

**THE STATUTE<sup>1</sup>**  
**of Katowice School of Economics**



Katowice, on 2nd January 2014

*In the case of any discrepancies between the Polish and English language versions of this document  
then the binding version shall be the Polish version.*

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**CHAPTER 1**  
**GENERAL PROVISIONS**

**Article 1**

1. Katowice School of Economics, hereinafter referred to as the "the University", operates on the basis of the Act of 27 July 2005 Law on Higher Education (Journal of Laws 2005 no. 164, item 1365, as amended), hereinafter referred to as "Act ", implementing provisions to this Act and the Statute and regulations issued on its basis.
2. Katowice School of Economics is an academic university within the meaning of the act.
3. The university is entered into the register of non-public universities and associations of non-public universities kept by the minister competent for higher education with 36 as the ordinal number.
4. The University has a legal personality.
5. The University is a member of the Conference of Rectors of Academic Schools in Poland.
6. The University uses the following translation of the name into English: "Katowice School of Economics" (abbreviation "KSE").
7. The official Polish abbreviation of the University's name is: "GWSH".
8. The founder of the University is "ECONOMICUS" Usługowo - Handlowo- Produkcyjna Spółka z o.o. with its registered office in Katowice, entered into the register of enterprises of the National Court Register of the District Court in Katowice, 8th Commercial Division of the National Court Register under the number 0000069303, hereinafter referred to as the "the Founder".
9. Supervision over the University, within the scope determined by the provisions of the Act, exercises the minister competent for higher education and the Founder.

**University symbols**

**Article 2.**

1. Symbols of the Katowice School of Economics are: the University's emblem, the University's flag and the University's logo.
2. The University emblem and the University's logo are graphic signs that are legally protected.
3. Patterns of symbols of the University are set out in Appendix 1 to the Statute.
4. The University Senate determines the manner and place of application of the University's symbols.

**The University's Medal and other awards**

**Article 3.**

1. A person with outstanding educational, scientific, artistic or social achievements, being a recognised authority in their environment or deserving of the University, the University Senate may award a medal of Katowice School of Economics.
2. The template of the medal referred to in para. 1, is defined in Appendix 2 hereto.
3. The University may grant other awards specified by the Senate.

## **The University autonomy and non-profit principle**

### **Article 4.**

1. The University is autonomous in every field of its operation, it operates on the principle of freedom of research and freedom of teaching.
2. The University is a community of academic teachers, students, PhD candidates and employees of the University who are not academic teachers.
3. The University educates following the majors specified in the permit of the minister competent for higher education.
4. The University is an institution operating according to the principle of non-profit, according to which the entire income is spent on statutory activities, which means that the University is not engaged in gainful activities.

## **The University's rights and tasks**

### **Article 5**

1. The University has the right to:
  - 1) offer education at first-cycle programme, second-cycle programme and uniform Master's studies,
  - 2) award PhD degree,
  - 3) determine the requirements of admission to studies, including the number of places of the majors of study and forms of study,
  - 4) determine the curricula,
  - 5) establish study programmes, including study plans,
  - 6) offer postgraduate studies, skills improvement courses and other courses,
  - 7) award graduation diplomas confirming the obtaining a professional title,
  - 8) award diplomas confirming obtaining PhD degree,
  - 9) award postgraduate certificates and skills improvement courses' certificates,
  - 10) award certificates, in accordance with the Code of Administrative Procedure.
2. The University's task is to:
  - 1) educate students in order to prepare them for professional work,
  - 2) develop students' sense of responsibility for the Polish country, for strengthening democratic principles and respect for human rights,
  - 3) conduct scientific research and development works, provide research services and technology transfer to the economy
  - 4) educate and promote scientific staff,
  - 5) popularise and broadening of achievements in education, national culture and technology, including through the collection and sharing of library and information collections,
  - 6) offer independently or jointly with other entities, including national and foreign universities, higher studies, postgraduate studies, PhD seminars, courses, trainings and other forms of education, in order to develop new skills necessary for the labour market in a lifelong learning system,
  - 7) ensure conditions for the development of students' physical culture,
  - 8) operate for local and regional communities,
  - 9) creating conditions for people with disabilities to participate fully in the education process and in scientific research,
  - 10) implement activities to develop cooperation between universities,
  - 11) confirm learning outcomes,
3. For the implementation of the statutory tasks, the University:
  - 1) cooperates with higher national and foreign universities,

- 2) cooperates with national and foreign scientific and business communities,
- 3) collects funds obtained particularly from:
  - a) fees for activities related to educational activities,
  - b) subsidies from the European Union funds, the national budget, budgets of local government entities and from other sources as well as target funds,
  - c) donations from natural, legal persons and other organisational units not having legal personality, both national and foreign,
  - d) scientific-research, didactic, implementation, advisory activities conducted for payment and license fees,
  - e) fees for cultural activities and services carried out by students or employees of the University,
  - f) fees for renting rooms and making other University's property assets available for payment,
  - g) incomes from publishing activities run by the University publishing house, including the sale of own publishing houses' publications,
  - h) incomes from separate business activities,
  - i) the title of membership as a partner or shareholder of companies,
  - j) interest on bank deposits and securities issued by the State Treasury or other authorised entities.
- 4) may conduct separate business activities in the field of lease and rental of fixed assets constituting the University's property, including real property, carrying out scientific expertises and other scientific studies, publishing and advertising activities, consultancy in the scope of its competences, organising fairs and exhibitions. The business may be carried out in the form of an organisationally and financially separated university-wide unit, created, transformed and liquidated by the Rector, with the consent of the University Council and the Founder,
- 5) may appoint foundations,
- 6) may create your own scholarship fund for university staff and students and PhD candidates, whose rules of granting will be determined in a separate regulation,
- 7) may create other than specified in item 6) target funds,
- 8) in the event of liquidation of the funds referred to in item 6) and 7) accumulated and undistributed monies of these funds are transferred to other statutory purposes.

#### **Article 6**

1. The University has the right to implement activities aimed at monitoring the careers of its students and graduates, and monitoring the professional suitability of the education. The graduates' career may be monitored in particular after three and five years from the date of graduation.
2. In connection with the performance of the University's tasks, it may process personal data in accordance with the applicable provisions on the protection of personal data.

#### **Studies at the University**

##### **Article 7**

1. Studies referred to in Article 5 para. 1 item 1, conducted by the University may be of a practically-oriented or academic-oriented profile.
2. Studies referred to in Article 5 para. 1 item 1, may be conducted, on the basis of the concluded agreement, jointly by the University and other universities or scientific institutions, including universities and scientific institutions having their headquarters abroad.
3. Studies referred to in Article 5 para. 1 item 1 may be carried out by the University with the participation of business entities. The manner of carrying out and organising the studies is

- defined in a written agreement concluded between the University and an business entity.
4. Studies referred to in Article 5 para. 1 item 1, may be conducted using distance learning methods.

### **Article 8**

1. Studies at the University are conducted as full-time and part-time studies.
2. The basic system of studies are part-time studies.
3. Education and educational services provided by the University are upon payment.

### **Other University activity**

#### **Article 9**

1. The University may conduct an activity in the scope specified in the Act of 2 July 2004 on freedom of economic activity (Journal of Laws 2004 no. 173, item 1807, as amended), subject to para. 4.
2. The business activity is separated in terms of organisation and finance from the educational and research activities mentioned in Article 5.
3. Business activity can be conducted in the form of organisationally and financially separated university-wide units, created, transformed and liquidated by the Rector, with the consent of the University Council and the Founder.
4. Teaching, scientific, research, experimental, artistic, sports, diagnostic, rehabilitative or therapeutic activity conducted by the University is not an business activity within the meaning of the Act of 2 July 2004 on freedom of economic activity.

#### **Article 10**

1. The University can run academic business incubators and technology transfer centres.
2. The University can create primary schools, junior high schools and high schools, post-secondary schools, as well as other educational institutions referred to in the Act of 7 September 1991 on the educational system. (Journal of Laws 1991 no. 95 item 425, with later amendments)
3. The University may, in order to commercialise the results of scientific research and development work, establish a limited liability company or a joint-stock company.
4. The University may create other than listed in para. 2 and Article 5 para. 1 items 1 and 6, forms of education in the lifelong learning system.

#### **Article 11**

1. The University may create, with the consent of the minister competent for higher education, branches and branch campuses.
2. The University offers the education referred to in Article 5 para. 1 item 1, in particular within the administrative borders of Katowice. The basic organisational unit of the University may provide education in facilities located in the same metropolitan area in which the city of Katowice is located.
3. The University cooperates and develops cooperation, having the consent of the University Council, with relevant centres in the country and abroad.
4. The University publishes scientific papers, textbooks and scripts, as well as materials and information on the University's activities.



## **Diplomas awarded by the University**

### **Article 12**

The University's graduates obtain a diploma of higher education at Katowice School of Economics, granting them the right to use the professional title of:

- 1) master's degree,
- 2) bachelor's degree,
- 3) engineer's degree.

## **CHAPTER 2**

### **ORGANISATION OF THE UNIVERSITY Article 13**

1. The basic organisational units of the University are created, transformed and liquidated by the Rector having consulted with the Senate, with the consent of the Founder.
2. The organisation and rules of operation of the University administration are set out in the Organisational Regulations, provided by the University Council.

### **Faculty**

#### **Article 14**

1. The basic organisational unit of the University is a Faculty.
2. The Faculty provides education in at least one majors of study.
3. Institutes, departments and entities may be created within the faculty.

### **Department**

#### **Article 15**

1. The condition for the establishment of a department is the employment of at least two academic teachers holding a PhD habilitatus degree and at least four academic teachers holding a PhD degree.
2. The department is governed by the head of the cathedral appointed and dismissed by the Rector having consulted with the Senate.

### **Entity**

#### **Article 16**

1. The condition for the establishment of an entity is the employment of at least one academic teacher holding a PhD habilitatus degree and at least two academic teachers holding a PhD degree.
2. The entity is governed by the head of the entity appointed and dismissed by the Rector having consulted with the Senate.

### **Other organisational units**

#### **Article 17**

1. On the basis of an agreement with other universities, the University may create inter-university units and joint units, also with other entities, in particular with scientific institutions, including institutions from abroad.
2. The general university organisational units are:
  - 1) university library,
  - 2) department of foreign languages,

- 3) centre of post-graduate studies, courses and trainings,
- 4) department of physical education,
- 5) archives.

### **The library**

#### **Article 18**

1. The library and information system includes:
  - 1) lending library,
  - 2) reading room,
2. The Library Council operates at the University. The Library Council is the opinion-giving authority of the Rector in the matters of the University's library and information system.
3. The Library Council consists of:
  - 1) a representative of the Rector,
  - 2) library director,
  - 3) a representative of research and didactic staff appointed by the Rector.

#### **Article 19**

1. The organisation of the library and information system as well as the tasks of library units are set out in the Organisational Regulations.
2. In connection with the functioning of the library and information system, the University may process in accordance with the applicable provisions on the protection of personal data, in particular the following personal data of persons using this system.
  - 1) First and family name,
  - 2) Personal Identification No. (PESEL)
  - 3) personal identification numbers,
  - 4) series and number of ID with photo,
  - 5) address,
  - 6) address for correspondence,
  - 7) e-mail address.

#### **Article 20**

Students, postgraduate students and seminar students as well as academic teachers and other employees who are not academic teachers of Katowice School of Economics may use the library and information system.

### **CHAPTER 3 THE FOUNDER OF THE UNIVERSITY**

#### **Article 21**

1. On behalf of the Founder, the Economicus Board acts by virtue of law consulting with the University  
U-H-P Sp. z .o.o.
2. The Founder's competences include:
  - 1) assigning the University statute and introducing changes to it,
  - 2) appointing and dismissing single-person authorities of the University and their deputies - after consulting the Senate,

- 3) selecting a representative representing the Founder in the University Council,
  - 4) appointing and dismissing the Administrative Director and Director for didactics, at the request of the University Council, however the dismissal of the indicated directors is not tantamount to cancellation, termination or expiration of the employment relationship,
  - 5) expressing consent, in accordance with the University's development strategy, new majors, at the request of the University Council,
  - 6) expressing consent, at the request of the Rector, regarding the liquidation or suspension of already existing majors,
  - 7) expressing consent to the creation, transformation, merger, elimination and liquidation of basic University organizational units, including joint with other universities or domestic and foreign institutions, after consulting the University Council,
  - 8) expressing consent for the University to join a company, foundation or other organizational and legal unit or for the establishment of a company, foundation or organizational and legal unit by the University at the request of the University Council,
  - 9) expressing consent to sale, purchase or encumbrance of the University's real property,
  - 10) making a decision about merging the University with another university, including a higher education unit or research facility in the University, or connecting the University with such a unit, at the request of the unit concerned or with its consent,
  - 11) making a decision on the liquidation of the University,
  - 12) expressing consent for the University to enter into commitments or take up activities by the University, whose value exceeds the equivalent of 250 000 (two hundred and fifty thousand) zlotys, with the exception of the placement of the University's free funds on bank accounts,
  - 13) appointing and dismissing the University's liquidators,
  - 14) expressing consent for the University liquidator to enter into commitments or take up disposition of assets, the value of which exceeds the equivalent of PLN 100 000 (one hundred thousands),
  - 15) making decisions in other matters specified in the Statutes.
3. Appointing and dismissing Vice-Rector and Vice-Deans requires the consent of the Rector.
  4. All matters that require the Founder's decision should be submitted to the Founder by the relevant University authority together with appropriate justification, including economic justification, if it causes financial consequences for the University.

**CHAPTER 4**  
**UNIVERSITY AUTHORITIES**  
**Article 22**

1. Collegial authorities of the University:
  - 1) Senate,
  - 2) University Council,
  - 3) Faculty Council.
2. University one-person authorities:
  - 1) Rector,
  - 2) Dean.
3. Undertaking additional employment by an academic teacher, being a single-person authority of the University or his/her deputy, as part of an employment relationship or running a business requires the prior consent of the University Council. The consent covers the term.

**Collegial authorities of the University      Senate**  
**Senate's competences      Article 23**

1. The Senate is the highest collegial authority of the University.
2. The Senate's competences include the tasks specified in the University's statute, tasks reserved by the provisions of the Act to the exclusive competence of the Senate, in particular such as: Art. 38 para. 1, 40 para. 1, Art. 42 para. 2, Art. 62 para. 1 and para. 3, art.80 para. 1, Art. 84 para. 1, Art. 86, 86a, 86c, Art. 88, Art. 121 para. 5, Art. 130 para. 2 and 6, art. 131 para. 2, art. 133 para. 7, Art.161, Art.166 para. 3, Art. 1:67 para. 1a, Art. 169, Art. 178, Art. 202 para. 4, Art. 205 para. 5, Art. 229 para. 2. of the Act of 27 July 2005 Act on Higher Education (Journal of Laws 2005 No. 164, item 1365, with later amendments), as well as:
  - 1) determining the main directions of the University's scientific and didactic activities,
  - 2) expressing opinions and adopting resolutions on matters submitted by the Rector, the University Council, the Founder or members of the Senate,
  - 3) approving Rector's annual reports,
  - 4) adopting regulations, in particular higher education, post-graduate studies, courses and trainings, doctoral seminars, material support for students, student apprenticeships, other regulations applicable to the academic community,
  - 5) establishing the regulations for studies according to an individual programme of study,
  - 6) determining the effects of education, for the majors and education levels conducted at the University,
  - 7) adopting the mode of confirming the learning outcomes, in particular: the principles and conditions for confirming the learning outcomes, as well as the manner of appointing and the mode of operation of the committees verifying the learning outcomes,
  - 8) making decisions on starting higher education at a given level of education, in accordance with the qualifications held,
  - 9) defining the principles of creating curricula on higher studies, principles of creating programs, including programmes for these studies, post-graduate studies, doctoral courses and seminars,
  - 10) determining the conditions and modes of recruitment for higher studies, postgraduate studies and other forms of education implemented by the University, including education in the system of lifelong learning,
  - 11) approving curricula, including study programmes on higher studies, post-graduate study programmes and plans, doctoral seminar programmes and programmes of courses and trainings,
  - 12) approving designs of certificates and diplomas issued by the University,
  - 13) determining the mode of granting a annual leave and leave for the purpose of health leave, as well as holiday for the purposes of academic research - academic teachers,
  - 14) adopting the regulations governing the management of copyright and related rights and industrial property rights as well as the principles of commercialization of the results of scientific research and development works,
  - 15) considering requests for appealing the decisions of the faculty council, settling competence disputes between faculties and repealing resolutions of these authorities, which are inconsistent with the provisions of law or the University's statute or violating essential interests of the University,
  - 16) setting guidelines for faculty councils in the scope of performing the basic tasks of the University,
  - 17) expressing opinions on the appointment and dismissal of the Director of the Institute, the

Head of Department and the Entity Manager.

- 18) deciding on the admission or dismissal of the Dean's request for recognition of the effects of scientific or professional work of a person referred to in Art. 115 para. 1 of the Act of 27 July 2005 - Act on Higher Education (Journal of Laws of 2005 No. 164, item 1365 with later amendments)
3. The Senate may appoint, by resolution, committees to perform specific tasks.  
A member of the committee may be a person who is not a member of the Senate.

#### **Composition of the Senate Article 24**

1. The Senate consists of:
  - 1) Rector as chairman,
  - 2) Vice-Rector as a representative of academic teachers,
  - 3) Administrative Director
  - 4) Director for didactics,
  - 5) Two student representatives.
2. The mandate of a member of the Senate, including the member being student representative, expires before the end of the term in the case of:
  - 1) resignation of the mandate,
  - 2) loss of the status authorizing to be a member of the Senate,
  - 3) receiving a leave of more than 1 year,
  - 4) the decision of a disciplinary penalty,
  - 5) suspension of student rights - in the case of student representatives,
  - 6) conviction by a valid court sentence for an intentional offence or fiscal offence,
  - 7) loss of public rights or incapacitation
  - 8) death.
3. Expiration of the mandate of the Senate member is stated by the Rector.

#### **Representatives of students in the Senate**

##### **Article 25**

1. The Senate member who is the student's representative is elected by the students of the University in accordance with the regulations of the student government.
2. The duration of the term of the student representative in the Senate is determined by the regulations of the student government. Article 25 para. 2 and 3 shall apply accordingly.

#### **Meetings of the Senate**

##### **Article 26**

1. The Senate's meeting shall be convened by the Rector at least once per semester.
2. The meeting of the Senate is convened by the Rector:
  - 1) on its own initiative,
  - 2) at the request of at least four members of the Senate.
3. The request referred to in para. 2 item 2 should specify the subject matter of the Senate meeting. The Senate's meeting should be convened within 14 days from the day of submitting such a request.
4. The meeting of the Senate is convened by notifying members of the Senate, not later than 7 days before the date of the meeting, by the Rector or a person authorized by the Rector, giving the date, place of the meeting and the proposed agenda. It is also possible to convene a Senate meeting urgently by notifying members of the Senate, no later than two days before the date of the meeting.
5. The Founder may convene a Senate meeting to seek opinions on the appointment or dismissal of one-person authorities or their deputies or for other purposes. The meeting shall be

convened by notifying the members of the Senate by the Founder, giving the date, place of the meeting and the proposed agenda, forwarded to the members of the Senate no later than 7 days before the date of the meeting.

### **Voting procedure of the Senate**

#### **Article 27**

1. Senate votes are public.
2. Resolutions are passed by an absolute majority of votes in the presence of at least 4 members of the Senate, including: the Rector, the Administrative Director and the Director for didactics.
3. In justified cases, the Senate's vote may be conducted using means of direct remote communication or other electronic means.

### **University Council**

#### **Composition of the University Council Article 28**

1. The University Council is the collegial authority of the University.
2. The University Council has 4 members.
3. The members of the University Council are:
  - 1) Rector,
  - 2) Administrative Director,
  - 3) Director for didactics,
  - 4) Representative of the Founder elected by the Meeting of Shareholders.
4. The Rector is the chairman of the University Council.

#### **Competences of the University Council Article 29**

1. The competences of the University Council include in particular:
  - 1) giving opinions on the draft of the Statute of the University prepared by the Founder and changes in the University Statute,
  - 2) introducing the Regulations of Remuneration, Work Regulations, Regulations of Social Benefits, Organizational Regulations, Financial Regulations and changes in these documents,
  - 3) adopting the University's strategy developed by the Rector and a plan created on the basis of this strategy, after submitting it to the Founder for approval,
  - 4) approving the annual material and financial plan of the University, including the remuneration budget after previous obtaining the Founder's opinion,
  - 5) appointing and dismissing administrative managers of organizational units at the request of a member of the University Council,
  - 6) expressing consent to make, change and cancel an employment relationship with employees who are academic teachers and non-academic teachers at the request of a member of the University Council,
  - 7) managing the University's property, including making decisions to dispose of its property and obliging to such a regulation to the extent exceeding the ordinary management, ie. over PLN 25 000 (say: twenty five thousand zlotys),
  - 8) expressing consent to the conclusion of the agreements by the University, the value of which exceeds the equivalent of PLN 25 000 (in words: twenty five thousand zlotys),
  - 9) expressing consent to conduct business activity outside the University's headquarters,
  - 10) expressing consent to start a separate business activity and define its scope,
  - 11) consent to the creation, from the University's own resources, and liquidation of the employee's scholarship fund and the student scholarship fund by the Rector,
  - 12) expressing consent for establishing a special purpose vehicle, in order to commercialize

- the results of scientific research and development works,
- 13) expressing consent to the creation and liquidation of the Company's social benefits fund at the request of the Administrative Director,
  - 14) appointing persons representing the University in social organizations and institutions,
  - 15) approving the fees indicated in the Statute in Article 41 item 6 letter c,
  - 16) expressing consent for the University to accept donations, inheritances or bequests,
  - 17) approving the directions and principles of cooperation with foreign countries in the scope related to the provision of educational services,
  - 18) approving conditions and mode of the employees and students directed abroad by the University for scientific and didactic purposes, subject to applicable laws in this scope,
  - 19) agreeing to establish an academic entrepreneurship incubator or technology transfer centre and determine their form,
  - 20) approving investment plans and renovation plan,
  - 21) expressing consent to create new fields of study with the prior consent of the Founder, after obtaining the consent of the minister competent for higher education matters,
  - 22) expressing consent for the University to join a company, foundation or other organizational and legal unit or for the establishment of a company, foundation or other organizational and legal unit by the University with the consent of the Founder,
  - 23) expressing consent for an academic teacher, acting as a one-person authority of the University or his/her deputy, to employ additionally as part of an employment relationship or starting a business activity,
  - 24) appointing and dismissing the bursar, at the request of a member of the University Council,
  - 25) making decisions in other matters specified in the Statutes.
  - 26) specifying the template of the agreement for the provision of educational services, including conditions for collecting fees related to studies and other fees for educational services,
2. The University Council's competences also include other matters not reserved in the Statutes for other authorities or not reserved for the Administrative Director or Director for didactics in the Organizational Regulations or in other internal legal acts.

### **Voting procedure in the University Council**

#### **Article 30**

1. University Council's votes are public,
2. Resolutions of the University Council are passed by an absolute majority of votes in the presence of at least 3 members. In the case of voting in the presence of 3 members, their unanimity and the presence of the Rector and the Administrative Director are required to take an effective resolution. Each member may demand that the vote be held in the presence of all members of the University Council, unless it is impossible for objective reasons; in this case, the adoption of the resolution shall be postponed until it is considered by the full Council in accordance with the provisions of the first sentence.
3. Meetings of the University Council are held at least once a month. The date of the next meeting is set at the previous meeting.
4. Meetings of the University Council are convened by the Chairman on its own initiative or at the request of each member of the University Council, no later than within 5 days from the date of submitting the request, whereby each of the members of the University Council is also entitled to convene the meeting.
5. At the meetings of University Council, at the request of the Chairman or each of the members of the University Council, other persons may participate in an advisory capacity.
6. Meetings of the University Council are recorded in minutes - the minutes are signed by the clerk who is a member of the University Council and by its Chairman.

7. In justified cases, the University Council's vote may be conducted using means of direct remote communication or other electronic means.

### **Competences of the Faculty Council**

#### **Article 31**

1. The Faculty Council's competences include:
  - 1) determining general directions of the faculty's activity, in accordance with the Senate's guidelines,
  - 2) adopting the development strategy of the faculty developed by the dean, consistent with the University's development strategy, in accordance with the Senate's guidelines,
  - 3) adopting, after consulting the appropriate body of student government, in accordance with the guidelines set by the Senate, study programs, including study plans,
  - 4) adopting, in accordance with the guidelines set by the Senate, plans and programs of post-graduate studies and additional training courses,
  - 5) adopting resolutions regarding matters submitted to it by the Rector.
2. The competence of the faculty council also includes the competences specified in the regulations on awarding academic degrees and titles.

### **Composition of the Faculty Council**

#### **Article 32<sup>2</sup>**

1. The faculty council consists of:
  - 1) Dean of the faculty,
  - 2) Administrative Director,
  - 3) Director for didactics,
  - 4) a representative of employees who are not academic teachers,
  - 5) academic teachers holding at least the academic degree of PhD habilitatus, representing more than half of the composition of the council and representing all majors led by the faculty,
  - 6) representatives of students educating themselves in majors led by the faculty, constituting at least 20% of the council's composition,
2. A member of the faculty council, a representative of the group referred to in para. 1 item 5), an academic teacher employed at a university who has at least the academic degree of PhD habilitatus.
3. At faculties authorized to award doctoral degree, to the group of representatives of academic teachers referred to in para. 1 item 4, belong all persons who, in accordance with the provisions on the right to award doctoral degree, have transferred their rights to this faculty regardless of the number of hours of didactic classes.
4. The group of academic teachers referred to in para. 3 shall constitute jointly at least half (1/2) of the group of representatives referred to in para. 1 item 5.
5. A member of the faculty council, a representative of the group referred to in para. 1 item 4) may be an employee who is not an academic teacher who spends at least half of his/her time working for the faculty. The time of work devoted to the faculty is determined on the basis of the scope of duties specified in the job description.
6. Candidatures for a member of the faculty council may be submitted by any person entitled to membership in the faculty council, in accordance with para. 1 item 1-5, subject to para. 3 and the rector. Applications for candidates for a faculty council member are accepted by the Rector up to 14 days before the end of the term of the faculty council.
7. The Rector submits a list of candidates for the faculty council to the University Council. The University Council elects the members of the faculty council by a simple majority of votes, respecting the proportions set out in para. 1 items 1-6 and para. 3.

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<sup>2</sup> Amended by the resolution of the Board of Economicus Sp. z o.o. No. 01/09/2017 of 8 September 2017.



8. The Rector appoints representatives of students indicated by the Student Council to the faculty council in accordance with the Regulations of the Student Government.
9. The provisions of para. 6 and 7 shall apply accordingly to making a choice for the places vacated in the faculty council as a result of loss of a mandate by a member of the faculty council, provided that the Rector accepts the requests within 14 days from the expiry of the mandate.
10. In justified cases, in particular the occurrence of urgent work by the faculty council in the scope of competences regulated by the Statute, the Rector may set a different date than specified in para. 9.

### **Term of the Faculty Council**

#### **Article 33**

1. The term of the faculty council lasts for 3 years and begins on 1 September of the year when the Rector's appointment of academic teachers is made, and ends on 31 August in the year in which the term expires.
2. The duration of the term of the student representative in the council is determined by the regulations of the student government.

### **Mandate of a member of the Faculty Council**

#### **Article 34**

1. The mandate of a member of the faculty council expires before the end of the term in the case of:
  - 1) resignation of the mandate,
  - 2) loss of the status authorizing to be a member of the faculty council,
  - 3) receiving a leave of more than 1 year,
  - 4) the decision of a disciplinary penalty,
  - 5) suspension of student rights - in the case of student representatives,
  - 6) conviction by a valid court sentence for an intentional offence or fiscal offence,
  - 7) loss of public rights or incapacitation
  - 8) death.
2. The expiration of the mandate of a faculty council member is confirmed by the dean in consultation with the Rector.
3. If the mandate of a Faculty Council member expires before its term expires, for this place, the candidate comes, who - during the election to the Faculty Council received the largest number of votes - after the member whose mandate expires, and meets the other requirements of membership in the Faculty Council.

### **Meetings of the Faculty Council**

#### **Article 35<sup>3</sup>**

1. The faculty council's ordinary meeting shall be convened by the dean at least once per academic year.
2. The extraordinary meeting of the faculty council is convened by the dean or Rector:
  - 1) on its own initiative,
  - 2) at the request of the Senate expressed in the form of a resolution.
3. The meeting of the faculty council is convened by written personal notices of the council members with the date, place of the meeting and the proposed agenda, forwarded to the

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<sup>3</sup> Amended by the resolution of the Management Board of Economicus sp. z o.o. no. 01/09/2017 of 8 September 2017.

council members no later than 3 days before the meeting.

### **Voting procedure in the Faculty Council**

#### **Article 36**

1. The method of voting is determined by the faculty council.
2. Resolutions of are passed by an absolute majority of votes in the presence of at least half of the statutory number of the members.
3. The rules set out in the regulations on the awarding of academic degrees are applied to the voting on the awarding of academic degrees.

### **Joint meetings of the Councils of the Faculties**

#### **Article 37**

1. The Rector may, in particular to discuss problems, interpret regulations, obtain opinions on the general direction of the University's development and reorganize the University, convene joint meetings of faculty councils.
2. The chairman of the meeting referred to in para. 1 is the Rector.
3. Resolutions adopted at a joint meeting of faculty councils are of opinion.
4. The resolution of a given issue at the meeting referred to in para. 1 does not close the way to pass a resolution by the Senate or the council, within the scope of competence.

### **One-person Authorities**

#### **Article 38**

1. One-person authorities and their deputies are appointed and dismissed by the Founder after consulting the Senate.
2. The mandate of the University's one-person authority shall expire in the case of:
  - 1) resignation from the function,
  - 2) loss of public rights or incapacitation
  - 3) conviction by a valid court sentence for an intentional offence or fiscal offence,
  - 4) death,
3. A person appointed to the function of the one-person authority of the University may be dismissed by the entity that appointed it, in particular in the case of:
  - 1) loss of the status authorizing to perform the function,
  - 2) illness or permanent or temporary incapacity to work that makes it impossible to perform a function lasting longer than 6 months,
  - 3) failure to perform or improper performance of duties specified in the act or statute,
  - 4) committing gross mistakes and negligence,
  - 5) taking actions that violate the important interest of the University,
  - 6) public violation of the reputation of the University,
  - 7) incurring a liability or disposal of the property of the University that does not fall within the scope of competences or authorizations,
  - 8) receiving a leave of more than 1 year.
4. The expiry of the mandate is confirmed by the entity that made the appointment.

### **Appointment of the Rector**

#### **Article 39**

1. The Rector is appointed and dismissed by the Founder, after consulting the Senate, for an indefinite period.
2. The academic teacher employed at the University as the basic place of work and having at least the academic degree of a doctor may be appointed to perform the function of Rector.
3. The expiration of the Rector's mandate is not tantamount to cancellation, termination or expiration the employment relationship.

## **Rectors's competences**

### **Article 40**

1. The Rector is the superior of the employees and students of the University.
2. The Rector directs the University's activity and represents it outside, subject to the provisions of the Statute regarding the University's representation in performing legal transactions.
3. The Rector directs the University's activities in cooperation with the Administrative Director and the Director of didactics.
4. The Administrative Director and Director of didactics direct the division of the University, defined in the Organizational Regulations and undertake decisions, not reserved for the competences of other authorities, in the field corresponding to the competences of the organizational units of the University subordinate to them.

### **Article 41**

The Rector's competences and duties include in particular:

- 1) developing and implementing the University's development strategy, adopted by the University Council,
- 2) submitting to the Senate and the Founder an annual report on the University's scientific and didactic activities within 7 days after the end of the given academic year and financial report by June 15 of the year following the end of the given calendar year,
- 3) in the scope of science and didactics
  - a) exercising supervision over didactic and science and research activities of the University,
  - b) examining appeals against the dean's decision and the head of an organizational unit, as well as repealing their decisions inconsistent with the provisions of law or the University's statute, or violating essential interests of the University
  - c) repealing resolutions of the Students Government bodies inconsistent with the provisions of the Act, statute or essential interest of the University, regulations of the studies, financial regulations or regulations of the Students Government,
  - d) developing the regulations governing the management of copyright and related rights and industrial property rights as well as the principles of commercialization of the results of scientific research and development works and submitting it for adoption by the Senate,
  - e) concluding, with the consent of the University Council, cooperation agreements with scientific institutions and other entities; subject to Article 51,
  - 1) concluding, with the consent of the University Council, cooperation agreements with foreign institutions regarding didactic and research activities of the University; subject to Article 51,
  - g) coordination of work on the creation of the university quality assurance system for education and supervision over its implementation and improvement
  - h) entrusting academic teachers with didactic, scientific and organizational tasks,
  - i) approving plans and reports of didactic loads,
- 4) in the scope of the organization of the University:
  - a) ensuring implementation of the statute's regulations and resolutions of other University authorities regarding didactics or scientific research,
  - b) convening meetings of the Senate and the University Council,
  - c) appointing and dismissing the Rector's representatives and expressing consent for the appointment of vice-deans,
  - d) appointing and dismissing the director of the institute, the head of the department and the entity manager,
  - e) requesting the Founder for appointment and dismissal of vice-Rectors,
  - f) determining the scope of duties of vice-Rectors and vice-deans,

- g) requesting the Founder for appointment and dismissal of the heads of the University's basic organizational units within the meaning of the Act and indicated in the Statute and defining their scope of duties,
  - h) actions to ensure proper conditions for the University's functioning,
  - i) reviewing the Remuneration Regulations and the Financial Regulations,
  - j) defining the scope of duties of vice-Rectors and vice-deans, as well as detailed scope of didactic, scientific and organizational duties for academic teachers.
- 5) in the scope of employee matters:
    - a) caring for the University's proper staff policy in the field of academic teachers,
  - 6) in the scope of property matters:
    - a) submitting declarations of will regarding the property and economy of the University on behalf of the University, subject Article 51,
    - b) establishing, with the consent of University Council, a special purpose vehicle, in order to commercialize the results of scientific research and development works,
    - c) determining the types and amounts of fees paid by students and listeners, including fees for educational services for the University and determining the rules for their collection, with the consent of the University Council,
  - 7) in the scope of gatherings at the University premises and security at the University:
    - a) taking care of the compliance with the provisions of law and ensuring security at the University,
    - b) dissolution of gatherings organized in the University, running in violation of the law,
    - c) temporary suspension of classes or closure of the University or its specific organizational unit, if circumstances prevent the normal course of work of the University,
  - 8) concluding agreements with students for the provision of educational services.

### **Granting powers of attorney**

#### **Article 42**

The Rector may grant registered general and detailed powers of attorney to perform specific activities or activities of a specific type, both permanent and ad hoc, including:

- 1) powers of attorney to conclude agreements for the provision of educational services,
- 2) powers of attorney ad litem.

### **Vice Rector, vice dean**

#### **Article 43**

1. Vice Rector is deputy of Rector, and Vice Dean - deputy of Dean.
2. A person fulfilling the requirements to be a senior lecturer can be appointed as the Vice Rector or Vice Dean.

### **Dean**

#### **Article 44**

1. An academic teacher who has at least qualifications to take up the position of a senior lecturer and who is employed at the University as a basic place of work may be appointed as the head of a basic organizational unit - dean,
2. Deans are appointed and dismissed by the Founder, after consulting the Senate, for a three-year term. The Founder may dismiss the dean before the end of the term of office.
3. The expiration of the dean's mandate is not tantamount to cancellation, termination or expiration of the employment relationship.

### **Competencies and responsibilities of the Dean**

#### **Article 45**

1. The competencies and responsibilities of the dean are to the extent specified by the Senate:

- 1) managing the faculty as an internal unit of the University and representing the faculty before the authorities of the University,
  - 2) convening meetings of the faculty council,
  - 3) development of the faculty development strategy in line with the University's development strategy, and its implementation,
  - 4) caring for a minimum staffing for all faculties run by the faculty,
  - 5) applying to the Founder for appointment and dismissal of vice-deans,
  - 6) presenting to the Rector candidates for academic teachers conducting subjects taught within majors conducted by the faculty,
  - 7) preparation of self-assessment reports regarding the evaluation of the quality of education conducted by the faculty of majors,
  - 8) preparation of the faculty for the evaluation of the quality of education related to the majors conducted by the faculty,
  - 9) dealing with current matters related to the functioning of the faculty,
  - 10) care for compliance with law as well as security and order in the faculty,
  - 11) making decisions regarding the functioning of the faculty as an internal unit of the University, excluding matters causing financial consequences for the University, including conclusion of agreements resulting in such effects,
  - 12) making individual decisions in student matters, unless these matters were entrusted to the Vice Dean for student affairs; decisions resulting in financial consequences for the University are taken after consultation with the Administrative Director and the Bursar,
  - 13) development of teaching programmes for all subjects included in the programme of study conducted by the faculty.
  - 14) preparation of lists of literature necessary to teach all subjects included in the programme of study conducted by the faculty.
2. The dean is responsible for the course of proceedings related to the evaluation of the quality of education in majors in which education is conducted within the faculty, also for conducting research at the faculty.

## **CHAPTER 5**

### **ADVISORY BODIES OF THE RECTOR      Rector committees and councils**

#### **Article 46**

The Rector may appoint advisory - consultative committees or Rector councils specifying their composition, duration and scope of competencies regarding the opinion on submitted cases.

#### **Rector board Article 47**

1. At the University, the Rector board may be established, acting as the Rector's advisory body.
2. The Rector board by way of ordinance is created by the Rector.
3. The composition of the Rector board is specified in the ordinance referred to in passage 2.
4. Meetings of the Rector board are convened by the Rector who at the same time chairs those meetings.
5. The conclusions and opinions of the Rector board are not binding for the Rector.
6. Approving the opinion expressed by the Rector board, the Rector accordingly: issues an ordinance, addresses the motion to the Senate or the University Council, or takes other appropriate actions.

## **CHAPTER 6**

### **PROPERTY AND FINANCES OF THE UNIVERSITY**

#### **Article 48**

1. The University's property includes ownership and other property rights.
2. The University, as part of its resources, conducts independent financial management.
3. The University conducts financial management on the terms set out in separate provisions of generally applicable law.

#### **Bursar**

##### **Article 49**

1. The Bursar is the chief accountant of the University.
2. The Bursar is appointed and dismissed by the University Council at the request of a member of the University Council.
3. The Bursar's competences include, in particular, preparation of the balance sheet and financial statements.

#### **University Revenues**

##### **Article 50**

1. The University Revenues may include in particular:
  - 1) fees charged by the University, determined by the University's internal regulations,
  - 2) fees for teaching and training classes,
  - 3) payment for research and specialist services, diagnostic and specialist services, highly specialised diagnostics, rehabilitation or treatment services, as well as license fees and revenues from cultural activities,
  - 4) revenues from organisation of seminars, conferences, congresses,
  - 5) revenues from donations, subscriptions, inheritances and public generosity, including foreign origin,
  - 6) revenues from conducted, separated business operations,
  - 7) revenues from shares, participation units, deposits and interest,
  - 8) revenues from the sale of components of own property and from the payment for the use of these components by third parties based on a rental, lease or other agreement,
  - 9) funds from the state budget
  - 10) funds from the European Union budget,
  - 11) funds from budgets of local government units or their associations,
  - 12) funds from foreign sources, non-returnable,
  - 13) special funds,
  - 14) subsidies of domestic and foreign sponsors,
  - 15) other revenues.
2. The University revenues are allocated to cover the costs of the University's statutory activity.
3. The financial year of the University is the calendar year.

#### **The University representation within the legal transactions**

##### **Article 51**

1. In the area of legal transactions, in particular conclusion of contracts, submitting unilateral statements of will, including incurring liabilities or activities of the dispositions, the Rector and Administrative Director must cooperate with the reservation of the following provisions. To make statements of will on behalf of the University, other persons acting jointly or individually may also be appointed by the University Council.
2. In terms of incurring liabilities or undertaking disposition activities, the value of which exceeds

the equivalent of PLN 25,000 (in words: twenty five thousand zlotys), the consent of the University Council expressed in the form of a resolution is required.

3. In terms of incurring liabilities or undertaking disposition activities, the value of which exceeds the equivalent of PLN 250,000 (in words: two hundred and fifty thousand zlotys), the consent of the University Council and the Founder expressed in the form of a resolution is required.
4. In the area of establishing, changing or terminating employment relations or other relations resulting from civil-law agreements with employees who are academic teachers or with non-academic employees, the Rector and the Administrative Director are required to cooperate. Passage 1 second sentence shall apply accordingly.
5. For the conclusion of agreements for the provision of educational services by the University, a one-man representation of the University by the Rector or a person authorised by him is sufficient.
6. The values referred to in passage 2 and 3 are gross values. In the case of incurring liabilities or disposition activities carried out for an indefinite period, the value of the agreement for the first 12 months of the agreement's duration is counted.

## **CHAPTER 7 UNIVERSITY PERSONNEL**

### **Article 52**

The University personnel are academic teachers and employees who are not academic teachers.

### **Academic teachers Article 53**

Academic teachers at the University are:

- 1) research and didactic employees employed in the positions of:
  - a) full professor,
  - b) associate professor,
  - c) visiting professor,
  - d) assistant professor,
  - e) assistant.
- 2) didactic employees employed in the positions of:
  - a) senior lecturer,
  - b) lecturers,
  - c) lector,
  - d) instructor.
- 3) research employees employed in the positions specified in item 1,
- 4) certified librarians and certified documentation and scientific information employees.

### **Responsibilities of academic teachers**

### **Article 54**

1. Academic and didactic employees are required to:
  - 1) educate and develop students, including supervision, in terms of content and methodology, students' final, semester and diploma thesis,
  - 2) conduct scientific research and development works, develop scientific creativity,
  - 3) participate in the University's organizational work.
2. Didactic employees are required to:
  - 1) educate and develop students, including supervision, in terms of content and methodology, students' final, semester and diploma thesis,
  - 2) improve their professional qualifications,
  - 3) participate in the University's organizational work.
3. Research employees are required to:
  - 1) conduct scientific research and development works, develop scientific creativity,
  - 2) participate in the University's organizational work,

- 3) educate the academic and research and didactic staff - in the case of academic teachers holding the academic title of professor or PhD habilitatus.

### **Qualifications required for the positions of academic teachers**

#### **Article 55**

1. A person who has the academic title of professor may be employed in the position of full professor:
  - 1) is a recognized authority in a specific scientific discipline,
  - 2) it multiplies its scientific and didactic achievements,
  - 3) shows achievements in the development of the scientific staff.
2. A person holding at least PhD habilitatus can be employed in the position of associate professor, who after obtaining PhD habilitatus:
  - 1) multiplied its scientific and didactic achievements,
  - 2) showed achievements in the development of the scientific staff.
3. Subject to the provisions of passage 5-6, in the position of associate professor, after giving a positive opinion in this matter by the Central Commission for Degrees and Titles, a person without PhD habilitatus or the title of professor may also be employed if they have PhD, significant and creative achievements in scientific and professional work.
4. An application for employment of a person referred to in passage 2, 3 is jointly submitted to the Rector by the interested in employment and the dean of the relevant faculty. The application is accompanied by a detailed justification together with documentation confirming significant and creative achievements in scientific and professional work.
5. The Rector, after reviewing the application referred to in passage 4, presents it to the Senate, who within three months, according to the University's procedure, is required to present its position in the case.
6. The Rector, having become familiar with the Senate's position, may employ a person referred to in passage 2.3 as an associate professor.
7. The position of visiting professor may be filled by a person who is an employee of another university, holding a PhD habilitatus or the academic title of professor. For employment, the provisions of passage 4-6 apply.
8. For the position of associate professor or visiting professor, the Rector may employ a person who does not meet the requirements specified in passage 2 or passage 7, if the person has obtained PhD in the Republic of Poland or abroad and for at least five years managed the research teams alone in another country and has significant scientific achievements, the procedure specified in passage 4-6 shall apply accordingly.
9. The position of assistant professor may be filled by a person who has at least PhD.
10. A person who has at least a master degree or an equivalent title may be employed as an assistant.
11. At the position of a senior lecturer, a person holding at least a master degree and at least 3 years of professional experience may be employed.
12. At the position of a lecturer, a person holding at least a master degree and at least one year of professional experience may be employed.
13. A person who has at least a master degree or an equivalent title may be employed as an lector or instructor.



## **Article 56**

Professional experience acquired outside of higher education should be documented, i.e. by providing relevant certificates, copies of appointment acts, agreement, appointment or certificate in accordance with the rules set by the Senate. The Rector decides about meeting the requirements.

## **Article 57**

By referring to the employment relationship, the Rector takes into account in particular:

- 1) needs and capabilities of the University,
- 2) scientific and substantive criteria, knowledge of foreign languages, specialisation, evaluation from the previous place of work, evaluation of students, etc.,
- 3) criteria of benefits for the University,
- 4) the provision of Article 118 passage. 7 of The Law on Higher Education.

### **Employment relationship of an academic teacher**

#### **Article 58**

1. Establishment of an employment relationship with an academic teacher takes place on the basis of a contract of employment.
2. The undertaking or continuation of additional employment by an academic teacher referred to in passage 1, as part of an employment or civil-law agreement with more than one additional employer or conducting business activity with one additional employment under an employment relationship or a civil-law agreement, in particular of a competitive nature, without prior consent of the Rector, constitutes the basis for termination of the employment relationship at the University with notice, if this is the basic place of work of an academic teacher.
3. The termination or expiration of the contract of employment with an academic teacher takes place on the principles set out in the Labour Code, except that termination of the contract of employment with notice shall happen at the end of the semester.
4. The period of employment as an assistant of a person without a PhD and the period of employment as an assistant professor of a person who does not have PhD habilitatus is governed by the contract of employment concluded with the University, but it cannot exceed 8 years, subject to the exceptions provided in the Act of 27 July 2005 - law on higher education (Journal of Laws of 2005 No. 164, item 1365 with later amendments)
5. The period referred to in passage 4, may constitute a decision of the Rector, made with the consent of the Senate, shortened, suspended or extended, however not exceeding the statutory limit of 8 years of employment. Obtaining a negative assessment of the postdoctoral dissertation by an assistant professor or lack of sufficient progress in the completion of the postdoctoral dissertation and obtaining a negative doctoral dissertation by the assistant or lack of sufficient progress in concluding the doctoral dissertation may also result in shortening the admissible period of employment and failure to conclude another contract of employment.

### **Working time and annual leave of an academic teacher**

#### **Article 59**

1. The time of work of an academic teacher is determined by the scope of his didactic, scientific and organizational duties.
2. The annual amount of didactic classes of an academic teacher is:
  - a) from 120 to 360 teaching hours - for research and didactic employees,

- b) from 240 to 540 teaching hours - for didactic employees,
  - c) from 300 to 540 teaching hours - for didactic employees employed as lecturers and instructors or equivalent.
3. The academic teacher is entitled to an annual leave of 36 working days a year.
  4. An academic teacher employed at the University, as a basic place of work, full-time, provided that he has worked at least 5 years at the University, has the right, after submitting a written application, to obtain the Rector's consent for paid health leave if his state of health requires refrain from working to carry out the ordered treatment. The duration of this leave may not exceed six months at a time, and in total, during the entire period of employment at the University, may not exceed two years.
  5. An academic teacher for whom the University is a basic place of work can get a unpaid leave for scientific purposes.
  6. An academic teacher for whom the University is a basic place of work, preparing a doctoral dissertation, may receive paid academic leave of up to three months.
  7. Leaves for scientific purposes may be granted by the Rector with the consent of the University Council, at the request of the interested academic teacher.
  8. The condition for applying for leave for scientific purposes is:
    - 1) full-time employment at the University as a basic place of work,
    - 2) presentation of a reasoned request,
    - 3) obtaining a positive opinion from the dean,
    - 4) obtaining a positive opinion from the Senate,
    - 5) submission of a resolution of the faculty council on the initiation of a doctoral thesis and a positive opinion of the promoter or documenting the advancement of postdoctoral dissertation.
  9. An academic teacher who has been granted paid academic leave is obliged to work out a two-time period of granted leave, if it results from the needs of the University.
  10. The Rector, with the consent of the University Council, due to the important interest of the University, may reduce the annual amount of classes for academic teachers specified in passage 2.

### **Employees who are not academic teachers**

#### **Article 60**

1. University employees who are not academic teachers are:
  - 1) administrative employees,
  - 2) library employees not mentioned in Article 53 item 4,
  - 3) other employees.
2. Employees who are not academic teachers are employed in the positions specified in the Organizational Regulations.

### **Rules of remuneration**

#### **Article 61**

The rules of remunerating of academic teachers and employees who are not academic teachers at the University are determined by the University Council in the Remuneration Regulations.

**Appropriate application of the Labour Code      Article 62**

1. In matters not covered in these statute regarding employment relationships of academic teachers, the provisions of Article 118-158 of the Act of 27 July 2005 Law on Higher Education (Journal of Laws of 2005 No. 164, item 13 65, with later amendments) apply, the provisions of the Act of 26 June 1974 shall apply to any other matters (Journal of Laws of 1998, No. 21, item 94, with later amendments).
2. In matters relating to employment relationships of the employees who are not academic teachers, the provisions of the Act of 26 June 1974 shall apply, the Labour Code (Journal of Laws of 1998, No. 21, item 94, with later amendments).

**CHAPTER 8**

**PERIODIC EVALUATIONS OF ACADEMIC TEACHERS**

**Types of EVALUATIONS      Article 63**

1. All academic teachers are subject to:
  - 1) current evaluation resulting from the education quality assurance system,
  - 2) periodic evaluation, which is carried out every two years and additionally at another time, at the request of the appropriate dean.
2. Current evaluation of an academic teacher is made on the terms and in the manner set out in the quality assurance system of the University.
3. Periodic evaluation of an academic teacher is made according to the scope of his didactic, scientific and organizational duties.

**Evaluation criteria      Article 64**

1. The basis for the evaluation of an academic teacher are scientific achievements which are relevant for the University or directly related to the work at the University, including scientific and didactic achievements. The scope of the evaluation includes in particular:
  - 1) scientific achievements,
  - 2) educating and developing students,
  - 3) improving professional qualifications,
  - 4) participation in the University's organizational work.
2. Detailed evaluation criteria in the scope referred to in item 1, shall be specified by a separate document on the rules for periodic evaluation of academic teachers.
3. In the case of academic teachers employed as an full professor or an associate professor or having PhD habilitatus degree, the results of the education of young scientific staff are also taken into account.
4. When evaluating an academic teacher in the scope of fulfilling his didactic duties, the evaluation provided by students or student government is taken into account if such evaluation was formulated.

**Teachers' Evaluation Committee      Article 65**

1. The evaluation of the academic teacher is carried out by the Academic Teachers' Evaluation Committee hereinafter referred to as the "Committee", appointed by the Rector.
2. The permanent composition of the Committee consists of five members.
3. The chairman of the Committee is an academic teacher holding a PhD habilitatus degree or the academic title of a professor.
4. The Committee's term of office lasts three years and begins on 1 October of the year of its appointment.

## **Evaluation mode**

### **Article 66**

1. The academic teacher does not take part in his evaluation.
2. In order to clarify doubts, the Committee may conduct an interview with the evaluated person.
3. The evaluation is presented in writing to the person being evaluated.
4. The academic teacher has the right to appeal to the Rector within fourteen days from the date of getting familiar with the evaluation. The Rector may sustain the evaluation made by the Committee or repeal it and make a new evaluation.
5. No appeal can be made against the Rector's decision. In the case when the evaluation concerns a person holding the Rector's function, the appeal is submitted to the Senate.
6. If the evaluation of an academic teacher is negative, re-evaluation is carried out after one year.
7. Original documents containing periodic evaluations with justification are included in the personal files of an academic teacher.
8. The results of periodic evaluations are, in particular, the basis for making decisions regarding the academic teacher's employment relationship, in particular as regards the amount of remuneration, promotions and distinctions, and continuation of the employment relationship.

## **CHAPTER 9**

### **DISCIPLINARY RESPONSIBILITY OF ACADEMIC TEACHERS**

#### **Article 67**

1. Academic teachers are subject to disciplinary responsibility on the terms set out in the Act.
2. The university disciplinary committee, which rules in the first instance consists of:
  - a. three members, when the disciplinary spokesperson applied for a penalty of warning, reprimand, reprimand with the deprivation of the right to hold managerial positions at the University for up to 5 years, where two of the members are academic teachers and the third member is a student representative who may be the chairman of the Student Government,
  - b. five members when the disciplinary spokesperson applied for the application of the penalty of deprivation of the right to practice as an academic teacher permanently or for a specified period, three of whom are academic teachers and the fourth and fifth members are representatives of students, who may be the chairman and deputy chairman of the Student Government.
3. The chairman of the adjudication panel should be an academic teacher employed in a position no lower than the accused.
4. The members of the disciplinary committee which are academic teachers are appointed by the Rector from among university teachers holding at least PhD and are employed at the University as their basic place of work.
5. The members of the disciplinary committee which are students are selected by students in the procedure set out in the regulations of the student government.
6. The term of office of the disciplinary committee and disciplinary spokesperson lasts 4 years.
7. The disciplinary spokesperson is appointed by the Rector from among university teachers holding at least PhD and are employed at the University as their basic place of work.
8. The Rector may dismiss a member of the disciplinary committee and the Disciplinary Spokesperson before the end of the term of office, if he does not perform or improperly performs his duties.
9. In disciplinary matters of academic teachers in the second instance, a disciplinary committee for academic teachers at the Main Council for Science and Higher Education rules.

## CHAPTER 10 STUDY AND STUDENTS Admission requirements

### Article 68

1. Only a person who has a secondary school-leaving certificate or equivalent and meets the recruitment conditions set by the University may be admitted to study at the University at Bachelor Degree level or uniform Master Degree level.
2. Only a person who has a master degree, bachelor degree, engineer or equivalent and meets the recruitment conditions set by the University may be admitted to study at the University of Second Cycle Study Programme.
3. The University Senate adopts the conditions and procedure of recruitment as well as the forms of study in particular majors.
4. The resolution of the Senate, referred to in passage 3, shall be made available to the public not later than on 31 May of the year preceding the academic year, which the resolution concerns and shall be sent to the minister competent for higher education.

### Admission procedure Article 69

1. Admission to university is free, and education at the University is payable. Decisions on admission to studies are made by the dean.
2. The dean's decision may be appealed against to the Rector within fourteen days from the date of delivery of the decision. The Rector's decision is final.
3. The results of the recruitment procedure are public.
4. The candidate qualified for the studies, concludes with the University a written agreement for the provision of education, which defines the terms of payment for the studies.
5. The fulfilment of the condition referred to in passage 4, constitutes the basis for submitting a written oath and matriculation, i.e. acceptance into the academic community.  
The words of the vow are as follow:

*Aware of the rights and duties of the Citizen of the Republic of Poland, I solemnly vow that with perseverance I will gain knowledge and skills, preparing to work for the good of my Homeland, develop my personality in the spirit of general humanistic human values, respect the employees of the University and respect the rules of co-existence of friends, take care of the student's dignity and good name of the Katowice School of Economics.*

6. A person admitted to the university acquires student rights at the beginning of the semester.
7. The rules and procedure for admitting persons who are not Polish citizens for studies at the University are set out in separate regulations.
8. The university, accepting foreigners for studies, organises Polish language classes for these people.

### Study Regulations

#### 70

1. The organization and course of studies as well as related student's rights and obligations are set out in the study regulations.
2. The study regulations are adopted at least five months before the beginning of the academic year.
3. The regulations of the studies enter into force at the beginning of the academic year, after agreement with the university resolution authority of the Students Government, indicated in the regulations of the Students Government.
4. If, within three months of adopting the study regulations, the Senate and the university

resolution authority of the Students Government fail to agree on its content, the study regulations shall enter into force on the basis of a renewed resolution of the Senate, adopted by a majority of at least 2/3 of its statutory members.

### **Lectures and other didactic classes**

#### **Article 71**

1. The didactic classes at the University are closed, subject to the exceptions provided for in the Act of 29 July 2005 - Act on Higher Education (Journal of Laws 2005 No. 164, item 1365, with later amendments).
2. The Senate may adopt a resolution to open a given lecture or access to given didactic classes for persons who are not students of the University.
3. Didactic classes at the University and the tests of knowledge and skills, as well as diploma exams can be conducted in a foreign language, in the scope and on the conditions specified in the study regulations. Also the knowledge or skills tests may be carried out in a foreign language, during admission to studies as well as the prepared diploma theses.
4. Didactic classes during studies may also be conducted using distance learning methods and techniques.

### **Student's rights and obligations**

#### **Article 72**

1. The student is obliged to follow the pledge study regulations.
2. In particular, the student is obliged to:
  - 1) participate in didactic and organizational classes of the University,
  - 2) passing exams,
  - 3) apprenticeship,
  - 4) meeting other requirements provided for in the study programme,
  - 5) complying with the regulations in force at the University.
3. A student may apply for material support under the conditions set out in the Act of 27 July 2005 Act on Higher Education (Journal of Laws 2005 No. 164, item 1365, with later amendments) and in the University's regulations governing the amount, award and payment of financial support benefits for the students.

### **Removal from the students register**

#### **Article 73**

1. The student is removed from the students register based on the dean's decision in the case of:
  - 1) resignation from studies,
  - 2) failure to submit a diploma thesis or a diploma exam,
  - 3) punishment by the disciplinary penalty of expelling from the University.
2. The dean may remove a student off the students register in the case of:
  - 1) finding no progress in learning,
  - 2) failure to obtain a semester or year pass within a specified period,
  - 3) lack of payments of fees related to studies.
3. From the decisions referred to in para. 1 and 2, the one may appeal to the Rector within 14 days of receiving the decision. The Rector's decision is final.

## CHAPTER 11

### DISCIPLINARY RESPONSIBILITY OF STUDENTS Basics of disciplinary liability

#### Article 74

1. For the conduct that infringes the dignity of the student and violation of the regulations being in force at the University, the student is liable to the Peer Tribunal of the Student Government.
2. For the same act, the student cannot be punished at the same time by the Disciplinary Commission and by the Peer Tribunal of the Student Government.

#### Disciplinary penalties Article 75

Disciplinary penalties imposed by disciplinary commissions are:

- 1) reminder,
- 2) reprimand,
- 3) reprimand with a warning,
- 4) suspension of the student in certain student rights for a period of one year,
- 5) expulsion from the University.

#### Disciplinary committees Article 76

1. Disciplinary Commission and Appeal Disciplinary Commission adjudicate on disciplinary matters connected with the students.
2. Disciplinary Committees are independent in the scope of adjudication.
3. Each committee consists of five persons, including three academic teachers and two students.
4. The members of the Disciplinary Commissions are appointed and dismissed by the Rector from among academic teachers and from students indicated by the resolution authority of the Students Government.
5. The commission's term lasts one year.
6. The Disciplinary Commissions elect academic teacher as the chairman of a given committee.
7. The Rector may dismiss a member of the Disciplinary Committee or the Disciplinary Proceedings Representative before the end of the term of office if he/she does not perform his/her duties or performs them improperly.

#### Peer Tribunal of the Student Government Article 77

The organization and detailed procedure before the Peer Tribunal of the Student Government is determined by the regulations of the University Student Government.

#### Disciplinary Proceedings Representative

1. The Rector appoints from academic teachers a Disciplinary Proceedings Representative for the period of 4 years, acting as a prosecutor before the Disciplinary Committee and bound by Rector's orders.
2. In disciplinary cases of students, the Disciplinary Proceedings Representatives may submit to the Rector an application for imposing a penalty of a reminder or for passing the case to the Peer Tribunal of the Student Government.

#### Appeal mode Article 79

1. From the decision of the Peer Tribunal of the Student Government, the person accused is entitled to appeal to the Peer Tribunal of the Student Government of the second instance, within fourteen days from the date of delivery of the decision to the student.
2. The decision of the Disciplinary Committee may be appealed to the Appeal Disciplinary

- Committee within fourteen days from the delivery of the decision to the student.
3. The final decision of the Appeal Disciplinary Committee may be appealed as a complaint to the administrative court.

## **CHAPTER 12 STUDENTS GOVERNMENT**

### **Article 80**

1. Students of the first and second cycle study programme as well as uniform master's studies create the Student Government, whose authorities are the sole representative of all University students.
2. Student Government operates on the basis of the Act and the regulations adopted by the University's legislative authority of the Student Government.
3. The regulations of the Student Government come into force after the Senate has confirmed its compliance with the Act and the University statute.
4. The Rector repeals the resolution of the Student Government authority being non-compliant with the provisions of law, the University statute, the study regulations, and the regulations of the Student Government.

## **CHAPTER 13**

### **GATHERINGS IN THE UNIVERSITY PREMISES**

#### **Article 81**

1. University employees and students have the right to organize gatherings at the University premises only with the consent of the Rector.
2. The organizers shall notify the Rector about the intention to organize the gathering at least 24 hours before the start of the gathering.
3. The Rector may delegate his representative to the gathering.
4. Gatherings at the University are held in accordance with the law and study regulations, subject to the following rules:
  - 1) persons holding weapons, explosives or other dangerous objects may not participate in the gatherings,
  - 2) the assembly should have a chairman who manages its course,
  - 3) the organizers are responsible for the course of the gathering in accordance with the law,
  - 4) upon the dissolution or ending the gathering, its participants are obliged to immediately leave the place where it took place and the area of the University.
5. The Rector or its representative after notifying the organizers, dissolves the gathering, if it proceeds in violation of the law or the statute.
6. The organizers of the gathering bear the responsibility to the Rector for its course and are obliged to repair any damage caused by the operation of the gathering.
7. The organizers are obliged to organize the place of the gathering and leave it in a state not exposing the University to additional costs associated with cleaning works.

## **CHAPTER 14 LIQUIDATION OF THE UNIVERSITY**

### **Basis for liquidation Article 82**

1. The Founder may liquidate the University in the case of:
  - 1) the lack of financial resources to continue operations,
  - 2) the lack of candidates for studies or students,



- 3) permanent, lasting longer than one semester, inability to meet staff conditions on any of the offered major of study,
  - 4) loss of financial liquidity.
2. The Minister competent for higher education places the University in liquidation in the cases specified in the Act.

### **The manner of liquidation**

#### **Article 83**

1. Liquidation of the University consists in disposing of tangible and intangible assets of its assets after satisfying or securing creditors, in particular employees and students of the University.
2. The University's property remaining after satisfying the claims of the creditors are transferred by the liquidator to the Founder's disposal.
3. Liquidation of the University is carried out under its current name extended to the words "in liquidation."
4. On the diplomas and certificates issued at the time of the liquidation, the University's name shall be left unchanged, as referred to in para. 3.
5. The day preceding the day of opening liquidation is the last day of the University's recruitment and admission to studies.
6. In the event of the University's liquidation, the Founder provides students with the opportunity to continue their education at other universities.
7. The costs of liquidation are covered by the University's property.
8. As of the end of liquidation, the University is removed from the register of non-public Universities and associations of non-public universities.

#### **Liquidator**

#### **Article 84**

1. Liquidation of the University is carried out by the Liquidator. The Liquidator is appointed and dismissed by the Founder.
2. The Liquidator carries out liquidation, caring for the property of liquidated University and securing it against unjustified depletion. The disposition actions taken by the Liquidator or a commitment, the value of which exceeds PLN 100 000 (in words: one hundred thousand zlotys) requires the prior consent of the Founder.
3. Liquidator in particular:
  - 1) notifies the University authorities, University employees, students, the minister competent for higher education about the initiation of liquidation,
  - 2) performs the actions necessary to carry out the liquidation, making public information on the initiation of liquidation proceedings,
  - 3) submits to the Founder, on a monthly basis, a detailed report on the liquidation activities undertaken, taking into account the financial consequences of these activities and information on the current financial condition of the University,
  - 4) notifies the minister competent for higher education, immediately after the liquidation of the University, that the liquidation is completed.
4. The Liquidator's obligations include in particular:
  - 1) preparing the inventory and balance sheet as of the date of opening the liquidation,
  - 2) preparing a financial plan for the liquidation of the University,
  - 3) notification of competent authorities about the liquidation of the University.

## CHAPTER 15

### TRANSITIONAL AND FINAL PROVISIONS

#### Article 85

In the event of the Founder's liquidation, the Founder's function is taken over by a commercial law company established by all shareholders of the company "ECONOMICUS" Usługowo - Handlowo - Produkcyjna Spółka z o.o. in Katowice or their legal successors existing on the date of opening the liquidation, with the reservation that the shares in this newly created company will be acquired by these partners or their legal successors in the proportions existing in the company "ECONOMICUS" Usługowo - Handlowo - Produkcyjna Spółka z o.o. in Katowice on this date.

#### Article 86

1. In matters not covered by the statute, the provisions of the Act shall apply.
2. In matters not covered by the statute and not regulated by the act, decisions are made by the University Council.

#### Article 87

1. The person performing on the date of entry into force of this Statute the Rector's function; ie. the one-person authority of the University, as well as the functions of the Vice-Rector, fulfils this function after the entry into force of this Statute.
2. The person acting on the date of entry into force of this Statute the function on behalf of the Rector, ie. the one-person authority of the University, ceases to perform this function after the entry into force of this Statute.
3. University's one-person and collegial authorities perform their functions until the end of the term for which they have been elected. Persons performing the deputy deans and dean's representatives' duties on the field of conduct perform this function after the entry into force of this Statute.
4. Other collegiate authorities, in particular the university disciplinary committees for academic teachers, disciplinary committees adjudicating on students' matters, and the relevant ombudsmen in their disciplines, perform their functions until the end of the term of office for which they were elected.
5. Representatives of the students who are members of the Senate fulfil their mandate until the expiration of their term of office and the election of new student representatives in accordance with the regulations of the student government.
6. The person acting as the as a Director for didactics on date of entry into force of this Statute performs this function after the entry into force of this Statute.
7. The person acting as the date of entry into force of this Statute the function of the Personal Director, performs this function after the entry into force of this Statute, with the reservation that the name of this position changes: the position of "Personal Director" receives a new wording: "Administrative Director".
8. The person acting as the as a bustor on date of entry into force of this Statute performs this function after the entry into force of this Statute.
9. The power of attorney granted by the Rector prior to the date of entry into force of this Statute shall survive the entry into force of this Statute.
10. Internal legal acts issued on the basis of the statute repealed by this Statute shall remain in force.
11. The University Board bodies with the term of office, fulfilling their function on the date of introducing changes to this Statute granted by the resolution of the Management Board the Economicus sp. z o.o. no. 01/02/2016 of 1 February 2016, perform their function until the end

of the term.<sup>4</sup>

12. Elections to the Faculty Councils, pending at the time of introducing changes to this Statute granted by resolution of the Management Board of *Economicus sp. z o.o.* no. 01/02/2016 of 11 February 2016, will be carried out according to the procedures established on the basis of the aforementioned changes.<sup>5</sup>
13. Supplementary elections to the Faculty Councils, fulfilling their function on the date of introducing changes to this statute attributed to the resolution of the Management Board of *Economicus sp. z o.o.*, no. 01/02/2016 of 11 February 2016, will be carried out with the proportions of the compositions of these Councils and omitting the dates set out in the Statute in the current wording.<sup>6</sup>

#### **Article 88**

1. A person employed as an adjunct professor for an indefinite period of time remains in this position, however, no longer than until the end of the academic year in which he turned 65, while employed for a definite period remains in that position until the expiry of the period specified in the contract.
2. Students admitted to the university in the academic year 2011/2012 or earlier:
  - 1) they study according to previous study programmes and education programmes until the end of the study period provided for by them;
  - 2) they pay tuition fees on the current terms until the end of the study period provided for in the study programme or until the end of the agreement for the provision of educational services.
3. A student admitted to study in the academic year 2011/2012 or earlier, who was removed from the list of students, resuming studies, will study according to the new education programmes, if the planned completion of their resumed studies would occur later than the planned completion of students' studies adopted in the academic year 2011/2012, studying in the same major and level of education.
4. Field didactical centres operating on the date of entry into force of the Statute are in operation
  - 1) in the event when the decision of the minister competent for higher education regarding the extension of the activities of a field didactic centre has not been issued, no new recruitment shall be carried out until the end of education;
  - 2) in the event when the decision of the minister competent for higher education regarding the extension of the activities of a field didactic centre has been issued, until the end of the period indicated in the decision.

#### **Article 89**

1. The University's statute of 30 March 2012 is losing its validity.
2. This Statute shall enter into force on 2 January 2014.

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<sup>4</sup> z o. o. no. 01/02/2016 of 11 February 2016.

<sup>5</sup> Added by the resolution of the Management Board of *Economicus sp. z o. o.* no. 01/02/2016 of 11 February 2016.

<sup>6</sup> z o. o. no. 01/02/2016 of 11 February 2016.