

Regulations of the Doctoral Students' Self-Government

of the Institute of Bioorganic Chemistry of the Polish Academy of Sciences in Poznań

Chapter I

General provisions

§1

1. The Doctoral Students' Self-Government is composed of doctoral students of the Institute of Bioorganic Chemistry of the Polish Academy of Sciences (hereinafter: IBCH PAS or Institute) who are participants of the Poznań Doctoral School of Institutes of the Polish Academy of Sciences in Poznań and the Partnership-based Doctoral Programme at the IBCH PAS (hereinafter: Self-Government).
2. The Self-Government operates on the basis of the provisions of the Act of July 20, 2018, Law on Higher Education (Journal of Laws of 2018, item 1668, as amended), the Institute's Statute, the Regulations of the Partnership-based Doctoral Programme at the IBCH PAS, the Regulations of the Poznań Doctoral School of Institutes of the Polish Academy of Sciences (hereinafter: PDS IPAS) and on the basis of these Regulations (hereinafter: Regulations).
3. The basic objective of the Self-Government's activities is in particular:
 - a) defending the rights of doctoral students,
 - b) supporting doctoral students with disabilities,
 - c) representing the interests of doctoral students within and outside the Institute,
 - d) expressing the opinions of the doctoral student community on its own initiative and at the request of the Institute's authorities,
 - e) submitting applications to the Institute's authorities,
 - f) participating through its representatives in meetings of the Institute's Scientific Council,
 - g) conducting living and housing, social, cultural, educational, scientific and sports activities.

§2

1. Members of the Self-Government have the right to:
 - a) participate in the work of the Self-Government's bodies,
 - b) submit opinions and proposals to the Self-Government's bodies,
 - c) passive and active electoral rights to the Self-Government's bodies.

2. Members of the Self-Government are obliged to comply with the Regulations and resolutions of the Self-Government's bodies.
3. Loss of membership in the Self-Government occurs in the event of:
 - a) losing doctoral student status,
 - b) death of the doctoral student.

Chapter II

Bodies of the Doctoral Students' Self-Government

§3

1. The Self-Government operates through its bodies.
2. Bodies of the Self-Government are: Doctoral Students' Council and Chairperson of the Doctoral Students' Council.
3. The Chairperson of the Council is the only representative of doctoral students of IBCH PAS.

Doctoral Student's Council

§4

1. The Doctoral Students' Council (hereinafter: Council) is the resolution-passing body of the Self-Government.
2. The Council consists of members of the Self-Government – members of the Council.
3. The number of members of the Council ranges from 3 to 10. If the number of doctoral students of the Institute is less than 3, the number of members is at least 1. A member of the Council is elected in accordance with § 6
4. Candidates for members of the Council apply independently electronically to the official e-mail address of the Self-Government Council or may be nominated in accordance with § 6 section 10 of the Regulations.
5. If the Council consists of at least 3 members, they elect from among themselves, via a secret ballot, by a simple majority of votes, the Chairperson, Vice-Chairperson and Secretary of the Doctoral Students' Council. If the Council consists of fewer than 3 members, 1 of them must act as the Chairperson.
6. The Chairperson of the Doctoral Students' Self-Government (hereinafter: Chairperson) is a person in charge of the proceedings or discussions during Council meetings.

7. The Vice-Chairperson of the Doctoral Students' Self-Government (hereinafter: Vice-Chairperson) is a person acting as a deputy in the absence of the Chairperson.

§5

The term of office of the Council lasts one year and begins on November 1 of the year in which the Council was elected and ends on October 31 of the following calendar year.

§6

1. Elections to the Council are announced by the outgoing Council.
2. In order to conduct the elections, the Council appoints an Electoral Commission from among the members of the Self-Government, no later than 6 weeks before the end of the current term of office of the Council.
3. The Electoral Commission consists of 3 to 5 people.
4. The date of the elections, their form and the names of candidates for the Council are announced by the Commission no later than 21 days before the elections.
5. New members of the Doctoral Students' Council are elected by current members of the Self-Government.
6. Appeals and objections related to the course of the elections may be reported to the Electoral Commission in writing within 3 days from the date of announcement of the election results.
7. The Electoral Commission will consider appeals and objections submitted on time within 3 days from the date of their proper reporting.
8. The elections should end no later than 7 days before the end of the current term of office of the Council, with the announcement of the results via e-mail.
9. All doctoral students have active and passive voting rights.
10. Everyone entitled to vote has the right to nominate candidates. The candidate's consent to stand as a candidate is required.
11. The members of the Council are elected via a secret ballot. Each voter may vote for one candidate or abstain from voting.
12. If the number of candidates exceeds 10 (maximum number of members of the Council), the mandates are awarded to the candidates with the highest number of votes cast.
13. The election results are announced by the Electoral Commission no later than 7 days after the end of voting.

14. The election results will be sent by e-mail to all members of the Self-Government, the Head of the IBCH PAS Environmental Doctoral Study, the Head of the Poznań Doctoral School of Institutes of the Polish Academy of Sciences in Poznań (hereinafter: PDS IPAS), the Heads of Disciplines of PDS IPAS and the Director of the Institute.
15. The Electoral Commission may be dismissed by the Council at the request of the Self-Government due to shortcomings in the work of the Commission reported by the Self-Government.

§7

The mandate of a member of the Council expires as a result of:

- a) death,
- b) resignation,
- c) termination of membership in the Self-Government,
- d) dismissal by way of a resolution of the Council adopted by a simple majority of votes,
- e) inability to fulfil the mandate for a period longer than 4 months, confirmed by a resolution adopted by the Council by a simple majority of votes.

§8

Within the scope of fulfilling their mandate, a member of the Council is obliged to take an active part in its work.

§9

1. The Council deliberates at meetings.
2. Meetings may be held on-site or remotely, according to the will of the majority of members of the Council expressed in the form of a vote.
3. The Chairperson proposes the course of the meeting, which is approved by the remaining members of the Council in an open vote, by a simple majority of votes.
4. Members of the Council may propose changes or additional items to the agenda before or during the meeting. The changes are approved in an open vote, by a simple majority of votes.
5. Meetings of the Council are held at least 3 times a year. The number of meetings is adjusted to the current needs of the Self-Government and the Doctoral Students' Council.

§10

1. The meeting of the Council is convened by the Chairperson of the Council:
 - a) at their own initiative,
 - b) at the request of at least half of the members of the Council or at least 20% of the members of the Self-Government,
 - c) at the written request of the Head of the Partnership-based Doctoral Programme at the IBCH PAS, the Head of PDS IPAS or the Director of the Institute.
2. The outgoing Chairperson convenes the first meeting of the newly elected Council no later than within 14 days after the end of the previous term of office.
3. The agenda of the first meeting of the Council should include the election of a new Chairperson, Vice-Chairperson and the election of the Secretary of the Council. It is possible to appoint more than one Vice-Chairperson and Deputy Secretary of the Council.
4. In the event of failure to elect the persons specified in section 3 above at the first meeting of the Council, the newly elected Council is obliged to elect such persons within a period not exceeding 14 days from the date of the first meeting of the Council, under pain of dissolution of the Council.
5. In the cases specified in section 1 letter b) and c), the Chairperson or their representative is obliged to convene a meeting of the Council within 14 days from the date of receipt of the request or application.
6. The Chairperson or their representative is obliged to notify all members of the Council about the date, place and proposed agenda of the meeting, no later than 7 days before the date of the meeting.
7. In special cases, if circumstances require the immediate convening of the Council, it is possible to depart from the above 7-day deadline.

§11

1. Meetings of the Council are public, unless the Council decides otherwise by a simple majority of votes in the presence of at least half of the members.
2. In addition to the members of the Council, other members of the Self-Government and guests invited by the members of the Council have the right to participate in the meetings, with a consultative voice.
3. Only members of the Council have the right to vote in Council votes.

§12

1. The meeting of the Council is chaired by the Chairperson or a person designated by them.

2. In the absence of the Chairperson, a meeting of the Council may be chaired by the Vice-Chairperson or a person designated by them or a person elected by the Council, selected by a simple majority vote.
3. The Secretary takes minutes of the Council meeting. In the event of the Secretary's absence at the meeting, the minutes are taken by the Deputy Secretary or a person designated by the person chairing the Council meeting.
4. The minutes are signed by the Chairperson and the Secretary or the persons referred to in section 2 and 3 above.
5. The minutes are sent electronically to all members of the Council.

§13

1. Resolutions of the Council are adopted in an open vote, by a simple majority of votes, in the presence of at least half of the members of the Council, unless these Regulations provide otherwise.
2. At the request of at least two members of the Council and in personal matters, voting is to be carried out via a secret ballot.

§14

The competences of the Council include determining the directions of operation of the Self-Government, in particular:

- a) election and dismissal of the Chairperson of the Doctoral Students' Council,
- b) election and dismissal of doctoral student representatives on the Institute's Scientific Council,,
- c) election and dismissal of program committees and their individual members,
- d) approving the Regulations of the Self-Government's bodies and program committees,
- e) considering and approving reports of the Self-Government,
- f) adopting the Regulations and their amendments,
- g) organization of the work of the Self-Government,
- h) cooperation with the Institute's bodies in matters falling within the scope of activity of the Self-Government,
- i) the right to obtain information and express opinions regarding decisions relating to members of the Self-Government,
- j) taking actions to positively change the situation of doctoral students and respect their rights,

- k) undertaking initiatives supporting the integration of the doctoral student community and the development of peer cooperation within the Institute and beyond,
- l) initiating activities to counteract the exclusion of doctoral students with disabilities from participation in the Self-Government. A doctoral student with a disability will receive support in terms of the possibility of participating in the structures of the Self-Government or serving as a member of the Council. The scope of support is agreed with the relevant bodies of the Institute.

Chairperson, Vice-Chairperson and Secretary of the Doctoral Students' Council

§15

1. Duties of the Chairperson of the Doctoral Students' Council include in particular:
 - a) managing the work of the Council,
 - b) representing the Doctoral Students' Self-Government, in particular towards the Institute's authorities, social, professional and other organizations operating at the Institute, as well as towards local government authorities and state administration bodies,
 - c) ensuring that Self-Government bodies comply with the provisions of these Regulations and other legal provisions,
 - d) implementing resolutions of the Council or appointing persons to implement them and supervising them.
2. The Chairperson of the Doctoral Students' Council acts in accordance with the resolutions of the Council adopted within the scope of its competences, and is responsible to the Council for the performance of their duties.

§16

1. The Chairperson is appointed by the Council from among its members.
2. The right to nominate candidates for the Chairperson of the Doctoral Students' Council is granted to all members of the Council present at the meeting. The candidate's consent to stand as a candidate is required.
3. The Chairperson is elected via a secret ballot for individual candidates. Each member may vote for one candidate or abstain from voting.

4. The candidate who received the largest number of votes is elected. If the candidates receive an equal number of votes, a second round of voting is held.
5. Sections 1-4 above also apply to the election of the Vice-Chairperson and Secretary of the Council.

§17

The Vice-Chairperson of the Council assumes the rights and obligations of the Chairperson in the event of:

- a) vacancy in the position of the Chairperson of the Council, or
- b) authorization by the Chairperson of the Council - to the extent specified in the authorization, or
- c) inability of the Chairperson of the Council to participate in the planned work of the Council - in the case and to the extent to which the participation of the Chairperson of the Council in these works is necessary, or
- d) inability to contact the Chairperson of the Council - in the case and to the extent that immediate action by the Chairperson of the Council is necessary, or
- e) justified suspicion that the Chairperson of the Council is failing to fulfil the obligations specified in the Regulations - provided that the Chairperson's evasion is found by way of a resolution of the Council adopted via a secret ballot by a simple majority of votes.

§18

The Secretary of the Doctoral Students' Council (hereinafter: Secretary) is responsible for taking minutes of Council meetings, preparing draft Council resolutions and other documents for the Council's needs.

§19

The Council may dismiss the Chairperson, Vice-Chairperson or Secretary of the Council by a vote of a 2/3 majority of the total number of members of the Council. In case of doubt, the required number of votes is rounded down.

§20

If the term of office of the Council ends, the Chairperson performs their function until a new Chairperson of the Council is appointed, who is elected in accordance with the principles set out in § 16 of these Regulations.

§21

If during the term of office of the Chairperson, their membership in the Council ceases as a result of:

- a) death,
- b) dismissal,
- c) resignation,
- d) permanent inability to perform the duties of the Chairperson confirmed by a resolution of the Council adopted by a simple majority of votes,
- e) loss of doctoral student status as a result of resigning from doctoral studies or submitting a dissertation of the doctoral thesis,

- the Council immediately appoints a new Chairperson in the manner specified in the provisions of § 16 of the Regulations.

Chapter III

Program Committees

§22

1. Self-Government program committees are appointed to improve the operation of the Self-Government and operate within the framework of the powers delegated to them by the Council.
2. Committees are appointed and dismissed by the Council.

§23

Committees work according to the principles approved by the Council.

§24

1. A Committee consists of up to six members of the Self-Government, including at least one member of the Council.

2. The composition of a Committee is appointed by the Council by a simple majority of votes.

§25

The Council may dismiss a Committee or its individual members by a simple majority of votes, in the presence of at least half of the members of the Council.

§26

The Chairperson of a Committee is always a member of the Council who is part of it.

§27

The basic duties of the Chairperson of a Committee include:

- a) managing the work of the Committee,
- b) in emergency situations, making decisions, in consultation with the Chairperson of the Council, on matters within the competence of the Committee.

Chapter IV

Doctoral Students' Collective Body

§28

1. IBCH PAS together with the Institute of Dendrology of the Polish Academy of Sciences, the Institute of Human Genetics of the Polish Academy of Sciences, the Institute of Plant Genetics of the Polish Academy of Sciences and the Institute of Molecular Physics of the Polish Academy of Sciences (hereinafter referred to as the Institutes) jointly run the Poznań Doctoral School of Institutes of the Polish Academy of Sciences.
2. Due to the joint operation of PDS IPAS, pursuant to these Regulations, members of the Council of IBCH PAS Self-Government are allowed to participate in the PDS IPAS Doctoral Student's Collective Body (hereinafter: Collective Body).
3. The Collective Body means the form of cooperation between doctoral students of the Institutes listed in section 1 above.
4. Every member of the Council from the Institutes listed in section 1 above has the right to join the Collective Body on a voluntary basis.

5. Tasks of the Collective Body include:
 - a) supporting the integration of doctoral students of the Institutes,
 - b) defending the rights of doctoral students,
 - c) representing the interests of doctoral students within and outside the Institutes,
 - d) expressing the opinions of the doctoral student community on its own initiative and at the request of the Institutes' authorities,
 - e) submitting applications to the authorities of the Institutes,
 - f) conducting living and housing, social, cultural, educational, scientific and sports activities.
6. Each member of the Collective Body has the right to present their requests or postulates or complaints or suggestions to the Doctoral Students' Council to which they belong.

Chapter V

Final provisions

§29

1. The Regulations may be amended by a resolution of the Council adopted by a majority of at least 2/3 of the votes of all members of the Council. In case of doubt, the required number of votes is rounded down.
2. Changes to the Regulations may be made on the initiative (upon written request) of:
 - a) Director of the Institute,
 - b) one or several members of the Self-Government,
 - c) a member of the Council.
3. The Chairperson of the Doctoral Students' Council is obliged to inform the Head of the IBCH PAS Environmental Doctoral Study, the Head of PDS IPAS and the Director of the Institute about any changes in the Regulations.

§30

Matters not regulated in the Regulations are resolved by the Chairperson of the Doctoral Students' Council based on the provisions of law, the Institute's Statute, the Regulations of the IBCH PAS Environmental Doctoral Study and the PDS IPAS Regulations.

§31

The Regulations enter into force after being adopted by the Doctoral Students' Council, on the day of their approval by the Director of the Institute.