

Regulations of the Gdańsk University of Technology Doctoral Students' Self-government

passed by the University Council of Doctoral Students on

06 October 2023



Chapter 1. General provisions

§1. The self-government of doctoral students of Gdańsk University of Technology, hereinafter referred to as the self-government, constitute all doctoral students of Gdańsk University of Technology, hereinafter referred to as the University.

§2. The self-government operates on the basis of the Act of 20 July 2018, Law on Higher Education and Science, hereinafter referred to as the Act, the Act of 20 July 2018 Introducing the Law on Higher Education and Science, the University's Statute and these Regulations, hereinafter referred to as the Regulations.

§3. The self-government, acting through its bodies, is the sole representative of all doctoral students of the University.

§4. 1. The goals of the local government are:

- 1) representing the interests of the University's doctoral students;
- 2) defense of doctoral students' rights;
- 3) concern for the quality of doctoral students' education;
- 4) supporting the scientific activity of doctoral students;
- 5) influencing the conditions of the functioning of doctoral students at the University, and in the higher education and science system;
- 6) integration of the doctoral students' community.

2. The self-government realizes its goals in particular through:

- 1) representing the University's doctoral students before the University's bodies and other institutions;
- 2) supporting doctoral students in asserting their rights against the authorities of the University and other institutions;
- 3) expressing opinions on behalf of the University's doctoral students' community;
- 4) participating in the work of the University's bodies and collegial entities - through their representatives;
- 5) participating in making decisions concerning doctoral students' matters;
- 6) conducting and supporting activities in the field of doctoral studies, including cultural, social, educational and scientific activities;
- 7) participating in the work of doctoral organizations, in particular of the National Representation of PhD Students.

§5. 1. The self-government decides on the allocation of funds from the University for doctoral matters on the terms set out in the Regulations.

2. When deciding on the funds referred to in para. 1, the self-government is guided by the implementation of the objectives and tasks set out in §4.

3. Basing on the terms specified in the Regulations the self-government prepares a report on the distribution of funds and the settlement of these funds at least once in the academic year and makes it available in the Public Information Bulletin on the University's website.

§6. For the performance of its tasks the self-government uses, to the extent agreed with the authorities of the University, the premises and facilities of the University.

§7. 1. On the terms set out in the Regulations and other decisions of the authorities and within the scope of the possibilities of the self-government, the members of the self-government have the right to:

- 1) participate in the work of the self-government and its bodies, in particular in the sessions of the university doctoral student council;
- 2) equal access to self-government activities;
- 3) equal access to support by the self-government of doctoral activities;
- 4) use of premises and devices at the disposal of the self-government.

2. Members of the self-government have active and passive voting rights, in accordance with the principles set out in the Regulations.

§8. 1. The self-government works through its bodies.

2. Self-government bodies are:

- 1) the university council of doctoral students, hereinafter referred to as the council;
- 2) the chairman;
- 3) the audit and election commission.

§9. The council may appoint auxiliary entities: committees, teams, proxies or others and entrust them with the performance of specific tasks of the self-government, in particular:

- 1) deputy chairman, assisting the chairman in his duties;
- 2) secretary, responsible for creating documentation;
- 3) treasurer, overseeing the budget of the self-government.

§10. 1. Only a member of the self-government may be a member or guardian of a self-government body.

2. A person punished by a disciplinary commission or convicted by a final judgment for an intentional crime may not legally be a member or guardian of a self-government body.

3. The mandate of a member or guardian of the self-government body expires in the event of:

- 1) resignation from the mandate - within the period specified in the waiver;
- 2) not meeting the conditions referred to in sections 1 and 2;
- 3) cancellation in the manner specified in the Regulations.

4. If a member or guardian fails to notify that the conditions referred to in sections 1 and 2 are no longer met and this information is not publicly available, the expiry of the mandate is stated:

- 1) in relation to the chairman or a member of the council – by the audit and election commission;
- 2) in relation to a member of the audit and election commission – by the audit and election commission acting without that member.

§11a. A list of all doctoral students involved in the structure of the self-government, along with the corresponding functions is published on the website of the self-government. The list is updated at least once a year.

§11b. The self-government has a visual identification. The appearance and rules for the use of the logotype are defined by a separate document.

Chapter 2. University council of doctoral students

§11. 1. The Council represents the University's doctoral students.

2. The Council is a legislative body of the self-government.

§12. The term of office of the council is two years and begins on January 1.

§13. 1. The powers of the council include:

- 1) selection and dismissal of other self-government bodies;
- 2) appointing the auxiliary entities of the local government and staffing them;
- 3) selection and dismissal of representatives of doctoral students in the senate;
- 4) appointment and dismissal, within the scope of competences conferred to the self-government, of representatives of doctoral students in other bodies and entities of the University;
- 5) expressing consent to the introduction or amendment of the doctoral studies study regulations, doctoral school regulations and other regulations, if such consent is required;
- 6) expressing consent to the appointment of a person to perform a managerial function at the University whose competences include doctoral students' matters;
- 7) proposing, together with the student government, a candidate for an advocate of academic rights and values;
- 8) considering reports of self-government bodies;
- 9) determining the distribution of funds referred to in §5 section 1, for implementation of tasks and covering the costs of self-government activities;
- 10) consideration and approval of the report and settlement referred to in §5 section 3;
- 11) change of the Regulations.

2. The council may:

- 1) make decisions regarding the activities of the self-government, binding for other self-government bodies or entities;
- 2) issue binding instructions to self-government bodies and representatives of PhD students in the Senate and other University bodies and entities.

§14. 1. Unless the Regulations provide otherwise, the council takes decisions by a simple majority of votes in the presence of at least half of its members, in an open vote.

2. At the request of a council member, voting is secret.

3. In personal matters, the council takes decisions by an absolute majority of votes in the presence of at least half of the members, in a secret vote.

§15. The members of the council are obliged to participate in the works of the council under their mandate.

§16. 1. The council debates at meetings not less frequently than once every month, except in July and August.

2. The council meetings are chaired by the chairman. The chairman may appoint another member of the council to conduct the meeting.

3. Meetings of the council are open to the public. All members of the self-government and invited guests may participate in the meetings with advisory voice.

4. A report is prepared from the meeting of the council, which the council adopts on its next meeting.

- §17.** 1. It is allowed to adopt resolutions by the council by circulation, including electronic mode.
2. Voting must be conducted in such a way that it is possible to cast votes only by members of the council and that the transparency or secrecy of voting is properly maintained.
 3. Council members receive the draft resolution not less than five days before the end of voting.
 4. The time when a resolution is adopted by circulation is deemed to be the end date of voting.
 5. Information on voting by circulation and its results are presented at the next meeting of the council and included in the report of this meeting.
 6. No decision may be taken in a circular vote on:
 - 1) appointment or dismissal of a body or a member of a self-government body;
 - 2) election or dismissal of a representative of doctoral students in the senate;
 - 3) changes to the Regulations.

§18. 1. Meetings of the council shall be convened by the chairman on his/her own initiative, subject to the condition of §16 section 1, at least 5 days in advance. Information about the date of the meeting and the planned agenda is available to the public.

2. The chairman is obliged to convene a meeting of the council, on a date not later than 14 days from the submission of the motion, at the request of:

- 1) an audit and election commission,
 - 2) at least 25% of council members,
 - 3) at least 15% of self-government members,
- for the purpose specified in the motion.

3. The motion referred to in section 2 may also concern organizing circular voting referred to in §17. The voting deadline is set on a date not later than 14 days from submitting the motion.

§19. 1. The first meeting of the council is convened on a date not later than 14 days from the commencement of the term of office.

2. The elections of the remaining self-government bodies are held at the first meeting of the council.

3. At the first meeting, members of the council agree on the manner of conducting the circular voting referred to in §17.

Chapter 3. Chairman

§20. 1. The term of office of the chairman shall be in accordance with the term of the council, but shall be extended until the next chairman is elected.

2. Chairman:

- 1) manages the activities of the self-government, subject to § 13 section 2;
- 2) manages the work of the council;
- 3) represents the self-government towards the authorities and other University entities, and also towards local and state authorities as well as administrative bodies;
- 4) oversees the observance of the provisions of these Regulations, council resolutions and other legal provisions by the self-government bodies and entities;
- 5) implements resolutions of the council;
- 6) manages the financial resources of the self-government;
- 7) prepares a report and settlement referred to in §5 section 3 and submits them for publication;

8) takes care to provide self-government bodies with appropriate conditions for their activities;

9) undertakes activities aimed at positive changes in the situation of doctoral students, and respecting their rights;

10) undertakes initiatives favoring the integration of doctoral students and the development of peer cooperation.

Chapter 4. Audit and election commission

§21. The audit and election commission is a self-government control body and the body responsible for holding elections.

§22. 1. The audit and election commission shall consist of three to five members.

2. The audit and election commission shall elect the chairman of the commission from among its members.

3. The chairman of the commission manages its work.

§23. The term of office of the audit and election commission is consistent with the term of the council, however, it is extended until the election of the audit and election commission for the next term of office.

§24. The audit and election commission in the field of control competences:

1) controls the activities of the chairman of the self-government;

2) controls the activities of representatives of doctoral students in bodies and other entities of the University;

3) convenes the meetings of the council, if the chairman fails to convene the meeting in due time;

4) presents to the Council the conclusions from the conducted controls;

5) may submit to the council requests to recall persons occupying functions, referred to in point 1 and 2.

§25. 1. The audit and election commission has the right to:

1) request from members of bodies and other self-government entities and representatives of self-government in bodies and other entities of the University to submit explanations relating to their activities;

2) access self-government documents, if such access is not prohibited by other regulations.

2. The audit and election commission has the right to participate in the work of the council and other collegial bodies of self-government.

§26. 1. The audit and election commission is responsible for conducting the elections of:

1) members of the council;

2) representatives of doctoral students in the college of electors.

2. The audit and election commission decides on matters relating to the elections, referred to in section 1 in the scope not regulated in the Regulations and resolves election protests. The committee's decisions are final.

§27. The audit and election commission makes decisions by a simple majority of votes in the presence of at least half of its members.

Chapter 5. Election of council members

§28. All members of the self-government have active and passive voting rights to the council, subject to §10 section 2.

§29. 1. Votings take place in constituencies. Separate constituencies constitute doctoral students of:

1. individual disciplines of the doctoral school;
2. implementation doctoral school;
3. doctoral studies.

2. The number of seats in each constituency is determined by rounding up to the nearest whole number the result of dividing the number of doctoral students in a constituency by the fourth part of the number of doctoral students of the most numerous constituency of the doctoral school, while the number of seats in a constituency may not exceed 4.

3. The number of seats in constituencies is determined on the basis of the list of doctoral students from the first working day of October of the year in which the elections are held.

4. Doctoral students belonging to more than one constituency shall choose one constituency in which they vote.

§30. 1. The first voting in elections to the council is ordered by the audit and election commission on a date falling not earlier than 14 days and not later than 7 days before the end of the term of office of the outgoing council.

2. The audit and election commission shall issue an announcement on the place and time of voting and the manner of nominating candidates not later than 7 days before the date of voting.

3. The announcement shall be delivered to doctoral students in the manner adopted for disseminating information within the University.

§31. 1. Each member of the self-government, subject to §10 section 2, may apply to be a candidate for a council member in his/her constituency.

2. A candidate's written consent to stand as a candidate is required.

§32. 1. Voting is secret.

2. The audit and election commission shall appoint three members from among the members of the self-government for a returning committee to conduct the vote in the constituency. A candidate in the election in this constituency cannot be a member of the returning committee.

3. Voters are entitled to the number of votes corresponding to the number of seats to be filled in their constituency.

4. The candidates who received the highest number of votes successively are elected.

5. If as a result of obtaining by two or more candidates the same number of votes, it is not possible to fill all seats, additional voting is carried out between these candidates.

§33. A protocol shall be drawn up of the voting, containing at least:

- 1) specification of elections and the constituency;
- 2) information about the place and date of election activities;
- 3) a list of proposed candidates;
- 4) the number of people entitled to vote;
- 5) the number of people to whom voting cards were issued;
- 6) the number of voting cards submitted;
- 7) the number of valid votes;
- 8) the number of valid votes cast for individual candidates;
- 9) the list of elected people;
- 10) the number of vacant seats;
- 11) the list of persons between whom additional voting will take place -
in the case referred to in §32 section 5;
- 12) signatures of all members of the returning committee and the audit and election

commission.

§34. 1. By-elections to the council are held if:

- 1) there are vacant seats after the first election date;
- 2) expiry of the mandate of a council member.

2. The provisions of §30 sections 2 and 3 and §§31-33 shall apply to the by-elections.

3. Mandates unfilled in the by-elections referred to in section 1 point 1 remain vacant until the end of the term of office, unless the council decides to hold further by-elections.

§35. 1. A council member may be dismissed by an absolute majority of votes in a referendum attended by doctoral students of the constituency in which they were elected.

2. The referendum shall be conducted by the election commission at the request of at least 20% of doctoral students of the relevant constituency, within no more than 14 days from the receipt of the request.

3. The result of the referendum shall be binding if the number of valid votes cast is at least 30% of the number of doctoral students in the relevant constituency.

§35a. 1. In case of failure of a member of the council to comply with the obligations set forth in the regulations, in particular, unexcused absence from 3 consecutive meetings of the council, the audit and election committee shall terminate the mandate member on the proposal of the chairman.

§35b. 1. The voting referred to in §§29-35 may be carried out by means of information technology enabling remote voting.

2. Voting must be conducted in such a way that it is possible to vote only by persons authorized within the relevant constituencies and that the secrecy of the vote is maintained.

3. When voting is conducted in this manner, no returning committee referred to in §32 section 2 shall be appointed, and only members of the audit and election committee shall sign the protocol referred to in §33.

Chapter 6. Election of representatives of doctoral students in the college of electors

§36. 1. A representative of doctoral students in the college of electors, hereinafter referred to as the elector, may be a member of the self-government.

2. The provisions of §10 sections 1-3 and section 4 point 1 shall apply to the electors accordingly.

§37. 1. The term of office of electors begins on the day of elections to the college of electors specified in the Election Instructions adopted by the Senate and lasts until the beginning of the next term of office of electors.

2. The first voting in elections of electors shall take place not earlier than one month before the commencement of their term of office.

3. The election of electors is carried out by all members of the self-government, without division into constituencies.

§38. 1. To the election of electors, §30 sections 2 and 3, §§31, 32 section 1-3, §33 and §33b shall apply accordingly.

2. The candidates who received the highest number of votes consecutively shall be elected as electors, simultaneously obtaining the absolute majority of votes.

3. If, as a result of two or more candidates obtaining the same number of votes, it is not possible to fill all the seats, an additional vote shall be held between these candidates.

4. If, as a result of voting, not all seats were filled due to the failure of the candidates to obtain an absolute majority of votes, another vote shall be held. The candidates with the highest number of votes, in the number not exceeding 1.5 of the number of seats to be filled, shall be passed to the next vote, rounding up to the nearest whole number.

5. If the number of candidates in voting does not exceed the number of seats to be filled increased by one, the absolute majority requirement shall not apply.

§39. In the event of failure to fill the elector's mandate in elections or the expiry of the elector's mandate, supplementary elections shall be carried out in the manner specified in §37 section 3 and §38.

§40. 1. The chairman of the audit and election commission shall inform the chairman of the university electoral commission about the date of elections of representatives of doctoral students at the electoral college immediately after the date of elections is fixed.

2. The chairman of the audit and election commission shall immediately submit to the chairman of the university electoral commission the voting protocol on the election of representatives of doctoral students in the electoral college.

Chapter 7. Election of representatives of doctoral students in the Senate

§41. 1. The chairman is ex officio a representative of doctoral students in the senate, unless he/she cannot be a senate member under the provisions of the Act.

2. The remaining representatives of doctoral students in the senate, hereinafter referred to as senators, are elected by the council.

3. The term of office of the senators referred to in section 2, corresponds to the term of the senate.

4. To the senators referred to in section 2, the provisions of §10 sections 1-3 and section 4 point 1 shall apply accordingly.

5. The election of senators referred to in section 2, are held in May or June of the election year.

§42. 1. Information on the election of representatives to the senate must be included in the agenda referred to in §18 section 1.

2. Each member of the self-government, subject to §10 section 2, may apply for a candidate for senator, at the latest at the meeting of the council at which the election is made.

3. Voting is secret.

4. In voting, members of the council are entitled to a number of votes equal to the number of seats to be filled.

5. The candidates who received the largest number of votes successively shall be elected senators, while obtaining an absolute majority of votes.

6. If as a result of obtaining by two or more candidates the same number Votes, it is not possible to fill all seats, additional vote is carried out between these candidates.

7. If, as a result of voting, not all seats were filled due to not obtaining by the candidates an absolute majority of votes, another vote is carried out between unelected candidates.

8. If, as a result of voting, no seat was filled due to failure to obtain an absolute majority of votes by any candidate, another vote is carried out, deleting from the list of candidates the one who obtained the smallest number of votes.

§43. 1. The election of senators in the manner specified in §42 shall be deemed to be the adoption of a council resolution on their election.

2. The results of individual voting are included in the report of the council meeting.

§44. In the event of failure to fill the mandate of a senator in the election or expiry of the mandate of a senator, supplementary elections are carried out in the manner specified in §§42-43.

§45. A senator may be dismissed by the council by a 2/3 majority, in the presence of at least half of the council members, by secret voting.

§46. The chairman shall submit to the rector the resolutions referred to in §43 section 1 and §45.

Chapter 8. Election of the chairman

§47. 1. Information about the election of the chairman must be included in the agenda referred to in §18 section. 1.

2. Each member of the council may nominate one candidate for the position of the chairman. A written consent to stand is required.

3. Voting is secret.

4. In voting, members of the council shall have one vote.
5. The candidate who received the highest number of votes, while obtaining an absolute majority of votes is elected the chairman.
6. If as a result of obtaining by two or more candidates the same number votes it is not possible to fill all seats, additional vote between these candidates is carried out.
7. If, as a result of voting, the chairman was not elected due to failure to obtain an absolute majority of votes by any candidate, another vote is carried out, deleting from the list of candidates the one who obtained the smallest number of votes.

§48. 1. The election of the chairman in the manner specified in §47 shall be deemed to be the adoption of the council resolution on the appointment of the chairman. The resolution includes information about the position of the chairman being taken up or not taken over by the chairman, pursuant to §41 section 1, as a representative of doctoral students in the senate.

2. The results of individual voting are included in the report of the council meeting.

§49. 1. In the event of the expiry of the chairman's mandate, by-elections shall be held immediately, but not later than within 14 days from the expiry of the mandate, in the manner specified in §§47-48.

2. If the chairman is dismissed, by-elections are held at the same council meeting at which the chairman was dismissed.

§50. The chairman may be dismissed by the council by a 2/3 majority of votes, in the presence of at least half of the council members, in a secret vote.

§51. The chairman shall submit to the rector the resolutions referred to in §48 section 1 and §50.

Chapter 9. Election of members of the audit and election commission

§52. 1. Information on the election of members of the audit and election commission must be included in the agenda referred to in §18 section 1.

2. Each member of the council may propose candidates for members of the audit and election commission in a number not greater than the number of members of this commission. A written consent to stand is required.

3. Voting is secret.

4. In voting, members of the council are entitled to the number of votes corresponding to the number of mandates to be filled.

5. The candidates who received the highest number of votes consecutively, while obtaining an absolute majority of votes, shall be elected members of the auditing and election commission.

6. If, as a result of two or more candidates obtaining the same number of votes, it is not possible to fill all the mandates, an additional vote shall be held between these candidates.

7. If, as a result of voting, not all seats were filled due to the failure of the candidates to obtain an absolute majority of votes, another voting shall be carried out between the non-elected candidates.

8. If, as a result of voting, no mandate has been filled due to the failure to obtain an absolute majority of votes by any candidate, another voting shall be carried out, removing the candidate who obtained the smallest number of votes from the list of candidates.

§53. 1. The election of members of the audit and election commission in the manner specified in §52 shall be deemed to be the adoption of a council resolution on their election.

2. The results of individual voting are included in the report of the council meeting.

§54. In the event of a vacancy, expiry of the mandate of a member of the audit and election commission or dismissal of the commission, supplementary elections shall be carried out in the manner specified in §§52-53.

§55. The audit and election commission or its member may be dismissed by the council by a 2/3 majority of votes in the presence of at least half of the council members, by secret vote.

Chapter 10. Final provisions

§56. Matters not covered by the Regulations or applicable law or applicable internal acts of the University shall be decided by the chairman.

§57. The Regulations may be changed by the council by a 2/3 majority of votes in the presence of at least half of its members, by secret vote.