

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 the Hirszfeld Institute of Immunology and Experimental Therapy, Polish Academy of Sciences in Wrocław, hereinafter referred to as the "Self-Government", is an association of the doctoral students of the Doctoral School studying at 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 doctoral students of the Doctoral School studying at IIET PAN.

§ 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 the doctoral students of the Doctoral School studying at IIET PAN.

§ 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 that 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, the authorities of the Doctoral School operating at the Institute, and other entities of the Institute's community,
5. co-deciding on the allocation of all financial aid funds for doctoral students and of the Self-Government's funds,
6. participating, through its representatives, in the meetings of the Institute's Academic Council,
7. supporting doctoral students with disabilities who wish to participate actively in the work of the Self-Government,
8. integrating the doctoral students' community of the Institute,
9. organising mutual assistance and collegial cooperation among the Institute's doctoral students,
10. supporting and promoting the academic and academic-organisational activities of doctoral students,
11. developing and promoting a doctoral student code of ethics.

Members of the Self-Government

§ 6

Members of the Doctoral Students' Self-Government are all doctoral students of the Doctoral School studying at IIET PAN, and they hold 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 individual Bodies of the Self-Government,
3. passive and active voting rights in the Bodies of the Self-Government.

§ 8

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

§ 9

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

1. loss of doctoral student status,
2. a written resignation from membership submitted to the Chairperson of the Self-Government,
3. the period of maternity leave, leave on the terms of maternity leave, paternity leave or parental leave,
4. illness preventing the fulfilment of duties, or the death of the doctoral student.

Bodies of the Self-Government

§ 10

The Self-Government operates through its Bodies, which include:

1. the General Assembly of the Self-Government,
2. the Presidium of the Self-Government, composed of the Chairperson, the Deputy Chairperson and the Secretary.

§ 11

1. The Bodies of the Self-Government make decisions and express opinions in the form of resolutions (collegiate bodies) and decisions, orders and opinions (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 selects candidates for the doctoral students' representative on the Institute's Academic Council.

4. The Presidium elects the Self-Government's doctoral students' representative on the Council of the Doctoral School.
5. The Presidium elects a doctoral students' representative to other Institute committees, if there is a recommendation or a need to do so.

§ 12

1. Resolutions 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.
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, the mandate may, by decision of the Chairperson, 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 of the Hirszfeld Institute of Immunology and Experimental Therapy, Polish Academy of Sciences in Wrocław, 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 part of a general assembly of the Self-Government's doctoral students, supervised by the Electoral Commission in consultation with the Chairperson of the 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 Sciences.

§ 17

1. The date of the elections shall be agreed upon with a representative of the Electoral Commission of the Academic Council.
2. The date of the general assembly of the Self-Government's doctoral students shall be announced 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 the mandate is not filled after the second round of voting, the Electoral Commission shall order supplementary elections.

5. Supplementary elections shall be conducted within 7 days of the end of the second round of voting. In supplementary elections, a candidate is elected by a simple majority of votes.

§ 18

1. Active voting rights are granted to all doctoral students of the Doctoral School studying at IIET PAN.
2. After the closing of the lists, any changes to the voters' lists may only be made due to the 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 members of the Self-Government.
5. The members of the Counting Commission shall be elected 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 the 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 the mandate is not filled after the second round of elections, 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 doctoral student status,

b) death of the doctoral student,

c) resignation from the mandate.

2. Resignation from the mandate is possible after prior notification of the Chairperson of the Academic Council of the Hirszfeld Institute of Immunology and Experimental Therapy (IIET) PAN in Wrocław.

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 members of the Self-Government.

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 elected.
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 a 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 means of electronic communication.
8. The General Assembly is opened by the incumbent Chairperson of the Self-Government. Immediately after the opening of the General Assembly, the Chairperson of the General Assembly is elected.
9. Every doctoral student has the right to request the Self-Government Bodies to include a given matter on the agenda of the General Assembly.
10. The General Assembly may be held online.

§ 23

The tasks of the General Assembly include:

1. adopting the Regulations of the Self-Government and making amendments thereto,
2. electing the remaining members of 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 the 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.

§ 24

1. The General Assembly adopts resolutions by simple majority of votes, in the presence of at least 1/3 of the doctoral students, 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 the quorum is lost, the proceedings of the General Assembly are suspended; proceedings shall resume immediately after the quorum is re-established.
4. In personal matters, the General Assembly adopts resolutions by secret vote.
5. Upon the motion of any participant of the General Assembly, a resolution (adopted by open vote) on secret voting in a given matter may be adopted.

6. Motions to supplement the agenda at the ordinary General Assembly may be submitted by any participant 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 matters concerning doctoral students, in particular before the Institute's authorities, the authorities of the Doctoral School 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 of the Higher Education Law Act,
5. expressing opinions regarding the appointment and dismissal of the authorities of the Wrocław Doctoral School of the Institutes of the Polish Academy of Sciences,
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

12. The Presidium is composed of: the Chairperson, the Deputy Chairperson and the Secretary.
13. The Deputy Chairperson performs duties assigned to them by the Chairperson and is authorised to perform the duties reserved for the Chairperson during any period in which the Chairperson is prevented from performing the function entrusted to them.
14. The Secretary performs the tasks provided for in the Regulations and those assigned by the Chairperson, as well as all administrative and technical activities related to the activities of the Presidium.
15. 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 is decisive, or in their absence, the vote of the Deputy Chairperson.
16. The rights and duties of the Presidium of the Self-Government include the performance of tasks specified in the Regulations, as well as:
    a. making decisions on the distribution of financial resources allocated for the purposes of the Self-Government, and presenting a report in this regard,
    b. reaching agreements with the Director of the Institute on the distribution of material assistance for the Institute's doctoral students,

c. convening meetings of the Self-Government Bodies if they have not been convened by the Chairperson of the Self-Government,
d. designating from among the Presidium members a person entitled to participate in meetings of the Institute's Academic Council,
e. designating from among the Presidium or Self-Government members a delegate to represent the Institute at the meeting of the Council of the PAN Doctoral Students' Self-Government,
f. designating a representative to the Doctoral Committee,
g. 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 members of the Self-Government.
2. The candidate's consent to stand for election is required.
3. Elections of the Chairperson and the remaining members of the Presidium take place by voting for individual candidates.
4. Each doctoral student may cast a maximum of 3 votes for candidates of their choice, including a maximum of 1 vote for any given candidate.
5. In the elections for Chairperson, Deputy Chairperson and Secretary, the mandates are awarded to the candidates with the highest number of votes. If several candidates obtain the same number of votes, an additional vote shall be held. In the additional vote, each voter may cast 1 vote. The mandates are awarded to the candidates with the highest number of votes.

§ 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 10% of the members of the Self-Government. The decision shall be taken by a majority of half of the total number of votes of the members of the Self-Government.

§ 29

In the event of the expiry of the term of office, the Self-Government Bodies 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. if:

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.

Final Provisions

§ 31

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 Director of the Institute and the authorities of the Doctoral School of every amendment to the Regulations.

§ 32

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.

§ 33

The Regulations enter into force on the date on which the Institute's Academic Council confirms their compliance with the Higher Education Law Act and the Statute of the Hirszfeld Institute of Immunology and Experimental Therapy, Polish Academy of Sciences in Wrocław.