teachers employed at the University.
2. The application shall be made in writing, stating, in particular, the name of the candidate, the substantiation, as well as the names and signatures of all persons proposing the award of the title. Applicants, referred to in section 1, item 2-3, submit the application to the Rector.
3. Having received the Rector's preliminary approval, the application is sent to the Senate in order to initiate the procedure for conferring the title of doctor honoris causa.
4. The Rector shall indicate to the Senate reviewers or other persons or bodies (University Senate, scientific boards or other bodies competent in matters concerning science) who should be requested to issue an opinion on the candidate's achievements and merits or to support the initiative of conferring the title.

#### **§ 80.**

1. The Senate takes a decision to instigate proceedings for the conferment of the title of doctor honoris causa by means of a resolution in which the Senate also requests the entities indicated by the Rector to issue an opinion on the achievements and merits of the candidate or to support the initiative of conferring the title.
2. Based on the opinion (position in support of the initiative to confer the title) referred to in section 1, the Senate adopts a resolution to award the title of honoris causa doctor. In justified cases, the Senate may refrain from seeking an opinion or supporting an initiative to confer the title of honoris causa doctor.
3. Resolutions regarding matters referred to in paragraphs 1-2 shall be adopted by the Senate by a majority of at least two thirds of votes, with at least half of the statutory number of members present.

#### **§ 81.**

1. The dignity and title of honoris doctor shall be conferred by the West Pomeranian University of Technology to the outstanding scholars and other persons in recognition of outstanding achievements in science and technology or other persons with merits for its development.
2. The title of honoris doctor shall be conferred by the Senate at the request of the Rector, by a majority of at least two thirds of votes, with at least half of the statutory number of members present.

#### **§ 82.**

1. The University honours their meritorious employees and other persons and legal entities who contributed to the development or good name of the University with "Medal for Services to the University".
2. The "Medal for Services to the University" shall be conferred by the Senate at the request of the Rector, by a majority of at least two thirds of votes, with at least half of the statutory number of members present.

#### **§ 83.**

1. The Senate may name organisational units, buildings, lecture halls and other facilities of the University after persons of merit to the University. The Senate may determine other forms of honouring persons of merit.
2. The Rector, a dean or the head of an interdepartmental unit may submit an application regarding the matters referred to in section 1.
3. The Senate shall adopt a resolution concerning naming or adopting another form of honouring persons of merit for the University.

## **Chapter XVII**

### **Symbols and traditions of the University**

#### **§ 84.**

1. The emblem of the West Pomeranian University of Technology in Szczecin is a graphic symbol representing the Szczecin Griffin adorned with a royal crown supported by two Swedish lions. A specimen of the emblem is included in appendix no. 4 to the Statute.
2. The WPUT emblem may be used, unless generally applicable law provides otherwise, only in the
  - 1) documents confirming the tradition or achievements of the University;
  - 2) documents confirming the award of honorary doctorates and honorary professor titles of the West Pomeranian University of Technology in Szczecin;
  - 3) documents confirming the award of a medal, award, distinction, or a honorary status to a given person;
  - 4) university publications.
3. The WPUT emblem may be placed in:
  - 1) the premises of the University's single-member body;
  - 2) meeting rooms of collegiate bodies;
  - 3) lecture halls;
  - 4) other places the Rector or the Senate deems worthy.
4. The emblem is subject to special protection - it is a legally protected designation.
5. The rules of use and display of the University emblem are specified by the Rector.

#### **§ 85.**

1. The logo of the West Pomeranian University of Technology in Szczecin depicts a graphic symbol inscribed into two separated tilted geometric figures (rectangles) in green and navy blue and an inscription: Zachodniopomorski Uniwersytet Technologiczny w Szczecinie (West Pomeranian University of Technology in Szczecin). A specimen of the logo is included in appendix no. 4 to the Statute.
2. Materials of informational or promotional nature, press announcements and other materials related to the image of ZUT, especially business cards, letterheads and envelopes should contain WPUT logo.
3. Detailed principles of using the WPUT logo and its description together with elements of graphic creation are contained in the WPUT Book of the Visual Identification System, specified by the Rector.
4. The Rector is a direct administrator of the symbols and specimens contained and defined in the BVIS.

#### **§ 86.**

1. The banner of the West Pomeranian University of Technology in Szczecin is a ceremonial symbol of the University and it is displayed during solemn ceremonies with the consent of the Rector. The banner is accompanied by a standard-bearer.
2. A specimen of the banner is included in appendix no. 5 to the Statute.

#### **§ 87.**

1. The Rector is customarily entitled Magnificence, as the superior of the entire academic community.
2. In the year beginning the term in office of the newly elected Rector, the inauguration of the academic year is combined with the ceremonial handing over of the rector's office by the outgoing Rector, symbolised with handing over the Rector's insignia to the Rector commencing the service.
3. Academic gowns are used during the ceremony referred to in section 2 and the Rector, Vice-Rectors and Deans wear the insignia of the functions they hold.
4. Upon the consent of the Rector, Vice-Rectors and Deans may use the gowns and insignia they are entitled to during the ceremonies held outside the University.

### **§ 88.**

1. The Rector insignia are a sceptre and a chain. The Vice-Rector insignia is a chain. A specimen of the Rector's insignia is included in appendix no. 6 to the Statute.
2. A ceremonial academic attire of the Rector, Vice-Rectors, Deans, members of the Senate and the University Council are a toga and a biretta.
3. A ceremonial academic attire of the Rector includes: a black toga with a white fur cape, a black biretta, a chain consisting of: 17 base links made of silver; 17 additional elements made of silver, gold-plated, fixed permanently to the base links; 6 additional elements made of amber, fixed permanently to the gold-plated elements; links in the shape of the coat of arms with the symbol of the University; the emblem of the Republic of Poland fixed below the coat of arms; and an ornamental sceptre in silver with ornamental ambers.
4. The ceremonial attire of the Vice-Chancellor includes: a black toga with a red cape trimmed with fur, a red biretta, a silver-plated chain consisting of: 17 base links made of brass, silver-plated; 11 additional elements made of brass, silver-plated, permanently fixed on the base links: 6 additional elements made of brass, gold-plated, fixed permanently on base links; a link in the shape of the coat of arms with the symbol of the University; the emblem of the Republic of Poland fixed below the coat of arms.
5. The ceremonial attire of the Dean includes: a black toga with a royal blue cape, a royal blue biretta, a chain consisting of: 17 base links made of brass, silver-plated; 15 additional elements made of brass, silver-plated, fixed permanently on the base links; 2 additional elements made of brass with milled graphic symbol of a given department, silver-plated, fixed permanently on the base links; a link in the shape of a coat of arms with the University symbol; the emblem of the Republic of Poland fixed below the coat of arms.
6. The ceremonial attire of members of the Senate shall be a toga and biretta in black, except that the toga of members of the Senate employed as professors shall be decorated with green trimmings.
7. The ceremonial attire of members of the University Council includes a toga in black with a royal blue trimming and a biretta in black.
8. The ceremonial attire of representatives of the academic community of the faculties shall include the attire referred to in section 6, pursuant to the rules specified by the Dean in agreement with the Rector.

### **§ 89.**

1. The organisational units of the University may have their own emblem, seal and logo.
2. The rules for determining the symbols referred to in section 1, including the rules for their approval by the Rector, shall be specified by the Senate.

## **Chapter XVIII**

### **Transitional provisions**

### **§ 90.**

1. The University Senate elected for the term in office beginning on 1 September 2016 shall serve until 31 August 2020.
2. Persons who are members of the University Senate on 30 September 2019 shall remain members of the Senate until 31 August 2020 as they are holding the office of a Dean or Vice-Rector.
3. If it is necessary to hold by-election to the Senate after 30 September 2019, a member of the Senate shall be elected for the period until 31 August 2020.

### **§ 91.**

The Rector shall appoint the persons to perform the managerial functions referred to in § 18, section 1 for the period from 1 October 2019 to 31 August 2020 pursuant to the rules and according to a procedure specified in the Statute.

## **§ 92.**

1. Qualified librarians and qualified scientific documentation and information staff employed at the University on the date of entry into force of the Act in the position of:
  - 1) a senior certified custodian, a senior certified documentalist;
  - 2) a certified custodian, a certified documentalist;shall remain employed in that position as academic staff until 30 September 2020.
2. As of the date of entry into force of the Statute, the person employed in a position of:
  - 1) a senior certified custodian, a senior certified documentalist;
  - 2) a certified custodian, a certified documentalist;has to fulfil all of the following requirements:
  - 1) having completed a second cycle programme or a single master's degree in library science, scientific information or a related field, or has completed postgraduate studies in library science or scientific information;
  - 2) holding a certificate of knowledge of a foreign language at level B2 or a certificate confirming knowledge of a foreign language;
  - 3) having a minimum of 5 publications in library science or scientific information science, 2 reviewed publications included.
3. In addition to fulfilling the conditions specified in paragraph 2, the person employed:
  - 1) as a qualified custodian and qualified documentalist shall have at least seven years' experience in a scientific library;
  - 2) as a senior qualified custodian and a senior qualified documentalist, shall have at least four years' experience on the position of a qualified custodian and qualified documentalist.
4. As of the date of entry into force of the Statute, the person employed in a position of:
  - a) a senior certified custodian, a senior certified documentalist,
  - b) a certified custodian, a certified documentalist,shall be employed in the University in a group of non-academic staff.

## **§ 93.**

The Senate issues an opinion on the termination of the employment relationship with the appointed academic teacher referred to in Article 125 of the Act of 25 July 2005 Law on Higher Education.

## **§ 94.**

Doctoral programmes commenced before the academic year 2019/2020 shall be provided in accordance in line with the existing rules, however not longer than until 31 December 2023. Substantive supervision over these studies from 1 October 2019 to 31 December 2023 shall be exercised by the Senate.

## **§ 95.**

1. As of 30 September 2019, the Library Council ceases to be a consultative body of the Rector.
2. Disciplinary committees for students and for doctoral students and disciplinary appeal committees for students and for doctoral students appointed for the term beginning in 2016 shall remain in office until 31 August 2020.
3. Disciplinary proceedings representative for students and for doctoral students appointed for the term beginning in 2016 shall remain in office until 31 August 2020.

## ELECTORAL ORDINANCE

### § 1.

1. Rector is a single-person body of the University.
2. The collegiate bodies of the University are the University Council and the Senate.
3. The electoral body of the University is the electoral college.
4. The term in office of the Rector shall be 4 years and shall begin on the 1 January of the year when the Rector was elected
5. The term in office of the University Council shall be 4 years and shall begin on the 1 January of the year following the year in which the Senate's term in office began.
6. The term in office of the Senate shall be 4 years and shall begin on the 1 September.
7. The procedure for election, duration of the term in office of students and doctoral students in the University electoral college, the Senate and the disciplinary committee for academic teachers shall be specified in the regulations of the student self-government and the regulations of the doctoral student self-government respectively.

### <sup>9</sup>§ 1a.

1. Candidates are elected in a secret ballot.
2. Subject to section 3, the electors shall vote by placing their ballot paper in a ballot box in a polling station specified by the competent election committee.
3. The University Electoral Committee may order voting to be conducted using electronic means of communication in the event of the occurrence, in the area encompassing the seat of the University, of a state of epidemic emergency or a state of epidemics or a state of emergency referred to in Article 228, section 1 of the Constitution of the Republic of Poland, as declared by the competent authorities on the basis of universally binding legislation, provided that the provisions of the law or decisions issued on the basis thereof do not oppose the conduct of voting in accordance with the provisions of this Resolution, in particular those concerning the secrecy of voting.

### § 2.

1. <sup>10</sup>Subject to section 2, elections of the Rector and representatives to the Senate and the university disciplinary committee for academic teachers, as well as members of the University Council and the electoral college, shall be conducted in line with the following rules:
  - 1) Representatives to the Senate and members of the electoral college are elected by groups of electors from among its members;
  - 2) all voting shall be by secret ballot; no person who is not entitled to vote, other than members of the competent election committee, may be present in the room where the voting is held;
  - 3) each voter is entitled to one vote, which may only be cast in person at the time of voting, on ballot papers prepared by the election committee;
  - 4) placing a candidate on the list of candidates requires the written consent of the candidate;
  - 5) the names of the candidates are placed on the ballot paper in alphabetical order. The ballot paper may only be printed on one side and must bear the seal of the competent election committee conducting the vote. In the case of a single candidate, the ballot paper must include a YES or NO box. A specimen ballot paper shall be specified the University election committee;
  - 6) The validity of a vote shall be determined in relation to the whole ballot paper. Ballot papers that are completely torn in half shall not be taken into consideration in establishing the results of the vote;

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<sup>9</sup> Paragraph introduced by Resolution no. 245 by WPUT Senate of 23 November 2020.

<sup>10</sup> Amendment to the calculation introduced by Resolution no. 245 by WPUT Senate of 23 November 2020.

- 7) a vote is valid if in a ballot paper on which there is more than one candidate, the box next to the name of the candidate for whom the vote is to be cast is marked with an "X", and if the ballot paper has YES or NO boxes next to the name of the only candidate the vote is valid if the "X" is placed in only one of the boxes (YES or NO)
  - 8) a vote cast on a ballot paper where the voter has placed an "X" next to more candidates than there are seats, or where the voter has not placed an "X" next to any of the candidates' names, has crossed the names out from the list of candidates or added additional names on the ballot paper, and in the case of one candidate has not placed an "X" in the YES or NO box or has placed it in both boxes, is deemed invalid
  - 9) subject to § 7, section 1 and § 17, section 1, the election is deemed to have taken place when a candidate has received more than half of the valid votes;
  - 10) if no candidate has obtained the required majority of votes in the first ballot, a second ballot shall be held on the same day (for the election of single-person authorities) or on a different date for the election of representatives to the Senate, the University Council electoral colleges and the disciplinary committee for academic teachers. Shall one mandate remain vacant, in the second round of elections to the Senate, the University Council, electoral colleges and the disciplinary committee for academic teachers, the list of candidates shall be left with either the two candidates who received the largest number of votes cast in order, or all candidates who received the same largest number of votes first in order, or the candidate with the largest number of votes and those candidates who received the same largest number of votes immediately after him or her;
  - 11) shall the single candidate fail to obtain the required majority in the first ballot or if no candidate is elected in the second ballot, a fresh election shall be held at a different time under the same conditions as for the first ballot;
  - 12) if no selection has been made in the first ballot, the returning officer shall hold a second ballot with the same candidates, subject to clause 13;
  - 13) subject to the contents of 14, shall there be more than two candidates in the election of the Rector, the two candidates who received the highest number of votes in the first ballot, or all the candidates who received the same highest number of votes first in order, or the candidate with the highest number of votes and those candidates who received the same number of votes immediately after him/her, shall proceed to the next ballot;
  - 14) no more than two ballots shall be held. If none of the candidates has obtained the required majority of votes, the election committee shall order a new election of the Rector.
2. <sup>11</sup> Where the University election committee orders voting by electronic means of communication:
- 1) all votes are secret and are held by means of a computer system, accessed by using a single-use link (hereinafter referred to as a token), sent on the day of the vote by the election committee conducting a given election from the e-mail address indicated by the higher education institution's election committee to the official e-mail address of the person entitled to vote;
  - 2) each voter is entitled to one vote, which may only be cast in person at the time of voting, by means of computer system and electronic ballot paper prepared by the election committee in the computer system;
  - 3) the names of the candidates are placed on the electronic ballot paper in an alphabetical order. In the case of a single candidate, the ballot paper must include a YES or NO box;
  - 4) in the event of electing more than one candidate, the vote consists in selecting the name of the candidate in the computer system by clicking on the appropriate tile/button with the name of the candidate for whom you are voting, and in the case of electing the single candidate, the vote consists in clicking on the "YES" or "NO" button;
  - 5) the vote is valid if the electronic ballot paper, where there is:

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<sup>11</sup> Paragraph introduced by Resolution no. 245 by WPUT Senate of 23 November 2020.

- a) more than one candidate - the voters make choice by pressing the buttons with the names of the candidates they are voting for, in the number not less than one and not more than the number of mandates (the information on the number of mandates, i.e., the maximum number of candidates for whom a vote can be cast, is provided in the electronic ballot paper),
  - b) single candidate - the voter presses one of the buttons: YES or NO;
- 6) the configuration of vote through the computer system makes it impossible to cast an invalid vote;
  - 7) the voter's failure to press at least one button with the name of the candidate they are voting for, or pressing more buttons than the number of mandates specified, if there is more than one candidate on the electronic ballot paper, or pressing both buttons: YES and NO or failure to press either of them, where there is a single candidate on the electronic ballot paper, prevents the vote from being sent to the computer system and will be considered as a failure to vote.

### § 3.

- 1. Elections shall be held in the final year of the term in office in the following time limits:
  - 1) the university electoral college - by the end of February,
  - 2) the Rector - until 30 April,
  - 3) the Senate - until 30 June,
  - 4) the University Council - by 30 November,
  - 5) the university disciplinary committee for academic staff - by 30 June.
- 2. <sup>12</sup>Information about the time and place of the election and the method of vote shall be published no later than 7 days before the election. It is permissible to simultaneously indicate the date of the second round and the next election date.
- 3. In the event of serious impediments to the holding an election within the time limits specified in section 1, the election may be held at another time, but no later than 30 days respectively from the time limits laid down in paragraph 1.

### § 4.

- 1. Elections are conducted by election committees:
  - 1) the University Election Committee,
  - 2) faculty committees,
  - 3) regional committees:
    - a) committee for staff of non-faculty units, hereinafter referred to as "non-faculty units committee",
    - b) committee for staff of central administration and services assigned to this administration, hereinafter referred to as "central administration committee",
    - c) university assemblies committee.
- 2. Election committees shall be appointed by the Senate from among the University staff, the university election committee no later than by the end of November of the year preceding the election year, the other committees not later than in December of the year preceding the election. The Senate shall appoint the chairperson of the committee, the deputy chairperson and the secretary.
- 3. The members of the committee shall be elected by an absolute majority of votes in the presence of at least half the statutory number of its members.
- 4. The term of office of a committee shall commence on the date of its constitution and shall last until the newly elected committee is constituted.
- 5. <sup>13</sup>Should the University election committee order the vote by means of electronic communication, the technical support for election committees shall be provided by the University Information Technology Centre.

### § 5.

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<sup>12</sup> Amendment introduced by Resolution no. 245 by WPUT Senate of 23 November 2020.

<sup>13</sup> Paragraph introduced by Resolution no. 245 by WPUT Senate of 23 November 2020.



1. University election committee is composed of 12 persons, including:
  - 1) eight academic teachers;
  - 2) two non-academic staff members;
  - 3) one student;
  - 4) one doctoral student.
2. The faculty election committee consists of 5 members, including:
  - 1) two academic teachers,
  - 2) one doctoral student,
  - 3) one student,
  - 4) one non-academic staff member.
3. District committees shall consist of at least 5 persons.
4. Subject to section 5, members of the committees referred to in sections 1, 2 and 3 shall be elected from candidates proposed by the Rector.
5. Members of the committee from the group of doctoral students and the group of students shall be elected from among candidates proposed by the doctoral student self-government or the student self-government respectively.
6. Members of the election committee may not be persons holding the functions of the Rector, a member of the University Council or a member of the electoral college.
7. Membership in the electoral committee shall expire due to:
  - 1) renunciation of membership,
  - 2) signing a consent to candidate for the position of the Rector, the member of the collective body of the University or the electoral college,
  - 3) member's death,
  - 4) dismissal by the body which appointed the member,
  - 5) loss of the status of a University staff member, student or a doctoral student.
8. New members to fill vacancies in the committee shall be appointed immediately upon the occurrence of one of the circumstances referred to in section 7, subsections 1 to 5, in accordance with the procedure and rules specified in the provisions concerning the appointment of the committee.
9. Resolutions of the university election committee and other election committees shall be adopted by a simple majority of votes, with the presence of at least half of the committee members.
10. <sup>14</sup>The election committee conducting the vote must comprise the chairperson or their deputy and, additionally, in the case of:
  - a) the faculty election committee - at least 2 persons from among its members,
  - b) the district election committee - at least 2 persons from among its members,
  - c) the University election committee - at least 5 persons from among its members.

## § 6.

1. The powers and duties of the university election committee shall include:
  - 1) establishing a calendar of election activities, to communicating it to the faculty and district election committees by the end of the year preceding the election at the latest, and convening an organisational meeting with the chairpersons of the election committees;
  - 2) preparing a draft mandate distribution to the University electoral college and the Senate, to be approved by the Senate;
  - 3) holding elections for the Rector, including registering candidates and public announcement of the lists of candidates for the Rector public, organising meetings to present the candidates;
  - 4) holding the election for the members of the University Council, including registering the candidates and public announcement of the lists of candidates;

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<sup>14</sup> Amendment introduced by Resolution no. 157 by WPUT Senate of 18 December 2019.

- 5) confirming validity of the election for the Rector, members of the University Council, members of the Senate, members of the electoral college, members of the university disciplinary committee for academic teachers, establishing and announcing the results of the election in the University;
  - 5a) <sup>15</sup>deciding to conduct a vote using electronic means of communication in the events referred to in § 1a, section 3, and ordering the vote in such a form;
  - 6) supervising the conduct of elections in the University;
  - 7) deeming the elections invalid in the event of a breach of the electoral regulations which could possibly affect the outcome of the elections and ordering to the elections to be held again;
  - 8) <sup>16</sup>resolving doubts regarding the conduct of elections, including vote by electronic means, providing guidance to other committees;
  - 9) keeping election records and transferring them to the University Archives;
  - 10) <sup>17</sup>determining specimens of forms, protocols, reports, ballot papers - electronic ones included, seals of election committees conducting elections at the University as well as the other documents related to election activities;
  - 11) handing the results of the election of delegates to the university assemblies committee immediately upon receipt;
  - 12) submitting proposed amendments to the Election Ordinance to the Rector.
2. the University Election Committee shall:
- 1) establish a detailed timetable for the election activities to be conducted at the faculty,
  - 2) conduct the elections for:
    - a) the electors of the university electoral college from the group of academic teachers employed in the positions of a professor and a university professor, as well as the delegates from the group of other academic staff and from the group of non-academic staff employed at the faculty, to the university assembly aimed at the election of electors of the university electoral college,
    - b) representative(s) to the Senate from the group of academic teachers employed holding the positions of a professor and a university professor and delegates from among other academic teachers and non-academic staff employed in a faculty to a university assembly held to elect members of the Senate,
    - c) representative(s) to the University disciplinary committee for academic teachers from the group of academic staff holding the position of a professor, and delegates from the group of academic teachers employed on other posts;
  - 3) shall determine and announce the results of the election and forward the documentation of the election conducted immediately to the University election committee.
3. The committee for non-faculty units shall:
- 1) establish a detailed timetable for the election activities;
  - 2) conduct the elections for:
    - a) the electors of the university electoral college from the group of academic teachers employed in the positions of a professor and a university professor, as well as the delegates from the group of other academic staff and from the group of non-academic staff employed at the faculty, to the university assembly aimed at the election of electors of the university electoral college,
    - b) representative(s) to the Senate from the group of academic teachers employed in the positions of a professor and a university professor and delegates from among other academic teachers and non-academic staff employed in non-faculty units to a university assembly held to elect members of the Senate;
    - c) representative(s) to the University disciplinary committee for academic teachers:
      - delegates from the group of academic teachers holding the position of a professor employed in inter-faculty unit,

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<sup>15</sup> Paragraph introduced by Resolution no. 245 by WPUT Senate of 23 November 2020.

<sup>16</sup> Amendment introduced by Resolution no. 245 by WPUT Senate of 23 November 2020.

<sup>17</sup> Amendment introduced by Resolution no. 245 by WPUT Senate of 23 November 2020.

- delegates from the group of academic teachers holding other positions, employed in an inter-faculty unit;
  - 3) shall determine the results of the election, announce them and forward the documentation of the election conducted immediately to the University election committee.
4. Central administration committee shall:
- 1) establish a detailed timetable for the election activities;
  - 2) conduct the elections for:
    - a) delegates from the group of non-academic staff employed in central administration to a university assembly aimed at the electing the electors of the university electoral college,
    - b) delegates from the group of non-academic staff employed in central administration to a university assembly aimed at the election of the members of the university Senate,
  - 3) shall determine the results of the election, announce them and forwards the documentation of the election conducted immediately to the University election committee.
5. University assemblies committee shall:
- 1) establish a detailed timetable for the election activities;
  - 2) conducts elections at the university assemblies to elect:
    - a) the electors of the university electoral college from the group of other academic teachers and from the group of non-academic staff,
    - b) representatives to the Senate from the group of other academic teachers and from the group of non-academic staff,
    - c) representatives to the institutional disciplinary committee for academic teachers, from among academic teachers employed in positions other than the position of a professor;
  - 3) shall determine the results of the election, announce them and forward the documentation of the election conducted immediately to the University election committee

#### § 7.

1. The Rector shall be elected by the college of electors. The Rector is elected by absolute majority of votes.
2. The position of Rector may be held by a person who meets the requirements specified in the Act and holds the title of professor or the degree of habilitated doctor. The person elected to hold the position of Rector shall be employed on condition that the University is the place of primary employment.
3. The University Council shall nominate candidates for Rector's position, having considered the Senate's opinion about those candidates.
4. Any member of the University's community may propose a candidate for Rector's position.
5. A person proposed for the office of the Rector must express their consent in writing to candidate for the office of the Rector.
6. Candidates for the office of the Rector may present their election programme on the open election meetings and meetings of electors. This programme may also be presented to the electors in advance, in the form of a compact study, also on a website. <sup>18</sup>The Rector provides the conditions for holding the meetings in the University premises and may also enable publication of the election programme by means of electronic communication.

#### § 8.

1. The Electoral College consists of 100 elected representatives of:
  - 1) 54 academic teachers employed in the position of a professor and a University professor;
  - 2) 20 representatives of academic teachers employed in positions other than those defined in subsection 1

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<sup>18</sup> Clause amended by Resolution no. 245 by WPUT Senate of 23 November 2020.

- 3) 20 students and doctoral students; the number of representatives of students and doctoral students shall be determined pro rata their count at the University; however, students and doctoral students shall be represented by at least one representative from each of these groups;
  - 4) 6 non-academic staff members
2. A person meeting the requirements set forth in the Act may be a member of the University Council. The provisions of Article 20(3) of the Act shall apply to the members of the electoral college accordingly.
  3. At the request of the University election committee, the Senate shall determine the number of electors in each faculty and district, proportionate to:
    - a) the employment situation including electors with active voting rights as of the first day of the election year which is not a public holiday, day of the election and
    - b) the number of students and doctoral students as of 30 November and 31 December respectively in the year preceding the election year.
  4. The term in office of the electoral college shall be 4 years.
  5. The electoral college shall elect their chairperson from among the persons referred to in section 1, item 1.
  6. Membership in the electoral college shall expire in the event of:
    - 1) death;
    - 2) resignation from membership;
    - 3) failure to submit declaration specified in Article 7(1) of the Act of 18 October 2006 on the disclosure of information on documents of state security authorities from the period between 1944-1990 and the content of such documents or the information referred to in Article 7(3a) thereof;
    - 4) no longer to fulfilling the requirements set forth in Article 20(1) point 1-5 and 7 of the Act.
  7. Persons who have vacated a seat in the electoral college shall be replaced by persons who stood as candidates and obtained successively more than half of the validly cast votes. The appointment of such persons shall be confirmed by the competent electoral commission. Shall it prove impossible to fill the vacancies in this manner and the end of the term in office is over 6 months away, the relevant electoral committee shall conduct a by-election immediately. A by-election for an electoral body shall be held without delay, despite the fact that the end of the term in office is over 6 months away, shall it become necessary for the electoral body to hold a by-election for a single-member body.

### **§ 9.**

1. The electors of the electoral college in the group of academic teachers employed in the positions of professor and university professor in faculties and non-faculty units shall be elected by direct election.
2. The election of electors from among other academic teachers and non-academic staff shall be carried out in two stages:
  - 1) election of delegates:
    - a) in the group of other academic teachers in the proportion of one delegate for each additional 20 persons entitled to vote,
    - b) in the group of non-academic staff in the proportion of one delegate for each additional 40 persons entitled to vote;
  - 2) Elections of the members of the electoral college.
3. The electors referred to in section 2, point 2, shall be elected at university assemblies from among the delegates.
4. The number of delegates from each faculty and election districts shall be determined by the University election committee based on the number of persons holding active voting rights as of the first day of January of the election year which is not a statutory holiday.

### **§ 10.**

1. In the case of submitting a motion to dismiss the Rector, the chairperson of the University election committee shall convene the university electoral college.

2. The Rector may be dismissed by the electoral college by a majority of at least three-quarters of votes, with the presence of at least two-thirds of statutory members.
3. A motion to dismiss the Rector may be submitted by the Senate by a majority of at least half of its statutory members or by the University Council.
4. From the date of dismissal of the Rector to the date of election of the new Rector, the duties of the Rector are performed by the Vice-Rector acting as the first deputy Rector, and in the absence of the latter, by the most senior member of the Senate holding the title of a professor.

#### **§ 11.**

1. The representatives to the Senate from the group of academic teachers employed in the positions of a professor and a university professor in faculties and inter-faculty units shall be elected by direct election.
2. The representatives to the Senate from among other academic teachers and non-academic staff shall be carried out in two stages:
  - 1) election of delegates:
    - a) in the group of other academic teachers in the proportion of one delegate for each further 20 persons entitled to vote,
    - b) in the group of non-academic staff in the proportion of one delegate for each further 40 persons entitled to vote;
  - 2) Elections of the members of the Senate.
3. The members of the Senate referred to in section 2, point 2, shall be elected at university assemblies from among the delegates.
4. At the request of the University election committee, the Senate shall determine the number of mandates to the Senate in each faculty and district, proportionate to:
  - a) the employment situation including voters with active voting rights as of the first day of the election year which is not a public holiday, day of the election and
  - b) the number of students and doctoral students as of 30 November and 31 December respectively in the year preceding the election year.
5. The number of delegates, referred to in section 2, point 1, from each faculty and election districts shall be determined by the University election committee based on the number of persons holding active voting rights as of the first day of January of the election year which is not a statutory holiday.

#### **§ 12.**

1. The expiration of the mandate of a member of a collegial body and a single-person body before the end of the term in office shall occur in the cases indicated in the Act.
2. The chairperson of the collegial body shall notify the relevant election committee of the expiry of the mandate of a member of that body.
3. In the event of the expiration of the mandate of the Rector and the mandate of a member of a collective body during the term in office, new persons shall be elected in their place for the period remaining until the end of the term.
4. The provisions relating to elections shall apply to supplementary elections referred to in section 3, except that the supplementary elections should be held immediately.
5. During the period between the date of the declaration that the mandate of the Rector has expired to the date of election of the new Rector in the supplementary election, the duties of the Rector are performed by the Vice-Rector acting as the first deputy Rector, and in the absence of the latter, by the most senior member of the Senate holding the title of a professor.

#### **§ 13.**

1. Members of the University committee for academic teachers in the group of academic teachers holding the position of a professor in faculties and inter-faculty units shall be elected by direct election.
2. Members of the University disciplinary committee shall be elected from among academic teachers employed in positions other than those referred to in section 1 in two stages:

- a) election of delegates from among academic teachers employed in positions other than those listed in section 1, in the proportion of one delegate for each further 20 persons entitled to vote,
  - b) election of committee members.
3. The members referred to in section 2, point b shall be elected at university assemblies from among the delegates.
  4. The number of delegates from each faculty and election districts shall be determined by the University election committee based on the number of persons holding active voting rights as of the first day of January of the election year which is not a statutory holiday.

#### § 14.

1. <sup>19</sup>Subject to section 2, the election meeting aimed at the election of the Rector shall be held specifically in line with the following rules:
  - 1) members of the University electoral college and members of the institutional election committee shall attend the election meeting;
  - 2) The meeting shall be chaired by the chairperson or deputy chairperson of the University election committee;
  - 3) the chairperson of the election committee or the deputy chairperson, provided that they chair the meeting, shall appoint the secretary of the meeting, who shall be one of the members of the election committee responsible for the vote;
  - 4) an open, empty ballot box, presented to all electors, shall be placed in a visible position in the hall. Once it has been presented, the ballot box is closed and sealed with the seal of the committee conducting the election;
  - 5) the names of the electors are placed on a list in alphabetical order in each voter group, the list is sealed with the seal of the committee holding the election and signed by the chairperson of the meeting;
  - 6) the names of the electors are read out by the chairperson of the meeting or another member of the election committee;
  - 7) the electors approach the table of the election commission, collect their ballot papers upon presenting their ID and they confirm this fact with their signature on the list of electors;
  - 8) having received the ballot paper, the elector proceeds to a place in the polling station which ensures secrecy of voting;
  - 9) the elector makes their choice personally and places the ballot paper in the ballot box;
  - 10) once all electors included in the list have been called, the chairman of the meeting orders the vote to end. From that moment on, only the electors who had arrived at the election meeting before the closing order was given and who did not cast their vote due to their absence when their names were read out in the order in which they had been placed on the list of electors may cast their vote;
  - 11) as soon as the vote is over, the committee shall determine the results of the voting. Based on the register of electors, the election committee determines the number of persons entitled to vote, the number of electors to whom ballot papers have been handed and the number of unused ballot papers, upon which the unused ballot papers are placed in an envelope closed and sealed with the seal of the election committee. Once this has been done, the chairperson of the meeting shall open the ballot box and the committee shall count the ballot papers taken out of the box and determine the number of valid and invalid ballot papers;
  - 12) the University election committee shall draw up minutes of the vote in duplicate, bearing the seal of the University election committee and containing the data referred to, inter alia, in section 11 and the number of votes cast for particular candidates. The minutes shall also give the time and place of voting and any relevant circumstances connected with the conduct of voting. The minutes shall be signed by all members of the institutional election committee conducting the vote. The minutes shall be handed to the chairperson of the meeting, who shall read it out, thus presenting the result of the vote;

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<sup>19</sup> Amendment to the calculation introduced by Resolution no. 245 by WPUT Senate of 23 November 2020.

- 13) <sup>20</sup>In the event of failure to elect a single-body authority, the relevant provisions of § 2 (1) point 10 to 14 shall apply.
2. <sup>21</sup>The election meeting aimed at electing the Rector, using means of electronic communication, shall be conducted in particular in line with the following rules:
  - 1) members of the University electoral college and members of the institutional election committee shall attend the election meeting;
  - 2) The meeting shall be chaired by the chairperson or deputy chairperson of the University election committee;
  - 3) the chairperson of the election committee or the deputy chairperson, provided that they chair the meeting, shall appoint the secretary of the meeting, who shall be one of the members of the election committee responsible for the vote
  - 4) transmission of the election meeting takes place in real time between the participants to the meeting and enables multilateral communication in which the participants to the meeting can express themselves during its course;
  - 5) Attendance during an election meeting is confirmed by a participant of the meeting in the "Meetings" module of the panel2.zut.edu.pl system;
  - 6) the chairperson of the meeting informs the participants to the election meeting about the rules of conducting the vote by means of electronic communication, including the time of its start and end, and then orders the voting tokens to be sent to the participants who attend the meeting and have confirmed their presence in the "Meetings" module of the panel2.zut.edu.pl. Having ascertained that attendees to the meeting have received the tokens referred to in the previous sentence, the chairperson shall order the vote. The election committee conducting the election may order an early closing of votes should all the electors who attend the meeting and have confirmed their presence in the "Meetings" module in panel2.zut.edu.pl have cast their votes;
  - 7) as soon as the vote is over, the committee shall determine the results of the voting. On the basis of the electoral register, the election committee conducting the vote determines the number of persons entitled to vote, the number of persons to whom the token was sent in accordance with point 6, the number of voters who cast their vote;
  - 8) the election committee shall draw up minutes of the vote in duplicate, bearing the seal of the University election committee or a corresponding data set regarding the electoral commission conducting the election and containing the data referred to, inter alia, in section 7 and the number of votes cast for particular candidates. The minutes shall also give the time and place of voting and any relevant circumstances connected with the conduct of voting. The minutes shall be signed using qualified electronic signatures or digital trusted signatures by all members of the election committee carrying out the vote. The minutes shall be handed to the chairperson of the meeting, who shall read it out, thus presenting the result of the vote. One copy of the minutes of the vote and a printout of the report from the computer system shall be provided by the chairperson of the meeting to the University election committee immediately;
  - 9) In the event of failure to elect a single-body authority, the relevant provisions of § 2 (1) point 10 to 14 shall apply.

## § 15.

1. <sup>22</sup>Subject to section 2, elections of the representatives to the Senate and the university disciplinary committee for academic teachers, as well as members of the University Council and the electoral college, shall be conducted in line with the following rules:
  - 1) The meeting aimed at elections of the representatives to the Senate and the university disciplinary committee for academic teachers, as well as members of the University Council and the electoral

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<sup>20</sup> Amendment introduced by Resolution no. 245 by WPUT Senate of 23 November 2020.

<sup>21</sup> Paragraph introduced by Resolution no. 245 by WPUT Senate of 23 November 2020.

<sup>22</sup> Amendment to the calculation introduced by Resolution no. 245 by WPUT Senate of 23 November 2020.

- college, shall be attended by the voters of particular voter groups and the members of the competent election committee;
- 2) The meeting shall be chaired by the chairperson or deputy chairperson of the election committee;
  - 3) the chairperson of the election committee or the deputy chairperson, provided that they chair the meeting, shall appoint the secretary of the meeting, who shall be one of the members of the election committee responsible for the vote
  - 4) an open, empty ballot box, presented to all voters, shall be placed in a visible position in the hall. Once it has been presented, the ballot box is closed and sealed with the seal of the committee conducting the election;
  - 5) the names of the voters are placed on a list in alphabetical order in each voter group, the list is sealed with the seal of the committee holding the election and signed by the chairperson of the meeting;
  - 6) the voters approach the table of the election commission, collect their ballot papers upon presenting their ID and they confirm this fact with their signature on the list of electors;
  - 7) having received the ballot paper, the voter proceeds to a place in the polling station which ensures secrecy of voting;
  - 8) the voter makes their choice personally and places the ballot paper in the ballot box;
  - 9) once all voters included in the list have been called, the chairman of the meeting orders the vote to end. From that moment on, only the voters who had arrived at the election meeting before the closing order was given and who did not cast their vote due to their absence when their names were read out in the order in which they had been placed on the voters list may cast their vote;
  - 10) as soon as the vote is over, the committee shall determine the results of the voting. Based on the register of voters, the election committee determines the number of persons entitled to vote, the number of voters to whom ballot papers have been handed and the number of unused ballot papers, upon which the unused ballot papers are placed in an envelope closed and sealed with the seal of the election committee. Once this has been done, the chairperson of the meeting shall open the ballot box and the committee shall count the ballot papers taken out of the box and determine the number of valid and invalid ballot papers;
  - 11) the election committee shall draw up minutes of the vote in duplicate, bearing the seal of the election committee and containing the data referred to, inter alia, in section 10 and the number of votes cast for particular candidates. The minutes shall also give the time and place of voting and any relevant circumstances connected with the conduct of voting. The minutes shall be signed by all members of the election committee conducting the vote. The minutes shall be handed to the chairperson of the meeting, who shall read it out, thus presenting the result of the vote. One copy of the minutes of the vote shall be provided by the chairperson of the meeting to the University election committee immediately;
  - 12) <sup>23</sup>In the event of failure to elect a collective body, the institutional electoral college or the University disciplinary committee, the relevant provisions of § 2, section 1, points 10 to 14 shall apply.
2. <sup>24</sup>The election meeting aimed at electing the representatives to the Senate, the university disciplinary committee for academic teachers and the electoral college using means of electronic communication, shall be conducted in line with the following rules:
- 1) The meeting aimed at elections of the representatives to the Senate and the university disciplinary committee for academic teachers, as well as members of the University Council and the electoral college, shall be attended by the voters of particular election groups and the members of the competent election committee;
  - 2) The meeting shall be chaired by the chairperson or deputy chairperson of the election committee;
  - 3) the chairperson of the election committee or the deputy chairperson, provided that they chair the meeting, shall appoint the secretary of the meeting, who shall be one of the members of the election committee responsible for the vote

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<sup>23</sup> Amendment introduced by Resolution no. 245 by WPUT Senate of 23 November 2020.

<sup>24</sup> Paragraph introduced by Resolution no. 245 by WPUT Senate of 23 November 2020.



- 4) transmission of the election meeting takes place in real time between the participants to the meeting and enables multilateral communication in which the participants to the meeting can express themselves during its course;
- 5) Attendance during an election meeting is confirmed by a participant of the meeting in the "Meetings" module of the panel2.zut.edu.pl system;
- 6) the chairperson of the meeting informs the participants to the election meeting about the rules of conducting the vote by means of electronic communication, including the time of its start and end, and then orders the voting tokens to be sent to the participants who attend the meeting and have confirmed their presence in the "Meetings" module of the panel2.zut.edu.pl. Having ascertained that attendees to the meeting have received the tokens referred to in the previous sentence, the chairperson shall order the vote. The election committee conducting the election may order an early closing of votes should all the voters who attend the meeting and have confirmed their presence in the "Meetings" module in panel2.zut.edu.pl have cast their votes;
- 7) as soon as the vote is over, the committee shall determine the results of the voting. On the basis of the electoral register, the election committee conducting the vote determines the number of persons entitled to vote, the number of persons to whom the token was sent in accordance with point 6, the number of voters who cast their vote;
- 8) the election committee shall draw up minutes of the vote in duplicate, bearing the seal of the University election committee or a corresponding data set regarding the electoral commission conducting the election and containing the data referred to, inter alia, in section 7 and the number of votes cast for particular candidates. The minutes shall also give the time and place of voting and any relevant circumstances connected with the conduct of voting. The minutes shall be signed using qualified electronic signatures or digital trusted signatures by all members of the election committee carrying out the vote. The minutes shall be handed to the chairperson of the meeting, who shall read it out, thus presenting the result of the vote. One copy of the minutes of the vote and a printout of the report from the computer system shall be provided by the chairperson of the meeting to the University election committee immediately;
- 9) In the event of failure to elect a collective body, the institutional electoral college or the University disciplinary committee, the relevant provisions of § 2, section 1, points 10 to 14 shall apply.

#### § 16.

1. <sup>25</sup>Subject to section 2, the election of delegates referred to in § 9, section 2, point 1, § 11, section 2, point 1 and § 13, section 2, item a) shall be conducted in particular in accordance with the following rules:
  - 1) The vote shall be organised on the days and at the University premises designated by the election committee competent to conduct the election;
  - 2) electors entitled to vote may cast their vote for the chosen candidate during the hours indicated in the election announcement between 7 a.m. and 3 p.m.;
  - 3) the election committee elects a secretary of the conducted vote from among its members;
  - 4) before the vote starts, the election committee shall verify whether the ballot box in the hall is empty and then close the box and seal it with the seal of the committee conducting the elections;
  - 5) during voting hours, members of the competent election committee and the arriving voters are present at the polling station of the University,
  - 6) the names of the voters are placed on a list in alphabetical order in each voter group, the list is sealed with the seal of the committee holding the election and signed by the chairperson of the meeting or their deputy
  - 7) the voters approach the table of the election commission, collect their ballot papers upon presenting their ID and they confirm this fact with their signature on the list of voters;

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<sup>25</sup> Amendment to the calculation introduced by Resolution no. 245 by WPUT Senate of 23 November 2020.

- 8) having received the ballot paper, the voter proceeds to a place in the polling station which ensures secrecy of voting;
  - 9) the voter makes their choice personally and places the ballot paper in the ballot box;
  - 10) The chairperson or their deputy shall order the vote to close at the closing time determined in accordance with paragraph 2. From that moment on, only the voters who have arrived at the polling station before the closing time may cast their votes;
  - 11) the election committee may order early closing of vote if all voters on the list have cast their votes;
  - 12) as soon as the vote is over, the committee shall determine the results of the voting. Based on the register of electors, the election committee determines the number of persons entitled to vote, the number of voters to whom ballot papers have been handed and the number of unused ballot papers, upon which the unused ballot papers are placed in an envelope closed and sealed with the seal of the election committee. Once this has been done the chairperson of the meeting shall open the ballot box and the committee shall count the ballot papers taken out of the box and determine the number of valid and invalid ballot papers and thus the result of the vote;
  - 13) the University election committee shall draw up the minutes of the vote in duplicate, bearing the seal of the election committee conducting the vote and containing the data referred to, inter alia, in section 12 and the number of votes cast for particular candidates. The minutes shall also give the time and place of voting and any relevant circumstances connected with the conduct of voting. The minutes shall be signed by all members of the election committee conducting the vote. The minutes shall be handed over to the chairperson of the election committee or their deputy, who shall place a copy of the minutes on the door of the University premises where the election was held, thereby making the result of the vote public. One copy of the minutes of the vote shall be provided by the chairperson of the committee or their deputy to the University election committee immediately.
2. <sup>26</sup>The election of delegates referred to in § 9, section 2, point 1, § 11, section 2 point 1 and § 13, section 2, item a) shall be conducted by means of electronic communication in particular in accordance with the following rules:
- 1) The vote shall be organised on the days specified by the election committee competent to conduct the election;
  - 2) the voters entitled to vote may cast their vote for the chosen candidate during the hours indicated in the election announcement between 7 a.m. and 3 p.m.. the election committee may order early closing of the vote if all voters on the list have cast their votes;
  - 3) as soon as the vote is over, the committee shall determine the results of the voting. On the basis of the electoral register, the election committee conducting the vote determines the number of persons entitled to vote, the number of persons to whom the token was sent to their official e-mail address, the number of voters who cast their vote;
  - 4) the University election committee shall draw up minutes of the vote in duplicate, bearing the seal of the University election committee conducting the vote and containing the data referred to, inter alia, in section 3 and the number of votes cast for particular candidates. The minutes shall also specify the time and place of voting and any relevant circumstances connected with the conduct of voting. The minutes shall be signed using qualified electronic signatures or digital trusted signatures by all members of the election committee carrying out the vote. The minutes shall be handed to the chairperson of the meeting, who shall read it out, thus presenting the result of the vote. One copy of the minutes of the vote and a printout of the report from the computer system shall be provided by the chairperson of the meeting to the University election committee immediately.

## § 17.

1. The members of the University Council shall be elected by an absolute majority of votes by a secret ballot, in the presence of at least half the statutory number of the Senate members.

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<sup>26</sup> Paragraph introduced by Resolution no. 245 by WPUT Senate of 23 November 2020.

2. <sup>27</sup>Subject to section 3, the election meeting aimed at the election of the Rector shall be held specifically in line with the following rules:
- 1) members of the Senate and members of the competent election committee shall attend the election meeting for the election of members of the University Council;
  - 2) The meeting shall be chaired by the chairperson or deputy chairperson of the election committee;
  - 3) an open, empty ballot box, presented to all electors, shall be placed in a visible position in the hall. Once it has been presented, the ballot box is closed and sealed with the seal of the committee conducting the election;
  - 4) the names of the members of the Senate are placed on a list in alphabetical order in each voter group, the list is sealed with the seal of the committee holding the election and signed by the chairperson of the meeting;
  - 5) the electors approach the table of the election commission, collect their ballot papers upon presenting their ID and they confirm this fact with their signature on the list of electors;
  - 6) having received the ballot paper, the voter proceeds to a place in the polling station which ensures secrecy of voting;
  - 7) the elector makes their choice personally and places the ballot paper in the ballot box;
  - 8) once all electors included in the list have been called, the chairman of the meeting orders the end of voting. From that moment on, only the electors who had arrived at the election meeting before the closing order was given and who did not cast their vote due to their absence when their names were read out in the order in which they had been placed on the list of electors may cast their vote;
  - 9) as soon as the vote is over, the committee shall determine the results of the voting. Based on the register of electors, the election committee determines the number of persons entitled to vote, the number of electors to whom ballot papers have been handed and the number of unused ballot papers, upon which the unused ballot papers are placed in an envelope closed and sealed with the seal of the election committee. Once this has been done, the chairperson of the meeting shall open the ballot box and the committee shall count the ballot papers taken out of the box and determine the number of valid and invalid ballot papers;
  - 10) the election committee shall draw up minutes of the vote in duplicate, bearing the seal of the election committee and containing the data referred to, inter alia, in section 9 and the number of votes cast for particular candidates. The minutes shall also give the time and place of voting and any relevant circumstances connected with the conduct of voting. The minutes shall be signed by all members of the election committee conducting the vote. The minutes shall be handed to the chairperson of the meeting, who shall read it out, thus presenting the result of the vote. One copy of the minutes of the vote shall be provided by the chairperson of the meeting to the University election committee immediately;
  - 11) <sup>28</sup>In the event of failure to elect the University Council, the relevant provisions of § 2(1) point 10 to 14 shall apply.
3. <sup>29</sup>The election of the members of the University Council, using means of electronic communication, shall be conducted in particular in line with the following rules:
- 1) transmission of the election meeting takes place in real time between the participants to the meeting and enables multilateral communication in which the participants to the meeting can express themselves during its course;
  - 2) members of the Senate and members of the competent election committee shall attend the election meeting for the election of members of the University Council;
  - 3) The meeting shall be chaired by the chairperson or deputy chairperson of the election committee;

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<sup>27</sup> Amendment to the calculation introduced by Resolution no. 245 by WPUT Senate of 23 November 2020.

<sup>28</sup> Amendment introduced by Resolution no. 245 by WPUT Senate of 23 November 2020.

<sup>29</sup> Paragraph introduced by Resolution no. 245 by WPUT Senate of 23 November 2020.

- 4) Attendance during an election meeting is confirmed by a participant of the meeting in the "Meetings" module of the panel2.zut.edu.pl system;
- 5) the chairperson of the meeting informs the participants to the election meeting about the rules of conducting the vote by means of electronic communication, including the time the vote starts and ends, and then orders the voting tokens to be sent to the participants who attend the meeting and have confirmed their presence in the "Meetings" module of the panel2.zut.edu.pl. Having ascertained that attendees to the meeting have received the tokens referred to in the previous sentence, the chairperson shall order the vote. The election committee conducting the election may order an early closing of votes should all the electors who attend the meeting and have confirmed their presence in the "Meetings" module in panel2.zut.edu.pl have cast their votes;
- 6) as soon as the vote is over, the committee shall determine the results of the voting. On the basis of the electoral register, the election committee conducting the vote determines the number of persons entitled to vote, the number of persons to whom the token was sent in accordance with point 5, the number of voters who cast their vote;
- 7) the University election committee shall draw up minutes of the vote in duplicate, bearing the seal of the University election committee, or a corresponding data set regarding the electoral commission conducting the election, and containing the data referred to, inter alia, in section 6 and the number of votes cast for particular candidates. The minutes shall also specify the time and place of voting and any relevant circumstances connected with the conduct of voting. The minutes shall be signed using qualified electronic signatures or digital trusted signatures by all members of the election committee carrying out the vote. The minutes shall be handed to the chairperson of the meeting, who shall read it out, thus presenting the result of the vote. One copy of the minutes of the vote and a printout of the report from the computer system shall be provided by the chairperson of the meeting to the University election committee immediately;
- 8) In the event of failure to elect the University Council, the relevant provisions of § 2 (1) point 10 to 14 shall apply.

## RULES OF PROCEDURE OF THE SENATE

The Rules of Procedure specify the manner in which the Senate adopts resolutions, as well as the principles and procedures of its functioning, convening and conducting the sessions included.

### § 1.

1. The Senate meets in ordinary and extraordinary sessions.
2. Sessions of the Senate, by ordinary procedure, shall be convened by its President at least once a month, except during summer holidays.
3. Extraordinary sessions of the Senate shall be convened by its President at their own initiative or at the request of at least 1/5 of the statutory number of members of the Senate.
4. The President of the Senate shall convene sessions, chair their proceedings and sign resolutions adopted by the collegiate body.
- 4a.<sup>30</sup>The President of the Senate may decide to hold a sessions of the Senate by means of electronic communication, ensuring in particular:
  - 1) real-time transmission of the session between its participants,
  - 2) multilateral real-time communication allowing the participants to express themselves during the session – while observing the necessary security rules.
5. Should a Senate resolution have the nature of an administrative decision within the meaning of the Code of Administrative Procedure, the President of the Senate orders the resolution - decision to be signed by all members of the Senate participating in its adoption, unless otherwise stipulated by universally binding law.
6. In the absence of the President, the sessions of the Senate may be convened by a member of the Senate authorised by the President or by the most senior member of the Senate employed on the position of a professor.<sup>31</sup>The provisions of section 4a shall apply accordingly.

### § 2.

1. <sup>32</sup>Notice of a session of the Senate, including the manner in which it is to be held, the date, venue and agenda, along with draft resolutions and other materials, shall be forwarded to the members of the Senate at least four days before the scheduled date of the session. In justified cases, the notice of the session may be forwarded to the members of the Senate within a period shorter than specified in the first sentence.
2. The notice may be made in writing or sent by e-mail.

### § 3.

1. The draft agenda of an ordinary session shall be determined by the President who submits it to the Senate for a vote of approval, taking the following into consideration:
  - 1) current matters;
  - 2) matters presented to the President of the collective body in a motion submitted in writing, no later than 10 days before the date of the session, by at least 1/5 of the statutory number of members of the Senate or all the representatives of a given staff group, students and doctoral students.
2. Personal matters should be stated by name in the draft agenda.
3. The President of the Senate may request a supplement to the draft agenda on the day of the session.
4. The draft agenda shall be adopted by the Senate at the beginning of the session by a simple majority vote in the presence of at least half of its statutory members.

### § 4.

1. It is obligatory for the Senate members to participate in the sessions.

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<sup>30</sup> Paragraph introduced by Resolution no. 194 by WPUT Senate of 28 September 2020.

<sup>31</sup> Clause amended by Resolution no. 194 by WPUT Senate of 28 September 2020.

<sup>32</sup> Amendment introduced by Resolution no. 194 by WPUT Rector of 28 September 2020.

2. <sup>33</sup>A member of the Senate confirms their presence at a session by signing the attendance list and, in the case of a session conducted using information technology – by logging in to the rada24.pl system using the assigned user name and a password.
3. In the event of an impediment preventing a member of the Senate from attending a session, they should notify the President immediately and submit a written excuse.
4. Representatives of the trade unions active at the University - one from each union - participate in the sessions of the Senate in an advisory capacity.
5. Other persons invited by the President of the Senate may participate in the sessions of the Senate.

#### § 5.

1. The Rector or a member of the Senate appointed by the Rector as their substitute chair the sessions of the Senate.
2. The session at which a motion to dismiss the Rector is considered shall be chaired by the oldest member of the Senate, employed as a professor.
3. The provision of section 2 shall also apply to chairing the sitting of the Senate when the Senate proceeds to formulate recommendations for the Rector regarding the tasks performed by the Rector and considers the matter of suspending the implementation of a Senate resolution by the Rector under internal supervision.
4. At the beginning of each session, the President ascertains that the session has been properly convened and it is capable of adopting resolutions; presents the draft agenda for approval, the motions to amend the draft agenda, and the submitted objections and amendments to the minutes of the previous meeting.
5. The chairperson of the meeting shall ensure that the meeting proceeds smoothly in line with the adopted agenda and these Rules of Procedure.
6. The chairperson shall call upon the speakers, according to the order of their applications; in justified cases (formal applications), the chairperson shall allow the members to speak out of the specified order.
7. In order to proceed smoothly, it is accepted as follows:
  - 1) the speaking time for a person should not exceed 10 minutes;
  - 2) the time of one speech in the discussion should not exceed 3 minutes, and the time of a reply – 2 minutes;
  - 3) each person should end their speech should with a conclusion;
  - 4) the speakers should not take the floor more than twice in discussing the same matter.
8. If a speaker departs from the subject of the session or exceeds the set time, the person chairing the session may deny them the right to speak further.

#### § 6.

1. The position of the Senate on matters falling within its statutory and regulatory powers is expressed in the form of a resolution.
2. The item on the agenda related to adoption of a resolution shall be presented by a speaker indicated by the person chairing the session or by the applicant or a participant of the session authorised to do so by the chairperson.
3. The speaker shall present the grounds for adopting a resolution and a draft resolution.

#### § 7.

1. Whenever the Statute refers to adoption of a resolution by a simple majority of votes, it shall be understood as meaning that the number of votes validly cast in favour of a motion is higher than the number of votes against, irrespective of the number of persons who abstained from voting.
2. Whenever the Statute refers to adoption of a resolution by an absolute majority, this should be understood to mean that the number of votes cast in favour of the resolution is at least one vote higher than the sum of the remaining votes validly cast (against and abstaining).

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<sup>33</sup> Amendment introduced by Resolution no. 194 by WPUT Rector of 28 September 2020.

3. Whenever the Statute refers to adopting a resolution by a qualified majority, it is to be understood as meaning that more than half of the Senate members voted in favour of the resolution, motion or candidate, as determined by the ratio of votes cast in favour of the resolution to the total number of persons entitled to vote or the total number of participants voting, e.g. 3/4.

#### **§ 8.**

1. Subject to section 2, resolutions of the Senate regarding substantive issues shall be adopted by an absolute majority of votes, with at least half of the statutory number of members present, unless otherwise stated by law or in the Statute.
2. Members of the Senate who are professors and University professors shall participate in voting on matters referred to in Article 28, section 1, point 8 of the Act and resolutions shall be adopted in the presence of at least half of the statutory number of these members.
3. The resolutions regarding formal issues shall be adopted by an absolute majority of votes in the presence of at least half the statutory number of members. Should the number of votes "for" and "against" be equal, the chairperson shall have the casting vote.
4. The formal motions include the following:
  - 1) amending the agenda;
  - 2) interrupting, adjourning or closing the session;
  - 3) declaring the session secret;
  - 4) adjourning or closing the discussion;
  - 5) observance of the order and rules of conducting the session;
  - 6) referring the case back to a committee;
  - 7) voting without discussion;
  - 8) limiting or extending the time of speaking;
  - 9) establishing quorum;
  - 10) recounting the votes;
  - 11) declaring a dissenting vote with respect to an already adopted resolution.
5. The Senate shall take a decision regarding the formal motion after hearing the person submitting the motion and, possibly, one person opposing the motion.

#### **§ 9.**

1. The resolutions, except for cases specified in the Act, the Statute and section 2, shall be adopted by open ballot.
2. Resolutions on staff matters, and on the other matters at the request of at least one member of the Senate, supported by at least 1/5 of the statutory number of members of the Senate, shall be adopted by secret ballot.
3. The votes referred to in sections 1 and 2 may be held using an electronic voting system, provided that the secret ballot shall be conducted in a way ensuring the voter's right not to disclose their decision in the vote in question.
4. The votes, including those conducted using an electronic voting system, shall be counted by a returning committee appointed for the duration of the term in office of the Senate. The composition of the returning committee may be changed or the vacancies filled by the Senate, if necessary.

#### **§ 10.**

1. Members of the Senate have the right to make interpellations to the President.
2. A reply to an interpellation shall be given by the President of the Senate or a person authorised at the same or the next session of the Senate.
3. Interpellations shall constitute a separate item on the agenda of the Senate's session.

#### **§ 11.**

1. Once approved, the minutes of the sessions and resolutions of the Senate, except of the matters referred to in section 2, shall be public.
2. Any part of the minutes that is excluded from public access or is subject to state or official secret may be made available only to persons holding a right of access to such information.

#### **§ 12.**

1. The sessions of the Senate are recorded. Minutes are taken of the summaries of speeches made by members of the Senate and the invited guests, as well as - as appendices - the full texts of the adopted resolutions, submitted reports information and motions, the attendance list and other documentation of the session.
2. Each speaker at a meeting of the Senate may request that their speech be recorded in full - as an annex to the minutes - provided that their speech was been read out and submitted in writing at the same session. Having been made available to the members of the Senate, the minutes shall be subject to approval at the next session.
3. The approval of the minutes shall be confirmed by the signature of the person chairing the session.
4. A person appointed by the President of the Senate provides administrative management of the sessions of the collegial bodies.

#### **§ 13.**

The Senate may appoint consultative committees pursuant to the regulations stated in §13 of the Statute.



**EMBLEM OF WEST POMERANIAN UNIVERSITY OF TECHNOLOGY**



**LOGO OF WEST POMERANIAN UNIVERSITY OF TECHNOLOGY**



## BANNER OF WEST POMERANIAN UNIVERSITY OF TECHNOLOGY



**RECTOR'S INSIGNIA**

