

REGULATIONS OF THE DOCTORAL STUDENTS' SELF-GOVERNMENT OF THE EUGENIUSZ GEPPERT ACADEMY OF ART AND DESIGN IN WROCLAW

Consolidated text

CHAPTER I General provisions

§ 1

1. Doctoral students of the Academy of Art and Design in Wrocław, hereinafter referred to as the "University", constitute the Doctoral Students' Self-Government of the Academy of Art and Design, hereinafter referred to as the "Doctoral Students' Self-Government".
2. The Doctoral Students' Self-Government operates at the Academy of Art and Design in Wrocław on the basis of the provisions of the Act - Law on Higher Education and Science of 20 July 2018 (Journal of Laws 2023, item 742 consolidated text), hereinafter referred to as the "Act", the Statute of the E. Geppert Academy of Art and Design in Wrocław, the Regulations of the Doctoral School of the Academy of Art and Design in Wrocław and these Regulations.

§ 2

1. The objectives of the Doctoral Students' Self-Government are:
 - a) integration of the doctoral students' community;
 - b) support and promotion of scientific and cultural activities;
 - c) organizing mutual assistance and fostering collegial cooperation;
 - d) working towards consistent, positive changes in the situation of doctoral students and upholding their rights;
 - e) representing the doctoral students' community in matters related to their rights, interests, education, culture, and socio-economic conditions.
2. The Doctoral Students' Self-Government pursues its objectives by:
 - a) executing its rights under the Act, in particular:
 - agreeing with the Senate of the University on the content of the Regulations of the Doctoral School and amendments to the Regulations;
 - issuing opinions to the Senate on the adoption of the Doctoral School Curriculum or the introduction of changes to the Curriculum;
 - cooperating with the University bodies in other activities aimed at improving the doctoral education system;
 - a) making proposals to the University authorities on matters concerning doctoral students;
 - b) expressing opinions on its own initiative and at the request of the University bodies in matters concerning doctoral students;
 - c) activities aimed at the personal development of doctoral students and the pursuit of their interests through conducting and supporting scientific, cultural, tourist, sports, and publishing activities;
 - d) participating in the proceedings and activities of the University's collegial bodies.

CHAPTER II
Bodies of the Doctoral Students' Self-Government, rules of functioning and competencies

§ 3

A member of the Doctoral Students' Self-Government is every person who has the status of a doctoral student at the Eugeniusz Geppert Academy of Art and Design in Wrocław.

§ 4

A doctoral student has the right to:

- a) active and passive voting rights to the Doctoral Students' Self-Government bodies;
- b) submitting opinions and proposals to the Doctoral Students' Self-Government bodies;
- c) participating in the proceedings of the General Assembly of Doctoral Students;
- d) participating in the activities of the Doctoral Students' Self-Government
- e) establishing cooperation with national and international organisations with the same or similar objectives, in particular with the National Representation of Doctoral Students, as stipulated in Article 339, paragraph 1 of the Act.

§ 5

1. The bodies of the Doctoral Students' Self-Government are the exclusive representatives of all doctoral students of the Academy of Art and Design in Wrocław.
2. The bodies of the Doctoral Students' Self-Government consist of:
 - a) the General Assembly of the Doctoral Students' Self-Government, hereinafter referred to as the "General Assembly";
 - b) the Council of the Doctoral Students' Self-Government, hereinafter referred to as the "Council".

§ 6

1. The term of office of the bodies of the Doctoral Students' Self-Government mentioned in § 5, section 2 a) b) lasts for 2 years from the date of the election, whereby if the end of the term of office is later than 30 September, the term ends on 30 September.
2. Until new bodies are elected, the existing ones continue to perform their functions.
3. Elections to the bodies of the Doctoral Students' Self-Government are ordered by the Council.
4. Meetings of the Doctoral Student Self-Government bodies (the General Assembly and the Council) may be held using electronic means of communication, ensuring in particular:
 - a) real-time transmission of the meeting between its participants,
 - b) real-time multilateral communication whereby the participants of the meeting may express themselves during the meeting while maintaining necessary security measures.
5. Resolutions adopted at the General Assembly and Council meetings - held in accordance with the procedure specified in section 4 above - shall include a note indicating the mode of the meeting at which they were adopted.

CHAPTER III
General Assembly of the Doctoral Students' Self-Government

§ 7

The General Assembly is comprised of all doctoral students present at the meeting.

§ 8

1. The General Assembly is the supreme legislative body of the Doctoral Students' Self-Government, setting the direction of its activities.
2. The competencies of the General Assembly include, in particular:
 - a) electing representatives of doctoral students to the Council of the Doctoral Students' Self-Government; adopting a resolution on granting or refusing to grant a vote of approval to the Council of the Doctoral Students' Self-Government for its activities;
 - b) electing a representative to the Doctoral School Council;
 - c) electing representatives of doctoral students to the Senate and the College of Electors;
 - d) deciding on the initiation of a university-wide protest or doctoral strike by the Doctoral Students' Self-Government, conducted with the consent of the Rector
 - e) amending the Doctoral Students' Self-Government Regulations.

§ 9

1. The Council summons the General Assembly's meeting when necessary, but at least once a year and:
 - a) immediately, in case of the need to complete the composition of the Council;
 - b) at the request of the University bodies;
 - c) at the request of 25% of doctoral students.
2. The Chairperson of the Council shall notify doctoral students of the General Assembly one week before the scheduled meeting.
3. A quorum is constituted by more than 50% of those entitled to participate in the Assembly. In the absence of the required quorum, an additional meeting date shall be scheduled, which takes place 15 minutes after the originally designated time. The Assembly convened at the additional meeting date is valid regardless of the number of participating doctoral students.

§ 10

1. The General Assembly shall be chaired by the Chairperson of the General Assembly, but until that person is elected, it shall be chaired by the Chairperson of the Council.
2. The Chairperson of the General Assembly is elected from among the doctoral students attending the Assembly. All doctoral students present at the Assembly have the right to nominate candidates for Chairperson of the Assembly.
3. The Chairperson shall be elected by open ballot after one of the nominated candidates obtains a simple majority of votes. In the event that none of the candidates receives a simple majority, a runoff election is held between the two candidates who obtained the highest number of votes in the first ballot.

- § Minutes of the General Assembly shall be taken and then signed by the Chairperson of the Assembly.
- § The Chairperson of the Council shall forward a copy of the minutes referred to in section 4 to the relevant authorities of the University at their request.
- § Resolutions of the General Assembly shall be adopted by a simple majority, by open voting, with the exception of paragraph 7.
- § Secret voting may be conducted in personnel matters.
- § The minutes and resolutions of the General Assembly shall be stored by one of its Vice-Chairperson designated by the Chairperson of the Council.
- § Vice-Chairperson mentioned above shall make the minutes and resolutions of the General Assembly available to all interested parties upon request.

CHAPTER IV

Council of the Doctoral Students' Self-Government

§ 11

The Council is the executive body of the Doctoral Students' Self-Government, implementing the general goals set by the General Assembly.

§ 12

1. The Council is composed of a Chairperson and two Vice-Chairpersons.
2. The selection of Council members is made from among the candidates nominated during the General Assembly from the entire body of doctoral students.
3. Those recognized as elected members of the Council are doctoral students who have received the highest number of votes in the voting.
4. In the case of an equal number of votes obtained by two or more candidates who have received the smallest number of votes for the last vacant mandate as a member of the Council, an additional vote is conducted to determine the candidate who will assume this mandate.
5. The correctness of the election shall be confirmed by the Chairperson of the General Assembly through his signature under the election protocol.
6. The term of office of the Council begins upon election and lasts until the election of a new Council.
7. The members of the Council at the first meeting shall elect from among themselves a Chairperson and two Vice-Chairpersons.
8. The Council may appoint its proxies as necessary to carry out its current tasks.

§ 13

1. The term of office for a Council member expires at the end of the Council's term and as a result of:
 - a) resignation;
 - b) removal from the list of doctoral students;
 - c) taking or extending a leave of absence for a period longer than one semester under the rules specified in separate regulations;
 - d) being lawfully sanctioned with suspension from the rights of a doctoral candidate by a disciplinary committee;

- e) permanent or lasting for at least 90 days inability to perform the function of a member of the Council;
 - f) dismissal by the General Assembly from the function of a Council member;
 - g) completion of education at the Doctoral School.
2. The expiration of the term of office of a Council member in the cases specified in paragraph 1 is declared by the Council on the day when the circumstances justifying the expiration of the mandate occur. In the event that this applies to all members of the Council, the expiration of the mandate is declared on the day when the relevant authorities of the University declare such expiration.
 3. In the event of the expiration of the mandate of all Council members, the competent authorities of the University promptly summon a General Assembly to conduct elections for the Doctoral Students' Self-Government.

§ 14

1. The competencies of the Council include, in particular:
 - a) cooperation with the bodies of the University in matters concerning doctoral students;
 - b) representing doctoral students and their interests;
 - c) requesting the General Assembly to amend the Regulations of the Doctoral Students' Self-Government;
 - d) delegating representatives to permanent and ad hoc University committees in which representatives of doctoral students are members, including representatives of the Doctoral Students' Self-Government to the University Disciplinary Committee for Doctoral Students and the Appeal Disciplinary Committee for Doctoral Students (the number of representatives of doctoral students in these committees is determined by the Rector);
 - e) selecting a representative of doctoral students to the University Election Committee indicated subsequently by the Chairperson of the Council in consultation with the Chairperson of the Students' Self-Government of the University.
 - f) Agreeing with the University Senate on the content of the Regulations of the Doctoral School and its amendments;
 - g) Issuing an opinion on the Doctoral School Curriculum established by the Senate;
 - h) cooperating with organizations of doctoral students of other universities;
 - i) conducting activities in the field of social, living and cultural affairs of doctoral students;
 - j) supporting scientific, artistic, cultural and sports initiatives of doctoral students;
 - k) deciding on the distribution of funds allocated by the University for the purposes of the Doctoral Students' Self-Government;
 - l) performing other activities not reserved in the Regulations to the competence of the General Assembly.

§ 15

1. Council meetings are summoned by the Chairperson of the Council when necessary, as well as upon the request of the University authorities, a Council member, or in any case when the Regulations require the Council to make a decision or take other action.

- § The Chairperson of the Council informs the other members of the Council and the proposers of the meeting in a customary manner, but no later than three days before the meeting.
- § Proponents of the meeting or their representatives, as well as other individuals invited by the Chairperson of the Council with the Council's approval, may additionally participate in the meetings with advisory roles.
- § The agenda of the Council meeting shall be determined by the Chairperson of the Council.
- § The Council may supplement the agenda of the meeting with additional items, but only at the request of a Council member.

§ 16

1. The Council shall make decisions in the form of resolutions adopted by a simple majority in the presence of at least 2/3 of the representatives, by open vote, subject to paragraph 4 and § 17.
 1. When adopting a resolution, each representative of the Council has one vote.
 2. In the event of an equal distribution of votes, the vote of the Chairperson of the Council shall be decisive.
 3. Secret voting may be conducted:
 - on personnel matters;
 - upon the request of a Council member.

§ 17

1. A protocol is prepared for each Council meeting.
2. The Chairperson of the Council and one of the Vice-Chairpersons sign the protocols of the meetings, resolutions, and other documents of the Doctoral Students' Self-Government.
3. The Chairperson of the Council may authorize, with the Council's consent, a member of the Council to sign certain Council Documents, excluding resolutions.
4. The Chairperson of the Council shall announce the Council's resolutions to doctoral students within 7 days from their adoption in the manner determined by the Council.
5. The Chairperson of the Council provides copies of the resolutions within 7 days of their adoption to other bodies or individuals, especially to the relevant authorities of the University.
6. The Council of the Doctoral Students' Self-Government stores the minutes of the meetings and other documents of the Doctoral Students' Self-Government.

§ 18

The Council may authorize a selected Council member, with his/her consent, to exercise specific competencies reserved for the Council for a specified period, especially during vacation breaks in academic activities at the University. The decisions made by this authorized member require approval at the next Council meeting.

CHAPTER V
Chairperson of the Council of the Doctoral Students' Self-Government

§ 19

1. The competencies of the Chairperson of the Council include, in particular:
 - a) leading the Council of the Doctoral Students' Self-Government
 - b) organizing and directing the work of the Council;
 - c) representing the Council and the Doctoral Students' Self-Government before the University authorities and outside the University;
 - d) submitting a proposal to adopt a resolution to summon a General Assembly;
 - e) managing and conducting elections of doctoral students' representatives to the College of Electors and the University Senate;
 - f) organizing and supervising the forms and scope of assistance provided to doctoral students;
 - g) perform other activities assigned by the Council.
2. The Chairperson of the Council shall exercise his/her powers and duties in cooperation with two Vice-Chairpersons of the Council.
3. In the absence of the Chairperson of the Council or when his/her action is excluded under other provisions of the Regulations, his/her powers and duties shall be taken over by the Vice-Chairperson.
4. In urgent matters, the Chairperson of the Council has the right to make a decision independently or in consultation with the other members of the Council. Such a decision requires written approval at the next Council meeting.

§ 20

1. The position of Chairperson of the Council expires upon:
 - a) resignation from the position of Chairperson of the Council submitted to the Council;
 - b) dismissal by the Council from the position of Chairperson of the Council;
 - c) expiration of his/her term of office in the Council;
 - d) completion of education at the Doctoral School.
2. The resolution on the dismissal of the Chairperson of the Council shall be adopted by the Council by an absolute majority of votes, by secret ballot, in the presence of at least 2/3 of the representatives of the Council.

CHAPTER VI
Election of representatives of doctoral students to the electoral and collegial bodies of the University

§ 21

1. The election of doctoral students' representatives to the College of Electors and the University Senate shall be ordered by the Chairperson of the Council.
2. The election procedure shall be carried out in accordance with a detailed election schedule, which shall be established by the Council after its coordination and approval by the Chairperson of the University Election Committee no later than January 31 of the year of the term of office.

3. By-elections shall be conducted in accordance with the provisions of this chapter, subject to the provisions of the Statute, with the requirement that they be conducted promptly after the vacancy arises.
4. Voting is secret unless the provisions of this chapter state otherwise.
5. The election of doctoral students' representatives to the College of Electors and the University Senate shall be carried out by the entire membership of the Doctoral Students' Self-Government in accordance with the following rules:
 - a) The elections are conducted by the Chairperson with the support of the University's IT department, if necessary, in collaboration with the Council, with the provision that a Council member running in the elections does not participate in their conduct.
 - b) The time and place of the elections are announced to the doctoral students no later than 5 days before the elections, in such a way that the voter has the opportunity to participate in the elections.
 - c) Every doctoral student has active and passive voting rights, with the exception of point d below.
 - d) Voting rights are not granted to persons: suspended from the rights of a doctoral student on the basis of a final decision of a disciplinary committee, deprived of public rights on the basis of a final court decision, or sentenced by a final judgment to imprisonment.
 - e) The right to nominate candidates is granted to every doctoral student with active voting rights. Candidate nominations are made in the manner and within the timeframe specified in the election announcement.
 - f) A candidate consenting to candidacy shall inform the Chairperson before voting begins. Consent to run must be confirmed in writing by the candidate within 7 days from the day of indicating their candidacy, and each candidate, along with the confirmed written consent, must provide a certificate of no criminal record from the National Criminal Register (not older than 3 months).
 - g) Each voter is entitled to one vote.
 - h) One may vote only in person.
 - i) The general rule is that voting is conducted electronically through the data communications system, whereby votes are cast and counted while ensuring the security of the process.
 - j) Elections shall be held by a simple majority of votes.
 - k) In the event that more individuals receive a simple majority of votes than there are available positions, those individuals who received the most votes in sequence are elected. If these individuals have an equal number of votes, the decision is determined by a simple majority of votes in the subsequent vote.
 - l) If the number of persons who have been elected is less than the number of mandates, the voting shall be repeated reducing the list by the persons who have been elected.
 - m) In the event that no doctoral student representative is elected, voting shall be repeated.
 - n) The duration of membership of doctoral student representatives in the College of Electors and in the Senate is 2 years.
 - o) In order to cast a vote, the doctoral student (voter) shall use his/her email account reported to the email database maintained by the Doctoral School.
 - p) Those conducting the election shall supervise the election documentation.

- q) Upon completion of the election, the Chairperson shall provide the Chairperson of the University Election Committee with written information about the elected representatives of doctoral students to the College of Electors and the Senate.

§22

Elections in the traditional form

1. The provisions of this paragraph apply only when the University Election Committee orders the conduct of elections through the traditional voting system using paper ballots.
2. The specimens of ballots shall be determined by the Council of the Doctoral Students' Self-Government based on the templates adopted by the University Election Committee.
3. A ballot paper is valid if it has been prepared on the basis of the valid specimen and sealed.
4. A completely torn ballot is invalid.
5. The names of candidates on the ballot shall be placed in alphabetical order.
6. If there is one candidate in the election, the design of the ballot must take into account "for", "against" and "abstention".
7. Information on the location of polling stations and their opening times shall be provided in the election announcement.

§23

Expiration of the mandate

1. The mandate of a doctoral student representative in electoral and collegial bodies expires before the end of the term in the following cases:
 - a) death;
 - b) resignation from the mandate;
 - c) invalidation of the election;
 - d) removal;
 - e) termination of membership in a particular group of the academic community if a member of the body obtained a mandate as a representative of that group;
 - f) assumption of a position that, according to the Statute, cannot be combined with a held function or mandate;
 - g) becoming final a decision on deprivation of public rights, electoral rights or absolute imprisonment;
 - h) being punished with a disciplinary penalty - suspension from certain rights of a doctoral student for up to one year;
 - i) in the case of permanent incapacity to perform the activities of a member of a collegial University body;
 - j) in case of receiving a leave of absence longer than 6 months.
2. The mandate of a member of the Senate shall also expire in the event of unexcused absence from 3 consecutive meetings of the Senate or inability to attend them for more than 6 months. This does not apply to persons who are members of the Senate by virtue of their functions.

CHAPTER VII
Final provisions

§24

1. Amendments to the Regulations shall be adopted by the General Assembly of the Doctoral Students' Self-Government by a 2/3 majority of half of the total number of doctoral students.
2. In matters not regulated in the Regulations, the Act and the Statutes of the Academy of Art. And Design shall apply.