

Regulation of Self-Government of Doctoral Students of Lodz University of Technology

Glossary:

- **Doctoral candidate of a given faculty** – a doctoral candidate at a given faculty or a doctoral student at a doctoral school assigned on the basis of the affiliation of the supervisor or an ancillary supervisor, or in the event that the supervisor(s) is from outside the Lodz University of Technology, who has declared membership of a given faculty for the purposes of representation in the Self-Government of Doctoral Students.
- **Electoral group** – all doctoral students of a higher education institution in the case of university-level elections or all doctoral students of a given faculty.
- **URSD** – University Council for Doctoral Students at the Lodz University of Technology.
- **WRD** – Faculty Council for Doctoral Students.
- **Regulation** – the present Regulation of the Self-Government of Doctoral Students at the Lodz University of Technology.

Chapter I General provisions

§ 1

At the Lodz University of Technology, hereinafter referred to as the University, there functions a Self-Government of Doctoral Students, hereinafter referred to as the Self-Government, under the Act - Law on Higher Education and Science, the Statute of the Lodz University of Technology, the Regulation of Doctoral Studies, the Regulation of the Interdisciplinary Doctoral School of the Lodz University of Technology (hereinafter referred to as ISD) and this Regulation.

§ 2

1. The Self-Government is formed by all doctoral students of the University.
2. The Self-Government conducts activities in the field of doctoral students' affairs, including social, welfare and cultural matters.

3. The Self-Government may become a member of national and international organisations with identical or similar purposes.

§ 3

1. The Self-Government acts through self-government bodies elected by doctoral students.
2. The Self-Government Bodies shall represent the interests of doctoral students and shall participate in the implementation of the tasks of the University. The Self-Government Bodies shall have the right to use resources at the disposal of the University, such as: premises, technical, printing and other equipment, but do so in consultation with the University's authorities.
3. The Self-Government benefits from the administrative, technical and legal assistance of the University necessary to carry out its tasks in accordance with the rules in force at the University.

§ 4

1. The aim of the Self-Government is:
 - 1) to improve the situation of doctoral students and recognition of their rights;
 - 2) to organise peer assistance and cooperation;
 - 3) to express opinions of the doctoral student community and to take decisions on matters of interest to that community, including the distribution of financial resources allocated on the activities of the Self-Government;
 - 4) to participate in the proceedings and activities of the collegial bodies of the University on the terms laid down in the Act - Law on Higher Education and Science and the Statute of the Lodz University of Technology;
 - 5) to foster the integration of doctoral students.
2. Self-Government pursues its aims by:
 - 1) submitting applications to the University's authorities;
 - 2) expressing opinions upon its own initiative and/or at the request of the University authorities;
 - 3) social, cultural, educational and scientific and technical activities.

Chapter II

Self-Government Bodies

§ 5

1. The bodies of Self-Government are :
 1. The University Council for the Self-Government of Doctoral Students at the Lodz University of Technology (URSD), hereinafter referred to as the Council, being the legislative body of the Self-Government of Doctoral Students at TUL;

2. The Management Board of the University Council for the Self-Government of Doctoral Students at the Lodz University of Technology, hereinafter referred to as the Board, being the executive body of the Self-Government;
3. Chairperson of the University Council for the Self-Government of Doctoral Students, also known as the Chairperson of the Self-Government of Doctoral Students;
4. Faculty Doctoral Students' Councils (WRD);
5. Chairperson of the Faculty Doctoral Students' Councils;
6. Review Committee;
7. Election Committee.

§ 6

1. The legislative body of the Self-Government takes decisions and expresses opinions in the form of resolutions. The adopted resolutions shall be drawn up in writing, signed by the Chairperson of the legislative body.
2. Self-Government Bodies shall take decisions in accordance with the following principles:
 - 1) secret ballots shall be held on personal matters, unless the members of a given body unanimously vote to the contrary. On other matters, the voting shall be open unless a member of the given body objects;
 - 2) Decisions concerning the following require an absolute majority of votes:
 - a) adopting the Regulations of the Self-Government of Doctoral Students of TUL and amendments thereto,
 - b) an opinion on the Regulations of Doctoral Studies at TUL and the Regulations of the International Doctoral School operating at TUL,
 - c) personal affairs of the Management Board and Chairpersons of the WRD;
 - 3) Other resolutions, except for matters provided for otherwise in the Regulations, shall be adopted by the Self-Government Bodies by a simple majority of votes.
3. Members of Self-Government Bodies shall perform their functions on a voluntary basis.
4. The term of office of Self-Government Bodies is one year and starts on the first day of the calendar year. In special circumstances, the Council may extend the term of office of Self-Government Bodies by not more than 3 months.
5. The requirement to retain the mandate of a member of the Self-Government Body is to have the status of a doctoral student.

§ 7

1. Minutes shall be taken of the meetings of the Self-Government Bodies.
2. Each doctoral student of the University and guests invited by members of the authorities may participate in meetings of the Self-Government Bodies upon prior arrangement with the chairperson of the body.
3. The validity of the meeting of the Self-Government Body shall be determined by the participation of more than one third of the statutory membership of the body. If this condition is not met, a meeting shall convene on another date and then the validity of the meeting shall not depend on the number of participants, where the second date may not take place earlier than 3 days after the first date.

§ 8

1. Mandates of members of the Self-Government Bodies elected during the term of office shall expire at the end of the term of office of the body concerned.
2. The mandate of a member of the Self-Government Body shall expire before the end of the term of office if the member of the body:
 - 1) loses the doctoral student status;
 - 2) is removed from office in the Self-Government Body by the body which appointed him/her;
 - 3) resigns from office in writing;
 - 4) exceeds the permissible number of three unjustified absences from the meetings of the Self-Government Body concerned.
3. In the event of the expiry of the mandate, supplementary elections shall be held without delay in accordance with and on the principles set out in the Election Ordinance referred to in § 18.

Chapter III

University Council of the Self-Government of Doctoral Students at the Lodz University of Technology

§ 9

1. The Council is composed of all members of the Faculty Councils for doctoral students.
2. The Council's tasks include:
 - 1) determination of the areas of activity of the Self-Government;
 - 2) delegating representatives to the Rector's Commissions and the Scientific Council of the Interdisciplinary Doctoral School;
 - 3) approval of reports on the activities of the Self-Government Bodies;
 - 4) commissioning the Review Board to perform reviews of contentious cases;

- 5) Adoption of the Regulations of the Self-Government of Doctoral Students of TUL and amendments thereto;
 - 6) approval of regulations of the Self-Government Bodies;
 - 7) agreeing with the University authorities the content of the Regulations for Doctoral Studies and IDS Regulations at the Lodz University of Technology;
 - 8) consulting the draft budget of the Self-Government of Doctoral Students with the Management Board;
 - 9) processing of cases submitted by the Management Board or University Bodies;
 - 10) initiating cultural, scientific, sports and other events for doctoral students and communities of the University;
 - 11) issuing an opinion (negative or positive) on Study Programmes, IDS Regulations and managerial functions adopted by the Senate of TUL and connected to the training of doctoral students;
 - 12) initiating orientation and legal training on doctoral student status at a university for newly recruited doctoral students.
3. In extraordinary circumstances, the Council may entrust the Management Board with additional tasks.
 4. The Council may appoint ad-hoc problem committees, while specifying scopes of tasks and the duration of their operation.

§ 10

1. The meetings of the Council shall be held in public.
2. The meetings of the Council are convened by the Management Board, not less frequently than once every 2 months.
3. Meetings of the Council shall be chaired by the Chairperson of the Self-Government of Doctoral Students of TUL, in accordance with the agenda prepared in advance by the Management Board.
4. In the event of absence or at the request of the Chairperson, the Vice Chairperson shall chair the meeting.
5. The Management Board is obliged to notify all members of the Board and chairpersons of the committee meetings by e-mail or telephone of the date, place and proposed agenda not later than 7 days prior to the date of the planned meeting.
6. The Council may be convened at the written request of at least half the number of its members.
7. A member of the Council is obliged to actively participate in its activities.

Chapter IV

Management Board of the University Council of the Self-Government of Doctoral Students

§ 11

1. The Management Board manages the work of the Self-Government and represents it publicly.
2. The Management Board shall be composed of Chairperson of the Self-Government of Doctoral Students, 1 - 2 Vice-Chairpersons and Secretary of the Council.
3. The Management Board tasks include:
 - 1) speaking before the University's authorities to represent the interests of doctoral students, as well as to offer opinions and conclusions;
 - 2) cooperating with the University authorities in matters related to material aid for doctoral students;
 - 3) co-deciding on the distribution of funds allocated by the University's authorities for doctoral students' purposes;
 - 4) resolving matters not reserved for other Self-Government Bodies;
 - 5) delegating representatives of doctoral students to bodies, organisations, committees and panels to which they are not delegated by the Council;
 - 6) preparing the draft budget of the Self-Government and consulting the Council.
4. Vice-Chairperson:
 - 1) replaces the Chairperson of the Self-Government of Doctoral Students in his/her duties during his/her absence;
 - 2) provides substantive support and assistance with initiatives undertaken by the Council and the Management Board;
 - 3) performs other tasks assigned by the Chairperson.
5. Secretary:
 - 1) systematically prepares and stores minutes of Board and Management Board meetings;
 - 2) stores copies of the minutes of the Faculty Councils for Doctoral Students' meetings;
 - 3) collects and stores documentation related to the activities of the Self-Government.

Chapter V

Chairperson of the University Council for Doctoral Students of TUL

§ 12

1. Election of the Chairperson of the Self-Government of Doctoral Students of TUL shall take place in accordance with the Election Ordinance referred to in § 18.
2. The Chairperson:
 - 1) presides over meetings of the Council;
 - 2) convenes and presides over meetings of the Management Board;
 - 3) coordinates the work of the Council and the Management Board;
 - 4) signs the resolutions of the Council;
 - 5) nominates candidates for the University Disciplinary Board for Doctoral Students and the Appeal of the Disciplinary Board for Doctoral Students;
 - 6) has a double vote at URSD meetings.

Chapter VI

Faculty Councils for Doctoral Students

§ 13

1. Representatives to the Faculty Doctoral Council are elected in accordance with the Election Ordinance referred to in § 18.
2. The Faculty Doctoral Council (WRD) is a self-governing body which represents and protects the interests of **Doctoral Students of a given faculty**.
3. Faculty Doctoral Council's tasks include:
 - 1) deciding on matters concerning self-government activities of **Doctoral Students of a given faculty**;
 - 2) appointing and dismissing ad hoc committees attached to the Faculty Doctoral Council and defining their remit and duration;
 - 3) delegating representatives of Doctoral Students to the faculty committee based on the results of the election conducted by the Election Committee for Doctoral Students of TUL in accordance with the Election Ordinance;
 - 4) delivering opinions on doctoral studies curricula adopted by the Faculty Council;
 - 5) delivering opinions on the appointment and dismissal of heads of doctoral studies at the faculty;
 - 6) initiating cultural, scientific, sports and other events for **Doctoral Students of a given faculty**.
4. The Faculty Doctoral Council is composed of 4 members. In the event that 4 persons cannot be elected to the WRD, URSD has the right to appoint a commissioner acting in the capacity of a WRD or to approve a reduced WRD composition.
5. The Faculty Doctoral Council shall hold ordinary meetings at least once a quarter, excluding the period free of teaching activities.
6. The Chairperson of the Faculty Doctoral Council is obliged to notify all members of the Faculty Doctoral Council by e-mail or telephone of the date, place and proposed agenda within 7 days prior to the date of the planned meeting.
7. Extraordinary meetings of the Faculty Doctoral Council are convened by the Chairperson of the Faculty Doctoral Council at the request of:
 - 1) the Dean of the Faculty;
 - 2) at least half the number of the members of the Faculty Doctoral Council;
 - 3) the Chairperson of the Review Committee;
 - 4) The Management Board;

- 5) 30% of **Doctoral Students of a given faculty.**

Chapter VII

Chairperson of the Faculty Council of Doctoral Students (WRD)

§ 14

1. The Chairperson of WRD:

- 1) convenes and presides over meetings of WRD;
- 2) coordinates the activities performed by the WRD;
- 3) signs the WRD decisions;
- 4) forwards copies of the minutes of meetings of the Faculty Councils of Doctoral Students to the Secretary of the Council;
- 5) collects and stores documentation related to the activities of the Self-Government at the Faculty,
- 6) has a double vote at WRD meetings.

Chapter VIII

Review Committee

§ 15

1. The Review Committee is composed of 5 members.
2. A member of the Review Committee may not be a member of another body of Self-Government.
3. The Review Committee is elected in accordance with the Election Ordinance referred to in §18.
4. The tasks of the Reviewing Committee include:
 - 1) revision of the activities of Self-Government Bodies;
 - 2) settlement of conflicts of competence between the various Self-Government Bodies;
 - 3) processing electoral protests under the terms of the Election Ordinance;
 - 4) exercising control over the implementation of the budget of the Self-Government;
 - 5) examination of the legitimacy of the charges raised in the motion to dismiss members of the Self-Government Bodies;
 - 6) preparing a report on the activities of the Self-Government Bodies at the end of the term of office.
5. At the first meeting of the Review Committee convened by the Management Board, the Committee shall elect a Chairperson from amongst its members.

6. The Chairperson of the Review Committee:

- 1) manages the activities and convenes the meetings of the Committee, as well as presides over those meetings;
- 2) represents the Review Committee and its position at meetings of Self-Government Bodies.

Chapter IX

Election Committee

§ 16

1. The Election Committee is the electoral body of the Self-Government.
2. The tasks of the Committee include:
 - 1) overseeing compliance with the Election Ordinance;
 - 2) determining a detailed calendar of electoral activities and detailed electoral procedure;
 - 3) holding elections to the Senate, Doctoral Self-Government and appointing representatives to the University College of Electors;
 - 4) drawing up lists of candidates;
 - 5) agreeing the model form of ballots;
 - 6) overseeing the course of elections and their documentation;
 - 7) preparing the electoral records containing the date, list of candidates and election result and signatures of the members of the Election Committee present at the meeting.
3. The Election Committee is composed of 5 members elected in accordance with the Electoral Ordinance.
4. A member of the Election Committee is not eligible to stand for election to the body to which the Election Committee conducts the election unless he/she resigns from his/her function as a member of the Election Committee for the duration of a given vote. Written resignation of a Committee member shall be attached to the election record.
5. Representatives of the Election Committee have the right and obligation to participate in all election meetings of the Self-Government Bodies.

§ 17

1. At the first Election Committee meeting convened by the Management Board, the Committee shall elect a Chairperson from amongst its members.
2. The tasks of the Chairperson of the Election Committee include:

- 1) managing the activities and representing the Committee's position;
- 2) presiding over Committee meetings;
- 3) chairing election meetings;
- 4) announcing the results of the elections;
- 5) presenting a report on the activities of the Election Committee at the first meeting of the new Council;
- 6) submitting electoral notices for public announcement.

Chapter X

Elections

§ 18

Detailed rules and procedures for holding elections to the bodies of the Self-Government, of representatives to the Senate and the procedure for appointing representatives to the University College of Electors are set out in the Election Ordinance attached to these Regulations.

Chapter XI

Transitional and final provisions

§ 19

1. The draft Regulations of the Self-Government of Doctoral Students of TUL are subject to general consultations with all doctoral students of the University. The manner of conducting consultations and their duration shall be determined by the Council.
2. In matters not covered by the Regulations, the Act - Law on Higher Education and Science, the Statute of TUL and other provisions of law shall apply.
3. These Regulations shall enter into force upon confirmation by the Rector of their compliance with the Act - Law on Higher Education and Science and the Statute of TUL within 30 days from the date of their submission.

§ 20

The Self-Government of Doctoral Students of the Lodz University of Technology associates Doctoral Students of the Lodz University of Technology exclusively. A different decision is invalid under the Statute. Having active and passive voting rights, holding functions in the authorities of the Self-Government and using the

financial resources allocated by the Lodz University of Technology for the operation of the organisation is limited exclusively to persons associated in the Self-Government.

In addition to the associated persons, other persons may support the activities of the Self-Government, in particular:

- support the activities of the organisation,
- counsel the authorities of the organisation,
- participate in its activities at the invitation of the organisation's authorities,

without the rights and obligations of the members.

The University's representative has the right to suspend the decision of the Self-Government authorities to the extent it concerns the funds provided by the University.

§ 21

From 1 October 2019 to 31 December 2023 the Self-Government of Doctoral Students consists of doctoral students of the Interdisciplinary Doctoral School of the Lodz University of Technology and participants of doctoral studies commenced before the academic year 2019/2020.

§ 22

1. In 2019-2023 the following parities are established for the Faculty Councils for Doctoral Students:

Calendar year Group of doctoral students	2020	2021	2022	2023
Number of persons from Doctoral Schools	1	2	3	4
Number of persons from doctoral studies	3	2	1	0

2. In the event of insufficient number of candidates from one of the above groups, a candidate from the other group may apply for a free mandate.

to the Regulations of the Self-Government of Doctoral Students of TUL

as of xxxxxx

Election Ordinance

Chapter I

General provisions

§ 1

1. This Election Ordinance for the Election of Doctoral Students at the Lodz University of Technology defines the rules of holding elections to the Self-Government Bodies and representatives of doctoral students to collegiate bodies and electoral bodies of the University.
2. The term of office of representatives of doctoral students in the collegial bodies of the University, the electoral bodies of the University and faculty committees shall be one year, from 1 September to 31 August of the following year, subject to the condition that the term of office of doctoral students elected to the University College of Electors shall commence on the day of their appointment.

§ 2

1. The Self-Government Bodies for which the elections are held are defined in §5 of the Regulations of the Self-Government of Doctoral Students of TUL.
2. Doctoral students shall, by 31 July, elect and appoint their representatives to the following bodies of the University:
3. Senate of TUL ;
 - 1) The University College of Electors, subject to section 7.
4. Doctoral students shall, by 31 July, elect their representatives to faculty committees.
5. Election and appointment of representatives of doctoral students to the Senate and the College of Electors are single-stage.
6. The number of seats to be filled in elections to the Senate and when appointing representatives to the College of Electors is determined by the Senate at the request of the University Election Committee.
7. The election is conducted by the Doctoral Students' Election Committee.

8. In the election year in which the elections for the new term of office of the University Authorities are held
- Doctoral students are obliged to follow the calendar of election activities established by the University's Election Committee.

§ 3

9. The mandates of members of the Self-Government Bodies shall expire in the events referred to in §8 of the Regulations of the Self-Government of Doctoral Students.
10. In the case of expiration of the mandate of a member of the Self-Government Body before the end of the term of office, the Doctoral Students' Election Committee shall immediately conduct supplementary elections.

Chapter II

Organisation of electoral activities

§ 4

1. Elections are held at electoral meetings.
2. The Election Committee shall establish the date and place of elections, which it shall make public no later than 7 days before the election meeting.
3. Candidates' applications to a given Self-Government Body are accepted by the Election Committee from the day the election is announced until the election meeting. Each of the voters of a given electoral group may propose openly any number of candidates who are placed on the electoral list after expressing their consent to stand as a candidate and after having established that they have the right to stand for election.
4. Submissions of candidates to the Senate and the College of Electors shall be accepted by the Election Committee from the date of the announcement of the election until the election meeting. Each member of the community of a higher education institution may propose openly any number of candidates who shall be placed on the electoral list after their consent to stand as candidates and after stating that they are eligible to stand for election. Where the person proposing a candidate is a person other than a doctoral student, a written declaration of membership of the community of a higher education institution of the proposing person shall be required in order for the candidate to be effectively proposed.

5. The number of candidates to be elected to a given Self-Government Body must not be below the number of seats. In the case when the number of candidates is insufficient, the URSD has the right to change the number of seats of a given body at an election meeting.
6. The election meeting is chaired by the Chairperson of the Election Committee or a member of the Committee appointed by the Chairperson.
7. Elections to the Senate and appointments to the College of Electors are by secret ballot.
8. Elections to Self-Government Bodies shall be by secret ballot, unless the Assembly unanimously declassifies the vote.
9. Points 31 - 49 of Appendix No. 3 to the Statute of TUL of 10 July 2019 shall apply to the elections to the Senate and to the appointment of the College of Electors: Election Ordinance subject to the provisions of § 4 section 4.

§ 5

1. Only eligible voters of a given electoral group and members of the Election Committee participate in an election meeting, except for election meetings to the governing bodies of the University.
2. Members of a given electoral group have the right to vote and stand for election subject to the reservation that members of the Election Committee belonging to a given electoral group have the right to stand for election provided that they renounce their function as a member of the Election Committee in a given vote.
3. The voting shall be effected on the ballot cards provided by the Election Committee and bear the stamp of the Self-Government.
4. When determining the results of voting, the Election Committee counts the number of:
 - 1) the ballots issued;
 - 2) the votes cast including a breakdown into valid and non-valid;
 - 3) the number of votes required for the election;
 - 4) the votes cast for each candidate;
 - 5) abstentions.
5. A vote is invalid if:
 - 1) more names than seats to be filled are indicated on the ballot paper;
 - 2) the identification of a candidate is incorrect or ambiguous;
 - 3) the ballot paper is damaged.
6. The mandate shall be given to the candidate who has received more than half of the validly cast votes.

7. Where the number of candidates having obtained the required number of votes is lower than the number of seats, a supplementary vote shall be held.
8. Where the number of candidates who have obtained the required number of votes is greater than the number of mandates, the order in which the mandates will be awarded is determined by the number of votes cast for the candidates.
9. Where two or more candidates receive the same number of votes and it is impossible to fill the full number of seats, an additional vote limited only to candidates who have received an equal number of votes shall be held.

Chapter III

Election of Faculty Councils for Doctoral Students and Chairpersons of the Faculty Councils for Doctoral Students.

§ 6

1. Election of the members of the Faculty Councils for Doctoral Students at particular faculties is conducted by the Election Committee of the Self-Government at election meetings.
2. The right to vote and stand for election to the Faculty Doctoral Council is granted to **Doctoral Students of a given faculty.**
3. The number of Doctoral Students in the Faculty Councils is defined in §13 of **the Regulations.**
4. At an election meeting, the electoral assembly also elects:
 - 1) one candidate for the Review Committee;
 - 2) one candidate for the Election Committee;
5. As soon as the composition of the WRD has been established, the Election Committee shall hold the election of its Chairperson.
6. Only newly elected members of the WRD shall have the right to vote and stand for election of the WRD Chairperson.

Chapter IV

Election of the Management Board of the University Council of the Self-Government of Doctoral Students

§ 7

1. The Management Board is elected at the meeting of all doctoral students of the University.

2. The meeting is convened and presided over by the Chairperson of the Election Committee of the Self-Government of Doctoral Students or a member of the Election Commission appointed by the Chairperson.
3. All doctoral students of the University are entitled to vote.
4. Members of the Faculty Councils for Doctoral Students are entitled to stand for election.

Chapter V

Election of the Review Committee

§ 8

The members of the Review Committee are elected by the University Council of the Self-Government of Doctoral Students at its first meeting from amongst the candidates selected at faculty election meetings.

Chapter VI

Election of the Election Committee

§ 9

Members of the Election Committee for Doctoral Students shall be elected by the University Council of the Self-Government of Doctoral Students at its first meeting from amongst the candidates selected at faculty election meetings.

Chapter VIII

Validity of elections

§ 10

1. Voters have the right to lodge a complaint to the Review Committee. Any such complaints are considered within 3 days of their receipt.
2. An election complaint may concern violations of the Regulations of the Self-Government of Doctoral Students, the Election Ordinance or other violations that may affect election results.
3. The complainant must formulate the allegations unambiguously and indicate the relevant evidence.
4. On the basis of the submitted documents and the submitted clarifications, the Review Committee examines the electoral complaint and then issues a substantiated decision in writing.

5. In the event that the objections raised in the protest are found to be justified and may have had a significant impact on the outcome of the election, the Review Committee may invalidate the election to the Self-Government bodies or determine the scope of activities to be repeated.
6. In the event that the allegations concerning the elections to the collegial bodies are found to be well founded the Review Committee refers the matter to the University's Election Committee.