

14.11.2012  
correction

# THE STATUT of

WULS-SGGW, Warsaw  
University of Life Sciences

WULS-SGGW Publishing office  
Warszawa 2011

## PREAMBLE

*The historic traditions of the oldest agricultural university in Poland – WULS-SGGW, Warsaw University of Life Sciences date back until 1816, when Institute of Agronomy in Marymont near Warsaw started its activities. On the base of the letter of the Minister of Religion and Public Enlightenment ( “Wyznań Religijnych i Oświecena Publicznego”), the university was established on 17<sup>th</sup> of September 1918 as a public Higher Education Institution under the name “The Royal-Polish Main School” (“Królewsko-Polska Szkoła Główna”). The academic character and the current Polish name were approved in the Act about academic schools of 13<sup>th</sup> July 1920 ( Dziennik Ustaw Rzeczypospolitej Polski No 72, Item 494) and by the Act of 5<sup>th</sup> April 1991- about the amendments of the names of some of the Higher Educations Institutions ( Dziennik Ustaw No 41, Item 177).*

*WULS-SGGW, Warsaw University of Life Sciences cultivates rich national traditions and from its best recommendations derives the model of society service conscious about maintaining the progressive ideas and academic customs.*

# STATUTE

## PART I

### GENERAL PROVISIONS

#### § 1

1. SGGW – Warsaw University of Life Sciences (WULS) in Warsaw is a public school of higher educational with legal entity and registered office of its authorities in the capital city of Warsaw.
2. Warsaw University of Life Sciences uses the acronym – SGGW, also used hereinafter in the Statute, the translations of Polish names to foreign languages used in international cooperation reflecting the essence of its university character.

#### § 2

1. WULS-SGGW operates on the following grounds:
  - 1) The Act of July 2005 – The Law on Higher Education (Dziennik Ustaw 164, item 1365) hereinafter the Act, and relevant executive regulations to the Act,
  - 2) WULS- SGGW Statute, hereinafter referred to as “the Statute”,
  - 3) Commonly binding provisions of law, hereinafter referred to as “separate provisions”,
2. The major challenges of WULS-SGGW are to:
  - 1) educate students in order to prepare them for professional work
  - 2) bring up students in the spirit of responsibility for the Polish state, of strengthening the rules of democracy and respect for human rights,
  - 3) perform research and development activities as well as to provide research services,
  - 4) train and promote scientific staff,
  - 5) disseminate and contribute achievements of science, national culture and technology, by collecting and making available library and information collections,
  - 6) delivery post-diploma study, courses and lectures to achieve the new fields of knowledge necessary in employment market covered by the system of education for all life, **(new item)**
  - 7) provide training to disabled persons to enable the acquisition development of knowledge and research,
  - 8) creating condition for the physical developments of students,
  - 9) act in favor of local and regional communities,
  - 10) participate in veterinary custody defined in the legislation on veterinary care institutions for animals.
3. WULS-SGGW fulfill challenges stated in item 2, cooperates with domestic and foreign scientific institutions with related activities. It also cooperate with local communities and non-governmental organizations including social benefits institutions and participates in developing European Higher Education Area.
4. WULS-SGGW is monitoring the careers of their graduates due to adopt them to the fields of the study and education programs demanded by employment market, particular after three or five years of completion the study. **(new)**

### § 3

1. WULS-SGGW educates students mainly in the following fields: agricultural, forestry, veterinary medicine, economics, biology, technology, the humanities and mathematics.
2. Study at WULS-SGGW are conducted on the principles set out by the Senate covering the fields of the study, the adoption of particular students is taking place not later than the end of the first year of study.
3. Field of study can be carried out by the basic organizational unit, or a total of several such units – under the terms of the agreement to be concluded by the basic units – the direction of the interagency in which the latter may be certain conditions towards the establishment of inter-departmental program Council and its powers.
4. WULS-SGGW as a University that has at least four authorization to award postdoctoral degree, may organize inter-territorial individual studies, including at least two areas of education and leading to a diploma on at least one fields of study, conducted by the basic organizational unit having the power of confer the degree of *doctor* in the knowledge associated with the direction.
5. Number of full-time students at WULS-SGGW founded from the state budget to the field of study is defined by the Senate, following the principle of the responsibility for the quality of education and opportunities ensuring the public founding.
6. WULS-SGGW as an autonomous community of employees, students and doctoral students (hereinafter referred to as “*doctoral students*”) serves to develop science, culture and the national economy by performing didactic, educational and scientific activities in the spirit of searching the truth, obeying the freedom of science and respecting different world-views.
- 7) WULS-SGGW develops and disseminates modern methods of management.
- 8) WULS-SGGW, with the consent of the relevant Minister of Education, is allowed to organize secondary level schools.

### § 4

The Rector defines the site of WULS-SGGW in consultation with the competent local territory self- government.

### § 5

1. WULS-SGGW finances its activities with the funds from the state budget and with non budgetary resources such as donations, legacies and inheritance as well as its own revenues; it can also receive financial funds from the budgets of local self-government units. Financial management is performed according to the rules binding for public higher education institutions and the rules defined by the Statute.
2. The Faculties, interfaculty study, university -wide, non-faculty units as well as Experimental institutes of WULS-SGGW have at their disposal separate parts of WULS-SGGW property as well as designated and self-economized financial resources. Organizational units run independent financial management, based on material-financial plan approved by the Rector, in accordance with commonly binding rules of law and the rules defined in the Senate and internal regulations of WULS-SGGW.
3. Deans, Directors of interfaculty study, Heads of university-wide and non-faculty units as well as experimental institutes manage the property and administer resources determined in item 2, as well as represent WULS-SGGW in the above range in the presence of external entities on the basis of the personal letter of attorney given by the Rector for the time of the university authorities term or for a shorter time. Decisions made cannot violate the competences of other bodies or the Chancellor.

4. The letter of attorney can be given by the Rector also in the person substituting a Dean, Director of an Interfaculty Study or Directors and Heads of the units named in item 2.

#### § 6

1. The symbols of WULS-SGGW are: the emblem, the banner, the flag, the official and historical seal.
2. The flag is a rectangular piece of dark-green cloth with the emblem in the central of the flag, with navy blue and yellow stripes at the top and the bottom.
3. WULS-SGGW uses an official seal with the national emblem and on special ceremonial occasions on official documents – the historical seal.
4. The detailed rules of the official or historical seal usage are regulated by separated provisions.

#### § 7

The emblem of WULS-SGGW is the image of the white eagle in the closed crown with the head turned to the right, spread wings, holding in the claws: in the left an olive branch and in the right the academic palm. Over the head of the eagle the olive branch and the academic palm are six arm stars which represent the three oldest faculties: Agricultural, Forestry and Horticultural. This image is encircled by the wreath made of spikes of corn, flowers, leaves and fruits.

#### § 8

The banner of WULS-SGGW is of rectangular shape and is surrounded with golden fringes. On one side of the banner, on the green background, there is the WULS-SGGW emblem (silver eagle on the red background) and beneath there is semicircular golden inscription in capital letters:

“ W służbie nauki i wyżywienia kraju” ( To serve science and provide food to the Country); in the corners there are at a right angle crossed golden oak leaves and at the obtuse angle there are crossed golden acorns. On the other side of the banner, on the red background, there is a golden inscription in capital letters: “Szkola Główna Gospodarstwa Wiejskiego” (Warsaw University of Life Sciences); in the corners at a right angle there are crossed golden corn spikes, oak leaves and green stylized flowers.

#### § 9

The Faculty or an Interfaculty Study at WULS-SGGW can have their own banner and insignia. The Faculty Council and Interfaculty Study Council can introduce students gowns worn by the students during ceremonies mentioned in § 170 sections 1 and 2. The designs of the banners, insignia and gowns proposed by the Faculty or Interfaculty Study Councils are approved by the Senate, following the motion submitted by the Dean or Director of Interfaculty Study, provided that on the banner there must be placed the name of WULS-SGGW.

#### § 10

The WULS-SGGW students can wear traditional students caps: made of olive velour cloth rounded with a stiff cap band, a stiff black smooth peak and a black leather stripe along the cap band, fastened under the chin. The features of the cap differentiating the students of particular WULS-SGGW Faculties, as well as the badges, which can be worn on the caps, are approved by the Senate following the motion submitted by the Faculty Council.

#### § 11

1. WULS-SGGW has the right to confer the honorable title of *doctor honoris causa* by the Senate resolutions providing the motion is submitted by the basic WULS-SGGW organizational unit, which is authorized to confer the academic degree of *doktor habilitowany* after hearing the opinion of the promoters and the reviewers.
2. Each member of academic teacher employed in the particular organizational unit can submit the motion on commencing the procedure of conferring the honorable title of *doctor honoris causa* in this unit.
3. The motion of the WULS-SGGW organizational unit is preceded by the bill of its collective body on commencing the procedure of conferring the honorable title of *doctor honoris causa* appointing the promoter and at least two reviewers, indicating also the range of their activities.
4. The organizational unit during the procedure of conferring the title of *doctor honoris causa*, provided they submit the same motion, can appoint the promoter collectively. In such cases the reviewers do not have to be appointed.
5. During the procedure of conferring the title of *doctor honoris causa* only the entitled persons can vote, according to procedures of awarding scientific titles and degrees.

#### § 12

1. WULS-SGGW honors its particularly deserved members of the employees and other persons who have contributed to the development of WULS-SGGW or have caused a “good name” to the university a honorable distinction “Za zasługi dla SGGW” (for the contribution to SGGW).
2. The distinction depicts the silver SGGW emblem, surrounded by the green enameled rim, with a golden inscription “SGGW”. In the rim there are six cuts filled with golden laurel leaves.
3. The distinction is granted by the Senate according to the procedure determined by the regulations passed by the Senate

#### § 13

1. A professor of other national or foreign higher educational institution, not employed by WULS-SGGW, can be conferred the title of the honorable professor of WULS-SGGW.
2. The person not employed by WULS-SGGW but particularly useful for realization of its activities, can be conferred the title of the honorable lecturer of WULS-SGGW.
3. The status of honorable professor or honorable lecturer of WULS-SGGW is conferred by the Rector providing the motion is submitted by a Dean or the Director of an Interfaculty Study with the consent of the Faculty or an Interfaculty Study Council.
4. The detailed rules and procedures of giving the status of an honorable professor or honorable lecturer of WULS-SGGW and the roles of their participation in the Faculty or interfaculty study activities are determined by the Senate following the motion submitted by the Rector.

#### § 14

The Senate upon a motion submitted by the Rector, can create other titles than defined in § 11 – 13. The rules and procedure of conferring such honorable distinctions are also defined by the Senate.

#### § 15

1. WULS-SGGW has a traditional badge. It is round and depicts the emblem of WULS-SGGW by the wreath braced by the monogram of "SGGW". The eagle is silver, placed on the enameled red background,; the remaining parts are silver.
2. The badge can be worn by the WULS- SGGW graduates and by the persons who were conferred scientific degrees including *doctor honoris causa or scientific titles of: professor zwyczajny and nadzwyczajny of WULS-SGGW as well as the honorable professors or honorable lecturers.*
3. The Faculties can establish their own badges; § 9 shall apply accordingly.

#### § 16

WULS-SGGW provides its staff, students and doctoral students by the freedom of association and assembly according to the rules determined by the Act and the Senate.

#### § 17

1. The lectures at WULS-SGGW are open to the public,
2. The Senate can determine the lectures which will not be open to the public,
3. The Senate can determine the conditions of participation in the lectures,
4. WULS-SGGW ensures the free flow of scientific information.

#### § 18

1. WULS-SGGW confers the following degrees: "magister inżynier ", "magister inżynier architekt krajobrazu", "magister", "lekarz weterynarii", "inżynier", "inżynier architekt krajobrazu", and "licencjat" to its graduates.
2. WULS-SGGW confers academic degrees of *doktor and doktor habilitowany* according to the procedures determined by separate regulations.

#### § 19

1. WULS-SGGW can run students dormitories and students canteens,
2. WULS-SGGW can pursue economic activity as organizationally and financially separate from the basic activities determined in item 1 and in § 2, in the forms of business activities units directly subordinate to and monitored by the WULS-SGGW Chancellor. These units, their organizational structure, the range and detailed rules of their activities are appointed by the Rector.
3. Economic activity mentioned in item 2, can be pursued in the following kinds (fields) of activities: agriculture, hunting, forestry, fishery, industrial processing, construction, gross and retail trade, hotels, restaurants, stock management, (warehouses), real estate, education different then determined in § 2, medical, social, communal, individual and other services.

#### § 20

Maintenance of order and security at the premises of WULS-SGGW is provided by the Rector.

#### § 21

Important decisions concerning particular groups of the academic community, academic teachers, other WULS-SGGW employees, students and doctoral students, are taken after consulting the opinion by their representatives at university collective bodies.

PART II  
WULS-SGGW ORGANIZATIONAL UNITS

Chapter 1  
General Provisions

§ 22

1. Faculties are basic organizational units of WULS-SGGW and the Rector following the motion submitting by the Senate can establish other ones.
2. In case of establishing by the Rector other organizational units than Faculty the rules of Statute for the Faculty and its bodies shall apply accordingly.
3. Faculties are the units organizing specific fields of study.
4. The following independent units can be established at the Faculty:
  - 1) Chairs,
  - 2) Institutes,
  - 3) Research Laboratories,
  - 4) other units (for example: experimental institutes, farms, workshops, laboratories)
5. The following independent organizational units beyond faculties can be established at WULS- SGGW:
  - 1) university-wide,
  - 2) interfaculty,
  - 3) non-faculty,
  - 4) experimental institutes,
  - 5) other units.
6. WULS-SGGW academic business incubators and technology transfer centre may be established according to the rules determined by the Act.
7. The Main Library is an independent university-wide unit.
8. Administration units and units established for pursuing economic activity are also organizational units of WULS-SGGW.

§ 23

The Faculty is a unit established for organization and coordination of didactic and research activities, education of the academic staff in a particular field of study and dissemination of knowledge.

Chapter 2  
Faculty organizational units  
Chair

§ 24

1. A Chair is a unit established for didactic activity, education of academic staff, conducting research in particular fields of study and dissemination of knowledge as well as scientific and technological progress.
2. A Chair manages financial resources as a result of pursuing economic activity, subsidies, gifts and assigned part of WULS-SGGW assets.



3. A Chair is managed by a Head of a Chair, holding at least the scientific degree of doctor. Such person is superior to all employees of the Chair.
4. The duties and rights of a Head of a Chair are:
  - 1) organizing didactic and research activities at the Chair,
  - 2) establishing and dissolving special teams, not being organizational units and authorizing academic staff to coordinate its activities,
  - 3) monitoring education of academic staff at the Chair
  - 4) organizing material base for its activity and providing protection of indispensable financial means for proper operation at the Chair,
  - 5) submitting motions concerning establishing, dissolving and transforming organizational units at the Chair to the Faculty Council,
  - 6) establishing the range of activities for all a Heads of the organizational units at the Chair,
  - 7) preparing and submitting to WULS-SGGW bodies motions on employment, dismissal, honoring, rewarding, distinction or penalty for the staff of the Chair with the consultation with the direct superior of the person employed in the Chair, if there are such departments, laboratories or other organizational units at the Chair,
  - 8) managing the property of the Chair, assigning part of WULS-SGGW assets as well as controlling security of material resources and efficient use of finances at the Chair,
  - 9) establishing rules of use non-budgetary resources for research without violating the binding law regulations and the rules of WULS-SGGW bodies,
  - 10) preparing and presenting reports of the Chair activities on request of WULS-SGGW bodies,
  - 11) supervising protection of the working conditions according to the binding law regulations.
5. The conditions of establishment and existence of a Chair are full employment of at least ten members of academic staff including two members holding the academic degree of *doktor habilitowany* and fulfils assigned didactic and research tasks.

## § 25

1. In order to improve the realization of didactic and research activities the Chair can consist of institutes. In each institute at least four members of academy teachers should be employed. The Head of institute should hold at least the academic degree of *doctor*.
2. At the Chair the following units can be established:
  - a clinic – following the rules for organization of a department with requirements for the clinic,
  - research laboratory with the specific research and didactic tasks, where at least three persons, including one member of academic staff shall be employed.
  - other unit (for example: experimental field, farm, workshop, laboratory), if the Chair can provide facilities and financial means appropriate to the appointed tasks, where at least three staff members shall be employed.

## Independent Institute, Research Laboratory

### § 26

1. At faculties, in case of didactic need justified by specific research of independent institute or research laboratory can be established.
2. The conditions of establishing of an independent institute is employing at least six members of academic staff, including one holding an academic title or degree of *doktor habilitowany*.
3. The conditions of establishing a research laboratory is employing at least three persons of the staff including one, holding an academic title or degree of *doktor habilitowany*.
4. An independent institute or research laboratory is managed subsequently by a Head of independent institute or research laboratory holding at least the scientific degree of *doctor*.
5. To the competences of Heads of this units mentioned in § 24, item 4, shall apply accordingly.

## Experimental Field, Farm, Workshop, Laboratory

### § 27

1. In case of justified needs of a Faculty the following independent units can be established: experimental field, farm, workshop, laboratory. The aim of these units is to carry out research and didactic activities as well as services for the Faculty,
2. The establishment of those units § 25, item 2, sub item 3, shall apply accordingly.
3. To the competences of a Heads of the units § 24, item 4, shall apply accordingly.

## Chapter 3

### Organizational units beyond faculties University-wide, interfaculty, non-faculty units

### § 28

1. University-wide units are established to support the activities of the faculties and independent didactic and research activities, which can not be implemented by the faculties alone,
2. Inter-faculty units are established to support didactic and research activities of at least two university faculties when their existence beyond the faculty structure is justified,
3. Non-faculty units are established for pursuing didactic and research activities in a particular field of study or an area of research when their existence beyond the faculty structure is justified,
4. The units referred to in items 1, 2 and 3, are operating accordingly to regulations approved by the Senate of WULS-SGGW. The regulations can provide the possibility of establishing internal structure of the units; § 40 shall apply accordingly.

## Experimental institutes

### § 29

1. At WULS-SGGW the separate economic units are established under the names of Agricultural Department or Forestry Experimental institutes, with additional names of its localization where they operate – hereinafter referred to as “experimental institutes”.
2. Experimental institutes are established in order to:
  - 1) run exemplary agriculture and forestry economic models so as to improve their level in the country and region as well as to generate profits to WULS-SGGW,
  - 2) assure proper material base for the research carried out at WULS-SGGW and implement the results of such research into the economic practice,
  - 3) provide proper conditions for the students to carry out field exercises and practical classes planned in the course of study.
3. Experimental institutes are financial independent organizations and the rules of their agricultural, forestry and economic management are regulated by separate regulations.

### § 30

In cases justified by the production and the profile of activities, the Experimental Institutes can be linked with the appropriate WULS-SGGW faculties according to the rules determined in the regulations of the institute.

### § 31

General directions and guidelines of long term activity plans of Experimental Institute are defined by the Rector after consulting the Senate, and in the case of experimental institutes linked to faculties, after consulting the opinion of a respective Dean – supported by the Faculty Council.

### § 32

The rules of participating of WULS-SGGW organizational units in research or didactic activities of an experimental institute are determined by the institute regulations referred to in § 39 item 2.

## Other units

### § 33

WULS-SGGW can establish, according to rules regulated by the Act, inter-university units and units in common with other entities, in particular with scientific institutions, including foreign institutions, in order to fulfill didactic and research tasks.

### § 34

The structure of administration units of WULS-SGGW as well as their objectives and operation regulations are determined in Part V.

## Chapter 4

### The procedure of establishing, transforming and abolishing organizational units

#### § 35

1. The faculty creates, transforms, changes the name and removes the Rector in consulting with the Senate.
2. If there is the intention to transform, change the name or remove the faculty, before the onset of the opinion of the Senate, the Rector shall consult the Faculty Council.

#### § 36

Long distance units, in the form of basic organizational unit of the WULS-SGGW or in the other form determined by the Senate creates, transforms, changing their names and removes Rector, in consultation with the Senate. The provisions of § 35, item 2, shall apply accordingly.

#### § 37

Chairs and other independent units at the Faculty creates, transforms and removes the Rector in consultation with the Senate endorsed by the Faculty Council at the request of the Dean of the Faculty.

#### § 38

University-wide, inter-faculty and non-faculty units creates, transforms, changing their names and removes the Rector, after consultation with the Senate. In the case of an inter-faculty units Rector requesting the opinion of the Senate also presents the opinion of the respective Faculty Councils and in the case of the non-faculty unit – the opinion of the Faculty Council concerned.

#### § 39

1. Experimental institutes creates, transforms, changing their names and removes the Rector, after consultation with the Senate.
2. The premises, organizational structure and the range of activities of the Experimental Institute and the form of their supervision are determined in the regulations of the Institute prepared by the Chancellor and approved by the Rector.

#### § 40

The organizational structure of the university-wide, inter-faculty and non-faculty units creates and changes the Rector following the motion submitted by their Heads. In the case of inter-faculty and non-faculty unit, the Rector consult it with the respective Councils.

#### § 41

1. Institutes, clinics, research laboratories, experimental fields, workshops farms, laboratories at the faculties are creates, transforms and removes Faculty Council following its resolution.
2. The resolution of the Faculty Council mentioned in item 1, comes into force unless the Rector, within 30 days from receiving the resolution appeals against it to the Senate.

#### § 42

1. Legal action concerning the unit referred to in § 33, are concluded by the Rector with the consent of the Senate,
2. Constitutive and executive bodies of these units are determined by the agreement concerning their establishment.

#### § 43

1. The decision to transform or remove the unit, failing to fulfill the requirements of the Statute is taken accordingly by the Rector or the Dean,
2. The decision referred to in item 1, may be preceded only once by no longer than three years memorandum undertaken respectively by Rector or the Dean.
3. The request for a moratorium for the unit is presented, in the mode of its establishment, to Rector or to the Dean by the requesting body.

#### § 44

The changes of the internal structure of WULS-SGGW can be introduced with effect from 1<sup>st</sup> of January. The exception from this rule are the units referred to in § 23, 33 and 89 as well as the changes in the internal structure in the first term of WULS-SGGW bodies, that can be implemented starting from 1<sup>st</sup> of February.

### Chapter 5

#### The procedures for appointing the Heads of the organizational units

#### § 45

At WULS-SGGW between academic teacher and employed in the same university spouse, relatives by blood to the second degree and including a person in a state of adoption, custody or guardianship may arise directly subordination ratio. Above does not apply to person acting as a single bodies of WULS-SGGW.

#### § 46

The Directors or a Heads of university-wide, interfaculty and non-faculty units (except for the Main Library Director) are appointed by the Rector for four years (beginning from 1<sup>st</sup> January of the first year of the Rector`s term) after consulting with the Senate.

#### § 47

The Directors and a Heads of the units determined in § 22 item 6 and § 33 are appointed and dismissed by the Rector after consulting with the Senate - unless the agreement about their establishment specifies otherwise.

#### § 48

Heads of an Independent Institutes and Research Laboratories established in the units determined in § 28 and § 39 (except for the Main Library) are appointed and dismissed by the Rector following the motion of the Director (Head) of the suitable unit.

#### § 49

Heads of a Chair, or other independent units at the Faculties are appointed by the Rector for four years (beginning 1<sup>st</sup> January of the first year of the Rector`s term), following the motion submitted by the Dean of a particular Faculty. The candidacy proposed by a Dean must be evaluated by the Faculty Council in a secret ballot. Before voting the Faculty Council should know an opinion pronounced by a Dean or other independent organizational unit concerned that candidacy, however this opinion may be expressed in a secret ballot.

§ 50

Heads of the organizational units in the Faculties or other independent units of the Faculty are appointed by Dean for the time determined in § 49 following the motion of Head of a Faculty or a particular independent unit.

§ 51

1. An Experimental Institute is managed by the Director appointed by the Rector as a result of a contest procedure. In the case of an Experimental Institute linked to a Faculty, Dean of this Faculty is a member of the contest committee. Director`s remuneration is determined by the Rector.

2. Management of the Heads of an Experimental Institute is employed by the Rector following the motion of the Chancellor.

§ 52

The Rector or a Dean accordingly to their competences can announce the contest for a particular managerial post according to the rules determined in the Annex 1.

§ 53

Heads (Directors) of the WULS-SGGW organizational units can be removed from their duties by the authority that made the appointment – at the request of the body authorized to receipt of an application for appointment or on its own initiative of the authority that made the appointment, after consultation with the body authorized to apply for appointment of the Head (Director) of organizational unit.

PART III  
WULS-SGGW BODIES

Chapter 1  
General provisions

§ 54

1. The Senate and Faculty Councils are the collegiate bodies of WULS-SGGW.
2. The single person authorities are the Rector and the Deans chosen by election.

§ 55

1. The terms of WULS-SGGW bodies lasts four years and starts on 1<sup>st</sup> September.

§ 56

1. In case of gross misconduct by the person performing the functions of single organs or members of collegial they can be remove by the authorities, which elected them.
2. The rules and procedures for the election as well as the appeal of the function are defined in the regulations of elections described in Annex 2.

§ 57

1. The Rector, Vice Rector, Deans and Vice Deans shall not be elected for the same position for more than two consecutive terms.

2. At WULS-SGGW subject of § 79, item 1 of the Act, cannot be combine the function of the Rector, Vice Rector, Dean, Vice Dean, Head of the Head of an Interfaculty Study with the position of a Head of a Chair or other independent unit at the Faculty.
3. At WULS-SGGW at the same time any person cannot be the Head (Directory) of two or more independence units.
4. The Head of an independent unit can be the person, to whom WULS-SGGW is their primary place of work.
5. Connecting the position of a Head of an independent unit at WULS-SGGW with the function or management position at other university or research unit or research and development unit, requires the approval of the Rector.

#### § 58

The principles of operation the collective bodies of WULS-SGGW are describe in Annex 3.

### Chapter 2 The Senate

#### § 59

1. The Senate is the highest collegiate body at WULS-SGGW.
- 2 Rector is the Chairperson of the WULS-SGGW Senate.

#### The competences of the Senate

#### § 60

1. The Senate undertakes the decisions and express` opinions in the cases determined in the Act and in the Statute, in particular:
  - 1) adopt Statute of WULS-SGGW and amendments;
  - 2) adopt a strategy for the development of WULS-SGGW;
  - 3) confers an honorary doctorates;
  - 4) gives a badge of honor “ For the service to WULS-SGGW”
  - 5) appoints of Election Commission and adopts the initiation of proceedings relating to the choice of collegiate and single bodies of WULS-SGGW;
  - 6) calls regular and ad hoc committees of Senate and determine their powers and duties;
  - 7) evaluate the activities of the University and the Rector as well as the operations of the administration;
  - 8) hears appeals from the decisions of Faculty Councils and repealed the resolutions of such councils in cases foreseen in the Act and in the Statute;
  - 9) specifies the number of Deans for each Faculties;
  - 10) agrees to undertake additional employment or continuing employment agreement as a teacher who is single body at the University;
  - 11) specifies the fields of study and levels of education at the University in accordance with § 102, item 2;
  - 12) determines the number of full-time students financed from the state budget for the courses;
  - 13) defines a part-time courses;

- 14) establishes the conditions and procedures for admission to enter the University, as well as detailed rules on the admission of the winners and finalist of the central level and the winners of domestic and international competitions;
- 15) appoints, at the request of the Rector recruiting committees;
- 16) adopts study regulations, rules of doctoral and postgraduate studies, as well as rules of admission;
- 17) determines the charging rules from students and post-graduate students as well as the procedures and conditions for the release – in whole or in part- from the fees of students and doctoral students;
- 18) specifies the conditions for the release the student from the apprenticeship;
- 19) approve the design of the university diploma;
- 20) approve the regulations students and doctoral students local self- governments;
- 21) approve the decision of the Rector of the temporary suspension of classes at WULS-SGGW or in their organizational units – taken into consideration the circumstances preventing the normal functioning of the University;
- 22) solves, at the request of the Rector, student` s organization , if its activities are grossly or persistently violated the laws, Statute, or university rules (other equivalent statute act) of the organization;
- 23) adopt the rules of intellectual property management and commercialization of principles of scientific research and development;
- 24) maintain the high ethical level of the members of the academic community and speak on matters of professional ethics of academic teachers;
- 25) defines the rules for determining the responsibilities of teachers, types of classes falling under these obligations, including didactic tasks for each positions and the rules for the calculation of teaching hours;
- 26) expresses the opinion in the matters of appointment the position of professor and associate;
- 27) set out the rules and procedures for sending management of staff and students of WULS-SGGW to abroad research, training or to work
- 28) lays down the rules of allocation of the state budget (excluding grant targeted) for specific purposes;
- 29) agrees to the acquisition , disposal or encumbrance of property with a value determined in § 100 , and also of adoption of donation, registration, or legacy regarding to this value;
- 30) expresses its consent to the conclusion of a cooperation agreement with a foreign entity, with exception of legal action carried out under the programs, projects or other forms cooperation, already where WULS-SGGW is participation;
- 31) expresses permission to perform action on other matters as set out in the provisions of the Statute;
- 32) makes funs of WULS-SGGW;
- 33) approve the financial plan and the financial statement of the University;
- 34) sets out the measures to salaries in the university;
- 35) expresses its consent for disposition by university of assets worth in excess 250 000 euro (equivalent in PLN at the rates specified in the Act)- presented to the Minister of the Treasury in the procedures for obtaining consent;
- 36) adopt a rescue plan
- 37) set out the rules and procedures for granting leaves for academic teachers for the purpose of scientific research and health care;
- 38) approve the rules set out in the Act;



- 39) decides to establish university Unions;
- 40) expresses then views and take position on issues requiring giving of such views and position on behalf of the WULS-SGGW academic community, as well as of the issues present by the Rector, the Faculty Council, or members of the Senate in the amount not higher than 20% of the Senate
- 41) establishes the rules for granting scholarship to students referred to in § 111.

#### § 61

Senate resolution concerning of WULS-SGGW and its academy community, taken in the other way than the consultation, are binding the Rector and other bodies of WULS-SGGW as well as all members of the academic community of the University.

### The composition of the Senate

#### § 62

1. The Senate consists of:
  - 1) the Rector,
  - 2) (4) four Vice-Rectors,
  - 3) Deans and the Heads of non basis organizational units;
  - 4) selected on the faculties or on non basic organizational units, of one member of the Senate, representatives of teachers holding academic title or post doctoral degree (*doktor habilitowany*),
  - 5) other representatives than those referred to in item 4, the teachers selected from the group consisting of not more than 6 members of Senate each of whom, must be employed in a different faculty or on the non basic organizational unit;
  - 6) representatives of students and doctoral students selected from its groups consisting not more than 11 members of the Senate;
  - 7) representatives of not academic staff, selected from its groups in number no higher then 4 members of the Senate, including one representative of the employees who are not academic staff and is employed in this faculty.
2. Academic teachers (including the Rector, Vice-Rectors, Deans, Heads of non basic organizational units holding the academic title or post doctoral degree (*doktor habilitowany*) shall constitute more than half of the statutory membership of the Senate, however no more than three fifths of the Senate membership and the total academic staff can not be more than 75% of the Senate.
3. Representatives of the teachers referred to in item 1 sub-item 5 can not be less than 11 % of the Senate.
4. The students and doctoral students shall be represented by at least one representative of each of these groups and shall constitute not less than 20% of the Senate.
5. The percentage of employees who are not academic teachers can not be greater than 8% of the Senate
6. The following bodies participate in the sessions of the Senate in an advisory capacity:

- Chancellor,
  - Bursar,
  - Director of Main Library,
  - representatives of the trade unions active at WULS-SGGW, one from each union.
7. Rector can invite other persons for participation in the sitting of the Senate.

#### The rights and obligations of the Senate members

##### § 63

1. All Senate members have voting right for all matters unless the provisions of the Act or the Statute hereof specify otherwise.
2. The members of the Senate are obliged to:
  - participate in the Senate meeting,
  - represent the opinions and interests of WULS-SGGW groups, which had elected them and present to the Senate problems of the given communities concerning the activities of WULS-SGGW, social, well-being and other matters.
  - inform the Faculty Council and particular academic communities about the work in the Senate.
3. Should any member of the Senate not fulfill their duties listed in item 2, they can be dismissed by the groups who had elected them following the mode defined in the election regulation.

#### The Senate Committees

##### § 64

1. The Senate, following the Rector`s motion, appoints from among its members Committees which prepare materials for the meetings of the Senate (opinions, conclusions, draft resolutions). The committees can be regular and ad hoc.
2. WULS-SGGW employees who are not Senate members can be appointed members of such committees. Each committee should include those groups of the academic community which are concerned with the particular activities of that committee.
3. Only the member of the Senate, who is not appointed to be the Rector or Vice-Rector can be the Chairperson of the committee.
4. The committees consist of the representative of the Trade Unions operating at the University.

### Chapter 3 Rector and Vice-Rectors

##### § 65

1. WULS-SGGW is managed by Rector, who is the superior of all staff, students and doctoral students.
2. The Rector is entitled to use the honorable title of “Magnificence”.

3. A person, holding the academic title or academic degree of *doktor habilitowany* can be elected as the Rector.
4. The condition of holding a function of Rector is to have their primary employment at WULS-SGGW.
5. The Rector is elected by the university electoral committee.

#### § 66

1. There is four ( 4 ) Vice Rectors : Vice-Rector for Sciences, Vice-Rector for Didactic (specific for students affairs), Vice-Rector for Development and Vice- Rector for International Cooperation.
2. The member of academic staff of WULS-SGGW holding an academic title or academic degree *of doktor habilitowany* can be elected for Vice-Rector.
3. Each Vice-Rector is elected separately by the university electoral committee from among the candidates proposed by the Rector - elect.
4. The candidature for Vice Rector for Didactics must be accepted by the majority of students and doctoral students representatives in the University committee of electors within 14 days from presenting them this candidature by the Rector – elect. No taking a stand on this candidature within this period is considered as approval.
5. The range of activity of Vice-Rectors determines Rector, who indicates also his deputy.

#### § 67

1. Rector takes decisions in all matters concerning the university except of the matters restricted by the Act or the Statute for the competence of other University bodies.
2. In particular Rector shall:
  - 1) represent WULS-SGGW in external relations,
  - 2) takes decisions concerning WULS-SGGW assets and properties,
  - 3) establish and implement strategy of the development the University according to the Senate` s rules.
  - 4) establish, transform and removes organizational units specified in the Statute,
  - 5) supervise the activities of WULS-SGGW in the area of teaching and searching,
  - 6) supervise the administration and the business matters of the University
  - 7) ensure the compliance with the law and security of WULS-SGGW premises,
  - 8) summon the Senate sessions and chair its proceedings, except the session during which the activities of the Rector are assessed,
  - 9) organize the activities of the Senate,
  - 10) inform the Senate about the important matters of WULS-SGGW and present to the Senate all matters which need decisions made by this body,
  - 11) ensure the implementation of the Senate resolutions,
  - 12) present to the Senate the annual report of the activities of WULS-SGGW,
  - 13) determine the premises of WULS-SGGW within the procedure described in Article 4 of this Statute,
  - 14) act to meet the social, well-being, sanitary and cultural needs of students, doctoral students and staff of WULS-SGGW,
  - 15) takes decisions, with the Senate` s authorization, on WULS-SGGW co-operation with other institutions, including foreign ones,
  - 16) supervise the activities of WULS-SGGW organizational units,
  - 17) approve the organizational regulations of WULS-SGGW, prepared by the Chancellor, following his own motion,
  - 18) appoint and dismiss Head of units within the procedure determined in the Statute,

- 19) employ academic staff, with restrictions of regulations of the Act,
- 20) select chartered auditor for examining the financial reports of WULS-SGGW,
- 21) appoints Rector`s committees and Rector`s plenipotentiaries,
- 22) consider the appeals from the decisions of Deans, Chancellor, Directors, Heads of an independent organizational units beyond faculties structure; repeal decisions against the law or against significant interests of WULS-SGGW,
- 23) repeal decisions of a Deans inconsistent with the Act, the Statute, the regulations of study or infringing significant interests of WULS-SGGW,
- 24) set the organization of the academic year,
- 25) announce temporary suspension of classes,
- 26) set fees for educational services provided by WULS-SGGW,
- 27) authorize an external institutions for acting in the premises of WULS-SGGW.

#### § 68

1. Rector suspends execution of the Senate resolutions violating the regulations of the Act or the Statute and within 14 days from the date of taking this resolution summons a Senate session aimed at their reconsideration. If the Senate does not change or repeal the resolution, Rector relegates the resolution to the Minister responsible for the matters of high education for consideration.
2. Rector suspends execution of the Senate resolution prejudicing a significant interests of the WULS-SGGW and within 14 days from the dated of adopting such resolution summons a Senate session for reconsideration of the resolution. The suspended resolution comes into force, if the Senate decides to remain the resolution in force by at least of  $\frac{3}{4}$  of votes, in the presence of at least  $\frac{2}{3}$  of its statutory composition.

### Chapter 4 The Faculty Council The competence of the Faculty Council

#### § 69

1. The Faculty Council is the highest collective body of the Faculty, which in particular:
  1. establishes general directions of Faculty activities and supervises their implementation,
  2. takes decisions, expresses opinion and submits the motions in all important matters for the Faculty not restricted for the competence of other WULS-SGGW bodies,
  3. expresses the opinion of the academic community of the Faculty in all matters, that community is interested in,
  4. assures the high ethical level of staff, students, doctoral students and expresses opinion in the matter the professional ethics of academic staff.
2. The competence of the Faculty Council shall include in particular:
  1. resolving the plans and programs of studies, after consulting the responsible body of student self-government, according to Senate guidelines,
  2. resolving the plans and programs of doctoral studies, after consulting the responsible body of doctoral students self-government, according to the Senate guidelines,

3. resolving the plans and programs of postgraduate studies and lifelong learning courses, according to the Senate guidelines,
4. submitting the motions concerning establishing, transforming and removing the fields of studies at the Faculty,
5. resolving draft rules and procedures of admission for studies at the Faculty,
6. appointing the Faculty recruitment board, following the motion submitted by the Dean,
7. monitoring the proper implementation and level of didactic process at the Faculty,
8. assessing scientific activities of the Faculty and monitoring scientific development of the academic staff of the Faculty,
9. proposing the motion on conferring the title of *doctor honoris causa WULS-SGGW*,
10. accepting the Dean`s motion on conferring the status of honorable professor or honorable lecturer of WULS-SGGW,
11. expressing opinion of the motions concerning distinctions for the Faculty staff or other persons of particular merit,
12. conducting procedure of conferring academic degrees within authorized competence and taking resolutions to confer such degrees,
13. conducting procedure of conferring academic title within authorized competencies and proposing the motions concerning such title,
14. expressing opinion or taking the resolution on establishing, transforming and removing organizational units of the Faculty according to the competence of the Faculty Council, indicated in the Statute,
15. expressing opinion on employing at the Faculty new academic teachers and appointing them or other staff members for managing posts according to the procedure and the competencies of the Faculty Council, indicated in the Statute,
16. adopting resolutions regarding the use of the State budget subsidies transferred to the Faculty and establishing the rules of using such means allocated for research at the Faculty in accordance with the rules established by the Senate,
17. resolving the activity and finance plan of the Faculty and examining the reports from its implementation,
18. appointing **regular** and **ad hoc** term Faculty Committees and determining its tasks and competence, following the motion submitted by a Dean,
19. assessing the activities of a Dean, in particular examining and approving annual reports on the Faculty activities,
20. taking decisions in other matters important for the Faculty matters within the competence of the Faculty Council in accordance with the Act and the Statute.

#### § 70

1. Faculty Council resolutions concerning the Faculty and its academic community are binding the Dean and all members of the Faculty academic community.
2. Faculty Council resolutions are subject to appeal to the Senate.
3. The Senate repeals any resolution of the Faculty Council discrepant with the Act, the Statute, regulations or other internal rules infringing the **valid** interest of WULS-SGGW.
4. Rector suspends execution of the resolution mentioned in section 2, until the Senate`s decision and summons a Senate session on this matter within period no later than one month from suspending the execution of the resolution.

## The composition of the Faculty Council

### § 71

1. The Faculty Council consist of:

- 1) Dean,
- 2) Vice-Deans – in the number determined by the Senate for each Faculty,
- 3) members of the academic teachers employed at the Faculty in the posts of “*profesor zwyczajny*” or “*profesor nadzwyczajny*” and the academic teacher holding the academic degree of *doctor habilitowany*, and if the number of members of this group is higher than 30, than the Faculty Council can take a resolution that it will consist of 25 appointed representatives of this group of academic **teachers** and the representatives of the remaining academic personnel shall account for at least 20 % of the Council composition,
- 4) representatives of the remaining personnel of the Faculty shall account for maximum of 10% of the Council Composition
- 5) representatives of students and doctoral students shall account at least 20 % of its composition; the numbers of students and doctoral students in the Senate during its term shall be determined by the election committee and will be proportional to their total number in the both groups, according to the date of 30<sup>th</sup> November of the year preceding the elections to the Faculty Council.

2. Students and doctoral students must be represented by at least one representative of these groups.
3. Members of academic teachers holding the scientific title of *profesor* or academic degree of *doktor habilitowany* ( including a Dean or Vice- Deans) constitute no more than half of the Faculty Council composition.
4. Heads of the Departments or other Independent Faculty units participate in the sessions of the Faculty Council only as members in an advisory capacity, unless they are the members of the Faculty Council.
5. The representatives of the trade unions, whose statutory unit operates at the Faculty, participate in the sessions of the Faculty Council as members in an advisory capacity (one representative from each trade union)
6. Retired members of academic teachers, who at the moment of retiring were employed as professors, can participate in the sessions of Faculty Council as a members in an advisory capacity.
7. Dean can invite the other persons for a session of the Faculty Council.

## The rights and duties of the Faculty Council members

### § 72

1. The Faculty Council members have voting rights in all matters unless the Act or the Statute hereof specifies otherwise.
2. The Faculty Council members are obliged to:
  - 1) participate in the Faculty Council sessions,
  - 2) represent the point of views and interests of Faculty, groups of the staff students or doctoral students who elected them, and to present at the sessions problems faced by the particular community connected with the Faculty and WULS-SGGW activities, social, well-being and other matters,

3) inform the groups of academic community of the Faculty about the matters of interest for these groups considered by the Faculty Council.

3. If any member of the Council fails to fulfill his/her duties mentioned in section 2, he or she shall be dismissed by the groups who elected him/her under the procedure determined in the elections regulations.

## The Faculty Committees

### § 73

1. Faculty Council, following the motion submitted by a Dean, appoints from its composition committees preparing materials for the Faculty Council sessions (opinions, motions, draft resolutions). Such committees can be regular or at hoc.

2. The committees can consist of the Faculty staff members who are not members of the Faculty Council. Each committee should include representatives of the groups of academic community, whose interests are concerned with such committee.

3. The Chairperson of the committee can only be a member of the Faculty Council .

## Chapter 5 Dean

### § 74

1. Only an academic staff member holding the academic title or academic degree of *doktor habilitowany* can be elected the Dean.

2. The Dean is elected by the Faculty Electoral Committee.

3. Only an academic staff member holding at least the academic degree of *doctor* can be elected as Vice- Dean.

4. Vice- Deans, each separately, are elected by the Faculty Electoral Committee from among the candidates presented by the Dean- elect.

5. The responsibilities within the post of a Dean or Vice-Deans related to research should be entrusted to a person holding at least academic degree of *doktor habilitowany*.

6. For the election of a Dean for students affairs, § 66, item 4, shall apply accordingly.

### § 75

1. The Dean is superior of the whole staff, all students and doctoral students at the Faculty.

2. The Dean manages the Faculty and in particular:

1) represents the Faculty before external entities,

2) establishes the Faculty development strategy according to the University strategy.

3) summons the sessions of the Faculty Council and chairs its sessions with the exception of the sessions aimed at an evaluation of the Deans activities,

4) informs the Faculty Council about all **substantial** matters concerning the activities of the Faculty, University and presents to the Faculty Council all matters which should be considered by this body.

5) organizes the activities of the Faculty Council,

6) employs non-teaching academic personnel following the motion submitted by the Heads of the Faculty organizational units and establishes the level of employment of the non-teaching academic personnel in the Faculty organizational units within the range of the allocated financial resources,

7) opens, following a motion submitted by the Head of the Faculty organizational unit, the contest for employing an academic teacher in this unit and presents the motion regarding employment of the persons elected in the contest for the Rector, after opinion of the Faculty Council,

8) expresses opinion in the matter of sabbatical leave of the academic teachers at the Faculty and control the way of activities during the sabbatical leave,

9) presents to the Faculty Council motions for opinion or decision on establishing, removing or transferring the Faculty organizational units according to the competence of the Faculty Council determined in the Statute,

10) establishes the detailed plan of didactic classes at the Faculty,

11) entrust didactic classes to persons not employed by WULS-SGGW, in particular to non-academics, and entrust lectures and tutoring Master theses to the academic teachers not holding the academic degree of *doktor habilitowany*.

12) monitors the current activities of the Faculty,

13) acts to meet social, well-being, sanitary and cultural needs of students, doctoral students and employees of the Faculty,

14) considers the appeals from the decisions of the Head of the Faculty of the organizational units and takes appropriate decisions in those matters,

15) establishes the range of Vice-Deans activities,

16) ensures the implementation of the Faculty Council resolutions,

17) takes decisions in all matters concerning Faculty activities, with the exception of the matters restricted by the law for other University bodies,

18) ensures observing the law, security and order in Faculty premises.

3. If the Faculty Council adopts a resolutions being discrepant with the Act, the Statute, the Senate resolution, regulations and other internal University provisions, or offending against the **valid** interest of SGGW-SGGW – Dean, immediately informs the Rector about it.

## PART IV THE LIBRARY AND INFORMATION SYSTEM

### Chapter 1 General provisions

#### § 76

At WULS-SGGW a library and information system shall operate whose, basic objective is to collect, compile and make available the library collections; also organizes and provide technical and scientific information.

#### § 77

1. The WUL-SGGW library and information system consist of the Main Library and faculties libraries.

2. Reference libraries can be created at WULS-SGGW organizational units which do not belong to the WULS-SGGW library and information system. The organizational unit is obliged to systematically inform in the agreed form about the content of the reference library.



#### § 78

1. The Main Library is established, transformed and removed by the Senate, following a motion of the Rector.
2. The Faculty Library is transformed and removed by the Rector following a motion of the Dean of the particular Faculty after consultation with the Director of Main Library. Such motion should be consulted with the Faculty Council of the particular Faculty and with the Library Council.

#### § 79

1. The Main Library is a University-wide unit with research, didactic and service tasks it also serves as the center of research information and as a public scientific library.
2. Reading rooms of the WULS-SGGW library and information system are available for the public.
3. Everyone using the WULS-SGGW library collections should present their identity cards ID to the WULS-SGGW staff. The staff of the library and information system are authorized to copy the identity card data.
4. Using the WULS-SGGW library collections beyond the premises of WULS-SGGW units and copying or extracting the documents from those collections (photocopying, scanning, photographing, filming etc.) is determined by regulation approved the Rector following the motion submitted by the Main Library Director.

#### § 80

The detailed range of activities of the units belonging to the WULS-SGGW library and to information system of the Main Library Director`s supervision over the activities of this system and the rules of co-operation between the Library Council, the Main Library Director and the Faculty authorities at the Faculties, where the Faculty libraries are established, is determined by the Main Library regulation passed by the Senate.

### Chapter 2 Library Council

#### § 81

At WULS-SGGW the Library Council acts as a consultative body of the Rector.  
The competence of the Library Board

#### § 82

The competence of the Library Council shall include in particular:

- 1) establishing the main direction of information and library activities as required by the needs of the scientific, research and didactic processes at WULS-SGGW,
- 2) presenting motions concerning the structure and organization of the Main Library and related WULS-SGGW library and information system,
- 3) taking care about the library staff` development and expressing opinions on assigning the posts in libraries,
- 4) participating in planning and monitoring the activities of the WULS-SGGW library,
- 5) presenting the Rector motions concerning an appointment and dismissal of the Main Library Director,
- 6) acting as a contest committee during the process of appointing the Main Library Director,
- 7) examining and accepting the annual report of the Main Library Director.

## The composition of the Library Board

### § 83

1. The Library Council consist of:
  - 1) Vice-Rector for monitoring the activities of the Main Library as the Chairperson of the Library,
  - 2) six representatives of the academic staff of WULS-SGGW appointed by the Senate,
  - 3) Director of the Main Library and his/her Deputy,
  - 4) four representatives of the Main Library staff and Faculty Libraries,
2. The Chairperson of the Library Council appoints the Deputy Chairman from among the members of the Council.
3. The election procedure for the representatives referred to in item 1, sub-item 4, is determined by the election regulations presented in Annex 2.

### § 84

The term of the Library Council members referred to in § 83, item 1, sub-items 2 and 4, lasts four years, and it starts and ends to the to the same as the term of WULS-SGGW bodies.

## Chapter 3 The Main Library Director

### § 85

The Director of the Main Library is the superior of the whole staff of the WULS-SGGW library and information system.

### § 86

The Director of the Main Library shall in particular:

- 1) directly manage the Main Library activities and monitor the activities of the remaining libraries of the WULS-SGGW library and information system,
- 2) organize functioning of the WULS-SGGW library and information system,
- 3) represent the Main Library before external entities,
- 4) be responsible before the Rector and the Library Council for functioning the WULS-SGGW library and information system,
- 5) submit to the Rector any motions regarding establishing, transforming and removing Main Library organizational units as well as a motions assigning the managerial posts in those units after consulting the Library Council,
- 6) express the opinion following the motion submitted by Dean regarding establishing, transforming or abolishing the Faculty libraries,
- 7) present to the Library Council the annual reports covering the Main Library activities and information on the functioning of the library and the system,
- 8) submit to the Rector any motions on Main Library staff employment and dismissal and also their rewarding, honoring, awarding distinction or punishing,
- 9) present to the Rector any motions on Faculty libraries after consulting Dean of the particular Faculty.

### § 87

1. The Director of the Main Library is appointed by the Rector following a motion submitted by the Library Council after consulting the Senate`s opinion.

2. The Library Council prepares the motion for appointing Director after a contest for this post is conducted according to the procedure determined in the contest regulations included in Annex 1.
3. Only a certified librarian shall be appointed as the Main Library Director. The Main Library Director can also be a person holding an academic title.

## PART V ADMINISTRATION AND MANAGEMENT

### Chapter 1 Administration of WULS-SGGW General provisions

#### § 88

1. The task of administration is to provide efficient activities of WULS-SGGW and the proper well-being and social conditions to the students, doctoral students and the employees
2. The WULS-SGGW administration is supervised by the Rector or by Vice-Rectors authorized by the Rector.
3. The Chancellor is responsible before the Rector and Senate for the execution of the administrative tasks,
- 4) The rules determined in item 3, does not apply to the tasks executed by the financial and administrative staff at the Faculties (Deans` offices) and at other WULS-SGGW organizational units subordinate to a Heads of those units.

#### The structure of administration

#### § 89

1. The organizational units of administration are as follows:
  - 1) central administration organizational units, executing specific administration tasks,
  - 2) units and administrative services of the Faculties, Interfaculty units university-wide and non-faculty units,
  - 3) administration of WULS- SGGW branches and experimental institutes.
2. University-wide services and administrative units, after they are established shall also include the administrative units.
3. The division of the administration for the organizational units and the range of such units tasks are determined by the organizational regulations introduced by the Rector.
4. WULS- SGGW administration organizational units and their staff are subordinate to the Chancellor, Deans of the Faculties, Heads of an Interfaculty Study or Heads of respective units.
5. WULS-SGGW administration organizational units are established, transformed, or removed by the Rector on his/her own initiative or following the motion of respectively to the subordination of those units, the Chancellor of a Heads of other WULS-SGGW organizational units where such services are **conducted**.

## The Chancellor

### § 90

1. The Chancellor is appointed by the Rector after opinion of Senate from among the candidates elected in a contest. The Chancellor is dismissed by the Rector after consulting the Senate.
2. Only a person who is graduate of a higher education holding the professional title of *magister* or an equivalent can be a Chancellor.
3. The number of the Chancellor`s deputies and the range of their responsibilities are determined in the organizational regulations.
4. One of the deputies of the Chancellor is a Bursar. The duties and title of a Bursar as a chief of accountant are regulated by separate rules.
5. The deputies of the Chancellor are appointed and removed by the Rector following the motion submitted by the Chancellor.

### § 91

1. The Chancellor manages the administration and business matters of WULS-SGGW and represents the University before the external entities within the scope determined in item 2 and - after authorization by the Rector - in other matters.
2. Chancellor`s activities, except for the matters mentioned in other provisions of the Statute shall include the matter of:
  - 1) business and management of WULS-SGGW assets within the scope of the ordinary management (the term ordinary management shall mean any decisions whose financial results shall not exceed 1,0% of WULS-SGGW annual revenue anticipated in the activity-and-finance plan),
  - 2) organizational and functioning of the central administration,
  - 3) investment, maintenance and refurbishment of the buildings,
  - 4) maintenance of the devices and equipment,
  - 5) transport,
  - 6) keeping order and cleanness at the premises of WULS-SGGW,
  - 7) social and health care of WULS-SGGW employees, students and doctoral students.
3. The special rights and obligations of the Chancellor are:
  - 1) preparing together with a Bursar the annual activity-and-finance plan of WULS-SGGW and presenting it to the Rector and the Senate for acceptance,
  - 2) organization and monitoring of the administration activities and services at WULS-SGGW,
  - 3) monitoring inspection of order at WULS-SGGW and organizing security of university assets,
  - 4) making investments and refurbishment activities,
  - 5) taking steps towards systematic improvement of working conditions and well-being of the employees, students and doctoral students,
  - 6) employing and dismissing the members of the central administration staff in the University-wide, non-faculty units service and business activity units, except for the members of staff at the managerial posts who are employed, dismissed, awarded and punished by the Rector following the motion submitted by the Chancellor,
  - 7) taking decisions in the material and financial matters of WULS-SGGW within the powers determined in **§ 100 ( mistake - błąd w wersji polskiej – jest § 102 !)** of the Statute and with consideration of the obligations and competence of the Bursar.

Chapter 2  
WULS-SGGW assets and finance management  
Assets and financial resources

§ 92

The assets of WULS-SGGW include its property and other property rights.

§ 93

The WULS-SGGW may obtain its financial resources from:

- 1) the State- budget subsidies,
- 2) subsidies from the budgets of local government units or their associations,
- 3) fees for research, diagnostic, medical treatment , rehabilitation, artistic, sport, experimental activities as well as license fees,
- 4) fees charged for educational services,
- 5) gifts, inheritances, legacies and public donations,
- 6) separate economy activity,
- 7) shares and interest,
- 8) other revenues determined by the legal regulations.

§ 94

WULS-SGGW can open foreign currency accounts in authorized foreign exchange banks, accumulate foreign currencies at such account and dispose accumulate income for the statutory aims.

§ 95

Management of WULS-SGGW assets and financial resources result from commonly binding law regulations, the Statute, the resolutions of the Senate, the decisions of the Rector and the Chancellor issued according to their rights.

Distribution of the State budget subsidies

§ 96

1. WULS-SGGW manages its funds independently within possessed resources according to the activity-and- finance plan annually approved by the Senate.
2. Faculties, Interfaculty Study and Independent non-faculty units manage their funds within the received or gained financial resources according to the activity-and-finance plan approved annually by the collective body of the particular unit or by the Rector.
3. The activity-and-finance plan should determine all sources of financial income and the planned amount of such income as well as the division of the resources for assigned the aims and the WULS-SGGW organizational units activities in accordance with the regulation established by the Senate.
4. Until the activity-and-finance plan is approved, the activities of WULS-SGGW and organizational units are financed according to the procedure established by the Rector and the Chancellor in consultation with a Bursar.
5. The Rector and the Chancellor are responsible for the implementation of the activity-and-finance plan.

#### § 97

The Senate determines the distribution rules for the resources referred to in § 95 to be distributed among the WULS-SGGW organizational units.

#### Distribution of the non-budgetary subsidies

#### § 98

1. The decisions concerning of the salary of WULS-SGGW staff are taken by Heads of the University organizational units following a motion of direct superior according to the commonly binding law regulations, the Senate resolution and the orders of the Rector. Salary decisions concerning the Chancellor, his/her Deputies, Deans, Heads of interfaculty study, Directors or Heads of the independent non-faculty units as well as Director of Experimental Institutes are taken by the Rector.

2. The Senate shall increase the salaries above the amount determined under the Act and paid out as execution thereof, using for such purpose financial means from other sources than those referred to in § 93. Mainly those members of the staff who participate in gaining those resources are entitled to salary raise. The distributing rules for the resources intended for the salary raise are established by the Senate in compliance with the trade unions rights.

#### § 99

1. WULS-SGGW can create funds, other than the capital funds, including a special scholarship fund, in accordance with the rules determined by the relevant binding laws regulation.

2. The amount of the founds is determined by the Senate.

2. The rules of using the funds are determined by the regulations approved by the Senate.

#### Assets management

#### § 100

1. Management of the land, buildings, premises and parts of assets the value of which is over 5% of the WULS-SGGW revenue anticipated in the activity-and-finance plan is left for decision of the Senate. The Senate shall also take decision concerning the acceptance of gifts, legacies and inheritance of any value exceeding 0,1% of WULS-SGGW revenue anticipation in the activity-and-finance plan.

2. Other decisions concerning the WULS-SGGW assets not mentioned in item 1 are taken by the Rector or persons authorized by him/her.

3. Assets (devices, equipment and other part of assets) gained by WULS-SGGW organizational units as result of contractual work unless the agreement specifies otherwise, become the property of WULS-SGGW but they remains in the management of a Head of the unit which gained such assets as the result of their contractual work.

#### § 101

1. The Heads of WULS-SGGW organizational units are responsible for proper securing and use of the assets assigned to those units.

2. The Heads of WULS-SGGW organizational units manage the assets assigned to those units and gained financial resources under the supervision of a Bursar and the Chancellor who suspend the execution of any decisions contradictory to the Act, the Statute, commonly binding law regulations or prejudicing the significant interests of WULS-SGGW and present them to the Rector for his or her decision.

## PART VI

### STUDIES AND STUDENTS

#### Chapter 1 Studies

#### Kinds of studies, the procedure of its establishment

#### § 102

1. Education at WULS-SGGW is provided within the specific field and form of studies, which are conducted according to the plans and programs of studies.
2. WULS-SGGW runs studies of the first- and second cycles as well as the long – cycle *magister degree* studies.
3. WULS- SGGW can also provide the following studies:
  - 1) non- degree postgraduate,
  - 2) open studies and courses,
  - 3) open studies for non- students learners,
4. WULS-SGGW can, in accordance with the provisions of the Act, provide interdisciplinary programs and studies within the macro-fields of study as well as joint studies with other higher education or scientific institutions, including foreign institutions.
5. The studies referred to in item 2, can be provided as full-time or part-time programs.
6. The Senate establishes, transforms or removes the studies mentioned in item 2 following the motion of the responsible Faculty Council.
7. The Senate, following a motion filed by the respective Faculty Council, determines the recruitment conditions and procedures and the forms of studies in the particular fields, announcing to the public the resolution regulating the above matter no later than by 31<sup>st</sup> of May of the year preceding the academic year to which the resolution applies to, first and foremost in the information booklet for the candidates for studies and at WULS-SGGW web-side.
8. The Faculty Council establishes, transforms and removes the studies as well as opens and suspends the studies referred to in item 3, sub-items 1- 3 and passes their plans and curricula. The Dean is obliged to inform the Rector immediately about all decisions taken in the above mentioned matters.
9. The Faculty Council passes, after consulting with the Faculty Student self-government resolution- passing body, the plan and the curricula for the first and second cycles.
10. The Faculty Council can determine the rules of studying according to the individual plan of studies and curricula.
11. Doctoral studies as full-time or part-time studies are established by the Rector following a motion of the WULS-SGGW organizational unit council authorized to confer the academic degree of “*doktor habilitowany*” or at least to confer the academic degree of “*doktor*” in two different areas of the particular field of science – within the areas adequate to such rights.
12. The Rector following the motion of the Dean, after opinion of the Faculty Council established, transforms and removes as well as opens and suspends the postgraduate studies. The program and curricula of the postgraduate education adopt the proper Faculty Council.

### §103

1. Organization and the course of study as well as related student`s rights and duties are determined in the regulations of the studies.
2. The regulations of the studies are passed by the Senate at least five months before the beginning of the academic year.
3. The regulations of the studies come into force at the beginning of the academic year, after consulting the University student self-government resolution passing body. If within three months from passing the regulations the Senate and the university student self-government resolution passing body do not reach an agreement on its content, the regulation comes into force by the way of a resolution passed by the Senate with the majority at least 2/3 of votes of the Senate statutory composition.

### § 104

1. The organization of the academic year is established by the Rector.
2. The Rector can suspend the classes at WULS-SGGW for a determined period.
3. The Dean can suspend the classes at the Faculty for a determined period.

## Diplomas

### § 105

1. WULS-SGGW confer to the graduate of the first and second cycles as well as the long cycle *migisterskie studia* the following diplomas: *magistra inżyniera, magistra inżyniera architekta krajobrazu, magistra, lekarza weterynarii, inżyniera, inżyniera architekta krajobrazu and licencjata*.
2. The Rector awards outstanding students with the diploma of merit upon a motion submitted by the Faculty Council in accordance with the regulations of the studies

## Chapter 2

### Students

#### Admission, Graduation, Leaves

### § 106

1. The person who meets the requirements can be admitted for studies at WULS-SGGW:
  - 1) to the 1- cycle of studies and long- cycle studies: holding a certificate of secondary education,
  - 2) to the 2-cycle of the studies – holding the diploma *of magister, licencjat, inżynier* or equivalent and meeting the recruitment conditions.
2. Outstandingly talented students of secondary education schools can participate in the classes included in the courses of studies in the fields of studies compatible with their aptitudes and in accordance with the conditions established by the Ministry competent for higher education.
3. The rules of admission to studies are established by the Senate in accordance with the provisions of the Act.
4. The relevant recruitment committees conduct the recruitment and decide on admission to studies
5. The university recruitment committee appointed by the Senate following the Rector`s motion considers the appeals filed by the candidates, who have not been admitted to the studies by the recruitment committee. The appeal must be submitted within 14 days starting



from the date of the notification about the refusal of admission to the studies at WULS-SGGW. The university committee examines the appeals within 14 days from the date of filing and presents the conclusions to the Rector who takes the final decision.

#### § 107

The admission of a person to WULS-SGGW is valid from the moment of matriculation and taking the oath, which content is given in Annex 4.

#### § 108

The conditions of admission to the studies referred to in § 102, item 3 and the conditions of graduation are established by the Faculty Council in the separate regulations of these studies.

#### § 109

1. The student graduates from the specific field of studies after fulfilling all duties specified in the plan, in the curriculum and the regulations of the studies.
2. The form and condition of taking the diploma exam are determined in the regulations of the studies.
3. The scope of the diploma exam is determined by the Faculty Council.
4. University graduates receive the State diplomas confirming the completion of higher education and receiving an appropriate degree consistent with the template defined by separate regulations. Before issuing the diploma, the Dean upon a motion of the graduate issues the confirmation of completing the studies and passing the diploma exam.

#### § 110

1. If the course of studies is interrupted or the condition determined by the regulations in § 109, items 1 and 2, are not fulfilled a student upon the Dean's decisions shall be struck out from the students register. The student struck from the students register has a right to receive a certificate confirming the course of studies. Such confirmation is issued by Dean of the relevant Faculty.

#### § 111

1. The student of last year of the second-cycle studies or the long-cycle *magister* studies can participate in the traineeship preparing for becoming an academic teacher and can receive from WULS-SGGW own resources a scholarship on conditions determined by the Senate.
2. The student participating in the traineeship preparing for becoming an academic teacher is obliged to perform 30 – 60 hours of teaching during the traineeship, under the supervision of an experienced academic teacher appointed by a Head of the Department in which the traineeship takes place; in financial settlement of the didactic classes performed at the Department, those classes are assigned to the teacher, not to the trainee.

### Chapter 3

#### Rights and duties of the Students

#### § 112

1. The students rights and duties result from the Act, the WULS-SGGW Statute and the regulations of studies. The students basic right and duty is to gain knowledge. Student is obliged to behave in accordance with the text of the oath and the regulations of studies as well to take care of WULS-SGGW property. During the studies, students are obliged to obey

the student`s Ethical Code of the University established by the student self-government university body and have been **approved** by the Senate. **(new)**

#### § 113

The duty of all WULS-SGGW bodies and the student self-government is to create the conditions for comprehensive development of students` personality and his or her professional, scientific, cultural and sport interests.

#### § 114

1. Due to develop interest in scientific subjects WULS-SGGW students can participate in research work conducted at WULS-SGGW organizational units and students research-interest groups.
2. The principles of establishing, operating and responsibility the research-interest groups are determined in the regulations of such groups passed by the Senate.

### Student self-government

#### § 115

1. All students of the first and second-cycle studies and the long-cycle magister studies form the student self-government.
2. The student self-government operates in accordance with the Act and the regulations passed by the university resolution passing body in accordance with the WULS-SGGGW Statute through democratically elected and independent student self-government bodies.
3. The regulations determine the activities and structure of the student self-government as well as the rules of the elections the bodies of this self-government. The student self-government bodies are formed at all Faculties and interfaculty study.
4. The student self-government bodies are the only representatives of the student community appointed to represent and protect the interest of students within the scope determined by the regulations of the Act, the Statute and the regulations of the student self-government.
5. The student self-government bodies have a right to conduct consultations with the students within the procedure defined in the student self-government regulations.
6. The highest executive body of the student self-government presents its regulations to the Senate in order to confirm the conformity of those regulations with the Statute and the Act.

### Student Organizations

#### § 116

1. The students have a right to assemble in student`s organizations and associations operating within the international, national, regional and university range in accordance with the separates regulations.
2. Students organizations and associations operating at WULS-SGGW have a right to forward motions and applications to the WULS-SGGW bodies in matters concerning students and functioning of the University.
3. The Rector is the authority which registers and keeps the record of the students organizations not acting under the Law of Associations. Rector`s decisions in this matter are subject to appeal to the Ministry competent for higher education.
4. The condition for registering an university student organizations is the conformity of its statute (the regulations, founding declarations) with the Act, other commonly binding law regulations and the WULS-SGGW Statute.

5. Rector repeals the resolution of the university student organization discrepant with the provisions of the laws, SGGW Statute or the statute (the regulations, founding declarations) of this organization.

6. The Senate upon the Rector`s motion dissolve the university student organization referred to in item 3, if its activity demonstrate a gross or persistent discrepancy with the provisions of the law, WULS-SGGW Statute or the statute (the regulations, founding declarations) of this organizations.

#### § 117

In the case of a collective dispute the relevant bodies of WULS-SGGW and of student self-government are obliged to immediately start the negotiations in order to solve the problem.. Settlement of the dispute should take place within 14 days. If the dispute is not settle within this period student self-government bodies may undertake a protest action to support their demands.

#### Student assemblies

#### § 118

1. Students have a right to organize at WULS-SGGW assemblies according to the rules determined in the Act.
2. The assemblies cannot deprive anybody participating in them the possibility to work or study.
3. The Rector should be informed about the intention to organize an assembly at least 24 hours before it beginning. In the cases, when the suddenness of the matter is justified the Rector can accept a notice filed in a shorter time.

#### § 119

1. The rooms intended for use during the assembly should be handed over by the WULS-SGGW administration committee to its organizers and the current state and equipment should be specified. When the assembly is over the rooms should be returned in the same condition as when they were taken over by the organizers.
2. For the course of the assembly, as well as for the equipment in the rooms where it takes place the organizers have disciplinary liability before the WULS-SGGW authorities.

#### § 120

1. If the course of the assembly is discrepant with the commonly binding law, the Rector or his/her representative dissolves the assembly after warning the organizers about it.
2. For the infringement of any binding law regulations or WULS-SGGW Statute according to the Act, both the organizers` and the participants` of the assembly liability can be enforced.

#### Disciplinary liability of the students

#### § 121

1. Students shall be liable to disciplinary measures before a disciplinary committee or a student disciplinary panel of the student self-government for any breach of the binding WULS- SGGW regulations and any acts demeaning the dignity of the student.

2. Acting on his/her own initiative Rector following the motion of the student self-government body indicated in the self-government regulations, may refer a case to the student disciplinary panel.

3. For a minor disciplinary breach, Rector may punish a student with an admonish, however the punished student may demand initiating the disciplinary proceeding or proceeding the trial before disciplinary panel of the student self-government. In such case the disciplinary committee or the disciplinary panel may only punish the student with an admonishment.

#### § 122

1. The disciplinary committee, appellate disciplinary committee and their Chairpersons are appointed by the Senate following motion of the Rector for a period of the term WULS-SGGW bodies. The Chairpersons can be appointed only from among the academic teachers holding an academic title and not holding the position of single-person authorities at WULS-SGGW.

2. The disciplinary committee for student consist of nine members of the academic teachers with at least five years of teaching experiences and eight students. The appellate disciplinary committee for students consist of six academy teachers, with at least five years of teaching experience and five students.

3. The members of the committee are elected by the Senate from a group of the candidates at least twice as numerous as is committee, presented by the Rector, in the case of members of the academic teachers and by the university executive body of the student self-government in the case of the students.

#### § 123

Student`s disciplinary panels are appointed by the student self-government bodies which also define – according to the self-government regulations - the rules and procedures of the panel proceedings.

### PART VII

#### WULS-SGGW doctoral students

#### § 124

1. The participants of WULS-SGGW doctoral studies establish the Doctoral self-government.

2. The self-government of the doctoral students operates according to the Act and the regulations passed by the University resolution-passing body and consistent with the WULS-SGGW Statute by democratically elected and independent self-government bodies.

#### § 125

1. The rights and duties of doctoral students, forming together with WULS-SGGW staff members and students in autonomous academic community, result from the Act, WULS-SGGW Statute and doctoral students regulations.

2. Doctoral student is obliged to behalf in accordance with the content of the oath, the regulation of doctoral studies, as well as to take care of WULS-SGGW property.

3. The primary obligations of a doctoral student, in addition to those defined in item 2, shall include following the curriculum of the doctoral program conducting research and submitting reports on the progress therein, undertaking internships involving teaching or participation in the process of teaching.

4. The ceremonious oath taken by doctoral student in the presence of Rector according to the content of the oath, which is given in Annex 5.

#### § 126

To the doctoral students and doctoral students self-government the provisions of § 103,104,106 and 107 as well as 112- 123, with restrictions of § 125 item 4, however, the disciplinary committee deciding on the matters of doctoral students consist of six members of academic teachers with at least five years of teaching experience and five doctoral students and the appellate disciplinary committee consist of at least four members of academic teachers with at least five years of teaching experience and three doctoral students.

### PART VIII

#### WULS-SGGW Employees

##### Chapter 1 Groups and posts

#### § 127

1. The academic community is formed by the groups of WULS-SGGW employees together with the students and doctoral students:

- 1) academic teachers
- 2) employees of non-teaching staff.

2. The groups referred to in item 1 closely co-operate for the benefit of WULS-SGGW and assist each other in carrying out the didactic and educational activities as well as conducting research.

#### § 128

1. Significant decisions of WULS-SGGW bodies concerning particular groups of the academic community are taken after consulting their representatives in such university bodies.

2. The WULS-SGGW bodies can delegate taking decisions in specific matters concerning the particular group to the elected representatives of such particular academic community groups.

#### § 129

1. The WULS-SGGW academic teachers shall include:

1) research and teaching personnel employed in the following posts:

- a) *profesor zwyczajny*
- b) *profesor nadzwyczajny*
- c) *profesor wizytujący*
- d) *adiunkt*
- e) *asystent*

2) teaching personnel employed in the following posts:

- a) *starszy wykładowca*
- b) *wykładowca*
- c) *lektor*
- d) *instruktor*

3) Research personnel employed in the position indicated in section 1.

2. The WULS-SGGW academic shall also indicate the personnel employed in the post of *a docent* on the day when the Act entered into force.

3. The WULS-SGGW academic teaching personnel shall also include qualified librarians and qualified scientific documentation and information personnel employed in the posts of: *starszy kustosz dyplomowany, starszy dokumentalista dyplomowany, kustosz dyplomowany, dokumentalista dyplomowany, adiunkt biblioteczny, adiunkt dokumentacji i informacji naukowej, asystent biblioteczny, asystent dokumentacji i informacji naukowej.*

#### § 130

The remaining WULS-SGGW personnel employed in the posts not indicated in §129, are included in the group of non-teaching academic personnel.

### Chapter 2 General provisions Remuneration

#### § 131

The remuneration rules for the WULS-SGGW employees are determined by the provisions of the Act, other commonly binding law regulations and the provisions of the Statute.

#### Awards

#### § 132

Academic teachers may be honored granted awards for their outstanding research, teaching or organizational achievements and non-teaching academic personnel for outstanding professional achievements.

#### Retirees

#### § 133

1. WULS-SGGW keeps constant relations with its personnel who have retired or left due to disability pensions.
2. WULS-SGGW provides help to its retired and disabled personnel as far as their well-being and cultural needs are concerned.
3. WULS-SGGW provides to its retired and disabled personnel the conditions, to a reasonable extent necessary to continue research and didactic activities.

#### Assemblies

#### § 134

All WULS-SGGW personnel have a right to organize assemblies at the University premises. The provisions of § 118-120 of the Statute apply accordingly to the procedure of organizing such assemblies as well as to their organizers and participants liability for the course of such assemblies.

## Staff meetings

### § 135

1. At WULS-SGGW as well as in its organizational units, staff meetings can be summoned in order to express the personnel opinions or submitting motions in all matters concerning WULS-SGGW or the relevant organizational units, in particular in those matters in case of which consulting the WULS-SGGW personnel is provided by the law or the Statute provisions.
2. The personnel of general meetings are summoned by a Dean, Director or Head of the unit or their own initiative or following the motion in writing supported by at least 20% of the unit staff.
3. The meetings of the staff group can also be summoned by the representatives in the collective bodies of WULS-SGGW chosen by those groups
4. The provisions of items 1-3 do not infringe the legal rights of the trade unions and other organizations operating at WULS-SGGW.

## Chapter 3

### Academic teaching personnel Responsibilities

#### § 136

1. An academic teaching personnel may consist of persons who a part from the qualifications specified in the Act demonstrates capacity for didactic activities, aptitude for research and present a high ethical standard.
2. The rules for employment and promotion of academic teachers are defined in the Annex 6.

#### § 137

1. Research and teaching personnel are obliged to:
  - 1) teach and educate students,
  - 2) conduct research and development, contribute to the development of science or artistic creation.
  - 3) participate in the organizational activities at WULS-SGGW.
2. The responsibilities of research personnel are determined in item 1, sub- items 2 and 3.
3. Academic teachers holding the academic title of *profesor* or academic degree of *doktor habilitowany* are also obliged to train research personnel.
4. Teaching personnel are obliged to:
  - 1) teach and educate students,
  - 2) upgrade their qualifications,
  - 3) participate in the organizational activities of the University.
5. The duties of academic teachers who have the license to practice veterinary employed by entities operating in the filed of veterinary science, should also take part in the celebration of the veterinary care and the means specified in the rules for the profession and animal health establishment, in particular §112 of the Act.

#### § 138

1. Before the beginning of each academic year the Senate determines the rules of defining the scope and the duties for academic teachers the types of courses to be taught, including the workload related to teaching tasks (obligatory teaching hours) for each post (except the

workload of academic teachers determined in § 129 item 3, which amounts to 36 hours per week), within the range specified by the Act and the rules for calculation teaching hours, the rules of teaching outside WULS-SGGW as well as the rules and procedure of assigning overtime teaching courses.

2. The detailed scope of academic teacher`s duties and the workload as well as replacement at courses in the case of academic teacher`s absence, are specified by a Head of the organizational unit, in which the member of academic personnel is employed.

3. The Rector allocating an academic teacher assignments of major importance for WULS-SGGW, for a period no shorter than 1 semester, may reduce his or her teaching workload during the period of their performing the duties, but no more than by 60%.

#### § 139

Termination of permanent employment contract concluded with an academic teacher for significant reasons, other than those indicated in the Act, requires a consent of the Faculty Council in the case of persons employed at faculties or of the Senate in the case of persons employed outside faculties.

#### Leaves

#### § 140

1. Teaching and research personnel may take a holiday leave only during the periods when they don't teach assess students` knowledge or conduct exams.

2. Research personnel take their holidays during the whole year only with a time frame agreed with the Head of the organizational unit where they are employed.

#### § 141

The procedure for granting a holiday leave to academic teachers is determined by the Rector.

#### § 142

1. Appointed academic teacher may be granted a paid or un-paid sabbatical leave for a defined period of time and on the conditions determined in the Act.

2. The Rector grants academic teacher the sabbatical leave following a motion in writing submitting by the applying employee together with an opinion of a Head of the unit where the academic member is employed.

3. While granting the sabbatical leave the Rector considers, above any other reasons, the scientific aim for the development of science and the stage of preparation of the thesis for the academic degree of *doktor or doktor habilitowany*.

#### § 143

Full time academic teachers employed at WULS-SGGW, who have worked for at least five years at the university are entitled to a paid health recovery leave for a defined period of time and according to the provisions determined in the Act.



## Evaluation

### § 144

1. All academic teachers are subject to periodic evaluation within the scope determined in the Act. The ground of evaluation of the academic research teachers particularly are the scientific achievement and didactic teachers are the educational achievement, and in any case, in particular the evaluation of obeying the copyright and related rights as well as the industrial property rights. **(new)**
2. The evaluation of an academic teacher shall be made not less frequently than once every two years, and a university teacher who has the title of *professor* employed by appointment at least once every four years or at the request of a Head of the organizational unit of WULS-SGGW, in which the academic teacher is employed. **(new)**  
The evaluation is also conducted a year before the end of the employment period
3. In the case of teacher`s negative evaluation an additional evaluation is conducted after one year time
4. The evaluation results are presented to the assessed person together with information concerning the appeal procedure, the person is entitled to.

### § 145

1. The evaluation of the academic teachers employed at faculties is conducted by the specific Faculty Committee, hereafter referred to as “the evaluation committee”
2. The evaluation committee is appointed the request of a Dean by the Faculty Council for the entire term. The evaluation committee consist of 5-7 persons – academic teachers holding the academic title or academic degree of *doktor habilitowany* and one representative the remaining academic teachers. In the activity of the evaluation committee, upon the employee request, a representatives of the trade union at the faculty also operates as an observer.
3. The evaluation committee conducts the evaluation on the basis of the assessed employee report, opinion of a Head of the organizational unit and in case of an assistant, also the opinion of the direct scientific supervisor. On the request of the evaluation committee or of the assessed employee during the assessment process also the opinion of other specialist from the particular academic field can be considered. During the evaluation of the academic teacher the committee can also ask the expert outside the university for the evaluation of the questions asked by the committee.

### § 146

1. During the evaluation of an academic teacher concerning fulfillment of didactic duties the students or doctoral students, after termination of the terms, are consulted in the form of anonymous questionnaires approved by the Senate.
2. The opinion of the majority of students and doctoral students, who participate in the evaluation process is considered on the equal terms with the remaining elements of the evaluation.

### § 147

The evaluation of the academic teachers employed outside faculties is conducted by the interfaculty evaluation committee summoned, by the Senate following the Rector`s motion as stipulated by § 145, item 2. To the procedure of appraisal of those employees § 145, item 3 and § 146, shall apply accordingly.

#### § 148

1. The evaluation of librarians and documentation academic and non-academic staff members is conducted by the Library Board.
2. To such evaluation the provisions of § 145 and 146, shall apply accordingly.

#### Evaluation Criteria

#### § 149

1. During the evaluation of teaching and research personnel the following elements are considered:
  - 1) didactic and educational activities,
  - 2) scientific achievements,
  - 3) organizational activities for the benefit of WULS-SGGW organizational unit in which the evaluated person is employed or for the benefit of the whole WULS-SGGW.
2. During the evaluation of teaching personnel, the elements listed in item 1, sub-items 2, 3 and 4 are considered.
3. The evaluation of research staff is conducted on the grounds of the elements listed in item 1, sub-items 1,3 and 4.
4. During the evaluation of teaching staff employed in the units operating in the field of veterinary medicine also the fulfillment of the duty determined in § 137 item 5, is considered.
5. The evaluation of the academic teachers regarding the didactic duties are consulting with the students.

#### § 150

1. During the evaluation of the academic teachers employed in managerial posts their actions taken for the following benefits are in particular considered:
  - 1) acting for the development and functioning of the managed units,
  - 2) acting for the scientific development of their subordinates,
  - 3) monitoring the appropriate level of didactic classes conducted by the teachers of the managed unit, andthe elements listed in § 149 item 1.
2. During the evaluation of the academic teachers employed in the posts of *professor* also the contribution to the development of research personnel is considered.

#### § 151

The results of the periodic evaluation are the grounds for promotion, awards a salary raise, but also for termination of the employment contract.

#### § 152

1. The employee can appeal against the evaluation of the Faculty or interfaculty evaluation committee to the University evaluation committee.
2. While considering the appeal mentioned in item 1, the University evaluation committee is obliged to examine the clarifications on the matter as may be presented by the Chairperson of the committee which negatively evaluated and the evaluated employee him/herself. The University evaluation committee may also consult other persons who can significantly contribute to the examined matter by expressing their opinion.

3. The University evaluation committee is summoned by the Senate following the Rector's motion. To the composition of the committee and the mode of its procedure, the regulation of §145, item 3, shall apply accordingly.

#### Disciplinary liability of academic staff

##### § 153

Academic teachers are liable to disciplinary measures for any conduct breaching the responsibilities of an academic teacher or the dignity of the teaching profession.

##### § 154

Judgment in the disciplinary cases involving academic teachers is given:

- 1) in the first instance, by the WULS-SGGW disciplinary committee for academic teacher,
- 2) in the second instance, by the disciplinary committee for academic teachers at the General Council for Higher Education.

##### § 155

Disciplinary penalties dispensed by the disciplinary committee include:

- 1) caution,
- 2) reprimand,
- 3) reprimand combined with a ban on holding managerial functions in WULS-SGGW for a period up to five years,
- 4) a ban on practicing the profession of an academic teacher permanently or for a fixed period of time.

##### § 156

1. The penalty of caution for minor breaches of discipline shall be imposed by the Rector following a period of hearing of the academic teacher in question,
2. An academic teacher punished by the Rector with a caution may file in appeal against the penalty to the WULS-SGGW disciplinary committee for academic teachers. The appeal should be filed within 14 (fourteen) days of the date of the receipt the penalty notice.
3. In the case referred in item 2, the disciplinary committee cannot impose a more severe penalty.

#### Disciplinary committee and disciplinary representative

##### § 157

1. The disciplinary committee consisting fifteen members is elected by the Senate for the duration of its term from among at least twenty candidates proposed by the Rector. The candidate is elected if he/she is supported by the qualified majority ( 50% + 1 vote) in presence of at least 2/3 of the Senate composition. If more than fifteen candidates are supported by the qualified majority the candidates are chosen according to the highest numbers of votes.
2. The academic teachers being candidates for members of the disciplinary committee shall have at least five years of teaching experience.

3. After the election of the disciplinary committee members by the Senate, the Rector proposes at least two candidates for a Chairperson of the committee. The Senate elects the Chairperson from among them within the procedure determined in item 1.

4. Only an academic teacher holding an academic title and with at least ten years of teaching experience can be the Chairperson of the disciplinary committee.

#### § 158

Disciplinary proceedings are initiated by the disciplinary committee at the request of the disciplinary prosecutor who is appointed by the Rector from among academic teachers holding at least the academic degree of *doktor habilitowany*.

#### § 159

The detailed rules and procedure of disciplinary proceedings, including the participation of the disciplinary prosecutor and the procedure of appointing and participation of defenders and executing disciplinary punishment and its annulment is determined by the Act and its executive regulation.

### Disciplinary panel

#### § 160

1. At WULS-SGGW the disciplinary panel acts independently from the disciplinary committee which investigates the academic teachers cases related to the professional ethics beyond the competence of the disciplinary committee.

2. The disciplinary panel of honor consisting of five members is appointed by the Senate for the duration of its term from among the WULS-SGGW professors who enjoy significant moral prestige.

#### § 161

The disciplinary panel of honor investigates the cases lodged by the interested persons or on its own initiative.

#### § 162

In cases jeopardizing the good name of WULS-SGGW the disciplinary panel of honor may express their opinion on the ban on holding any function in WULS-SGGW bodies by the particular academic teacher.

#### § 163

Submission to the proceedings before the disciplinary panel of honor is only the moral duty of an academic teacher employed at WULS-SGGW.

### Chapter 4

#### Non-teaching academic personnel

#### § 164

1. Non-teaching academic personnel at WULS-SGGW are employed under a contract of employment.

2. The persons authorized to conclude contracts of employment promote and grant maternity or un-paid leaves are:

- 1) the Dean – for the personnel employed at the Faculty;
- 2) the Chancellor – for the personnel of central administration and university wide administrative units;
- 3) the Rector – for the Chancellor and his/her deputies as well as the administrative personnel employed in an interfaculty units and other units subordinate directly to the Rector.

#### § 165

The detailed weekly work schedule of the non- teaching academic personnel is determined, depending on subordination by the Chancellor, the Dean or the Head of the WULS-SGGW organizational units.

#### § 166

1. Technical and research personnel employed at the teaching and research units as well as the teaching and the research units participate in implementation of all tasks assigned to organizational units in which they are employed, and in particular in auxiliary tasks connected with teaching, research and service activities.
2. Technical and research personnel can, on the basis of Rector`s order or his or her individual decision, exercise some of the research and didactic personnel rights, not restricted under the Act only for the academic teachers.

#### § 167

1. Non-teaching academic personnel have a right to increase their qualification at extramural and postgraduate studies after arranging with the Head of the unit where they are employed, the rules of combining their studies with their employment.
2. Personnel`s level of education and qualification referred to in item 1, are the significant criterion for promotion, awards the prizes and salary raises.

#### § 168

Non-teaching academy personnel have a right to develop their interests in the form of the preparing a thesis for the academic degree of *doktor or doktor habilitowany* in accordance with the procedures determined in § 167.

### PART IX

#### Academic celebrations

#### § 169

The content and for of celebration at WULS-SGGW refer to the academic and university tradition.

#### § 170

The academic celebrations are as follows:

- 1) inauguration of the academic year combined with the matriculation of new accepted students,
- 2) conferring degrees to WULS-SGGW graduates,
- 3) conferring the academic degree of *doktor*
- 4) conferring the title of *doctor honoris causa*

- 5) conferring the academic degree of *doktor habilitowany*
- 6) WULS-SGGW Open Days in the second decade of May,
- 7) conferring the state and department awards as well as the honorable distinction for “the contribution to WULS-SGGW”
- 8) other celebration established by the Senate.

#### § 171

The dates and the program of the academic celebration, is consistent with the academic tradition and is establishing by the Rector.

#### § 172

1. During the celebrations professors, personnel holding the academic degree of *doktor habilitowany* or employed in the post of *docent* wear traditional academic outfits. The persons receiving the academic degree of *doktor habilitowany* or the title of doctor honoris causa also wears appropriate outfit during the conferring celebration; this does not apply to the members of military forces and clergymen.
2. The Rector, Vice-Rectors and Deans wear insignia of their posts during the academic celebrations.
3. The Rector during celebrations wears the traditional insignia of Rector`s authority – the chain and the verge.
4. During the celebrations mentioned in § 170, items 1 and 2 the academic outfits are also worn by the Heads of an interfaculty studies and Vice- Deans.
5. The WULS-SGGW flag is obligatory displayed during the national holidays and celebrations mentioned in § 170.

### PART X

#### Specific, transitional and final provisions

#### § 173

1. The Statute of WULS-SGGW constitutes, apart from the Act, a fundamental legal norm for the operation of bodies, organizational units, employees, students and doctoral students of WULS-SGGW.
2. The Statute of WULS-SGGW can be adopted or changes by the Senate by way of a resolution passed by 2/3 majority of its statutory composition after consulting the trade unions acting at WULS-SGGW.
3. The motions on any amendments to the Statute can be submitted by the representatives of the Senate, the Rector, Faculty Councils, the representatives of students and doctoral students self-governments and the representatives of WULS-SGGW trade unions.
4. The proposals of amendments to the Statute are examined and presented to the Senate by an appointed Senate committee dealing with the matters of the Statute.
5. Any opinions of individual groups of the academic community as for the content of the Statute and the proposals of its amendments are presented by those groups representatives who are members of the Senate.
6. The procedure for amendments to the Statute of WULS-SGGW are defined by the provisions of the Act and the Statute of WULS-SGGW.

§ 174

Applying the Statute is taking place subject to the restrictions of provisions of the Act including its executive legislation and the provisions of the Act of 18.03.2011 amending the Law on Higher Education, the Act on scientific degrees and scientific title as well as on degrees and title in the field of art and amendment of some other acts (Dz. U No 84, item 455 and No 112, item 654)

## Annex 1

### The rules and the mode for running the contest at WULS-SGGW

#### The rules and the mode for running an open contest for academic staff

##### Announcing the contest

1. The employment and the promotion of the academic teachers requires a contest procedure in the cases specified in the Act and the Statute.
2. The contest for the post of *profesor zwyczajny* is announced by the Rector following a motion submitted by Dean along with an opinion given by the Faculty Council.
3. The contest for a post at the Faculty other than the one mentioned in item 2, is announced by the Dean following a motion submitted by Head of the organizational unit in which the academic teacher is to be employed.
4. The contest for the post of an academic teacher in the non-faculty unit is announced by the Rector following the motion submitted by Head of the unit.
5. Rector informs the relevant Minister competent for higher education about opening the contest for the posts of *profesor zwyczajny* and *profesor nadzwyczajny*.
6. The contest can be announced after the employment requirements and possibilities are confirmed and also after the definition of the qualifications necessary to the post. The statement of fulfilling such conditions belongs to Rector or to the Dean.
7. Information about the contest (apart of the item 5) can be announced by placing the advertisement on WULS-SGGW premises (billboards in the Faculties and Chairs) and by sending the messages to related Faculties of other higher educational institutions and to related scientific units in the country.

##### The content of the contest announcement

8. The contest announcement shall particularly contain:
  - 1) the name of the post and the organizational unit with the required field, discipline and scientific specialty,
  - 2) a list of documents confirming implementation requirements for individual post of employment determined in the Act and in the Statute.
  - 3) the place and the date of submission of the documents, which for the competition for the post of assistants, readers, lecturers and elder lecturers should be at least fourteen days and for professor post at least thirty days from the date of the announcement the competition,
  - 4) information regarding the character of the competition (one stage or multistage)
  - 5) the place where the applicant can obtain additional information the post of employment.
9. Particular content of the announcement and the character of the competition is established by the Rector or Dean.

##### The contest Committee

10. The contest Committee is appointed by the Dean or by the Head of the organizational unit from among the employees of the unit.
11. The Dean (Vice-Dean) or the Head of the non-Faculty unit should chair the contest Committee.



12. The contest Committee apart of the Chairperson, should include at least three more persons including the Head of an Independent Faculty unit or the Head of non-Faculty unit, where the post is available. In the case of a contest for the post of *profesor* the contest committee should include at least two persons holding a scientific title and for the other post for academic teachers at least two persons holding the scientific degree *of doctor habilitowany*.

13. The contest committee:

- 1) established a detailed contest procedure,
- 2) runs the contest procedure according to the criteria established in the Statute,
- 3) keeps records of contest (the Dean or the Head of the Interfaculty unit stores the records)

#### Entry and admission to the contest

14. Anyone, who meets the formal criteria determined in the announced contest can enter the contest,

15. The contest committee admits candidates to the contest after confirming on the basis of the presented documents that the candidates meet the contest criteria.

16. If the applicants are refused to be admitted by the contest committee they can within seven days from the date of notice about that decision – apply to the Dean or to the Head of an Interfaculty unit who had announced the contest for a justification of the refusal.

#### The course of the contest

17. The contest can consist of one stage or many stages.

18. The examination of the applications should start no later than in two weeks from the filing deadline.

19. The single stage contest has the form of contest committee meeting, during which the candidatures are examined on the grounds of the submitted documents. The committee can invite the applicants to an interview during such meeting.

20. The multistage contest may consist in particular of:

- 1) seeking by the contest committee additional opinions, however the opinions should be in writing and available to the applicants,
- 2) meeting of the contest committee with the invited applicants,
- 3) the contest committee decides on qualifying the applicants for the following stages.

#### The contest conclusion

21. When the contest is closed the committee indicate the applicant (applicants) recommended for employment or promotion to the post on which the contest was announced or states uselessness of all applicants presents the grounds for their decision in a report. The decisions regarding the employment of the applicant is taken on the basis of the procedure determined in the Act and in the Statute.

22. If more than one applicant are found eligible the committee creates a ranking list of the applicants providing a justification for their decision.

23. The contest committee transfers the contest documents to the Dean or to the Head of an Interfaculty unit in order to start the procedure of employing the indicated applicant (applicants), according to the provisions determined in the Act or in the Statute.

24. If more than one applicant are founded ineligible for the available post a new contest is announced.

25 The applicants, who according to the contest committee were ineligible for the given post or once who did not get a positive opinion of the collective body and were not employed are not admitted for the new contest and their documents are returned.

The contest rules and mode to managerial posts in organizational units

The contest for managerial posts in research-didactic and didactic units

26. The employment at managerial post in research-didactic and didactic units can be preceded by the contest procedure.

27. The rules and procedures of holding the contest in such cases are similar to employment academic teachers, however, apart from the requirements that must be met when applying for the academic teacher posts, also the applicants' ability to manage a team and to create friendly atmosphere in the workplace

The contest for the post of Director of the Main Library

28. The contest for the post of Director of the Main Library is announced by the Rector.

29. Contest rules and the procedures for post of Director of the Main Library are similar to the rules applied to the employment of academic teachers, with consideration of the requirements indicated in § 84 of the Statute and item 27 of this Annex.

30. The Library Council fulfills the functions as the contest committee while appointing Director of the Main Library.

Contest for the post of the Chancellor

31. The Chancellor can be a person who fulfills the following conditions:

- 1) has a higher education,
- 2) has at least five years practice as a manager in economic units, shows skill regarding administration of the University and present idea of administration for the higher educational institution.

32. The Rector declares contest for the Chancellor and appoints the contest committee.

33. Announcement about the contest is placed in the domestic press and on the administration boards of WULS-SGGW.

34. The Rector or Vice-Rector authorized by him/her presides over the committee.

35. The remaining rules and procedure regarding the contest in the post of the Chancellor are established by the Rector.

Contest for the post of the Director of the Experimental Institute at WULS-SGGW

36. The Director of the Experimental Institute must meet the following requirements:

- 1) has been graduated,
  - 2) has at least five years of experience of in managing the economic entity,
  - 3) present some ideas for the development of the Institute.
37. The Rector announces the contest for the post of the Director of the Experimental Institute and appoints the contest committee.
38. The remaining rules and mode of contest for the post of the Director of the Experimental Institute are established by the Rector.

## Annex 2

### Regulations of the election at WULS-SGGW General provisions

#### Basic rules for the election

1. The following rules shall be in force at all elections:

1) the active electoral right accrues to all academic teachers employed at WULS-SGGW as a place of their primary employment, to full-time non-teaching academic personnel and also to the students and doctoral students of WULS-SGGW,

2) passive electoral right accrues to academic teachers who have not yet reached the age of 65, and in the case of persons holding the titled of professor age of 70, employed at WULS-SGGW as the place of their primary employment, to full-time non-teaching academic personnel at WULS-SGGW, to students and doctoral students; however the passive electoral right to hold the post of the Rector accrues to a person (also from the non teaching academic personnel of the WULS-SGGW) who holds the scientific title or degree of *doktor habilitowany*,

3) each voter shall have a right to propose the candidates,

4) voting shall be by secret ballot,

5) candidates shall be elected, if they have obtained more than a half of the valid votes.

2. The choice of electors is conducted in accordance with item 1, however that the electors from among academic staff in particular groups, are elected by all academic personnel from a given group.

3. During the choice of the electors quorum is not required.

The election rules of single-person authorities, their deputies, Heads of an Interfaculty Study and election of representatives for collective bodies.

4. The candidacy of Vice-Rector for students affairs requires consent of the majority of the representatives of students and doctoral students in electoral college.

5. The candidacy of Vice-Dean for students affairs requires consent of the majority of the representatives of students and doctoral students in electoral college.

6. Not taking the stand on candidacy by the representatives mentioned in items 4 and 5 within fourteen days from the date of presentation of the candidates is considered as the consent for the candidacy.

7. The Rector, Vice-Rectors, Dean, Vice-Dean and Head of an Interfaculty Study cannot be elected to the same posts for more than two successive terms.

8. The person being candidate for the Rector, Vice-Rector, Dean, Vice-Dean and Head of an interfaculty study, in case of choice, should submit in the suitable electoral committee an obligation in writing, that in case of being elected he/she will resign from other posts at WULS-SGGW determined in § 57 item 2, of the Statute of WULS-SGGW.

9. The election of representatives for the collective organs proceeds in accordance with § 71 - 82 including the provision of the students and doctoral students self-government regulations concerning the rules of election during the term.

10. The elections for posts mentioned in item 7, also for collective bodies and electoral colleges are organized and run by electoral committee, with the restrictions of item 9.

11. The Senate no later than 1<sup>st</sup> of March of the last year of the term shall pass a resolution defining:

1) organization and the time schedule of the election the representatives to collective bodies and electoral colleges also the schedule of single- person authorities,

2) the number of representatives of employees group in the Senate, with restriction of the provisions of the Act and the Statute,

3) the numerical composition of electoral college for the election of the Rector and distribution of the electors mandates among the particular organizational units.

#### Electoral College

12. The University electoral college for the election of the Rector includes the representatives of the following groups:

1) all academic teachers employed at WULS-SGGW as in a place of their primary employment elected by them from among:

a) all academic teachers employed at WULS-SGGW in the posts of *profesor zwyczajny lub profesor nadzwyczajny* or holding the scientific degree of *doctor habilitowany* in the number not higher than 45% of the college composition,

b) remaining of the academic teachers from 22% to 23% of the college composition,

2) students, and doctoral students elected from among them in the number from 20 to 22% of the college composition, including the proportional participation in the college from both groups and each of the group shall be represented at least by one representative in the electoral college.

3) full-time employed non-academic personnel up to 8% college composition.

13. The academic electoral college consist of 200 persons.

14. The composition of the faculty electoral college for election of a Dean , the provisions of item 12 shall apply accordingly providing that representatives of the academic teachers employed in the posts as *profesor zwyczajny or profesor nadzwyczajny* or holding the scientific degree of *doctor habilitowany* cannot exceed more than 80% of all academic teachers employed at the Faculty.

15. The university and the faculty electoral colleges start their term when all of the electors are elected and end when the next electoral colleges are elected.

16. The members of the electoral college are elected for their terms and maintain their mandates until the new composition of electoral college is elected.

17. The post not taken in the electoral college within term defined by the Senate – in the resolution mentioned in item 11, or the post vacated during the college term, no supplementary elections are conducted, unless the university electoral committee decides otherwise.

#### Electoral committees

18. The university electoral committee and its Chairperson are elected by the Senate following the Rector` s motion no later than 1<sup>st</sup> of February of the last year term. The university electoral committee acts until the new committee is appointed by the Senate.

19. The university electoral committee consist of (9) nine persons. It composition does not require supplement in the course of the term, if the number of members is no smaller than (7)seven persons.

20. The composition of the university electoral college consist of all academic groups represented in the Senate.

21. There are the following tasks of the university electoral committee:

1) presenting the Senate written proposals of organization and schedule of the election to the electors colleges, to collective and single person bodies and of the numerical composition of the university electoral college,

2) conducting elections for the Rector and Vice-Rectors,

3) conducting elections for electors and representatives of the Senate at non-faculty units,

4) taking decisions regarding election unsettled in the Act and in the Statute.

22. The faculty electoral committee and its Chairperson are elected by the Faculty Council following Dean`s motion for the period covering the term of the faculty electoral committee no later than on 1<sup>st</sup> of March.

23. The faculty electoral committee consist of (5) five to (7) seven persons. Its staff composition in the course of the term does not require supplement, if the number of members is no smaller than (3) three to (5) five.

24. The composition of the faculty electoral committee consist of the representatives of all academic groups represented in the Faculty Council.

25. There are the following tasks of the faculty electoral committee:

1) conducting election for the Faculty Council,

2) conducting election for the university electoral college for election of the Rector,

3) conducting election for faculty electoral college,

4) conducting election for a Dean and Vice-Deans,

5) conducting election for representatives of the Senate,

6) passing the minutes from each of the electoral activity to the university electoral committee.

## The election of the Rector and the Vice-Rectors

### Electoral committees

26. The members of the university electoral committee cannot be candidates for the posts of the Rector or Vice-Rector.

27. There are the following duties of the university electoral committee:

1) establishing the detailed electoral law for the entire WULS-SGGW (schedule and detailed regulations)

2) establishing the number of electors of the academy teachers employed in particular Faculties, the number of academic teachers in non-faculty unit, of electors of the students and doctoral students in particular Faculties and also number of electors of employees not being the academic teachers; for research operation personnel and for remaining employees of WULS-SGGW.

3) organizing election for the Rector`s electors in non-faculty unit,

4) drawing up the list of the members of the university electoral college,

5) collecting the written applications from the candidates for the Rector post,

6) receiving from the Rector- elect the candidates for a Vice-Rectors posts,

7) collecting from the candidates for the Rector and for Vice-Rectors, the statements in writing approving their candidatures and obtaining the consent of majority the students and doctoral students in electoral college for the candidacy of Vice-Rector for the students affairs,

8) publishing the list of candidates, who expressed their consent for the candidacy (this information should be placed on the announcement boards at least for 3 days before the date of the election for the Rectors post and for the posts of the Vice-Rectors.

9) organizing the meetings of the candidates for the posts of the Rector and Vice-Rectors with the employees, doctoral students and students of WULS-SGGW.

10) passing to the electoral college information about the preliminary electoral procedure (the composition and number of the members of the electoral college, number and surnames of announced candidates, the surnames of the persons - actual candidates etc.)

28. The Chairperson of the university electoral committee issue an act confirming the election of the Rector and Vice-Rectors then informs the proper Minister responsible for higher education in writing, about the election of the Rector.

29. There are the following duties of Faculty electoral committee:

1) organizing the faculty meetings for selection of representatives for the university electoral college from among the staff and the students of the Faculty,

2) presenting to the assembled staff and students with the electoral regulations,

3) transmitting the election results to the Chairperson of the university electoral committee.

#### The election of electors

30. The election of electors is holds:

1) at the Faculties - from among the academic staff employed on these Faculties,

2) at the Faculties - from among the students from the particular Faculties,

3) at the Faculties - from among non-academic teachers (joining the Faculties is permitted)

4) during common electoral meetings from among the academic teachers and non-academic teachers in non-faculty units,

5) during common electoral meeting from among doctoral students.

31. The election of electors of the academic representatives are carried out:

1) at the Faculty- by all academic teachers employed on the Faculties of WULS-SGGW as a place of their primary employment,

2) at a general meeting by all academic teachers employed on the non- faculty units of WULS- SGGW as a place of their primary employment.

32. If in the first round of voting the electors has not been elected the university or faculty electoral committee conduct the second and the next rounds until the electors are elected. In the second and next rounds the votes are given to the candidates who received in sequence the highest number of the votes in the number exceeding by one the number of electoral mandates left to be taken.

#### The election of the Rector and Vice-Rectors

33. The candidatures for the Rector post are proposed by the members of the university electoral college.

34. The proposition is made by throwing a voting paper with unambiguous determination of the candidate. The ballot-box should be exposed in the Rector`s office by university electoral committee from 8 am till 6 pm.

35. Only the candidates for the Rector post who receive at least 10% support of the electors proposing the candidates, and within three days time from exposing the ballot-box, expressed their consent in writing for being a candidate, are registered by the electoral committee on the candidates list. Such consent can be expressed by the fax page or by e-mail. The consent in writing can be submitted together with announcement

of candidates. In the case, if none of the candidates received the required support, the procedure defined in item 34 is repeated.

36. The list of candidates is announced by the university committee immediately after its completion.

37. The Chairperson of the committee announces to the public the date and the place of the election meeting of the university electoral committee at least three days before the established deadline of the election date, according to the procedure determined by the university electoral committee.

38. The electors and members of the university electoral committee are taking part in the university electoral college meeting – without the right to vote if they are not the electors.

39. The Chairperson of the university electoral committee opens the electoral meeting by stating its legal validity.

40. The electors elect in open voting and by simple majority:

1) the ballot counting committee in the composition of (5) five persons from any of the electors not applying for the Rector`s post,

2) the Chairperson of the ballot counting committee from among their members,

3) the secretary of the meeting from the members not applying for the Rector`s post.

41. For the legal validity of the election the participation of over 50% of the electors is indispensable.

42. Voting is conducted on the voting papers including voting number and the list of the candidates in an alphabetic order.

43. Voting on given candidate is done by unambiguous marking his/her surname, in the manner defined by the Chairperson of the meeting.

44. The ballot counting committee takes the minutes from each voting, which is signed by the members of the committee and the Chairperson announces the results of the voting.

45. The vote is considered invalid in each of the following cases:

1) The voting paper is not identified by a voting number or is identified by an unsuitable number or is not identified to the way established by the university electoral committee,

2) the paper includes an added surname or surnames;

3) more than one surname was marked on the paper;

4) non any of the surnames were marked on the paper;

5) the way of marking the surname is ambiguous or improper.

46. The vote with crossed out the surnames of all candidates is valid.

47. If the number of candidates for the Rector`s post is not smaller than (3) three and after the first round none of the candidates has been chosen, the voting is repeated for all the candidates.

48. If the second round has not resulted in electing the Rector, in the third round can participate only on two candidates who reached the highest numbers of votes in the second round; item 49 shall apply accordingly.

49. If there are two candidates for the Rector`s post and the first voting has not given any results the voting is repeated for the same candidates.

50. If the second vote has not resulted in the election of the Rector the subsequent rounds are conducted but no more than (5) five, until the number of votes is differentiated.

51. To the candidate who reached the highest number of votes, the further procedure defined in item 52, shall apply accordingly.

52. If there is only one candidate for the Rector` s post and in the first voting he/she has not reached the required number of votes, voting is not repeated and the further procedure is applied according to item 54.
53. The voting is closed in the following cases:
- 1) the election of the Rector- elect,
  - 2) when the election has given the negative result.
54. If the first electoral meeting has not resulted in the election of the Rector, the university electoral committee summons the second electoral meeting – of the electoral college. Before the second electoral meeting new candidates for the Rector` s post may be proposed, and in the case determined in item 52, new candidates should be proposed according to the requirements determined in items 33 and 35.
55. The second electoral meeting holds the same rules as the first one.
56. If the second meeting has given a negative result the further procedure is determined by the Senate in an open vote by simple majority.
57. The minutes from electoral meetings are taken consisting of the courses of the discussion and the ultimate result. The minutes from the particular voting along with the voices are attached.
58. The minutes from each meeting is undersigned by the Chairperson of the meeting, the Chairperson of the ballot counting committee, by the secretary and is transferred to the Chairperson of the university electoral committee.
59. The Chairperson of the university electoral committee immediately informs in the proper Minister of higher education, in writing about the elected Rector.
60. In all matters of election procedures not settled in the regulations of elections, the university electoral college decides in an open vote by simple majority.
61. Proposing the candidates on Vice-Rectors is vested exclusively to the Rector-elect.
62. Each of the electors can announce to the Rector unbinding proposals of candidates for Vice-Rector posts.
63. Vice-Rectors are elected by the university electoral college.
64. Election of Vice-Rectors are conducted according to the procedures obligatory for the election for the Rector.
65. Each of the Vice-Rectors is elected separately.

## The election of a Dean and Vice- Deans

### Electoral Committee

66. The election of a Dean and Vice-Deans are organized by the faculty electoral committee.
67. The duties of the faculty electoral committee for electing Dean and Vice-Deans are the following:
- 1) establishing a schedule and specific regulations for election, organizing the election of the electors for a Dean and preparing list of members of the faculty electoral college,
  - 2) collecting written applications of the candidates for the post of Dean
  - 3) receiving from the Dean-elect the names of the candidates for Vice-Deans,
  - 4) collecting from the candidates for Dean and for Vice-Deans statement in writing expressing their consent for being a candidate,
  - 5) announcing the list of candidates who expressed their consent for being a candidate (this information should be placed on the announcement board)



68. Numbers of the faculty electoral committee may not be candidates for Dean`s or Vice-Dean`s posts.

69. The number of the members of the faculty electoral college is defined by the Faculty Council.

#### The election of a Dean and Vice-Deans

70. For the election of a Dean and Vice Deans the provisions of the election law is applied accordingly to the election of the Rector and Vice-Rectors.

#### The election of the Senate representatives

71. The representatives of particular groups of employees, students and doctoral students in the Senate are the persons who reached in the secret voting the highest number of votes exceeding 50% of valid voices. In the case when in the first voting no representatives have been elected further procedures is conducted according to the provisions of item 32 including above item 9.

72. The election of representatives are conducted from among:

1) academic teachers employed at WULS-SGGW as place of their primary employment at the post of *profesor zwyczajny and profesor nadzwyczajny* and other academic teachers holding the scientific degree of *doktor habilitowany* - one from each of the Faculties,

2) the remaining academic teachers employed at WULS-SGGW as a place of their primary employment, at least one from each Faculty,

3) non-academic teachers, employed as a full-time at the separate university-wide meetings in the groups employed at the faculties and the remaining employees of WULS- SGGW,

4) the students,

5) the doctoral students,

73. The electoral meetings mentioned in item 72 sub items 1 and 2, are organized by faculty electoral committees and mentioned in item 72, sub items 3, 4 and 5 – the academic electoral committee.

74. The detailed electoral regulations is prepared and announced by the university electoral committee.

#### The election of the representatives of the Faculty Council

75. The Faculty Council defines the number of representatives elected to the Faculty Council by representatives of particular groups of employees, students and doctoral students.

76. Those persons become representatives who in secret voting have reached the highest amount of voices exceeding 50% of all valid voices. In case when first voting has not shown any of the representatives the further procedure is conducted accordingly with item 32.

77. The elections the Faculty Council are conducted at separate election meetings of groups of academic communities to the given Faculty as mentioned in § 73. (**mistake – in polish version is 72!!**) If according to § 71 (**mistake – in polish version is 70 !!**)-item 1, sub item 3 of the Statute of WULS-SGGW there is necessity of electing (25) twenty five representatives from the group of employed at the faculty at the posts of *profesor* or who has the degree of *doktor habilitowany*, all academic teachers employed

at this Faculty at the posts of *profesor* or who hold the degree of *doctor habilitowany* become automatically the candidates in this election.

78. The faculty electoral committee organizes, with the restriction of item 9, electoral meetings

79. The detailed electoral regulations are prepared and announced by the faculty electoral committee.

#### The election of another representatives

80. The election of representatives to another collective bodies (e.g. Library Board) are conducted by the university electoral committee.

81. The representatives of employees of the Main and faculties libraries to the Library Board are elected at general meeting of employees of the library and information system of WULS-SGGW. The Director of the Main Library and his/her Deputy do not participate in this meeting. All participants of the meeting have an active and passive electoral rights and the representatives are elected by simple majority, from among at least (6) six candidates.

82. The electoral committees: university or faculty are obliged to conduct other election at WULS-SGGW or on the Faculty in the procedure defined by themselves and approved accordingly by the Senate or by the Faculty Council.

Dismissal the single person authorities, their deputies, and the representatives in collective bodies

Dismissal the single person authorities and their deputies

83. The Rector or Vice-Rector can be dismissed by the body which elected them.

84. The motion of dismissal for the Rector or Vice-Rector can be submitted by the members of the Senate in number at least 1/3 of its statutory composition. The motion For dismissal of the Vice-Rector for students affairs can be also submitted by all representatives of students and doctoral students in the Senate. The motion is passed to the Chairperson of the academic electoral committee.

85. The Chairperson of the university electoral committee immediately calls the academic electoral college, in (3) three days of the deadline from the date of receiving the motion.

86. The resolution regarding dismissal of the Rector or Vice-Rector is taken by the majority of at least 2/3 of votes, in the presence of 2/3 of its statutory composition of the body which conduct the election. Taking such decision should be preceded by considering explanation of the person to who the motion pertains.

87. The Chairperson of the academic electoral committee immediately reports to the proper Minister for higher education about the fact of the dismissal of the Rector.

88. To the dismissal of a Dean and of Vice-Deans the provision of items 85 – 89 shall apply accordingly.

#### Dismissal of the representatives in collective bodies

89. The representatives of employees, students and doctoral students in collective bodies may be dismissed at any time by its electors. Such motion of dismissal the representatives must be submitted in writing by at least 1/3 of the electors.

90. The electoral committee is obliged, within (7) seven days from the date of submitting the motion, to inform the body, whose member is representative, and to who the motion pertain.

91. The electoral committee is obliged to convene the meeting of the electors in the deadline of (14) fourteen days from the date of submitting the dismissal motion. This deadline can be extended in case disease of the representative or other important reason preventing him/her from participation in the meeting.

92. For the meeting of the electors and procedure of the dismissal of a representative the regulation for electing him/her are applied accordingly; however:

1) the representative to who the motion pertains must be informed in writing about the date and the place of the meeting,

2) the resolution concerning meeting of the electors is taken in secret voting in presence of over 50% of those entitled to vote.

93. Detailed procedure of voting and conducting the meeting is defined by the electoral committee.

94. The Chairperson of the electoral committee immediately informs the Senate and the Faculty Council about the result of the voting .

95. In the case of dismissal of the representative the electoral committee conducts the complementary election in deadline in (14) fourteen days from the date of dismissal.

#### Expiring the mandate and complementary election

96. The mandate of the Rector expires in case of:

1) end of the term of office,

2) dismissal by electors,

3) death.

97. The mandate of the Vice Rector, Dean, Vice Dean and mandate of the member of the collective body expires in case of:

1) end of the term of office,

2) dismissal by electors,

3) not meeting the demands referred to in item 1 sub item 2,

4) death.

98. The complementary election are held also, when number of person in Senate composition of each academic community groups is lower than it should shows from the proportion, referred to in § 62 of the Statute of WULS-SGGW.

99. The complementary election are held in the way predicted for the election of single-person body or representatives of collective and electoral bodies of WULS-SGGW.

#### Final provisions

100. The mandates of students and doctoral students in collective and electoral bodies expire at the moment of termination of the studies by them or by strike out from the register of students or doctors. The complementary election are conducted by the appropriate committee.

## Annex 3

### The course of action of the collective bodies at WULS-SGGW General provisions

1. Hereby rules define the mode of activities of the Senate and the Faculty Councils, hereafter called “collective bodies”
2. The collective bodies debate at an ordinary and extraordinary sessions.
3. The Rector – and in case of his/her absence – a Vice Rector chairs the debates of the Senate. The part of the session concerning evaluation of Rector`s activity is chaired by a chosen member of the Senate.
4. The chairing the debates of the Faculty Council the provisions of item 3 shall apply accordingly.

#### Calling an ordinary sessions

5. An ordinary session of the Senate is called by the Rector at least once in two months with the exception of the holiday break.
6. Ordinary session of Faculty Council are called by Dean at least in two months with the exception of holiday break.
7. The Chairman of the given body calls an ordinary session of this body by sending to all members and other persons taking part in the sessions in an advisory capacity, personal notices defining the date, place and the agenda of the session.
8. The notification about the date, the place and the proposals of the agenda for the session is placed on the announcement board of the giving collective body or by e-mail.
9. The acts mentioned in items 7 and 8 should be performed no later than one week ahead of the sessions.

#### Agenda of an ordinary sessions

10. The draft agenda of an ordinary session is determined by the Chairperson of the collective body.
11. The draft agenda of an ordinary session covers:
  - 1) the matters concerning the current activities of the collective body, proposed by its Chairperson,
  - 2) the matters defined from the given organ at its previous sessions,
  - 3) the matters presented to the Chairperson of the collective body in a written motion, submitted by at least 1/5 of the members of the given collective body
  - 4) the matters presented to the Chairperson of the collective body in a consistent motion submitted by all representatives of the given group of employees, students and doctoral students.
12. The motion mentioned in item 11, sub items 3 and 4, should be submitted in writing no later than (10) ten days ahead of the term of the session.
13. The Chairperson of the collective body is responsible for introducing in appropriate time to the draft agenda the matters which should be considered by this body.
14. The collective body approves the agenda of an ordinary session.
15. Not introducing the to the agenda the matters included in the draft agenda only result from a resolution taken by absolute majority of votes. The collective body may include in the agenda the matters submitted by the members of this body but not included in the draft agenda.

#### An extraordinary session

16. An extraordinary sessions of the Senate are called by the Rector:
  - 1) on his/her own initiative,
  - 2) upon the motion submitted by at least of 1/5 members of the Senate,
  - 3) upon the motion submitted by Deans of at least a half of the Faculties.
17. An extraordinary sessions of Faculty Council are called by a Dean:
  - 1) on his/her own initiative,
  - 2) upon the motion submitted by at least of 1/5 members of the Faculty Council,
  - 3) upon the motion submitted by the Rector.
18. For calling an extraordinary session of a collective body items 7 and 9 shall apply accordingly.
19. The motion for calling an extraordinary session of a collective body should be submitted in writing to the Chairperson of the collective body.
20. The agenda of an extraordinary session of the collective body is defined by the Chairperson of the body. Calling an extraordinary session of the collective body following the motion submitted by the members of the body the Chairperson of the body defines the agenda of the session according to the content of the motion.
21. The date of an extraordinary session of the collective body is established by the Chairperson of the body, however the date of an extraordinary session in called following the motion submitted by the members of the body, may not be latter than (14) fourteen days from the date of submitting the motion.
22. In particularly justified cases the Chairperson of the collective organ, on his/her own initiative, may call an extraordinary session of this body without fulfilling the requirements defined in items 7 and 9.

#### The course of the sessions, taking the resolutions

23. Postponing the debates, causing not covered parts of its agenda is not considered as their termination but a break in the debates. Duration of this break is defined by the collective body.
24. The particular matters are referred by those members of the collective body who have requested to have them placed into the agenda. The remaining matters are referred by the Chairperson of the collective body or by a person indicated by him/her.
25. The collective bodies are passing resolutions in essential and procedural matters.
26. The resolution is procedural, if its content indicates that is valid exclusively for the members of a given body and only for the duration of the session.
27. The following resolutions are being taken in a secret vote:
  - 1) in personal cases,
  - 2) following the instruction of the Chairperson
  - 3) upon the motion submitted by the member of the collective body, supported in voting by at least 1/5 members present at the given session.
28. The resolutions, except the matters defines in above item 27, are conducting in open voting.
29. The resolution containing more than one decision can be voted jointly, if nobody raises an objection.
30. Taking a resolution of a collective body is possible in the presence of at least half of the members with the voting right, unless the specific regulation requires a higher number for the quorum.
31. The resolutions of a collective body are pronounced in ordinary majority of votes.
32. The absolute majority of votes is always required for the resolutions regarding university property and financial matters, particularly in the matters of purchasing,

disposing and encumbering of the real estate, acceptance and giving donations, acceptance of inheritance, accepting the activity-and- finance plan and reports from its implementation, distribution of financial funds for the particular organizational units of WULS-SGGW.

33. Resolutions on the matters presented but not included in the draft agenda may only be taken in ordinary sessions of collective bodies providing the following conditions will be jointly met:

1) at least 2/3 of members of given collective body are present at the session,

2) at least 2/3 of members of given collective body taking part in the session would express content for conducting the voting.

34. Whenever in the Statute there is reference to taking a resolution by simple majority of votes it means, that for taking such resolution it is indispensable to have the number of the votes “in favor” higher than the number of votes “against”; regardless the number of the persons who have abstained from the voting.

35. Whenever in the Statute there is reference to taking the resolution in absolute majority of votes it means, that for taking such resolution it is indispensable to have more votes “in favor” than all the other valid votes cast.

#### Interpellations

36. The members of collective bodies have the right to pass the interpellation to the Chairpersons of those bodies.

37. The Chairperson of the collective body or a person authorized by him/her is obliged to answer the interpellation at the nearest coming session of the given body

38. The collective body may of his/her own initiative or upon the motion submitted by the Chairperson of the body - appoint a group of members for examination of the matter, which was the reason of the interpellation.

#### Regular and ad hoc committees

39. The collective bodies calls the regular and ad hoc committees

40. The collective bodies define the tasks and the rights of the regular and ad hoc committees.

41. The committees are appointed for comprehensive examinations of matters being object of their activity and they are preparing for the collective bodies the materials and information useful for taking decisions.

42. The regular committees can established their own regulations, which are approved by the collective body

43. The committee may consists of – apart from the members of the collective bodies, also other persons employed at WULS-SGGW, however the Chairperson of the committee shall be a member of the collective body.

44. The committee accepts for examination the matters directed to it by the collective body or by its Chairperson.

45. In the case of divergence of opinions the position of the committee is established by voting.

## Annex 4

### Students oath

I do solemnly declare to:

- conscientiously gain knowledge and skill, preparing to work for the welfare of my Homeland,
- persistently investigate the truth and with my attitude give its testimony,
- take care for student dignity and the good name of WULS-SGGW and also observe the student ethics Cod of WULS-SGGW,
- to pay respect to the members of the academic community.

## Annex 5

### Ph D students oath

I do solemnly declare to:

- conscientiously gain knowledge and skills, preparing to work for the welfare of my Homeland,
- persistently investigate the truth and with my attitude give its testimony,
- take care for the doctoral student dignity and the good name of WULS-SGGW and also observe the doctorate ethics Cod of WULS-SGGW,
- to pay respect to the members of the academic community.

## Annex 6

### The rules of employing and promoting the academic teachers at WULS-SGGW

#### General provisions

1. The employment relationship with academic teacher is established on the grounds of an employment contract, however, with the academic teacher holding the scientific title of *profesor* employed on the full time basis can be established by nomination.
2. The Rector establishes the employment relationship with a member of academic teacher following the motion submitted by a Head of the unit after the opinion of appropriate Faculty Council.
3. Person of high ethical standard and having predispositions for research, didactic and organizational activities, as well as fulfilling the requirements of the Act and the Statute may be employed at the posts of: *asystent*, *adiunkt*, *starszy wykladowca*, *wykladowca*, *profesor nadzwyczajny*, *profesor zwyczajny*.
4. Employment an academic teacher in dimension on time exceeding a half of regular or un-regular time of the university post referred to in § 130, item 1 of the Statute, occurs after conducting the open contest. An academic teacher, who has acquired pension is entitled to be employed on the same post without the contest. **(new)**
5. The research teachers are employed in cases justified by implemented research activities providing essential means for the remuneration.

#### Scientific – didactic teachers

6. To a post of research-didactic *assistent* on the grounds of an employment contract for those persons who:
  - 1) holds diploma of termination higher studies and have professional title of *magister* or an equivalent,
  - 2) prove an scientific interests and ability for their development.
7. A research and didactic *assistent* should present, at latest after (4) four years of employment, an established theme and schedule of his/her doctoral thesis with a positive opinion from the Faculty Commission for didactics.
8. The post of research and didactic *asystent* may only be filled by a person who after (8) eight years of employment obtained a degree of *doktor* .
9. To a post of research and didactic *adiunkt* only a person may be employed who:
  - 1) holds an academic degree of *doctor*,
  - 2) has at least (4) four publications that have appeared in some reviewed scientific, scientific- technical periodicals or who has some attainments implemented in the forms of projects, construction as well as technological, artistic attainments, etc.
  - 3) has obtained a positive opinion from the Faculty commission for didactics regarding conducting didactic activities and in case of persons from the outside – obtained a positive opinion from the commission for the scientific lecture presented at a seminar organized in the unit where the applicant seeks the employment.
10. To fill the post of research and didactic *adiunkt*, after (8) eight years from the beginning its employment on this post, may only be the persons who have obtained the degree of *doktor habilitowany*.



11. The Rector, following the motion submitted by a Dean or by Head of non-faculty unit may employ to fill the of research and didactic *profesor nadzwyczajny* a person who:

- 1) has a scientific degree of degree of *doktor habilitowany*,
- 2) shall show some distinguished scientific attainments in the represented field, scientific attainment evaluated positively by at least two reviewers with scientific degrees including one from outside of the WULS-SGGW,
- 3) shall show some evidence of didactic attainments,
- 4) shall show some attainments in the range of educating and training the scientific staff is as professor taking part in the procedures to qualify a candidates for a doctoral degree,
- 5) shall show some organizational attainments in the range of science and didactics.

12. As a visiting professor can be employed a person, who is not employed at WULS-SGGW, having a degree of *doktor habilitowany* or professor or having the degree of *doktor* and found by the reviewer or reviewers appointed by the Rector at the request of the Dean, or by his own initiative, significant and creative achievements in scientific and professional fields.

13. The person who obtained the scientific title, with restrictions of items 1 and 4 may be nominated for indefinite time to fill the post of a research and didactic as a *profesor nadzwyczajny*.

14. To fill the post of a research and didactic of *profesor zwyczajnego* with the restrictions of items 1 and 4, may be nominated for indefinite time a person who:

- 1) has a scientific title,
- 2) has, after obtained the title, significantly increased the scientific attainment in representing field,
- 3) actively participates in educating of young cadre,
- 4) has a significant didactic attainment,
- 5) shows an organizational attainment in the range of science and didactics,
- 6) indicate an attainment in the range of education of scientific cadre.

#### Scientific employees

15. To fill the post of a scientific *asistent* such persons are employed, on the grounds of employment contract, who fill the criteria referred to in item 6.

16. At the post of scientific *asistent* after (8) eight years from the date of employment only such person may remain who has a degree of a *doktor*.

17. At the post of scientific *adiunkt* can be employed a person who:

- 1) obtained the degree of a *doktor*,
- 2) has published at least eight publications that have appeared in the reviewed scientific and scientific – technical periodicals and in case of team work has shown significant contribution in obtaining the published results or has attainments implemented in the forms of projects, construction as well as technological, artistic attainment etc.

18. The persons, who in the period of (8) eight years of employment at the post of scientific *adiunkt* did not obtain a degree of *doktor habilitowany* may not remain at that post.

19. For *profesor nadzwyczajny* or *profesor zwyczajny* the provisions of items 11 to 14 shall apply accordingly.

## Didactic employees

20. At the post of *instruktor* is employed, on the grounds of an employment contract a person who:
- 1) possesses a higher education diploma,
  - 2) has a predispositions for pedagogical activities,
  - 3) has an appropriate specialization completed.
21. At the post of *lektor* is employed, on the grounds of an employment contract a person who:
- 1) possesses a higher education diploma with the degree of *magister*,
  - 2) has a predisposition for didactic activities.
22. At the post of *wykladowca* a person may be employed who:
- 1) has a higher education and degree of *magister* or equivalent,
  - 2) has a minimum (5) five years of didactic practice at the higher educational institution or recognized professional attainment in appropriate specialty.
23. At the post of *starszy wykładowca* a person may be employed who:
- 1) in the faculty units – holds a scientific degree or has had minimum of five years of didactic employment as an lecturer,
  - 2) in non-faculty units – has higher education diploma and has minimum five years of didactic practice as an lecturer at the higher educational institution.



