

**Regulations of the Doctoral Student
Council
of the Nencki Institute of Experimental
Biology
Polish Academy of Sciences**



Chapter I

General Provisions

§ 1

The Doctoral Student Council of the M. Nencki Institute of Experimental Biology, Polish Academy of Sciences, hereinafter referred to as the Student Council, is an association of doctoral students of the M. Nencki Institute of Experimental Biology, Polish Academy of Sciences, hereinafter referred to as the Institute, who belong to the Doctoral School of Exact and Biomedical Sciences [Warsaw-4-PhD] or to the International Doctoral School in Biological Sciences and Translational Medicine [Bio4Med], hereinafter referred to as the Doctoral School.

§ 2

The Student Council operates on the basis of the Law on Higher Education and Science, the Statute of the Polish Academy of Sciences, the Statute of the M. Nencki Institute of Experimental Biology, Polish Academy of Sciences, the regulations of the doctoral schools applicable to doctoral students of the Institute, the Regulations of the Doctoral Student Council of the Polish Academy of Sciences, and these Regulations.

The activity of the Student Council is based on cooperation with the authorities of the Institute.

§ 3

Every member of the Doctoral School who carries out doctoral work at the M. Nencki Institute of Experimental Biology, Polish Academy of Sciences, belongs to the Doctoral Student Council of the M. Nencki Institute of Experimental Biology, Polish Academy of Sciences.

§ 4

1. Members of the Student Council have the right to:

- a) participate in the work of the Student Council,
 - b) submit opinions and motions to the Council,
 - c) use the equipment and premises of the Student Council under the rules laid down by its bodies in separate provisions,
 - d) vote and stand for election to the bodies of the Student Council.
2. Members of the Student Council are obliged to comply with the Regulations and resolutions of the authorities of the Student Council.

§ 5

1. Membership in the Student Council is lost in the event of:
- a) written resignation from membership submitted to the Chair of the Student Council, or
 - b) removal by referendum by the Council due to gross action contrary to the Regulations and the interests of doctoral students, or
 - c) a determination by the Council that the member is unable to perform the duties of a member of the Student Council for a period longer than 4 months, or
 - d) a change in the place where the doctoral work is carried out, or
 - e) removal of the member from the list of doctoral students by the Director of the Institute, or
 - f) death.

§ 6

- 1. The Student Council acts through its bodies.
- 2. The bodies of the Student Council are: the Council of the Doctoral Student Council and the Chair of the Student Council.
- 3. The bodies of the Student Council represent all participants of doctoral studies at the Institute.

§ 7

1. The Student Council, acting through its bodies:
- a) defends the rights of doctoral students,
 - b) represents the interests of doctoral students within and outside the Institute,
 - c) expresses the opinion of the doctoral student community on its own initiative and at the request of the Institute authorities,

- d) submits motions to the Institute authorities,
- e) participates, through its representatives, in meetings of the Scientific Council,
- f) may conduct social, welfare, community, cultural, educational, scientific and sports activities.

§ 7a

1. Whenever these Regulations refer to making information public by the bodies of the Student Council, this shall mean:
 - a) sending information by email from sd@nencki.edu.pl through the doctoral-student mailing list doktoranci@nencki.edu.pl and/or
 - b) posting information on the Student Council notice board, if possible,
 - c) posting information on all social media officially used by the Student Council.
2. Every piece of information made public should have an English-language version. In addition, its Polish-language version may also be provided.
3. Every piece of information made public should be signed with the first name, surname and function held in the Student Council.

Chapter II

Council of the Doctoral Student Council

§ 8

1. The Council of the Doctoral Student Council, hereinafter referred to as the Council, is the resolution-making body of the Student Council.

§ 9

1. The Council is composed of members of the Student Council, namely delegates.
2. The number of delegate seats is calculated by dividing the number of members of the Student Council as of the date of appointment of the Election Committee by 20 (twenty) and rounding to the nearest whole number, but it may not be fewer than 5 (five) seats.

§ 10

1. The term of office of the Council lasts up to 24 months, begins 14 days after the election results are announced and ends on the day the term of office of the new Council begins.
2. The term of office of the new Council may be shorter than 24 months if it is necessary to adjust the election schedule, in particular when the beginning of the term of office is set in accordance with § 11 sec. 17.
3. Elections to the Council are held in the first quarter of the calendar year.

§ 11

1. Elections to the Council are announced by the outgoing Council.
2. To conduct voting, the Council appoints an Election Committee from among members of the Student Council no later than 30 days before the planned beginning of the term of office of the new Council.

3. Any member of the Student Council may become a member of the Election Committee, with particular consideration given to persons experienced in Student Council activity as a result of membership in the outgoing Council or other involvement in its activity.
4. The Election Committee has at least three members and no more than five.
5. Within 7 days of its appointment, the Election Committee makes public:
 - a) the number of seats,
 - b) the date of the elections,
 - c) the method for nominating candidates,
 - d) a candidate nomination period of at least 14 days.
6. The Election Committee makes public the form of the elections and the list of candidates to the Council no later than 7 days before the elections.
- 6a. If the number of candidates is lower than or equal to the number of seats, they are deemed elected without voting.
7. The Election Committee resolves protests and any doubts arising in connection with the course of the elections within no more than 7 days from the announcement of the election results.
8. The elections should be completed no later than 14 days before the planned beginning of the term of office of the new Council.
9. All members of the Student Council have the right to vote.
- 9a. All members of the Student Council have the right to stand for election, excluding members of the Election Committee. Membership in the Election Committee ends when the election results are announced.
10. Every person who has the right to stand for election may submit their candidacy to the Council. The candidate submits this information to the Election Committee.
11. Delegates to the Council are elected by secret ballot for individual candidates, by logging in with an email address in the nencki.edu.pl domain and completing the voting form. Each voter may vote for one or more candidates, but not for more candidates than the number of seats, or may abstain from voting.
12. The voting results are announced by the Election Committee within no more than 2 working days after the voting ends. The election results are made public and communicated to the Head of Doctoral Studies and the Director of the Institute.
13. The candidates who receive the highest number of votes cast are considered elected to the Council. If two or more candidates receive an equal number of votes entitling them to obtain a seat and there are more such candidates than available seats, priority is determined by a repeat vote between those candidates. If an equal number of votes is again obtained, a drawing of lots is conducted by members of the Election Committee, with the possibility for interested candidates to participate. The course of the drawing of lots is included in the election protocol.
14. If at least one delegate seat remains vacant as a result of the elections, a by-election procedure is initiated to fill the vacant seat or seats.
- 14a. The provisions of secs. 1-13 apply accordingly to by-elections, provided that:

- a) the deadline indicated in sec. 2 is replaced by a deadline of 15 days from the beginning of the Council's term of office,
 - b) all other deadlines listed in § 11 secs. 4, 5, 7 and 8 may be shortened. The Election Committee sets the individual deadlines and makes them public.
- 14b. If a delegate's seat expires during the Council's term of office, in particular as a result of resignation, completion of education or other reasons, by-elections are held, subject to sec. 14c.
- 14c. The by-elections referred to in sec. 14b are held no earlier than 12 months after the beginning of the Council's term of office, unless the number of Council members falls below half of the statutory composition. The provisions of secs. 1–13 apply accordingly to by-elections, provided that the decision to conduct them is made by the current Council.
- 15. Members of the outgoing Council have the right to stand again in elections for the next term of office.
- 15a. No more than 50% of the members of the new-term Council may be persons who were members of the outgoing Council, unless the number of other candidates is insufficient to fill all seats.
- 15b. If the number of elected candidates who were members of the outgoing Council exceeds the limit specified in sec. 15a, the seats are filled first by candidates who were not members of the outgoing Council, according to the number of votes obtained.
- 15c. If the number of new candidates is insufficient, the election of a larger number of members of the outgoing Council is permitted.
- 16. If there is no Council, the actions provided for in secs. 1-2 may be carried out by:
 - a) the Chair of the Student Council, or
 - b) the Deputy Chair of the Student Council, after an unsuccessful attempt to call on the person referred to in letter a to do so, or
 - c) at least 5 (five) members of the Student Council, after an unsuccessful attempt to call on the persons referred to in letters a and b to do so.
- 17. The entity carrying out the actions referred to in this section determines the beginning of the term of office of the new Council while observing the provisions of § 10.

§ 12

- 1. The outgoing Council is obliged to provide the newly elected Council with information necessary to ensure the continuity of the Student Council's operation, in particular information concerning ongoing undertakings, current matters and planned activities.
- 2. The information referred to in sec. 1 is provided during the first meeting of the new Council.
- 3. After the meeting referred to in sec. 2, the outgoing Council also provides this information by email to the individual mailboxes of members of the new Council in the Institute domain no later than 14 days after the meeting.

4. The outgoing Council also provides access to the tools and resources used, including mailboxes and social media accounts, no later than 14 days after the meeting referred to in sec. 2.

§ 13

1. A delegate's mandate to the Council expires in the event of:
 - a) written resignation submitted to the Chair of the Student Council, or
 - b) removal by referendum by members of the Student Council, or
 - c) a determination by the Council that the delegate is unable to perform the delegate's duties for a period longer than 4 months, or
 - d) cessation of the delegate's membership in the Student Council, or
 - e) dissolution of the Council, or
 - f) the end of the Council's term of office.
2. A decision in the matter referred to in sec. 1 letter c is made by resolution of the Council and made available for public inspection together with a justification, with the possibility of appealing the decision and requesting a referendum for resolution.
3. In the case referred to in sec. 1 letter b, the mandate expires on the basis of the referendum result.
4. If a mandate expires, it may be filled by by-election in accordance with § 11.

§ 14

1. The referendum referred to in § 12 sec. 1 letter b is conducted by the Election Committee:
 - a) at the request of at least 1/4 of the total number of persons entitled to vote in the referendum, or
 - b) on the initiative of the Council.
2. The provisions concerning elections to the Council apply accordingly to the conduct of a referendum, taking into account the nature of the matter.
3. The referendum result is binding if at least 50% of those entitled to vote take part in the referendum.
4. All persons who have active voting rights on the date of the referendum are entitled to vote in the referendum.

§ 15

In performing their mandate, a delegate to the Council is obliged to take an active part in its work.

§ 16

1. A delegate is obliged to act impartially and be guided by the good of the Student Council.
2. A delegate is obliged to refrain from voting and from making decisions in matters in which the delegate has a direct or indirect personal interest.
3. A conflict of interest is understood in particular to include situations concerning the delegate, including the delegate's candidacy, function held, award of financial benefits or other advantages.
4. A delegate affected by a conflict of interest is obliged to inform the remaining members of the Council before consideration of the matter begins.

§ 17

1. The Council deliberates at meetings.
2. Meetings proceed according to the agenda proposed by the person convening the meeting.
3. Each delegate to the Council, with the consent of the person chairing the meeting, may add an issue submitted by that delegate to the meeting agenda during the meeting.
4. If all submitted issues are not discussed during a meeting, the date of the next Council meeting is set immediately.
5. No more than 60 days should pass between consecutive Council meetings.

§ 18

1. A meeting of the Council is convened by the Chair of the Student Council:
 - a) on the Chair's own initiative, or
 - b1) at the request of at least half of the delegates to the Council, or
 - b2) at the request of at least 20% of the total number of members of the Student Council, or
 - b3) in the case set out in § 15 sec. 4, or
 - c1) upon a written request of the Head of Doctoral Studies, or
 - c2) upon a written request of the Director of the Institute.

2. In the cases specified in sec. 1 letters b1-c2, the Chair of the Student Council is obliged to convene a Council meeting within 21 days from the date of receiving the request.
3. The outgoing Chair of the Student Council convenes the first meeting of the newly elected Council no later than 2 weeks from its appointment.
4. The agenda of the first Council meeting should include the election of the new Chair of the Student Council and the Deputy Chair of the Student Council.
5. If the Chair of the Student Council is not elected at the first meeting of the Council, the newly elected Council is obliged to elect the Chair of the Student Council within no more than 14 days from the first Council meeting, under pain of dissolution of the Council.
6. The person convening the meeting is obliged to make public the date, place and proposed agenda no later than 3 days before the scheduled meeting date.
7. In special cases requiring an immediate Council meeting, the deadline for performing the action specified in sec. 6 is considered met, provided that the action is performed immediately.

§ 19

1. Council meetings are open unless the Council decides otherwise by a simple majority of votes in the presence of at least half of its members.
2. In addition to delegates to the Council, other members of the Student Council and guests invited by the delegates have the right to participate in meetings in an advisory capacity.
3. In Council voting, the right to vote belongs exclusively to delegates to the Council.

§ 20

1. A Council meeting is chaired by:
 - a) the Chair of the Student Council, or
 - b) a delegate to the Council indicated by the Chair of the Student Council, if the person referred to in letter a is absent, or
 - c) the Deputy Chair of the Student Council, if the persons referred to in letters a and b are absent, or
 - d) a delegate to the Council indicated by the Deputy Chair of the Student Council, if the persons referred to in letters a-c are absent, or
 - e) a delegate to the Council appointed by the Council to perform this function by a simple majority of votes, if the persons referred to in letters a-d are absent.
2. A Council meeting should be minuted by a member of the Council appointed by the Chair or Deputy Chair of the Student Council.

3. The minutes are approved by the Chair of the Student Council or the person performing the Chair's duties and are sent electronically to all members of the Council.
4. The minutes of a Council meeting:
 - a) are included in the Student Council documentation,
 - b) are made available for inspection to members of the Student Council at their request.

§ 21

1. Council resolutions are adopted in open voting by a simple majority of votes in the presence of at least half of the delegates, unless the Regulations provide otherwise.
2. At the request of at least two delegates, the person chairing the meeting orders a secret vote on a specified matter.
3. In personnel matters, the Council adopts resolutions by secret vote.
4. The Council determines inability to perform duties by a 2/3 majority of votes of the total number of delegates to the Council.
5. The method of voting is determined by the Chair of the Student Council, taking into account the opinion of the Council.
6. Voting results are recorded in the minutes, with the text of the voted resolutions attached to the minutes.

§ 22

1. The competences of the Council include defining the directions of activity of the Student Council, and in particular:
 - a) electing and removing the Chair of the Student Council and the Deputy Chair of the Student Council,
 - b) electing and removing representatives of the Student Council in the Scientific Council of the Institute,
 - c) electing and removing Council proxies,
 - d) electing and removing task sections,
 - e) amending the Regulations,
 - f) organizing the work of the Student Council,
 - g) cooperating with the bodies of the Institute in matters falling within the scope of the Student Council's activity,
 - h) taking action for positive changes in the situation of doctoral students and for observance of their rights,

- i) undertaking initiatives that foster integration of the doctoral student community and the development of collegial cooperation within and outside the Institute,
 - j) appointing, from among members of the Student Council, proxies carrying out specified tasks, defining the scope of their competences and the date on which the proxyship expires.
2. The Council supervises the activity of the Chair and the implementation of resolutions.

§ 23

1. The Student Council conducts its financial management in a transparent and responsible manner.
2. The Council prepares a draft budget for the next calendar year and submits it to the Institute Directorate no later than 30 November of the given year.
3. The draft budget is approved by the Council by resolution before being submitted to the Directorate.
4. The Chair of the Student Council together with the Council is responsible for implementing the budget and for the current disposal of financial resources in accordance with its assumptions.
5. By 30 November of each year, the Student Council prepares a report on activity for the ending year, including in particular:
 - a) a description of actions undertaken,
 - b) information on the use of financial resources.
6. The report referred to in sec. 5 is sent by email to all members of the Student Council.
7. Information concerning the financial management of the Student Council is made available to the Institute Directorate and, upon request, to members of the Student Council.
8. Detailed decisions concerning the expenditure of funds are made by the Council or with its consent.

Chapter III

Chair of the Student Council, Deputy Chair of the Student Council

§ 24

1. The duties of the Chair of the Student Council include in particular:
 - a) directing the work of the Council,
 - b) representing the Student Council, in particular before the Institute authorities and other entities of the Institute community, as well as before local authorities and state administration authorities and business entities,
 - c) receiving reports concerning doctoral students' problems and forwarding them to the competent bodies of the Institute,
 - d) ensuring that the bodies of the Student Council comply with the provisions of these Regulations and other provisions of law,
 - e) designating persons to implement Council resolutions and supervising them,
 - f) disposing of the financial resources of the Student Council with the prior consent of the Council for their use.
2. The Chair of the Student Council acts in accordance with Council resolutions adopted within the scope of the Council's competences and is accountable to the Council for their work.
3. Actions of the Chair going beyond the current implementation of resolutions require the consent of the Council or are subject to its approval.
4. Actions of the Chair are subject to supervision by the Council.

§ 24a

1. The Deputy Chair of the Student Council assumes the rights and duties of the Chair of the Student Council in the event of:
 - a) a vacancy in the function of Chair of the Student Council, or
 - b) authorization by the Chair of the Student Council, within the scope specified in the authorization, or

- c) the inability of the Chair of the Student Council to participate in planned work of the Student Council, to the extent that participation of the Chair of the Student Council is necessary in that work, or
 - d) the inability to contact the Chair of the Student Council, to the extent that immediate action by the Chair of the Student Council is necessary, or
 - e) a justified suspicion that the Chair of the Student Council is evading the performance of duties specified in the Regulations, to the extent that action by the Chair of the Student Council is required by the Regulations.
2. The Deputy Chair of the Student Council is obliged to immediately notify the Chair of the Student Council of each application of sec. 1. At the request of the Chair of the Student Council, the Deputy Chair of the Student Council is obliged to submit a detailed report.
 3. If the Regulations do not contain an appropriate provision concerning the function of Deputy Chair of the Student Council, the provision concerning the function of Chair of the Student Council applies.

§ 25

1. The Chair of the Student Council is appointed by the Council from among its members.
2. The right to nominate candidates for Chair of the Student Council belongs to all delegates to the Council present at the meeting. The candidate's consent to stand is required.
3. Elections of the Chair of the Student Council are held by secret ballot for individual candidates. Each delegate may vote for one candidate or abstain from voting.
4. The candidate who receives the highest number of votes, but not fewer than half of the valid votes, is elected. If none of the candidates receives the required majority of votes in the first round, a second round is held in which the candidates who received respectively the first and second highest numbers of votes participate. If no election is made in the second round, the election procedure for the Chair of the Student Council is repeated until successful.
- 4a. The Chair of the Student Council begins performing the function upon election.

§ 26

The Council may remove the Chair of the Student Council or the Deputy Chair of the Student Council by a vote of a 2/3 majority of the total number of delegates to the Council. The required number of votes is rounded up to the nearest whole number not smaller than that number.

§ 27

1. The Chair of the Student Council performs the function until:
 - a) a new Chair of the Student Council is elected by the new Council, or
 - b) loss of the status of delegate to the Council, except in the cases referred to in § 12 sec. 1 letters d-f, or
 - c) removal in accordance with § 24, or
 - d) submission of written resignation, or
 - e) a determination by the Council of permanent inability to perform the duties of Chair of the Student Council, or
 - f) removal by referendum conducted in accordance with § 13.
2. The election of a new Chair of the Student Council by the new Council results in the end of the function of the Deputy Chair of the Student Council elected by the previous Council, even if no new Deputy Chair of the Student Council has been elected.
3. A situation in which one person would perform the function of Chair of the Student Council and Deputy Chair of the Student Council results in the end of that person's function as Deputy Chair of the Student Council.
 - a) When the position of Deputy Chair of the Student Council becomes vacant, the Council elects a new Deputy Chair within no more than 14 days.
 - b) The election of the new Deputy Chair of the Student Council takes place by open vote at a meeting of the Council.
 - c) The right to nominate candidates for Deputy Chair of the Student Council belongs to all delegates to the Council present at the meeting. The candidate's consent to stand is required. Each delegate may vote for one candidate or abstain from voting. The candidate who receives the highest number of votes, but not fewer than half of the valid votes, is elected.
 - d) The Deputy Chair of the Student Council begins performing the function upon election.

§ 28

If the Chair of the Student Council ceases to perform the function on a basis other than § 25 sec. 1 letter a, the Council immediately appoints a new Chair of the Student Council in the manner specified in § 23.

Chapter IV Task Sections

§ 29

1. Task Sections of the Student Council, hereinafter referred to as Sections, are appointed to improve the operation of the Student Council and act within the powers delegated to them by the Council.
2. Sections are appointed and dismissed by the Council.

§ 30

1. Sections work under rules approved by the Council.

§ 31

1. Sections may include delegates to the Council and other members of the Student Council.
2. Each Section remains under the supervision of at least one delegate to the Council appointed by the Council.

§ 32

1. The Council may remove and appoint members of Sections.

§ 33

1. Each Section is headed by a Section Head appointed by the Council.
2. The Section Head directs the work of the Section and is responsible for the implementation of the tasks entrusted to it.
3. If the Section Head is not a delegate to the Council, the Council appoints a delegate responsible for contact with and supervision of the Section's activity.

§ 34

1. The basic duties of the Section Head include:
 - a) directing the work of the Section,
 - b) in urgent situations, making decisions in consultation with the Chair of the Student Council and members of the Council in matters falling within the competence of the Section.
 - c) submitting a report on the work of the Section once per quarter for evaluation by the Chair of the Student Council and members of the Council.
2. If the activity of a Section is evaluated negatively, the Section Head may be removed by the Council.

Chapter V

Doctoral Student Representatives in the Scientific Council of the Institute

§ 35

1. The Doctoral Student Council of the Institute elects from among its members a doctoral student Representative in the Scientific Council of the Institute.
2. The doctoral student Representative in the Scientific Council of the Institute is the representative of doctoral students and participates in meetings of the Scientific Council with a decisive vote.
3. After completion of the procedure for electing the doctoral student Representative in the Scientific Council of the Institute, the Council is obliged to adopt, in accordance with its result, a resolution on the election of the doctoral student Representative in the Scientific Council of the Institute.
4. The method of electing the doctoral student Representative in the Scientific Council of the Institute is determined by the Council by resolution. It is permissible to determine the method of election in the resolution referred to in sec. 3.
5. The term of office of the Representative in the Scientific Council of the Institute begins at the time specified in the resolution referred to in sec. 3.
6. The mandate of the doctoral student Representative in the Scientific Council of the Institute expires as a result of:
 - a) removal under the rules specified in § 23 sec. 1, or
 - b) submission of resignation to the Chair of the Student Council, or
 - c) cessation of the Representative's membership in the Student Council, or
 - d) non-participation in the work of the Scientific Council of the Institute for a period longer than 180 days, or
 - e) conviction by a final judgment for an intentional offence or fiscal offence, or
 - f) the end of the calendar year in which the Representative was elected.
7. If the mandate of the Doctoral Student Representative in the Scientific Council of the Institute expires, the Council immediately begins work on the resolution specified in sec. 3. § 16 sec. 7 applies only in the event of a justified need to adopt a resolution immediately.

Chapter VI

Final Provisions

§ 34

1. The Regulations may be amended by a resolution of the Council adopted in a vote by a majority of at least $2/3$ of all delegates to the Council. The required number of votes is rounded up to the nearest whole number not smaller than that number.
2. The Chair of the Student Council is obliged to inform the Head of Doctoral Studies and the Director of the Institute of every amendment to the Regulations.

§ 35

1. In matters not regulated in the Regulations, decisions are made by the Council by resolution, taking into account the provisions of the Law on Higher Education and Science and the relevant internal acts of the Institute.
2. To resolve a matter, the Chair of the Student Council convenes a Council meeting. In special cases, the Council may decide to hold a referendum in accordance with § 13.

§ 36

1. The Regulations enter into force on the day they are adopted by at least $2/3$ of all members of the Council.
2. After the resolution, the Regulations are published on the Institute website for inspection by all members of the Student Council.