

RULES OF PROCEDURE
FOR THE SELF-GOVERNMENT OF DOCTORAL STUDENTS
of the Doctoral School of Natural and Agricultural Sciences
and of the Doctoral Studies

Chapter I
General provisions

§ 1

The Self-Government of Doctoral Students of the Doctoral School of Natural and Agricultural Sciences (hereinafter referred to as the Doctoral School), co-managed by: the W. Szafer Institute of Botany of the Polish Academy of Sciences (hereinafter referred to as IBPAS) as the Coordinating Unit, the Franciszek Górski Institute of Plant Physiology of the Polish Academy of Sciences (hereinafter referred to as IPPPAS), the Institute of Nature Conservation of the Polish Academy of Sciences (hereinafter referred to as INCPAS), the Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences (hereinafter referred to as ISEAPAS), and the National Research Institute of Animal Production (hereinafter referred to as NRIAP), hereinafter jointly referred to as the Institutes, and of the doctoral studies (hereinafter referred to as the Doctoral Studies) run by IBPAS and ISEAPAS, hereinafter referred to as the Self-Government, shall be composed of doctoral students of the Doctoral School and of the Doctoral Studies.

§ 2

The Self-Government shall operate based on the provisions of the Act of 20 July 2018 – the Law on the Higher Education System and Science (*Journal of Laws* [Dz.U.] of 2022, Item 754, as amended), hereinafter referred to as “the Act”, and in compliance with internal regulations of the Institutes, including with their respective Statutes and these Rules of Procedure of the Doctoral Students’ Self-Government, hereinafter referred to as the Rules.

§ 3

1. The Self-Government shall be the exclusive representative of the community, as a whole, of doctoral students of the Doctoral School and of the Doctoral Studies.
2. The Self-Government shall be the representative of the doctoral students’ community in cases related to their rights and obligations, education, culture as well as living and housing conditions.
3. The authorities of the Doctoral Students’ Self-Government shall be independent, self-governing and apolitical.
4. Any activities within all the authorities of the Self-Government shall be performed on a voluntary and non-remunerated basis.

§ 4

The Self-Government, acting through its authorities, shall represent the interests of all doctoral students, both within and outside the Institutes, which includes the following:

- 1) protection of the doctoral student’s rights,

- 2) expressing the opinion of the doctoral students' community on matters of interest to the said community,
- 3) participation, through its representatives, in the collective authorities of the Institutes, elected under the rules in effect at the relevant Institutes,
- 4) participation, through its representatives, in the decision-making process with regard to matters related to doctoral students, including matters related to the organisation and the rules of the Doctoral School and of the Doctoral Studies, and in particular:
 - a. delivering opinions on draft decisions of the Institutes' authorities on matters stipulated in the Act and the Statutes,
 - b. delivering opinions on draft rules of procedure applicable to doctoral students, including the rules of the Doctoral School and the rules of the Doctoral Studies,
 - c. cooperation with the Institutes' governing bodies as regards measures intended to improve the system of education and the economic status of doctoral students,
 - d. communicating with the relevant Institutes' authorities as regards distribution of funds allocated to purposes related to doctoral students,
 - e. consulting with the Institutes' governing bodies the methods of award and the amount of funds from the financial assistance fund in the portion thereof earmarked for doctoral students,
- 5) supporting and promoting doctoral students' scientific, cultural, publishing, social, tourist and sporting activities,
- 6) cooperating with national and foreign organisational units with the same or similar education profile,
- 7) contributing to establishment of local or sectoral doctoral students' associations,
- 8) pursuing any other activities provided for in the Act and secondary legislation,
- 9) organising mutual assistance and cooperation among doctoral students,
- 10) integrating the doctoral students' community, and
- 11) caring for the high quality of education and good reputation of doctoral students.

Chapter II Members; their rights and obligations

§ 5

A doctoral student shall have the following rights:

- 1) to take part in the activities of the Self-Government,
- 2) to submit opinions and requests to the Self-Government's authorities,
- 3) to take part in the meetings of the Assembly, and
- 4) the right to vote and to stand for elections for a member of the Self-Government's authorities.

§ 6

Membership in the Self-Government shall cease as a result of:

- 1) loss of the doctoral student's status as a consequence of completion of Doctoral Studies or graduation from the Doctoral School,
- 2) failure to actively participate in the work of the Self-Government, or
- 3) removal from the list of doctoral students.

Chapter III
Authorities of the Doctoral Students' Self-Government

§ 7

1. The Self-Government shall act through its Authorities.
2. The following shall be the Self-Government's Authorities:
 - 1) the assembly of the Doctoral Students' Self-Government, hereinafter referred to as the Assembly,
 - 2) the Doctoral Student's Board, hereinafter referred to as the Board, and
 - 3) the chair of the Doctoral Students' Board, hereinafter referred to as the Chair.

§ 8

The term of office of the Self-Government Authorities shall be twelve months starting as of the date of the first meeting of the Board, convened under the procedure set forth in these Rules, and ending at the date of the first meeting of the Board elected for the next term of office.

3. A member of the Authority shall be under an obligation to take part in the work and meetings thereof.

Assembly of the Doctoral Students' Self-Government

§ 9

1. The Assembly shall be the elective body of the Self-Government.
2. The Assembly shall be composed of all the doctoral students of the Doctoral School and of the Doctoral Studies.
3. The Assembly meeting shall be held, as a rule, on the day commencing a new academic year or at another date established on prior notice, and shall be convened by the Director of IBPAS or by the outgoing Chair.
4. During the Assembly meeting, the Chair of the Meeting shall be elected by a simple majority of votes from among the doctoral students who declare their unwillingness to candidate for the Board for the new academic year.
5. During the Meeting, members of the Board shall be elected under the procedure set forth in these Rules.

The Doctoral Students' Board

§ 10

1. The Board shall be the resolution-passing authority of the Self-Government.
2. The Board shall be composed of one representative of doctoral students of each Institute, among them being: the Chair of the Board, Deputy Chair of the Board, Secretary of the Board and two Members of the Board.

§ 11

1. The first meeting of the Board shall be convened by the Chair of the Board and held not later than fourteen days of the announcement of the result of the elections.
2. During the first meeting of the Board members shall make statements in writing, specifying their e-mail addresses to which they will be sent meeting agendas as well as the content of minutes and resolutions.

§ 12

1. The tasks of the Board shall be in particular:
 - 1) to define the guidelines for the Self-Government activity,

- 2) to adopt the Rules and resolve on amendments to the Rules,
- 3) taking decisions on the shortening of the term of office of the Board,
- 4) to deliver opinions on representatives, delegates and observers to act on behalf of the Self-Government or the individual Institutes at the meetings of various doctoral students' self-governing bodies, such as the Self-Government of Doctoral Students of the Polish Academy of Sciences or the National Representation of PhD Candidates,
- 5) to elect representatives to represent the Board and the Self-Government in local and sectoral associations of doctoral students,
- 6) to represent doctoral students in the Committee for Non-Returnable Financial Assistance, the Appeals Committee for Non-Returnable Financial Assistance and the Committee for Doctoral Scholarships for the doctoral students of the Department of Doctoral Studies, appointed under separate regulations.

§ 13

1. Resolutions of the Board shall be adopted by a simple majority of votes in an open voting.
2. Voting on personal matters shall be held in the form of a secret ballot.
3. Voting may be made secret also if at least one member of the Board so requests.
4. Meetings of the Board shall be presided over by the Chair or by a person designated by the Chair.
5. The Chair shall be responsible for the correct proceeding at the Board meeting.
6. In special cases a meeting of the Board may be held via means of remote communications; furthermore, a resolution may be adopted via e-mail without any meeting being held. The ultimate deadline for the casting of votes or submission of comments on a resolution shall be each time specified by the Chair in the content of the message.
7. Not later than a week prior to the next meeting of the Board, the Chair shall send, by e-mail, the content of the minutes of the previous Board meeting and, if any resolutions were then adopted, of the resolutions. Voting on the approval of the minutes shall take place at the next meeting of the Board.

§ 14

1. Meetings of the Board shall be convened by the Chair:
 - 1) on their own initiative, or
 - 2) on request of at least one member of the Board.
2. In the cases referred to in Section 1 Item 2), the Chair shall be obliged to convene the Board meeting not later than fourteen days after the request has been made.
3. Meetings of the Board should be scheduled for such dates so as to make it possible for at least three Board members to attend, in particular the meetings should not be convened at times when classes of the Doctoral School or of the Doctoral Studies are held, or in time-off periods (e.g. Christmas or Easter vacation, winter holiday or in the July-September period).
4. In justified cases exceptions to the rules set forth in Section 3 are allowed provided that none of the Board members raises any objection to the date of the meeting being set in such a manner.
5. The Chair shall be obliged to notify members of the Board of the date, venue and proposed agenda of the meeting no later than seven days prior to the date of the meeting. Notices shall be sent by e-mail.

§ 15

1. The scope of powers of the Board shall include in particular:
 - 1) to organise the work of the Self-Government,

- 2) to represent members of the Self-Government and of the Board in relations with the governing bodies of the Institutes,
- 3) to cooperate with the Institutes' authorities in matters falling within the scope of activities of the Self-Government,
- 4) to distribute and dispose of financial assets in the possession of the Self-Government,
- 5) to take actions intended to positively affect the situation of doctoral students and to ensure that their rights are observed,
- 6) to undertake initiatives to enhance integration of and encourage cooperation within the doctoral students' community, and
- 7) to deal with other matters not specifically classified as falling within the scope of powers of other authorities of the Doctoral Students' Self-Government.

Chair of the Doctoral Students' Board

§ 16

1. The tasks of the Chair shall include in particular:
 - 1) to organise and preside over the meetings and teamwork of the Board,
 - 2) to assign tasks to be performed by the individual Board members,
 - 3) to represent the doctoral students' community in relations with the Institutes' governing bodies and outside,
 - 4) to promote the Self-Government during prominent Institute's, local and national events,
 - 5) to organise meetings for doctoral students to inform them on the opportunities to obtain grants from the Institutes' internal sources or from external sources,
 - 6) to manage the Self-Government's official pages in social media,
 - 7) to prepare and present to the Board the Self-Government's preliminary draft budget for the following year,
 - 8) to prepare and present settlement of the Self-Government's budget for the previous year at the meeting of the Doctoral School's Council and of the Council of the Department of Doctoral Studies, and to compile such information to be published in the Public Information Bulletin of IBPAS,
 - 9) to ensure that funds are correctly expended and to settle invoices and trips of the Self-Government members, and
 - 10) to submit a report on the Chair's activities at the end of the term of office.
2. The Chair of the Board shall have the right to represent the Board and the Self-Government individually.

Deputy Chair of the Doctoral Students' Board

§ 17

1. The tasks of the Deputy Chair of the Board shall include, in particular, performance of the tasks of the Chair, as listed in § 16 of these Rules, at times when:
 - 1) the Chair is unable to perform the role for reasons beyond their control (such as health issues) or due to an excused absence (e.g. an official trip), or
 - 2) the Deputy Chair has been designated by the Chair to act on the latter's behalf.

Secretary of the Doctoral Students' Board

§ 18

1. The tasks of the Secretary of the Board shall include in particular:
 - 1) to draft minutes and resolutions during the Board meetings, and
 - 2) to store documents related to the activities of the Board.

Chapter IV Electoral regulations

§ 19

1. Elections of members of the Board shall be equal, general and open.
2. The Board of the previous term of office shall decide on the elections timetable. The elections shall be held during the Assembly meeting.
3. Each doctoral student shall have a voting right and be eligible to stand for election.
4. The Chair of the Assembly shall collect candidacies for the Board members at the beginning of the Assembly meeting.
5. A candidacy, whether one's own or of another doctoral student, may be submitted by each doctoral student present at the Assembly meeting. The candidacy shall require the candidate's oral or written consent.
6. Members of the Board shall be elected by a simple majority of votes by a show of hands following announcement of a candidate's surname by the Chair of the Assembly.
7. A vote may be cast on a maximum of one candidate representing a given Institute.
8. In a situation where only one candidacy per each Institute has been submitted, the election of the Board members shall take effect by acclamation.
9. The Chair of the Assembly shall count the votes and announce the official election results.
10. In the event that candidates from the same Institute receive an equal number of votes, the Chair of the Assembly shall hold drawing of lots.
11. Following announcement of the election results, Members of the Board shall elect from among themselves the Chair of the Board, the Deputy Chair of the Board and the Secretary of the Board.
12. If the full number of members of the Board has not been elected, the members already elected shall elect the Chair of the Board only and, subsequently, by-elections shall be held.
13. The by-elections shall be held during the meeting of the Assembly, convened by the Chair of the Board, following the rules laid down in this § 19. The Deputy Chair of the Board and the Secretary of the Board shall be elected following the by-elections.

Chapter V Final provisions and interim provisions

§ 20

These Rules may be amended by virtue of a resolution of the Board adopted by a simple majority of votes.

§ 21

The Rules shall enter into force as of the date the Director of IBPAS declares it is compliant with the Act and with the statutes of the relevant Institutes.