

Appendix to Resolution No. 34/2023 of the Senate of WUM Medical University of  
Warsaw  
of 2023-10-23

**STATUTES**

**OF WUM MEDICAL UNIVERSITY**

**OF WARSAW**

Adopted through Resolution No. 34/2023  
of the Senate  
of WUM Medical University of Warsaw  
of October 23, 2023

# Contents

TITLE I GENERAL PROVISIONS .....	6
Registered seat and legal basis of operations .....	6
Symbols of the University.....	6
Community of the University.....	7
Fundamental principles and objectives of the University .....	7
Traditions of the University. University ceremonies .....	8
Honorary title.....	8
Medals and distinctions.....	9
TITLE II UNIVERSITY GOVERNANCE MANAGING BODIES AND FUNCTIONS AT THE UNIVERSITY .....	9
Types of University authorities .....	9
Chapter 1 The Rector .....	10
Section 1 Responsibilities of the Rector .....	10
Section 2 Election of the Rector.....	12
Chapter 2 University Council.....	14
Section 1 Composition and responsibilities of the University Council.....	14
Section 2 Membership of the University Council .....	16
Chapter 3 The Senate .....	18
Section 1 Composition and responsibilities of the Senate.....	18
Section 2 Membership of the Senate.....	22
Chapter 4 Faculty Councils.....	22
Chapter 5 Academic Discipline Councils .....	24
Chapter 6 Managing roles at the University.....	28
TITLE III ELECTION RULES. UNIVERSITY ELECTION COMMITTEE.....	28
Chapter 1 Election rules.....	28
Chapter 2 Termination of mandate.....	29
Chapter 3 University Election Committee .....	30
TITLE IV RULES OF SUPERVISION OVER THE ACTS PASSED BY THE UNIVERSITY BODIES .....	32
TITLE V ORGANIZATIONAL UNITS AT THE UNIVERSITY.....	33
Chapter 1 General Provisions.....	33
Chapter 2 The Faculties .....	33
Chapter 3 Doctoral School.....	36
Chapter 4 Postgraduate training .....	38
Chapter 5 Auxiliary units .....	39
Chapter 6 Administrative units .....	39
Chapter 7 Consulting and advisory entities at the University .....	40
Chapter 8 University Library .....	42
Chapter 9 Quality management system.....	42
Chapter 10 Federation.....	43
TITLE VI UNIVERSITY HOSPITALS AND OTHER HEALTHCARE FACILITIES.....	43
TITLE VII STUDY ORGANIZATION. STUDENTS AND PHD CANDIDATES .....	45
Chapter 1 General Provisions.....	45

Chapter 2 Student government and PhD Candidate Government .....	47
Chapter 3 Organizations of students and PhD candidates at the University .....	48
Chapter 4 Disciplinary liability of students and PhD candidates .....	48
TITLE VIII UNIVERSITY STAFF .....	50
Chapter 1 General Provisions.....	50
Chapter 2 Faculty members .....	51
Chapter 3 Commencement of employment of a faculty member.....	53
Chapter 4 Employment criteria .....	53
Chapter 5 Competitive procedure .....	54
Chapter 6 Responsibilities of a faculty member .....	55
Chapter 7 Periodical review of faculty members .....	55
Chapter 8 Termination of a faculty member’s employment.....	56
Chapter 9 Additional employment of a faculty member and the Rector .....	56
Chapter 10 Conflict of interest.....	57
Chapter 11 Disciplinary liability of faculty members .....	57
Chapter 12 Staff other than faculty members.....	58
TITLE IX RULES OF BUSINESS ACTIVITIES RUN BY THE UNIVERSITY.....	58
TITLE X RULES OF DISPOSAL OF THE UNIVERSITY’S ASSETS FINANCIAL MANAGEMENT OF THE UNIVERSITY .....	59
Chapter 1 Assets.....	59
Chapter 2 Financial management.....	60
TITLE XI PROCEDURE FOR ESTABLISHING THE ORGANIZATIONAL RULES AND REGULATIONS .....	61
TITLE XII ASSEMBLY REGULATIONS .....	63
TITLE XIII TRANSITIONAL, ADAPTATION AND FINAL PROVISIONS .....	63

**Appendices:**

- 1) Model and description of the Coat of Arms of WUM Medical University of Warsaw,
- 2) Model and description of the Pennant of WUM Medical University of Warsaw,
- 3) Model of circular seal with the national emblem and inscription on the rim:  
"Warszawski Uniwersytet Medyczny" [*WUM Medical University of Warsaw*]
- 4) Model and description of a Medal "For Merit for WUM Medical University of Warsaw",
- 5) Model and description of a Doctor Tytus Chałubiński Medal
- 6) Student Pledge,
- 7) Ceremonial Doctoral Pledge,
- 8) PhD candidate Pledge,
- 9) Physician's Pledge,
- 10) Pharmacy Graduate's Pledge,
- 11) Bachelor Course Graduate's Pledge,
- 12) Master Course Graduate's Pledge,
- 13) Rules and Regulations for the composition and procedure of competitive  
procedure committees,
- 14) Types of organizational units and rules of their functioning,
- 15) Electoral Regulations,
- 16) Rules and Regulations of the University Election Committee.

## THE HERITAGE AND MISSION OF WUM MEDICAL UNIVERSITY OF WARSAW

The history of the Medical University of Warsaw dates back to early 19th century when the Academic Medical Faculty was established in 1809 and continued to operate within the structure of the Royal University of Warsaw as of 1816. In 1916, an independent Faculty of Medicine was established in the newly revived Warsaw University with Polish language training.

During the Nazi occupation, medicine was secretly taught underground at the Faculty of Medicine, whereas in November 1944 the Faculty of Medicine was reactivated at its temporary seat in the Hospital of the Transfiguration (called the “Boremel Academy”), to thereafter return to the Warsaw University in August 1945.

In 1950, the Warsaw University Faculty of Medicine was transformed into the Warsaw Academy of Medicine, which changed its name in 2008 into WUM Medical University of Warsaw.

WUM Medical University of Warsaw is a community of students, PhD candidates, teachers and other University personnel and staff. The University is committed to accomplish the highest possible level of training and research as well as to provide a full profile of superior quality specialized medical services.

The University’s operations are based on university traditions and universal values, particularly on the respect for freedom, human rights and science. The University acts in accordance with the principles of ethics and complies with good research practice. Every WUM Medical University of Warsaw student, PhD candidate, faculty and staff member participates in the activity of the University on equal terms, notwithstanding their race, ethnicity, religion, gender or political views.

The WUM Medical University of Warsaw community is guided by the principle according to which higher education is based on superior teaching standards, sharing and exchanging scientific thought with universities and research institutions worldwide. In the pursuit of its mission, the University collaborates with the authorities, with other schools and organizations involved in research activities, teaching, protection of human life and health.

# **TITLE I**

## **GENERAL PROVISIONS**

### **§ 1**

#### **Registered seat and legal basis of operations**

1. Warszawski Uniwersytet Medyczny / The WUM Medical University of Warsaw, hereinafter referred to as the “University”, established through Regulation of the Council of Ministers of October 24, 1949 on the Founding of Medical Academies in Warsaw, Krakow, Poznan, Lublin, Lodz and Wroclaw (Journal of Laws No. 58, item 450), the name of which was established pursuant to Resolution of January 23, 2008 on renaming the Medical Academy of Warsaw into the Medical University of Warsaw (Journal of Laws No. 39, item 226) is a public academic institution offering training in the field of medical sciences and health sciences, in the following study areas:
  - 1) medical sciences,
  - 2) health sciences,
  - 3) pharmaceutical sciences.
2. The University has a legal personality and has its registered seat in the capital city of Warsaw.
3. The University operates on the basis of the Act of July 20, 2018 - Higher Education and Study Law (Journal of Laws of 2023, item 742, as amended), hereafter the “Act”, and the present Statutes defining the rules of the University organization and operation.

### **§ 2**

#### **Symbols of the University**

1. The University has its Pennant and Coat of Arms. A model and description of the Coat of Arms and the model and description of the Pennant are presented in Appendices 1 and 2 to the Statutes, respectively.
2. Moreover, the University uses other visual identification elements defined in the WUM Medical University of Warsaw Identity Handbook introduced through the Rector’s regulation.
3. The rules and regulations for using the Pennant and the Coat of Arms as well as other University identification symbols are defined by the Rector.
4. It is permitted to use the University name translated into foreign languages as long as it represents the character of the University. Specifically, the University uses the following translations:
  - 1) in English: “Medical University of Warsaw”,
  - 2) in French: “Université de Médecine de Varsovie”,
  - 3) in German: “Warschauer Medizinische Universität”.

5. WUM is the official acronym of the University's name.
6. The University uses a circular seal with the national emblem and "Medical University of Warsaw" inscription on the rim, a form of which is shown in Appendix 3 to the Statutes.

### § 3

#### **Community of the University**

1. The University faculty and staff members, students and PhD candidates form the academic community of the University and have the right to vote within the University.
2. Associations, specifically of the University faculty and staff members, students, PhD candidates and graduates, may operate within the University on such terms as prescribed in the regulations applicable to them.
3. A student government operates at the University, representing all the students in their long-cycle Master studies, first-cycle and second-cycle studies.
4. A PhD Candidate Government operates at the University, representing all the PhD candidates.

### § 4

#### **Fundamental principles and objectives of the University**

1. The University is autonomous in all the areas of its operations on such terms as defined in the Act.
2. The University is guided by the principles of freedom of education, research and artistic creation.
3. Lectures at the University are open, notwithstanding sub-paragraph 4.
4. The Senate defines the types and conditions of use for lectures which are not open.
5. The principal functions of the University include:
  - 1) training students in first-cycle studies, second-cycle studies and long-cycle Master studies,
  - 2) training PhD candidates,
  - 3) forming the mindsets of students, faculty and staff members that are characterized by responsibility for the state of Poland, the nation's traditions, reinforcement of the principles of democracy and respect for human rights,
  - 4) conducting research and development, transfer of technologies to the economy and the healthcare system,
  - 5) training and promoting research and teaching staff,
  - 6) organization of postgraduate studies, courses and workshops to develop new skills necessary on the job market in the lifelong learning system,

- 7) promoting and enlarging the achievements of medicine, national culture and engineering, particularly through collecting and offering library resources and information resources,
- 8) providing favorable conditions for the development of physical culture among students,
- 9) acting to promote health among the people of the Republic of Poland and in the University community,
- 10) working for the society, local and regional communities,
- 11) participation in the provision of healthcare to such extent and in such forms as stipulated in the regulations on medical services.

## § 5

### **Traditions of the University. University ceremonies**

1. In the spirit of respect for its traditions, the University works on good academic customs and habits.
2. The University maintains its bonds with graduates, tracking their careers and preserving the memory of its faculty and staff members as well as graduates.
3. Academic ceremonies, doctoral promotions, conferring of diplomas or renewal of diplomas at the University are conducted in accordance with the rules and procedures defined by the Rector.
4. According to the prevailing custom, the University Rector, Vice-Rectors, Deans, professors, other faculty members and student representatives have the privilege of appearing in traditional robes, bearing the insignia of their offices.
5. The shape and color of the robes, type of insignia and color of student caps conform to the customs prevailing at the University. The Rector's insignia are: a scepter, a chain and a ring.
6. At the end of the University Rector's service, the Rector keeps their biretta cap as attribute of Rector's authority.
7. The Senate may name units of organization, buildings and auditoriums after persons of merit and may rule on setting up commemorative plaques and sculptures on the University's site. The Senate may rule on other forms of commemorating persons of merit.

## § 6

### **Honorary title**

1. The highest title conferred by the University is the honorary degree of *doctor honoris causa*. This degree is awarded to persons of special merit for the development of science and for the University.
2. The *doctor honoris causa* title is conferred by the Senate upon request of the Rector who appoints the Rector's Committee for the Awarding of *Doctor Honoris Causa* Title.



3. The Committee mentioned in sub-paragraph 2 above prepares the Rules and Regulations for the awarding of the *doctor honoris causa* degree. Said Rules and Regulations enter into force upon adoption by the Senate.

#### § 7

#### **Medals and distinctions**

1. The highest distinction of the University is the Medal “For Merit for WUM Medical University of Warsaw”.
2. The Senate awards the Medal “For Merit for WUM Medical University of Warsaw” to honor the University faculty and staff members and units of organization of special merit for the University, or other persons or institutions who have contributed to the University’s excellence.
3. Requests for the award of the medal may be presented to the Rector by the Senate members, the Chancellor, and heads of the University organization units.
4. The medal is conferred by the Rector at a meeting of the Senate, during academic celebrations or during another meeting, in the presence of representatives of the University authorities.
5. A model and description of a Medal “For Merit for WUM Medical University of Warsaw” is given in Appendix 4 to the Statutes.
6. Upon the Rector’s request, the Senate may establish other medals and distinctions. The Senate may also define other forms of honoring or commemorating persons of merit.

#### § 8

The University may join networks, consortiums and associations of institutions representing the interests of university education in Poland and abroad.

## **TITLE II UNIVERSITY GOVERNANCE MANAGING BODIES AND FUNCTIONS AT THE UNIVERSITY**

#### § 9

#### **Types of University authorities**

1. The Rector is a single-member authority of the University.
2. The University has the following collegial bodies:
  - 1) the University Council,
  - 2) the Senate,
  - 3) the Faculty Councils,
  - 4) the Academic Discipline Councils.
3. The electoral body of the University is the electoral college.

4. Collegial bodies of the University can hold meetings and pass resolutions by means of direct communication over distance, or by the circulation procedure.
5. The party authorized to convene a meeting decides on every application of the procedure defined in sub-paragraph 4.
6. Meetings convened according to the procedure referred to in sub-paragraph 4 and resolutions passed according to that procedure are valid when all the members of the respective body have been notified of the meeting, the wording of the draft resolution, and the voting time.
7. Use of means of communication over distance for the purpose specified in sub-paragraph 4 should offer real-time transmission of the meeting as among its participants and multilateral communication in real time, in which the meeting participants can speak during the meeting, in accordance with the necessary security requirements.

## **Chapter 1 The Rector**

### **Section 1 Responsibilities of the Rector**

#### § 10

1. The Rector of the Company is the executive body of the University and represents the University outside; the Rector is also the superior of the University faculty and staff members, students and PhD candidates.
2. The Rector takes decisions on all matters concerning the University except the matters reserved to the range of competence of other University authorities under the Act of Law or the Statutes.
3. The Rector has the following specific responsibilities:
  - 1) Managing the University,
  - 2) Preparing the draft Statutes and draft strategy of the University,
  - 3) Presenting a report on the implementation of the University strategy,
  - 4) Performance of duties under employment law,
  - 5) Appointing and dismissing persons to serve in managing positions at the University,
  - 6) Managing the HR policy at the University, specifically:
    - a) Giving consent to hiring additional faculty members,
    - b) Defining the criteria, principles, procedure and entity in charge of periodical performance assessment,
  - 7) Setting up study programs in a specific discipline, on a specific level and with a specific profile,

- 8) Setting up doctoral schools,
  - 9) Managing the financial matters of the University,
  - 10) Assuring compliance with the laws and regulations in force at the University,
  - 11) Establishing the following regulations:
    - a) Organizational Rules and Regulations,
    - b) Remuneration Rules and Regulations,
    - c) Work Rules and Regulations,
  - 12) Ensuring that the University site is maintained in good order and safety,
  - 13) Providing safe and hygienic conditions of work and study.
4. By establishing the Organizational Rules and Regulations of the University, the Rector defines the organizational structure of the University and the division of responsibilities within that structure.
  5. The Rector may give University faculty and staff members named authorization to undertake specific legal transactions or to give binding statements within a specified scope.
  6. For the purpose of performing the functions, the Rector has the specific power to issue decisions, instructions and memorandums, to set up committees and opinion boards, and to demand explanations from each of the University faculty and staff members.
  7. The Rector manages the operations of the University with the support of Vice-Rectors, of whom there can be no more than five. Other persons nominated by the Rector may participate in the proceedings of the Rector's Board.
  8. A faculty member employed by the University as their primary employer can be a Vice-Rector provided that they are:
    - 1) a full professor,
    - 2) a University professor holding at least the *Doctor habilitatus* degree.
  9. Vice-Rectors are appointed by the Rector upon his or her own initiative.
  10. Vice-Rectors responsible for student and PhD candidate affairs are appointed by the Rector, in coordination with the students' government or the PhD Candidate Government, respectively, and the latter shall present their opinion within 14 days after presentation of the candidate(s) to the chair of the respective government. If no opinion is presented within the time period mentioned in the preceding sentence, this shall be deemed an expression of consent.
  11. A Vice-Rector is authorized to act on behalf of the Rector within the scope determined thereby.
  12. The Rector is responsible for his or her actions on the terms prescribed by the Act of Law and in separate regulations.

## § 11

1. The Rector suspends enforcement of a Senate resolution if such resolution violates the provisions of the Act of Law or the Statutes, or adversely affects an important interest of the University, and convenes a meeting of the Senate within 14 days of such suspension in order to re-examine the resolution.
2. A resolution enters into force if it is passed by the Senate upon re-examination with the majority of 2/3 votes in the presence of at least half of the statutory members of the Senate.
3. If the Senate re-adopts a resolution that violates the Act of Law, the Rector notifies the competent minister of health as government minister in charge of supervising medical universities.

## § 12

1. The Rector suspends enforcement of a University Council resolution if such resolution violates the provisions of the Act of Law or the Statutes, or adversely affects an important interest of the University.
2. In such case as referred to in sub-paragraph 1 above, the chair of the University Council convenes a meeting of the University Council within 14 days of resolution suspension in order to re-examine the resolution.
3. A resolution enters into force if it is re-adopted by the University Council upon re-examination with the majority of 2/3 votes in the presence of at least half of the statutory members of the University Council.
4. If the University Council re-adopts a resolution that violates the Act of Law, the Rector notifies the government minister mentioned in § 11 sub-paragraph 3.

## **Section 2 Election of the Rector**

## § 13

A person can be a Rector if they:

- 1) are fully capable of undertaking legal actions,
- 2) have the full range of public rights,
- 3) have not been convicted of an intentional offense or intentional tax offense by a final court judgment,
- 4) have not been punished with a disciplinary penalty,
- 5) were not, during the period from July 22, 1944 to July 31, 1990, working for State security authorities within the meaning of the Act on Disclosure of Information Regarding State Security Documents of 1944-1990 and of the Contents of such

Documents of October 18, 2006 (Journal of Laws of 2023, item 342), did not serve in these organizations and did not collaborate with these organizations,

- 6) have a university degree and a title of professor,
- 7) are under 70 years of age by the date of commencement of their term of office,
- 8) are by the University as their main employer.

#### § 14

1. A Rector is elected by an electoral college.
2. A Rector's term of office is 4 years, commencing on September 1 of the year of election.
3. If the Rector's mandate expires before the lapse of their term of office, a new Rector is elected by the electoral college for the period by the end of the original term. Such election takes place not later than 3 months after the expiry of the mandate, unless not more than 6 months remain by the end of the term of office.
4. The University Electoral Committee verifies whether the composition of the electoral college meets the requirements prescribed by the Act of Law and the Statutes, and instructs that a by-election be held.
5. During the period from the date of determination of expiry of the Rector's mandate to the date of election and nomination of a new Rector, the Rector's duties are discharged by the Vice-Rector responsible for student affairs.
6. The detailed procedure and method of electing a Rector is defined in the Electoral Regulations attached to the Statutes as Appendix 15.

#### § 15

1. An electoral college is composed of:
  - 1) faculty members having the title of professor or degree of *Doctor habilitatus*: 57% of members,
  - 2) other faculty members: 20% of members;
  - 3) students and PhD candidates: 20% of members, whereby the number of students and PhD candidates is determined in proportion to the overall sizes of these groups in the University, save that each of these groups has at least one representative,
  - 4) non-teaching faculty and staff: 3% of members.
2. The number of electoral mandates is determined at 200.

#### § 16

1. A person can be a member of the electoral college if they meet the following requirements:
  - 1) are fully capable of undertaking legal actions,
  - 2) have the full range of public rights,

- 3) have not been convicted of an intentional offense or intentional tax offense by a final court judgment,
  - 4) have not been punished with a disciplinary penalty,
  - 5) were not, during the period from July 22, 1944 to July 31, 1990, working for State security authorities within the meaning of the Act on Disclosure of Information Regarding State Security Documents of 1944-1990 and of the Contents of such Documents of October 18, 2006 (Journal of Laws of 2023, item 342, as amended), did not serve in these organizations and did not collaborate with these organizations,
  - 6) are under 70 years of age by the date of commencement of their term of office.
2. Membership of an electoral college cannot be combined with serving as an authority of this or another university, membership of the council of another university, or employment in public administration.
  3. Membership of an electoral college expires in such cases as stipulated in the Act of law. Furthermore, such membership expires in the event of expiry of the person's employment at the University or, in the case of representatives of students or PhD candidates, in the event of finishing their studies or they are discontinued.

#### § 17

The term of office of the electoral college is four years.

#### § 18

The detailed procedure and method of electing members of the electoral college is defined in the Electoral Regulations attached to the Statutes as Appendix 15.

## **Chapter 2 University Council**

### **Section 1 Composition and responsibilities of the University Council**

#### § 19

1. The University Council is composed of 7 members, of whom:
  - 1) 6 members appointed by the Senate, and
  - 2) leader of the student government by force of the Act of Law.
2. Persons from outside the University community constitute 50% of the members mentioned in sub-paragraph 1 point 1.

#### § 20

1. Upon the University Council's request, the Senate elects the chair of the Council. The chair of the University Council is a Council member from outside the University community.

2. Other persons invited by the chair of the Council can take part in University Council meetings in an advisory capacity.
3. A representative of each trade union organization operating within the University, as defined in Article 251 of Trade Unions Act of May 23, 1991 (Journal of Laws of 2022, item 854, as amended), being a member of that organization, participates in university council meetings in an advisory capacity.
4. A University Council's term of office is 4 years, commencing on January 1 of the year following the year of commencement of the Senate's term.
5. One person may be a member of the University Council for not more than two consecutive terms of office.

#### § 21

1. The University Council is a body of the University with the following responsibilities, *inter alia*:
  - 1) opining on the draft strategy of the University,
  - 2) opining on the draft Statutes,
  - 3) monitoring the financial management of the University, specifically:
    - a) opining on the executive and financial schedule,
    - b) approving a performance report on the executive and financial schedule,
    - c) approval of financial statements,
    - d) election of an auditor firm to audit the annual financial statements of the University,
  - 4) monitoring the University governance,
  - 5) nominating candidates for Rector, upon prior review by the Senate,
  - 6) opining on a report on the implementation of the University strategy.
2. In undertaking the steps related to the responsibilities mentioned in sub-paragraph 1, the University Council members are guided by the benefit of the University and act in the University's favor.
3. In the performance of their tasks, the University Council considers the Senate's recommendations mentioned in § 33 sub-paragraph 1 point 8.
4. Within the framework of performance of its responsibilities, the University Council may demand access to the University's documents for review.
5. The University Council may issue opinions and positions on the functioning of the University and present them to the Rector or the Senate.

#### § 22

1. Organization of meetings of the University Council, including the procedure for convening and proceeding at those meetings, is defined in the University Council Rules

and Regulations, adopted by the University council through absolute majority of the statutory composition of the University Council. The Rules and Regulations of the University Council are approved by the Senate.

2. The University Council passes resolutions through secret vote, with an ordinary majority of votes, in the presence of at least half of the statutory composition of the University Council, unless otherwise prescribed by the Statutes.
3. Resolutions of the University Council are communicated to the members of the University community.

#### § 23

1. The University Council presents a report on its proceedings through a calendar year to the Senate by January 31 of the following year at the latest.
2. Such a report specifically includes a description and outcomes of the measures undertaken by the University Council in the course of performance of their responsibilities.
3. The University Council approves the report by an absolute majority of votes, with at least half of the statutory University Council members present.

#### § 24

1. The report mentioned in § 23 sub-paragraph 1 is presented to the Senate by the chair of the University Council or another member nominated by the Council at the next meeting of the Senate following the date of submission of the report.
2. The report is communicated to the members of the University community.

### **Section 2 Membership of the University Council**

#### § 25

1. A person can be a member of the University Council if they:
  - 1) are fully capable of undertaking legal actions,
  - 2) have the full range of public rights,
  - 3) have not been convicted of an intentional offense or intentional tax offense by a final court judgment,
  - 4) have not been punished with a disciplinary penalty,
  - 5) were not, during the period from July 22, 1944 to July 31, 1990, working for State security authorities within the meaning of the Act on Disclosure of Information Regarding State Security Documents of 1944-1990 and of the Contents of such Documents of October 18, 2006 (Journal of Laws of 2023, item 342, as amended), did not serve in these organizations and did not collaborate with these organizations,



- 6) have a university degree,
  - 7) are under 70 years of age by the date of commencement of their term of office.
2. Membership of the University Council cannot be combined with serving as an authority of this or another university, membership of the council of another university, or employment in public administration.

#### § 26

The rules of presenting candidates for members of the University Council are defined in the Electoral Regulations attached to the Statutes as Appendix 15.

#### § 27

1. The Senate appoints members of the University Council through a vote, by an absolute majority of votes, with at least half of the statutory Senate members present. The leader of the student government becomes a member of the University Council at the commencement of their term of office.
2. If the required number of votes is received by more than three candidates from the list of candidates being members of the University community or from the list of candidates from outside the University Community, the candidates from the respective list who received the highest number of votes for their appointment will be appointed to the University Council.
3. If two or more candidates receive the same number of votes for their appointment, additional voting is held, including these candidates. The candidate who receives the highest number of votes for his or her appointment becomes a member of the University Council.
4. If a full composition of the Council is not appointed, a by-election is announced.

#### § 28

1. With the exception of the cases stipulated in the Act of Law, membership of the University Council expires upon recalling a Council member, including the chairperson, in accordance with the following conditions.
2. The following persons have the authority to file a motion to recall the chairperson or member of the University Council:
  - 1) at least 2 members of the University Council,
  - 2) the University Council through a resolution passed by an absolute majority of votes,
  - 3) a group of 15 senators.
3. The motion mentioned in sub-paragraph 2 is submitted to the Rector and the Rector puts such motion on the agenda of the next meeting of the Senate.
4. A resolution to recall of a member of the University Council, including the chairperson, is passed by the Senate by an absolute majority of votes, with at least half of the statutory Senate members present.

## § 29

1. A motion to recall the chairperson of the University Council is justified in the event of:
  - 1) the Senate not accepting the annual University Council report,
  - 2) breach of the Statutes of the University or the Rules and Regulations of the University Council.
2. A motion to recall a member of the University Council is justified in the event of:
  - 1) breach of the Statutes of the University or the Rules and Regulations of the University Council, specifically a violation of the principle of being guided by the interest of the University,
  - 2) taking actions in the presence of a conflict of interest.

## **Chapter 3 The Senate**

### **Section 1 Composition and responsibilities of the Senate**

## § 30

1. The Senate shall be composed of 50 senators and comprise:
  - 1) the Rector as chairperson,
  - 2) 26 full professors and University professors,
  - 3) 11 faculty members employed in different positions than those mentioned in point 2,
  - 4) 10 representatives of students and PhD candidates elected in such manner and on such terms as specified in the Student Government Rules and Regulations and the PhD Candidate Government Rules and Regulations, respectively, whereby the number of students and PhD candidates is determined in proportion to the overall sizes of these groups in the University, save that each of these groups has at least one representative,
  - 5) 2 representatives of non-teaching staff.
2. The number of mandates referred to in sub-paragraph 1 points 2 and 3, attributable to representatives of University Faculties, is determined in proportion to the overall headcount of the particular Faculties as at December 31 of the year preceding the election year.

## § 31

1. The Senate's term of office is 4 years, commencing on September 1 of the year in which the Senate members were elected.

2. One person may not be a member of the Senate for more than two consecutive terms of office.

### § 32

1. The persons indicated below shall participate in the Senate proceedings in an advisory capacity:
  - 1) chairperson of the University Council,
  - 2) Vice-Rectors,
  - 3) Deans,
  - 4) chairpersons of the Academic Discipline Councils,
  - 5) Chancellor, Bursar, lawyer invited by the Rector,
  - 6) representative of each trade union operating within the University,
  - 7) other persons invited by the Rector.
2. The manager of a healthcare facility may be invited to meetings of the Senate to present clarifications, reports, opinions and requests on matters relating to the management of such healthcare facility.
3. A representative of each trade union operating within the University attends the meetings of the Senate in an advisory capacity.
4. In the event of the Rector's absence, meetings of the Senate are convened and chaired by the member of the Senate nominated by the Rector.

### § 33

1. The responsibilities of the University Senate include:
  - 1) adoption of the Statutes,
  - 2) adoption of the Rules and Regulations of Study,
  - 3) adoption of the Doctoral School Rules and Regulations,
  - 4) adoption of the University's strategy and approving a report on the implementation of that strategy,
  - 5) appointing and recalling members of the University Council,
  - 6) nominating candidates for Rector, evaluating candidates for the position of Rector, on the basis of the Rules and Regulations passed by the Senate,
  - 7) conducting an assessment of the functioning of the University,
  - 8) creating recommendations for the University Council and the Rector within the scope of their responsibilities,
  - 9) awarding *Doctor honoris causa* title,
  - 10) setting the requirements, procedure, start and end dates of admissions to studies, specialist training and doctoral schools,

- 11) determining the programs for studies, postgraduate studies and specialist training, determining the syllabuses at doctoral schools,
  - 12) establishing the method of verifying the study performance,
  - 13) nominating candidates to institutions representing the higher education and science circles,
  - 14) performance of tasks related to:
    - a) attribution of levels of the Polish Qualifications Framework, hereafter "PQF", to qualifications awarded upon completion of postgraduate studies,
    - b) integration of qualifications awarded upon completion of postgraduate studies and other forms of training in the Integrated Qualification System,
  - 15) identifying the study programs recognized as part-time studies,
  - 16) approving the model graduation diploma,
  - 17) approval of the rules and regulations of an academic business incubator and the rules and regulations of a technology transfer center,
  - 18) approval of the rules and regulations of an election at the University if such rules and regulations are prepared by the University Electoral Committee,
  - 19) opining on candidates for director in general university organizations,
  - 20) adopting the rules and regulations of copyrights, related rights and industrial property rights management and rules of commercialization,
  - 21) adopting and amending the statutes of a university hospital,
  - 22) giving consent to the establishment of a special purpose vehicle,
  - 23) giving consent to the establishment or accession to a commercial company,
  - 24) passing a resolution to shorten the term of office of the University Council,
  - 25) passing opinions on instructions given to the University by the competent government minister to perform a specific teaching, research staff education or sports staff education task,
  - 26) adoption of the mission statement of the University,
  - 27) giving consent to the Rector signing a cooperation agreement with a domestic or international party,
  - 28) performance of other tasks stipulated in the Act of Law or the Statutes,
  - 29) expressing the opinions of the University community,
2. The Senate can establish workgroups or committees for the performance of its tasks.
  3. To determine the conditions and programs mentioned in sub-paragraph 1 points 10-11, the student government or PhD Candidate Government needs to be consulted and shall have 14 days for presenting their opinion, commencing on the date of providing the program assumptions to the leader of the student government or the leader of the

PhD Candidate Government. In the event of lapse of the aforementioned time period, the requirement to consult shall be deemed duly fulfilled.

#### § 34

1. An ordinary meeting of the Senate is convened by the Rector once a month, excluding non-school periods.
2. The Rector shall send a notice of a Senate meeting to all members of the Senate and regular attendants of the Senate meetings, not later than 7 days before the date of the meeting. Such a notice shall specify the exact time, venue and agenda of the meeting.
3. Extraordinary meetings of the Senate are convened by the Rector on his or her own initiative, or upon the request of at least one fourth of all the Senate members, or upon the request of the University Council, within seven days of submission of such a request. The provision of sub-paragraph 2 shall apply accordingly.
4. An agenda of Senate meetings shall be defined by the Rector. In the case of extraordinary meetings held upon the request mentioned in sub-paragraph 3, the agenda is determined by the Rector in accordance with the request.
5. Members of the Senate may present motions to the Rectors on matters not included in the agenda.

#### § 35

1. Resolutions of the Senate are passed by an absolute majority of votes, with at least half the statutory members present, notwithstanding sub-paragraph 2.
2. Resolutions of the Senate on matters of adopting the Statutes, including amendments to the Statutes, are passed by an absolute majority of votes with at least half of the statutory members present, upon consulting the University Council which shall issue an opinion expressed by a majority of votes of the statutory members, and upon consulting the trade unions operating within the University. Trade unions shall present their opinion within 30 days of receiving the draft Statutes. In the event of lapse of the aforementioned time period, the requirement to consult shall be deemed duly fulfilled.
3. Voting on personnel matters is secret. Voting on other matters is secret upon the request of at least one senator, which shall be adopted by an ordinary majority of votes.

#### § 36

1. Proceedings of the Senate shall be recorded in minutes.
2. Resolutions and minutes of the proceedings of the Senate are open to all the members of the University community and may be disclosed to third parties on such terms and according to such procedures as applicable to access to public information.
3. Minutes in their parts containing confidential information shall not be disclosed unless a party demanding such disclosure can demonstrate a legal interest (authority) to access specific information.

## **Section 2 Membership of the Senate**

### **§ 37**

1. A person can be a member of the Senate if they meet the following requirements:
  - 1) are fully capable of undertaking legal actions,
  - 2) have the full range of public rights,
  - 3) have not been convicted of an intentional offense or intentional tax offense by a final court judgment,
  - 4) have not been punished with a disciplinary penalty,
  - 5) were not, during the period from July 22, 1944 to July 31, 1990, working for State security authorities within the meaning of the Act on Disclosure of Information Regarding State Security Documents of 1944-1990 and of the Contents of such Documents of October 18, 2006 (Journal of Laws of 2023, item 342, as amended), did not serve in these organizations and did not collaborate with these organizations,
  - 6) are under 70 years of age by the date of commencement of their term of office.
2. Membership of the Senate cannot be combined with serving as an authority of this or another university, membership of the council of another university, or employment in public administration.

### **§ 38**

The detailed procedure and method of electing members of the Senate is defined in the Electoral Regulations attached to the Statutes as Appendix 15.

### **§ 39**

1. Membership of the Senate expires in the cases prescribed by the Act of Law and moreover in the event of termination of employment at the University, termination of employment as full professor or University professor, termination of employment as faculty member as mentioned in § 30 sub-paragraph 1 point 3, or termination of employment in a non-teaching position, or graduation by a representative of students, or graduation from a Doctoral School by a representative of PhD candidate
2. s. Membership expiry is determined by the Rector as chairperson of the Senate.
3. In addition to the circumstances enumerated in sub-paragraph 1, mandate of a member of the Senate, except the Rector, expires in the event of their unjustified absence at three meetings of the Senate, or in the event of inability to participate in such meetings for an overall period of time exceeding six months.

## **Chapter 4 Faculty Councils**

§ 40

1. A Faculty Council operates at every Faculty of the University. A Faculty Council's term of office is 4 years, commencing on October 31 of the year of commencement of the Senate's term. A Faculty Council can only pass resolutions and decisions if at least half of its members are present at the meeting.
2. Specific responsibilities of a Faculty Council include:
  - 1) setting the general directions for Faculty operations, in coordination with the University strategy and the research plans of the competent Academic Discipline Councils,
  - 2) selecting candidates for Dean,
  - 3) opining on motions regarding changes in the organization of the Faculty,
  - 4) opining on candidates for managing positions at the organizational units of the Faculty,
  - 5) opining on motions regarding matters of teaching at the Faculty,
  - 6) preparing the minimum requirements for teaching achievements in competitive procedures for candidates for teaching and research/teaching positions,
  - 7) participation in the assessment of employees in teaching and research/teaching positions,
  - 8) passing resolutions on matters presented by the Dean, Rector, Senate, University Council, Academic Discipline Councils, director of Doctoral School, or on matters prescribed by specific regulations,
  - 9) expressing the opinions of the Faculty community on matters presented by the Rector, the Dean or members of the Faculty Council,
  - 10) issuing opinions on the establishment, transformation and liquidation of organizational units at the Faculty.
3. The rules of proceeding for Faculty Councils are determined in the Statutes and the Rules and Regulations of a Faculty Council, prepared by the Dean, adopted by the Faculty Council and approved by the Senate.
4. A Faculty Council shall be composed of:
  - 1) the Dean as chairperson,
  - 2) Vice-Deans,
  - 3) heads of clinical departments and departments of the faculty,
  - 4) leader of the faculty workgroup for quality of education,
  - 5) full professors, University professors and *Doctors habilitatis* employed by the Faculty units, provided that the University is their primary employer and that they declare their willingness to participate in the proceedings of the Faculty Council,

- 6) selected representatives of:
  - a) other faculty members at the Faculty, employed by the University as their primary employer, constituting at least 5% of all members of the Faculty Council,
  - b) student government and PhD Candidate Government, constituting at least 12% of all members of the Faculty Council, whereby the number of students and PhD candidates is determined in proportion to the overall sizes of these groups in the University, save that each of these groups has at least one representative.
5. The persons referred to in sub-paragraph 4 points 1-5 shall constitute at least 80% of all members of the Faculty Council.
6. Faculty and staff members can only be members of the Faculty Council if the University is their main employer.
7. A person who meets the requirements specified under § 25 sub-paragraph 1 can be a member of the Faculty Council, save that the requirement given under § 25 sub-paragraph 1 point 6 does not apply to representatives of the student government.
8. Membership of the Faculty Council cannot be combined with serving as an authority of this or another university.
9. The detailed procedure and method of electing members of the Faculty Council mentioned in sub-paragraph 4 point 6 is defined in the Electoral Regulations attached to the Statutes as Appendix 15.
10. Membership of the Faculty Council is terminated if the member no longer meets the requirements defined in sub-paragraphs 6-8, or if the member resigns, his or her employment with the University is terminated, or he or she is recalled.
11. The Dean may recall a member of the Faculty Council if such member does not take part in the proceedings of the Faculty Council for at least 6 months or in the event of their unjustified absence at three meetings.

## **Chapter 5**

### **Academic Discipline Councils**

#### § 41

1. An Academic Discipline Council is a body of the University having the competence to award the degree of doctor and *Doctor habilitatus* in the respective study field or discipline, within the framework of the University's authority. A Council is established in these disciplines where the University has the authority to award scientific degrees.
2. A list of such disciplines as mentioned in sub-paragraph 1 is determined by the Rector.
3. The name of the Academic Discipline Council is formed by addition of the respective discipline name in whole or in part.
4. An Academic Discipline Council's term of office is 4 years, commencing on January 1 of the year following the year of commencement of the Senate's term.

#### § 42



1. Academic Discipline Council have competence in subject-matter areas related to the research policy pursued within a specific study discipline.
2. The responsibilities of Academic Discipline Councils include:
  - 1) proposing a strategy for pursuing an academic discipline and defining the optimum conditions for its implementation,
  - 2) conducting the proceedings to award academic degrees in the respective academic discipline, and awarding such degrees through an administrative decision,
  - 3) setting up the requirements for candidates for academic degrees, in coordination with the University Council for Science and Research and with the doctoral schools,
  - 4) preparing recommendations for the minimum requirements for research accomplishments in competitive procedures for candidates for research and research/teaching positions,
  - 5) participation in the assessment of employees in research and research/teaching positions,
  - 6) performing other tasks defined in the Statutes or the Act of Law, or ordered by the Rector, Senate or Council of the University,
  - 7) participation in proceedings to prepare the evaluation of the University's research activities within the scope of a specific discipline,
  - 8) participation in defining the evaluation criteria for research accomplishments in the respective discipline for the purposes of periodical assessment of faculty members,
  - 9) defining the criteria and professional evaluation of competitive procedures for mini-grants for students, young researcher projects and internal projects.
3. Academic Discipline Councils shall pursue their tasks exclusively within the scope of their respective disciplines.

#### § 43

The following Academic Discipline Councils exist at the University:

- 1) Academic Discipline of Medical Sciences Council,
- 2) Academic Discipline of Pharmaceutical Sciences Council,
- 3) Academic Discipline of Health Sciences Council.

#### § 44

1. Academic Discipline Councils shall be composed of:
  - 1) professors who declared their association with the respective discipline in a statement referred to in Article 265 sub-paragraph 5 of the Act of Law, and who expressed their willingness to participate in the proceedings of the Council in writing,

- 2) representatives of *doctors habilitatis* without the academic title of professor who declared their association with the respective discipline in a statement referred to in Article 265 sub-paragraph 5 of the Act of Law, elected among the persons who have ranked among the 75% top ranking *doctors habilitatis* in the respective discipline in the University's research ranking list of the last four years, produced by the vice-rector responsible for matters of science and research, provided that these representatives declare their willingness to participate in the proceedings of the Council.
2. If more than one discipline is mentioned in the statement referred to in sub-paragraphs 1 and 2, association with a specific discipline shall mean the association with the discipline to which the faculty member gave a higher percentage value in the statement or, if the faculty member assigned the same value to two disciplines in their statement, then the association with one of these disciplines as specified by the representative.
3. The persons referred to in sub-paragraph 1 point 2 shall constitute at least 50% of all the persons mentioned in sub-paragraph 1 point 1, which requirement shall apply as at the commencement of the term of the respective Academic Discipline Council.
4. Research or research/teaching staff may participate in the proceedings of each Academic Discipline Council, without the right to vote, if they do not meet the requirement of having the academic degree stated in sub-paragraph 1 if they ranked among the top on the ranking list of research accomplishments, specifically: 5 persons in the Academic Discipline of Medical Sciences Council, 2 persons in the Academic Discipline of Pharmaceutical Sciences Council, 2 persons in the Academic Discipline of Health Sciences Council.
5. A representative of the PhD Candidate Government may participate, without the right to vote, in meetings of an Academic Discipline Council concerning doctoral dissertation process, proceedings to award the degree of doctor, and criteria of awarding the degree of doctor.
6. The persons who are awarded a professor title during a term of office will join the Academic Discipline Council as of the new calendar year.
7. *Doctors habilitatis* being members of an Academic Discipline Council, who are awarded the title of professor during the term of office, shall remain members of that Council.
8. A person who meets the requirements defined in § 25 sub-paragraph 1 can be a member of an Academic Discipline Council.
9. Membership of an Academic Discipline Council cannot be combined with serving as an authority of this or another university.
10. Membership of an Academic Discipline Council is terminated if the member no longer meets the requirements defined in sub-paragraph 1 and sub-paragraphs 8-9, or if the

member resigns, his or her employment with the University is terminated, or he or she is recalled.

11. The chairperson of an Academic Discipline Council may recall a member of the Council if such member does not take part in the proceedings of the Academic Discipline Council for at least 6 months or in the event of their unjustified absence at three meetings.

#### § 45

1. Proceedings of an Academic Discipline Council are managed by the chairperson.
2. Until a chairperson of the Academic Discipline Council is appointed in accordance with the procedure presented in sub-paragraphs 3 and 4, the Rector or one of the members of the Academic Discipline Council authorized by the Rector convenes the meetings of the Academic Discipline Council, determines the agenda of the meeting and manages the proceedings of the Council. The first meeting shall take place no later than one month after the start date of the term of office.
3. Members of an Academic Discipline Council elect a candidate for chairperson from among themselves at the first meeting referred to in sub-paragraph 2.
4. The chairperson of an Academic Discipline Council is approved by the Rector.
5. The chairperson may be recalled by the Rector during the term of office, upon consulting or upon request of the Academic Discipline Council.
6. The Rector appoints a deputy chairperson of an Academic Discipline Council upon the chairperson's request. The deputy chairperson may be recalled by the Rector during the term of office, upon consulting or upon request of the chairperson.
7. The following persons cannot be chairpersons or deputy chairpersons of an Academic Discipline Council: Rector, Vice-Rector, Dean, Vice-Dean, director of the Doctoral School or director of the Postgraduate Training Center.
8. The organization and rules of proceeding for Academic Discipline Councils are determined in the joint Rules and Regulations prepared by the chairpersons of the Academic Discipline Councils, adopted by the Academic Discipline Councils and approved by the Senate thereafter.
9. The chairperson of an Academic Discipline Council manages the proceedings of the Council, collaborates with deans, heads of organizational units employing faculty members who declare their association with the discipline, and with the director of the Doctoral School where PhD candidates are trained in the respective discipline.
10. The Rector consults the Academic Discipline Council on matters of recalling the chairperson of the Academic Discipline Council and appointing another member of the Council to run the Council proceedings.
11. Resolutions of the Academic Discipline Council on the awarding of an academic degree are passed in a secret ballot by an absolute majority of votes, in the presence of at least half of the members entitled to vote.

§ 46

The detailed procedure and method of electing members of an Academic Discipline Council mentioned in § 44 sub-paragraph 1 point 2 is defined in the Electoral Regulations attached to the Statutes as Appendix 15.

**Chapter 6**  
**Managing roles at the University**

§ 47

1. The positions specified below have the managing roles at the University:

- 1) Vice-Rectors,
- 2) Deans,
- 3) director of the Doctoral School,
- 4) director of the Postgraduate Training Center.

2. The following additional managing positions exist at the University:

- 1) Chancellor,
- 2) Bursar.

§ 48

Managing roles and managing positions are available to persons meeting the requirements set in Article 32 sub-paragraph 2 with reference to Article 20 sub-paragraph 1 points 1-5 and sub-paragraph 4 of the Act of Law.

**TITLE III**  
**ELECTION RULES. UNIVERSITY ELECTION COMMITTEE**

**Chapter 1**  
**Election rules**

§ 49

1. Elections at the University are conducted in accordance with the following principles:

- 1) all election votes are secret; anyone who is not entitled to vote, other than the members of the competent election committee, is not allowed in the room where the vote is taking place,
- 2) in the case of electronic voting, the University Election Committee defines where to log on to initiate the vote, determines the settings for the voting and drafting a report on the election,
- 3) each voter has one vote, which can only be cast in person during the voting process,

- 4) if fewer than half of those entitled to vote took part in the election meeting at the initial date and time, a second meeting will be convened; election at such second meeting is final, irrespective of the number of attendants authorized to vote,
  - 5) for election purposes, employees of general university organizations are linked to the Faculty with the lowest headcount as at December 31 of the preceding year,
  - 6) an election can be held in electronic form, and in such case at least two members of the University Election Committee have to be present on the venue specified in point 2, including a representative of the IT department - member of the University Election Committee,
  - 7) all other matters relating to elections at the University are covered by the Electoral Regulations attached to the Statutes as Appendix 15.
2. The following persons have the right to vote:
- 1) faculty members for whom the University is the main employer,
  - 2) non-teaching staff employed by the University on a full-time basis,
  - 3) students and PhD candidates.
3. The following persons have the right to be elected:
- 1) faculty members for whom the University is the main employer,
  - 2) non-teaching staff employed by the University on a full-time basis, students and PhD candidates,
- excluding
- a) persons who have been convicted of an intentional offense or intentional tax offense by a final court judgment,
  - b) persons who have been punished with a disciplinary penalty.

## § 50

1. The University Election Committee has the exclusive authority to present binding interpretation of the provisions of these Statutes relating to elections and the Electoral Regulations at WUM Medical University of Warsaw.
2. The University Election Committee concludes such interpretation as mentioned in sub-paragraph 1 above in the form of communications issued within 24 hours of receiving a request to that effect.
3. The University Election Committee determines the matters not governed by the Act of Law, the Statutes or the Electoral Regulations in the form of a resolution.
4. The Rules and Regulations of the University Election Committee is attached hereto as Appendix 16.

## **Chapter 2 Termination of mandate**

## § 51

1. A mandate of a person elected as a representative of a particular electoral group can be terminated through a resolution of that electoral group. Such a resolution is passed by a majority of two thirds of all votes, with at least half of the statutory members of the electoral group present.
2. A motion to terminate a mandate of an elected person may be presented by at least half of the statutory members of the electoral group which elected that person.

## § 52

1. A mandate of an elected person expires before the lapse of their term, notwithstanding § 28 sub-paragraph 1, § 39, § 40 sub-paragraph 10, § 44 sub-paragraph 10-11, in either of the following cases:
  - 1) death,
  - 2) resignation in writing,
  - 3) termination of employment,
  - 4) a disciplinary penalty imposed upon a faculty member, withdrawing their authority to perform managing roles,
  - 5) graduation by a student or PhD candidate, or completion of training at a doctoral school,
  - 6) discontinuation of a student or PhD candidate.
2. Termination of mandate is determined by the chairperson of the University Election Committee.

## **Chapter 3 University Election Committee**

## § 53

1. Elections at the University are conducted by the University Election Committee.
2. By December 31 of the year preceding the last year of the term of office, the Senate appoints the University Election Committee for a term of four years.
3. The University Election Committee's term shall lapse upon the appointment of new members of that Committee, as per sub-paragraph 2.

## § 54

1. The following representatives of the University community, notwithstanding sub-paragraph 3, are members of the University Election Committee:
  - 1) 5 representatives from the Faculty of Medicine and 2 representatives of each of the remaining Faculties provided that the University is their primary employer,

- 2) three representatives of non-teaching staff, employed by the University on a full-time basis, including a representative of the IT department having the requisite competence to hold an election in electronic form.
  - 3) two representatives of students, elected in accordance with the Student Government Rules and Regulations,
  - 4) a representative of PhD candidates, elected in accordance with the PhD Candidate Government Rules and Regulations.
2. Within the time limit set in § 53 sub-paragraph 2, the Senate appoints one deputy member of the University Election Committee from each of the groups enumerated in sub-paragraph 1, who shall become a member if the composition of the Committee is reduced.
  3. If no deputies are appointed, the University Election Committee may proceed incomplete until the Senate completes the composition of the Committee.
  4. At the first meeting, convened by the Rector, the University Election Committee elects its chairperson, their deputy, and the secretary. The chairperson of the University Election Committee chairs the election meeting of the electoral college. Other election meetings are attended by at least two representatives of the University Election Committee, one of whom taking the seat of chairperson of the meeting.
  5. If a member of the University Election Committee is suspended as a student, PhD candidate or faculty member, as a consequence of a pending investigation, disciplinary proceedings or criminal proceedings, they will be replaced by their deputy until such proceedings are lawfully and finally closed.

## § 55

1. The University Election Committee is responsible for overseeing an election in terms of compliance with the applicable rules.
2. The range of competence of the University Election Committee includes in particular:
  - 1) setting up electoral groups,
  - 2) determining and communicating the electoral proceedings calendar to the voters not later than fourteen days before the election day,
  - 3) determining the validity of elections,
  - 4) ruling on a new election in the event of annulment of a previous election,
  - 5) securing the election records,
  - 6) calculation of electoral college mandates for all the election groups entitled to such mandates.
3. Representatives of the University Election Committee are present at every election meeting in accordance with § 54 sub-paragraph 4.

4. The chairperson of the University Election Committee shall pass an act to establish that the Rector has been elected.

#### § 56

1. A motion for annulment of an election, in whole or in part, can be filed by the University Election Committee or by 10% voters eligible to vote in the election of which the result is disputed.
2. The electoral college rules on matters of annulment of election of a Rector not later than five working days after receiving a motion referred to in sub-paragraph 1 above. The electoral college shall pass a decision on annulment of election of a Rector by an absolute majority of votes.
3. Matters of annulment of other elections, not related to the election of the Rector, are resolved by the Senate.
4. A motion to the electoral college for annulment of an election is determined by the University Election Committee not later than five working days after the receipt of such motion.

### **TITLE IV RULES OF SUPERVISION OVER THE ACTS PASSED BY THE UNIVERSITY BODIES**

#### § 57

1. The following acts are specifically passed by the University bodies:
  - 1) resolutions,
  - 2) orders,
  - 3) decisions.
2. The specific terms and conditions of passing and publishing the acts referred to in sub-paragraph 1 above are set out by the Rector through an order.

#### § 58

The provisions of this chapter do not apply to administrative decisions passed on individual matters.

#### § 59

1. The Rector supervises the acts passed by the University's collegial bodies.
2. The Rector shall suspend execution of a resolution of the University's collegial body if such resolution violates the provisions of the Act of Law or the Statutes, and shall convene a meeting of that body within 14 days after the resolution was passed, for the purpose of its reconsideration. Unless the collegial body of the University amends or repeals a resolution thus suspended, the Rector shall hand over that resolution to



the government minister of higher education and science for consideration of the criteria for annulment pursuant to Article 427 sub-paragraph 2 of the Act of Law.

3. The Rector shall suspend execution of a resolution of the University's collegial body if such resolution adversely affects the University's legitimate interest, and shall convene a meeting of that body within 14 days after the resolution was passed, for the purpose of its reconsideration. A resolution thus initially suspended shall enter into force if the collegial body votes for it to be maintained with the majority of 3/4 of votes in the presence of at least 2/3 of the statutory members of that body. If the required majority is not reached or in the absence of the required quorum, the resolution shall be deemed null and void.

## **TITLE V ORGANIZATIONAL UNITS AT THE UNIVERSITY**

### **Chapter 1 General Provisions**

#### § 60

1. The organizational units at the University:
  - 1) pursue the primary functions of the University, i.e. teaching students and PhD candidates, providing conditions for growth and improvement for the research and teaching staff and conducting research,
  - 2) engage in auxiliary administrative, commercial, medical and business activities to support the performance of the University's tasks.
2. The types of organizational units mentioned in sub-paragraph 1 above and the terms and conditions of their operation are attached to the Statutes as Appendix 14.

### **Chapter 2 The Faculties**

#### § 61

1. The University encompasses:
  - 1) the Faculty of Medicine,
  - 2) the Faculty of Medicine and Dentistry,
  - 3) the Faculty of Pharmacy,
  - 4) the Faculty of Health Sciences.

#### § 62

1. A Faculty offers studies in at least one field of study.
2. A Faculty is responsible for teaching, provision of organizational conditions for research and teaching activities, and participates in the implementation of the HR

policy.

3. The types of organizational units defined in Appendix 14 to the Statutes may operate within a Faculty.
4. A Faculty is governed by the Dean who takes decisions on all matters concerning the Faculty except the matters reserved to the range of competence of the University bodies or other staff members in managerial positions under the Act of Law or the Statutes. The Dean is the superior of their Faculty employees and students. Vice-Deans provide supporting functions in managing a Faculty. The number of Vice-Deans is determined by the Rector upon the competent Dean's request.

#### § 63

1. A Dean is nominated by the Rector.
2. A candidate for Dean is elected by the Faculty Council, upon prior approval of the student government, which shall be expressed within 14 days, in accordance with the Electoral Regulations in Appendix 15 to the Statutes, not later than by the end of September 1 of the year in which the Rector's term of office expires. A meeting is held by the University Election Committee.
3. The former Dean remains in their position by the time a new Dean is appointed.
4. In recalling a Dean, the Rector shall consult the Faculty Council, presenting a request in writing with a statement of reasons.

#### § 64

1. A faculty member employed by the University as their primary employer in a research and teaching position, having at least the degree of *Doctor habilitatus*, can serve as Dean.
2. A Dean's term of office is 4 years, commencing on October 1 of the year of election of the Rector. A Dean shall remain in their role for not more than two consecutive terms of office.
3. If a Dean resigns, is revoked, dies, or his or her employment is terminated, the Faculty shall be ruled by a Vice-Dean nominated by the Rector until a new Dean is appointed.

#### § 65

1. A Dean has the following specific responsibilities:
  - 1) representing the Faculty,
  - 2) drafting the Rules and Regulations of the Faculty Council,
  - 3) announcing the composition of the Faculty Council,
  - 4) planning, monitoring and settlement of accounts related to classes, in accordance with the budget discipline of the Faculty,
  - 5) monitoring implementation of study programs, standards and educational quality,

- 6) providing administrative services to students,
  - 7) issuing decisions in individual cases concerning students of the Faculty, including administrative decisions, on the basis of the Rector's authorization,
  - 8) maintaining adequate premises and technical conditions for the implementation of study programs,
  - 9) reporting on the teaching functions,
  - 10) entering into contracts under civil law concerning teaching at classes,
  - 11) opining on matters relating to employment of the Faculty staff and implementation of the HR policy to the extent determined by the Rector,
  - 12) monitoring the achievements and evaluation of the university teachers' performance,
  - 13) preparing the minimum requirements for experience and teaching achievements in competitive procedures for candidates for teaching and research/teaching positions,
  - 14) ensuring safe and clean study and work conditions at the organizational units within the structures of Faculties,
  - 15) deciding on matters of the Faculty assets and governance to the extent determined by the Rector,
  - 16) drafting an action plan for the Faculty, taking into account the strategy of the University and the respective Academic Discipline Councils,
  - 17) delegating representatives to University committees, including the University Election Committee,
  - 18) other duties as instructed by the Rector.
2. In governing a Faculty, the Dean is obliged to comply with the University's executive and financial schedule and is responsible for the Faculty's financial management.

#### § 66

1. Vice-Deans are appointed by the Rector upon the Dean's request.
2. A faculty member employed by the University as their primary employer in a research and teaching position, having at least the degree of *Doctor habilitatus*, can serve as Vice-Dean.
3. A Vice-Dean is authorized to act on behalf of the Dean within the scope determined by the Dean and approved by the Rector.
4. In individual student matters, a Vice-Dean can pass administrative decisions on the basis of the Rector's authorization.

#### § 67

1. A Vice-Dean's term of office is 4 years, ending with the lapse of the Dean's term of office.

2. If the Dean discontinues his or her performance in this role before the lapse of the term of office, Vice-Deans shall continue in their positions until a new Dean is appointed.
3. The Rector shall recall a Vice-Dean upon the Dean's request.

### **Chapter 3** **Doctoral School**

#### § 68

1. A Doctoral School is established, transformed and liquidated by the Rector.
2. A Doctoral School can further be established on the basis of an agreement jointly with another university, Polish Academy of Sciences (PAN) institute, research institute or international institute. The Rector shall enter into such an agreement upon consulting the Senate.
3. The provisions of this Chapter shall apply to a Doctoral School mentioned in subparagraph 2 above unless the Doctoral School establishment agreement stipulates otherwise.

#### § 69

It is the responsibility of a Doctoral School to provide education to PhD candidates to prepare them to achieving the degree of Doctor (PhD).

#### § 70

A Doctoral School is managed by the director of the Doctoral School.

#### § 71

1. Responsibilities of the Doctoral School include in particular:
  - 1) representing the Doctoral School,
  - 2) presenting a motion to the Rector, upon consulting the Doctoral School Council, to set up and close a doctoral program,
  - 3) presenting the following to the Senate, upon consulting the Doctoral School Council:
    - a) a motion to determine and close a teaching program at the Doctoral School,
    - b) a motion regarding the Doctoral School Rules and Regulations,
    - c) rules of admissions to the Doctoral School,
    - d) study program at the Doctoral School,
  - 4) work organization at the Doctoral School,
  - 5) organization of the process of admissions to the Doctoral School,
  - 6) taking decisions on matters of the Doctoral School's assets and governance, to the extent determined by the Rector,

- 7) creating an action plan for the Doctoral School,
  - 8) supervision over the implementation of the study programs at the Doctoral School,
  - 9) preparing evaluation of the Doctoral School,
  - 10) approval of a list of PhD candidates admitted to the Doctoral School,
  - 11) passing administrative decisions to refuse admission to the Doctoral School and to discontinue a PhD candidates, on the basis of the Rector's authorization,
  - 12) passing administrative decisions on scholarships for PhD candidates, on the basis of the Rector's authorization,
  - 13) collaboration with the PhD Candidate Government,
  - 14) collaboration with the respective Academic Discipline Councils and Deans of Faculties.
2. In governing a Doctoral School, the director of the Doctoral School is obliged to comply with the University's executive and financial schedule and is responsible for the Faculty's financial management.

#### § 72

1. A faculty member having the title of professor, employed by the University as their primary employer, can be a director of a Doctoral School.
2. A director of a Doctoral School is appointed by the Rector upon completion of an open competitive procedure as defined in Chapter IV of Appendix 14 to the Statutes and upon consulting the Senate. Such appointment has to be agreed with the PhD Candidate Government. Unless the PhD Candidates Government express their opinion on the candidate within seven days of presentation of such candidate, they shall be deemed to accept the appointment of that candidate.
3. The term of office of a Doctoral School director is 4 years. The same person may not hold the position of a Doctoral School director for a period exceeding 8 years.
4. The Rector may recall a Doctoral School director upon consulting the Senate.
5. In the event of a Doctoral School director's absence, their responsibilities are taken over by a person nominated by the Rector.

#### § 73

1. A Doctoral School Council operates at the Doctoral School, as a collegial body with the consulting and advisory role to the Doctoral School director.
2. The duties and composition of the Doctoral School Council are determined in the Doctoral School Rules and Regulations.
3. The Doctoral School Council operates on the basis of the Rules and Regulations prepared by the Doctoral School director and approved by the Senate.

## **Chapter 4**

### **Postgraduate training**

#### § 74

1. The Postgraduate Training Center operates at the University as a teaching center.
2. The Postgraduate Training Center coordinates and ensures implementation of a postgraduate education program, including postgraduate studies, conducted by other organizational units of the University.

#### § 75

1. The Postgraduate Training Center is headed by the director of the Postgraduate Training Center.
2. Responsibilities of the director of the Postgraduate Training Center include in particular:
  - 1) representing the Postgraduate Training Center,
  - 2) overseeing the entire operations of the Postgraduate Training Center, specifically the right quality of postgraduate training processes within the framework of postgraduate studies, specialization courses, training courses, conferences and other forms of training,
  - 3) overseeing the Dean's office of the Postgraduate Training Center and the administrative handling of postgraduate training at the University,
  - 4) overseeing postgraduate training documentation collection,
  - 5) filing requests to competent bodies of the University on all matters concerning the Postgraduate Training Center,
  - 6) taking decisions necessary for proper functioning of the Postgraduate Training Center on matters not reserved to the area of competence of other bodies of the University,
  - 7) allocation of funds specified in the University's financial Plan to the operations of the Postgraduate Training Center, within the scope of the authority granted to them,
  - 8) signing contracts under public law regarding the operations of the Postgraduate Training Center on the basis of separate powers of attorney,
  - 9) defining the development strategy for the specific forms of postgraduate training and their implementation by the Postgraduate Training Center,
  - 10) drafting reports on the operations of the Postgraduate Training Center,
  - 11) execution of other tasks as instructed by the Rector.
3. A faculty member holding the title of professor, employed by the University as their primary employer, can be a director of the Postgraduate Training Center.

4. A director of the Postgraduate Training Center is appointed by the Rector upon completion of an open competitive procedure as defined in Chapter IV of Appendix 13 to the Statutes and upon consulting the Senate.
5. The term of office of a Postgraduate Training Center director is 4 years. The same person may not hold the position of a Postgraduate Training Center director for a period exceeding 8 years.
6. When recalling a director of the Postgraduate Training Center, the Rector shall obtain an opinion of the Senate.
7. In the event of a Postgraduate Training Center director's absence, their responsibilities are taken over by a person nominated by the Rector.

## **Chapter 5**

### **Auxiliary units**

#### § 76

Auxiliary units of organization can be established at the University.

#### § 77

The organization, purpose, range of operation and position of an auxiliary unit in the University structure are set out by the Rector through an order.

#### § 78

1. The Rector shall establish, transform and liquidate an auxiliary unit upon the Rector's initiative or upon another party's request. Such a request has to be consulted by the Senate.
2. The units referred to in sub-paragraph 1 can be separate in terms of organization and operate on a full accounting basis, preparing their separate financial statements if so determined in the order to establish such units.

#### § 79

The manager of an auxiliary unit is appointed by the Rector.

## **Chapter 6**

### **Administrative units**

#### § 80

1. Administrative units engaged in administrative operations, hereafter referred to as "administration", support the teaching and research activities at the University in respect of organizational, technical and financial matters.
2. In certain justified cases, administration units may be named otherwise than specified in Appendix 14 to the Statutes, on such terms as stipulated in the Organizational Rules and Regulations.

3. Details of the organization and structure of the University administration are defined in the Organizational Rules and Regulations.

## **Chapter 7**

### **Consulting and advisory entities at the University**

#### § 81

1. Consulting and advisory entities operate at the University, particularly:
  - 1) the University Council for Science and Research,
  - 2) the University Council for Education,- hereafter the “Councils”.
2. The role of the Councils is to support the teaching and research processes and the bodies and organizational units of the University pursuing such processes.

#### § 82

1. The University Council for Science and Research shall be composed of:
  - 1) the Vice-Rector responsible for science and research matters as the chairperson,
  - 2) the chairperson of the Academic Discipline Councils or the person delegated by the chairperson to represent a Council,
  - 3) the Deans of the Faculties or the person delegated by the Dean to represent a Faculty,
  - 4) director of the Doctoral School,
  - 5) representative of the PhD Candidates Government.
2. Other persons invited by the chair of the Council can take part in University Council for Science and Research meetings. These persons shall not have the right to vote with the Council.
3. Responsibilities of the University Council for Science and Research include in particular:
  - 1) participation in the development of the University’s evaluation policy,
  - 2) coordination of the operations of Academic Discipline Councils,
  - 3) participation in building the algorithms for allocation of the part of subsidies designed for science and research development,
  - 4) supervision over the handling of competitive procedures for University grants,
  - 5) proposing the rules of awarding and opining on requests for rewards for science and research accomplishments,
  - 6) supporting the teaching and research process and the bodies and organizational units of the University pursuing science and research-related tasks.

#### § 83



1. The University Council for Education shall be composed of:
  - 1) the Vice-Rector responsible for student affairs as the chairperson,
  - 2) the Deans of the Faculties or the person delegated by the Dean to represent a Faculty,
  - 3) the director of the Postgraduate Training Center,
  - 4) the leader of the Educational Quality Workgroup,
  - 5) the Rector's representative in charge of Education,
  - 6) the chairperson of the student government, elected in accordance with the Student Government Rules and Regulations.
2. Other persons invited by the chair of the Council can take part in University Council for Education meetings. These persons shall not have the right to vote with the Council.
3. Responsibilities of the University Council for Education include in particular:
  - 1) preparing the development strategy for the University in the field of teaching,
  - 2) recommendations on admission limits,
  - 3) issuing opinions on:
    - a) opening and closing study fields,
    - b) education programs,
    - c) rules of admissions,
    - d) rules and results of education evaluation,
    - e) Rules and Regulations of Study and other legal acts concerning education,
    - f) rates of charges for educational services,
    - g) motions for awards for teaching achievements,
    - h) teaching projects with external funding,
    - i) draft scope of faculty members' teaching duties, required working hours and rules applicable to classes, also for other universities.

#### § 84

1. An Academic Ombudsman functions at the University as a spokesperson for the academic rights and values.
2. The main responsibilities of the Academic Ombudsman include mediation on matters of dispute between staff and the University, mediation on matters of dispute between University staff members, or mediation on matters of dispute between University staff members and students or PhD candidates.
3. The Academic Ombudsman reports directly to the Rector.

4. The detailed range of responsibilities of the Academic Ombudsman is determined by the Rector through an order.

## **Chapter 8 University Library**

### § 85

1. The University Library consists of: the Main Library and specialized libraries within the specific organizational units of the University.
2. The role of the University Library is:
  - 1) to gather, process and present the library resources and scientific information resources necessary for pursuing the teaching process and managing research.
  - 2) to gather, review and certify the staff members' publications.

### § 86

1. The rules and procedure of employment of the University Library director are determined by the Rector.
2. The organization and tasks of the University Library are set forth in the Rules and Regulations of the University Library adopted by the Senate upon the Rector's request.

### § 87

The University is allowed to process the following personal data of users of the library and information system:

- 1) full name,
- 2) PESEL statistical number,
- 3) address of residence.

## **Chapter 9 Quality management system**

### § 88

1. The University implements and improves its internal quality management system to support the development of the University's quality culture.
2. The rules and procedure of functioning of the quality management system are determined by the Rector.

## **Chapter 10 Federation**

### **§ 89**

1. The University can establish a federation as defined by Article 165 of the Act of Law, hereafter a “Federation”, together with other public universities, research institutes, Polish Academy of Sciences (PAN) institutes or international institutes.
2. The Rector may engage in consultation with the parties referred to in sub-paragraph 1 regarding the possibility to establish a Federation. The University becomes a participating unit as defined by the Act, and the process of setting up a Federation shall proceed in accordance with its provisions.

## **TITLE VI UNIVERSITY HOSPITALS AND OTHER HEALTHCARE FACILITIES**

### **§ 90**

1. The University is engaged in the provision of healthcare to such extent and in such forms as stipulated in the respective separate regulations.
2. The University can set up and operate a healthcare facility (hereafter the “University healthcare facility”) in the form of an independent public healthcare organization or a commercial company.
3. Notwithstanding sub-paragraph 4, the Rector shall establish, transform or liquidate a University healthcare facility through an order based on a resolution of the Senate. Establishment, liquidation or transformation of a University healthcare facility shall be requested by the Rector or a group of at least 10 senators. The Senate shall vote on the establishment, liquidation or transformation of a University healthcare facility operating as an independent public healthcare organization upon consulting the Community Council.
4. In a University healthcare facility operating as a commercial company, resolutions of the meeting of shareholders or the general meeting on:
  - 1) dissolution of the company,
  - 2) disposal of the company’s business,
  - 3) disposal of the company’s business concern,
  - 4) disposal of shares and stocks with the consequence of losing the majority share in the company’s share capital or decrease of the number of shares held in a simple joint-stock company under 51% of the total number of shares of that company,
  - 5) a significant change of the objects of the company,- shall be taken by a majority of three fourth of all votes.

5. The system, organization and functioning of a University healthcare facility are governed by the regulations on medical activities, the statute, articles of association and organizational regulations of the facility, as well as separate contracts.
6. The statute of a University healthcare facility operating in the form of an independent public healthcare organization is conferred by the Senate of WUM Medical University of Warsaw.
7. The Rector supervises compliance of the University healthcare facility's operations with the law, statute and organizational regulations, specifically in terms of viability, economy and reliability. The scope of such supervision comprises control and evaluation of the activities of the University healthcare facility, including in particular:
  - 1) the performance of tasks defined in the statute and organizational regulations, availability and quality of provided healthcare services,
  - 2) providing training to students, PhD candidates, physicians and other medical professionals,
  - 3) human resources management,
  - 4) proper management of assets and public funding,
  - 5) financial management.
8. The University is the founding party of the following University healthcare facilities:
  - 1) the WUM Medical University of Warsaw Clinical Center (UCK WUM), established through consolidation and consisting of the following healthcare institutions: the Central University Hospital (Centralny Szpital Kliniczny, CSK) and Banacha Specialist Clinic; the Infant Jesus University Hospital (Szpital Kliniczny Dzieciątka Jezus, SKDJ) and Lindleya Specialist Clinic; and the University Pediatric Hospital (Dziecięcy Szpital Kliniczny, DSK) and Specialist Pediatric Clinic,
  - 2) Anna Mazowiecka University Hospital (Szpital Kliniczny im. Księżnej Anny Mazowieckiej),
  - 3) Independent Public University Ophthalmology Hospital (Samodzielny Publiczny Kliniczny Szpital Okulistyczny).
9. The following University healthcare facilities operate as commercial companies:
  - 1) Uniwersyteckie Centrum Zdrowia Kobiety i Noworodka Sp. z o.o. (University Women and Newborn Health Center),
  - 2) Centrum Medyczne Warszawskiego Uniwersytetu Medycznego Sp. z o.o. (WUM Medical University of Warsaw Medical Center).
10. In a University healthcare facility operating in the form of an independent public healthcare organization, the Rector employs the director by way of appointment.
11. In a University healthcare facility operating as a commercial company, the Rector appoints members of the supervisory board.

12. In a University healthcare facility operating in the form of an independent public healthcare organization, the Rector appoints and dismisses the community council and convenes the first meeting of that council. The composition of the community council is determined in accordance with the medical activities legislation.
13. Reports on the operations of the University healthcare facilities are presented by the managers of these healthcare facilities on a yearly basis, at a Senate meeting.
14. The healthcare facilities set up and operated by the University:
  - 1) provide a base for pre- and postgraduate training tasks in combination with the provision of healthcare facilities and health promotion,
  - 2) participate in preparing students to a medical profession and in training medical professionals,
  - 3) participate in the implementation of teaching and research tasks, combined with the provision of healthcare services and health promotion, including implementation of new medical technologies and methods of treatment,
  - 4) are required to make such organizational units as necessary for the providing pre- and postgraduate training in medical professions available to the University.
15. The University may sign contracts under civil law with the healthcare facilities for the provision of their organizational units necessary for the providing pre- and postgraduate training in medical professions, in combination with the provision of healthcare services and health promotion.
16. The healthcare facility is responsible for the provision of healthcare services in relation to the execution of the tasks mentioned in sub-paragraph 14.
17. A healthcare facility's organizational unit is governed by the head of the clinical department or department, who is elected in a competitive procedure on such terms and conditions as specified in Appendix 13 to the Statutes. The name of a (clinical) department and the organizational structure are identical at the University and the healthcare facility where it is located. The manager, elected in accordance with the principles specified above, is at the same time the chief of the ward unless the Rector decides to separate these two functions.

## **TITLE VII**

### **STUDY ORGANIZATION. STUDENTS AND PHD CANDIDATES**

#### **Chapter 1**

#### **General Provisions**

##### § 91

Students and PhD candidates form the University community by taking an active part in the University's life.

## § 92

1. The conditions, procedure, opening and closing dates of admissions and the manner of implementing the admissions procedure are determined by the Senate.
2. Admission to a Doctoral School takes place through a competitive procedure on the terms defined by the Senate.

## § 93

1. A person admitted to a study program gets their student rights upon giving the pledge. The text of the pledge is specified in Appendix 6 to the Statutes.
2. A person admitted to a Doctoral School gets their PhD candidate rights upon giving the pledge. The text of the pledge is specified in Appendix 7 to the Statutes.

## § 94

1. The study organization and the related student rights and obligations are stipulated by the Act of Law and the Rules and Regulations of study.
2. The doctoral study organization and the related PhD candidate rights and obligations are stipulated by the Act of Law, the Doctoral School Rules and Regulations, and the Rules and Regulations of doctoral study.

## § 95

1. It is a student's and PhD candidate's obligation to respect the traditions and customs of the University, to support its reputation and to engage in measures undertaken for the community of the University.
2. Students and PhD candidates should comply with the rules set out in codes of ethics adopted by student government or PhD Candidate Government bodies.

## § 96

1. Admission to a study program occurs by way of:
  - 1) the admissions process,
  - 2) transfer from another university,
  - 3) verification of learning performance.
2. The admissions procedure is run by the University Admissions Committee appointed by the Rector and the Faculty Admissions Committees appointed by the Deans of the Faculties.
3. Faculty members and administrative staff can be members of admissions committees.
4. Admission to a study program is done through registration in a list of students. An admission refusal is issued as an administrative decision, signed by the chairperson of the Faculty Admissions Committee.
5. A decision of the Faculty Admissions Committee can be appealed against to the Rector.

## **Chapter 2**

### **Student government and PhD Candidate Government**

#### § 97

1. The University students form the student government.
2. The University PhD candidates form the PhD Candidate Government.

#### § 98

1. Bodies of the student government are the exclusive representation of all the University students.
2. Representatives of student government are members of the University's authorities and collegial bodies on such terms as stipulated in the Act of Law and the Statutes.

#### § 99

1. The student government shall act on the basis of the Act of Law, the Statutes and the rules and regulations adopted thereby.
2. The Student Government Rules and Regulations define the organization and proceedings of the student government, as well as the procedure for appointment of its representatives to the University's authorities and collegial bodies. The Rules and Regulations shall enter into force upon being declared consistent with the Act of Law and the University Statutes by the Rector, within 30 days of submission.
3. The Rector oversees the activities of the student government, including the conformity of the deeds passed by the student government bodies with the applicable law, the University Statutes, the Rules and Regulations of Study or the Student Government Rules and Regulations.

#### § 100

1. The student government acts in the field of student affairs, including social, welfare and cultural matters, decides about the distribution of money dedicated to student affairs, and performs other tasks stipulated in the Act of Law.
2. The University provides the necessary conditions for the functioning of the student government.
3. The student government prepares a money distribution report and the relevant accounts at least once in an academic year, and presents these documents on the University's BIP (Public Information Bulletin) site.

#### § 101

1. The wording of the Rules and Regulations of Study has to be agreed with the student government.
2. If the Senate and the student government cannot reach an agreement on the wording of the Rules and Regulations of Study within three months of submission of said Rules

and Regulations, the Rules and Regulations shall enter into force pursuant to a subsequent resolution of the Senate, which shall be passed with the majority of 2/3 votes of the statutory members of the Senate.

3. The student government shall express their opinion on the study program according to the procedure defined in § 33 sub-paragraph 3.
4. The provision of sub-paragraph 3 shall apply accordingly to other matters requiring the student government's opinion under the Act of Law which are not covered by the Statutes.

#### § 102

1. The wording of the Doctoral School Rules and Regulations has to be agreed with the PhD Candidate Government.
2. If the Senate and the PhD Candidate Government cannot reach an agreement on the wording of the Doctoral School Rules and Regulations within three months of submission of said Rules and Regulations, the Rules and Regulations shall enter into force pursuant to a resolution of the Senate, which shall be passed with the majority of 2/3 votes of the statutory members of the Senate.
3. The PhD Candidate Government shall express their opinion on the doctoral study program according to the procedure defined in § 33 sub-paragraph 3.
4. § 98-100 shall apply *mutatis mutandis* to the PhD Candidate Government.

### **Chapter 3 Organizations of students and PhD candidates at the University**

#### § 103

1. Students are entitled to associate in University student organizations on such terms as prescribed by the Act of Law.
2. The Rector keeps a record of the University student organizations and presents it in the Public Information Bulletin (BIP).
3. The Rector oversees the activities of student organizations, including the conformity of the deeds passed by the bodies of these organizations with the applicable law, the Statutes, the Rules and Regulations of Study or the Student Government Rules and Regulations.
4. The Rector repeals any passed by the bodies of student organizations which do not conform to the applicable law, the Statutes, the Rules and Regulations of Study or the Student Government Rules and Regulations.
5. The provisions in sub-paragraphs 1-4 shall apply accordingly to PhD candidates organizations.

### **Chapter 4**



## **Disciplinary liability of students and PhD candidates**

### § 104

1. A student is subject to disciplinary liability for any breach of the regulations in place at the University and for any act that infringes on the dignity of a student.
2. A PhD candidate is subject to disciplinary liability for any breach of the regulations in place at the University and for any act that infringes on the dignity of a PhD candidate.

### § 105

1. Rulings on disciplinary matters involving students are passed by the Disciplinary Board for Students and the Disciplinary Board of Appeals for Students, with their members appointed from among the faculty members and students of the University.
2. The Senate appoints a Disciplinary Board for Students in the following composition:
  - 1) one faculty member from each Faculty,
  - 2) one student from each Faculty.
3. The Senate appoints a Disciplinary Board of Appeals for Students in the following composition:
  - 1) one faculty member from each Faculty,
  - 2) one student from each Faculty.
4. No person may at the same time be a member of the Disciplinary Board for Students and the Disciplinary Board of Appeals for Students.
5. Candidates to the Committees mentioned in sub-paragraph 1 from among the faculty members are presented by the Deans, and candidates from among the students are presented by the student government.
6. The Senate appoints, from the group of faculty members, the members of the Committees referred to in sub-paragraph 1, the chairpersons of these Committees, and one deputy chairperson per Committee.
7. The term of office is 4 years, commencing at the start of the Senate's term of office.
8. The candidate submission procedure defined in sub-paragraph 5 shall apply accordingly to appointments of new members to reinstate the composition of the Committees referred to in sub-paragraph 1 during a term of office.

### § 106

1. Rulings on disciplinary matters involving PhD candidates are passed by the Disciplinary Board for PhD Candidates and the Disciplinary Board of Appeals for PhD Candidates, with their members appointed by the Senate from among the faculty members and PhD candidates of the University.
2. The Disciplinary Board for PhD candidates is composed of 7 members, including 4 faculty members and 3 PhD candidates.

3. The Disciplinary Board of Appeals for PhD Candidates is composed of 7 members, including 4 faculty members and 3 PhD candidates.
4. Candidates to the Committees mentioned in sub-paragraph 1 from among the faculty members are presented by the Rector, and candidates from among the PhD candidates are presented by the PhD Candidate Government.
5. The term of office is 4 years, commencing at the start of the Senate's term of office.
6. The Senate appoints, from the group of faculty members, the members of the Committees referred to in sub-paragraph 1, the chairpersons of these Committees, and one deputy chairperson per Committee.
7. The candidate submission procedure defined in sub-paragraph 4 shall apply accordingly to appointments of new members to reinstate the composition of the Committees referred to in sub-paragraph 1 during a term of office.

#### § 107

1. The chairpersons of the Committees referred to in § 105 -106 appoint the ruling panels composed of the head of the ruling panel being a faculty member and an equal number of faculty members and students or PhD candidates, respectively.
2. Rulings are passed within 3 months of submission of a motion to commence disciplinary proceedings by the disciplinary prosecutor.

## **TITLE VIII UNIVERSITY STAFF.**

### **Chapter 1 General Provisions**

#### § 108

1. Faculty members and employees other than faculty members constitute the University staff.
2. The rules of the HR policy, including the recruitment policy, is determined by the Rector.

#### § 109

1. The Work Regulations set forth the organization and order in the work process at the University and the related rights and obligations of the employer and employees, specifically:
  - 1) the rules of defining the responsibility ranges for faculty members in specific employee groups and jobs, types of classes covered by these responsibility ranges, including the number of teaching hours and other duties for the particular positions, and the rules of calculation of teaching hours,
  - 2) the rules of performance of the assigned duties, particularly regarding the teaching duties, by a faculty member outside the University,

- 3) the detailed rules and procedure for granting a sabbatical leave and health leave to faculty members,
  - 4) the rules of employment and dismissal of employees other than faculty members,
  - 5) the detailed rules of granting a vacation.
2. The Remuneration Regulations set out the terms of compensation for work, assignment of other work-related benefits and the rules of assigning the foregoing.

## **Chapter 2**

### **Faculty members**

#### § 110

A person can be a faculty member if they:

- 1) have the qualifications defined in the Act of Law and the Statutes,
- 2) meet the requirements stipulated in Article 20 sub-paragraph 1 points 1-3 of the Act of Law,
- 3) have not been punished with a disciplinary penalty mentioned in Article 276 sub-paragraph 1 points 7 and 8 of the Act of Law.

#### § 111

Faculty members are employed in the following personnel groups:

- 1) teaching and research staff,
- 2) research staff,
- 3) teaching staff.

#### § 112

1. Within the group of research and teaching staff, faculty members are employed in the following jobs:
  - 1) professor,
  - 2) University professor,
  - 3) senior teacher,
  - 4) teacher.
2. Within the group of research staff, faculty members are employed in the following jobs:
  - 1) professor,
  - 2) University professor,
  - 3) senior researcher,
  - 4) researcher.
3. Within the group of teaching staff, faculty members are employed in the following jobs:
  - 1) professor,

- 2) University professor,
  - 3) senior teacher,
  - 4) teacher,
  - 5) language teacher,
  - 6) instructor.
4. The positions referred to in sub-paragraph 3 points 5-6 exist within the employment structure of the College of Foreign Languages and College of Physical Education.

## **Chapter 3**

### **Commencement of employment of a faculty member**

#### § 113

1. Faculty members are employed on the basis of an employment contract after a competitive procedure, unless a different employment procedure is prescribed by the Act of Law.
2. A contract for an indefinite term can be signed without a competitive procedure with a faculty member originally employed for a definite term of up to 4 years who receives a positive periodical performance grade.
3. Re-employment in the same job does not require a competitive procedure.

## **Chapter 4**

### **Employment criteria**

#### § 114

1. A person holding a title of professor is employed in the position of professor.
2. A person can be employed in the position of University professor if they hold at least a doctoral degree, they received a positive opinion from the University Council for Education or the University Council for Science and Research and they have major accomplishments obtained after receiving the doctoral degree, particularly such as:
  - 1) for teaching staff:
    - a) employment at a university for a period of at least 20 years,
    - b) title of specialist for clinical/medical fields,
    - c) managing at least one research project and/or teaching project obtained in a competitive procedure from external sources,
    - d) significant body of publications according to the criteria defined by the Rector through an order,
    - e) acting as editor of at least one academic coursebook meeting the criteria defined by the Rector through an order,
  - 2) for research staff:
    - a) remuneration paid from the research project funds in the amount conforming to the rules of remuneration applicable to the University staff,
    - b) employment at an academic center or institution which has been actively involved in the field of research for at least 10 years,
    - c) managing a research project obtained in a competitive procedure from external sources during the period of applying for the position of professor,
    - d) significant body of publications according to the criteria defined by the Rector through an order,
    - e) recognition in group N at the University,
  - 3) for research and teaching staff:

- a) employment at a university for a period of at least 15 years,
  - b) title of specialist for clinical/medical fields,
  - c) acting as supervisor in at least one completed doctoral degree procedure,
  - d) managing at least 1 research project and/or teaching project obtained in a competitive procedure from external sources,
  - e) significant body of publications according to the criteria defined by the Rector through an order,
  - f) recognition in group N at the University.
3. A person can be employed in the position of senior teacher/researcher if they:
    - 1) hold at least a doctoral degree,
    - 2) have the title of specialist for clinical/medical fields,
    - 3) have significant teaching accomplishments as specified by the Rector through an order,
    - 4) have at least 3 years of teaching experience at the University for a senior teacher position in the group of teaching staff, and at least 1 year of teaching experience for a senior teacher/researcher position in the group of research and teaching staff,
    - 5) a body of publications according to the criteria defined by the Rector through an order.
  4. A person holding the professional title of physician, Master or an equivalent professional title can be employed in the position of teacher.
  5. A person can be employed as senior researcher or researcher in the group of research staff if their remuneration is paid from the research project funds in the amount conforming to the rules of remuneration applicable to the University staff.
  6. A person holding at least the professional title of Master or an equivalent professional title can be employed in the position of language teacher or instructor.

## **Chapter 5**

### **Competitive procedure**

#### § 115

1. Whenever in these Statutes there is a mention of selection of candidates through a competitive procedure, such a procedure takes place with the Rector's approval, upon request of the eligible parties.
2. Such a request should include the details of the position for which a competitive recruitment procedure is to be conducted, the proposed qualification requirements and the terms of employment. The request should further specify the grounds for employment of a person with the specified qualifications.

3. Competitive procedures are conducted by a competitive procedure committee in such composition and according to such procedure as defined in Appendix 13 to the Statutes.
4. The terms and conditions of competitive procedures for positions other than those specified in Appendix 13 to the Statutes shall be determined by the Rector in the University staff recruitment policy.

## **Chapter 6**

### **Responsibilities of a faculty member**

#### § 116

1. The essential obligations of a faculty member employed in the group of:
  - 1) teaching staff – include providing education and direction to students, or participation in the education of PhD candidates,
  - 2) research staff – include engagement in research activity and participation in the education of PhD candidates,
  - 3) research and teaching staff – include engagement in research activities, providing education and direction to students, or participation in the education of PhD candidates.
2. A faculty member is obliged to participate in organizational work for the University and to continuously improve their professional competence, including their teaching capabilities.
3. The detailed range of responsibilities for a faculty member is determined by the Rector.

## **Chapter 7**

### **Periodical review of faculty members**

#### § 117

1. All the faculty members except the Rector are subject to periodical performance review, particularly with regard to their performance of the duties mentioned in Article 115 of the Act of Law, compliance with copyrights, related rights, and industrial property rights, which shall take place at least once every four years, notwithstanding the exceptions prescribed in the Act of Law.
2. A review may be conducted earlier than stipulated in sub-paragraph 1, upon the Rector's request filed upon the Rector's own initiative or upon the initiative of the head of the organizational unit where the faculty member is employed, of a Dean or chairperson of an Academic Discipline Council.
3. A periodical review result can be positive or negative.

4. The criteria for periodical performance reviews for the specific groups of employees and types of positions, as well as the procedure and the entity conducting the review, are defined by the Rector through an order, upon consulting the Senate, the trade unions, the student government and the PhD Candidate Government.
5. The rules of faculty members evaluation by students and PhD candidates in terms of fulfillment of their educational responsibilities are determined by the Rector through an order.
6. A faculty member can appeal against the evaluation results to the Rector.

## **Chapter 8**

### **Termination of a faculty member's employment**

#### § 118

1. A faculty member's employment can be terminated with a notice if:
  - 1) he or she receives a negative performance review grade,
  - 2) he or she undertakes additional employment, without the Rector's approval, with an employer operating in the field of teaching and research.
2. Employment is terminated with notice as at the end of the semester, in compliance with the notice period. The first semester is considered to end on the last day of February and the second semester is considered to end on the last day of September.

## **Chapter 9**

### **Additional employment of a faculty member and the Rector**

#### § 119

1. A Faculty member employed by the University as their primary employer may, however only with the Rector's approval and on such terms as prescribed in the Act of Law, undertake or continue additional employment with only one employer engaged in teaching or research activities.
2. A faculty member who runs a business shall inform the Rector thereof if the University is that faculty member's primary workplace.

#### § 120

1. The Rector may, however only with the University Council's approval and on such terms as prescribed in the Act of Law, undertake or continue additional employment with only one employer engaged in teaching or research activities.
2. The Rector's engagement in additional gainful employment requires the University Council's approval. Such approval will be given for the duration of the Rector's term of office.



## **Chapter 10**

### **Conflict of interest**

#### § 121

1. No immediate hierarchical subordination is allowed at the University between spouses and persons:
  - 1) being domestic partners,
  - 2) related by family or kin, in direct or secondary affinity up to the second degree, or related by adoption, custody or guardianship.
2. The provision of sub-paragraph 1 shall not apply to the Rector.

## **Chapter 11**

### **Disciplinary liability of faculty members**

#### § 122

A faculty member is subject to disciplinary liability for a disciplinary offense being a breach of responsibility of a faculty member or an infringement on the dignity of a faculty member.

#### § 123

1. A University Disciplinary Board for Faculty Members is established to rule on disciplinary matters, hereinafter referred to as the "Committee".
2. The Faculty Councils and the Academic Discipline Council elect one candidate for a Committee member through a secret vote from among the faculty members holding at least the *Doctor habilitatus* degree or the title of professor. Each member of the council may propose candidates.
3. The representative of the students is elected by the student government.
4. The Senate appoints the Committee and elects the Chairperson and their deputies from among the Committee members. A person only be a chairperson or deputy chairperson if they are employed in the position of professor or University professor.
5. Persons with managing roles at the University cannot become Committee members.
6. The Committee's term of office is 4 years, commencing at the start of the Senate's term of office.
7. The procedure defined in sub-paragraphs 1-4 shall apply accordingly to an additional election to reinstate the composition of the Committee during a term.

## **Chapter 12**

### **Staff other than faculty members**

#### § 124

1. Staff other than faculty members are employed in the following jobs:
  - 1) research/technical positions,
  - 2) engineering/technical positions,
  - 3) administrative positions,
  - 4) service positions,
  - 5) library and research information positions.
2. A list of positions (job titles) for staff other than faculty members, as well as the minimum qualification requirements for the respective positions, are defined by the University's recruitment policy referred to in §108 sub-paragraph 2.

## **TITLE IX**

### **RULES OF BUSINESS ACTIVITIES RUN BY THE UNIVERSITY**

#### § 125

1. The University may run a research, service, production and commercial business to the extent and for the purpose of pursuing its tasks defined in the Act of Law and the Statutes.
2. The University may run a business through a financially separate organizational units or in another organizational and legal form as stipulated by the law, particularly such as commercial companies.

#### § 126

1. The bottom line of the organizational units running a business is a part of the University's bottom line (net profit/loss) and is allocated to statutory purposes.
2. The organizational units mentioned in § 125 sub-paragraph 2 are set up, transformed and wound up by the Rector.
3. The detailed terms and conditions of the organization and operation of financially separate organizational units, particularly the procedure to appoint and recall the managers of these units, are defined in the Rules and Regulations conferred by the Rector.

# **TITLE X**

## **RULES OF DISPOSAL OF THE UNIVERSITY'S ASSETS**

### **FINANCIAL MANAGEMENT OF THE UNIVERSITY**

#### **Chapter 1**

##### **Assets**

###### § 127

1. The Rector manages the University's assets with the support of the Chancellor and managers of the organizational units.
2. In the course of managing the University's assets, the Chancellor and the managers of the organizational units are responsible for proper use, safeguarding and protection of these assets, unless this responsibility is vested in another person pursuant to specific regulations.
3. The detailed rules of managing the University's assets are determined by the Rector.
4. The Rector defines the rules of entrusting the University's assets to staff, students and PhD candidates.
5. In the performance of their duties, the University authorities, its collegial bodies and managers of its organizational units are obliged to comply with the principle of purposeful and efficient spending and balanced budgets of the University's organizational units.

###### § 128

The Rector may confer authority to manage the matters relating to the University's assets and its financial management, defining the type and scope of such management.

###### § 129

1. Acquisition of real property with a market value exceeding PLN 2,000,000 requires the University Council's approval.
2. Sub-paragraph 1 shall apply accordingly to acceptance or rejection of inheritance comprising assets with a market value exceeding PLN 2,000,000 or an endowment and donation with a value exceeding PLN 2,000,000.
3. If the disposal or transfer of fixed assets to a third party for use requires approval of the General Attorney to the Republic of Poland under separate legislation, approval of the University Council shall be necessary for any such transaction. Approval of the University Council is appended to a request to the General Attorney to the Republic of Poland to give their approval.
4. The measures referred to in sub-paragraphs 1-3 above shall be undertaken by the University Council within 14 days of receiving a request regarding the particular matter.

## **Chapter 2**

### **Financial management**

#### § 130

The activities of the University are funded with:

- 1) State subsidies in accordance with the provisions of the Act of Law,
- 2) State subsidies for the tasks defined in the provisions of the Act of Law,
- 3) own incomes,
- 4) other funds.

#### § 131

The following are specifically recognized as the University's incomes:

- 1) the subsidies and grants mentioned in the Act of Law,
- 2) the fees for the provision of educational services.,
- 3) the payments for research, opinion, diagnostics, consulting, experimental, publishing, service activities,
- 4) the incomes from commercialization of research outcomes or know-how related to such outcomes,
- 5) incomes from capital investments,
- 6) incomes from sales of the University's assets,
- 7) incomes from paid use of the University's assets,
- 8) incomes from own business activities.

#### § 132

1. The University has its own independent financial management, based on an executive and financial plan, in accordance with the public finance and accounting legislation.
2. The University's executive and financial plan comprises the executive and financial plans of financially separate organizational units of the University.
3. The Rector is responsible for drafting the executive and financial plan and the activity-based budget.
4. The University Council shall issue an opinion on the executive and financial plan not later than by June 30 of the respective year.
5. The University council shall issue an opinion on the executive and financial plan within 14 days of its submission to the University Council by the Rector.
6. Upon receiving the opinion, the Rector shall release the executive and financial plan for implementation.

#### § 133

1. All the organizational units of the University are obliged to follow the executive and financial plan.
2. The Rector, with the assistant of the Bursar and the Chancellor, supervises the enforcement of the executive and financial plan.
3. The Rector may amend the executive and financial plan upon presentation of an opinion by the University Council. The University Council shall present an opinion within not more than 4 working days.

§ 134

1. The Rector shall present the following documents to the University Council for approval:
  - 1) a performance report on the executive and financial schedule,
  - 2) audited financial statements.
2. The University Council approves the reports mentioned in sub-paragraph 1 above by June 30 of the year following the year of the report.

§ 135

1. The Rector may establish the University's own fund, with money from other sources than those defined in Article 365 of the Act of Law, for scholarships for students, staff and PhD candidates, specifying the resources for the fund and the rules of allocating these resources.
2. The rules of granting scholarships to students and PhD candidates from the University's own scholarship fund shall be determined by the Rector, upon consulting the student government or the PhD Candidate Government, respectively.
3. The Rector may establish other funds, specifying the resources for these funds and the rules of allocating these resources.

**TITLE XI**  
**PROCEDURE FOR ESTABLISHING THE ORGANIZATIONAL**  
**RULES AND REGULATIONS**

§ 136

1. The University Organizational Rules and Regulations are established by the Rector through an order.
2. The Rector defines the procedure and scope of consultation on the draft Organizational Rules and Regulations, which may specifically include the following opinions:
  - 1) professional opinions: by the competent Vice-Rectors, Deans, chairpersons of the Academic Discipline Councils, the Chancellor, the managers of administrative units, and the internal auditors,
  - 2) legal opinions.



## **TITLE XII ASSEMBLY REGULATIONS**

### § 137

1. Any group of more than 5 members of the University community has the right to assemble on the University's site. The Rector's approval is required for organizing an assembly on the University's premises.
2. The hosts shall notify the Rector in writing, at least 24 hours before the commencement of the assembly, of their intention to assemble. In cases justified by the urgency of the case, the Rector may accept a notice filed within a shorter period.
3. Such notice should include:
  - 1) full names and addresses of the persons convening an assembly or responsible for the organization of the assembly, including the leader of the assembly,
  - 2) indication of the exact venue and time (start date and time) of the assembly,
  - 3) the purpose or agenda of the assembly.
4. The Rector shall refuse to give the approval referred to in sub-paragraph 1 or shall prohibit the assembly if its purpose or agenda violates the law. The Rector may appoint their representative to take part in the assembly.
5. Assembly hosts are held accountable by the University authorities for the assembly process.
6. The Rector or the Rector's representative shall dissolve an assembly, upon giving prior notice thereof to the hosts, if the assembly proceeds in breach of the law.

## **TITLE XIII TRANSITIONAL, ADAPTATION AND FINAL PROVISIONS**

### § 138

1. The Statutes of WUM Medical University of Warsaw, as adopted through Resolution No. 40/2019 of the Senate of WUM Medical University of Warsaw of May 27, 2019, as amended, is hereby declared null and void, with the exception of those provisions under Title XIV which have not yet had their legal effects and are not in contradiction to the provisions of these Statutes.
2. These Statutes are hereby deemed to apply directly in their entirety as of their effective date to any events occurring after that date, unless otherwise prescribed under this Title.
3. The former regulations shall apply to the conduct and closing of matters opened and not completed under the provisions of the Statutes repealed in sub-paragraph 1 before the effective date of these Statutes.

4. Application of these Statutes shall not have any consequences by force of law in the field of employment law in respect of commencement, amendment or termination of employment.

#### § 139

1. The electoral college mentioned in the provisions of the statutes repealed in § 138 sub-paragraph 1 is the electoral college mentioned in the provisions of the present Statutes by the end of their term of office.
2. Entry into force of these Statutes shall have no effect on the activities of the Rector, the Senate and the University Council. The aforementioned authorities shall continue in their roles by the end of their term of office.
3. The principle stated in sub-paragraph 2 shall apply accordingly to other entities, organizational units and persons in specific positions or roles unless otherwise stipulated in this Title.

#### § 140

1. The University Election Committee mentioned in the provisions of the statutes repealed in § 138 sub-paragraph 1 is the University Election Committee mentioned in the provisions of the present Statutes by the time a new University Election Committee is appointed, which should take place within 3 months after the effective date of these Statutes.
2. The existing Faculty election committees shall be dissolved after 30 days of the effective date of these Statutes. During that time, the committees shall hand over the records in their possession to the University Election Committee through a protocol.

#### § 141

1. As of the effective date of these Statutes, the existing Faculty Councils shall become the University authorities in accordance with § 9 sub-paragraph 2 point 3 of these statutes.
2. A period of 6 months after the effective date of these Statutes is hereby set for adjusting the composition of the Faculty Councils to the provisions of these Statutes.

#### § 142

As of the effective date of these Statutes, the existing Deans and Vice-Deans of Faculties shall become the Deans and Vice-Deans of Faculties as defined by the present Statutes.

#### § 143

The Academic Discipline Councils mentioned in the provisions of the statutes repealed in § 138 sub-paragraph 1 are the Academic Discipline Councils mentioned in the provisions of the present Statutes by the end of their term of office.

#### § 144

The directors and managers of clinical departments, other departments, other teaching and research units, supporting units, who were governing their respective units as at the



date preceding the effective date of these Statutes, shall continue in their roles by the end of the period of their original appointment.

§ 145

1. The terms of office of the disciplinary committees mentioned in § 162 of the statutes repealed in § 138 sub-paragraph 1 shall continue by the date of appointment of the committees mentioned in § 105 in accordance with the present Statutes.
2. The disciplinary committees mentioned in § 106 should be appointed within 6 months after the effective date of these Statutes.

§ 146

Internal University deeds issued by the University authorities on the basis of the provisions of the statutes repealed in § 138 sub-paragraph 1 shall continue in full force and effect unless they are inconsistent with the terms of these Statutes.

§ 147

These Statutes shall enter into force as at the date of adoption.

**MODEL AND DESCRIPTION OF THE COAT OF ARMS OF WUM MEDICAL  
UNIVERSITY OF WARSAW**

Model of the Coat of Arms of WUM Medical University of Warsaw





#### Description of the Coat of Arms of WUM Medical University of Warsaw

The Coat of Arms of WUM Medical University is the White Eagle with his wings spread, against a circular red background, wearing a closed golden crown with a cross at the top, with a golden beak and golden talons. The Eagle is holding a golden rod of Asclepius in its right talons and a Rector's gold scepter with a white eagle in its left talons. Three silver stars above the Eagle's head symbolize three disciplines of study.

Under the Coat of Arms, there is a date of 1809 as the year of foundation of the Medical School in Warsaw.

Inscriptions in caps surround the coat of arms - there is the Latin name of the University at the top: UNIVERSITAS MEDICA VARSOVIENSIS, and the motto of the Medical School at the bottom: SALUTI PUBLICAE.

The Coat of Arms of WUM Medical University can be used in a single-color version where the white, red and golden fields of the full-color coat of arms are colorless, presented in the color of the background.

**MODEL AND DESCRIPTION OF THE PENNANT OF WUM MEDICAL UNIVERSITY OF  
WARSAW**

Model of the Pennant of WUM Medical University of Warsaw





## Description of the Pennant of WUM Medical University of Warsaw

The Pennant of WUM Medical University of Warsaw consists of the fly, the header, and the pole.

The obverse of the fly features the image of an eagle - the Coat of Arms of the University - against a red background.

The flesh-colored reverse of the fly features a white and golden rod of Asclepius with the University's Latin name, white against a golden background.

At the top, there is a silver inscription SALUTI PUBLICAE in a semicircle.

At the bottom, there is the silver-colored year 1809.

The sides of the Pennant, with the exception of the side attached to the pole, are finished with golden fringe.

The header of the Pennant is composed of the eagle - the University's Coat of Arms - and a base, made of metal.

**MODEL OF CIRCULAR SEAL WITH THE NATIONAL EMBLEM AND INSCRIPTION ON THE RIM: "MEDICAL UNIVERSITY OF WARSAW"**



## MODEL AND DESCRIPTION OF A MEDAL “FOR MERIT FOR WUM MEDICAL UNIVERSITY OF WARSAW”

### MODEL OF A MEDAL “FOR MERIT FOR WUM MEDICAL UNIVERSITY OF WARSAW”



### DESCRIPTION OF A MEDAL “FOR MERIT FOR WUM MEDICAL UNIVERSITY OF WARSAW”

The medal was minted at the Mint of Warsaw, made of pinchbeck, diameter 7 cm, silver plated and oxidized, designed by Ewa Tyc-Karpińska.

**The obverse** features the University’s Coat of Arms with Latin inscriptions on the rim: “UNIVERSITAS MEDICA VARSOVIENSIS” at the top, and “SALUTI PUBLICAE” at the bottom. The date 1809 is shown under the coat of arms.

**The reverse** features the contour of the Mermaid of Warsaw, based of an image of the sculpture by Konstanty Hegel, standing at the Old Town Market Place in Warsaw - the emblem of Warsaw, encircled with an inscription “WARSZAWSKI UNIwersYTET MEDYCZNY” [Medical University of Warsaw].



## MODEL AND DESCRIPTION OF A DOCTOR TYTUS CHAŁUBIŃSKI MEDAL

### Model of a Doctor Tytus Chałubiński Medal



### Description of a Doctor Tytus Chałubiński Medal

The Doctor Tytus Chałubiński medal is a medal of honor awarded to persons of merit for the University by the chapter of the order. The medal was first established in 1989, on the 100th anniversary of Tytus Chałubiński's birth and the 180th anniversary of opening the Academic Medical Faculty of that year.

The original design of the medal by Edward Gorol, medalist artist, which was minted during 1989-2019, was replaced by a new design by Anna Wątróbska-Wdowiarska, graphic artist. The obverse of the square-shaped medal features the image of Doctor Tytus Chałubiński. The reverse of the medal presents the coat of arms of the Medical University of Warsaw and an inscription "UNIVERSITAS MEDICA VARSOVIENSIS SALUTI PUBLICAE". The 70x70 mm medal is made of patinated bronze.

## **STUDENT PLEDGE**

I, as student of WUM Medical University of Warsaw, hereby officially pledge to:

- Diligently pursue knowledge, professional and personal development
- Act in accordance with professional ethics principles
- Keep anything I learn about a patient in relation to my studies in confidence
- Treat the Authorities of the University and all members of the University community with respect
- Respect the academic regulations and customs
- To support the dignity and honor of a WUM Medical University student through my entire conduct

### **CEREMONIAL DOCTORAL PLEDGE**

With a sincere belief, of my own free will, I hereby pledge:

- To always have our University where we have learned what we know and we obtained our degree, in grateful memory, and to support the University as far as possible in all its matters and actions,
- To not tarnish the Doctor's rank with any vile act, or a disgraceful life, not worthy of a scientist,
- To work diligently on replenishing science, not only for profit or empty fame but to disseminate the truth on which the well-being of humanity relies.

### **PHD CANDIDATE PLEDGE**

I, as PhD candidate of WUM Medical University of Warsaw Doctoral School, hereby officially pledge to:

- Keep track of new scientific achievements, diligently pursue knowledge, professional and personal development,
- Comply with principles of ethics in the course of scientific research and always consider the interest of the patient,
- Treat the Authorities of the University and all members of the University community with respect,
- Respect the academic regulations and customs,
- To support the dignity and honor of a WUM Medical University Doctoral School PhD candidate through my entire conduct.

### **PHYSICIAN'S PLEDGE**

Accepting the title of physician, which has been conferred upon me, with deepest respect and gratitude, and comprehending the entire weight of the obligations involved, I hereby swear and pledge that throughout my entire life, I will be fulfilling all the duties prescribed by the law, protect the physician dignity and never tarnish it in any way, to use my best knowledge to serve the life and health of people, to help all the suffering people coming to me for help without any distinction such as race, religion, nationality, political views, financial status or other criteria, having their benefit in mind as my ultimate goal, that I will not betray their trust and that I will keep in secrecy anything that comes to my knowledge in the course of my professional activity.

I further swear and pledge to always treat my fellow physicians in a friendly yet impartial manner, having the benefit of the patients in my care as my primary goal.

I finally swear and pledge to improve continuously in medical studies and to contribute with all my strength to the flourishing of those studies, and that I will always communicate anything I may invent or improve to the scientific circles.

### **PHARMACY GRADUATE'S PLEDGE**

With a deep respect and gratitude, I hereby accept the title of Master of Pharmacy conferred upon me, and I hereby officially pledge to fulfill my responsibilities in accordance with the law, to my best knowledge, and to comply with the principles of professional secrecy.

Throughout my whole life, I will make every effort to improve in the field of pharmaceutical sciences and to try to contribute to their maximum success. I will consider it my obligation to communicate anything that constitutes progress in the field of pharmaceutical knowledge to the scientific circles.

I hereby swear and pledge to keep the rank conferred upon me unblemished and to never tarnish it with any immoral deed, and that I will always be guided by the principles of honesty and reliability in my work.

*Salus aegroti suprema lex esto.*

### **BACHELOR COURSE GRADUATE'S PLEDGE**

Accepting the title of Bachelor, which has been conferred upon me, with deep respect and gratitude, I hereby officially pledge:

- to serve human life and health to the best of my knowledge, to prevent disease and to counteract suffering, by way of participation in the treatment process,
- to help people regardless of their race, religion, nationality, political views or financial status, having their benefit as my ultimate goal,
- to show them due respect, to not betray their trust, and to keep anything that may come to my knowledge in the course of my professional performance in secrecy,
- to protect the dignity of the profession and not to tarnish it in any way,
- to treat my fellow physicians in a friendly yet impartial manner, having the benefit of the patients in my care as my primary goal,
- to follow new achievements in medicine and to systematically improve my knowledge.

### **MASTER COURSE GRADUATE'S PLEDGE**

Accepting the title of Master, which has been conferred upon me, with deep respect and gratitude, I hereby officially pledge:

- to serve human life and health to the best of my knowledge, to prevent disease and to counteract suffering, by way of participation in the treatment process,
- to help people regardless of their race, religion, nationality, political views or financial status, having their benefit as my ultimate goal,
- to show them due respect, to not betray their trust, and to keep anything that may come to my knowledge in the course of my professional performance in secrecy,
- to protect the dignity of the profession and not to tarnish it in any way,
- to treat my fellow physicians in a friendly yet impartial manner, having the benefit of the patients in my care as my primary goal,
- to follow new achievements in medicine and to systematically improve my knowledge.



**RULES AND REGULATIONS ON THE COMPOSITION  
AND PROCEEDINGS OF COMPETITIVE PROCEDURE COMMITTEES**

**Chapter I  
General**

§ 1

1. These Rules and Regulations define the composition and proceeding of competitive procedure committees.
2. A competitive procedure includes:
  - 1) appointment of a competitive procedure committee,
  - 2) drafting and publication of a notice of competitive procedure,
  - 3) considering and assessing the presented candidates,
  - 4) presenting a recommendation to the Rector regarding the candidate selection or a request to annul the procedure,
  - 5) other steps specified in the regulations on the competitive procedures for specific positions.

§ 2

1. A competitive procedure committee is appointed by the Rector.
2. A competitive procedure committee is allowed to proceed if its meetings are attended by the chairperson and at least half of all the members of the committee.
3. A competitive procedure committee takes decisions through resolutions passed with an ordinary majority.
4. Any detailed rules of proceeding of a competitive procedure committee which are not specified herein, as well as the specific terms and conditions of a competitive procedure and a form of a notice of a competitive procedure are determined in the University recruitment policy.

§ 3

1. A person cannot be appointed as member of a competitive procedure committee if:
  - 1) they are applying for the position to which the competitive procedure relates,
  - 2) they are a domestic partner of the candidate in the procedure or they are related to the candidate by family or kin, in direct or secondary affinity up to the second degree, or related by adoption, custody or guardianship,
  - 3) they remain in such legal or factual relationship with the candidate that may give rise to reasonable doubt as to their impartiality.
2. If any such circumstances are revealed as enumerated in sub-paragraph 1 after the committee is appointed, the Rector shall recall the committee members affected by such circumstances and shall appoint a new member to reinstate the required composition of the committee.

§ 4

1. A notice of a competitive procedure should specifically include:
  - 1) the name and address of the University,
  - 2) the name of the position (job title) to which the procedure relates,
  - 3) the requirements for the position, including a list of required documents,
  - 4) the venue and time for submission of required documents by the candidates,

- 5) indication of where the results of the competitive procedure will be published.
2. A notice drafted by the committee shall be approved by the chairperson of the committee.

#### § 5

1. Every member of a competitive procedure committee has one vote.
2. Votes are cast on identical voting sheets with a list of the candidates' names in alphabetical order. An electronic vote shall be permitted as well, with § 9 subparagraphs 4-7 of the Statutes applying *mutatis mutandis*.
3. If all the candidates presented for the competitive procedure are rejected by the competitive procedure committee, the committee will close the procedure.
4. The chairperson of the committee shall present information on the competitive procedure or a motion regarding annulment of the competitive procedure to the Rector.
5. The Rector decides to appoint a candidate or, in certain justified cases, to annul the competitive procedure.

### **Chapter II Composition and proceeding of a competitive procedure committee for the position of Unit manager in the Faculties**

#### § 6

The competitive procedure committee shall be composed of:

- 1) the Vice-Rector nominated by the Rector as the chairperson,
- 2) the Dean of the relevant Faculty,
- 3) 5 representatives of the Faculty Council holding at least the *Doctor habilitatus* degree, nominated by the Faculty Council,
- 4) chairpersons of the respective Academic Discipline Councils,
- 5) the manager of the relevant entity or healthcare facility or their representative if the competitive procedure applies to a position of a clinical unit.

#### § 7

1. The committee reviews the candidates in terms of fulfillment of the requirements specified in the notice of the competitive procedure.
2. If none of the candidates meets the requirements, the committee shall close the procedure and the chairperson of the committee will present a motion to the Rector for annulment of the procedure.
3. As soon as the committee has verified the documents submitted by the candidates for accuracy, the committee shall request an opinion on each candidate from the Faculty Council. Upon hearing the candidates, the Faculty Council shall present their opinion to the committee.
4. Upon receiving the opinion of the Faculty Council, the committee shall hear and opine on the candidates and give the Rector information on the proceedings, complete with the Faculty Council's opinion.

### **Chapter III**

**Composition and proceeding of a competitive procedure committee  
for the position of Unit manager  
at general university organizations**

§ 8

The general university competitive procedure committee shall be composed of:

- 1) the Vice-Rector nominated by the Rector as the chairperson,
- 2) 2 representatives nominated by the Rector, holding at least the *Doctor habilitatus* degree,
- 3) representative of each Faculty, nominated by the Faculty Council, holding at least the *Doctor habilitatus* degree,
- 4) representative of each Academic Discipline Council, nominated by the Academic Discipline Council, holding at least the *Doctor habilitatus* degree.

§ 9

1. The committee reviews the candidates in terms of fulfillment of the requirements specified in the notice of the competitive procedure.
2. If none of the candidates meets the requirements, the committee shall close the procedure and the chairperson of the committee will present a motion to the Rector for annulment of the procedure.
3. As soon as the committee has verified the documents submitted by the candidates for accuracy, upon hearing the candidates, the committee shall vote on the candidates.
4. The Committee shall give the Rector information regarding the proceedings.
5. Upon receiving the information regarding the proceedings, the Rector may request an additional opinion from the Senate.

**Chapter IV**

**Composition and proceeding of a competitive procedure committee  
to the position of director of the Doctoral School and director of the  
Postgraduate Training Center**

§ 10

The general university competitive procedure committee shall be composed of:

- 1) the Vice-Rector nominated by the Rector as the chairperson,
- 2) 2 representatives nominated by the Rector, holding at least the *Doctor habilitatus* degree,
- 3) Deans of the Faculties,
- 4) chairpersons of the Academic Discipline Councils.

§ 11

1. The committee reviews the candidates in terms of fulfillment of the requirements specified in the notice of the competitive procedure.
2. If none of the candidates meets the requirements, the committee shall close the procedure and the chairperson of the committee will present a motion to the Rector for annulment of the procedure.
3. As soon as the committee has verified the documents submitted by the candidates for accuracy, upon hearing the candidates, the committee shall vote on the candidates.
4. The committee shall request the Senate's opinion.
5. Upon obtaining the Senate's opinion, the committee shall give the Rector information regarding the proceedings.



**Chapter V**  
**Composition and proceeding of a competitive procedure committee**  
**for the position of faculty member**  
**(teacher, senior teacher, professor)**

§ 12

The competitive procedure committee appointed at the respective Faculty shall be composed of:

- 1) the Vice-Rector nominated by the Rector - the chairperson,
- 2) the Dean of the respective Faculty or a Vice-Dean nominated by the Dean,
- 3) 2 representatives of the Faculty Council, nominated by the Faculty Council,
- 4) the chairpersons of the respective Academic Discipline Council or their deputy - not applicable to teaching positions,
- 5) 2 representatives of the Academic Discipline Council nominated by the Academic Discipline Council - not applicable to teaching positions,
- 6) the head of the organizational unit to which the competitive procedure applies.

§ 13

1. The committee reviews the candidates in terms of fulfillment of the requirements specified in the notice of the competitive procedure.
2. If none of the candidates meets the requirements, the committee shall close the procedure and the chairperson of the committee will present a motion to the Rector for annulment of the procedure.
3. As soon as the committee has verified the documents submitted by the candidates for accuracy, the committee shall vote on the candidates.
4. The committee shall permit a hearing of a candidate.
5. The Committee shall give the Rector information regarding the proceedings.

**Chapter VI**  
**Composition and proceeding of a competitive procedure committee**  
**for the position of University professor**

§ 14

The general university competitive procedure committee shall be composed of:

- 1) the Vice-Rector nominated by the Rector - the chairperson,
- 2) Deans of the Faculties,
- 3) 1 full professor from each Faculty, nominated by the respective Faculty Councils,
- 4) chairpersons of the Academic Discipline Councils.

§ 15

1. The committee reviews the candidates in terms of fulfillment of the requirements specified in the notice of the competitive procedure.
2. If none of the candidates meets the requirements, the committee shall close the procedure and the chairperson of the committee will present a motion to the Rector for annulment of the procedure.
3. As soon as the committee has verified the documents submitted by the candidates for accuracy, upon hearing the candidates, the committee shall vote.
4. The Committee shall give the Rector information regarding the proceedings.



## **TYPES OF ORGANIZATIONAL UNITS AND RULES OF THEIR FUNCTIONING**

### **§ 1**

1. The following types of organizational units operate at the University and are engaged in the activities mentioned in § 60 sub-paragraph 1 point 1 of the Statutes:
  - 1) Faculty,
  - 2) branch,
  - 3) institute,
  - 4) research, teaching or clinical center,
  - 5) department,
  - 6) clinical department,
  - 7) section,
  - 8) Doctoral School,
  - 9) college,
  - 10) laboratory,
  - 11) laboratory unit.
2. The following types of organizational units operate at the University and are engaged in the activities mentioned in § 60 sub-paragraph 1 point 2 of the Statutes:
  - 1) Dean's office,
  - 2) center,
  - 3) office,
  - 4) section,
  - 5) workgroup,
  - 6) independent position,
  - 7) auxiliary units,
  - 8) others as defined in the Organizational Rules and Regulations of the University.
3. The units referred to in sub-paragraph 1 points 3, 4, 8, 9 can operate as general university units.
4. The units referred to in sub-paragraph 1 points 3-7, 10-11 can operate as Faculty organizational units.
5. The reporting hierarchy for the units defined in sub-paragraphs 1-2 is established in the Organizational Rules and Regulations of the University.

§ 2.

1. A Faculty is the main unit of organization that performs the fundamental functions of the University.
2. A department is a unit of organization comprising at least one clinical department or one section. The following prerequisites have to be fulfilled in order for a department to be established and to operate:
  - 1) employment of at least three full-time research employees or research and teaching employees having the degree of *Doctor habilitatus*, of whom at least one holds the title of Professor,
  - 2) employment of research employees, research and teaching employees, and teaching employees jointly representing at least 10 FTEs,
  - 3) obtaining a positive opinion from the respective Faculty Council.
3. A clinical department is allowed to operate if it provides training at least in 1 subject, offers at least 900 study hours for students during an academic year, and provides treatment to patients at least in one medical specialization. The operations of a Clinical Department are governed by a faculty member having at least the *Doctor habilitatus* degree. The clinical department employs at least 4 faculty members and it is the primary employer for at least 3 of them.
4. A section is allowed to operate if it independently provides training at least in 1 subject and offers at least 900 study hours for students during an academic year. Upon the Rector's approval, a section may operate offering at least 600 study hours as long as it meets the additional criterion of providing funding from external sources for at least two researcher FTEs. The operations of a section are governed by a faculty member having at least the *Doctor habilitatus* degree. The section employs at least 4 faculty members and it is the primary employer for at least 3 of them.
5. Research or teaching institutes and centers are established to reinforce a predefined interdisciplinary field of medicine through collaboration of the University's organizational units. The units constituting their structure are their base.
6. The organization and functioning of the institutes and centers are defined in the Rules and Regulations agreed by the member units, upon the Dean's approval for Faculty organizations or the Rector's approval for general University organizations. The Rules and Regulations specify the following information: the purpose, seat, members, leader, organizational structure and rules of establishing, rules applicable to a management report submitted each year to the Dean or the Rector, depending on the reporting structure of these organizations.
7. Research, teaching or clinical institutes and centers are established for a period of 4 years by the Rector, upon the Dean's request, after obtaining an opinion of the Faculty Council. Any extension of their operation after the lapse of the 4-year period shall require a subsequent decision passed by the Rector according to the same procedure.



8. A research, teaching or clinical center can be established in a single Faculty or in different Faculties, on the basis of at least 2 units of the University's organization. Its name cannot be identical to the name of any of the units forming the organization. A center can only be established if at least 5 faculty members holding at least the *Doctor habilitatus* degree are employed on a full-time basis in the units forming the organization.
9. An institute can be established on the basis of at least 5 Faculty units or Faculties. Its name cannot be identical to the name of any of the units forming the organization. An institute can only be established if at least 10 faculty members holding at least the *Doctor habilitatus* degree are employed on a full-time basis in the units forming the organization.

### § 3

1. A head of a department, clinical department, section, college, institute and a research, teaching or clinical center is appointed by the Rector after the competitive procedure covered by Appendix 13 to the Statutes.
2. Heads of laboratory units, laboratories and supporting units are appointed by the Rector acting upon his or her own initiative or upon request of the Dean of the relevant Faculty.
3. A head of a department, clinical department and section is appointed for a fixed term not exceeding six years.
4. The period referred to in sub-paragraph 3 above and sub-paragraph 5 below can be extended if the employee is less than 2 years before retirement age.
5. A head of an institute, center and college is appointed for a period of 4 years among the managers of the units forming the organization. A person may hold the position of a head of an institute or research center for not more than two consecutive terms.
6. The Rector shall recall the head of a Faculty organizational unit from their managing position upon the Dean's request, on which the Faculty Council has expressed its opinion, or at the Rector's own initiative, upon consulting the respective Faculty Council. In the event of recalling the head of a general University organizational unit, the Rector shall consult the Senate.
7. The Rector shall recall the head of the organizational unit specified in sub-paragraph 1 in the event of imposing a disciplinary penalty consisting of withdrawal of the person's right to hold managing positions.

### § 4

In certain justified cases, the Rector may decide to assign the duties to the head of the organizational unit as follows: for Faculty units - upon consulting the relevant Dean, for general University units - upon consulting the Senate, without implementing a competitive procedure, on such terms as specified in Appendix 13 to the Statutes, for a

fixed term by the date the competitive procedure is resolved, however not exceeding 15 months.

#### § 5

A person holding the position of another university's authority or council member cannot be nominated as head of the University's organizational unit.

#### § 6

Departments, clinical departments and sections operating at healthcare facilities or other units outside the University structure shall operate on the basis of relevant agreements between them and the University.

#### § 7

1. The University's organizational units are established, merged, split, transformed or liquidated by the Rector, on the following terms: for Faculty units - upon the Dean's request to which the Faculty Council has given its opinion; for general University units - upon request of the competent Vice-Rector; or upon his or her own initiative, upon consulting the Senate, in accordance with the needs arising from the functions of the University and its financial and personnel capability, notwithstanding § 2 subparagraphs 2, 3, 4, 8, 9.
2. If an organizational unit does not meet the requirements necessary for its functioning as specified in the Statutes for a period exceeding twelve months, the Rector shall liquidate such unit or merge it with another unit as at the end of the academic year.

#### § 8

Details of the University organization and structure are defined in the Organizational Rules and Regulations implemented by the Rector through an order, in accordance with § 136 of the Statutes.

## **ELECTORAL REGULATIONS**

### **Chapter 1**

#### **GENERAL PROVISIONS**

##### **§ 1**

###### Range of application

1. These Electoral Regulations determine the specific procedure and manner of electing the University authorities and election of other bodies within the University and in its organizational units, as well as other electoral proceedings of the University Election Committee.
2. The Electoral Regulations shall not apply to the extent governed by the relevant Rules and Regulations of the student government and PhD Candidate Government.

##### **§ 2**

###### Definitions

Save as specifically provided for, the words and expressions used in these Electoral Regulations shall have the following meanings:

- 1) right to be elected – right to be a candidate and to take up a position, mandate or role,
- 2) right to vote – right to take part in a vote,
- 3) elector – member of the electoral college,
- 4) constituency – also the Faculty where voting takes place,
- 5) UKW Committee - University Election Committee,
- 6) electoral meeting - a meeting of persons with the right to vote, convened for the purpose of the University Election Committee undertaking election steps.

##### **§ 3**

###### University Election Committee

1. The election steps referred to in § 1 sub-paragraph 1 are undertaken by the University Election Committee.
2. The Office for Work Organization and Admissions provides administrative, organizational and technical services to the University Election Committee.

##### **§ 4**

###### Electoral meetings and electronic voting

1. Votes on the election of the authorities and bodies referred to in § 1 sub-paragraph 1 are conducted at electoral meetings.

2. The University Election Committee may decide that a specific vote be held by means of electronic communication.

## § 5

### Consent to running as candidate

In order for a presented candidate to be voted on, the candidate's prior consent must be obtained to running and taking up the respective position, role or mandate.

## § 6

### Quorum

1. The validity of the electoral proceedings of an electoral meeting depends on the participation of a specified number of eligible voters in the vote if this is prescribed by specific regulations.
2. If the participation of a specified number of eligible voters is required by the applicable regulations in order for the electoral proceedings to be valid, fulfillment of this criterion is determined on the basis of the number of signatures on the attendance list. In the event of discrepancy between the number of signatures on the attendance list and the number of signatures on the list of voting sheets handed out to voters, fulfillment of the requirement mentioned in the first sentence shall be determined on the basis of the number of signatures on the list of voting sheets handed out to voters.
3. The rules prescribed in sub-paragraph 2 shall apply accordingly to voting via an electronic network.

## § 7

### Absolute majority of votes

1. Unless otherwise prescribed by the Act of Law, the Statutes or the Electoral Regulations, an absolute majority of valid votes is necessary for a candidate to be elected or recalled. If this requirement is fulfilled in a vote by more candidates than the number of vacant positions, the persons with the highest number of votes "in favor" will be elected.
2. If one candidate runs in the election, the absolute majority of votes means receiving more valid votes "in favor" than the sum of valid votes "against" and "abstaining".

## § 8

### Combined voting

1. In a combined voting, votes are cast simultaneously on candidates registered in a single list.
2. If combined voting is prescribed in the applicable regulations, every eligible voter may vote in favor of not more candidates than there are vacant positions.

## § 9

### Voting secrecy

For single-member authorities, members of collegial bodies, electoral bodies and other entities, candidates are elected or recalled in a secret ballot, unless otherwise stipulated by the specific regulations.

## § 10

### Voting sheet

1. A voting sheet is valid if it was produced on the basis of the official form and duly stamped, notwithstanding sub-paragraphs 2 and 3.
2. A voting sheet is void if it is fully torn.
3. The requirements defined in sub-paragraph 1 shall not apply when voting by means of electronic communication. In such case, the University Election Committee determines the rules of voting.

## § 11

### Order of candidates on the voting sheet

The names of candidates are given on a voting sheet in alphabetical order, disregarding any academic title, degree or professional title.

## § 12

### Vote validity

1. A vote is valid if it was cast on a valid voting sheet with not more candidates checked than there are vacant mandates.
2. If no candidate is checked on a voting sheet, the vote is invalid.
3. Invalid votes are not included in the calculation of the required majority of votes.

## § 13

### Form of voting sheet

1. If one candidate runs in the election, the official form of a voting sheet has to provide the options to vote “in favor”, “against”, or “abstaining”.
2. A voting sheet is printed on one side only.

## § 14

### Personal voting requirement

A vote can only be cast by the voter in person.

## § 15

### Order to undertake electoral proceedings

A notice of the time and venue of voting shall be communicated by the University Election Committee to the voters at least seven days before the voting date, unless otherwise stipulated in specific regulations.

§ 16

Electoral meeting

1. Different electoral matters can be voted on during a single electoral meeting.
2. Unless otherwise prescribed by applicable regulations, an electoral meeting carries out voting until all the vacant mandates are 3 filled. Unless all the mandates have been filled in the course of five votes, the electoral meeting may decide, with a majority of votes, to postpone or to close the meeting.

§ 17

Returning committee

1. For determining the voting results, the electoral meeting elects a returning committee, composed of at least three members.
2. If members of different groups of the University community take part in an electoral meeting, the returning committee shall be composed of representatives of at least two groups of the University community.
3. If a member of a returning committee agrees to run in the election taking place at the given electoral meeting, that member's mandate shall be withdrawn and the electoral meeting shall elect a different person to replace the withdrawing member if necessary.

§ 18

Determination of arithmetic uncertainty

In the event of any arithmetic uncertainty as to the percentages of representatives of specific groups of the University community in collegial bodies, the University Election Committee shall decide on the ultimate allocation of mandates.

**Chapter 2**

**PROCEDURE FOR ELECTORAL MEETINGS**

§ 19

Submission of candidates

Unless otherwise prescribed by the Act of Law, the Statutes or the Electoral Regulations, all the meeting participants having the right to vote are entitled to present candidates. Candidates are presented openly. The electoral meeting resolves on closing the list of candidates.

§ 20

Voting sheet

Forms of voting sheets are determined by the University Election Committee.

## § 21

### Responsibilities of the returning committee

1. The returning committee shall determine the results of elections and prepare two copies of minutes of the electoral proceedings.
2. The minutes of the electoral proceedings shall be signed by the chairperson of the meeting and members of the returning committee.
3. The chairperson of the meeting shall promptly hand over one copy of the minutes to the University Election Committee.
4. Voting sheets with one copy of the minutes shall be put in a sealed envelope. The University Election Committee shall retain the envelope and the attendance list of the electoral meeting participants throughout the entire term.

## § 22

### Announcement of voting results

The chairperson of an electoral meeting shall communicate the voting results and the election results to the participants.

## **Chapter 3**

### **ELECTORAL COLLEGE**

## § 23

### General principles

1. The electoral college is composed of electors chosen at meetings held by the University Election Committee.
2. The allocation of electoral college mandates among the specific Faculties of the University is determined by the University Election Committee in proportion to staff, student and PhD candidate numbers at the particular Faculties.
3. The overall number of mandates for staff other than faculty members is determined by the University Election Committee on the basis of the headcount of administrative personnel at the University.
4. The number of elector mandates is determined by the University Election Committee as at December 31 of the year preceding the election year.
5. The electoral college shall be elected by March 31 of the final year of the Rector's term of office.

## § 24

## Constituencies

1. Elector votes are held by the University Election Committee, separately for the group of faculty members holding the title of professor or the degree of *Doctor habilitatus*, and separately for the group of other faculty members.
2. Elections of students' and PhD candidates' representatives to the electoral college are held in accordance with the Student Government Rules and Regulations and the PhD Candidate Government Rules and Regulations.
3. Elections of representatives of staff other than faculty members are held at a general staff meeting held by the University Election Committee.
4. The persons who received the most votes in favor of them shall become representatives in the electoral college.

### § 25

#### Election of electors

1. Each group of the University community shall elect at least one elector per Faculty and constituency.
2. Each group of the University community shall elect an elector from among themselves.
3. Only the members of the respective group of the University community take part in voting on the elector from that group.
4. Separate regulations apply to the election of electors from the groups of students and PhD candidates.

### § 26

#### Submission of candidates for electors

A candidate for an elector may be presented by each member of the respective group of the University community having the right to vote.

## **Chapter 4**

### **ELECTION OF THE RECTOR**

### § 27

#### General principles

1. The Rector is elected by an electoral college, upon prior issuance of opinions on the candidates by the Senate and upon nomination by the authorities referred to in §29 sub-paragraph 2, on the basis of their prior accomplishments and achievements in the field of organization, research and teaching.
2. The Rector is elected by an absolute majority of votes, with at least half the statutory electoral college members present.
3. The Rector should be elected during the final year of the present Rector's term of office, not later than by May 31 that year.



## § 28

### Submission of candidates for Rector

1. Employees of the University have the right to present candidates running for the position of Rector. A candidate can be submitted by a group of at least 50 staff members, of whom at least 10 hold the title of professor. One University employee can only be a member of one submitting group.
2. Candidates for the position of Rector are presented in writing to the University Election Committee.
3. Appended to the candidate submission should be the candidate's written consent to run and the candidate's declaration of compliance with the requirements specified in the Act of Law and the Statutes. A form of the statement is determined by the Rector.
4. If the candidate is presented by University employees acting in such groups as mentioned in sub-paragraph 1, the submission is done by a representative, i.e. the person named in a written statement of the group members. Appended to the candidate submission shall be a named list of persons presenting the candidate, together with their authentic signatures.

## § 29

### Proceedings of the University Election Committee

1. The chairperson of the University Election Committee shall request the Rector to include the matter of opining on all the candidates for Rector, presented pursuant to § 28 sub-paragraph 1, in the agenda of the next meeting of the Senate.
2. Candidates for Rector are nominated by the following authorities, notifying the Chairperson of the University Election Committee thereof:
  - 1) the University Council,
  - 2) the Senate,- upon obtaining the Senate's opinions mentioned in sub-paragraph 1.
2. The Chairperson of the University Election Committee shall announce the times and venues of pre-election meetings of candidates for Rector with members of the University community.
3. An electoral meeting convened for the purpose of electing the Rector should take place not later than four weeks after the nomination of candidates for Rector according to the procedure specified in sub-paragraph 2.
4. Candidates for Rector are required to present their professional and community history and their action plan for the period following taking up the post, at the electoral meeting.

## § 30

### Pre-election meetings

1. The Chairperson of the University Election Committee shall announce the times and venues of pre-election meetings of candidates for Rector with members of the University community.
2. An electoral meeting convened for the purpose of electing the Rector should take place not later than four weeks after the nomination of candidates for Rector according to the procedure specified in § 29 sub-paragraph 2.
3. Candidates for Rector are required to present their professional and community history and their action plan for the period following taking up the post, at the electoral meeting.

## § 31

### Notice of Rector election

Upon determining the validity of the election of the Rector by the University Election Committee, the chairperson of the University Election Committee shall promptly notify the Rector and the government minister responsible for higher education and science elect thereof in writing, and shall thereafter communicate this information to the general public.

## **Chapter 5**

### **ELECTION OF THE MEMBERS OF THE SENATE**

## § 32

### General principles

1. The election of the Senate members referred to in § 30 sub-paragraph 1 points 2-5 of the Statutes should take place not later than May 31 of the final year of the Senate's term of office.
2. Members of the groups referred to in § 30 sub-paragraph 1 points 2-5 of the Statutes shall elect the members of the Senate from among themselves.

## § 33

### Specific provisions

1. The representatives mentioned in § 30 sub-paragraph 1 point 2 of the Statutes are elected at a single general meeting in the electoral group of full professors and University professors, held by the University Election Committee that will draft the election lists. The persons who received the most votes in favor of them from among the candidates shall be elected.
2. The representatives mentioned in § 30 sub-paragraph 1 point 3 of the Statutes are elected at a single general meeting in that electoral group, held by the University Election Committee that will draft a single election list. The persons who received the most votes in favor of them from among the candidates shall be elected.

3. Elections of the representatives mentioned in § 30 sub-paragraph 1 point 4 of the Statutes and the term of their membership in the Senate are determined by the Student Government Rules and Regulations and the PhD Candidate Government Rules and Regulations, respectively.
4. The representatives mentioned in § 30 sub-paragraph 1 point 5 of the Statutes are elected at a single general meeting in that group of employees, held by the University Election Committee that will draft a single election list. The persons who received the most votes in favor of them from among the candidates shall be elected.
5. The candidates who did not receive a mandate of a member of the Senate in the election will be placed on a backup list, so that the full composition of the Senate can be reinstated if an elected individual's mandate expires. The backup list does not include representatives of students and PhD candidates.

## **Chapter 6**

### **ELECTED MEMBERS OF FACULTY COUNCIL**

#### **§ 34**

1. The election of the representatives referred to in § 40 sub-paragraph 4 point 6 letter a) of the Statutes shall be held by the University Election Committee by determining the number of mandates and the election lists by September 30 of the final year of the Dean's term of office. The elections shall take place at a single general meeting in that group, held by the University Election Committee. The persons who received the most votes in favor of them from among the candidates shall be elected as representatives.
2. Elections of the representatives mentioned in § 40 sub-paragraph 4 point 6 letter b) of the Statutes and the term of their membership in the Faculty Council are determined by the Student Government Rules and Regulations and the PhD Candidate Government Rules and Regulations.
3. The composition of the Faculty Council mentioned in sub-paragraph 1 shall be reinstated once a year if necessary, following an election held by the University Election Committee.
4. The election mentioned in sub-paragraph 1 shall be held by September 30 of the year in which such election was found necessary.

## **Chapter 7**

### **ELECTION OF ACADEMIC DISCIPLINE COUNCIL MEMBERS**

#### **§ 35**

1. An election of members of an Academic Discipline Council mentioned in § 44 sub-paragraph 1 point 2 of the Statutes are ordered and conducted by the University Election Committee.

2. Members of an Academic Discipline Council are elected by each of the eligible groups of the University community from among themselves, at an electoral meeting for the respective discipline.
3. The persons who received the most votes in favor of them from among the candidates shall be elected.
4. The University Election Committee determines the number of mandates and the list of eligible voters and holds the election by September 30 of the final year of the term of office of the Academic Discipline Council.

## **Chapter 8**

### **RULES OF PRESENTING CANDIDATES FOR MEMBERS OF THE UNIVERSITY COUNCIL**

#### **§ 36**

1. The following parties are entitled to present a candidate for member of the University Council:
  - 1) at least 8 senators,
  - 2) the Rector.
2. A candidate presented by an entity mentioned in sub-paragraph 1 point 1 is notified by a representative, i.e. the person named in a written statement. Appended to the candidate submission shall be a list of senators, including their full names and their authentic signatures. One senator can support not more than 2 candidates.
3. If 1 senator supports more than 2 candidate submissions, their vote will not be included in any submission.
4. The entity referred to in sub-paragraph 1 point 1 can only submit 1 notification. The entity referred to in sub-paragraph 1 point 2 can submit not more than 4 notifications.
5. The notifications referred to in sub-paragraph 4 shall be submitted to the chairperson of the University Election Committee by October 31 of the final year of the University Council's term of office. Appended to the notification should be the candidate's written consent to run and the candidate's declaration of compliance with the election requirements. A form of the statement is determined by the Rector.
6. The Chairperson of the University Election Committee shall verify the candidate submissions for accuracy and present a list of candidates from the University community and a list of candidates from outside the University community to the Rector within 7 days.

## **Chapter 9**

### **SELECTION OF A CANDIDATE FOR DEAN**

1. A candidate for Dean is elected by the Faculty Council.

2. Proceedings for nomination of a candidate for Dean are held by the University Election Committee.
3. Entitled to present a candidate for Dean is a group of at least 15 members of the Faculty Council. One group can only submit one candidate for Dean.
4. A Faculty Council member can only be a member of one group submitting a candidate for Dean.
5. On behalf of an entity referred to in sub-paragraph 3, a candidate for Dean is submitted by a representative having the authorization of all the members of the respective group. The authorization instruments should be appended to the submission.
6. A submission shall be filed to the University Election Committee.
7. The Chairperson of the University Election Committee shall verify the candidate for Dean submissions for accuracy and present a list of candidates for Dean to the Faculty Council.
8. The persons who received the most votes in favor of them from among the candidates shall be elected candidate for Dean. In the event of an equal number of votes, voting is repeated with those candidates who received the equal highest number of votes.
9. The Chairperson of the University Election Committee shall communicate the election of a candidate for Dean to the Rector.

## **RULES AND REGULATIONS OF THE UNIVERSITY ELECTION COMMITTEE**

### **Chapter 1**

#### **General Provisions**

##### **§ 1**

1. These Rules and Regulations define the organization of proceedings of the University Election Committee and the manner of performance of its functions.
2. Whenever in these Regulations there is a mention of:
  - 1) Statutes – it shall mean the Statutes of WUM Medical University of Warsaw,
  - 2) UKW – it shall mean the University Election Committee,
  - 3) Electoral Regulations – it shall mean the Electoral Regulations attached to the Statutes as Appendix 15.

##### **§ 2**

1. The University Election Committee shall jointly consider and resolve on all matters within its range of competence, unless otherwise prescribed by the Statutes or the Electoral Regulations.
2. The decisions mentioned in sub-paragraph 1 shall be taken on matters referred to in § 50 sub-paragraph 2 of the Statutes in the form of communications, otherwise in the form of resolutions.

### **Chapter 2**

#### **University Election Committee work organization**

##### **§ 3**

1. The proceedings of the University Election Committee are governed by the chairperson of the Committee, who shall specifically:
  - 1) convene and chair the University Election Committee meetings,
  - 2) sign resolutions and communications on behalf of the University Election Committee,
  - 3) supervises execution of the acts referred to in point 2,
  - 4) delegates representatives of the University Election Committee to electoral meetings,
  - 5) undertakes other actions stipulated in the Statutes or the Electoral Regulations.
2. In the absence of the chairperson of the University Election Committee, their functions will be taken over by the deputy chairperson and if the latter is absent as well, by the secretary, unless the chairperson of the University Election Committee decides otherwise.
3. The University Election Committee may assign specific tasks within its range of responsibility to the chairperson, deputy chairperson, or secretary.
4. Responsibilities of the University Election Committee secretary include in particular:
  - 1) presenting draft resolutions and communications to the University Election

Committee, as well as requests and other materials prepared for a meeting of the University Election Committee,

- 2) coordination of the enforcement of the University Election Committee resolutions and communications, assignment of tasks to specific members of the University Election Committee relating to participation in electoral meetings.

### **Chapter 3**

#### **Meetings of the University Election Committee**

##### **§ 4**

1. The University Election Committee meets on a specified day of the week, in such intervals as deemed necessary. Delivery of notices of a meeting, including the agenda and the materials for the meeting, is provided by the secretary of the University Election Committee in due advance, so as to enable the recipients to prepare to their participation in the meeting, not less than 5 days unless the meeting was convened according to urgency procedure.
2. Members of the University Election Committee are obliged to participate in its meetings and other proceedings.
3. If a member of the University Election Committee is unable to attend, the member has to notify the chairperson or the secretary of the University Election Committee before the meeting if possible.
4. Other persons invited by the chairperson can take part in University Election Committee meetings.
5. Upon request of a member of the University Election Committee, the whole or part of a meeting shall be held exclusively in the presence of the University Election Committee members.
6. Before the approval of the agenda, members of the University Election Committee may file for additions to or amendments of the agenda.
7. The final decision on an addition to or variation of the agenda shall be passed by the University Election Committee.
8. The provisions of § 9 sub-paragraphs 4-7 of the Statutes shall apply accordingly to meetings of the University Election Committee.

##### **§ 5**

1. The University Election Committee is in session in the presence of at least half of its members, including the chairperson or deputy chairperson.
2. Decisions of the University Election Committee are taken by an ordinary majority in an open vote. The above applies accordingly to the election of the chairperson, deputy chairperson and secretary.
3. A secret vote shall be taken if at least 3 members of the University Election Committee so request.
4. For counting votes in a secret ballot, the University Election Committee appoints a returning committee, composed of at least two members of the University Election Committee.

5. The returning committee shall draft the minutes of the vote, certify the results with their authentic signatures, and communicate it to the University Election Committee. In the event of a secret ballot held in the course of application of § 4 sub-paragraph 8, a returning committee is not appointed.
6. A vote can only be repeated upon request of at least 3 members of the University Election Committee during the same meeting of the University Election Committee, only in the event an obvious mistake is revealed in a resolution passed previously, which shall be determined by the chairperson.

## **Chapter 4**

### **Documentation of the proceedings of the University Election Committee**

#### **§ 6**

1. Each meeting of the University Election Committee is recorded in minutes.
2. Minutes approved by the University Election Committee and signed by the chairperson and the secretary is an official confirmation of the proceedings of the University Election Committee meeting.
3. Minutes shall include a brief, synthetic presentation of the proceedings of the University Election Committee, and its appendices shall include the full text of resolutions and communications issued.
4. The draft minutes after a University Election Committee meeting shall be delivered together with a notice of the next meeting.
5. Requests for rectification of the minutes shall be filed to the chairperson in writing before the minutes are approved by the University Election Committee.

#### **§ 7**

1. A joint memo shall be produced of the proceedings of electoral meetings and their results by representatives of the University Election Committee.
2. A memo shall include a brief, synthetic presentation of the proceedings of the electoral meeting and the wording of resolutions and communications issued.
3. A memo shall be signed by all the representatives of the University Election Committee at the respective electoral meeting and it shall be immediately delivered to the secretary.