Rules and Regulations of the Doctoral Candidates Self-government – the Jagiellonian University Doctoral Candidates Society

General provisions

Article 1

The Doctoral Candidates Self-government of the Jagiellonian University acts under the traditional name of the Jagiellonian University Doctoral Candidates Society, hereinafter referred to as the JU DCS, pursuant to the Act of 20 July 2018 – the Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended), the Act of 3 July 2018 – Provisions Implementing the Act - the Law on Higher Education and Science (Journal of Laws of 2018, item 1669, as amended), Statute of the Jagiellonian University and these Rules and Regulations of the Doctoral Candidates Self-government - the Jagiellonian University Doctoral Candidates Society, hereinafter referred to as the Rules and Regulations.

Article 2

1. JU DCS members are all doctoral candidates of the Jagiellonian University, hereinafter referred to as the JU.
2. Upon losing the status of a doctoral candidate a given person loses the JU DCS membership.

Article 3

The basic tasks of the JU DCS include:

1. organising assistance for doctoral candidates in fulfilment of their University obligations;
2. expressing opinions in matters related to the educational process;
3. supporting participation of doctoral candidates in the scientific, cultural and sports movement;
4. representing doctoral candidates before the JU authorities and externally, administration and all organisations of academic community, primarily applying to relevant JU authorities in cases regarding the academic development and living and housing conditions of doctoral candidates;
5. undertaking measures aimed at the protection of the financial situation of doctoral candidates;
6. co-deciding in all matters important for the doctoral candidates in cases stipulated in the Act and the JU Statute.
7. expressing opinions on behalf of the environment of the JU doctoral candidates;
8. co-deciding on the allocation of all supporting funds for doctoral candidates;
9. performing other tasks stipulated in the Act, the JU Statute and the Rules and Regulations.

JU DCS authorities

Article 4

The JU DCS authorities constitute the only representation of all doctoral candidates of the university.

Article 5

1. The JU DCS authorities are the following:
2. General Assembly;
3. President;
4. Board;
5. Audit Committee.
6. Within the JU DCS the following bodies operate: the Scholarship Committee of Doctoral Candidates, the Committee for Financial Support and the Committee for Collegium Medicum performing tasks in the scope of granting financial support benefits to doctoral candidates on the grounds of the Rules and Regulations of stipulating the amount, granting and paying the financial support benefits to the JU doctoral candidates introduced by the Order of the JU Rector.

Article 6

1. Resolutions of collective bodies are adopted by a simple majority of votes in open ballot, unless the Rules and Regulations stipulate otherwise.
2. Resolutions of collective bodies regarding personal matters are adopted in secret ballots.
3. Upon the motion of 10% of members of bodies participating in the session, the chairman can decide on a secret ballot also in other matters.

Article 7

1. The right to vote and the right to stand for election to the JU DCS bodies are vested in all doctoral candidates.
2. The mandate of a member of JU DCS bodies expires as a result of:
3. dismissal by the authorised body in compliance with the provisions of the Rules and Regulations;
4. termination of the tenure or submission of a resignation from the mandate;
5. losing the status of a doctoral student;
6. death.

General Assembly of the JU DCS

Article 8

1. The General Assembly is the highest resolution-passing and supervisory body of the JU DCS. The General Assembly is in session in the form of an Ordinary or Extraordinary General Assembly.
2. All doctoral candidates are authorised to participate in the General Assembly.
3. The Ordinary General Assembly is convened by the Board not later than one month before the lapse of the tenure, on the day falling within 31 days before the lapse of the tenure.
4. In the case of not passing a resolution referred to in par. 3, the obligation to convene the General Assembly is transferred to the Audit Committee. The General Assembly is convened by the Audit Committee immediately, however, not later than within 7 days as of the day of the lapse of the period of time referred to in par. 3.
5. The Extraordinary General Assembly is convened by the Board whenever it considers necessary to do so.
6. The Board convenes the Extraordinary General Assembly also upon a written request of at least 75 doctoral candidates.

Article 9

1. The session is opened by the Deputy Rector for Didactics or a person authorised by the said Deputy Rector.
2. The session is conducted by the President of the General Assembly. The President is elected by the General Assembly from its participants.
3. The General Assembly selects from its participants the Ballot Counting Committee and the Secretary.
4. Appeals against any activities performed during the General Assembly are considered by the person referred to in par. 1.
5. Sessions of the General Assembly are valid irrespectively of the number of participating authorised persons.

Article 10

1. The General Assembly:
2. approves and amends the Rules and Regulations upon the motion of the Board or of at least 75 doctoral candidates of the JU;
3. elects members of the Board and the Audit Committee;
4. considers and approves financial statements of the Board and statement on performance of the President and the Board;
5. considers the statement of the Audit Committee;
6. discharges the President and the Board from performed duties before election for the new tenure.
7. Amendment to the Rules and Regulations of the General Assembly is decided by the majority of 2/3 votes.
8. Not discharging the President and the Board results in the inability of the members of these bodies to candidate for the JU DCS bodies in next tenure.
9. The subject of sessions of the Extraordinary General Assembly cannot be the provisions of par. 1 points 2-5 with an exception of situations referred to Article 20 par. 5 and Article 40 par. 5.

Article 11

1. A detailed agenda of the General Assembly is presented by the President and approved by the General Assembly.
2. The agenda of the Ordinary General Assembly should include, in particular:
3. submitting by the President the statement on performance of the President and the Board and the Board’s financial statement;
4. submitting by the Audit Committee the statement on the Board’s works and the statement on the budget implementation;
5. passing a resolution on discharging the President and the Board with regard to performed duties;
6. selecting the Board’s members;
7. selecting the Audit Committee’s members.
8. Results of election to the Board and the Audit Committee are announced in the form of electoral rolls. The rolls include the surnames and first names of all candidates and the number of received votes.

The President of the JU DCS

Article 12

The President is the executive body.

Article 13

1. The President is appointed by the Board from among its members with the absolute majority of votes at the first meeting in the presence of at least 8 members.
2. The President’s tenure lasts one year.
3. The President’s tenure starts on the day of election and ends on the day of selecting a new President.

Article 14

1. Upon the President’s motion, the Board can appoint from among its members, with the absolute majority of votes, not more than three Vice-Presidents. The Vice-President is the plenipotentiary of the JU DCS and is authorised to represent the President in the scope stipulated by the latter.
2. The resolution referred to in par. 1 is passed by the Board in the presence of at least 8 members.

Article 15

The President has competences in the following matters:

1. to represent the JU DCS externally;
2. to organise and run the headquarters and the secretariat of the JU DCS;
3. to organise the Board’s works;
4. to delegate from among the Board persons to conduct cases in the scope of his or her competences;
5. to coordinate works of the Committee of the JU DCS;
6. to make decisions regarding ongoing cases not restricted for other bodies.

Article 16

1. If the President cannot temporarily perform his or her functions, such duties are temporarily performed by the Vice-President appointed by the former.
2. In the case of a lack of appointment referred to in par. 1, the President is represented by the Vice-President appointed by the Board.
3. If Vice-Presidents have not been appointed, the Board appoints for the President’s representation one of its members with the absolute majority of votes.
4. In the situation described in par. 2 and 3 the Audit Committee convenes the Board’s meeting within a week as of the day of the occurrence of the obstacle of performing by the President his or her functions.
5. The person representing the President cannot submit the requests stipulated in Article 14 par. 1 and Article 18 par. 6.
6. In the case of an expiry of the President’s mandate, the Audit Committee within a week convenes the Board’s meeting in order to appoint the new President.

Article 17

1. In the scope of performed duties, the President draws up written quarterly statements presented at the Board’s meeting.
2. At the Ordinary General Assembly the President presents a written statement on the activity during the tenure in the scope of performed duties.

Article 18

1. Due to the gross negligence of his or her duties, the President can be dismissed under a resolution of the Board passed in a secret ballot with a majority of 2/3 of votes, in presence of at least 8 members thereof.
2. The motion for passing the resolution referred to in par. 1 is submitted at the Board’s meeting by at least 5 of its members. The motion is subject to voting at the next meeting of the Board, which can be held upon a lapse of at least 7 days of the date of submission thereof. The meeting is convened by the Audit Committee.
3. The President has the right to address the motion.
4. Before voting, the Audit Committee presents to the Board its opinion on the motion within 7 days as of the submission thereof.
5. The provisions of par. 1-4 apply respectively, if the President cannot perform his or her functions permanently.
6. Vice-Presidents are dismissed by the Board with the absolute majority on the grounds of the justified motion of the President.

The Board of the JU DCS

Article 19

The Board of the JU DCS is the legislative body.

Article 20

1. The Board shall comprise 12 members who obtained the highest number of votes from among candidates selected by the General Assembly with the absolute majority of votes.
2. If, as a result of voting the whole make-up of the Board is not appointed, another voting is conducted.
3. In the case of vacating the Board member’s mandate before the end of the tenure, the mandate is received by the next person on the electoral roll, provided that this place has been obtained with the absolute majority of votes.
4. The tenure of the Board members referred to in par. 3 ends upon the lapse of the Board’s tenure.
5. In the case of a lack of persons authorised to take the mandate of the Board member pursuant to par. 3, within 14 days as of the day of vacating the mandate, the Board convenes the Extraordinary General Assembly in order to conduct supplementary elections. The Extraordinary General Assembly is not convened if, on the day of vacating the mandate that would be filled by supplementary elections, there are less than 3 months until the end of the Board’s tenure.
6. With regard to no more than three mandates of Board members vacated in the period of its tenure, the Board may waive the procedure referred to in par. 5, selecting to the Board composition persons from among members of the Committee for the JU DCS within 14 days as of vacating the mandate (co-optation). Candidates for Board members are proposed by the President upon consulting the Audit Committee. Selection is executed with the absolute majority of votes.

Article 21

1. The Board’s tenure lasts one year starting on 1 January and ending on 31 December.
2. The Board performs its duties until the first meeting of the Board of the next tenure.

Article 22

1. The Board debates in sessions.
2. The Board’s meetings are convened by the President or upon his or her authorisation by one of the Vice-Presidents.
3. Meetings are convened at least once every two months at the place specified by the body authorised to convene such meetings.
4. The first meeting of the Board, at which the President is selected, is convened by the Audit Committee within 14 days as of starting the tenure.
5. Upon selecting the Board members for the next tenure by the Ordinary General Assembly, the outgoing Audit Committee may set the date of the meeting referred to in par. 4, also on the day falling before the start of the tenure of the newly appointed Board. The President appointed at the meeting convened on such a date starts performing his or her duties on the day of starting the tenure of the newly appointed Board.
6. The Board’s meeting can be participated by invited guests with advisory votes.

Article 23

1. The information on convening the Board’s meeting together with the agenda is sent to all Board members at least 7 days before the planned meeting.
2. The information referred to in par. 1 may be sent via electronic means of distance communication.
3. At the same time of notifying Board members, the Audit Committee members are notified in the aforementioned manner.

Article 24

In the case of not convening the Board for the period of 2 months as of the day of holding the previous meeting the competence of convening the Board’s meeting is vested in the Audit Committee.

Article 25

Participation in the Board’s meeting is obligatory for its members.

Article 26

1. The Board takes decisions by a resolution adopted by a simple majority of votes in the presence of at least 6 members thereof, unless specific provisions stipulate otherwise.
2. In the case of an equal number of votes the President’s vote is decisive.
3. In justified cases the Board can make a decision outside the meeting, by resolution adopted by voting via electronic communication means.
4. Electronic voting is valid provided that the following conditions are jointly met:
5. all authorised persons participate in the voting;
6. votes are given within 72 hours as of the moment of ordering voting by the President.

Article 27

1. A Board member may be unseated due to the gross negligence of his or her duties, in particular, due to the repeated, unjustified absences at the Board’s meetings, under a resolution of the Board passed with 2/3 of votes in the presence of at least 8 members.
2. The motion for passing the resolution referred to in par. 1 is submitted at the Board’s meeting by the President or at least 5 of its members. The motion is subject to voting at the next meeting of the Board, which can be held upon a lapse of at least 7 days of the date of submission thereof.
3. The person whom the motion concerns has the right to address it.
4. Before voting, the Audit Committee presents to the Board its opinion on the motion. If the Audit Committee fails to present its opinion within the set period of time, it is deemed that the opinion is positive. The Audit Committee’s negative opinion on the application is binding for the Board.

Article 28

The Board’s tasks include:

1. electing and dismissing the President and Vice-Presidents;
2. electing and dismissing Representatives to the JU Senate and recommending Representatives of doctoral candidates appointed by JU authorities;
3. electing and dismissing Representatives of doctoral candidates to the electoral college;
4. appointing and dismissing upon the President’s request plenipotentiaries to perform specific tasks;
5. preparing and presenting to the Ordinary General Assembly the statement on performance and the financial statement;
6. organising elections of Representatives of the JU DCS at boards of doctoral schools, boards of departments and boards of institutes;
7. stipulating the budget policy;
8. passing resolutions in current matters;
9. electing Board members within the co-optation procedure.

Article 29

1. The Board establishes and liquidates the JU DCS committees, as well as stipulates the scope and mode of operations thereof. The Board appoints and dismisses Presidents and members of the JU DCS committees.
2. Upon the committee’s President’s motion, the Board may establish within the committee a team or teams. The motion should include the information concerning the area of tasks entrusted to the team and the candidature of the committee member to the position of the President of the team.

Article 30

1. The Board’s sessions are recorded.
2. The person drawing up the minutes is obliged to hand this report over to the Board members and persons identified by the Board within 10 days as of the end of the Board’s session. The minutes are published upon approval by the Board at its nearest meeting.
3. By a resolution adopted by 2/3 votes the Board may entrust the duties of a clerk to the JU DCS office employee. The duties may be entrusted for specific Board meetings, for the Board’s tenure or for an unspecified period of time.

Article 31

The Board’s meeting can be attended by the Audit Committee members and invited guests with advisory votes.

Budget Policy

Article 32

1. By resolution passed with a majority of 2/3 of votes the Board sets the budget for the JU DCS.
2. The budget should specify basic tasks and funds allocated to performance thereof.
3. In particular, the resolution specifies authorising officers and the amount of funds allocated to particular tasks and projects.
4. The budget should include funds allocated to the performance of basic budgetary objectives including, in particular:
5. publishing activity of the JU DCS;
6. organisation of scientific conferences;
7. conducting trainings;
8. organisational-administrative activity.
9. The JU DCS bodies and authorising officers are obliged to proceed in compliance with the budget, provisional budget and resolutions of the Board.

Article 33

1. The Board may, within the budget, allocate funds to support scientific, research and cultural activities conducted by the doctoral candidates.
2. The financial support referred to in par. 1 is granted on the grounds of contests organised by the JU DCS.
3. The detailed mode, criteria and scope of granted funds are defined by the Board.

Article 34

1. Within the budget a contingency reserve is allocated to perform consecutive tasks and projects during the budgetary year.
2. The Board is the authorising officer of the contingency reserve.
3. The contingency reserve referred to in par. 1, cannot be lower than 10% of funds allocated within the subsidy to the activity of the JU DCS.

Article 35

1. During the budgetary year the Board is authorised to introduce changes to the budget.
2. A change can consist in, among others, correction of objectives and amounts of funds allocated to the performance thereof.
3. Each change to the budget requires the Board’s resolution.

Article 36

1. The budgetary resolution should be adopted not later than 3 weeks as of the day of starting the budgetary year.
2. In the situation of delaying the allocation of funds to the activity of the JU DCS, the Board, within the period of time referred to in par. 1, adopts the provisional budget.

Article 37

1. Before holding the Ordinary General Assembly, the Board approves under a resolution a statement on budget performance.
2. The financial statement referred to in par. 1, drawn up by the Board, is presented at the Ordinary General Assembly.

Audit Committee of the JU DCS

Article 38

The Audit Committee of the JU DCS is a supervisory body.

Article 39

1. The Audit Committee is authorised to, in particular:
2. drawing up a statement on the Board’s work including own assessment of performed tasks and statement on budget performance;
3. providing assistance in conducting sessions of the General Assembly;
4. convening the Board’s meeting, the subject of which is the selection of the President;
5. verifying the compliance of expenditures with the budget;
6. supervising the management of assets, including finance supervision.
7. Within its competences the Audit Committee is authorised to demand access to the documents, information and explanation from the President, the Vice-Presidents, the Board, the Representatives of the JU DCS, especially at Boards of departments, institutes and doctoral schools as well as authorising officers.

Article 40

1. The Audit Committee shall comprise 3 members who obtained the highest number of votes from among candidates selected by the General Assembly with the absolute majority of votes.
2. If, as a result of voting the whole make-up of the Audit Committee is not appointed, another voting is conducted.
3. Membership in the Audit Committee cannot be joined with membership in the Board and the Committees of the JU DCS.
4. The Audit Committee members’ tenure lasts one year starting on 1 January and ending on 31 December. The first meeting of the Audit Committee must be held within 7 days as of starting the tenure.
5. In the case of vacating the mandate of the Audit Committee’s member before the end of the tenure, the mandate is received by the next person on the electoral roll, provided that this place has been obtained with the absolute majority of votes. Article 20 par. 5 applies respectively.

Article 41

The Audit Committee selects from among its members the President who:

1. organises work of the Audit Committee;
2. represents the Audit Committee externally.

Article 42

1. The Audit Committee makes decisions in the form of a resolution in presence of at least 2 members. In the case of an equal number of votes the vote of the President is decisive.
2. The Committee can pass a resolution outside a meeting with the use of electronic communication means.

Article 43

1. The Audit Committee presents to the Board the opinion on tasks performed by particular Board members. The opinion is presented at the Board’s meeting and attached to the relevant minutes.
2. The opinion is presented at least once a quarter.
3. While assessing performance of tasks by the Board members, the Audit Committee takes into consideration both, positive and negative aspects of their activity.

Representatives of the Jagiellonian University Doctoral Candidates Society

Article 44

1. Doctoral candidates elect Representatives of the JU DCS, hereinafter referred to as the Representatives, to boards of doctoral schools, departments and institutes. The tenure of the Representatives lasts two years and starts on the day of the election.
2. Elections of the Representative are conducted upon a written motion of at least 5 doctoral candidates of a given department, institute or doctoral school.
3. Before the end of the tenure, the Representative, within a period of time ensuring continuity of mandate, is obliged to collect signatures under the motion for conducting elections.
4. The Board or the person authorised by the Board immediately issues an announcement including the date and place of electing Representatives via electronic communication means.
5. The procedure can be repeated in the case of ineffective election of Representatives.
6. Detailed principles and the mode of conducting elections of the Representatives shall be specified by the Board with the absolute majority of votes.

Article 45

1. In the case of a lack of election of the Representatives to particular boards, departments, institutes or doctoral schools within two months as of the day of the lapse of the tenure, vacating the mandate or establishing a doctoral school, the Board obtains competences to appoint such Representatives.
2. The Representatives to the board of a doctoral school in the newly established doctoral school are selected by the Board.

Article 46

The Representatives’ tasks include:

1. representation of the JU DCS at meetings of boards of doctoral schools, departments and institutes;
2. ensuring due flow of information between doctoral candidates;
3. participation in works of particular bodies and Committees of the JU DCS directly concerning doctoral candidates represented from a given department, institute or doctoral school, on the grounds of an invitation;
4. performance of other commissioned activities not reserved to the JU DCS bodies;
5. if necessary, convening meetings of doctoral candidates at a given unit.

Article 47

1. The Board selects the Representatives to the Senate.
2. The tenure of the Representatives at the Senate lasts one year.
3. The Board can dismiss a Representative to the Senate under a resolution passed with a majority of three quarters of votes, in the presence of at least 8 members thereof. Article 18 par. 2-4 applies respectively.

Article 48

1. The assembly of doctoral candidates of a given organisational unit dismisses the Representative at the board of the department, institute or doctoral school with a resolution passed with a majority of three quarters of votes of doctoral candidates participating in the meeting, in the presence of at least two thirds of doctoral candidates of the given organisational unit.
2. The motion for dismissal of the Representative can be submitted by at least a half of doctoral candidates of the given organisational unit. The motion for dismissal must have a written form and include a justification. The motion is submitted at the headquarters of the JU DCS.
3. The assembly of doctoral candidates, which is to consider the motion for dismissal, is convened by the Audit Committee on the day falling not earlier than 7 days and not later than 21 days as of the day of submitting the motion.
4. The motion for dismissal is reviewed by the Audit Committee.
5. The Representative, whom the motion for dismissal concerns, has the right to, before voting, present his or her position at the Assembly of doctoral candidates.
6. The Board of the JU DCS calls elections of a new Representative on the day falling not later than within 21 days as of the day of passing by the Assembly of doctoral candidates a resolution on dismissal.
7. In the case of rejecting the motion for dismissal, another motion concerning the same Representative may be submitted not earlier than upon a lapse of 3 months as of the day of submitting the previous motion.

Elections of the Electors

Article 49

1. Representatives to the Electoral College are elected by the Board with the absolute majority of votes in the presence of at least 8 members thereof.
2. The Representative of doctoral candidates to the Electoral College can be dismissed under a resolution of the Board with a majority of 2/3 votes in the presence of at least 8 members thereof, upon a justified motion of the President or 5 members of the Board.

2. The tenure of Representatives at the Electoral College ends upon the selection of a new electoral college.

Transitional and final provisions

Article 50

1. The JU DCS bodies elected for the 2019 tenure perform the function until the end of the tenure for which they have been elected.
2. The JU DCS bodies elected for the 2020 tenure perform the function until the end of the tenure for which they have been elected.
3. Representatives of doctoral candidates perform the function until the end of the tenure for which they have been elected.

Article 51

Acts issued by the JU DCS bodies on the grounds of the hitherto Rules and Regulations remain in force, unless they are non-compliant with the Act – the Law on Higher Education and Science, the Statue of the JU and these Rules and Regulations.

Article 52

1. Until 31 January 2020 the Board shall stipulate the detailed mode and rules of electing Representatives.
2. Until adopting by the Board the detailed mode and rules of electing Representatives, the binding Resolution no. 1 of the General Assembly of 30 November 2010 on stipulating the rules of electing Representatives of doctoral candidates at the JU organisational units, remains in force.