Regulations for the Establishment and Operation of Initiatives and Clubs
at the M. Nencki Institute of Experimental Biology PAS

Chapter I
General Provisions

§ 1

These Regulations set out the rules for the establishment and operation of initiatives and doctoral clubs organized by the Doctoral Student Council of the M. Nencki Institute of Experimental Biology PAS hereinafter referred to as the Institute. The Doctoral Student Council of the Institute, hereinafter referred to as the Council, is an association of doctoral students belonging to the Warsaw-4-PhD Doctoral School of Exact and Biomedical Sciences or the Bio4Med International Doctoral School in Biological Sciences and Translational Medicine, hereinafter referred to as the Doctoral School. The Council operates through its bodies, including the Doctoral Student Council Board, hereinafter referred to as the Board.

§ 2

1. These Regulations aim to establish the rules for implementing initiatives of a scientific, educational, professional, cultural, sports, integration or social nature.

2. An initiative may consist of either a one-time event or recurring activities.

3. Initiatives should be accessible to the entire doctoral student community and conducted in compliance with the rules applicable at the Institute, applicable laws and regulations, the Regulations of the Doctoral School, and the Regulations of the Doctoral Student Council.

Chapter II
Initiatives

§ 3

1. Each proposed initiative must have an assigned organizer or organizers.

2. Each initiative must be submitted to the Board by the organizer together with the relevant application (Appendix 1).

3. The application must contain:
    a) the name and type of the initiative;
    b) the details of the organizer or organizers;
    c) the purpose and a brief description of the initiative;
    d) planned activities;
    e) the expected frequency or duration;
    f) the required Institute resources;
    g) the estimated budget, if applicable;
    h) information on planned cooperation with external persons or entities;
    i) the scope of support expected from the Doctoral Student Council Board.

4. The application shall be submitted electronically to the Board's email address: sd@nencki.edu.pl.

§ 4

1. The Board shall consider the application no later than 14 days from the date of submission.

2. The period referred to in paragraph 1 may be extended if additional information or consultations are required. The organizer shall be informed of the extension.

3. The Board shall consider the application and assess the initiative, in particular with regard to:
    a) compliance with the objectives of the Council's activities;
    b) significance for the doctoral student community;
    c) organizational feasibility;
    d) the anticipated use of Institute and Board resources, including financial resources.

4. The Board may:
    a) approve the initiative;
    b) approve the initiative conditionally, indicating the required changes;
    c) refuse to approve the initiative, providing reasons for such refusal.

§ 5

1. The types of initiatives that may be implemented include:
    a) one-time initiatives – a single event or activity;
    b) pilot initiatives – a new activity carried out for a specified period in order to assess the possibility of its continuation;
    c) recurring initiatives – an activity organized on a regular basis;
    d) doctoral clubs – permanent initiatives with a defined objective, regular activities, and a coordinator or coordinating team.

2. The list of initiatives that may be implemented is open-ended.

3. The Board shall decide on the establishment of a new type of initiative that may be implemented.

4. The type of an initiative may be changed during its operation at the request of the organizer and with the approval of the Board.

§ 6

1. Initiatives may be co-organized together with external organizations, scientific institutions, speakers, and other external entities.

2. Co-organizing an initiative with external entities requires approval by the Board. If the nature of the cooperation requires obtaining additional approvals or fulfilling formal requirements on the part of the Institute or the Doctoral School, the organizer is obliged to obtain them before commencing cooperation with the assistance of members of the Board.

Chapter III
Organizer of the Initiative

§ 7

1. The organizer of an initiative may be any doctoral student of the Institute who belongs to the Doctoral Student Council.

2. Several organizers may be assigned to one initiative, but no more than three.

3. The organizer is required to submit an application to the Board in order to obtain permission to establish the initiative.

4. The organizer may be changed during the operation of the initiative upon an application submitted by email and with the approval of the Board.

§ 8

1. The responsibilities of the organizers include:
    a) preparing and implementing the initiative;
    b) communicating with participants of the initiative;
    c) informing the Board about the progress of and changes to the initiative;
    d) knowing and complying with the regulations and rules necessary for conducting the initiative, including the Regulations of the Doctoral Student Council, the Regulations of the Doctoral School, health and safety rules, and rules governing the use of provided rooms, equipment and other resources;
    e) notifying the Board sufficiently in advance of any needs requiring contact with the Institute's administration, in particular regarding the reservation of rooms, equipment, purchases, invoices and other Institute resources;
    f) responsibly managing the allocated financial resources and collecting the documentation necessary for their settlement, in particular invoices, bills and payment confirmations;
    g) obtaining prior approval from the Board for purchases, use of rooms or other Institute resources where such use requires approval, reservation or contact with the Institute's administration;
    h) complying with the provisions of these Regulations.

2. The organizer may not incur financial obligations on behalf of the Council without the prior approval of the Board.

3. The organizer is required to submit a report on the activities of the initiative, consisting of a description and summary materials – photographs, recordings, etc.:
    a) after its completion, in the case of initiatives referred to in § 5 paragraph 1 points a) and b);
    b) quarterly, in the case of initiatives referred to in § 5 paragraph 1 points c) and d);
    c) or more frequently at the request of the Board.

4. By submitting an initiative, the organizer agrees to the documentation of its course and the publication of materials related to the initiative, in particular photographs, recordings and summary materials, on the Council's website, on the Council's social media, and through other communication channels of the Council, in compliance with applicable laws and regulations. The organizer is obliged to comply with the rules concerning the protection of image rights, personal data and copyright of participants and other persons involved in the initiative.

Chapter IV
Termination of an Initiative

§ 9

1. The organizer is obliged to inform the Board of the suspension or termination of an initiative if it is a recurring initiative.

2. The organizer is obliged to submit a report after the completion of the initiative in accordance with § 8 paragraph 3 point a), within 14 days of the completion of the initiative.

3. The organizer may resign from their role as organizer by informing the Board by email. In the case of an initiative conducted by several organizers, the resignation of one of them does not automatically result in the termination of the initiative.

4. If the remaining organizers are unable to continue the initiative, the Board may set a period for the appointment of a new organizer or decide to terminate the initiative.

§ 10

1. The Board may intervene in the event of serious violations concerning safety, discrimination, improper use of Institute resources or other serious violations of rules and regulations, as a result of which it may terminate the initiative.

2. The Board may suspend or terminate an initiative if:
    a) it has not been active for a period of at least three months;
    b) it violates the rules applicable at the Institute;
    c) it improperly uses Institute resources;
    d) it poses a serious threat to the safety or proper functioning of the Institute;
    e) it does not have the possibility to continue operating;
    f) upon the request of a member of the Doctoral Student Council, following consideration of the request by the Board.

3. Before suspending or terminating an initiative, the Board should, where possible, consult with the organizers and attempt to find a solution.

Chapter V
Final Provisions

1. Approval by the Council does not replace approvals required by the Institute, in particular those concerning safety, the use of rooms or other resources.

2. Approval of an initiative by the Board does not release the organizer from the obligation to comply with applicable laws and regulations, as well as the regulations and rules applicable at the Institute, the Doctoral School and the Council.

3. Approval of an initiative covers only the scope of activities specified in the application, unless the Board decides otherwise. A significant change in the nature, scope or method of implementation of an initiative requires informing the Board and, if the Board considers it necessary, obtaining its renewed approval.

4. In matters not regulated by these Regulations, the provisions of the Regulations of the Doctoral Student Council, the regulations of the relevant Doctoral School, and the regulations and rules applicable at the Institute shall apply accordingly. In the absence of provisions in the above-mentioned documents, the Board shall decide on the matter.

5. The organizer shall be responsible for conducting the initiative in accordance with the law and applicable regulations, as well as for obligations incurred without the required approval of the Board. The Board shall not bear material, financial or legal liability for actions taken by the organizer in violation of these Regulations or without the required approval of the Board.

Appendix I

PhD STUDENT INITIATIVE / CLUB PROPOSAL FORM

Name of proposed initiative:_____

Name(s) of organiser(s):_____

Contact (e-mail):_____

1. What is your idea?
Briefly describe the proposed initiative.

_____

_____

_____

_____

2. What is the purpose of the initiative?
What would you like to achieve?

_____

_____

_____

_____

3. Who is it for?
☐ All PhD students
☐ Specific group of PhD students
☐ PhD students and other Institute members
☐ Other: _____

4. What would the activity involve?

_____

_____

5. How often would you like to organise it?
☐ One-time event
☐ Pilot
☐ Monthly
☐ Weekly

☐ Semester-based
☐ Other: _____

6. What support do you need?
☐ Room
☐ Promotion
☐ Equipment
☐ Funding
☐ Help finding collaborators
☐ External speaker support
☐ Other: _____

7.Estimated budget

_____

8. Anything else the Council should know?

_____

_____

Signature/name of organiser: _____

Date: _____

Appendix II

COUNCIL REVIEW CHECKLIST

Criterion	Yes	Needs clarification	No
Clear purpose	☐	☐	☐
Relevant to PhD student community	☐	☐	☐
Feasible	☐	☐	☐
Inclusive	☐	☐	☐
Resource requirements identified	☐	☐	☐
Budget reasonable	☐	☐	☐
Institute requirements considered	☐	☐	☐
Appropriate for pilot/launch	☐	☐	☐

Council decision:
☐ Approved
☐ Approved as pilot
☐ Revisions requested
☐ Not approved

Comments:

_____

_____

_____

Representative of PhD
Student Council Board