

**S T A T U T E**

**OF THE EUGENIUSZ GEPPERT**

**ACADEMY OF ART AND DESIGN**

**IN WROCLAW**

adopted by the Senate

on 25 September 2019

**STATUTE**  
**of the Eugeniusz Geppert Academy of Art and Design in Wrocław**

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**APPENDICES**

**APPENDIX No. 1 SYMBOLS DESIGN**

**APPENDIX No. 2 ELECTORAL SYSTEM**

## MISSION

The Eugeniusz Geppert Academy of Art and Design in Wrocław considers the following as the general objectives of its mission:

- 1) ensuring the public presence of visual arts in the sphere of culture and aestheticizing public space;
- 2) adopting the role of a regional and supra-regional center of research, artistic and educational activity in the field of art and design;
- 3) integrating creative and studio attitudes, providing the artistic and scientific environment with access to a professional workshop of modern and classic research and implementation techniques;
- 4) conducting activities open to the realization of creative and research aspirations of students, artists and scientists;
- 5) adopting the role of a center of artistic activity of the academic community and Academy graduates;
- 6) accepting the responsibilities of a curator of the historical tradition of academic art and the Eugeniusz Geppert Academy of Art and Design in Wrocław in its current international dimension.

## **Section I. General provisions**

### **§ 1**

1. The Eugeniusz Geppert Academy of Art and Design in Wrocław, hereinafter referred to as "the Academy", is a public artistic Academy, operating autonomously on the basis of the Act of 20 July 2018 - Act on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended), hereinafter referred to as "the Act" and on the basis of the Statute.
2. The Academy as an art Academy is supervised by the Minister competent for culture and national heritage protection.
3. The Academy has legal personality.

### **§ 2**

1. The main responsibilities of the Academy include:
  - 1) conducting scientific activities, including artistic creation;
  - 2) educating students in order to acquire and supplement their knowledge and skills necessary for professional and artistic work, including in particular to prepare them to pursue professions in all fields of study conducted at the Academy;
  - 3) educating PhDs, including those at the Doctoral School;
  - 4) educating students in a sense of responsibility for strengthening the principles of democracy and respect for human rights and environmental responsibility;
  - 5) transferring of the results of scientific activities, including artistic creation, to the economy;
  - 6) educating and promoting academic staff members;
  - 7) disseminating and multiplying the achievements of science, art and national culture, also by collecting and sharing the results of artistic creation as well as library and information collections;
  - 8) conducting postgraduate studies, courses and trainings as well as other forms of education in order to acquire new skills in the lifelong education system;
  - 9) creating conditions for the development of students physical culture;
  - 10) creating conditions for the disabled persons to fully participate in the process of education and scientific activities, including artistic creation;
  - 11) monitoring the professional careers of its graduates in order to adapt its fields of study and studies programmes to the needs of the labour market;
  - 12) acting for the benefit of regional or local communities.
2. The Academy cooperates with domestic and foreign scientific, educational, artistic, economic and other institutions and participates in creating the world space of higher education and the European research area.

### § 3

1. The Academy, realizing its mission and responsibilities, is guided by respect for ethical principles, good practices and international standards in the field of education and scientific and artistic activity, as well as taking into account the special importance of social responsibility of science.
2. The Academy autonomously carries out its responsibilities in accordance with the principle of freedom of teaching, scientific activities, including artistic creation.

### § 4

The Academy Community consists of:

- 1) academic staff members;
- 2) employees who are non-academic staff members;
- 3) students;
- 4) members of the Doctoral School.

### § 5

1. The headquarters of the Academy is Wrocław.
2. The Academy may operate at its headquarters (including the House of Creative Work in Luboradów), and if the headquarters is located in the metropolitan union - in this area.
3. The Academy may operate outside its headquarters or outside the metropolitan area in the form of a branch.

### § 6

1. The official name of the Academy is (in Polish):

**Akademia Sztuk Pięknych im. Eugeniusza Gepperta we Wrocławiu**

2. The Academy may use the abbreviation (in Polish):

**ASP we Wrocławiu or Akademia Sztuk Pięknych we Wrocławiu**

3. The Academy authorities, its organizational units, members of the Academy's community and other authorized entities and persons may also use, in international relations, the name of the Academy in English:

**The Eugeniusz Geppert Academy of Art and Design in Wrocław**

4. The Academy may use the short version:

## **Academy of Art and Design in Wrocław**

### **§ 7**

In their activities, the Academy authorities and other persons authorized to act on its behalf are guided by the best interests of the Academy and act on its behalf.

### **§ 8**

In matters concerning the proceedings before the Academy's authorities, not regulated in the Statute or in separate provisions, settled by the administrative decisions or settled tacitly, the provisions of the Act of 14 June 1960 - Code of Administrative Proceedings (Journal of Laws of 2018, item 2096, as amended) shall apply accordingly.

## **Section II. Academy Authorities**

### **Chapter 1. Academy Authorities**

#### **Subchapter 1. Rector**

### **§ 9**

1. The Rector manages the Academy's activities.
2. Elected for the Rector's position may be only academic staff member who is a professor or have a postdoctoral degree, is employed at the Academy as the primary workplace and on the day of commencement of the term of office does not exceed 67 years of age.
3. The Rector's responsibilities include all matters relating to the Academy, except for matters reserved by law or the Statute to the competence of other authorities of the Academy.
4. In particular, the Rector's responsibilities include:

- 1) representing the Academy;
- 2) managing the Academy;
- 3) preparing the draft Statute and draft strategy of the Academy;
- 4) reporting to the Senate on the implementation of the Academy's strategy;
- 5) performing labour law activities;
- 6) appointing and dismissing managerial functions at the Academy;
- 7) conducting human resources policy at the Academy;
- 8) implementation, liquidation, transformation of studies at a specific field, level and profile;
- 9) creating the Doctoral Schools;
- 10) conducting financial economy of the Academy;
- 11) guaranteeing the order and security at the Academy;



- 12) ensuring safe and hygienic working and education conditions, in particular by providing appropriate infrastructure and trainings;
  - 13) ensuring the implementation of regulations in force at the Academy;
  - 14) creating organizational regulations of the Academy;
  - 15) indicating candidates for the Main Council of Science and Higher Education and the Council of Scientific Excellence, after having received an opinion from the Rector's college;
  - 16) performing other responsibilities specified in the Statute or generally applicable law.
5. The Rector, prior to making decisions, may ask the Senate or the Academy Council to adopt a position.

## **§ 10**

1. The Rector may authorize, in writing, the Academy's employees, in particular persons performing managerial functions at the Academy, to make decisions and perform other activities on his/her behalf.
2. The Rector may repeal or change the decisions of the Academy's employees or collegial bodies authorized to make decisions regarding the Academy.

## **§ 11**

1. The Rector suspends the execution of the Senate resolution that violates the provisions of the Academy's Statute or violates the Academy's important interest and within 14 days of suspending the resolution convenes a meeting of the Senate to reconsider the suspended resolution.
2. The resolution enters into force if, after reconsideration the suspended issue, the Senate adopts the resolution by a majority of 2/3 of votes in the presence of at least half of the statutory composition of the Senate.
3. If the Senate adopts the resolution that violates the Act, the Rector notifies the Minister supervising the Academy.

## **§ 12**

1. The Rector suspends the implementation of the resolution of the Academy Council that violates the provisions of the Statute, law or other generally applicable regulations, as well as violating the important interest of the Academy.
2. In the case referred to in para. 1, the chairperson of the Academy Council convenes a meeting of the Academy Council within 14 days of suspension of the resolution in order to reconsider the issue to which the suspended resolution relates.
3. When, in the mode specified in para. 2, the Academy Council shall again adopt the resolution violating the Statute, law or other generally applicable regulations, the Rector notifies the Minister supervising the Academy.

### § 13

The Rector, in order to implement his/her competences, issues orders.

### § 14

The Rector defines the rules for publishing internal normative acts and other legal acts of the Academy's Authorities.

## **Subchapter 2. Senate**

### § 15

1. The Senate consists of elected representatives of all groups of the academic community:
  - 1) academic staff members who are professors or are employed as the Academy's professors (4 persons from each faculty, including the Rector as the chairperson of the Senate);
  - 2) other academic staff members (two persons from each faculty);
  - 3) two Academy's employees who are non-academic staff members;
  - 4) one representative of students from each faculty and one representative of members of the Doctoral School, as well as the chairperson of the students government and the chairperson of the members of the Doctoral School government.
2. The Senate meetings in an advisory capacity are attended by: the Chancellor, the Bursar, the dean of the Doctoral School and one representative of each trade union operating at the Academy.
3. At the invitation of the chairperson, the following may participate in meetings of the Senate in an advisory capacity:
  - 1) the chairperson of the Academy Council or another authorized member of the Council;
  - 2) other persons.

### § 16

The responsibilities of the Senate include:

- 1) adopting the Statute;
- 2) adopting the Academy's regulations;
- 3) adopting the Academy's strategy and approving the report on its implementation;
- 4) appointing and dismissing members of the Academy Council;
- 5) giving opinions on the candidates for the Rector's position;
- 6) conducting the assessment of the functioning of the Academy;
- 7) formulating recommendations for the Academy Council and the Rector in the scope of their responsibilities;

- 8) awarding the title of doctor honoris causa;
- 9) determining the conditions, procedure and date of starting and ending recruitment for studies and specific training;
- 10) determining studies programmes, postgraduate studies and specialist education;
- 11) determining education programmes at the Doctoral Schools;
- 12) determining the procedure for conferring a doctoral degree and a detailed procedure for conferring a postdoctoral degree;
- 13) determining the detailed rules and mode of operation of artistic or scientific councils;
- 14) determining the method of confirming learning outcomes;
- 15) indicating candidates for representative institutions of the higher education and science community;
- 16) performing responsibilities related to:

- a) assigning levels of the Polish Qualifications Frame to qualifications awarded after completing postgraduate studies,
- b) inclusion in the Integrated Qualifications System of qualifications awarded after completing postgraduate studies and other forms of education - in accordance with the Act of 22 December 2015 on the Integrated Qualifications System (Journal of Laws of 2018, item 2153, as amended);

- 17) determining the remuneration of the Academy Council members referred to in § 22 para. 1 point 1) and 2);
- 18) issuing opinions on the establishment, transformation or liquidation of the Academy organizational units referred to in § 49 para. 1 point 1), 3) -5);
- 19) performing other responsibilities specified in the Statute or legal regulations;
- 20) expressing opinions, presenting position on matters referred to the Senate by the Rector pursuant to § 9 para. 5 of the Statute.

## § 17

1. Meetings of the Senate are convened by the Rector on his/her own initiative or upon a written request of at least 5 members of the Senate, specifying the subject of the meeting. In the latter case, the date of the meeting is set no later than 14 days from the date of receipt of the request.
2. The Senate meeting is convened in the form of a notification containing the agenda. The notification should be sent to the members of the Senate and other persons participating in the meeting of the Senate, not later than 7 days before the scheduled date of the meeting.
3. Requests on extending and changing the agenda of the Senate meeting may only be submitted at the beginning of the Senate meeting. The request requires a vote.
4. Meetings of the Senate to consider particularly urgent matters may be convened without meeting the requirements specified in para. 1 and 2. However, the Rector is obliged to notify about the subject of the meeting.
5. The meeting of the Senate is chaired by the Rector or a member of the Senate indicated by the Rector.

6. The meeting of the Senate, at which the request for dismissal of the Rector is being considered, is chaired by the oldest member of the Senate who is the representative of professors or professors of the Academy.
7. The provisions of para. 6 shall also apply in relation to chairing the meeting of the Senate at which matters pertaining to the Rector are carried out in the scope of his/her responsibilities or his/her request to suspend a resolution pursuant to § 20.
8. The Senate adopts resolutions in an open voting, by an ordinary majority of votes in the presence of at least half of the statutory number of members of the Senate, unless the Act or the Statute provides otherwise.
9. In the event of voting in personal matters or at the request of at least one member of the Senate, voting shall be conducted in secret.

### **§ 18**

1. To accomplish its responsibilities, the Senate may create standing and ad hoc Senate committees.
2. Standing committees are appointed for the term of office of the Senate, and ad hoc committees for the period indicated in the resolution of the Senate on establishing a committee. The resolution on establishing the Senate committee defines the scope of its activities.
3. The members of the Senate committee shall be elected by the Senate from among the members of the Academy community.
4. The chairperson of the Senate committee shall be elected by the Senate by an absolute majority of the members of the Senate.
5. The Senate appoints the committee and elects its members by an absolute majority of votes.
6. Persons who are not members of the Senate committee, invited by the chairperson of the committee, may participate in the committee meeting in an advisory capacity.

### **§ 19**

1. Standing committees shall submit reports to the Senate on their activities in a given academic year, not later than by 31 October of the following academic year, and in the last year of the term of office not later than 14 days before the end of the term of office.
2. The ad hoc committees shall present the report on the dates indicated for standing committees, and if the period of operation of the ad hoc committee does not cover the entire academic year - no later than 14 days before the end of the period for which the committee was established.

### **§ 20**

1. The Senate, if it is found that the act issued by the Rector violates the provisions of the Academy's Statute or law or violates the important interest of the Academy, adopts the resolution in which it presents the Rector with a reasoned recommendation to remove the violation.
2. The Senate shall consider the matter referred to in para. 1 at the meeting convened within 7 days of the violation being determined on the basis of a written request of the Senate member, submitted not later than 14 days from the day the violation was found.
3. The provisions of para. 1 and 2 do not apply to administrative decisions issued by the Rector.

## § 21

1. The Rector presents to the Senate the report on the implementation of the Academy's strategy, along with the opinion of the Academy Council to that report, within one month after the end of the 2-year term and 3 months before the end of the term.
2. The Senate, after the review of the report referred to in para. 1, shall approve the report or shall formulate recommendations for the Rector.

### Subchapter 3. Academy Council

## § 22

1. The Academy Council consists of:
  - 1) 3 members appointed by the Senate from among persons who are not members of the Academy community;
  - 2) 3 members appointed by the Senate from among the members of the Academy community;
  - 3) chairperson of the students government.
2. The procedure for electing members of the Academy Council is set out in Appendix 2 (Electoral System) to this Statute.
3. The chairperson of the Academy Council is elected by the Senate from among the members of that Council referred to in para. 1 point 1).
4. Other persons invited by its chairperson may participate in the meetings of the Academy Council in an advisory capacity.

## § 23

1. The responsibilities of the Academy Council include:
  - 1) giving opinions on the draft Academy's strategy;
  - 2) giving opinions on the draft Statute;
  - 3) monitoring the financial economy of the Academy, including:
    - a) giving opinions on the material and financial plan,
    - b) approving the report on the implementation of the material and financial plan,
    - c) approving the financial statements;
  - 4) monitoring the Academy's management;
  - 5) giving opinions on the report on the implementation of the Academy's strategy;
  - 6) indicating candidates for the Rector's position, after receiving an opinion from the Senate;
  - 7) choosing the audit firm that analysis the Academy's annual financial statements;
  - 8) adopting the Academy's repair programme;
  - 9) performing other responsibilities specified in the Statute or legal regulations;

- 10) making decisions about reducing the number of Rector's teaching load or excusing him/her from reaching the agreed teaching load.
2. The Academy Council may form opinions and positions on the functioning of the Academy and present them to the Rector or the Senate.

#### **§ 24**

The Academy Council:

- 1) applies to the Minister for determining the base remuneration and grade pay for the Rector;
- 2) consents to the Rector's additional occupation;
- 3) decides to grant a performance allowance to the Rector.

#### **§ 25**

In carrying out its responsibilities, the Academy Council takes into account the recommendations of the Senate, referred to in § 16 item 7).

#### **§ 26**

As part of its responsibilities, the Academy Council has the right to access Academy's documents.

#### **§ 27**

1. The mode of operation of the Academy Council, the organization of its meetings, including the mode of convening and conducting these meetings, are set out in the regulations of the Academy Council, adopted by that Council by an absolute majority of its statutory composition.
2. The Academy Council adopts resolutions in an open voting, by an ordinary majority of votes in the presence of at least half of its statutory composition, unless the Statute provides otherwise.
3. At the request of at least one member of the Academy Council, voting shall be conducted in secret.
4. Resolutions of the Academy Council are made available to members of the Academy community.

#### **§ 28**

1. The Academy Council shall submit the report to the Senate on its activities in a calendar year, by 31 January of the following year, and the report on its activities in the year in which the term of office of the members of the Academy Council expires by the end of that year.
2. The report shall, in particular, take into account the description and effects of actions taken by the Academy Council in relation to the implementation of its responsibilities.
3. The Academy Council adopts the report by an absolute majority of votes in the presence of at least half of the statutory composition of the Academy Council.

## § 29

1. The report referred to in §28 para. 1, is presented to the Senate by the chairperson of the Academy Council or another member appointed by the Council, at the meeting of the Senate convened within 30 days of submitting the report.
2. The report shall be made available to the members of the Academy community.

## § 30

The chairperson of the Academy Council performs activities from the labour law field in relation to the Rector.

### **Subchapter 4. Council of artistic or scientific discipline**

## § 31

1. In each artistic or scientific discipline in which the Academy has the right to confer academic degrees and is subject to evaluation, there is the artistic discipline council or the scientific discipline council - separate councils for each discipline.
2. The artistic discipline and scientific discipline councils are the Academy's Authorities competent to conduct proceedings regarding the conferring of doctoral and postdoctoral degrees at the Academy.
3. Discipline Council:
  - 1) artistic - has the right to confer doctoral or postdoctoral degree in the discipline of arts and art conservation;
  - 2) scientific - has the right to confer doctoral or postdoctoral degree in a given scientific discipline.
4. Members of the artistic discipline council and members of the scientific discipline council shall be appointed by the Rector (including the chairperson and vice-chairperson) for the duration of the Senate's term of office, from among candidates presented by:
  - 1) all Faculty Boards - regarding members of the artistic discipline council;
  - 2) Faculty Boards conducting scientific activity in a given discipline and heads of interfaculty units and university-wide units conducting scientific activity in a given discipline - regarding members of the scientific discipline council.
5. The artistic or scientific discipline councils consist of 11 to 33 persons (i.e. one to three persons from each faculty and - without appointment, the dean or the Doctoral School Council representative.
6. Each artistic or scientific discipline council consists of: academic staff members employed as professors or professors of the Academy who formally report that they conduct scientific activity, including artistic creation in a given artistic discipline or scientific activity in a scientific discipline - at least after one representative for each faculty. Each artistic/scientific discipline council includes the dean.

7. The establishment of a new artistic or scientific discipline council at the Academy does not require an amendment of the Statute and is made in the form of the Rector's order, taking into account the principles described in § 31 para. 1-6 of the Statute.

## § 32

1. The responsibilities of the artistic discipline council or scientific discipline council include:

1) in the scope of proceedings regarding the conferment of a doctoral degree:

- a) adopting resolutions on the initiation of proceedings for conferring a doctoral degree and appointing a supervisor,
- b) appointing doctoral committees referred to in art. 192 paragraph 1 of the Act,
- c) issuing decisions on conferment of a doctoral degree,
- d) issuing decisions on the entitlements arising from a master's and bachelor's degree in fields of study run by the Academy,
- e) issuing decisions on the rights arising from a doctoral degree,
- f) adopting an opinion on an appeal against refusal to confer a doctoral degree,
- g) performing other activities in the proceedings, specified in the resolution of the Senate referred to in § 16 item 12;

2) in the scope of proceedings regarding the conferment of the degree of habilitated doctor:

- a) expressing consent to conduct the proceedings in the matter of conferring the degree of habilitated doctor,
- b) appointing postdoctoral committees referred to in art. 221 section 5 of the Act,
- c) issuing decisions on conferment of the degree of habilitated doctor,
- d) formulating an opinion on an appeal against refusal to confer the degree of habilitated doctor,
- e) performing other activities in the proceedings specified in the resolution of the Senate referred to in § 16 item 12);

3) issuing an opinion on the validity of conferring equivalent rights to the rights resulting from the degree of habilitated doctor in a given discipline;

4) implementation of responsibilities related to the evaluation of the quality of artistic/scientific activity within a given discipline;

5) formulating strategic development directions for a given artistic or scientific discipline;

6) caring for the development of a given artistic or scientific discipline.



2. The opinion referred to in par. 1 point 3), along with the documentation of the case, the artistic discipline council or scientific discipline council submits to the Rector within 2 months from the day of submitting the request for authorization to the [council](#).

### § 33

1. The artistic discipline council or scientific discipline council shall adopt resolutions in an open voting by an absolute majority of votes in the presence of at least half of the statutory number of members of the council. At the request of at least one member of the council, voting is conducted in secret.

2. Decisions and other decisions of the council shall be signed by its chairperson.

3. The detailed rules and mode of operation of councils of artistic or scientific disciplines are determined by the Senate.

## Chapter 2. Persons performing managerial functions at the Academy

### § 34

1. Persons performing managerial functions at the Academy are:

- 1) Vice-Rectors;
- 2) deans and deputy deans;
- 3) dean of the Doctoral School.

2. The person appointed to perform a managerial function may be academic staff members for whom the Academy is the primary workplace, meeting the following requirements:

- 1) has full legal capacity;
- 2) enjoys full public rights;
- 3) was not convicted by a valid court judgment of an intentional offence or intentional tax offense;
- 4) was not punished by a disciplinary measure;
- 5) in the period from 22 July 1944 to 31 July 1994, he/she did not work in state safety authorities within the meaning of art. 2 of the Act of 18 October 2006 on the disclosure of information on documents of the state safety authorities from 1944-1990 and the content of such documents (Journal of Laws of 2007, item 2186, as amended) and did not serve them or cooperate with these authorities.

3. The Vice-Rector may be academic staff with at least a doctoral degree, employed at the Academy as the primary workplace.

4. Vice-Rectors shall be appointed and dismissed by the Rector, after their election by the electoral college, in accordance with the electoral procedure.

5. The Rector defines the scope of responsibilities and powers of Vice-Rectors for conducting the Academy's affairs and representing it outside.

6. Dismissal of the Vice-Rector requires carrying out the procedure described in the Electoral System.

## § 35

1. The appointment of the Vice-Rector competent for scholar students affairs or postgraduate affairs and the dean of the Doctoral School requires the prior consent of the legislative bodies of the students government and the members of the Doctoral School government respectively.
2. The legislative bodies referred to in para. 1. take a position on the candidate within 7 days from the day of its submission by the Rector. Failure to take a position within the prescribed period means acceptance of the appointment.

## § 36

1. The Vice-Rector issues decisions within the scope of competences defined by the Rector.
2. In order to carry out the responsibilities, the Vice-Rector shall issue orders and take other necessary actions.
3. The Rector may authorize the Vice-Rector by means of administrative authorization referred to in Art. 268a of the Act of 14 June 1960 Code of Administrative Procedure (Journal of Laws of 2018, item 2096, i.e. from 2018.11.05) - for issuing administrative decisions, orders and certificates on his/her behalf.
4. The Vice-Rector may represent the Academy on the basis and within the limits of the power of attorney granted by the Rector. The power of attorney may specify the requirement for joint operation, in particular with another person who is the Academy Authority or acts a managerial role at the Academy.
5. The Rector repeals the Vice-Rector's order contrary to generally applicable law, the Academy's Statute, resolutions of the Senate or other acts issued by the Academy's Authorities.

## § 37

1. The dean or the deputy dean may be academic staff members with at least a doctoral degree employed at the Academy as the primary workplace.
2. The dean and the deputy dean are appointed by the Rector.
3. The candidate for the dean is elected by the Faculty Board by voting.
4. If the Rector does not accept the candidate for the dean nominated by the Faculty Board, the election procedure is repeated.
5. The candidate for the deputy dean is appointed by the dean-elect, and the Faculty Board shall accept this candidacy by voting.
6. If the Faculty Board does not accept the deputy dean's candidacy, the dean indicates a new candidate for the deputy dean and the election procedure is repeated.
7. In the event that the Rector does not accept the candidate for the deputy dean, the election procedure is repeated.
8. The heads of the departments are appointed by the Rector from among the candidates nominated by the dean-elect.
9. The Rector shall dismiss:

- 1) heads of the departments - independently;

- 2) dean and deputy dean - after receiving the opinion of the relevant Faculty Board, by voting (the Faculty Board's opinion is not binding for the Rector).

### **§ 38**

1. When appointing deans, the Rector defines the scope of their responsibilities, taking into account paragraph 2.
2. The dean manages the faculty of the Academy.
3. The dean may appoint, within the managed unit, advisory bodies, specifying their composition and responsibilities.
4. The dean issues ordinances regarding specific competences.
5. The Rector repeals the dean's ordinance contrary to generally applicable law, the Academy's Statute, resolutions of the Senate or other acts issued by the Academy's Authorities.
6. The Rector may authorize the dean by the administrative authorization referred to in art. 268a of the Act of 14 June 1960 - Code of Administrative Procedure (Journal of Laws of 2018, item 2096, as amended) - for issuing administrative decisions, resolutions and attestations on his/her behalf.

## **Chapter 3. Permanent auxiliary entities of the Rector**

### **Faculty Board**

#### **§ 39**

1. The Faculty Board is an advisory and consultative body of the dean and the Rector.
2. The Faculty Board consists of:
  - 1) dean;
  - 2) deputy deans;
  - 3) heads of departments;
  - 4) faculty's employees who are professors, other than those mentioned in items 1) -3);
  - 5) two students representatives elected by the students' government; and in addition:
  - 6) other faculty's employees from the election - in the number corresponding to the number of employees who are professors, referred to in item 4).
3. The election of faculty representatives referred to in para. 2. point 6) are conducted by the faculty electoral committees in April of the last year of the term of office of the Academy's Authorities, based on general electoral principles (without any division to electoral groups).
4. The Faculty Board's competencies include:
  - 1) determining the strategy principles of scientific activity, including the artistic creation and educational output of the department;
  - 2) definition of the studies programme;
  - 3) taking positions in educational matters;

- 4) giving opinions on the candidates for the faculty academic staff members;
- 5) appointing the faculty electoral committees e;
- 6) organization of studies at the faculty;
- 7) issuing opinions on the establishment, transformation or liquidation of the Academy organizational units referred to in § 49 para. 1 point 2) and issuing opinions on the creation, transformation or liquidation of the organizational structures of the faculty (laboratories, institutions, workshops);
- 8) applying to the Rector for creating new fields and forms of education;
- 9) selecting candidates for the dean's position and accepting candidates for deputy deans and nominating them to the Rector;
- 10) issuing a non-binding opinion regarding the dismissal of the dean or the deputy dean.

### **Rector's College**

#### **§ 40**

1. The Rector's college is the Rector's consultative and advisory body.
2. The Rector's college consists of the Rector as a chairperson and Vice-Rectors and deans, including the dean of the Doctoral School as well as the chancellor and the bursar.
3. Other persons invited by the Rector may participate in meetings of the Rector's college in an advisory capacity.
4. Meetings of the Rector's college are convened and chaired by the Rector or a member of the council authorized by the Rector.
5. The responsibilities of the Rector's college are:
  - 1) giving opinions on proposals for the distribution of funds intended for scientific activities, including artistic creation;
  - 2) giving opinions on all matters referred to the Rector's college for consideration by the Rector or other members of the council;
  - 3) implementation of other responsibilities specified in the organizational regulations.

### **Boards for quality of education**

#### **§ 41**

1. The Academy Board and faculty boards for quality of education are responsible for the operation of the internal quality of education assurance system. The Rector supervises the operation of the boards.
2. The Academy Board for the quality of education includes in particular:
  - 1) chairperson- the Rector's representative for quality of education;
  - 2) Rector's representative for the Polish Qualifications Frame;
  - 3) deans of departments;
  - 4) representative of the Doctoral School Council;
  - 5) heads of interfaculty and university-wide educational units of the Academy;

- 6) representative of the relevant unit of general administration of the Academy responsible for organizing the Academy process;
  - 7) representative of the students' government;
  - 8) representative of the members of the Doctoral School government;
  - 9) representative of the relevant general administration unit for international cooperation;
  - 10) another person appointed by the Rector.
3. The Faculty Boards for quality of education include:
- 1) chairperson – the deputy dean of the department;
  - 2) heads of departments or representatives of fields of studies;
  - 3) heads of part-time forms of education;
  - 4) students' representative from a given field of study.
4. Boards are appointed by order.
5. Board meetings shall be convened and chaired by its chairperson or the authorized Board member. Other persons invited by the chairperson may participate in the meetings.
6. The mode of operation is defined in separate regulations.

## § 42

1. The responsibilities of the Academy Board for quality of education include:
- 1) organization of work and determining the functioning mode of the internal education quality assurance system;
  - 2) determining the operational mode of Faculty Board for quality of education;
  - 3) monitoring and analysis of the education conditions at the Academy, comprehensive analysis of the education programme of the fields of study and the validation of the education process;
  - 4) presenting recommendations regarding the organization of the education process for its improvement;
  - 5) initiating activities improving the education conditions;
  - 6) giving opinions on matters of the appropriate Vice-Rector for students affairs.
2. The responsibilities of the Faculty Board for quality of education include:
- 1) analysis of education programmes, validation of the process and achieved learning outcomes, monitoring and shaping of education conditions for the fields of study for which the faculty is responsible;
  - 2) presenting recommendations regarding the organization of the education process;
  - 3) evaluation of academic staff members conducting classes;
  - 4) analysis of educational achievements and methods of obtaining them;
  - 5) initiating activities aimed at improving the conditions and education quality.

**Section III. Election of Academy Authorities**  
**Chapter 1. Electoral System**

**§ 43**

The detailed procedure for electing single Academy Authorities, representatives to collegial bodies and persons performing other functions by choice is set out in Appendix 2 to the Statute (Electoral System).

**Chapter 2. Electoral College**

**§ 44**

1. The electoral college elects the Rector and Vice-Rectors. The election is made at the election meeting organized by the Academy Electoral Committee.
2. The Rector is elected by an absolute majority of votes.
3. The chairperson of the electoral college shall notify the competent Minister of the results of the Rector's election.

**§ 45**

1. The Electoral College represents all groups of employees as well as students and members of the Doctoral School of the Academy.
2. The number of mandates in the electoral college is 60.
3. The electoral college consists of:
  - 1) academic staff members who are professors or have a postdoctoral degree who constitute half of the council composition, in equal numbers from each faculty- a total of 30 persons (i.e. 5 x 6 persons);
  - 2) other academic staff members who constitute 25% of the composition of the college, in equal numbers from each faculty - a total of 15 persons (i.e. 5 x 3 persons);
  - 3) and members of the Doctoral School constitute 20% of the composition of the college - a total of 12 persons (10 persons + 2 persons)  
- proportional to the total number of these groups);
  - 4) employees who are non-academic staff members constitute 5% of the composition of the college - 3 persons.
4. The person who meets the requirements specified in art. 20 clause 1 points 1-5 and 7 of the Act, may be a member of the electoral college.

**§ 46**

1. In justified cases, the electoral college may dismiss the Rector by a majority of at least 3/4 votes in the presence of at least 2/3 of the statutory composition of the college.
2. The request to dismiss the Rector may be submitted by the Senate by a majority of at least 1/2 of the statutory composition.

3. The chairperson of the electoral college declares the expiration of the Rector's mandate.
4. In case of the expiration of the Rector's mandate, the electoral college shall immediately elect a new Rector for the period until the end of the term of office.

#### **§ 47**

1. The term of office of the electoral college is equal to the term of office of a single and collegial bodies of the Academy and is 4 years.
2. The duration of membership in the electoral college of students\_ and members of the Doctoral School is determined by the regulations of the students\_ government and the regulations of the members of the Doctoral School government.
3. Membership in the electoral college may not be combined with the function of the body of one or another university, membership in the college of another university or employment in public administration.
4. Membership in the electoral college expires in the event of:

- 1) death;
- 2) resignation from membership;
- 3) failure to submit the declaration referred to in art. 7 item 1 of the Act of 18 October 2006 on the disclosure of information on documents of the State Safety Authorities from 1944-1990 and the content of such documents or failure to submit the information referred to in art. 7 item 3a of this Act;
- 4) loss of passive electoral rights.

#### **§ 48**

1. The electoral college shall elect its chairperson from among its members.
2. The electoral college shall adopt resolutions by a simple majority of votes in the presence of at least half of the statutory number of members.
3. Detailed principles and mode of operation of the electoral college are set out in its regulations adopted by the Senate.

### **Section IV. Academy Organizational Structure**

#### **Chapter 1. Organizational units of the Academy**

#### **§ 49**

1. The organizational units of the Academy are:
  - 1) Faculty, being the basic organizational unit of the Academy, which conducts at least one field of study. The responsibility of the faculty is to create conditions for educational, scientific and artistic creation;
  - 2) Internal units of the faculty , i.e.
    - a) department ,
    - b) sub-department,

- c) diploma studio,
- d) major studio,
- e) workshop;
- f) laboratory;

3) Interfaculty or university-wide units:

- a) department,
- b) sub-department,
- c) workshop;
- d) laboratory;

4) Doctoral School;

5) Library;

6) other university-wide units:

- a) for museum and archive collections,
- b) publishing company,
- c) gallery;

7) general administration units, including:

- a) departments,
- b) sections,
- c) office

and independent workplaces.

2. Department - is an organizational faculty, interfaculty or university-wide unit, whose responsibility is to conduct educational, scientific and artistic creation. The department should employ at least 8 academic staff, including at least 1 person as a professor or the Academy professor, employed at the Academy as the primary workplace. In special cases, the Rector may agree to establish a department that does not meet the above conditions.

3. Diploma studio - is an organizational unit established to conduct educational and scientific activities, including artistic creation, which the staff, in accordance with the author's programme, supervises diploma projects. The studio is run by academic staff with at least a postdoctoral degree. In justified cases and during the period determined by the Rector, at the request of the appropriate Faculty Board, a diploma studio may be run by academic staff with a doctoral degree or non-academic staff, including a visiting professor or visiting artist.

4. Major studio - is an organizational unit established to conduct educational, scientific and artistic creation. The studio is run by academic staff with at least a doctoral degree. In justified cases and within the period determined by the Rector at the request of the appropriate Faculty Board, a major studio may be run by non-academic staff, including a visiting professor or visiting artist.

5. Sub-department - is an university-wide or interfaculty unit, established to conduct



educational, scientific and artistic creation. The institution employs, on a full-time basis, not less than 3 academic staff for whom the Academy is the primary workplace.

6. Workshop - is an organizational unit established to conduct educational activities, oriented on the practical improvement of professional skills through the use of specific equipment, technology or software. The workshop is a service unit for students and academic staff as well as external entities.

7. Laboratory - is an organizational unit established to conduct scientific activities and artistic creation. The laboratory provides technological conditions for performing experiments, measurements and other activities as part of scientific activity and artistic creation. The laboratory is a service unit for students and academic staff as well as external entities.

8. Units other than those mentioned in para. 1-7, including boards, centers and other service or business units may be created at the Academy.

## **§ 50**

1. Organizational units referred to in § 49 para. 1 point 7) are created, transformed and liquidated by the Rector independently.

2. Organizational units referred to in § 49 para. 1 item 2) are created, transformed and liquidated by the Rector, after consulting the Faculty Board.

3. Organizational units referred to in § 49 para. 1 item 3), 4), 5), 6) are created, transformed and liquidated by the Rector, after consulting the Senate.

## **Chapter 2. Academy Administration**

### **Subchapter 1. Administration responsibilities**

## **§ 51**

1. The Academy administration consists of organizational units created to provide conditions for the implementation of the Academy's statutory responsibilities, as well as to conduct social and living matters of employees, students and members of the Doctoral School.

2. The Academy administration provides academic staff members with the most favorable conditions for artistic, scientific and educational work, and for students and members of the Doctoral School, the most convenient conditions for studying, training and conducting scientific activity, including artistic creation.

3. The Academy administration participates in managing the Academy's property, including maintaining it at the appropriate level.

4. The Academy administration is managed by the Rector.

## **Subchapter 2. Chancellor**

### **§ 52**

The Chancellor manages the property and conducts the Academy's economy within the scope of ordinary management, with the exception of matters reserved in the Act, the Statute or organizational regulations for the Academy's Authorities or other employees of the Academy.

### **§ 53**

1. The Chancellor's basic responsibilities include:

- 1) taking actions and decisions ensuring preservation, proper use of the Academy's property and its enlargement and development;
- 2) organizing and coordinating investment, technical and business activities;
- 3) participation in establishing the principles of organization and conducting inventory of Academy's property components.

2. The Chancellor is employed and dismissed by the Rector.

3. The Rector supervises the Chancellor's activities.

4. The Chancellor may act with the assistance of deputies.

5. The specific responsibilities of the Chancellor are set out in the organizational regulations.

### **§ 54**

The Chancellor may authorize specific heads of organizational units or other administrative employees to perform activities on his/her behalf.

## **Subchapter 3. Bursar**

### **§ 55**

1. The Bursar acts as the chief accountant at the Academy.

2. The Bursar is subordinate to the Rector.

3. The Bursar's basic responsibilities include:

- 1) ongoing supervision over the implementation of the material and financial plan;
- 2) keeping accounting of the Academy;
- 3) carrying out funds orders;
- 4) initial control of the compliance of economic and financial operations with the interim financial provision or the Academy's material and financial plan;
- 5) conducting initial inspection of the completeness and reliability of documents regarding economic and financial operations.

4. The Bursar is employed and dismissed by the Rector.

5. The Bursar may act with the assistance of deputies.
6. Detailed responsibilities and rights of the Bursar are regulated by separate provisions and organizational regulations.

#### **Subchapter 4. Heads of organizational units**

##### **§ 56**

1. Organizational units of the Academy administration are managed by their heads.
2. Heads of organizational units of the Academy administration are employed and dismissed by the Rector.

##### **§ 57**

1. Heads of organizational units of the Academy administration report directly to the Rector, the Bursar, the Chancellor or the relevant Vice-Rector - in accordance with the provisions of the organizational regulations.
2. Academy employees who are non-academic staff members are subject to the heads of organizational units in which they perform their work, unless specific provisions or organizational regulations provide otherwise.
3. To the extent not provided in the Statute, the organization and operating principles of the Academy administration are set out in the organizational regulations.

#### **Chapter 3. Organizational regulations**

##### **§ 58**

1. Organizational regulations apply at the Academy, which specify in particular:
  - 1) organizational structure of the Academy and the division of responsibilities within this structure;
  - 2) list of Academy organizational units, including their names and responsibilities;
  - 3) organization and operating principles of the Academy administration;
2. The change in the organizational structure of the Academy does not require the amendment of the Statute and is made on the basis of the Rector's order.

##### **§ 59**

1. The organizational regulations are established by the Rector, after consulting the Senate.
2. The Senate shall submit the opinion to the draft organizational regulations within 4 weeks from the date of submission of the draft by the Rector.
3. In the absence of the opinion within the time limit referred to in para. 2, the obligation ~~to~~of consultation is considered to be fulfilled.
4. The provisions of para. 1-3 shall apply accordingly to changes in organizational regulations.

## **Chapter 4. Library, collections and archival and museum collections, publishing and exhibition activities**

### **§ 60**

1. The library functions at the Academy.
2. The library as an university-wide organizational unit serves the needs of the education process and scientific activities, including artistic creation.
3. The responsibility of the library system is to collect and share:
  - 1) domestic and foreign library collections - oriented towards the field of art;
  - 2) resources of scientific information necessary to implement the education process and to support scientific activities, including artistic creation.
4. Detailed rules for the functioning and use of the library, including sharing the collections and the responsibilities of the library manager, are specified by the Rector's order .
5. The rules referred to in para. 4, take particularly into account the need to ensure full access of the Academy community members to the library and information resources.

### **§ 61**

For the proper functioning of the library, the Academy may process the following personal data of persons using the system:

- 1) name and surname;
- 2) personal ID number;
- 3) ID card or passport number;
- 4) names of parents;
- 5) address of residence;
- 6) email address;
- 7) telephone number;
- 8) place of education or workplace;
- 9) date and place of birth;
- 10) student's card number.

### **§ 62**

1. The university-wide organizational unit operates with collections, archival and museum collections, and publishing and exhibition activities.
2. The responsibility of the unit is to collect, store, share archival and museum collections, disseminate science and culture achievements, and popularize art, collections of the Academy and its artists.
3. The Academy protects and provides special care for exhibits and collections in its repertory.

4. Detailed principles of the unit's operation referred to in para. 1, the use of its collections and the responsibilities of its manager are defined by the Rector's order.

### § 63

1. There is an institutional archive at the Academy, being an university-wide organizational unit, which is also a part of the state archival network in the Network of Archival Institutions.
2. The Academy's institutional archive is created, transformed and liquidated by the Rector.
3. The institutional archive fulfills archival and scientific responsibilities. The detailed procedure for collecting, organizing and using collections is specified in the relevant provisions and regulations of the archive approved by the Rector.
4. The institutional archive operates in accordance with the provisions of the applicable act on national archive resources and archives (Journal of Laws of 2019, item 553, i.e. of 2019.03.25).
5. The responsibilities of the Academy's institutional archive are in particular:
  - 1) collecting and storing archive materials related to the activities of the Academy, its staff, students, members of the Doctoral School;
  - 2) sharing collections for scientific purposes;
  - 3) preparation and publication of archival materials.

### § 64

1. The Academy may conduct publishing activities reporting directly to the Rector. The mode of organizing and the rules of functioning are specified by the Rector.
2. The Academy may conduct exhibition activities. To this end, galleries may operate at the Academy, organized depending on the needs and financial possibilities by:
  - 1) the Rector, as university-wide galleries;
  - 2) the dean as departmental galleries.
3. The rules of functioning of the gallery are determined by the Rector or dean, respectively.

## **Section V. Education of students and members of the Doctoral School Chapter 1. Management of education**

### § 65

1. The Academy provides education:
  - 1) at first-cycle studies, second-cycle studies and long-cycle studies;
  - 2) at the Doctoral School;
  - 3) at postgraduate studies;
  - 4) at courses, trainings, summer schools;
  - 5) at the Third Age University/Open University.

2. Studies are conducted at a given field, level, form and profile. Studies enable obtaining qualifications at levels 6 and 7 of the Integrated Qualifications System.
3. Studies are conducted in full-time and part-time forms. Classes in full-time form are conducted separately from classes in part-time form.
4. Studies are conducted on an academic profile.
5. Fields of study conducted at the Academy are assigned to relevant fields and disciplines to the extent corresponding to the learning outcomes specified in the education programme of the given field, level and profile of study.
6. Lectures at the Academy are open.
7. Studies can be conducted in foreign languages.
8. The Academy may conduct individual interfaculty studies, which are a way of organizing studies enabling obtaining a diploma in more than one field of study.
9. The Eugeniusz Geppert Academy of Art and Design in Wrocław may also conduct on the principles set out in the Act:

- 1) interdisciplinary studies;
- 2) studies along with another university, another foreign university, research institute, institute of the Polish Academy of Sciences or an international institute.

### **Establishment of studies**

#### **§ 66**

1. Studies at a specific field, level, form and profile are established, transformed and liquidated by the Rector on the principles set out in the Act and the Statute.
2. The request for the establishment or liquidation of studies shall be submitted by the dean after obtaining the opinion of the appropriate Academy Faculty Board.
3. The Rector shall establish studies after giving a positive opinion on the request for the establishment of studies by the Senate.
4. Postgraduate studies are established by the Rector at the request of the appropriate Faculty Board.
5. Postgraduate studies shall last not less than two semesters, and their education programme takes into account the learning outcomes for partial qualifications of the second level of the Polish Qualifications Framework characteristics at the level of 6, 7 or 8 qualifications of the Integrated Qualifications System.

### **Chapter 2. Education process**

#### **§ 67**

Consultative and advisory bodies in the education process are:

- 1) Faculty Boards;
- 2) the Doctoral School Council.

## **Studies programme**

### **§ 68**

1. The studies programme includes:

- 1) learning outcomes referred to in the Act of 22 December 2015 on the Integrated Qualifications System (Journal of Laws of 2018, item 2153, as amended);
- 2) description of the process leading to learning outcomes;
- 3) number of the European Credit Transfer System points assigned to classes.

2. The draft studies programme is prepared and submitted to the Academy Senate by the dean after receiving a positive opinion from the relevant Faculty Board.

3. The Senate, at the request of the relevant dean, shall determine the studies programme for a given field, level and profile, after consulting the students government.

4. The students government executive body (the government council) gives the opinion referred to in para. 3, within 7 days from the day of submitting the draft studies programme or its changes. If the opinion is not given within the specified period, the requirement to seek the opinion shall be considered met.

## **Chapter 3. Studies and students**

### **§ 69**

1. The organization and course of studies as well as the students' rights and obligations related thereto are set out in the studies regulations.

2. The Academy maintains documentation of the course of studies and validation of the education process in a manner specified by separate relevant provisions.

3. The rules for granting and paying the material support for students referred to in the Act, determining its amount, criteria and procedure for granting it, are set out in separate regulations.

### **§ 70**

1. Admission to studies shall take place through:

- 1) recruitment;
- 2) confirmation of learning outcomes;
- 3) transfer from another university or a foreign university.

2. At the request of the relevant dean, the Senate determines the number of places in a given field and form of study, guided by the principle of responsibility for the quality of education and ensuring compliance of the structure of fields with the Academy's strategy.

3. At the dean's request, the Senate determines the conditions, procedure, limit, as well as the date of starting and ending recruitment for studies, as well as the manner of conducting examinations, including scores.

4. The resolution of the Senate shall be made available not later than by 30 June of the year preceding the academic year in which the recruitment is to take place, and in the case of the establishment of a new organizational unit of the Academy (department) or studies at a specific field, level and profile - immediately after their establishment.

### **Recruitment procedure**

#### **§ 71**

1. Recruitment procedures are conducted by recruitment committees appointed by the Rector and the dean, respectively the Academy and the faculty committee.
2. Admission to studies is based on the entry on the list.
3. Refusal of admission to studies is made by means of the administrative decision, signed by the chairperson of the Academy Recruitment Committee.
4. The Senate defines the rules for the admission of winners and finalists of central level olympiads.
5. Admission limits for individual fields of study, including candidates applying for admission based on confirmation of learning outcomes, are determined by the Rector after consulting the appropriate Faculty Board.

#### **§ 72**

1. Admission to the Academy's students community and acquisition of student's rights shall take place upon the matriculation and the pledge.
2. The Academy student's oath is as follows:

"Aware of the responsibilities of the member of the academic community, I solemnly  
pledge to:

- acquire persistent knowledge and skills for the good of the Motherland and the development of its culture,
- take care of the student's dignity and the good name of the Academy,
- respect pedagogues and the rules of social relations,
- comply with the provisions of the Academy's Statute and studies regulations"

The pledge may be taken in a foreign language in which education is provided, if a student is a foreigner.

3. The list of languages in which the pledge may be taken and the content of the pledge in these languages are specified and made public by the Rector.

#### **§ 73**

1. The academic year lasts from 1 October to 30 September and is divided into two semesters.
2. The academic year includes:

1) the period of didactic classes resulting from the studies programme, divided into two semesters: winter and summer;



- 2) examination sessions (periods of verification of learning outcomes) determined in periods free from classes, lasting from 5 to 15 days;
- 3) other periods free from classes, in particular holiday breaks and breaks between semesters.

3. The Rector, after consulting the students government, shall specify the detailed organization of the academic year, taking into account the current studies programmes.

4. The students government executive body (the government council) shall give the opinion referred to in para. 3, within 7 days from the date of submission of the project of the detailed organization of the academic year. Failure to take a position within the prescribed period means a positive opinion.

#### **§ 74**

1. During the academic year, the Rector may establish additional days or hours free from classes.

2. The dean may establish, during the academic year, additional hours or days free from classes for employees and students of his/her faculty.

3. During the academic year, the dean of the Doctoral School may establish additional hours or days free from classes for members of the Doctoral School and academic staff members conducting classes at this Doctoral School.

#### **§ 75**

1. The detailed organization of studies is specified in the studies regulations adopted by the Senate at the request of the appropriate Vice-Rector.

2. The studies regulations are adopted not later than by 30 April of the academic year preceding the academic year from which the regulations or its amendments are to apply.

3. The studies regulations must be agreed with the students government. If, within 3 months of adopting the regulations, the Senate and the students government fail to agree on its content, the regulations shall enter into force on the basis of the subsequent resolution of the Senate adopted by a majority of at least 2/3 of its statutory composition.

4. The regulations enter into force at the beginning of the new academic year.

5. The provisions of para. 2-4 shall apply accordingly to amendments to studies regulations.

### **Chapter 4. Doctoral School and members of the Doctoral School**

#### **§ 76**

1. Education of members of the Doctoral School is carried out as part of the Doctoral School.

2. The Doctoral School is established, transformed and liquidated by the Rector in the manner described in the Act and the Doctoral School's Regulations.

3. The Doctoral School may be managed jointly with another academic university, an institute of the Polish Academy of Sciences, a research institute or an international institute.

## § 77

1. The Doctoral School is headed by the dean appointed and dismissed by the Rector.
2. The dean of the Doctoral School may be academic staff with at least a doctoral degree.
3. The appointment of the dean of the Doctoral School requires the prior consent of the legislative body (general meeting) of the members of the Doctoral School government.
4. The authority referred to in para. 2, takes a position on the nominated candidate within 7 days from the day of its submission by the Rector. Failure to take a position within the prescribed period means acceptance of the appointment.
5. The term of office of the dean of the Doctoral School lasts 4 years from the date of appointment and is consistent with the term of office of the Academy's Authorities.
6. The detailed competences of the dean of the Doctoral School are defined in the Doctoral School's Regulations.
7. The Rector may, at the dean of the Doctoral School's request, appoint and dismiss the deputy dean of the Doctoral School.

## § 78

1. The Rector appoints the Doctoral School Council, which has a consultative and advisory function in the field of education of members of the Doctoral School and functioning of the Doctoral School.
2. The term of office of the Doctoral School Council is 4 years and is consistent with the term of office of the Academy Authorities.
3. The Council consists of:
  - 1) dean of the Doctoral School as a chairperson;
  - 2) competent Vice-Rector or the agent of the Rector;
  - 3) academic staff members who meet the criteria set out in the Doctoral School Regulations, one from each faculty;
  - 4) one representative of members of the Doctoral School indicated by the legislative body of the members of the Doctoral School government (general meeting).
4. The Doctoral School Council shall make its decisions by a simple majority.
5. The detailed description of the responsibilities and competences of the Doctoral School Council is specified in the Doctoral School Regulations.

## § 79

1. The draft education programme of the Doctoral School is prepared by the dean of the Doctoral School.
2. The Doctoral School education programme is adopted by the Senate at the dean's request of the Doctoral School, after consulting the members of the Doctoral School government.
3. The executive body of the members of the Doctoral School government (the government council) gives its opinion within 7 days from the day of submitting the draft education programme by the dean of the Doctoral School.
4. If no opinion is given within the time limit, the obligation to consult is considered fulfilled.

## § 80

1. Recruitment to the Doctoral School takes place by means of a competition, on the principles set out by the Senate at the dean's request of the Doctoral School.
2. In special cases, in addition to the regular recruitment procedure, the Rector, in consultation with the dean of the Doctoral School and the Bursar, may decide to admit to the Doctoral School a person who implements a research project financed from external grants and declares that from these funds his/her doctoral scholarship will be covered.
3. Admission to the Doctoral School takes place by means of the entry on the list of the members of the Doctoral School.
4. Refusal of admission to the Doctoral School takes place by means of the administrative decision issued by the dean of the Doctoral School. The decision may be submitted for reconsideration .

## § 81

The person admitted to the Doctoral School acquires the right of the member of the Doctoral School at the moment of taking the pledge as follows:

"Joining the community of the Eugeniusz Geppert Academy of Art and Design in Wrocław, mindful of ideals and academic traditions, I solemnly pledge to:

- acquire persistent knowledge and skills,
- ensure high quality of research and educational activities,
- act in accordance with the law, tradition and good academic practices,
- take care of the good name of the Academy and the dignity of the member of the Doctoral School."

## § 82

1. The organization of functioning and education at the Doctoral School, to the extent not provided in the Act and the Statute t, is specified in the regulations of the Doctoral School adopted by the Senate at the dean's request of the Doctoral School.
2. Regulations of the Doctoral School shall be adopted not later than by 30 April of the academic year preceding the academic year from which it is to apply.
3. Regulations of the Doctoral School must be agreed with the members of the Doctoral School government.
4. The Rector provides the members of the Doctoral School government legislative body with the Doctoral School regulations immediately after they were adopted by the Senate.
5. If, within 3 months of adopting the Doctoral School regulations, the Senate and the members of the Doctoral School government do not agree on its content, the regulations shall enter into force by the subsequent resolution of the Senate, adopted by a majority of at least 2/3 of the statutory number of members of the Senate.
6. The Doctoral School regulations enter into force at the beginning of the new academic year.
7. The provisions of para. 2-6 shall apply accordingly to amendments to the Doctoral School regulations.

## Chapter 5. Students and doctoral organizations

## § 83

1. Students and members of the Doctoral School at the Academy shall constitute respectively the students government and members of the Doctoral School government.
2. students and members of the Doctoral School have the right to associate in the Academy or doctoral organizations.
3. The Authority of the Academy students or doctoral organization shall immediately inform the Rector of its establishment.
4. The Authority of the association that associates:

- 1) only students or
- 2) students, members of the Doctoral School and employees of the Academy,

shall immediately inform the Rector of the activity at the Academy if he/she intends to use the Academy's funds as part of the activities.

5. The records of the Academy students and doctoral organizations and associations referred to in para. 4, the Rector shall lead and inform the academic community.
6. The Rector shall specify the detailed rules for submitting the requests referred to in para. 3 and 4.

#### **§ 84**

1. The Rector, deans and the dean of the Doctoral School may allocate funds, including financial resources, to the operation of students and doctoral organizations, as well as associations operating at the Academy that associate only students or students, members of the Doctoral School and employees of the Academy.
2. students and doctoral organizations benefiting from the funds referred to in para. 1, shall submit the annual activity report.
3. The Rector shall specify the detailed rules for submitting the annual reports on the organization's activities.

### **Chapter 6. Disciplinary liability of students and members of the Doctoral School**

#### **§ 85**

students and members of the Doctoral School are subject to the disciplinary liability for violation of the provisions in force at the Academy and for the act violating the dignity of a student or members of the Doctoral School, respectively.

**Disciplinary ombudsman for students affairs  
Disciplinary ombudsman for members of the  
Doctoral School affairs**

## **§ 86**

1. The disciplinary ombudsman (or ombudsmen) for students affairs and the disciplinary ombudsman (or ombudsmen) for members of the Doctoral School affairs are appointed by the Rector from among the Academy's academic staff members.
2. The term of office of the disciplinary ombudsman lasts 4 years and begins on 1 January of the year following the year in which the term of office of the Rector began.
3. The disciplinary ombudsmen are bound by the Rector's instructions regarding the commencement of the case.
4. The Rector's instructions may not relate to activities undertaken by the ombudsman as part of conducted cases.

## **§ 87**

1. The disciplinary ombudsmen for students affairs and disciplinary ombudsmen for members of the Doctoral School affairs shall institute explanatory proceedings on the instruction of the Rector, who shall be informed about the arrangements.
2. Disciplinary proceedings are initiated by the appropriate Disciplinary Board at the request of the disciplinary ombudsman for students affairs or the disciplinary ombudsman for members of the Doctoral School affairs.

## **§ 88**

1. Disciplinary Boards are appointed at the Academy:
  - 1) Disciplinary Board for students;
  - 2) appeal Disciplinary Board for students ;3) Disciplinary Board for members of the Doctoral School;
  - 4) appeal Disciplinary Board for members of the Doctoral School.
2. The Disciplinary Board for students consists of 5 members, including:
  - 1) 3 academic Staff members;
  - 2) 2 students representatives.
3. The Appeal Disciplinary Board for students consists of 5 members, including:
  - 1) 3 academic Staff members;
  - 2) 2 students representatives.
4. The Disciplinary Board for members of the Doctoral School consists of 3 members, including:
  - 1) 2 academic staff members;
  - 2) 1 representative of the members of the Doctoral School.

5. The Appeal Disciplinary Board for members of the Doctoral School consists of 5 members, including:
  - 1) 3 academic staff;
  - 2) 2 representatives of the members of the Doctoral School.
6. The member of the Disciplinary Board can only be a member of one Disciplinary Board.
7. The member of the Disciplinary Board cannot be:
  - 1) person performing managerial functions or being a part of the Academy's Authority;
  - 2) person punished with a disciplinary penalty.
8. The member of the Disciplinary Board shall be excluded from taking part in the issue that:
  - 1) concerns his/her spouse, direct relatives or in-laws;
  - 2) concerns persons related to him/her by adoption, care or custody;
  - 3) in which he/she remains with one of the parties in such a legal relationship that the outcome of the case may affect his/her rights or obligations;
  - 4) because of which disciplinary proceedings were instituted against him/her;
  - 5) in which one of the parties there is a person who is in relation to him/her in a superiority or professional subordination;
  - 6) at the request of a participant in the disciplinary proceedings, if there is such a circumstance that it could raise a reasonable doubt as to the impartiality of a committee member in a given case.
9. In the cases described in par. 8, the Rector appoints the deputy of the excluded member of the board for the duration of the case by the Disciplinary Board.

## **§ 89**

1. The Senate shall elect the members of the Disciplinary Boards referred to in § 88 para. 2 point 1), item 3 point 1), item 4 point 1) and par. 5 item 1) of the Statute.
2. Candidates for members of the Disciplinary Board referred to in para. 1, are nominated by the Rector after consulting the deans.
3. The students government legislative body (general meeting) shall elect the members of Disciplinary Boards referred to in § 88 para. 2 point 2) and par. 3 point 2) of the Statute.
4. Candidates for members of the Disciplinary Board referred to in para. 3 may be nominated by the students government representative.
5. The legislative body of the members of the Doctoral School government (general meeting) shall elect the members of the Disciplinary Boards referred to in § 88 para. 4 point 2) and par. 5 point 2) of the Statute.
6. Candidates for members of the Disciplinary Board referred to in para. 5 may be nominated by a representative of the members of the Doctoral School government.

## **§ 90**

1. The term of office of the Disciplinary Boards is 4 years and begins at the beginning of the term of office of the Academy Senate.
2. The member of the Disciplinary Board may perform the function for a maximum of two consecutive terms of office.
3. Membership in the Disciplinary Board shall cease if:
  - 1) election or appointment to the positions referred to in § 88 para. 7 point 1);
  - 2) ending education or losing the status of the Academy student or member of the Doctoral School;
  - 3) termination of employment of academic staff at the Academy;
  - 4) valid disciplinary penalty;
  - 5) resignation;
  - 6) death.
4. At the request of the board member or chairperson of the board, the appointing authority of a given Disciplinary Board member may dismiss the board member in the event of:
  - 1) long-term illness;
  - 2) long absence from the Academy;
  - 3) occurrence of another reason preventing the performance of the responsibilities of the board member.
5. In the event of termination of membership or dismissal of the member of the Disciplinary Board, a new member shall be appointed for the remaining term of office of the board. The provisions of § 89 shall apply accordingly.

## **§ 91**

Only academic staff members with at least postdoctoral degree may be the chairperson of the board .

## **§ 92**

The organizational unit competent for the education process and the Academy legal counsel are responsible for the administrative service and legal services of the Disciplinary Boards.

### **Section VI. Academy employees Chapter 1 General provisions**

## **§ 93**

The Academy's employees are:

- 1) academic staff members employed in groups of employees:
  - a) research,
  - b) research and education

- c) education;
- 2) employees who are non-academic staff members.

### **Subchapter 1. Academic Staff members**

#### **§ 94**

1. The basic responsibilities of academic staff members who are employees:
  - 1) research - conducting scientific activities, including artistic creation or participating in the education of members of the Doctoral School;
  - 2) research and education - conducting scientific activities, including artistic creation, education and upbringing of students or participating in the education of members of the Doctoral School;
  - 3) education - education and upbringing of students or participating in the education of members of the Doctoral School should be provided.
2. Academic staff is obliged to participate in the organizational work for the Academy and to constantly improve professional competences.
3. The detailed scope of responsibilities of academic staff is determined by the Rector.
4. The Rector employs academic staff at the dean's request or the head of the interfaculty or university-wide unit after obtaining the opinion of the Faculty Board or Senate.

#### **§ 95**

1. Research workers are employed in the positions of:
  - 1) professor;
  - 2) Academy professor;
  - 3) assistant professor;
  - 4) assistant.
2. Research and education workers are employed in the positions of:
  - 1) professor;
  - 2) Academy professor;
  - 3) assistant professor;
  - 4) assistant.
3. Education workers are employed in the positions of:
  - 1) professor;
  - 2) Academy professor;



- 3) assistant professor;
- 4) assistant;
- 5) senior lecturer;
- 6) lecturer;
- 7) senior lector;
- 8) lector;
- 9) senior trainer;
- 10) trainer.

## **§ 96**

Academic staff can be a person who:

- 1) has the qualifications specified in the Act and the Statute;
- 2) was not punished with a disciplinary penalty referred to in art. 276 paragraph 1 points 7 and 8 of the Act;
- 3) meets the requirements referred to in art. 20 clause 1 points 1-3 of the Act;
- 4) is a person with impeccable ethical attitude.

## **§ 97**

1. In the positions of academic staff members, a group of research workers may employ persons who meet the following conditions:
  - 1) in the case of a professor:
    - a) possessing an academic title,
    - b) outstanding position in the field of art, science and active artistic, design and scientific activity proven by the overall artistic, design and scientific achievements,
    - c) significant achievements in training research staff, managing research staff, as well as organization of artistic and scientific life,
    - d) achievements in organization;
  - 2) in the case of the Academy professor:
    - a) possessing at least a doctoral degree,
    - b) significant achievements in artistic, design, scientific or professional work,
    - c) achievements in organization,
    - d) support of the Senate;
  - 3) in the case of an assistant professor - a research worker with at least a doctoral degree or equivalent and who has:
    - a) significant artistic, design or scientific achievements, including organization and participation in artistic and design undertakings, as well as individual presentations of own achievements in exhibition centers,

- b) active participation in artistic or scientific life,
- c) achievements in organization,
- d) opinion of the Faculty Board competent for the place of employment;

4) in the case of an assistant - a research worker with at least a master's degree, master of engineering degree or equivalent, and proven activity in the area of artistic and design activity and showing predispositions for research work, and:

- a) proven artistic or design activity,
- b) minimum 2 written recommendations from representatives of the world of culture and art,
- c) opinion of the Faculty Board competent for the place of employment,
- d) knowledge of a foreign language at B2 level.

2. Persons who meet the following conditions may be employed in the positions of academic staff in the research and education workers group:

1) in the case of a professor:

- a) possessing an academic title,
- b) outstanding position in the field of art, science and active artistic and scientific activity proven by the overall artistic and scientific achievements,
- c) significant achievements in training research staff, managing research staff, as well as in organizing artistic and scientific life,
- d) achievements in organization,
- e) achievements in teaching;

2) in the case of a Academy professor:

- a) possessing at least a doctoral degree,
- b) significant achievements in artistic, design, scientific or professional work,
- c) achievements in organization,
- d) achievements in teaching,
- e) support of the Senate;

3) in the case of an assistant professor – a research and teaching staff with at least a doctoral degree or equivalent and who has:

- a) significant artistic, design or scientific achievements, including organization and participation in artistic and design undertakings as well as individual presentations of own achievements in exhibition centers,
- b) active participation in artistic or scientific life,
- c) achievements in teaching,
- d) achievements in organization,
- e) opinion of the Faculty Board competent for the place of employment;

- 4) in the case of an assistant - a research and teaching staff who has at least a master's degree, master of engineering degree or equivalent, and:
  - a) proven artistic or design activity,
  - b) minimum 2 written recommendations from representatives of the world of culture and art,
  - c) opinion of the Faculty Board competent for the place of employment,
  - d) knowledge of a foreign language at B2 level.

3. The Rector may employ a candidate as assistant, without the requirements specified above, if the candidate has outstanding artistic or project achievements and his/her employment can significantly affect the prestige of the Academy.

4. Persons who meet the following conditions may be employed in the positions of academic staff in the group of the teaching staff:

- 1) in the case of a professor:

- a) possessing an academic title,
- b) significant achievements in training research staff,
- c) significant achievements in teaching,
- d) achievements in organization;

- 2) in the case of a Academy professor:

- a) possessing at least a doctoral degree,
- b) significant achievements in teaching, including education of research staff,
- c) achievements in organization,
- d) support of the Senate;

- 3) in the case of an assistant professor:

- a) possessing a doctoral degree,
- b) experience in teaching for a period of at least 5 years,
- c) opinion of the Faculty Board competent for the place of employment;

4) in the case of an assistant - a teaching staff with at least a master's degree, master of engineering degree in engineering or equivalent in a given artistic or scientific discipline, and showing preparation for teaching, and:

- a) opinion of the Faculty Board competent for the place of employment,
- b) knowledge of a foreign language at B2 level;

5) in the case of a senior lecturer – a teaching staff with a master's degree, master of engineering degree in engineering or equivalent or a doctoral degree:

- a) an employee with a master's degree, master of engineering degree or equivalent, working for a minimum of 5 years as a lecturer, may be employed as a senior lecturer,
- b) an employee employed as a lecturer with a doctoral degree may be employed as a senior lecturer;

6) in the case of a lecturer - a teaching staff with at least a master's degree, master of engineering degree or equivalent, and proven competence directly related to the position;

7) in the case of a senior lecturer - a teaching staff with at least a master's degree, or equivalent in the field of foreign languages, and who has:

- a) at least 5 years of experience working as a staff or other academic staff,
- b) at least 2 years of work experience at an art studies or a department of foreign languages of a university with proven experience in teaching students of arts-related fields,
- c) knowledge of a foreign, specialized artistic language confirmed by the development of specialized teaching materials;

8) in the case of an instructor – a teaching staff with at least a master's degree or equivalent in foreign languages;

9) in the case of a senior instructor - a teaching staff with at least a master's degree or equivalent, and at least 5 years of experience working as an instructor or other academic staff;

10) in the case of a trainer- a teaching staff with at least a bachelor's degree, master's degree or equivalent.

5. Due to the Academy's needs related to the type of performed work, in the announcement of the competition for a specific position of academic staff, it is permissible to introduce additional qualification criteria necessary for employment in the positions listed in para. 1-3.

6. No direct professional subordination between spouses and persons may arise at the Academy:

- 1) running a joint household;
- 2) remaining in a relationship of a kinship, affinity to the second degree, or in relation to adoption, care or custody.

7. The provision of para. 5 does not apply to the Rector.

## **Subchapter 2. Employment relationship with academic staff members**

### **§ 98**

1. Establishing the first employment relationship at the Academy with academic staff for unspecified or specified period of more than 3 months, in the amount exceeding half of the full-time working period, takes place after conducting an open competition, with the exception of the case referred to in art. 119 section 2 of the Act.
2. The detailed procedure and conditions for conducting the competition are specified in § 112 of these Statutes.
3. The first employment contract with academic staff at the Academy is concluded on time:
  - 1) unspecified or
  - 2) specified for up to 4 years.
4. In the case referred to in para. 3 point 2), after academic staff obtained a positive evaluation, the employment contract for unspecified period may be concluded without conducting the competition.
5. In the case referred to in para. 3 point 2) and in the case of a contract for specified period of academic staff:
  - 1) for which the Academy is not a primary workplace;
  - 2) who receive a pension benefit;

- provisions of art. 251 § 1-3 of the Act of 26 June 1974 - Labour Code (i.e. Journal of Laws of 2019, item 1040, as amended) shall not apply.
6. The employment contract with academic staff shall indicate whether the Academy is the primary workplace. The condition for indicating the Academy as the primary workplace is full-time employment.
7. Academic staff may have only one basic workplace at a time.

### **Subchapter 3. Additional employment of academic staff**

#### **§ 99**

1. Academic staff employed at the Academy, which is the primary workplace, may, with the Rector's consent, take up or continue additional employment with only one employer conducting teaching or scientific activity.
2. The rules for additional employment by academic staff are set out in Art. 125 section 1-7 of the Act.
3. Academic staff conducting business activity shall inform the Rector of the Academy, which is the primary workplace.

### **Subchapter 4. Working time of academic staff members**

#### **§ 100**

1. Academic staff have a task-based working time system.

2. The annual duration of classes is:

- 1) up to 240 didactic hours - for a research and teaching staff;
- 2) up to 180 didactic hours - for a research and teaching staff employed as a professor;
- 3) up to 360 didactic hours - for a teaching staff;
- 4) up to 540 didactic hours - for a teaching staff employed as a lector or trainer;

- whereby 1 teaching/ didactic hour is 45 minutes.

3. The workload for academic staff, in accordance with the requirements of the Act, is specified by the Rector in the work regulations.

4. The Rector or Vice-Rector may, after consulting the Rectors' college, reduce the number of classes below the workload established by the Senate or release from the obligation to achieve a fixed workload, in the case of the performance of important responsibilities or the implementation of research projects or other responsibilities by academic staff set out in the Statute.

5. Reducing the number of classes or exemption from the obligation to achieve a fixed workload during the academic year, in accordance with para. 4, on a reasoned request of academic staff, with the consent of the Faculty Board or head of the interfaculty or university-wide unit.

6. The Rector, when deciding to reduce the number of classes, shall do so after analyzing all the circumstances given by academic staff in the request and contained in the opinion of the Rectors' College, in particular the Rector shall take into account:

- 1) the importance and labour consumption of the responsibilities;
- 2) the position or function held at the Academy;
- 3) place of task implementation.

7. The reduction in the number of classes may occur provided that:

- 1) the Academy's financial resources to cover the cost of employing a person that replaces the person to whom the reduction is granted;
- 2) provide a person for substitution that will allow the implementation of the established didactic process;
- 3) indication of the time for which the reduction is granted.

8. The annual number of classes includes the time allocated for the education of member of the Doctoral School.

9. The rules for calculating the number of didactic hours and determining the scope of responsibilities of academic staff are included in the work regulations.

10. Didactic classes may also be performed outside the Academy on the terms set out in the work regulations.

11. The Rector's didactic classes are reduced by the Academy Council.

## **Subchapter 5. Mid-term evaluation of academic staff members**

### **§ 101**

1. Mid-term evaluation is carried out at least once every 4 years or more often at the Rector's request.
2. Academic staff, with the exception of the Rector, shall be subject to mid-term evaluation, in particular as regards the performance of the responsibilities referred to in Art. 115 of the Act and compliance with the provisions of the Act of 4 February 1994 on Copyright and Related Rights (Journal of Laws of 2019 item 1231, i.e. from 2019.07.03.), as well as industrial property. Mid-term evaluation may be positive or negative.
3. The criteria for mid-term evaluation for individual groups of employees and types of positions, as well as the mode and entity performing the mid-term evaluation are determined by the Rector after consulting the Senate, trade unions, students government and members of the Doctoral School government. The opinion shall be presented within the time limit specified in the request, not less than 30 days.
4. In the event of the ineffective expiration of this period, the requirement to seek the opinion shall be considered met. The criteria may not apply to the obligation to obtain a doctoral degree, postdoctoral degree or the title of professor. The criteria are presented to academic staff before the start of the period under evaluation.

## **Chapter 2. Disciplinary liability of academic staff members**

### **Subchapter 1. Catalogue of guilts**

### **§ 102**

1. Academic staff shall be subject to disciplinary liability for disciplinary offences constituting the act that violates the responsibilities of academic staff or the dignity of the profession of academic staff on the principles set out in the Act and the executive regulation to the Act.
2. The significant guilts subject to disciplinary liability include in particular the act of:
  - 1) appropriation of authorship or misleading as to the authorship of all or part of someone else's work or artistic performance;
  - 2) dissemination, without providing the name or nickname of the creator, someone else's work in the original version or in the form of a study;
  - 3) dissemination, without providing the name or nickname of the creator, someone else's artistic performance or public distortion of such work, artistic performance, phonogram, videogram or broadcast;
  - 4) infringement of other persons copyright or related rights in a manner other than specified in items 1) -3);

- 5) falsification of scientific research or its results or other scientific fraud;
- 6) accepting or demanding a financial or personal benefit or its promise in connection with performing functions or taking a position at the Academy;
- 7) invoking the influence at the Academy, state institution, local government or organizational unit possessing public funds or provoking the conviction of another person or confirming his/her belief in the existence of such influences and undertaking an intermediation in settling the matter in return for financial or personal benefit or its promise;
- 8) granting or promising to provide financial or personal benefits in exchange for mediation in arranging the matter at the Academy by exerting influence on the decision, action or omission of the person performing the function or holding the position at the Academy in connection with performing this function or taking the position;
- 9) taking actions that violate the Academy's interests;
- 10) actions discrediting the Academy through negligence, insouciance or malevolence in the development and implementation of exhibition projects and publications related to the achievements of the Academy's staff;
- 11) gross negligence of the obligations referred to in § 94.

## **Subchapter 2. Penalties**

### **§ 103**

#### 1. Disciplinary penalties are:

- 1) admonition;
- 2) reprimand;
- 3) reprimand with a reduction in base salary from 10% to 25% for a period of one month to two years;
- 4) disqualification from office of a supervisor, reviewer and member of the committee in proceedings regarding the award of a doctoral degree, postdoctoral degree and the title of professor for a period of one to five years;
- 5) disqualification from office of managerial functions at universities for a period of 6 months to 5 years;
- 6) expulsion from work at the Academy;
- 7) expulsion from work at the Academy with the prohibition of working at universities for a period of 6 months to 5 years;
- 8) disqualification from office of academic staff for a period of 10 years.

2. For one disciplinary offence one disciplinary penalty is imposed, for several guilts one penalty is imposed - the most severe.

#### 3. Disciplinary penalties specified in § 103 para. 1:

- 1) points 1) -3) - shall be erased after 3 years;
- 2) points 4) -7) - shall be erased after 5 years;



3) point 8) - shall be erased after 15 years.

4. In the event that the act constitutes a minor disciplinary offence, the warning shall be imposed after having heard academic staff.

5. Academic staff punished with a reprimand may appeal to the labour court competent for the headquarters of the Academy. The appeal must be lodged within 14 days from the date of delivery of the notification of penalty.

6. The penalty of reprimand shall be deemed not to be valid one year after the day of delivery of the notification of penalty. The Rector may, on his/her own initiative or at the request of a trade union organization representing academic staff, declare the penalty not valid before the expiration of this period.

7. If the labour court issues a decision on annulling the reprimand or declaring it to be invalid, a copy of the notification of penalty shall be removed from the personal files of academic staff.

### **Subchapter 3. Disciplinary procedure**

#### **§ 104**

The Rector, after receiving notification of the offense having the features of a disciplinary offence or otherwise being informed about the possibility of committing such the offence, may:

- 1) refer the case to mediation - if the dispute arose between the person concerned by the notification or information and the injured party;
- 2) impose an admonition - if the act constitutes a minor disciplinary offense and proving the guilt does not require an investigation;
- 3) order the disciplinary ombudsman to start the case.

#### **Mediator**

#### **§ 105**

1. Mediation is conducted with the consent of the person to whose act relates the notification or information referred to in § 104 and the injured party.

2. Mediation is conducted by academic staff appointed by the Rector.

3. Academic staff conducting the mediation shall draw up a report on its results and forward it to the Rector.

### **Disciplinary ombudsman for academic staff members**

#### **§ 106**

1. The disciplinary ombudsman for academic staff members acts as the prosecutor before the Academy Disciplinary Board for Academic Staff Members.
2. Disciplinary ombudsmen at the Academy are appointed by the Rector from among academic staff members with at least a doctoral degree.
3. The term of office of the disciplinary ombudsman appointed by the Rector lasts 4 years and begins on 1 January of the year following the year in which the term of office of the Academy Authorities began.
4. The disciplinary ombudsman begins conducting the case ex officio or on the order of the Rector.
5. The disciplinary ombudsman performs activities to the extent necessary to make a decision on initiating or refusing to initiate explanatory proceedings.
6. Explanatory proceedings are initiated ex officio in the event of an act consisting of:

- 1) appropriation of authorship or misleading as to the authorship of all or part of someone else's work or artistic performance;
- 2) dissemination, without providing the name or nickname of the creator, someone else's work in the original version or in the form of a study;
- 3) dissemination, without providing the name or nickname of the creator, someone else's artistic performance or public distortion of such work, artistic performance, phonogram, videogram or broadcast;
- 4) infringement of other persons copyright or related rights in a manner other than specified in items 1) -3);
- 5) falsification of scientific research or its results or other scientific fraud;
- 6) accepting or demanding a financial or personal benefit or its promise in connection with performing functions or taking a position at the Academy;
- 7) invoking the influence at the Academy, state institution, local government or organizational unit possessing public funds or provoking the conviction of another person or confirming his/her belief in the existence of such influences and undertaking an intermediation in settling the matter in return for financial or personal benefit or its promise;
- 8) granting or promising to provide financial or personal benefits in exchange for mediation in arranging the matter at the Academy by exerting influence on the decision, action or omission of the person performing the function or holding the position at the Academy in connection with performing this function or taking the position;

7. The parties in disciplinary proceedings are the accused and the disciplinary ombudsman.
8. Disciplinary proceedings are initiated at the request of the disciplinary ombudsman.
9. Mediation proceedings may be conducted in disciplinary proceedings.
10. The disciplinary ombudsman may limit supporting activities in explanatory proceedings to hearing the person to whom the act relates and the injured party, as well as to carry out and record in the protocols the activities that cannot be repeated.
11. The disciplinary ombudsman initiates the explanatory proceedings immediately, not later than within 3 months from the date of receipt of the Rector's order or other information about the board of an act having the features of a disciplinary offense.
12. The explanatory proceedings shall end within six months of the day on which they were initiated:

- 1) addressing a request to a Disciplinary Board to initiate disciplinary proceedings;
- 2) request to the Rector for penalty, referred to in art. § 103 para. 1 point 1), if the act constitutes a minor disciplinary offense;
- 3) issuing a decision to discontinue the explanatory proceedings.

13. The explanatory proceedings shall not be commenced after 5 years from the committing the act.

14. If, in the opinion of the disciplinary ombudsman, the act has the features of a crime, the ombudsman shall inform the Rector about such issue.

#### **Subchapter 4. Adjudicating entities**

##### **§ 107**

In disciplinary matters, academic staff shall declare:

1) at first instance:

- a) The Academy Disciplinary Board for Academic Staff Members composed of at least three members - when the disciplinary ombudsman applied for the penalty specified in § 103 para. 1 point 2) and 3),
- b) Disciplinary Board for Academic Staff Members at the Main Council of Science and Higher Education - when the disciplinary ombudsman applied for the penalty specified in § 103 para. 1 point 4) -8);

2) in the second instance: Disciplinary Board under the Minister.

##### **§ 108**

1. At least 10 members of the Academy Disciplinary Board for Academic Staff Members are elected by the Senate in a secret voting from among candidates proposed by the Rector.

2. The Rector presents a minimum of four candidates to the Senate for members of Disciplinary Boards from among:

- 1) professors;
- 2) Academy professors;
- 3) other academic staff members.

3. The Academy Disciplinary Board consists of at least 1 student.

4. The students representative shall be indicated by the students government.

5. The Academy Disciplinary Board for Academic Staff Members elects at its first meeting a chairperson who should have the title of professor and his/her deputy, which can only be academic staff with at least a postdoctoral degree.

6. The first meeting of the Academy Disciplinary Board shall be convened by the Rector within three months of the election of the members of that board.
7. The Academy Disciplinary Board's term of office is 4 years and begins at the beginning of the Senate's term of office.
8. The person holding the function of the Academy Authority may be a member of the Disciplinary Board after 4 years from the termination of this function.
9. By-elections to the composition of the board referred to in para. 1 shall be made from among candidates proposed again by the Rector, in the mode specified in para. 1.
10. The Academy Disciplinary Board decisions shall be taken by a simple majority of the adjudicating panel.
11. The Academy Disciplinary Board decides about:
  - 1) acquitting the accused;
  - 2) renouncement of inflicting a disciplinary penalty;
  - 3) punishing the accused;
  - 4) discontinuation of disciplinary proceedings.
12. Administrative service and legal services of the Academy Disciplinary Board are provided by the administrative employee whose scope of responsibilities includes performing this work and a legal counsel of the Academy.
13. The mandate of a the Academy Disciplinary Board member is suspended upon obtaining information about pending criminal or disciplinary proceedings till the moment of its final termination.
14. The mandate of the Academy Disciplinary Board member expires as a result of:
  - 1) death;
  - 2) elections for the positions listed in para. 19;
  - 3) termination of employment at the Academy;
  - 4) final penalty in criminal or disciplinary proceedings;
  - 5) loss of student status.
15. Suspension and termination of the mandate are confirmed by the Rector.
16. The Senate chooses another person for the vacant position, subject to the provisions of para. 2 and 4. The term of office of the elected member of the board expires on the date on which the term of office of the entire board expires.
17. Performing the function of a member of the board is the responsibility of academic staff.
18. The Academy Disciplinary Board is independent in their judgements. The Academy Disciplinary Board independently decides on all factual and legal issues that are not related to the decisions of other law enforcement bodies, except for a final conviction and the opinion of the ethics board in science.
19. The Academy Disciplinary Board consists of academic staff employed at the Academy, with the exception of persons performing the functions of: Rector, Vice-Rector, dean, deputy-dean, head of a department or sub-departments, head of an interfaculty or university-wide unit and disciplinary ombudsman.
20. The elections referred to in para. 5, shall be done by an ordinary majority of votes at the first Academy Disciplinary Board's meeting convened by the Rector, in the presence of at least 2/3

of the number of board members, by a secret voting.

21. The chairperson of the adjudicating panel in a given disciplinary case is indicated by the chairperson of the Academy Disciplinary Board or his/her deputy. The chairperson of the adjudication panel should be academic staff with the academic title or academic degree not lower than the academic title or academic degree of the accused.

22. The adjudicating panel in a given disciplinary case may not include the direct superiors of the accused, his/her spouses, relatives or in-laws in direct line, persons related to him/her by adoption, care or custody and other persons for whom there is such a circumstance that raise a reasonable doubt as to the impartiality of a member of the adjudication panel.

23. The responsibilities of the chairperson of the Disciplinary Board shall be to manage its work, appoint adjudicating panels, including their chairperson, and to inform the Senate about the work of the board.

24. The chairperson of the Academy Disciplinary Board appoints the adjudication panel separately for each case depending on its type, subject to the requirements of the Act regarding the qualifications of the members of the adjudication panel and the condition that at least one of the members of the adjudication panel is a student.

25. There is a prohibition to simultaneously be a member of 2 panels.

26. Disciplinary proceedings are initiated by the Disciplinary Board at the request of the Disciplinary Ombudsman after he/she conducts explanatory proceedings initiated ex officio or at the Rector's order. The explanatory proceedings are initiated immediately by the disciplinary ombudsmen, not later than within 3 months from the date of becoming aware of an act that results in the possibility of incurring disciplinary liability.

27. Within 3 months from the date of initiating explanatory proceedings, the disciplinary ombudsman should submit the request to the appropriate Disciplinary Board for disciplinary proceedings or issue a decision to discontinue explanatory proceedings.

28. The Academy Disciplinary Board issues decisions no later than 6 months from the day of forwarding the disciplinary ombudsmen's request to initiate proceedings.

## **Chapter 4. Termination of employment with academic staff members**

### **§ 109**

1. Apart from the cases specified in the Labour Code, the Rector may terminate the employment relationship with academic staff upon notice in the case of:

- 1) receiving a negative evaluation;
- 2) taking up or performing additional employment without the required consent of the Rector.

2. The Rector terminates the employment relationship with academic staff upon termination if he/she receives two further negative evaluations.

3. Termination of employment by notice takes place at the end of the semester, subject to notice.

4. The employment contract with academic staff expires in the case of:

- 1) ceasing to meet the requirements referred to in art. 113 of the Act;

- 2) indicating that the conclusion of the employment contract was based on false or invalid documents;
- 3) adjudication of a disciplinary penalty referred to in art. § 103 para. 1 point 6) -8);
- 4) adjudication of a criminal measure in the form of a prohibition on holding a specific position in the case where the adjudication concerns the performance of the responsibilities of academic staff;
- 5) sentences of imprisonment.

## **Chapter 5. Employment as academic staff, competition procedure**

### **§ 110**

The Rector shall create, transform and liquidate the work position of academic staff:

- 1) on its own initiative;
- 2) at the dean's request, after obtaining the opinion of the appropriate Faculty Board;
- 3) at the request of the head of an organizational unit other than a faculty (interfaculty or university-wide), after being approved by the Senate.

### **§ 111**

1. As academic staff, a person who meets the criteria set out in the Act and the Statute can be employed.
2. Academic staff employed at the Academy should have appropriate qualifications required due to the nature and organizational affiliation of a given position.

### **§ 112**

1. Establishment of the first employment relationship with academic staff at the Academy for an unspecified or specified period longer than 3 months, exceeding half of the full-time working period, takes place after conducting an open competition, subject to paragraph 2.
2. The rules specified in para. 1 shall not apply:
  - 1) in the cases provided for in art. 119 section 2 of the Act;
  - 2) in the case of employing a visiting professor;
  - 3) in the case of employing a person for the first time for an unspecified period, who was previously employed at the Academy as academic staff for a specified period, if he/she obtained a positive evaluation referred to in art. 128 of the Act.
3. If the employment of academic staff does not require a competition, the employment relationship is established by the Rector on his/her own initiative or at the reasoned request of the head of the organizational unit to which the position, in which academic staff is to be employed, belongs.

## Competition for academic staff position

### § 113

1. The Rector announces a competition for academic staff position:

- 1) on its own initiative - in relation to the newly created university-wide or interfaculty unit;
- 2) at a reasoned request of the dean of the faculty after prior establishment of the position by the appropriate Faculty Board;
- 3) at a justified request of the head of the university-wide or interfaculty unit.

2. The competition referred to in par. 1, is conducted by the selection committee, which includes the Rector as a chairperson (or a person appointed by him/her), Vice-Rectors, the dean of the faculty or other head of the organizational unit (or a representative appointed by him/her) who applies for the announcement of the competition. The selection committee is appointed by the Rector.

3. Persons not mentioned in para. 3 at the request of each member of the selection committee may be invited to participate in the composition of the selection committee.

4. The selection committee selection Board shall meet in a composition of min. 3 members.

5. The responsibilities of the selection committee are:

- 1) qualifying the candidates by assessing their artistic, design, scientific, educational, organizational achievements and knowledge of a foreign language at least at B2 level, and takes into account the opinion of the Senate or the Faculty Board indicated in para. 8 and 9;
- 2) election of the candidate;
- 3) preparing a report on the competition procedure.

6. The organizational service of the selection committee, including the preparation of reports on the voting and election of candidates, shall be carried out by a designated administrative employee, whose scope of responsibilities includes performing this work.

7. The candidate documents are sent to the Academy's headquarters.

8. In the case of competitions for the positions of assistant and assistant professor, the relevant Faculty Board evaluates the portfolio and achievements (presented in person or online) of the candidate for academic staff and gives opinions on his/her candidacy.

9. In the case of competitions for the positions of university professor and employees of university-wide and interfaculty units, the Senate or the Senate committee evaluates the portfolio and achievements (presented in person or online) of the candidate and gives opinions on his/her candidacy.

10. Each member of the selection committee takes part in the voting, and the candidate with the highest number of votes wins the competition. In the event of two or more candidates obtaining the same number of votes, the chairperson of the selection committee shall have the casting vote.

11. After receiving a positive opinion from the selection committee, the dean or the head of the university-wide and interfaculty units shall apply to the Rector for employment.

12. The request for employment shall be accompanied by a record of the meeting of the selection committee along with the candidate's curriculum vitae and the scope of his/her responsibilities.

13. After the competition results are announced:

1) documents of the candidate, along with a copy of the minutes of the selection committee meeting, other documents and the Rector's decision, shall be forwarded to the appropriate department of the Academy;

2) documents of candidates who were not selected by way of competition are immediately returned.

14. The selection committee shall be terminated upon submitting the report on the competition procedure.

15. Information about the competition for the position referred to in para. 1 and its result, along with the justification, are made available in the Public Information Bulletin on the Academy's websites, as well as on the website of the Minister of Science and Higher Education and the Minister of Culture and National Heritage within 30 days before the competition, and within 30 days after the end, respectively.

16. Information about the competition is also made available in English on the European Committee websites on the European portal for mobile researchers, intended for publication of job offers for researchers, within 30 days before the start of the competition procedure.

17. The information on the competition shall include:

1) organizational unit;

2) artistic or scientific discipline;

3) qualifications to be met by the candidate;

4) required documents;

5) request deadline, which is at least 30 days;

6) date of the announcement of results.

## **§ 114**

1. In the event of obtaining the title of professor, academic staff employed at the Academy is employed as a professor.

2. The person who has at least a doctoral degree and is a recognized authority in a given field or discipline and who obtained a positive opinion of the Faculty Board can be employed at the Academy (for a specified period only) as a visiting professor.

## **§ 115**

1. Conducting didactic classes in justified cases may be entrusted to persons who are not employees of the Academy. The rules and procedure of entrusting didactic classes to such persons are specified by the Rector.



2. Conducting didactic classes may, in justified cases, be entrusted to employees of the Academy who are non-academic staff members with at least a master's degree, master of engineering degree or equivalent. The rules and procedure for entrusting teaching to these employees, as well as additional rights and obligations that may arise from conducting teaching, are specified by the Rector.

## **Chapter 6. Non-academic staff members**

### **§ 116**

Non-academic staff members are:

- 1) library employees;
- 2) employees of university-wide administration;
- 3) employees of university-wide museum and archive units, publishing companies and galleries, other than administrative employees;
- 4) research and technical employees;
- 5) engineering and technical employees
- 6) technical and service employees;
- 7) drivers.

### **§ 117**

1. The employees who belongs to non-academic staff members shall be employed on the basis of the employment contract.
2. The rules and procedure for employing these employees are laid down in labour law and labour regulations.

### **§ 118**

The Rector may authorize the Academy staff to conclude employment contracts with non-academic staff members, assigned to specific groups.

### **§ 119**

Particular types of positions occupied by non-academic staff members, the scope of their responsibilities and the rules of professional subordination are defined in the organizational regulations or work regulations.

### **§ 120**

Non-academic staff members are subject to mid-term evaluation, on the basis of principles and in separate procedures.

## **Section VII. Financial Economy and Academy Property**

### **Chapter 1. Academy property**

#### **§ 121**

1. The Academy property includes property and other property rights.
2. The Academy property management is carried out in accordance with the law, reliably, thriftily and purposely, taking into account the Academy's strategy, responsibilities and interests.

#### **§ 122**

1. Decisions regarding the management of property components are made by the Rector and other persons regarding powers of attorney granted by the Rector.
2. The heads of organizational units and other staff of the Academy are responsible for the proper use and protection of the property.

### **Chapter 2. Financial economy**

#### **§ 123**

1. The Academy, within the resources at its disposal, conducts independent financial economy based on the material and financial plan, prepared for a calendar year, including in particular revenues, operating costs, financial result and the state of funds, in accordance with the provisions of the Act of 27 August 2009. on public finance (Journal of Laws of 2019, item 869, i.e. from 2019.05.10) and the Act of 29 September 1994 on accounting (Journal of Laws of 2019, item 351, i.e. from 2019.02.22 ).
2. The material and financial plan is established by the Rector after consulting the Academy Council by 30 June at the latest, to which it refers.
3. The Academy Council shall, within 7 days from the day of submitting the draft material and financial plan, present a written opinion to the submitted draft plan.
4. Until the date of establishing the material and financial plan, the Academy shall operate on the basis of the preliminary budget. The preliminary budget is set by the Rector by the end of December of the previous year.
5. The Rector may amend the material and financial plan on his/her own initiative or at the request of the Academy bursar.
6. Changing the material and financial plan requires consultation with the Academy Council.

#### **§ 124**

1. The Academy's activities are financed by:

- 1) subsidies from the national budget in accordance with the Act;
- 2) subsidies from the national budget for responsibilities specified in the Act;
- 3) own revenues;
- 4) other financial resources.

2. The Academy's revenues are in particular:

- 1) subsidies referred to in the Act;
- 2) fees for educational services;
- 3) paid scientific, consultative, diagnostic, consulting, experimental, publishing and service activities;
- 4) revenues from the commercialization of the scientific activities results, including artistic creation;
- 5) revenues from the sale of the Academy property;
- 6) revenues from paid use of the Academy property.

### **§ 125**

1. The Academy, by virtue of law , has the following funds:

- 1) capital;
- 2) scholarship;
- 3) support for disabled persons;
- 4) other funds, that are defined by separate provisions.

2. The Rector, after seeking the opinion of the Academy Council and the Senate, by way of order may create other Academy funds, in particular:

- 1) fund for scientific research and commercialization of their results;
- 2) development fund;
- 3) investment and renovation fund.

### **§ 126**

The Academy Council may at any time issue an opinion or position on significant problems related to the financial economy of the Academy. The chairperson of the Council presents the opinion or position of the Academy Council to the Senate.

### **§ 127**

1. Within 5 months of the end of the calendar year, the Rector shall submit a report on the implementation of the material and financial plan and the financial statement to the Academy Council.

- The opinion of the audit company selected in accordance with § 23 par. 1 point 7) of the Statute.
2. The Academy Council shall consider the reports referred to in para. 1 at the meeting whose subject is solely the consideration of these reports.
  3. At the meeting referred to in para. 2, is attended by the Rector, chancellor, bursar and other persons invited by the chairperson of the Academy Council.
  4. The Rector presents his/her position to the Academy Council regarding the submitted reports and provides explanations in matters related to the implementation of the material and financial plan and the property situation of the Academy.
  5. The Academy Council adopts resolutions approving the report on the implementation of the material and financial plan and the financial statement for the previous year.

### **§ 128**

The Academy Council presents the resolutions to the Senate referred to in § 127 para. 5 and the opinion on the implementation of the Academy's strategy by the Rector.

## **Chapter 3. Principles of Academy property management**

### **§ 129**

1. The Academy's property is managed by the Rector.
2. The Rector may authorize Vice-Rectors, the Chancellor or other persons to perform individual or type-specific activities in the field of managing the Academy's property.
3. The Academy's legal transaction in the scope referred to in art. 423 paragraph 2 of the Act or its incurring another obligation, in cases where the market value of the subject of legal transaction or other obligation exceeds PLN 2,000,000 requires obtaining the opinion of the Senate and consent of the Academy Council.
4. The Rector, the Chancellor or other person authorized to assume the obligation on behalf of the Academy shall apply for the opinion of the Senate and consent of the Academy Council.
5. The Academy Council in the matter referred to in para. 4, shall agree or refuse to give within 30 days of receiving the request referred to in para. 4.

## **Chapter 4. Business activity and commercialization of Academy's scientific results**

### **§ 130**

1. The Academy may conduct business activities in the field related to its statutory responsibilities, in particular of the nature:
  - 1) research;
  - 2) service;

- 3) training;
- 4) manufacturing or commercial.

2. The Academy may conduct business activity in the form of financially separated organizational units of the Academy or in another organizational and legal form provided for by law, in particular in the form of a private limited company. In order to conduct business activity, the Academy may also conclude agreements with other entities.

3. The decision on undertaking and terminating a given type of business activity as well as on the selection and change of its organizational and legal form is taken by the Rector after consulting the Academy Council.

4. Detailed rules for the organization and operation of financially separated organizational units, including the procedure for appointing and dismissing the heads of these units, are set out in the organizational regulations set out by the Rector.

### **§ 131**

1. The implementation or preparation for implementation of the results of scientific activity, including the artistic creation of the Academy, may take place by means of taking up or acquiring by the Academy of shares or stocks in the Academy's single private limited company established for this purpose (indirect commercialization).

2. Shares or stocks taken up or acquired may only be in exchange for the contribution in kind made by the Academy in the form of these results of scientific activities, including the Academy's artistic output.

3. The Rector's decision to create the company referred to in para. 1, requires the consent of the Senate.

4. Before sending a request to the Senate for permission to establish a company, the Rector may consult the Academy Council. The provision of § 129 para. 5 shall apply accordingly.

5. The Rector submits the request to the Senate along with the opinion of the Academy Council (if he/she applied for it). The Senate adopts a resolution on consent within 30 days of receipt of the request.

### **§ 132**

1. The Rector may entrust the Academy's private limited company established to indirectly commercialize the results of scientific activity, including artistic creation, management of rights to scientific activity results or know-how in the field of direct commercialization or responsibilities in the field of managing the Academy's research infrastructure.

2. Before making the decision referred to in para. 1, the Rector may consult the Academy Council. The provision of § 129 para. 5 shall apply accordingly.

### **§ 133**

1. The Rector may create a private limited company or join such a company in order to implement projects in the field of creating research infrastructure or their management.

2. The Rector's decision referred to in para. 1, requires the consent of the Senate.

3. Before addressing the request for consent to the Senate, the Rector may consult the Academy Council. The provision of § 128 para. 5 shall apply accordingly.

4. The Rector submits the request to the Senate along with the opinion of the Council (if he/she applied for it). The Senate adopts the resolution on consent within 30 days of receipt of the request.

#### **§ 134**

1. The Rector may decide to create a private limited company running an academic business incubator or to entrust a private limited company with the task of running such an incubator.

2. Before making the decision referred to in para. 1, the Rector may consult the Council.

The provision of § 129 clause 5 shall apply accordingly.

### **Section VIII. Assemblies**

#### **§ 135**

1. Members of the Academy community have the right to organize assemblies at the Academy on the terms set out in the Act and in the Statute.

2. The assembly within the meaning of the Act are not:

- 1) meetings of students and members of the Doctoral School government authorities;
- 2) meetings of authorities of students organizations functioning at the Academy in accordance with the provisions of the Act and the Statute;
- 3) meetings of employees, students or members of the Doctoral School organized by the Academy organizational units or trade unions.

#### **§ 136**

1. Organization of the assembly on the premises of the Academy requires the consent of the Rector.

2. Organization of the assembly at the Academy outside its premises requires notification of the Rector.

#### **§ 137**

The request for consent to organize the meeting or the notification of intention to organize the meeting should include:

- 1) name, surname and address of the person or persons organizing the meeting;
- 2) purpose of the meeting;
- 3) indication of the place, date and time of the start and end of the meeting;
- 4) assembly programme;
- 5) expected number of participants;

- 6) description of the technical measures to be applied;
- 7) principles of maintaining order with an indication of the persons responsible for it.

### **§ 138**

1. The request for consent to organize the assembly or the notification of intention to organize the assembly shall be submitted by the organizer to the Rector no later than 24 hours before the beginning of the assembly.
2. In cases justified by the urgency of the matter, the Rector may accept the request or notification submitted within a shorter period, however not later than 3 hours before the beginning of the meeting.

### **§ 139**

1. The Rector shall refuse to consent to the organization of the meeting or shall prohibit the meeting if its purpose or programmer violates the law.
2. Expressing consent to organize the assembly, the Rector may make the adjustment of its range, date and technical measures to be applied to the premises available in such a way that the assembly does not interfere with the Academy's responsibilities or pose a threat to another assembly.

### **§ 140**

1. The organizer of the meeting must:
  - 1) ensure security and order during the meeting;
  - 2) cooperate with the Rector or a representative appointed by the Rector, including by giving them the floor during the meeting, beyond the established order;
  - 3) follow the instructions of the Rector or a representative appointed by the Rector, issued to ensure the safety of participants, the undisturbed functioning of the Academy or the protection of the Academy's property;
  - 4) inform participants about the need to leave the place of the meeting after its end or after its termination.
2. The organizer of the meeting is responsible to the Rector for its proper course.

### **§ 141**

The following shall be prohibited during the assembly:

- 1) disturbing the organization of the meeting and disrupting the course of the meeting;
- 2) organizing competitive assemblies at the same time and place;
- 3) disrupting the current functioning of the Academy, including the education process;

4) violating the provisions in force at the Academy and the provisions of generally applicable law.

#### **§ 142**

1. If the course of the meeting goes beyond the purpose indicated in the request for consent or in the notification, it threatens the security and public order or threatens the good of the Academy, the Rector or a representative appointed by the Rector may terminate the meeting.

2. The termination of the assembly takes place by providing oral information that is subject to immediate execution, preceded by a warning to the participants of the assembly about the possibility of its termination, and then announced to the organizer or in the event of being unable to contact the organizer - publicly announced to the participants of the assembly.

### **Section IX. Academy Traditions and Customs**

#### **Chapter 1. Symbols of the Academy**

#### **§ 143**

1. The symbols of the Academy include:

- 1) emblem;
- 2) seal;
- 3) standard;
- 4) logo.

2. The Academy's name in Polish is used on the Academy's symbols.

3. The Academy's Authorities use its symbols.

4. Models of the Academy's symbols are set out in Appendix 1 to the Statute.

#### **§ 144**

1. The Academy organizational units may have their own emblem, seal and logo.

2. The rules for determining the symbols referred to in para. 1, including the rules for their approval by the Rector, are specified in separate provisions.

#### **Chapter 2. Title of doctor honoris causa**

#### **§ 145**

The title of doctor honoris causa is given to the Senate to persons particularly distinguished for scientific, artistic, cultural or social life.

#### **§ 146**



1. The request for the conferment of the title of doctor honoris causa may be made by:

- 1) Rector;
- 2) dean at the request of the Faculty Board;
- 3) group of at least 20 members of the Senate.

2. The entities referred to in para. 1 point 2) -3) shall submit the request to the Rector in writing, providing in particular information about the candidate, justification, as well as names, surnames and all signatures.

### **§ 147**

1. Initiation of the proceeding regarding the conferment of the title of doctor honoris causa shall be made by means of the resolution of the Senate adopted by a 2/3 majority of the statutory number of members of the Senate.

2. After initiating proceedings regarding the conferment of the title of doctor honoris causa, the Senate shall appoint:

- 1) at least three reviewers with a respected reputation in the country and abroad, including one reviewer employed at the Academy;
- 2) at least three scientific units of respected reputation in the country and abroad;

and entrusts them with the preparation of reviews and opinions on the legitimacy of conferring the title of doctor honoris causa.

3. In justified cases, the Senate may appoint additional reviewers or scientific units.

4. Based on the reviews and opinions referred to in para. 2 and 3, the Senate shall adopt the resolution on conferring the title of doctor honoris causa by a majority of 2/3 of the votes of the statutory number of Senate members.

### **Title of honorary professor**

### **§ 148**

1. The outstanding representative of the world of culture and science or a person possessing at least a doctoral degree, representing another domestic or foreign university, may be granted the status of a honorary professor of the Academy.

2. The status of a honorary professor is granted by the Senate on the dean's request submitted with the consent of the Faculty Board.

3. The detailed rules and procedure for conferring the honorary professor status and the principles of the honorary professor's participation in the Academy's activity are established by the Rector after consulting the Senate.

## **Section X. Amendment to the Statute**

### **§ 149**

1. Amendments to the Academy's Statute are adopted by the Senate by an absolute majority of votes in the presence of at least half of the statutory number of members of the Senate, after seeking the opinion:

- 1) Academy Council expressed by a majority of the statutory number of members;
- 2) trade unions operating at the Academy.

2. Opinions referred to in para. 1, the Academy Council and trade unions shall present within 30 days of receipt of the draft statute from the chairperson of the Senate.

In the event of the expiration of this period, the requirement to seek the opinion shall be considered met.

## **Section XI. Transitional and Final Provisions**

### **§ 150**

1. The Rector elected for the 2016-2020 term of office from 1 October 2019 shall become the Rector referred to in § 9.

2. The Senate elected for the 2016-2020 term of office from 1 October 2019 shall become the Senate referred to in § 15, provided that by 31 August 2020 the composition of the Senate reflects the four-faculty structure of the Academy, including the dean of the Doctoral School in its composition.

3. The terms of office of the current Rector and Senate shall last until the day indicated in art. 231 section 2 and art. 232 section 2 of the Act – Regulations implementing the Act on Higher Education and Science, not shorter, however, than until 31 August 2020.

4. Vice-Rectors elected for the 2016-2020 term of office from 1 October 2019 shall become Vice-Rectors within the meaning of these Statutes until the date indicated in art. 231 section 2 of the Act - Regulations implementing the Act on Higher Education and Science, not shorter, however, than until 31 August 2020.

5. Deans elected for the 2016-2020 term of office from 1 October 2019 shall become Deans within the meaning of these Statutes until the date indicated in art. 231 section 2 of the Act - Regulations implementing the Act on Higher Education and Science, not shorter, however, than until 31 August 2020.

6. Deputy deans elected for the 2016-2020 term of office from 1 October 2019 shall become deputy deans within the meaning of these Statutes by the date indicated in art. 231 section 2 of the Act - Regulations implementing the Act on Higher Education and Science, not shorter, however, than until 31 August 2020.

7. Faculty Boards existing on 30 September 2019 shall become Faculty Boards within the meaning of § 39 and last until the day indicated in art. 232 section 2 of the Act - Regulations implementing the Act on Higher Education and Science, not shorter, however, than until 31 August 2020.

8. Heads of departments, sub-departments and other organizational units, on 30 September 2019, shall exercise function until the end of the term of office for which they were appointed, unless they are dismissed by the Rector after obtaining the opinion of the relevant dean.

### **§ 151**

1. The electoral college elected for the 2016-2020 term of office, shall operate until the day of the appointment of the new electoral college, no longer than until 29 February 2020.

2. The Academy Electoral Committee existing on 30 September 2019 shall operate until the day the new Academy Electoral Committee is established, no longer than until 31 January 2020.

3. By 31 January 2020, the Senate, upon the Rector's request, shall appoint the new Academy Electoral Committee.

4. Faculty electoral committees existing on 30 September 2019 shall operate until the establishment of new faculty electoral committees, however, no longer than until 31 January 2020.

5. By 31 January 2020, Faculty Boards shall appoint new faculty electoral committees.

### **§ 152**

1. The term of office of the Academy Disciplinary Boards for Academic Staff Members adjudicating in the first instance shall end on 31 August 2020.

2. The term of office of the Academy Disciplinary Board for Academic Staff Members adjudicating in the second instance shall end on 31 December 2020.

3. The term of office of disciplinary ombudsmen for academic staff members appointed for the 2016-2020 term of office shall end on 31 December 2020.

### **§ 153**

1. The terms of office of the Disciplinary Board for students and the appeal Disciplinary Board for students appointed for the 2016-2020 term of office shall last until the day of establishing the Disciplinary Board for students and the appeal Disciplinary Board for students in accordance with these Statutes.

2. The terms of office of the Disciplinary Board for members of the Doctoral School and the appeal Disciplinary Board for members of the Doctoral School appointed for the 2016-2020 term of office shall last until the day of establishing the Disciplinary Board for members of the Doctoral School and the appeal Disciplinary Board for members of the Doctoral School in accordance with these Statutes.

3. The term of office of disciplinary ombudsmen for students and members of the Doctoral School affairs appointed for the 2016-2020 term of office shall end on 31 December 2020.

### **§ 154**

1. Faculty Boards shall supervise the Doctoral School started before 1 October 2019 in the period from 1 October 2019 to 31 December 2023.

2. The responsibilities of Faculty Boards in the period from 1 October 2019 to 31 December 2023 are to adopt changes to the Doctoral School programmes that began before 1 October 2019.

3. Heads of the Doctoral School started before 1 October 2019 shall remain in office until the end of the term of office for which they were appointed. The Rector may dismiss the head of the Doctoral School and appoint a new head at the request of the dean, approved by the Faculty Board, after agreeing with the members of the Doctoral School government. If the members of the Doctoral School government does not take up a position within 7 days of presenting the candidacy, it is considered as consent.

4. If the period expired for which the head of the Doctoral School was appointed, that started before 1 October 2019, the provisions of para. 1.

### **§ 155**

Acts of internal law issued on the basis of the Act of 27 July 2005 - Law on Higher Education and the Statute of 22 April 2015 remain in force, unless they are contrary to the Act of 20 July 2018 - Law on Higher Education and Science and this Statute.

## **Division of the Faculty of Painting and Sculpture**

### **§ 156**

1. Pursuant to the Resolution No. 28/2019 adopted by the Senate on 12 July 2019 on the division of Faculty of Painting and Sculpture into two independent faculties, starting from 1 September 2020, there will be two faculties from this division: the Faculty of Painting and the Faculty of Sculpture and Art Mediation.

2. Staff of new faculties referred to in para. 1 will also participate in the election of the Academy's Authorities for the 2020-2024 term of office, provided that the elected representatives of these faculties will start exercising their functions in the committees and other authorities of the Academy under the condition suspending the establishment and commencement of the Faculty of Painting and the Faculty of Sculpture and Art Mediation, however, not earlier than from 1 September 2020.

### **§ 157**

The Statute enters into force on 1 October 2019.

**Appendix no. 1 Symbols Design**

**Appendix no. 2 Electoral System**