

# THE STATUTE

OF THE IGNACY JAN PADEREWSKI ACADEMY OF MUSIC IN POZNAŃ

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2018/2019,

based on a project prepared by Her Magnificence Rector of the Academy,  
in consultation with the members of the Council of Rectors and Deans,  
with the guidelines of the Academy Senate,  
considering the opinion of the University Council of the Academy,  
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# Chapter 1

## General Provisions

### § 1

1. The Ignacy Jan Paderewski Academy of Music in Poznań, hereinafter referred to as the Academy, is a public academic institution.
2. The Academy has legal personality and is seated in Poznań.
3. The Academy operates in accordance with the applicable Polish law.
4. The official abbreviations of the name of the Academy are: „Akademia Muzyczna im. Ignacego Jana Paderewskiego w Poznaniu”, „Akademia Muzyczna im. I. J. Paderewskiego w Poznaniu” oraz „Akademia Muzyczna w Poznaniu”.
5. The official name of the Academy in English is: "The Ignacy Jan Paderewski Academy of Music in Poznań".

### § 2

1. The patron of the Academy is Ignacy Jan Paderewski, an outstanding pianist and composer, a distinguished Pole, a patriot, the first Prime Minister of the independent Republic of Poland.
2. The Academy has its own symbols, in particular: emblem, banner and logotype. The Academy's symbols are represented by the following appendices: No. 1 (emblem), No. 2 (banner) and No. 3 (logotype). The rules of using the symbols of the Academy are defined by the senate.
3. The day of the anniversary of the Patron of the Academy – November 6<sup>th</sup> – is the Academy Day.

### § 3

1. The Academy may confer honorary degrees:
  - 1) academic honorary title – doctor honoris causa,
  - 2) honorary degree – honorary Professor of the University,
  - 3) honorary degree – honorary Senator of the University.
2. The senate may name the buildings, facilities and rooms of the Academy with the names of distinguished persons and resolve to place commemorative plaques and sculptures at the premises of the Academy. The senate may establish other forms of honoring the memory of distinguished persons.

### § 4

1. The title of doctor honoris causa is an academic honorary title conferred by the Academy.
2. The academic honorary title of doctor honoris causa is conferred on a person of special merit for scientific, cultural, social or political life.

3. The academic honorary title of doctor honoris causa is conferred by the senate.
4. An initiative of conferring the academic title of doctor honoris causa is taken by at least one of the chairs operating in the Academy. After obtaining the opinion of members of a faculty and a positive vote, the head of a chair shall submit a reasoned request to an appropriate dean to initiate proceedings to grant the academic title of doctor honoris causa to the proposed candidate. An application should include a justification for the candidacy.
5. A dean gives an opinion on a chair's application and, together with his or her opinion, presents the application to the senate with a request to initiate proceedings to confer the academic title of doctor honoris causa on the designated candidate.
6. After reviewing the application, the senate adopts a secret ballot to initiate proceedings to confer the academic title of doctor honoris causa on the designated candidate. In the event of adopting a positive resolution, the senate obliges the rector to ask the candidate whether he or she wishes to honor the Academy and accept the title of doctor honoris causa (the candidate's written consent is enclosed to the documentation of the procedure).
7. In a secret ballot, the senate selects a supervisor and two reviewers from among the persons holding the title of professor or the degree of habilitated doctor, of whom at least one supervisor and one reviewer should be employed at the Academy as their primary place of work.
8. After obtaining the review, the rector presents the gathered documentation to the senate, and the senate, after reviewing it, adopts a resolution by secret ballot on granting the academic title of doctor honoris causa and authorizes the Academy's authorities to prepare the ceremony.
9. The awarding of the academic title of doctor honoris causa takes place during a ceremonial open session of the senate, the agenda of which includes:
  - 1) the rector's speech,
  - 2) the laudation given by a supervisor,
  - 3) awarding the diploma of doctor honoris causa,
  - 4) a lecture given by doctor honoris causa,
  - 5) a ceremonial concert.

## § 5

1. The honorary title of an honorary Professor of the Academy may be conferred on a professor or university professor employed at another national or foreign university, not employed at the Academy.
2. The title of an honorary Professor of the Academy shall be conferred to the person indicated in section 1 by the rector at the request of a director of an institute along with the opinion of a dean.
3. The senate, at the request of the rector, may confer the title of an honorary Professor of the Academy on a retired professor of the Academy.
4. Detailed rules and procedures for conferring the title of an honorary Professor of the Academy and the rules of participation of an honorary Professor of the Academy in the activities of the Academy are determined by the rector after consultation with the senate.

## § 6

1. In recognition of special contribution to the Academy, the senate may confer the honorary title of an honorary Senator of the Academy.
2. The senate confers the honorary title of an honorary Senator of the Academy at the request of the rector or another member of the senate.
3. An honorary Senator of the University has the right to participate in the ceremonial inaugurations of the Academy's academic year and (at the rector's invitation) in other university events, in an attire appropriate for a senate member.

## § 7

1. The employees, postgraduate and undergraduate students of the Academy form a community of the Academy.
2. All students of the Academy form a student government.
3. All doctoral students of the Academy constitute a postgraduate student government. Unless the statute provides otherwise, the provisions of the statute relating to students shall apply accordingly to postgraduate students.
4. Organizations associating employees, students, graduates or friends of the Academy may operate at the Academy, pursuant to the rules laid down in separate regulations.
5. Ensuring the possibility of carrying out tasks and caring for the good name of the Academy are the basic duties of all members of the university community.
6. The Academy cares about maintaining ties with its alumni and encourages them to join the artistic life of the Academy. The Academy may monitor graduates' careers based on relevant regulations.

## § 8

1. The Academy is autonomous in all areas of its activity based on the principles set out in the generally applicable law.
2. The Academy is guided in its activities by such principles as: freedom of teaching, freedom of scientific research and freedom of artistic creation.
3. The basic tasks of the Academy include:
  - 1) delivering undergraduate educational programs,
  - 2) delivering postgraduate and other educational programs,
  - 3) conducting scientific activity, providing research services and transferring knowledge and technology to the economy,
  - 4) educating doctoral students,
  - 5) educating and promoting university staff,
  - 6) creating conditions for people with disabilities to fully participate in: the process of admission to the university for the purposes of education, training, as well as scientific and artistic activities,
  - 7) educating students in the sense of responsibility for the Polish state, national tradition, strengthening of democratic principles and respect for human rights,
  - 8) creating conditions for the development of students' physical culture,

- 9) disseminating and multiplying the achievements of science and culture, including by collecting and sharing library resources, information and archival collections,
  - 10) acting for the benefit of local and regional communities
4. When performing the tasks specified in section 3, the Academy cooperates with domestic and foreign scientific, artistic and other institutions, and participates in the creation of the European space of higher education.

#### § 9

1. The Academy is a member of the Conference of Rectors of Academic Schools in Poland and the Conference of Rectors of Artistic Schools.
2. The Academy may join other national or international organizations whose goals are consistent with the mission and strategy of the Academy.

## **Chapter 2 Organization of the Academy**

#### § 10

1. The tasks of the Academy are carried out by the organizational units in the scientific-didactic and administrative divisions.
2. Within a scientific-didactic division, basic units can be established in the form of: faculties, institutes, chairs, and departments, as well as university-wide units, inter-faculty units, and auxiliary units.
3. In an administrative division, units can be created in the form of offices or sections.

#### § 11

1. The basic units of the Academy are faculties, institutes, and associated chairs or departments as substantive units. Within the structure of an institute, smaller units in the form of laboratories can be created independently of or within chairs and departments.
2. A faculty is established to conduct scientific (including artistic) and didactic activities, as well to educate artistic and scientific staff in one or more field of study. A faculty is headed by a dean.
3. An institute is established to carry out didactic activities within a specific field of study conducted by the Academy. A faculty must include at least one institute. An institute is headed by a director of institute, supported by a deputy director of institute.
4. Chairs and departments, as substantive units operating in each institute, bring together all academic teachers of a given institute from among the research and research-didactic staff. Teachers from these groups are required to belong to one selected chair or department. Membership of more than one chair or department is not obligatory.
5. The task of a chair is to organize and conduct artistic, research, scientific and didactic work. A chair may be established if at least seven academic teachers are willing to join it, including at least one academic teacher holding the academic title of professor or at least two persons with post-doctoral degrees. In justified cases, a chair may be

established with fewer than seven but no fewer than four academic teachers. A chair is managed by a head.

6. A department conducts artistic activity and scientific research in the field of studies. A department may be established if at least 5 academic teachers are assigned to it, including at least one academic teacher with at least a PhD degree.
7. A head of a department may only be a full-time employee of the Academy, having at least a doctoral degree. A head of a department supervises the activities of this unit and organizes its work. The provisions of § 32 section 4 apply accordingly to the competence of a head of a department.
8. In the absence of meeting conditions for the establishment of a department, a laboratory may be established as a unit of the smallest order.
9. Artistic, research or teaching groups are established to carry out artistic, research-scientific or didactic tasks.

## § 12

1. University-wide organizational units are established to perform tasks supporting the artistic, research or teaching activities of the Academy or its organizational units. University-wide units may include in particular: orchestras, choirs and ensembles, a publishing house, an archive, a recording studio, an electroacoustic music studio. One of the university-wide units is the Main Library.
2. An independent university-wide unit may also be formed by units established to organize and conduct teaching activities for students of various units of the Academy, in particular: a foreign language college, a pedagogical college, a physical education and sport college.
3. Auxiliary units provide services for all organizational units of the Academy.

## § 13

1. All organizational units are created, canceled and transformed by the rector after consulting the senate, by changing the content of the organizational regulations of the Academy established by the rector.
2. The organizational regulations of the Academy are established and changed by the rector after consulting the senate, the chancellor and the trade unions operating in the Academy.
3. An organizational unit of the Academy can only be established if the Academy has the appropriate means to secure the financing of its activities.
4. All organizational units of the Academy operate based on the regulations adopted by the senate at the request of their heads. Heads of organizational units are required to submit draft regulations for the activities of the units within 3 months from the effective date of the statute or the establishment of a new organizational unit.
5. An application for the establishment or transformation of an organizational unit of the Academy, addressed to the rector, should include:
  - 1) the name of the unit and a proposal to place the unit in the existing structure after its possible establishment,
  - 2) identification of the applicant,

- 3) detailed justification of the application in terms of its content, and, in particular, a presentation of the intended tasks and objectives in terms of artistic, research and didactic achievements,
- 4) specification of the internal structure, artistic, research, teaching or other tasks of the designed unit, the scope of its subordination, the composition of its personnel with the indication of persons qualified to take up a managerial position,
- 5) specification of operating costs of the proposed organizational unit.

#### § 14

1. The Academy has the Main Library, which is a university-wide and generally accessible scientific library, fulfilling service, didactic and scientific tasks.
2. The Main Library serves as a university center of scientific information, it is a link of the national library network and the national scientific information network.
3. The Main Library makes up the Academy's library and information system, whose tasks include in particular:
  - 1) organizing the functioning of the Academy's artistic and scientific information system,
  - 2) preparing students to use the resources, and library and information equipment,
  - 3) conducting research work in the field of music librarianship, bibliography and scientific information on music culture,
  - 4) collecting and documenting the library collections of the Academy.
4. The Academy's library and information system may be used by persons who are not members of the community of the Academy in accordance with the procedure laid down in the regulations of the Main Library, upon payment of a deposit in the amount specified by the rector and submission of documents confirming the data listed in section 5.
5. The Academy may process the following data of persons using the library and information system:
  - 1) first and last name,
  - 2) home address,
  - 3) registered address,
  - 4) series and number of the identity document,
  - 5) PESEL number,
  - 6) place of education or employment,
  - 7) e-mail address.

## **Chapter 3**

### **Academy Bodies and Managerial Functions**

#### GENERAL PROVISIONS

#### § 15

1. The Academy has collegiate and one-member bodies.
2. The collegiate bodies of the Academy are the university council and the senate.



3. The one-member governing bodies of the Academy are the rector, deans and institute directors.
4. The detailed procedure for convening meetings and the mode of operation of the collegiate bodies of the Academy not regulated separately for a given body is set forth in Appendix 4 to the statute. The rules specified therein shall apply accordingly to other collegiate bodies of the Academy.
5. In addition to the bodies of the Academy, managerial functions are also established: in the research-didactic division (vice-rectors, director of a doctoral school, institute deputy directors, heads of departments) and in the administrative division (chancellor, bursar, director of the Main Library)<sup>1</sup>.
6. Apart from the bodies of the Academy, other advisory and opinion-forming bodies, especially colleges and councils, may operate in the Academy.
7. At the Academy, other positions of heads of the Academy's organizational units are created that are not managerial functions within the meaning of the law. Appointment of a person to a given position and their dismissal belongs to the rector.

#### UNIVERSITY COUNCIL

##### § 16

1. The university council is composed of:
  - 1) 6 persons appointed by the senate, including 3 persons from among members of the university community and 3 from outside the community,
  - 2) the president of the student government.
2. A member of the university council may be a person who:
  - 1) has full legal capacity,
  - 2) enjoys full public rights,
  - 3) has not been convicted of an intentional crime or an intentional fiscal offence by a final judgment,
  - 4) has not been punished with a disciplinary penalty,
  - 5) in the period from July 22, 1944 to July 31, 1990, did not work in the state security authorities within the meaning of art. 2 of the act of October 18, 2006 on the disclosure of information about the documents of state security authorities from the years 1944-1990 and the content of these documents (Journal of Laws of 2017, item 2186, as amended), did not serve in them and did not collaborate with these authorities,
  - 6) has a university degree (not applicable to the president of the student government),
  - 7) has not completed 67 years of age by the commencement of the term of office.
3. The provisions of art. 19 of the act of 16 December 2016 on the Rules for the Management of State Property (Journal of Laws of 2018, item 1182) shall not apply to members of university councils.

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<sup>1</sup> Amended by Resolution No. 100.2019/2020 as of 23/09/2020.

4. Membership in the university council cannot be combined with performing the function of a body of the Academy or another university, membership in the council of another university or employment in public administration.

#### § 17

1. The term of office of the university council shall be 4 years and shall begin on 1 January of the year following the year in which the term of office of the senate began.
2. The same person may be a member of the university council for no more than two consecutive terms. The period referred to in § 49 section 4 shall not count towards the number of these terms of office.

#### § 18

1. The president of the university council is its member coming from outside the university community, elected by the senate.
2. The university council adopts regulations specifying the mode of its functioning.
3. The university council adopts resolutions at its meetings in the presence of at least half of the statutory number of members.
4. Members of the university council (except for the president of the student government) are entitled to monthly remuneration, the amount of which cannot exceed 67% of the minimum basic monthly salary for a professor at a public university. The amount of remuneration is determined by the senate.

#### § 19

1. The tasks of the university council include:
  - 1) giving an opinion on the draft strategy of the university,
  - 2) giving an opinion on the draft statute,
  - 3) monitoring the financial management of the university, including:
    - a. giving an opinion on the material and financial plan,
    - b. approving the report on the implementation of the material and financial plan,
    - c. approval of the financial statement,
  - 4) monitoring the university management,
  - 5) nominating candidates for the rector, after obtaining the opinion of the senate,
  - 6) giving an opinion on the report on the implementation of the Academy's strategy,
  - 7) performing other tasks specified in the statute.
2. When performing activities related to the tasks referred to in section 1, members of the university council are guided by the good of the Academy and act on its behalf.
3. The university council submits an annual activity report to the senate by the end of March of the following year.
4. The university council may submit adopted resolutions to the senate.

RECTOR

## § 20

1. A rector may be a person who:
  - 1) meets the requirements referred to in § 16 section 2 of the statute,
  - 2) has at least a PhD degree.
2. The rector's term of office lasts 4 years and starts on September 1 of the year in which he or she was elected.
3. The same person may be a rector for no more than 2 consecutive terms of office. The period referred to in § 54 section 2 shall not count towards the number of these terms.

## § 21

1. The rector's tasks include all matters concerning the Academy, except for matters reserved by the law or statute to the competence of other bodies of the Academy.
2. The tasks of the rector include in particular:
  - 1) representing the Academy,
  - 2) managing the Academy,
  - 3) preparing the draft statute and draft strategy of the Academy,
  - 4) reporting on the implementation of the Academy's strategy,
  - 5) performing activities in the field of labor law,
  - 6) appointing persons to perform managerial functions at the Academy and their dismissal,
  - 7) conducting personnel policy at the Academy,
  - 8) creating courses in a specific field, level and profile,
  - 9) creating doctoral schools,
  - 10) conducting financial management of the Academy,
  - 11) ensuring compliance with the regulations in force at the Academy
  - 12) establishing the organizational regulations of the Academy,
  - 13) establishing (in consultation with the student government) regulations for student benefits.
3. The rector may appoint proxies.

SENATE

## § 22

1. The senate is composed of 33 members, including:
  - 1) the rector as the president,
  - 2) *repealed*<sup>2</sup>

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<sup>2-3</sup> Repealed by Resolution No. 54 2019/2020 on February 19, 2020.

3) *repealed*<sup>3</sup>

4) *repealed*

5) a total of 7 representatives of students and doctoral students, in proportion to the number of both groups at the Academy, with each of these groups being represented by at least one representative (if there are no doctoral students at the Academy, 7 representatives of students),

6) representatives selected from the group of employees of the Academy employed in the positions of professors or the Academy's professors in the number calculated as the difference between the number of 17 and the number of senate members indicated in point 1-4 who are employed as professors or the Academy's professors,

7) representatives selected from among academic teachers other than those indicated in point 6 in the number calculated as the difference between the number 8 and the number of senate members indicated in point 1-4 who are employed in positions other than professors or the Academy's professors,

8) 1 representative elected from among non-academic staff.

2. *repealed*<sup>4</sup>

3. A member of the senate may be a person who meets the requirements set out in § 16 section 2 points 1-5 and 7.

4. Representatives of each trade union operating at the Academy and those not elected to the senate may participate in senate meetings in an advisory capacity: deans, directors of institutes, chancellor, bursar, director of the Main Library, director of a doctoral school as well as other persons – invited by the rector to participate in the senate meeting<sup>5,6</sup>.

## § 23

1. The term of office of the senate is 4 years and begins on September 1 of the year in which the senate was elected.

2. The senate adopts resolutions at meetings in the presence of at least half of the statutory number of members.

3. Voting on the matters referred to in § 24 point 8 shall be attended by members of the senate who are professors and the Academy's professors. Resolutions shall be adopted in the presence of at least half of the statutory number of the members.

## § 24

Apart from other matters specified in the law and the statute, the Academy's senate is particularly competent for:

1) adopting the statute,

2) adopting study regulations,

3) adopting the strategy of the Academy and approving the report on its implementation,

4) appointing and dismissing members of the university council,

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<sup>4</sup> Repealed by Resolution No. 54 2019/2020 on February 19, 2020.

<sup>5</sup> Amended by Resolution No. 54 2019/2020 as of February 19, 2020.

<sup>6</sup> Amended by Resolution No. 100 2019/2020 as of 23/09/2020.

- 5) giving opinions on candidates for the rector's office,
- 6) assessing the functioning of the Academy,
- 7) formulating recommendations for the university council and the rector in the scope of their tasks,
- 8) awarding academic degrees and degrees in the field of art,
- 9) specifying the conditions, procedures and dates of commencement and completion of recruitment for courses and specialist training,
- 10) establishing curricula for courses, post-graduate courses and specialist training,
- 11) establishing curricula for doctoral schools,
- 12) determining methods of verifying learning outcomes,
- 13) nominating candidates for institutions representing the higher education and science community,
- 14) performing tasks related to:
  - a) assigning levels of the Polish Qualifications Framework to qualifications awarded after completing post-graduate courses,
  - b) including in the Integrated Qualifications System qualifications awarded on completion of post-graduate courses and other forms of education, in accordance with the act of 22 December 2015 on the Integrated Qualifications System (Journal of Laws of 2017, item 986 and 1475 and 2018, item 650),
- 15) expressing opinions on matters submitted by the university council, the rector or at least two senate members.

#### DEAN

##### § 25

1. A faculty is headed by a dean.
2. The provisions § 16 sections 2-4 shall apply to a dean.
3. The term of office of a dean is 4 years and begins on September 1 of the year in which he or she was elected.
4. The same person may be a dean for no more than 2 consecutive terms. The period mentioned in § 62 section 1 shall not count towards the number of these terms.

##### § 26

The competencies of a dean include:

- 1) leading a faculty and representing a faculty,
- 2) developing a faculty development strategy in line with the Academy's strategy,
- 3) supervising the activities of the institutes that are part of a faculty,
- 4) coordinating organization of a faculty's artistic and scientific activities,
- 5) conducting the distribution of classes in consultation with directors of institutes,

- 6) organizing the plan and course of recruitment for studies within the scope specified in the recruitment regulations,
- 7) chairing a faculty's commission for the quality of education,
- 8) collaborating in didactic matters with other faculties, and university-wide and inter-faculty organizational units,
- 9) performing the duties of the supervisor of all employees and students assigned to a faculty,
- 10) ensuring that the employees assigned to a faculty comply with the law and their safety,
- 11) taking care to satisfy the social and living needs of students assigned to a faculty,
- 12) participating in shaping a faculty's personnel policy, including submitting to the rector personal requests regarding employees assigned to a faculty,
- 13) ensuring the proper course of the education process,
- 14) making decisions related to the implementation of the study program, if they are not reserved for the competence of other authorities,
- 15) performing other duties entrusted by the rector.

#### INSTITUTE DIRECTOR

##### § 27

1. An institute is headed by a director of an institute.
2. The provisions of § 25 sections 2-4 shall apply to a director of an institute.

##### § 28

The competencies of a director of an institute include:

- 1) managing an institute and representing an institute,
- 2) shaping the artistic and scientific profile of an institute,
- 3) a detailed schedule of classes conducted at an institute<sup>7</sup>,
- 4) supervising artistic and scientific projects carried out within the framework of the chairs associated in an institute,
- 5) initiating and supervising the implementation of applications for financial grants for artistic and research activities,
- 6) preparing a self-assessment report,
- 7) applying to a dean with personal applications regarding employees assigned to an institute,
- 8) presenting the plan of artistic and scientific activity for the next year to an appropriate vice-rector,
- 9) performing other duties assigned by a dean.

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<sup>7</sup> Amended by Resolution No. 100 2019/2020 as of 23/09/2020.

MANAGERIAL FUNCTIONS

## § 29

1. A person to perform managerial functions at the Academy is appointed and dismissed by the rector.
2. Appointment of a person to perform a managerial function, whose scope of duties includes student affairs or doctoral student affairs, in particular of a vice-rector for student affairs and deputy director of an institute, requires agreement with the student government or doctoral student government, respectively. Failure to take a position by a government within fourteen days shall be considered consent.
3. The provisions of § 16 section 2 pt. 1-5 shall apply accordingly to persons appointed to hold managerial positions at the Academy.
4. The appointment to perform a managerial function shall expire in the event of death, resignation from the function, failure to submit the declaration referred to in art. 7 section 1 of the act of October 18, 2006 on the disclosure of information on documents of state security organs from 1944-1990 and the content of these documents, hereinafter referred to as the "lustration declaration", the information referred to in art. 7 section 3a of this act, hereinafter referred to as "lustration information" or ceasing to meet the requirements specified in section 3.
5. The managerial functions at the Academy are:
  - 1) vice-rector,
  - 2) deputy director of an institute,
  - 3) head of a department,
  - 4) chancellor,
  - 5) bursar,
  - 6) director of the Main Library,
  - 7) director of a doctoral school.

## § 30

1. The rector manages the activities of the Academy with the help of no more than three vice-rectors<sup>8</sup>.
2. The Rector assigns tasks to a vice-rector, with the tasks of one of vice-rectors including student affairs and doctoral student affairs..

## § 31

1. A director of an institute manages an institute with the assistance of a deputy director of an institute. A director of an institute may recommend to the rector the appointment of a specific person to the position of a deputy director of an institute.
2. If, due to the scope of an institute's tasks or the number of students assigned to an institute, it would be justified to appoint more than one vice-director of an institute, the

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<sup>8</sup> Amended by Resolution No. 100 2019/2020 as of 23/09/2020.

rector may appoint an additional vice-director of an institute at the request of a director of an institute.

3. If, due to the scope of the institute's tasks or the number of students assigned to an institute, it is not justified to appoint a vice-director of an institute, the rector, on the motion or with the consent of an institute directors concerned, may appoint one vice-director of an institute to assist two institute directors. It may also be an additional deputy referred to in section 2.
4. A director determines the scope of tasks of his or her deputy, and the tasks of a deputy include student matters.
5. The responsibilities of a deputy director of an institute include:
  - 1) monitoring the course of examination sessions,
  - 2) keeping student records,
  - 3) granting semester credits,
  - 4) calculating average grades for POL-on system, scholarships and awards,
  - 5) controlling the recruitment process,
  - 6) supervising student affairs in the field of:
    - a) study discipline,
    - b) compliance with the regulations,
    - c) students' livelihood,
  - 7) granting short-term leaves and keeping records of them,
  - 8) preparing and presenting reports on examination sessions to a director of an institute,
  - 9) participating in the work of specific committees concerning students,
  - 10) performing other duties assigned by a director of an institute,
  - 11) deputizing a director of an institute in his or her absence.

## § 32

1. A chair may only be headed by an academic teacher who is a member of this chair<sup>9</sup>.
2. A head of a chair is appointed by the rector on the motion of a director of an institute who received a positive opinion from the members of a chair in a secret ballot.
3. A head of a chair has substantive supervision over its activities and is the organizer of a chair's work.
4. The duties of a head of a chair include:
  - 1) organizing a chair's work and convening its meetings,
  - 2) assigning substantive and organizational tasks to a chair members in accordance with their employment and the organizational needs of a chair,
  - 3) organizing scientific and artistic activities of a chair,

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<sup>9</sup> Amended by Resolution No. 56 2019/2020 on 19/02/2020.



- 4) by April 15 each year, presenting the plan of activities for the next calendar year to a director of an institute,
- 5) performing other duties assigned by a director of an institute.

### § 33

1. The Main Library of the Academy is managed by a director.
2. A Director of the Main Library is the direct supervisor of all staff employed in the Main Library. Detailed responsibilities of a director are defined in the regulations of the Main Library adopted by the senate at the rector's motion,
3. A director of the Main Library shall be appointed and dismissed by the rector after consulting the senate.
4. The rector is the immediate supervisor of a director of the Main Library.

### § 34

1. If a doctoral school is established at the Academy, it shall be managed by a director.
2. The detailed powers of a director of a doctoral school shall be specified in the regulations of a doctoral school adopted by the senate and agreed upon with the doctoral student government.
3. A director of a doctoral school shall be appointed and dismissed by the rector after consulting the senate.

## RULES OF OPERATION OF BODIES AND INTERNAL SUPERVISION OVER ACTS ISSUED BY THE BODIES OF THE ACADEMY

### § 35

1. Resolutions of the senate and the university council, as well as orders and decisions (administrative and internal) of the rector taken on matters within their competence, are binding for other bodies of the Academy and for all members of the academic community.
2. Orders and decisions (administrative and internal) of a dean, as well as orders and decisions (administrative and internal) of a director of an institute, taken on matters within their competence, are binding for all members of the community of the Academy assigned to the respective unit.
3. Decisions of a vice-rector in matters falling within the scope of his or her activity are treated as decisions of the rector and may not be appealed against to the rector.
4. Decisions of a deputy director of an institute, made in matters falling within his or her scope of activity, are treated as decisions of a director and may not be appealed against to a director of an institute.
5. Decisions of the bodies of the Academy shall have the status of internal (company) decisions, unless they are granted the status of administrative decisions by the law.

### § 36

1. Resolutions of the collegiate bodies of the Academy are adopted by an absolute majority of votes – a resolution must receive more than a half of valid votes cast, with at least half of the total number of those entitled to vote present, unless the law or the statute provides otherwise.
2. Resolutions of collegiate bodies shall be adopted by open ballot. Personnel matters shall be voted on by secret ballot. A secret ballot shall also be held at the request of a member of a collegiate body.

#### § 37

1. The rector shall announce the contents of the resolutions adopted by the senate and the contents of the rector's orders by posting them on the Academy's website.
2. The minutes of the proceedings of the senate, after their approval at the next meeting, shall be open to the members of the community of the Academy.
3. The rector shall publish on the website of the Public Information Bulletin legal acts issued by the Academy bodies specified by the law.

#### § 38

1. The rector shall suspend the execution of a resolution of the senate if such resolution is contrary to the law, the statute or if it violates an important interest of the Academy.
2. When the execution of a resolution is suspended, the rector, before the next meeting of the senate, shall provide the senators with a written justification of the decision, requesting that the resolution be changed or repealed at the nearest meeting of the senate, which should be held no later than within one month of the suspension.
3. If the suspended resolution is not amended or repealed, the rector shall immediately request the competent minister to review the legality of the suspended resolution. Until the application is considered by the minister, suspension of the implementation of the resolution in whole or in part shall be maintained if the allegation of non-compliance concerns the part of the resolution specified by the rector.

#### § 39

1. A dean, director of an institute, and head of an organizational unit of the Academy shall immediately communicate to the rector and to a superior dean or institute director the orders issued by them.
2. A dean shall inform the members of the community of the Academy assigned to a given organizational unit of the contents of regulations concerning the rights or duties of those members in the customary manner, in particular by means of messages sent to e-mail addresses.
3. The rector shall repeal decisions or orders of a dean or head of another organizational unit of the Academy if they are contrary to the law, the statute, resolutions of the senate or other internal regulations of the Academy.
4. The rector may suspend the implementation of the acts referred to in paragraph 3 if they violate the important interest of the Academy.
5. In the event of suspension of the execution of an act, the rector shall bring the matter up at the nearest meeting of the senate. The senate shall pass a resolution on repealing or upholding the suspended act.

6. A dean may overrule or modify a decision or order issued by a head of an organizational unit under his or her authority (a director of an institute, head of a chair or department) if they are inconsistent with the law, statute, or violate the important interest of the Academy.
7. The decision of a dean referred to in section 6 may be appealed against to the rector. An appeal shall be lodged within fourteen days of the date of delivery or announcement of the decision to the person concerned. The decision of the rector is final.

#### § 40

1. Decisions (administrative and internal) taken by the bodies of the Academy may be appealed against:
  - 1) to a dean – in the case of decisions taken in the first instance by a director of an institute,
  - 2) to the rector – in the case of decisions taken in the first instance by a dean,
  - 3) to the rector as an application for reconsideration of the case – for decisions made in the first instance by the rector, while an appeal against internal decisions may be based only on the allegation of violation of the law.
2. An appeal shall be lodged within fourteen days of the date of delivery or announcement of the decision to the person concerned.
3. The decision of the appeal body shall be final.

## **Chapter 4 The Procedure for Electing, Appointing and Dismissing Academy Bodies**

### INTRODUCTORY PROVISIONS AND ELECTION COMMISSION

#### § 41

1. The Academy holds elections of members of collegiate bodies, one-member bodies and members of the electoral college.
2. The community of the Academy shall elect the rector, members of the senate, deans and directors of institutes in general elections.
3. General elections at the Academy shall be conducted by the University Election Commission.

#### § 42

1. The University Election Commission is composed of:
  - 1) members elected by the senate:
    - a) from among academic teachers – one from each institute,
    - b) 1 representative from among non-academic staff, and
  - 2) 2 representatives of students and 1 representative of doctoral students appointed by the student government and the doctoral student government, respectively.

2. A member of the University Election Commission entered on the list of candidates in general elections shall automatically lose his or her seat on the commission. The vacancy thus created shall be filled by the commission by way of co-option from among the group from which the member concerned was elected, with student and doctoral student representatives appointed by the student government and the doctoral student government, respectively.
3. At its first meeting, the University Election Commission shall elect a chairperson and a deputy chairperson from among its members.
4. The University Election Commission may exercise its powers (apart from adopting resolutions) with a partial membership.

#### § 43

The tasks of the University Election Commission shall include the organization of elections, and in particular:

- 1) adopting election regulations establishing the detailed procedure for conducting elections at the Academy,
- 2) considering appeals concerning the course of elections,
- 3) establishing and announcing lists of candidates for the election of the rector, members of the senate, a dean and institute director,
- 4) organizing and conducting election meetings,
- 5) confirming the election of members of the Academy's electoral college,
- 6) stating the validity of elections or invalidity of elections in the event of their improper conduct,
- 7) resolving any doubts concerning the election process,
- 8) securing the documentation of the election by transferring the documentation to the archives of the Academy once the validity of the election has been established.

#### § 44

1. Elections shall be held by secret ballot.
2. Active voting rights (the right to vote) in general elections are vested in every member of the community of the Academy: every employee (regardless of employment agreement, its length, and working hours), every student and doctoral student.
3. The procedure for the appointment of students and doctoral students to the electoral college for the election of the rector and senate, as well as the duration of their membership in the electoral college and in the senate, are set out in the student government regulations and the doctoral student government regulations, respectively.
4. For the purpose of elections, every member of the community of the Academy shall be entered in the register of electors. The register of electors shall consist of separate lists of electors:
  - 1) for the election of a rector (electoral college), divided into the following groups:
    - a) teachers employed in the positions of professors and the Academy's professors,
    - b) other academic staff,

- c) non-academic staff,
  - d) students
  - e) doctoral students,
- 2) for elections to the senate, divided into the following groups:
- a) teachers employed in the positions of professors and the Academy's professors,
  - b) other academic staff,
  - c) non-academic staff,
- 3) for the election of the dean, divided into the following groups:
- a) teachers employed in the positions of professors and the Academy's professors assigned to a faculty,
  - b) other academic staff assigned to a faculty,
  - c) students and doctoral students assigned to a faculty,
  - d) non-academic employees assigned to a faculty,
- 4) for the election of a director of an institute, divided into the following groups:
- a) teachers employed in the positions of professors and the Academy's professors assigned to an institute,
  - b) other academic staff assigned to an institute,
  - c) students and doctoral students assigned to an institute,
  - d) non-academic employees assigned to an institute,
5. Electors shall be assigned to particular groups on electoral lists by the University Election Commission:
- 1) based on their assignment to a given faculty and institute – in the case of academic staff,
  - 2) based on an employee's application to one chosen faculty and institute – in the case of non-academic staff,
  - 3) based on entry on the list of students or doctoral students in a major or specialization, due to the main subject – to one faculty and institute – in the case of students and doctoral students.
6. A student studying at the same time in more than one field of study, if assigned to different faculties or institutes due to the fields of study, has the right to cast one vote in the election of a dean or a director of an institute in each of the faculties or institutes to which he or she is assigned in accordance with section 5.
7. An employee employed at the Academy under more than one employment relationship is entitled to only one vote in the election of the rector (in a group of his/her choice, if he/she is in two groups). However, if due to existing employment relationships he/she is assigned to various faculties or institutes, he/she has the right to cast one vote in the election of a dean or a director of an institute in each of the faculties or institutes to which he/she is assigned in accordance with section 5.
8. An academic staff member who teaches at more than one institute within a single faculty shall have only one vote in the election of a dean, but shall have the right to cast one vote in the election of a director of more than one institute if he/she teaches a major

subject at that institute. If, while teaching at more than one institute, a teacher does not teach a major subject at any institute, he/she shall be entitled to vote in the election of director of one institute of his/her choice.

9. The register of electors shall be open to the members of the Academy's community.
10. The register of electors shall be updated in respect of each list up to the date of election. In the case of loss of the active electoral right, the University Election Commission shall inform the person concerned about the deletion from the register of electors, if possible.
11. A member of the community of the Academy shall have the right to object to the Academic Election Commission against the fact that he or she was not included or incorrectly assigned in the register of electors. The decision issued by the Commission following the examination of the objection is final. An objection submitted on an election day is resolved on the same day.

#### ELECTION AND EXPIRY OF MEMBERSHIP IN THE UNIVERSITY COUNCIL

##### § 45

1. The elections of elected members of the university council are direct. They are made by the senate.
2. Each member of the senate shall have the right to propose two candidates for elected members of the university council within the prescribed time limit, not later than by 31<sup>st</sup> October of the final year of the term of the university council, one from outside and one from within the community of the Academy, who, to the best of the proposer's knowledge, meet the requirements laid down in the provisions of the law and the statute.
3. The rector shall have the right to put forward 6 candidates from each of the groups referred to in section 2.
4. A person submitting a candidate shall present the senate a brief written description of the candidate's profile together with confirmation that the candidate meets the condition of not exceeding the age of 67 on the date of commencement of the term of office, and information on the education obtained and the scope of professional or artistic activity, along with an indication of any potential relations between the candidate and the Academy, music art or Poznań.
5. By 30<sup>th</sup> November of the last year of the term of office of the university council, the senate, in a secret ballot, evaluates each of the proposed candidates by an absolute majority of votes.
6. Prior to voting, the rector shall only perform a formal analysis of the candidates, as a result of which the candidatures that clearly do not meet the requirements of the law and the statute shall be rejected. The rector shall inform the senate about the receipt and rejection of such a candidacy and the reasons for its rejection. At the request of the proposer of the nomination, the senate may, by vote, reinstate the nomination if evidence of compliance with the requirements of the law and the resolution is invoked. Despite the failure to meet the requirements of the law, the candidacy of a person holding the function of a body of the Academy or another university may be submitted to a vote, provided that the proposer or nominated candidate in person declares that the candidate intends to resign from this function at the latest when voting on his or her election to the university council begins.

7. A positive opinion of the senate in each of the two groups is obtained by those candidates who are among the 6 candidates, consecutively with the highest number of votes "FOR", provided that an absolute majority of votes "FOR" are obtained among the valid votes.
8. If an absolute majority of votes "FOR" is not obtained by at least 6 candidates from both groups, the senate shall, in a subsequent vote, proceed to a re-vote on the candidates who have not obtained an absolute majority from the respective group, while voting takes place only on candidates in the number twice as high as the number of seats left to fill in six representatives of each group. The re-vote shall be for the candidates in the number so determined who (failing to obtain an absolute majority) received consecutively the most "FOR" votes in the previous vote.
9. If, despite voting twice, the senate in one of the groups has not identified 6 candidates who have received a positive opinion, no further voting shall take place. In such a case, if a positive opinion is obtained by:
  - 1) at least 3 candidates in each group – the list of candidates in a given group shall not be completed,
  - 2) fewer than 3 candidates in each group – the rector announces a break in the proceedings in order to enable the members of the senate to propose a new candidate for a given group. Each member of the senate (including the rector) may propose one new candidate from a given group. The profiles of the candidates are presented orally by the proposer.
10. In the case referred to in section 9 point 2, after the break, voting in a given group is carried out only on new candidates, respectively on the principles set out in section 5-7, in order to select the missing candidates necessary to complete the list of 3 candidates.
11. If, despite the actions described above, at least 3 candidates from each group are not selected, the list of selected candidates is supplemented with 3 candidates presented by the rector in the order of the number of votes they obtained in the last vote held against them.

#### § 46

1. The rector shall conduct interviews regarding consent to candidacy with candidates positively endorsed by the Senate in accordance with the procedure set forth in § 45, and shall obtain the required statements from the candidates regarding compliance with the conditions referred to in § 16 section 2.
2. After the rector has obtained the consents and declarations from the candidates positively opinionated by the senate, the rector shall present the senate with the final list of the candidates who have consented to stand as candidates.
3. The candidates referred to in section 2 shall be invited by the rector to a meeting of the senate to be held not later than on 31<sup>st</sup> December of the final year of the term of office of the university council in order to briefly introduce themselves. Candidates shall appear in alphabetical order (according to the first letter of their surname), separately in groups of candidates from outside and from within the community of the Academy. Immediately after the speeches of all candidates, a vote shall be taken.
4. In a secret ballot, the senate shall elect the members of the university council who will constitute its composition alongside the chairman of the student government.

5. Voting shall be conducted by simultaneous voting "FOR", "AGAINST" or "ABSTAIN" next to the name of each candidate placed on one ballot paper, separate for both groups, on a prepared ballot paper. Each member of the senate may vote "FOR" up to three candidates. Failure to mark one of the options or marking more than one option next to a candidate will be considered an invalid vote for that candidate. A vote in which "FOR" has been ticked for more than three candidates shall also be invalid in its entirety.
6. Three candidates from both groups with the largest number of "FOR" votes shall be elected to the university council.
7. In the event of an equal number of votes "FOR", the smaller number of votes "AGAINST" shall be decisive, and if a member of the university council cannot be determined in this way – a secret ballot shall be held for one of the candidates between whom the membership of the university council shall be decided. In the event of an equality of votes, a draw of lots shall be decisive.
8. If, due to the lack of consent of the candidates or the occurrence of circumstances preventing the positively assessed candidates from being elected members of the university council (due to death or failure to meet the statutory conditions), the rector may present to the senate, pursuant to section 2, a list of candidates containing fewer than 3 candidates from both groups, the election of university council members from that group shall be postponed until the consent of new candidates has been obtained to reach the number of 3 candidates from that group.
9. In the case referred to in section 8, further persons referred to in § 45 section 11 shall become new candidates without the need for further voting.

#### § 47

1. A president of the university council shall be a member of the university council from outside the community of the Academy who received the largest number of "FOR" votes in the senate vote referred to in § 46.
2. In the event of a tie, the lower number of "AGAINST" votes shall be decisive, and if a president cannot be established in this way, a secret ballot of the senate shall be held for one of the members of the university council between whom the appointment of the president shall be decided.

#### § 48

Following the successful election of the members of the university council, the rector, as the president of the senate, shall present a list of members of the university council by means of a notice, including the indication of the president and the distinction of the president of the student government, as well as members from outside the community of the Academy.

#### § 49

1. The membership of the university council shall expire in the event of death, resignation from membership, failure to submit a lustration declaration or lustration information, or failure to comply with the requirements laid down in section 1. The expiry of the membership of the university council institution shall be confirmed by the president of the senate.
2. A member of the university council may also be dismissed by the senate by at least a three-quarters majority of votes, with at least 2/3 of its statutory membership present.



3. A motion to dismiss a member of the university council may be submitted by a group of members of the senate representing at least 1/2 of the statutory membership of the senate or by the rector.
4. Should a member of the university council cease to be a member, the senate shall immediately appoint a new member for the remainder of the term of office.

#### ELECTION AND EXPIRY OF THE RECTOR'S MANDATE

##### § 50

1. The election of a rector shall be indirect.
2. A rector shall be elected by an absolute majority of votes by the electoral college, elected by popular vote for a term of four years.

##### § 51

1. Candidates for the position of a rector may be nominated by the university council, as well as by any member of the academic community.
2. Candidates shall be nominated to the University Election Commission by the deadline to be set by that commission, not later than March 15 of the year in which the term of office of a rector expires and shall include a written consent of the indicated candidate.
3. Following the deadline for nominating candidates and formal verification of candidates' compliance with the requirements laid down in § 20, the University Election Commission shall communicate a list of candidates for the position of a rector to the community of the Academy not later than March 20 of the year in which the rector's term of office expires and shall forward it to the senate.
4. Candidates for the position of a rector shall present themselves at an open meeting of staff and students and doctoral students of the Academy. The date and place of the open meeting shall be announced together with the list of candidates for the position of a rector
5. Each candidate shall be subject to an opinion of the senate.

##### § 52

1. The term of office of the electoral college is 4 years.
2. The electoral college shall consist of 68 electors, including:
  - 1) 34 electors elected at a meeting of all academic staff employed in the position of professors and the Academy's professors from among these teachers,
  - 2) 17 electors elected at a meeting of all academic staff who are not employed in the position of professors or the Academy's professors from among these teachers,
  - 3) 3 non-academic staff members of the Academy, elected in a meeting of all employees of this group,
  - 4) 14 students and doctoral students elected in accordance with the regulations of the student government and the regulations of the student government; the number of representatives of students and doctoral students is determined in proportion to the size of both groups at the Academy on 1 March of the last year of the rector's term

of office, provided that students and doctoral students are represented by at least one representative of each of these groups.

3. The number of electors in the group of students and doctoral students shall be determined and announced by the University Election Commission.
4. The meetings referred to in section 2 shall be valid regardless of the number of members of a given group who participate in them.
5. The electoral college shall meet under the chairmanship of the chairperson of the University Election Commission who is not a member of the electoral college.

#### § 53

1. The electors referred to in § 52 section 2 points 1-3, shall be elected by voting, from among candidates meeting the requirements set forth in sections 2-4 below, proposed by the members of a given group. A written consent of the proposed candidate shall be attached to the proposal.
2. A member of the electoral college may only be a person who meets the requirements set forth in § 16 section 2 points 1-5 and 7.
3. Membership of the electoral college may not be combined with the performance of the function of a body of the Academy or another university, membership of the electoral college of another university or employment in public administration.
4. *repealed*<sup>10</sup>
5. The membership of the electoral college shall expire in the event of death, resignation from the mandate, failure to submit a lustration declaration, lustration information or failure to comply with the requirements laid down in the law and the statute. The expiry of the mandate is stated by the chairman of the electoral college.
6. In the case of expiry of the membership in the electoral college, a by-election shall be held in the group from which the electoral college member came for the period until the end of the term of office.

#### § 54

1. The expiry of the mandate of a rector shall take place in the event of death, resignation from the mandate, failure to submit a lustration statement, lustration information or failure to comply with the requirements laid down in the law and the statute. The expiry of the mandate shall be confirmed by the chairman of the electoral college.
2. If the mandate of a rector expires, the electoral college shall elect a new rector for the period until the end of the term.
3. A rector may also be dismissed by the electoral college by a majority of at least 3/4 of votes, with at least 2/3 of its statutory membership present.
4. A motion for the dismissal of a rector may be submitted by the senate by a majority of at least 1/2 of its statutory membership or by the university council.
5. In the period from the date of the confirmation of the expiry of the mandate or from the date of the dismissal until the date of the election of a rector, the duties of a rector shall be performed by a vice-rector whose responsibilities include teaching matters.

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<sup>10</sup> Repealed by Resolution No. 55 2019/2020 on 19/02/2020

6. If a rector has not been elected by the date referred to in § 20 section 2 the provisions of section 5 shall apply accordingly.

### ELECTION AND EXPIRY OF MEMBERSHIP IN THE SENATE

#### § 55

1. The election of elective members of the senate shall be direct and equal within the respective groups of electors.
2. The number of senate members from each employee group (as defined in § 22 section 1 points 6-7) shall be determined by the University Election Commission and communicated to the members of the academic community in accordance with § 23 based on the results of elections of a rector, deans, and directors of institutes.
3. Members of the senate from the groups of:
  - 1) academic teachers employed as professors and university professors,
  - 2) non-academic staff,
  - 3) non-academic staff members
 shall be elected by voting at general meetings of those staff groups from among the candidates belonging to a given group.
4. The senate members referred to in section 1 shall be elected by a majority vote from among candidates who meet the requirements of the law and the statute. A candidate may be proposed by any member of the community of the university (not necessarily from a given group). A written consent of the proposed candidate shall be attached to the proposal.
5. The procedure for election to the senate for students and doctoral students and the duration of their membership of the senate shall be laid down in the regulations of the student government and the regulations of the doctoral student government.

#### § 56

1. Membership of the senate shall expire in the event of death, resignation, failure to submit a lustration declaration and lustration information, or cessation of compliance with the requirements set forth in the law or the statute.
2. Membership of the senate resulting from the office held shall also expire upon the expiry of the mandate of the holder of the office to which membership of the senate is connected.
3. The membership of an Academy's employee in the senate expires upon termination or expiration of the employment relationship, unless a new employment relationship has been established immediately after the termination of the employment relationship.
4. The membership of a student or doctoral student in the senate expires upon graduation from the Academy, expulsion from the list of students or participants of doctoral programs, or expulsion from the Academy.
5. The membership of an elected member of the senate shall also expire as a result of the member's unexcused absence at three consecutive meetings of the senate.

6. The termination of membership of the senate shall be declared by the president of the senate.
7. If a member of the senate ceases to be a member of the senate due to an office held, a new office holder shall become a member of the senate upon election. During the time until the office is filled, the senate shall act in its statutory composition minus the number of vacant ex officio seats.
8. If the membership of the senate resulting from an election ceases to exist, a by-election shall be held as appropriate according to the provisions for elections in the group. During the time until the results of the by-election are announced, the senate shall act in its statutory composition minus the number of vacant seats.

#### ELECTION AND EXPIRY OF A DEAN'S MANDATE

##### § 57

1. The election of a dean shall be direct and equal within the respective groups of electors.
2. A dean shall be elected from among candidates meeting the requirements of the law and the statute, proposed by members of the community of the Academy who are entitled to elect a dean. A dean may only be an academic staff member employed at the Academy as the primary place of employment. A written consent of the proposed candidate shall be attached to the application.
3. A dean shall be elected by the members of the community of the Academy assigned to a given faculty according to the register of electors, in accordance with a division into groups which are assigned separate proportional shares of the voting result:
  - 1) teachers employed in the positions of professor and university professor – share of 50%,
  - 2) other academic staff – 29% share,
  - 3) students and doctoral students: 20%,
  - 4) non-academic staff – 1%.
4. Members of each voter group shall cast votes within their voter group. Within each group, candidates are assigned a total number of electoral votes equal to the percentage share assigned to them in section 3, i.e. 50, 29, 20, and 1 electoral vote, respectively. Electoral votes are assigned to candidates in proportion to the number of votes obtained in elections to a given group, to two decimal places.
5. The candidate who receives the highest number of electoral votes from all the groups, subject to section 6-7, becomes a dean.
6. If only one candidate for a dean is successfully nominated, the provisions of section 4 shall not apply and voters shall vote "FOR" or "AGAINST" the candidature or abstain from voting. The only candidate becomes a dean if he or she has the support of at least 25% of voters (valid votes cast). Otherwise, the election is repeated.
7. If more than two candidates are successfully put forward for a dean, the provisions of sections 4 and 5 shall apply, but the candidate who receives the highest number of votes shall become a dean provided that he or she has received more than 50 electoral votes. If no candidate has received 50 electoral votes as a result of the vote, the vote shall be repeated, and only the two candidates who received the highest number of electoral

votes in the first vote shall take part in the second vote. In the repeated voting, the requirement of obtaining a specified number of electoral votes shall not apply.

8. In the event that at least two candidates receive the same highest number of electoral votes, the higher number of votes in the group of teachers employed in the positions of professors or the Academy's professors shall be decisive, and in the event of a tie, the higher number of votes in the subsequent groups listed in section 3 shall be decisive, and finally, a drawing of lots shall take place.

#### § 58

1. The mandate of a dean shall expire in the event of death, resignation, failure to submit a lustration declaration or lustration information, or failure to comply with the requirements set out in the law or the statute.
2. The mandate of a dean shall also expire as a result of the termination or expiry of the employment relationship, unless a new employment relationship is established immediately after the termination of the employment relationship.
3. A dean may also be dismissed by the senate by a majority of at least three-quarters of the votes in the presence of at least two-thirds of its statutory membership.
4. A motion for the dismissal of a dean may be submitted by members of the senate representing at least 1/2 of its statutory membership or by the rector.
5. The expiry of the mandate of a dean is confirmed by the rector.

#### § 59

1. If the deans' term of office expires before the end of the term, a by-election shall be held for the remainder of the term, unless less than 3 months remain before the end of the term.
2. The by-election shall be conducted in accordance with the provisions for the election of a dean, as appropriate.
3. During the period from the date of confirmation of the end of the dean's term of office or from the date of his or her dismissal until the date of election of a new dean, the duties of a dean are performed by a director of one of the institutes constituting a faculty, designated by the rector.
4. If a dean has not been elected by the date referred to in § 25 section 3, the provisions of section 3 are applicable accordingly.

### ELECTION AND EXPIRY OF THE MANDATE OF A DIRECTOR OF AN INSTITUTE

#### § 60

1. The election of a director of an institute shall be direct and equal within each group of voters.
2. A director of an institute shall be elected from among candidates meeting the requirements of the law and the statute, proposed by members of the community of the Academy who are entitled to elect a director of an institute. A director of an institute may only be an academic staff member employed at the Academy as the primary place

of employment. A written consent of the proposed candidate shall be attached to the application.

3. A director of an institute shall be elected by the members of the community of the Academy assigned to an institute according to the list of voters, in accordance with the division into groups, who were assigned a separate proportional share as a result of voting.
  - 1) teachers employed in the positions of professors and the Academy's professors – 50% share,
  - 2) other academic staff – 29% share,
  - 3) students and doctoral students: 20% share,
  - 4) non-academic staff – 1% share.
4. The provisions of § 57, sections 4-8 shall apply accordingly to the election of a director of an institute.

#### § 61

1. The mandate of a director of an institute shall expire in the event of death, resignation, failure to submit a lustration declaration or lustration information or failure to meet the requirements laid down in the law or the statute.
2. Moreover, the mandate of a director of an institute shall expire due to termination or expiry of the employment relationship, unless a new employment relationship is established immediately after the termination of the employment relationship.
3. A director of an institute may also be dismissed by the senate by a majority of at least 3/4 of votes in the presence of at least 2/3 of its statutory membership.
4. A motion for dismissal of a director of an institute may be submitted by senate members representing at least 1/2 of its statutory membership or by the rector.
5. The termination of the mandate of a director of an institute is confirmed by the rector.

#### § 62

1. In the event of expiry of the mandate of a director of an institute before the expiry of the term of office, a by-election shall be held for the period until the expiry of the term of office, unless less than 3 months remain until the expiry of the term of office.
2. The by-election shall be conducted in accordance with the provisions on the election of a director of an institute, respectively.
3. A deputy director of an institute shall perform the duties of a director of an institute until the election of a director of an institute is held, or if the election is not held due to the provisions of paragraph.
4. If more than one deputy director is appointed at an institute, the duties of a director of an institute shall be performed by a deputy director designated by a dean of the respective faculty.

## COMMON PROVISIONS

### § 63

1. A framework calendar for the election of one-member bodies and members of the senate shall be established for the period from March 1 to May 31 of the last academic year of the expiring term of these bodies.
2. The period from March 1 to April 15 shall be the time for electing a rector.
3. The period from March 10 to March 31 shall be the time for electing the electoral college.
4. The period from April 15 to April 30 is the time for electing deans and directors of institutes, with the election of deans taking place before the election of directors of institutes.
5. The period from May 1 to May 31 shall be the time for electing elected members of the senate.
6. The period from August 1 to August 31 of the year in which the term of office of the said bodies expires is the period in which activities related to the delegation of duties are carried out.
7. From the effective date of the election, a rector-elect and deans-elects shall have the right to attend senate meetings as observers.
8. In the event of the expiry of the mandate of a body or a member of a body, a by-election shall be held as soon as possible, but not later than one month after the expiry of the mandate has been established.

### § 64

The term of office of a person elected in a by-election shall end on the day on which the term of office of his or her predecessor would have ended.

## **Chapter 5 Academy Staff**

### § 65

1. Employees of the Academy shall include academic staff and non-academic staff.
2. The organization and order of the work process and the related rights and obligations of the employer and employees, in particular the rules for determining the scope of duties of academic staff for individual staff groups and position types, the types of courses to be taught within the scope of such duties, including the teaching load and other duties for individual positions, as well as the rules for calculating teaching hours and the detailed principles and procedure for granting holiday leave and other leave shall be laid down in the work regulations.
3. The terms and conditions of remuneration for work, to the extent not regulated by the law, shall be determined by the remuneration regulations.

## § 66

1. Academic teachers may be persons who meet the requirements set forth in the law and the statute.
2. Academic staff shall be employed in the following groups:
  - 1) teaching staff,
  - 2) research staff,
  - 3) research and teaching staff.
3. Basic duties of academic teachers depend on the group they are employed in:
  - 1) teaching staff – educating and training students or participating in the education of doctoral students,
  - 2) research staff – conducting research or participating in the education of doctoral students,
  - 3) research and didactic staff – conducting research activities, educating and training students or participating in the education of doctoral students.
4. Academic teachers shall be required to participate in organizational work for the Academy and to continuously improve their professional competence.

## § 67

1. Teaching staff are employed in positions of:
  - 1) professors,
  - 2) the Academy's professors,
  - 3) assistant professors,
  - 4) lecturers,
  - 5) lectors,
  - 6) instructors.
2. Research and teaching and research staff shall be employed in positions of:
  - 1) professors,
  - 2) Academy's professors,
  - 3) assistant professors,
  - 4) assistants.
3. The position of:
  - 1) a professor – may be held by a person with the title of a professor,
  - 2) the Academy's professor – may be held by a person with at least the title of a doctor and having outstanding achievements:
    - a) teaching or professional achievements – in the case of teaching staff,
    - b) scientific or artistic achievements – in the case of research staff,



- c) scientific, artistic or didactic achievements – in the case of research and teaching staff,
  - 3) an assistant professor – may be held by a person with at least a doctoral degree,
  - 4) an assistant – may be held by a person with MA, MSc or equivalent title,
  - 5) a lecturer, reader and instructor – may be held by a person with the degree of MA or MSc or equivalent.
4. A person holding the title of a professor shall be employed at the position of a professor.
  5. The detailed scope of duties of academic staff shall be determined by the rector.

#### § 68

1. Prior to the employment (promotion) of an employee in the position of the Academy's professor, the rector shall consult the senate on a candidate's compliance with the requirement of significant achievements.
2. Prior to giving its opinion, the senate may appoint a three-person committee from among the senate members holding the academic title of a professor or PhD, DSc title to prepare an evaluation of significant and creative achievements in scientific, professional or artistic work to be submitted to the senate.
3. A resolution expressing the opinion of the senate shall be adopted by the senate only by a vote of academic staff holding the title of a professor or the degree of PhD, DSc.

#### § 69

1. The employment relationship with employees, including academic staff, is established and terminated by the rector.
2. The first employment relationship with an academic staff member at the Academy, whether for an indefinite or definite period longer than three months, and exceeding half of full working time, shall be established following an open competition.
3. The provision of section 2 shall not apply to the employment of academic staff who are:
  - 1) assigned to work at the Academy under a contract concluded with a foreign research institution,
  - 2) a beneficiary of a project, program or competition announced by the National Agency for Academic Exchange, the National Center for Research and Development, the National Science Center or an international competition for the realization of a research project,
  - 3) for the duration of a research or teaching project financed:
    - a) with funds from the budget of the European Union,
    - b) another entity awarding the grant.

#### § 70

1. Open competitions for the position of an academic teacher shall be announced by the rector after consulting the dean or the head of an inter-faculty unit.

2. Information on a competition and its outcome, together with the justification, shall be made available in the Public Information Bulletin (BIP) on the websites of the Academy within 30 days before and after the competition, respectively.
3. Information on a competition shall also be made available in English on the European Commission's website in the European portal for mobile researchers, intended for publishing job offers for researchers, within 30 days before the competition.
4. Information on a competition in the BIP on the Academy's website should include at least:
  - 1) the description of the position offered, together with the group of employees,
  - 2) the specification of the requirements for candidates with respect to their professional, artistic, research, and teaching qualifications,
  - 3) the list of documents required from candidates,
  - 4) the deadline for submitting documents,
  - 5) the date of a competition's settlement.
5. A competition commission and its chairperson shall be appointed by the rector upon consulting the dean or the head of the inter-faculty unit.
6. A competition commission consists of 5 members.
7. A competition commission decides in a secret ballot in the presence of the majority of the commission's members.
8. Protocols are prepared from a competition proceedings and the secret voting.
9. The chairperson of a competition commission presents the results of a competition along with all documentation to the rector.

#### § 71

1. Except for the rector, academic staff shall be subject to periodic evaluation, in particular with regard to the performance of the duties referred to in § 66, and compliance with the provisions on copyright and related rights, as well as on industrial property. The periodic evaluation can be positive or negative.
2. Periodic performance evaluation shall be performed at least once every four years or at the request of the rector. In the case of absence from work due to maternity leave, leave under conditions of maternity leave, paternity leave, parental leave, health leave or leave due to military service or alternative service, the date of the periodic evaluation is extended by the period of such absence.
3. The criteria for periodic performance evaluation for particular groups of employees and types of positions, as well as the procedure and the entity performing the periodic performance evaluation shall be determined by the rector after consulting the senate, trade unions, student government and doctoral student government. The opinion shall be given within the period indicated in the application for its expression, which shall not be shorter than 30 days. In the event of the ineffective lapse of this time limit, the requirement for an opinion shall be deemed satisfied. The criteria may not relate to the obligation to obtain the degree of doctor, the degree of doctor habilitated or the title of professor. The criteria shall be presented to the academic staff member before the beginning of the period subject to evaluation.

4. The Academy shall make it possible for students and doctoral students to evaluate academic staff in terms of the fulfillment of their duties related to education at least once every academic year. The rules for evaluation shall be laid down by the rector.
5. The results of periodic evaluation may be appealed against to the rector.
6. In the event of a negative evaluation, the next periodic evaluation shall be conducted not earlier than within 12 months of the completion of the previous evaluation.

## **Chapter 6**

### **Higher Studies and Other Forms of Education**

#### § 72

1. The Academy conducts first and second-degree courses.
2. The Academy may conduct doctoral degree courses.
3. In cases provided for in the law, the Academy may decide to conduct uniform master courses.
4. Apart from the forms of education referred to in sections 1-3, the Academy may conduct: postgraduate programs, artistic and scientific traineeships, education in the form of colleges, supplementary courses and trainings<sup>11</sup>.
5. The creation, transformation or abolition of a specific form of education, referred to in section 4, is based on the rector's order, issued at the request of a head of an organizational unit, approved by the senate.
6. Lectures at the Academy shall be open, and the rules of attendance by persons from outside the Academy shall be determined by the rector.
7. The academic year lasts from October 1<sup>st</sup> to September 30<sup>th</sup> and is divided into 2 semesters.

#### § 73

1. Admissions to all forms of education at the Academy shall be conducted in accordance with the law and the appropriate acts of the bodies of the Academy.
2. The conditions, mode, time limits and manner of conducting the admissions to the studies shall be determined in the resolution of the senate published in the guidebook for candidates for higher studies and on the websites of the Academy not later than by June 30 of the year preceding the academic year which the resolution concerns. By June 30 of each year, the rector, in consultation with deans, shall determine the limits of admissions for each course of study in the recruitment procedure for the following academic year<sup>12</sup>.

#### § 74

1. The admission to the Academy as a student of the first and second degree takes place when, preceded by the traditional matriculation, a candidate takes an oath with the following content:

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<sup>11</sup> Amended by Resolution 100 2019/2020 effective September 23, 2020.

<sup>12</sup> Amended by Resolution 100 2019/2020 effective September 23, 2020.

- "On the threshold of studying the great art of music, I vow to:
- study diligently for personal satisfaction and development of music, humanism and culture,
  - improve my skills with all my might, develop my talent and shape my character,
  - act in accordance with the law and good academic traditions,
  - conform to the rules established by the Academy,
  - care for its honor and support it as far as possible".

2. A candidate shall be admitted as a doctoral student of the Academy upon taking the following oath:

- "Entering as a doctoral student of the Academy of Music in Poznań I vow to:
- persistently acquire knowledge and develop my musical skills,
  - conduct academic research with integrity and in the name of truth,
  - respect academic laws and customs,
  - uphold the dignity of the Academy and the doctoral student".

## **Chapter 7**

### **Disciplinary Responsibility**

#### § 75

1. Academic staff, students and doctoral students shall be liable to disciplinary measures pursuant to the procedure and rules laid down in the law, while:
  - 1) an academic staff member shall be subject to disciplinary liability for a disciplinary offence constituting an act in breach of the duties of an academic staff member or the dignity of the academic staff profession,
  - 2) a student shall be liable to disciplinary measures for a breach of the regulations in force at the Academy and for an act demeaning the dignity of a student,
  - 3) a doctoral student shall be liable to disciplinary measures for the violation of the regulations in force at the Academy and for an act offending against the dignity of a doctoral student.
2. Activities in disciplinary proceedings shall be carried out in accordance with the law by the rector, disciplinary prosecutors and disciplinary committees.

#### § 76

1. In order to conduct explanatory proceedings, the rector shall appoint:
  - 1) one or more disciplinary ombudspersons for academic staff – from among academic staff employed at the Academy who hold at least the degree of a doctor,
  - 2) one or more disciplinary ombudspersons for students – from among academic staff employed at the Academy,
  - 3) one or more disciplinary ombudspersons for doctoral students – from among academic staff employed at the Academy.
2. The term of office of disciplinary ombudspersons shall be four years and shall commence on January 1 of the year following the commencement of the term of office of the rector.

## § 77

1. Disciplinary commissions shall be appointed to conduct disciplinary proceedings as indicated in §§ 78-80.
2. The term of office of disciplinary commissions shall be 4 years and commence at the beginning of the term of office of the senate.
3. The functions of a member of a disciplinary commission may not be combined with the function of a disciplinary ombudsperson or the function of a body of the Academy.
4. Persons holding the function of one-member bodies of the Academy may be members of the Academy's disciplinary commission for academic staff four years after ceasing to hold such functions.
5. The mandate of a member of a disciplinary commission shall expire due to:
  - 1) death,
  - 2) election to the positions listed in section 3,
  - 3) termination of the employment relationship with the Academy or expulsion from the register of students or doctoral students,
  - 4) valid punishment in criminal or disciplinary proceedings.
6. The expiry of a mandate shall be declared by the senate.
7. The position that has been vacated in a disciplinary commission shall be immediately supplemented in the manner appropriate to the election of a member of the commission. The term of office of a member of the commission thus elected shall expire on the same date as the term of office of the entire commission.

## § 78

1. A university disciplinary commission for academic teachers shall be appointed to adjudicate in disciplinary matters concerning academic teachers.
2. A university disciplinary commission for academic staff shall consist of seven persons, including a chairperson and two deputy chairpersons.
3. A university disciplinary commission for academic staff shall be elected by the senate in accordance with the following rules:
  - 1) 6 members of a commission, including the chairperson and deputies, shall be elected from among academic staff employed at the Academy in the positions of professors or the Academy's professors, in equal numbers from each faculty,
  - 2) 1 member of a commission shall be a student, chosen upon the recommendation of a competent body of the student government,
  - 3) the chairperson of a commission and its deputies must be employed at the position of a professor.
4. Members of a disciplinary commission for academic staff shall be elected by a majority vote, with at least half of the number of senate members present, in a secret ballot. Accepting the mandate of a member of a commission shall be the right and duty of an academic staff member.
5. A commission shall decide with the participation of at least three members. A chairperson of an adjudicating panel shall be the chairperson of the disciplinary

commission or his or her deputy. Apart from a chairperson of an adjudicating panel, an adjudicating panel shall consist of members of a commission appointed by the chairperson of the disciplinary commission.

#### § 79

1. For adjudication in disciplinary matters of students, the following are appointed:
  - 1) a disciplinary commission for students,
  - 2) an appellate disciplinary commission for students.
2. A disciplinary commission for students and an appellate disciplinary commission for students shall consist of eight members each, including a chairperson and a deputy.
3. A disciplinary commission for students and an appellate disciplinary commission for students shall be elected by the senate in accordance with the following principles:
  - 1) both commissions shall be composed of 4 academic teachers, in equal number from each faculty,
  - 2) both commissions shall be composed of 4 students, in equal numbers from each faculty, chosen upon the recommendation of a competent body of the student government,
  - 3) one cannot be a member of both commissions at the same time,
  - 4) commission chairpersons and their deputies must be academic teachers.
4. Disciplinary commissions shall adjudicate in a panel of five members. A chairperson of an adjudicating panel shall be the chairperson of the disciplinary commission or his or her deputy. Apart from a chairperson of an adjudicating panel, an adjudicating panel shall consist of academic staff and students in equal numbers. An adjudicating panel shall be appointed by the chairperson of the commission.

#### § 80

1. For adjudication in disciplinary matters of doctoral students, the following are appointed:
  - 1) a disciplinary commission for doctoral students,
  - 2) an appellate disciplinary commission for doctoral students.
2. A disciplinary commission for doctoral students and an appellate disciplinary commission for doctoral students shall consist of five persons each, including the chairperson and a deputy.
3. A disciplinary commission for doctoral students and an appellate disciplinary commission for doctoral students shall be elected by the senate, subject to the following rules:
  - 1) both commissions shall consist of 3 academic teachers,
  - 2) both commissions shall be composed of two doctoral students selected on the recommendation of the relevant doctoral student government body,
  - 3) one cannot be a member of both commissions at the same time,
  - 4) commission chairpersons and their deputies must be academic teachers.
4. Disciplinary commissions shall adjudicate in a panel of five members. A chairperson of an adjudicating panel shall be the chairperson of the disciplinary commission or his or her deputy. Apart from a chairperson of an adjudicating panel, an adjudicating panel shall

consist of academic staff and students in equal numbers. An adjudicating panel shall be appointed by the chairperson of the commission.

## **Chapter 8**

### **Administration and Economy of the Academy**

#### § 81

1. The Academy administration shall perform tasks ensuring proper functioning of the Academy in order to fulfill the tasks set forth in § 8.
2. The administration shall operate within the structures defined in the organizational rules and regulations issued by the rector.

#### § 82

1. The administration and management of the Academy shall be managed by a chancellor who shall take decisions concerning its property, excluding the matters reserved for the rector and the senate.
2. A chancellor shall take decisions concerning the Academy property within the scope of ordinary administration. Ordinary administration is understood as actual and legal actions, resulting in the implementation and assumption of obligations up to the equivalent of 75 thousand EUR; in particular, handling current issues related to the ordinary use and management of property in accordance with its purpose and maintaining it in an undamaged condition.
3. A chancellor shall be appointed and employed by the rector after consultation with the senate.
4. A chancellor reports directly to the rector.
5. A chancellor is the superior of the administrative and service staff who do not report directly to the rector.
6. The tasks of a chancellor include in particular:
  - 1) managing and administering the tangible assets of the Academy,
  - 2) organization of the functioning of administration and service staff,
  - 3) petitioning the rector to reward and punish employees subordinate to him for the infringement of order, work discipline and the binding regulations,
  - 4) taking actions and decisions in order to ensure the preservation and proper use of the Academy property and its enhancement,
  - 5) employment and social affairs.
7. A chancellor shall represent the Academy in external relations in the matters within his/her competence and within the scope of the powers granted by the rector.
8. The rector may overrule or change any decision of the chancellor if it is inconsistent with the provisions of the law or violates the important interest of the Academy.

#### § 83

A bursar serves as the chief accounting officer of the Academy.

## § 84

The revenues of the Academy include in particular:

- 1) funds from the state budget, in particular in the form of subsidies,
- 2) fees for educational services and other supplies for which the Academy may charge fees in accordance with the law,
- 3) donations, bequests, inheritances and other voluntary payments, also of foreign origin,
- 4) revenues from paid artistic, research, publishing and consulting activities,
- 5) revenues from commercialization of the results of scientific (artistic) activity, management of copyright, related rights and industrial property rights,
- 6) revenues from spin-off economic activity if conducted,
- 7) revenues from lease and sale of own property components.

## § 85

1. The Academy shall conduct independent financial management on the basis of an activity-and-finance plan, in compliance with the regulations on public finances.
2. The Academy shall maintain accountancy in accordance with the provisions on accounting, considering the rules set forth in the law.
3. The financial year of the Academy shall be the calendar year.
4. The annual financial statement of the Academy shall be audited by an auditing company. The choice of the auditing firm shall be made by the university council.

## § 86

1. The Academy shall have:
  - 1) core funds,
  - 2) scholarship funds,
  - 3) support for disabled persons,
  - 4) other funds, the establishment of which is provided for in separate regulations.
2. The net profit of the Academy shall be allocated to the core funds.
3. The net loss of the Academy shall be covered by the core funds.

## § 87

1. The Academy may conduct organizationally and financially separate business activity in the service area.
2. The activity referred to in paragraph 1 may be conducted by the organizational units referred to in §§ 10-12 and capital companies.
3. The financial result of the separate economic activity shall constitute a part of the financial result of the Academy and shall be allocated for its statutory purposes.



## Chapter 9

### Regulations on the Organization of Assemblies

#### § 88

1. Members of the community of the Academy shall have the right to hold assemblies on the premises of the Academy.
2. An assembly is a grouping of people in a place accessible to unnamed persons in order to hold a joint session or to jointly express a position on public matters.
3. The organization of an assembly on the grounds of the Academy shall require notification of the rector, and in the case of an assembly held on the premises of the Academy, also the consent of the rector.
4. The obligation to notify and obtain consent does not apply to assemblies connected with the teaching, artistic and statutory activities of the Academy.
5. The notification of the intention to organize an assembly shall be submitted to the rector in writing at least twenty-four hours prior to the commencement of an assembly. In cases justified by the urgency of the matter, the rector may accept a shorter notice.
6. The notice should include:
  - 1) the names and addresses of the persons who convene an assembly or are responsible for its conduct, including the chairperson of an assembly,
  - 2) a precise indication of the place and date (date and time of beginning) of an assembly, as well as its planned duration,
  - 3) the purpose or program of an assembly,
  - 4) the anticipated number of participants in an assembly.
7. The rector shall refuse the consent referred to in section 3 or shall ban an assembly if its purpose or program violates the provisions of law.

#### § 89

An assembly may not violate the following rules of order:

- interfere with the normal course of the Academy's work, e.g. by blocking communication or excessive noise,
- take place outside the hours from 9 a.m. to 7 p.m.,
- prohibition to use open fire, corrosive substances and substances harmful to health and property.

#### § 90

1. A chairperson of an assembly shall be responsible for the conduct of an assembly.
2. An assembly held on the grounds of the Academy shall be directed by its chairperson, who shall also open and close it.
3. A chairperson of an assembly shall be the person indicated in the notification as the organizer or another person chosen spontaneously by the participants of an assembly.

4. A chairperson of an assembly shall ensure that it is conducted in a peaceful manner and in accordance with the law and the statute.
5. A chairperson of an assembly, in performing his/her duties, in particular:
  - 1) calls on the participants of an assembly to refrain from behavior that prevents or hinders the holding of the assembly,
  - 2) orders the removal of a participant from an assembly,
  - 3) dissolves an assembly if its participants do not comply with its summons and orders aimed at restoring the peaceful and lawful course of an assembly.

#### § 91

1. The rector may delegate his/her representative to an assembly.
2. The rector's representative has the right, after informing the organizers of the possibility of dissolving an assembly, to dissolve an assembly if it is conducted in violation of the law and the chairperson of an assembly does not fulfill his/her obligations or his/her actions do not bring results.
3. The rector's representative shall announce the dissolution of an assembly orally to the chairperson of an assembly in the presence of its participants.
4. The decision on the dissolution of an assembly together with the justification shall be delivered to the organizers of an assembly in writing within 5 days from the dissolution of an assembly.
5. The decision on the dissolution of an assembly by the rector's representative may be appealed against by the organizers and participants of an assembly to the rector within three days of the receipt of the decision on the dissolution of an assembly.

#### § 92

When an assembly is closed or dissolved by a chairperson of an assembly or by the rector's representative, the participants of an assembly are obliged to leave the place of an assembly without undue delay.

#### § 93

Members of the community of the Academy who obstruct or attempt to obstruct or disrupt an assembly, disobey the orders of the chairperson of an assembly or the rector's representative, or convene an assembly without the required notice or consent of the rector, or violate the provisions of generally applicable law, shall be subject to disciplinary liability regardless of other types of legal liability.

## **Chapter 10**

### **Transitional and Final Provisions**

#### § 94

1. Doctoral programs commenced before the 2019/2020 academic year shall be provided in accordance with the existing rules, but not longer than until 31 December 2023.

2. Substantive supervision of doctoral programs conducted at the Academy from 1 October 2019 to 31 December 2023 shall be exercised by the senate.

#### § 95

1. The deans elected for the 2016-2020 term of office who, in accordance with the law, cease to serve as organs of the Academy as of September 30, 2019, shall cease to serve as deans within the meaning of the previous statute of the Academy as of the same date and shall not be deans within the meaning of this statute.
2. The faculty councils elected for the 2016-2020 term of office, which cease to serve as organs of the Academy in accordance with the law as of September 30, 2019, shall cease to function and be liquidated as of the same date.
3. The election of the first deans, institute directors and persons holding managerial positions whose mandate has expired by the law or who have been created by this statute shall take place immediately upon the entry into force of this statute.
4. The election of the bodies and managerial functions referred to in section 3 shall be conducted in accordance with the provisions of this statute, but the first election shall be conducted without the deadlines referred to in § 66, in time to enable the elected persons to be elected and to take up their duties as soon as possible. The election shall be conducted by the University Election Commission elected for the 2016-2020 term.
5. The term of office of the first deans, directors of institutes and persons holding managerial positions appointed in accordance with the statute shall last until 31 August 2020.
6. The term of office referred to in paragraph 5 shall not be included in the number of terms of office in the event of a limitation on the number of possible terms of office.

#### § 96

1. The senate elected for the 2016-2020 term, which according to the law shall remain in office until the end of the term, shall remain unchanged in its composition according to the previous statute. In particular, the composition of the senate remains the persons referred to in § 95 section 1, as well as the current vice-rectors, regardless of whether they were elected to perform functions with which, according to the previous statute, participation in the senate was connected *ex officio*.
2. Deans and directors of institutes, as well as vice-rectors elected on the basis of the provisions of this statute for the term ending on 30 September 2020, if they are not members of the senate, shall have the right to participate in the meetings of the senate for the 2016-2020 term as observers.

#### § 97

1. The term of office of the disciplinary commission for academic staff elected for the 2016-2020 term shall end on 31 August 2020.
2. The terms of office of disciplinary ombudsmen for students and the terms of office of disciplinary ombudsmen for doctoral students initiated before the date of entry into force of the statute shall continue until 31 December 2020.

## § 98

Amendments to the statute may be made in accordance with the procedure provided for its adoption.

## § 99

The Statute of the Ignacy Jan Paderewski Academy of Music in Poznan, dated 24 May 2006, shall become invalid upon the entry into force of the statute.

## § 100

The statute shall take effect on October 1, 2019.

§ 101<sup>13</sup>

The election of governing bodies and positions for the 2020-2024 term shall be conducted in accordance with the provisions of the statute, with the election being conducted without regard to the deadlines referred to in § 63 section 1-5, but the election of the rector must occur before June 30, 2020.

President of the Senate

Rector

Prof. Hanna Kostrzewska, PhD, DSc

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<sup>13</sup> Added by Resolution No. 61 2019/2020 effective April 29, 2020.

**DESIGN OF THE EMBLEM OF THE ACADEMY**



DESIGN AND DESCRIPTION OF THE BANNER OF THE ACADEMY







The banner of the Academy is its ceremonial symbol and has the following design:

- obverse: a square-shaped banner, 100/100 cm, navy blue in color with the image of Ignacy Jan Paderewski's left profile in the middle, integrated into the outline of the globe with the shapes of the continents. Under the profile, there are dates related to the life and activity of Ignacy Jan Paderewski, marked with the symbol of the year:
  - 1860 – year of birth,
  - 1887 – artistic debut,
  - 1910 – founding and presenting the Grunwald Monument to the Polish nation,
  - 1918/1919 – Wielkopolska Uprising, regaining of independence, Prime Minister of the first government of the Second Republic of Poland,
  - 1936 – initiator of the anti-Sanation front,
  - 1941 – year of death.

Dates embroidered with colors: light green, dark green, gold, red and white, silver light and silver dark.

Below the dates, two gold-colored staves are embedded in the outline of the globe. Between the staves there is a red and white ribbon symbolizing the national flag. Under the staves, as the end of the oval, there is a fragment of a piano keyboard in gold and navy blue. The whole is crowned with an inscription being a quotation from Ignacy Jan Paderewski's speech, which reads: "ALL MY LIFE FOR MY COUNTRY" in dark green.

- reverse: the flag wafer in maroon color, in the central part the image of a white eagle with a golden crown – the emblem of the Republic of Poland – on a red background. Below the emblem the inscription: "AKADEMIA MUZYCZNA IM. IGNACEGO JANA PADEREWSKIEGO W POZNANIU" embroidered with gold and white threads. In the middle of the inscription are the initials: AMIJP embroidered with blue thread against the background of a blue staff. The emblem and inscriptions are surrounded by a laurel wreath embroidered with green thread. At the base of the wreath there is a white and red ribbon. Below the wreath there is an embroidered white thread with the dates 1920-1985 symbolizing the founding and 65<sup>th</sup> anniversary of the Academy.
- border: finished with a light silver colored ribbon, to which dark silver colored tassels are attached.
- fixture: the banner attached to a pole finished with the national emblem.



## DESIGN OF THE ACADEMY LOGO

Polish version



Akademia Muzyczna  
im. Ignacego Jana Paderewskiego  
w Poznaniu

English version



The Ignacy Jan Paderewski  
Academy of Music  
in Poznań

**RULES OF OPERATION OF COLLEGIATE BODIES OF THE ACADEMY**

1. These rules shall lay down the procedure for the work of the university council, the senate and the commissions appointed from them, hereinafter referred to as the collegiate bodies.
2. The collegiate bodies shall hold regular and extraordinary sessions.
3. Meetings of the senate shall be chaired by the rector. If the rector is absent from a session of the senate, it is chaired by the vice-rector. The part of the session concerning the rector's performance evaluation is chaired by an elected member of the senate.
4. The meeting of an ordinary collegiate body is convened by the president of a given body by notifying all the members of this body and persons permanently participating in its meetings in an advisory capacity of the exact date, place of the meeting and the draft agenda.
5. The notification of the date, place and draft agenda shall be posted on the notice board of the collegial body concerned or sent to its members by electronic mail.
6. The actions referred to in points 4 and 5 should be performed not later than one week before the date of the meeting.
7. The draft agenda for an ordinary meeting shall be determined by the president of a collegiate body.
8. The draft agenda for a regular meeting shall include:
  - a. matters arising from the current work of a collegiate body, proposed by its president,
  - b. matters determined by a collegiate body at its previous meetings,
  - c. matters submitted to the president of a collegiate body in a written motion submitted by at least 20% of the members of a collegiate body,
  - d. matters submitted to the president of a collegiate body in a consensual motion of all representatives of a given staff group or student representatives.
9. Requests under 8(c) and 8(d) shall be made in writing no later than four days before the date of the meeting<sup>14</sup>.
10. The president of a collegiate body shall be responsible for the timely inclusion in the draft agenda of items to be considered by the body.
11. A collegiate body shall approve the agenda for an ordinary meeting.
12. Failure to include on the agenda items covered by the draft agenda may only occur as a result of a resolution adopted by an absolute majority of votes. A collegiate body may put on the agenda matters submitted by its members and not included in the draft agenda.
13. Provisions of points 4-6 shall apply accordingly to convening an extraordinary meeting of a collegiate body.
14. The request for convening an extraordinary meeting of a collegiate body shall be submitted in writing to the president of a collegiate body by the members of the body representing not less than 10% of its composition.
15. The agenda of an extraordinary meeting of a collegiate body shall be determined by the president of that body. When convening an extraordinary meeting of a collegiate

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<sup>14</sup> Amended by Resolution 100 2019/2020 effective September 23, 2020.

- body at the request of the members of the body, the president of the body shall determine the agenda in accordance with the content of the request.
16. The date of an extraordinary meeting of a collegiate body shall be determined by the president of that body, but the date of an extraordinary meeting convened at the request of the members of that body shall not be later than fourteen days after the date of submission of the request.
  17. In particularly justified cases, the president of a collegiate body may, on his/her own initiative, convene an extraordinary meeting of that body without observing the requirements set out in points 4 and 6.
  18. The adjournment of a deliberation on an unexhausted part of the agenda shall not be considered as the end of the deliberation, but as a break in the deliberation. The duration of this break shall be determined by the collegiate body.
  19. Individual matters shall be referred by those members of a collegiate body who requested their inclusion in the agenda. Other matters shall be reported by the president of the collegiate body or a person indicated by him or her.
  20. Resolutions, except for the cases referred to in item. 21, are adopted in an open vote.
  21. Resolutions shall be adopted by secret ballot:
    - a. on personnel matters,
    - b. upon the order of the president,
    - c. at the request of any member of the collegiate body.
  22. A resolution involving more than one decision may be voted on jointly if none of those present objects.
  23. The adoption of a resolution of a collegiate body shall require the presence of at least half of the total number of members entitled to vote of that body, unless the special provision requires a higher quorum.
  24. The resolutions of the collegiate body shall be adopted by a simple majority of votes unless the special provision provides otherwise.
  25. Resolutions on submitted matters not included in the draft agenda may be adopted only at ordinary meetings of collegiate bodies, provided that the following conditions are jointly met:
    - a. at least  $\frac{2}{3}$  of the members of a collegiate body are present at the meeting,
    - b. at least  $\frac{2}{3}$  of the members of a collegiate body participating in the meeting consent to the vote.
  26. Whenever the statute refers to adoption of a resolution by a simple majority of votes, this shall be understood to mean that in order for a resolution to be adopted it is necessary for the number of votes in favor to exceed the number of votes against, irrespective of the number of persons who abstained from voting.
  27. Whenever the statute refers to the adoption of a resolution by an absolute majority of votes, this should be understood to mean that in order for a resolution to be adopted it is necessary for more than  $\frac{1}{2}$  of the valid votes to be cast in favor of its adoption.
  28. Members of collegiate bodies shall have the right to address questions to the presidents of those bodies.
  29. The president of a collegiate body or a person authorized by him or her is obliged to reply to an interpellation at the nearest meeting of that body.
  30. A collegiate body may, on its own initiative or at the request of the president of a collegiate body, appoint a team to examine the matter subject to an interpellation.
  31. A collegiate body may appoint commissions if there is a justified need.

32. A collegiate body shall determine the tasks and powers of the commissions.
33. Commissions shall be appointed to comprehensively investigate matters that are the subject of their activities and to prepare for the collegiate bodies materials and information useful for decision-making by those bodies. Commissions shall be independent in their activities and in the formulation of their opinions.
34. In addition to the members of the collegiate bodies, commissions may also include other persons employed by the Academy, with the president of a commission being a member of a collegiate body.
35. A commission shall accept for consideration the matters referred to it by a collegiate body or its president.
36. In the event of a difference of opinion, the position of a commission shall be determined by voting.
37. The president of a commission shall inform the collegiate body of the results of the commission's work and present its position. At its next meeting, he/she shall report on the course of the discussion and the decision of a collegiate body on the matter in question.
38. The president of a commission shall have the right to require the commission to be provided with materials, documents or explanations relating to the matter which is the subject of the commission's work.
39. The debates of the collegiate bodies are recorded.
40. The presidents of collegiate bodies shall be obliged to guarantee the persons referred to in point 34 access to resolutions and minutes of debates.
41. The parts of the minutes of the proceedings covered by state, official or personal secrecy shall not be made available if the person requesting access to the minutes does not have the necessary authority.
42. Presidents of the collegiate bodies shall publish announcements informing the academic community of the resolutions adopted.
43. Each collegiate body may, notwithstanding these rules, adopt its own rules of procedure.