



Regulations of the Doctoral Students' Self-Government

**Hirszfeld Institute of Immunology and Experimental Therapy
Polish Academy of Sciences
in Wrocław**

General Provisions

§ 1

The Doctoral Students' Self-Government of Hirszfeld Institute of Immunology and Experimental Therapy, Polish Academy of Sciences in Wrocław, hereinafter referred to as the “Self-Government”, is an association of doctoral students of the Hirszfeld Institute of Immunology and Experimental Therapy, Polish Academy of Sciences, hereinafter referred to as the “Institute” or “IIET”.

§ 2

The IIET Doctoral Students' Self-Government is composed of all participants in doctoral studies organised by the Institute.

§ 3

The Self-Government operates on the basis of these Regulations of the IIET Doctoral Students' Self-Government and in accordance with the Higher Education Law Act.

The activities of the Self-Government are based on cooperation with the Institute's authorities.

§ 4

The Self-Government is the supreme representative of the will of the doctoral students' community and its representative body. It is the sole organisation representing doctoral study participants at the Institute.

§ 5

The primary goals of the Self-Government's activities are:

1. acting in favour of permanent positive changes in the situation of the Institute's doctoral students and ensuring their rights are upheld,
2. co-deciding in all matters of importance to the doctoral community,
3. expressing the opinions of the doctoral students' community on matters in which that community is interested,
4. representing doctoral students before the Institute's authorities and other organisations,
5. co-deciding on the allocation of all financial aid funds for doctoral students,
6. participating, through its representatives and with the consent of the Chairperson of the Academic Council, in the meetings of the Institute's Academic Council,
7. integrating the doctoral students' community of the Institute,
8. organising mutual assistance and collegial cooperation among the Institute's doctoral students,
9. supporting and promoting academic activity,
10. developing and promoting a student code of ethics.

Members of the Self-Government

§ 6

Members of the Doctoral Students' Self-Government are all participants in doctoral studies at the Institute (active voting rights).

§ 7

Members of the Self-Government have the right to:

1. participate in the work of the Self-Government,
2. submit opinions and motions to the Chairperson of the Self-Government, hereinafter referred to as the “Chairperson”, to the Deputy Chairperson, or to the Secretary,
3. passive and active voting rights in Self-Government bodies.

§ 8

Members of the Self-Government are obliged to comply with the Regulations and resolutions of the Self-Government's authorities.

§ 9

Membership in the Self-Government is lost in the event of:

1. completing or withdrawing from doctoral studies,
2. removal from the list of doctoral study participants,
3. a written resignation from membership submitted to the Chairperson of the Self-Government,
4. illness preventing the fulfilment of duties, or death of the doctoral student.

Bodies of the Self-Government

§ 10

1. The Self-Government operates through its bodies.
2. The bodies of the Self-Government are: the General Assembly, the Presidium, and the Disciplinary Committee.
3. The bodies of the Self-Government are the exclusive representatives of all doctoral study participants at the Institute.

§ 11

1. The bodies of the Self-Government make decisions and express opinions in the form of resolutions (collegiate bodies) and decisions and orders (the Chairperson).
2. The Presidium has the right to appoint proxies, specifying the scope of duties and rights of the proxy and the period for which the proxy has been appointed.
3. The Presidium elects a doctoral students' representative to the Institute's Academic Council.

§ 12

1. Resolutions (decisions) of the Self-Government bodies are binding on all members of the Self-Government.
2. Any member of the Self-Government has the right to appeal to the Director of the Institute for the annulment of a resolution (decision).
3. Each body maintains a register of resolutions, decisions, other rulings and minutes.

§ 13

The term of office of the Presidium lasts one calendar year and begins with the election of the Presidium at the General Assembly, no later than 30 November.

§ 14

If filling a vacancy in the Self-Government bodies would be impossible or inexpedient, upon the motion of the Chairperson, the mandate may remain unfilled until the end of the term of office of the given body.

Doctoral Students' Representative on the Institute's Academic Council

§ 15

In accordance with § 15 para. 1 point e) of the Statute, the composition of the Institute's Academic Council includes one doctoral students' representative (1 person).

§ 16

The doctoral students' representative on the Institute's Academic Council is elected in elections organised as a part of a general assembly of the Institute's doctoral students, supervised by the Electoral Commission in consultation with the Chairperson of the Doctoral Students' Self-Government, in accordance with the principles set out in the Regulations for conducting elections to the Academic Council of the Hirszfeld Institute of Immunology and Experimental Therapy, Polish Academy of Science.

§ 17

1. The date of the elections shall be agreed upon with the Electoral Commission.
2. The announcement of the date of the general assembly of the Institute's doctoral students shall be made no later than 14 days before the first round of elections.
3. A second round of voting may be ordered and conducted during the same general assembly of doctoral students.
4. If after the second round of voting the mandate is not filled, the Electoral Commission shall order supplementary elections.
5. Supplementary elections shall be conducted within 7 days from the end of the second round of voting. In supplementary elections, a candidate is elected by simple majority of votes.

§ 18

1. Active voting rights are granted to students of the Doctoral School on the basis of the list provided by the Head of the Doctoral School.
2. After the closing of the lists, any changes to the voters' lists may only be made due to loss or acquisition of active voting rights. The decision to make a change to the list shall be taken unanimously by the full composition of the Commission and shall be recorded in the minutes of the elections.

§ 19

1. Elections are direct and secret.
2. Voting shall be conducted on working days between 8:00 and 16:00 on the premises of the Institute.
3. Before voting commences, a Counting Commission shall be appointed.
4. The Counting Commission shall be selected from among the doctoral students.
5. The election of members of the Counting Commission shall take place at the electoral assembly by open vote.
6. Before voting commences, each eligible voter shall receive a ballot paper.
7. The ballot paper shall contain the list of candidates and information on the manner of voting and conditions for the validity of a vote.
8. After checking the attendance list and issuing ballot papers to eligible voters, the Commission shall determine whether the required quorum has been achieved.
9. A condition for conducting the vote is the presence of at least 2/3 of those entitled to vote.

10. After confirming the required quorum, the Commission shall order the vote. In the absence of a quorum, the electoral assembly shall be dissolved and the Commission shall set a date for a new assembly.
11. The Counting Commission shall count the votes immediately after the end of voting, during the electoral assembly.
12. Votes cast for one candidate are considered valid. Voting for more than one candidate or for no candidate renders the vote invalid.
13. A candidate is elected by a simple majority of votes.
14. The Counting Commission shall prepare minutes of the voting proceedings and submit them to the chairperson of the Electoral Commission.

§ 20

1. The result of the vote shall be announced publicly by the chairperson of the Electoral Commission immediately after the Counting Commission has completed its work, during the electoral assembly.
2. A candidate who obtains a simple majority of votes shall be considered elected in the first round.
3. If in the first round the candidates obtain an equal number of votes, a second round of voting shall be ordered.
4. The second round of voting shall be held among the candidates who obtained an equal number of votes in the first round.
5. A candidate who obtains a simple majority of votes shall be considered elected in the second round.
6. If after the second round of elections the mandate is not filled, the Electoral Commission shall order repeat elections within 7 days of the date on which voting ended. Repeat elections shall be conducted under the same rules as the first elections.
7. After the completion of voting, the Commission shall prepare electoral minutes and issue a communiqué on the election results among the doctoral students. The communiqué shall indicate:
 - a) the number of voters entitled to vote,
 - b) the number of eligible voters present and the required quorum,
 - c) the number of ballot papers issued,
 - d) the number of votes cast, broken down into valid and invalid votes,
 - e) the doctoral student elected to the Institute's Academic Council.

§ 21

1. The mandate of the doctoral students' representative on the Institute's Academic Council expires in the event of:
 - a) loss of student status at IIET PAN Doctoral School,
 - b) death of the doctoral student,
 - c) resignation from the mandate.
2. Resignation from the mandate is possible after prior notification of the Council Chairperson.
3. After the expiry of a Council member's mandate has been confirmed, the Director of the Institute shall notify, on the basis of the Electoral Commission's minutes, the next candidate from the same list of candidates who obtained the next highest number of votes in the elections, of their priority right to the mandate.
4. If two or more candidates obtained an equal number of votes entitling them to obtain a mandate from a given list, priority shall be determined by drawing of lots.

5. If during the term of office of the Council the expiry of a mandate is confirmed, and the next candidate from the same list of candidates declines to exercise their priority right to the mandate, the Director of the Institute shall order supplementary elections.

General Assembly

§ 22

1. The General Assembly is the supreme Body of the Self-Government.
2. The General Assembly is composed exclusively of the Institute's doctoral students.
3. The General Assembly convenes once a year. Extraordinary General Assemblies may also be convened.
4. The proceedings of the General Assembly are chaired by the Chairperson of the General Assembly, who is elected at the beginning of the Assembly.
5. The proceedings of the session are recorded by the Secretary of the General Assembly, elected by the Assembly on the motion of the Chairperson of the General Assembly, immediately after the latter has been selected.
6. The ordinary General Assembly is convened by the Chairperson of the Self-Government in November of each year. A motion to convene an extraordinary General Assembly must contain justification and a proposed agenda. An extraordinary General Assembly deliberates only on the proposed agenda.
7. The Presidium shall inform the Institute's doctoral students of the date of the ordinary and extraordinary General Assembly at least 7 days before it begins, by e-mail with acknowledgement of receipt or by telephone, recording the fact of telephone notification.
8. The General Assembly is opened by the incumbent Chairperson. Immediately after the opening of the General Assembly, the Chairperson of the General Assembly is elected. The Chairperson of the Self-Government may not be elected as the Chairperson of the General Assembly.

§ 23

The tasks of the General Assembly include:

1. adopting the Self-Government Regulations and making amendments thereto,
2. electing members of the other Bodies and the Presidium of the Self-Government for a new term,
3. reviewing and approving reports on the activities of the Self-Government Bodies,
4. granting discharge to individual members of the Self-Government Bodies for duties performed, before the election of new authorities. Members of the bodies who do not receive discharge lose their passive voting rights for one term of office,
5. electing representatives to existing and new doctoral committees,
6. adopting resolutions on other matters submitted to the General Assembly by the Self-Government Bodies; any doctoral student has the right to request that the Self-Government Bodies include a given matter on the agenda of the General Assembly.

§ 24

1. The General Assembly adopts resolutions by simple majority of votes in the presence of at least 1/3 of the General Assembly delegates by open vote, unless these Regulations

provide otherwise. In the event of an equal number of votes, the vote of the Chairperson of the General Assembly is decisive.

2. In urgent matters not relating to personal affairs, the Chairperson of the General Assembly may order voting by correspondence or by means of electronic communication.
3. When quorum is lost, the proceedings of the General Assembly are suspended; proceedings shall resume immediately after quorum is re-established.
4. In personal matters, the General Assembly adopts resolutions by secret vote.
5. Upon the motion of any delegate, the General Assembly may adopt a resolution (carried by open vote) on secret voting in a given matter.
6. Motions to supplement the agenda at the ordinary General Assembly may be submitted by any delegate after the proceedings have been opened.
7. Resolutions of the General Assembly are signed by the Chairperson of the General Assembly, who attaches the attendance list to the minutes of the General Assembly.

Chairperson of the Self-Government

§ 25

The rights and duties of the Chairperson of the Self-Government include in particular:

1. directing the work of the Self-Government Bodies,
2. representing the doctoral students' community, in particular before the Institute's authorities and other entities within the Institute's community, as well as before local government authorities, state administrative bodies, and business entities,
3. convening meetings of the Self-Government Bodies, which shall be convened no less than once per quarter. Meetings of the Self-Government Bodies shall be recorded in minutes by the Secretary.
4. ensuring compliance by the Self-Government Bodies with the provisions of these Regulations and other applicable laws,
5. expressing opinions regarding the appointment and dismissal of the head of doctoral studies,
6. designating persons responsible for the implementation of resolutions of the Self-Government Bodies and supervising them,
7. appointing proxies.

Presidium of the Self-Government

§ 26

1. The Presidium is composed of: the Chairperson of the Self-Government, the Deputy Chairperson, and the Secretary.
2. The Deputy Chairperson shall perform duties assigned to them by the Chairperson; in particular during any period preventing the Chairperson of the Self-Government from performing their reserved duties, the Chairperson shall authorise the Deputy to perform those duties.
3. The Secretary shall perform the tasks provided for in the Regulations and assigned by the Chairperson of the Self-Government, as well as all administrative and technical activities related to the activities of the Presidium.
4. The Presidium adopts resolutions in the presence of at least two members, by simple majority of votes; in the event of an equal number of votes, the vote of the Chairperson

of the Self-Government is decisive, or in their absence, the vote of the Deputy Chairperson.

5. The rights and duties of the Presidium of the Self-Government include the performance of tasks specified in the Regulations, as well as:
 - 1) making decisions on the distribution of financial resources allocated by the Institute for Self-Government purposes, and presenting reports in this regard,
 - 2) reaching agreements with the Director of the Institute on the distribution of material assistance for the Institute's doctoral students,
 - 3) convening meetings of the Self-Government Bodies if they have not been convened by the Chairperson of the Self-Government,
 - 4) designating from among the Presidium members a person entitled to participate in meetings of the Institute's Academic Council,
 - 5) designating from among the Presidium or Self-Government members a delegate to represent the Institute at the General Assembly of the PAN Doctoral Students' Self-Government,
 - 6) designating a representative to the Doctoral Committee,
 - 7) reaching agreements with the Head of Doctoral Studies and the Director of the Institute on matters relating to Doctoral Studies.

§ 27

1. The right to nominate candidates for the Chairperson, Deputy Chairperson, and Secretary belongs to all doctoral students of the Institute present at the General Assembly. The candidate's consent to stand for election is required.
2. Elections for the Chairperson of the Self-Government and the remaining members of the Presidium shall take place by secret vote for individual candidates. Each doctoral student may cast one vote for one candidate for each position or abstain from voting.
3. The candidate who receives the most votes, but not less than half of the valid votes, shall be elected. If no candidate receives the required majority of votes in the first round, a second round shall be held, in which the candidates who received the first and second highest number of votes shall participate. If no candidate is elected in the second round, the electoral procedure for the Chairperson of the Self-Government and the Presidium shall be repeated from the beginning.

§ 28

The General Assembly may recall the Chairperson of the Self-Government and the Presidium on the basis of a motion submitted by at least 5 members of the Self-Government. The decision shall be taken by a majority of half of the total votes of the Institute's doctoral students. In case of doubt, the required number of votes shall be rounded down.

§ 29

In the event of the expiry of the term of office of the Self-Government Bodies, the Presidium and the Disciplinary Committee shall continue to perform their functions until the new Bodies are constituted.

§ 30

If during the Chairperson's term of office their membership in the Self-Government ceases, i.e.:

1. they are recalled,
2. they submit a resignation,

3. they become permanently incapacitated from performing the duties of the Chairperson — incapacity shall be determined by the General Assembly by simple majority of votes,

The General Assembly shall promptly appoint a new Chairperson of the Self-Government in accordance with the procedure set out in § 27.

Peer Tribunal

§ 31

1. The Peer Tribunal is a body with disciplinary powers over doctoral students within the scope granted by the Higher Education Law Act and by virtue of implementing regulations.
2. Members of the Peer Tribunal and members of the Appeals Peer Tribunal, 3 members each, shall be elected by the General Assembly by simple majority of votes.
3. Any doctoral student has the right to nominate a candidate for the Peer Tribunal. The consent of the designated person to serve as a member of the Peer Tribunal or the Appeals Peer Tribunal is required.
4. A doctoral student who has been penalised by a final ruling of a disciplinary commission may not be a member of the Peer Tribunal or the Appeals Peer Tribunal.
5. A member of the Peer Tribunal or the Appeals Peer Tribunal may not be recalled during the performance of their function.
6. Membership in the Peer Tribunal or the Appeals Peer Tribunal may not be combined with holding a mandate in other Self-Government bodies or with membership in a disciplinary commission.
7. The mandate of a member of the Peer Tribunal or the Appeals Peer Tribunal expires in the event of:
 - 1) loss of doctoral student status;
 - 2) a ruling of the disciplinary commission suspending the doctoral student's rights;
 - 3) submission of a written resignation.

§ 32

1. Proceedings before the Peer Tribunal shall be initiated on the independent motion of the Director or on the motion of the Director at the initiative of a Self-Government Body.
2. A motion to the Director to refer a matter for examination by the Peer Tribunal may also be submitted by the disciplinary officer after conducting preliminary proceedings.

§ 33

1. The Peer Tribunal or the Appeals Peer Tribunal shall elect, at its first sitting, from among its members, the Chairperson of the Peer Tribunal and the Chairperson of the Appeals Peer Tribunal.
2. The duties of the chairperson include in particular organising the work of the Peer Tribunal or the Appeals Peer Tribunal, designating rapporteurs, and scheduling hearing dates.

§ 34

1. In the first instance, the Peer Tribunal shall adjudicate in a panel of 3 members.

2. Against a ruling of the Peer Tribunal issued in the first instance, the parties may appeal to the Appeals Peer Tribunal within 14 days from the date of service of the ruling with written grounds on the parties.
3. In the second instance, the court shall adjudicate in a panel of 3 members.
4. A member of the court who participated in adjudicating a case in the first instance may not be a member of the adjudicating panel in that case in the appellate instance.
5. A member of the adjudicating panel with respect to whose impartiality there are reasonable concerns shall be excluded from hearing the case. Any party to the proceedings has the right to submit a motion to exclude a member of the adjudicating panel. The decision on exclusion shall be made by the Chairperson of the Peer Tribunal or the Appeals Peer Tribunal, who shall designate another member in their place.

§ 35

1. Sessions of the Peer Tribunal shall be recorded in minutes. Proceedings before the Peer Tribunal or the Appeals Peer Tribunal shall be public.
2. The Peer Tribunal shall issue rulings:
 - a. convicting the accused;
 - b. acquitting the accused;
 - c. discontinuing the proceedings.
3. The Peer Tribunal shall issue a judgment after hearing the accused, the aggrieved party, and any witnesses, following a secret vote.
4. The Appeals Peer Tribunal may additionally hear the accused, the aggrieved party, and in particularly justified cases, witnesses.
5. The second-instance Peer Tribunal may:
 - a. amend the ruling of the first instance;
 - b. uphold the ruling of the first instance;
 - c. discontinue the proceedings.
6. The ruling of the appellate panel shall become final upon pronouncement.
7. Judgments of the Peer Tribunal shall be accompanied by written grounds upon the request of the Director, the accused, or the aggrieved party, within 14 days of the submission of the request. The judgment with grounds shall be served on the person who submitted the request for the preparation of grounds.

§ 36

The Peer Tribunal may impose the following disciplinary penalties on the accused doctoral student:

- 1) warning,
- 2) reprimand,
- 3) reprimand with a warning of further consequences.

Final Provisions

§ 37

1. The Regulations may be amended by a resolution of the General Assembly adopted by vote, with a majority of at least half of the votes of the total number of Self-Government members. In the event of an equal number of votes, the vote of the Chairperson shall be decisive.

2. The Chairperson of the Self-Government is obliged to inform the Head of the Doctoral School and the Director of the Institute of every amendment to the Regulations.

§ 38

1. Matters not regulated in the Regulations shall be resolved by the Chairperson of the Self-Government.
2. In order to resolve a matter, the Chairperson of the Self-Government may convene a meeting of the Self-Government Bodies and seek legal advice from the Institute.

§ 39

The Regulations shall enter into force on the date on which the Institute's Academic Council confirms their compliance with the Act and the Statute.