

**Annexes to the Statute of the
Wroclaw University of Health and Sport
Sciences**

Annex No. 1 The emblem, banner and logo of the University and rules of ceremonial use of the banner and use of the logo

I. Emblem

- (1) The emblem of the University consists of a stylised composition of the letters "AWF" in gold inscribed in a circle with a green background, through which the flag of Wrocław runs diagonally from right to left.
- (2) The emblem of the University may be displayed in the University facilities.
- (3) The University emblem is an element of the banner and logo.

II. Banner

1. Wrocław University of Health and Sport Sciences has a banner with the following features:
 - banner panel: square-shaped fabric with dimensions: 99 × 99 cm;
 - colouring: the banner is two-coloured: yellow and red;
 - main side of the banner: yellow background with the University emblem in the centre; inside a circle 60 cm in diameter there is a green embroidered composition of letters "AWF" in gold thread; above and below it there are two sections of the Wrocław flag, 12 cm each, embroidered with yellow and red thread respectively. The whole is surrounded by an embroidered inscription in red: Wrocław University of Health and Sport Sciences ;
 - reverse side of the banner: an image of a white eagle in a red field established for the Republic of Poland;
 - trimming: gold tassels on three sides;
 - fastening: the banner is fastened to the pole with 11 catches.

IMAGE OF THE BANNER:



2. **Place of storage:** glass display case in the Senate Room of the University.

3. Ceremonial use of the banner:

- 1) The flag of the University shall accompany academic and state ceremonies, such as:
 - (a) ceremonial meetings of the Senate, especially the inauguration of the academic year and the Day;
 - b) admission as a student or doctoral student - matriculation;
 - c) awarding of master's degrees;
 - d) doctoral promotions
 - (e) award of post-doctoral diplomas;
 - (f) promotion to honorary doctor and presentation of the Laurels of the University;
 - (g) renewal of doctoral diplomas;
 - (h) funeral ceremonies for persons of particular merit to the University;
 - (i) anniversaries and national holidays;
 - j) other special ceremonies and events in the life of the University and other universities.
- 2) The flag representation consists of three persons - three students or doctoral students, dressed in gala academic attire supplemented by white gloves and white and red sashes.
- 3) Each time the banner is led into or out of the venue, all participants must stand to attention, and members of the staff must follow drill.
- 4) Ceremonies with the participation of the banner always have an official character and course.

III. Logo of the University

- (1) The University shall have a logo stylised on the emblem graphic sign. The colour of the circle and letters shall be adjusted to the background on which the logo is placed in a manner ensuring its proper distinction.
- (2) The University logo may be placed and used in all official documents and publications of the University.
- (3) Use of the University's logo requires the consent of the Rector.

Annex 2 Celebrations at the University

I. Inauguration of the academic year

- (1) The inauguration, i.e. the opening ceremony of the academic year, takes place at the end of September/beginning of October. The date of the inauguration is set by the Rector.
- (2) The inauguration ceremony shall take place at the University or at any other place designated by the Rector.
- (3) The Rector in office in September of a given year directs the organisation of the inauguration.
4. the inauguration ceremony is attended by: Rector, vice-rectors, President of the Academic College, deans and vice-deans with the insignia of their authority, professors and post-doctoral fellows in ceremonial academic dress, and other academic staff. It is the duty of academic staff, students and doctoral students to attend the inauguration. Administration staff of the University also take part in the inauguration.
- (5) The inauguration may also be attended by guests invited by the Rector: representatives of state and local authorities, other universities, as well as representatives of the scientific and sports communities and other persons.
- (6) The solemn setting of the inauguration is the playing or singing of the national and academic anthems. During the ceremony, the University's flag staff performs.
- (7) The inauguration programme should include:
 - 1) the opening of the ceremony by the Rector;
 - 2) the Rector's report for the previous academic year, which should include information on the most important events in the life of the University;
 - 3) the opening of the new academic year by the Rector with the traditional formula: Quod bonum, felix, faustum, fortunatumque sit.
 - 4) Matriculation of groups of newly admitted students;
 - 5) promotion of doctors;
 - 6) presentation of awards and decorations;
- 7) inaugural lecture;

II. Matriculation

1. The students and doctoral students are accepted at matriculation and take the following oath:

Entering the academic community of the Wrocław University of Health and Sport Sciences,, I solemnly swear to:

 - acquire knowledge and skills;
 - act in accordance with the law, tradition and academic manners;
 - take care of the good name of the University and the dignity of the student / Ph.
2. The taking of the oath and the handing in of a written confirmation of this oath as proof of one's entering the academic community takes place at a specially convened meeting of the matriculated students. The meeting is convened by the dean of the faculty in consultation with the Rector's office. The meeting is attended by the Rector or Vice-Rector and the dean in ceremonial academic dress. 3.
3. The ceremony opens with a speech by the Rector or Vice-Rector. The dean then reads the oath of office, which the candidates repeat after him or her while standing. In turn, they take the oath and a previously prepared and signed written confirmation thereof to the dean.
4. A student or doctoral student who, for justifiable reasons, fails to attend the matriculation meeting may be admitted by the dean for additional matriculation. This may take the form of a simplified oath, confirmed in writing at a place and time

designated by the dean.

5. A candidate who does not present for matriculation shall not acquire the rights of a student or doctoral student and shall be removed from the list of candidates admitted to the degree programme.
6. The matriculation programme may include a short lecture on the traditions and scientific achievements of the University and the faculty. The meeting may also be attended by academic staff, and obligatorily by the supervisor of the matriculated student year and the supervisors of doctoral students.
7. In particularly justified cases, matriculation may take place without a solemn procedure.

3. Presentation of diplomas of graduation

1. The diploma of graduation shall be presented to the graduate by the dean or dean of the faculty, or an academic staff member delegated by them, during a university-wide ceremony. In special cases, the diploma may be presented individually, in a form that emphasises the importance of this act.
2. A ceremonial gathering of graduates of individual faculties combined with the awarding of diplomas shall be organised by the Vice-Rector responsible for student affairs at the end of the academic year or at the beginning of the following year, after the graduation of students from individual faculties. Such meetings should be attended by academic staff who are representatives of these faculties.
3. The organisation of the meeting may be entrusted to the graduates themselves or to the alumni organisation representing them.
4. In particularly justified cases, the presentation of diplomas of graduation may take place without a ceremonial procedure.

4. Doctoral and postdoctoral promotion

1. A doctoral promotion is the ceremonial act of conferring a doctoral degree.
2. The Rector, at the request of the President of the Council of the Scientific College, shall designate the day, time and place of the promotion, of which the President shall notify the promoters and doctoral candidates.
3. The promotion shall take place in public, but the Rector may order that only invited persons may enter the promotion.
4. The promotion is performed by a promoter dressed in a toga, wearing a biretta, in the presence of the Rector or vice-Rector and the President of the Council of the Scientific College in ceremonial academic dress with the insignia of academic authority. They are assisted by two pedlars.
5. After the representatives of the University authorities have taken their seats, the doctoral student is introduced by the pedlars. The President of the Council of the Scientific College reads the oath of office:
I solemnly swear that I will always act as the dignity of the doctoral degree conferred upon me requires.

I solemnly swear that, to the best of my ability, I will contribute to the development and dissemination of science.

The doctoral student says the word: *I take the oath.*

The President of the Scientific College reads the further part of the oath rote:

I solemnly swear that I will always and everywhere take care of the good name of the Wrocław University of Health and Sport Sciences, in which I obtained the degree in Wrocław, where I have received the honourable degree of Doctor of Physical Education, and that in case of need, I will assist the University to the best of my ability.

The doctoral student says the word: *I take the oath.*

The oath is taken in a standing position.

6. After the newly promoted doctoral candidate has taken the oath of office, the supervisor shall present him/her with the diploma.

7. The solemn act of promotion to the postdoctoral degree shall take place at a time and place designated by the Rector no later than one year after the habilitation has been approved. Present are the Rector and The President of the Council of the Scientific College in ceremonial academic dress with the insignia of academic authority, assisted by two pedlars.

8. After the representatives of the academic authorities have taken their seats, the habilitator is introduced by the pedlars. The candidate takes the oath before the Rector and The President of the Council of the Scientific College. The President of the Council of the Scientific College reads the roll of the oath: On behalf of the Rector of the Wrocław University of Health and Sport Sciences I ask you to pledge:

- that you will always keep in grateful memory the Wrocław University of Health and Sport Sciences in which you obtained the *veniam legendi*;
- that you will continually pursue your scientific research;
- finally, that he will not neglect any of his duties as a doctor *habilitatus*. Does he pledge this with complete conviction?

These words are followed by the habilitation doctor's pledge: I promise.

The rota of the pledge is heard by those present standing.

d. The President of the Council of the Scientific College presents the newly appointed postdoctoral diploma.

e. In particularly justified cases, the doctoral and postdoctoral promotion may take place without the solemn procedure.

5. Promotion of *dohonoris causa*

- a. The promotion is a particularly solemn academic act. It takes place in public in the presence of the Rector and the Senate in ceremonial academic dress, a group of academic staff, student and doctoral student representatives.
- b. The act of promotion is performed by a promoter (*laudator*) appointed by the Senate in the presence of the Rector and the President of Council of the Scientific College on which the candidate is promoted, assisted by pedlars.
- c. The Rector opens the ceremony with an address. The President of the Council of the Scientific College then presents the curriculum vitae of the honorary doctor and the promoter briefly characterises the merits and achievements of the promotee. The promoter then reads out in Latin the promotion act containing, in addition to the formulas, a list of the main merits for which the promoted has been awarded the title of honorary doctor, and presents the appointed doctor with the promotion act signed by the Rector, the President of the Council of the Scientific College and the *laudator*. The reading of the promotional act is listened to by those present, standing.

d. The newly appointed honorary doctor deliver a speech.

6. The renewal of matriculation and doctoral diploma

- a. Fifty years after the date of matriculation, a matriculation renewal ceremony shall be organised for the graduates of that year. The organiser is the faculty or several faculties together. This solemn act is held in public. The deans and members of the faculty councils appear in ceremonial academic attire, assisted by a flag-waving post. The dean reads the actual rote of the oath of office, after which he presents the matriculants with a diploma of matriculation renewal signed by the Rector and the dean.
- b. Fifty years after the date of the doctoral promotion, a ceremonial renewal of the diploma may take place. This solemn act proceeds in a similar way to the doctoral promotion, with the Rector or the promoter giving an appropriate speech. The speech may also be given by the jubilarian.

7. Delegation of authority to the Rector and Deans

1. The ceremonial handing over of power to the newly elected Rector by the Rector of the previous term takes place during the inauguration of the academic year of the new term. After presenting the report for the previous year and making a commemorative speech, the outgoing Rector hands over the insignia of power to the new Rector - ring, chain, sceptre - while reciting the following formula:
Accipe sceptrum, regiminis, catenam dignitatis anulum sponsalem quod bonum, felix, faustum fortunatumque sit.
2. The newly elected Rector takes his seat in the Rector's chair. Behind him stands an assisting pedlar with the Rector's sceptre. The incoming Rector makes a speech, presenting the programme of the new University authorities.
3. At the first meeting of the Senate in the new term of office, the Rector thanks the outgoing authorities and the delegates to the Senate and then introduces the newly elected authorities of the University.
4. In the event that the Rector of the previous term of office is unable to appear at the transfer of power, he is replaced by his pro-rector.
5. The Senate of the University, on the basis of a separate resolution, may commission a portrait of the Rector of the previous term and place it in the representative halls of the Rector and the Senate.
6. At the first Faculty Council meeting of a new term, the outgoing Dean welcomes the new Dean and Vice-Deans, handing over the chairmanship of the meeting. Analogous rules apply to the Council of the Scientific College and its President.

8. Presentation of decorations, diplomas and awards

1. Orders, decorations, awards and diplomas of distinction shall be ceremoniously presented at all-academic events.
2. In justified cases, orders, decorations and prizes may be awarded at other times, but always in a ceremonial form, e.g. at meetings of the Faculty or College Council. In special cases, such as the honoured person's illness or inability to attend, e.g. due to performing important state functions, the decoration or awards are presented by an official delegation of the University.
3. During the ceremony, the Rector asks authorised representatives of the state authorities to present orders or state decorations to the persons who have been awarded them. Departmental awards, diplomas and medals are presented by the Rector. The lists of decorated persons are read out in public.

9. Mourning

- a. On the death of an employee of the University or a person of particular merit to the University, including honorary doctorates, black mourning flags and hourglasses shall be placed on the Rector's office building and other buildings of the University by order of the Rector.
- b. Notices of death may be placed in the national and local press.
- c. Notices shall be signed by the Rector and the Senate and by the respective heads of the organisational units in which the staff members were employed or who initiated the promotion of the honorary doctorate.
- d. In the event of the death of persons of particular merit to the University (Rector, Professor, Honorary Doctor, Laureate of the University), a farewell ceremony is organised at the University. The farewell ceremony is a solemn meeting of the Senate. The farewell ceremony is opened by the Rector, after which a person designated by the Rector presents a curriculum vitae and characterises the merits and achievements of the deceased. Other persons present at the ceremony may speak during the farewell.
- e. The funeral of a professor or a person of particular merit to the University shall be attended by an official delegation of the University and a flag-waving party.
- f. The solemn farewell ceremony and the participation of the official University delegation in the funeral may be waived if the deceased or his/her family expressly wishes so.

10. Ceremonial academic dress

- a. The Rector's attire consists of a bright red (scarlet) Rector's toga with an ermine cape and a biretta and gloves of the same colour. The Rector's chain is worn over the cape. The Rector's biretta is also due to former Rectors.
- b. The attire of the Vice-Chancellors consists of black togas with a cape with red lapels and a biretta of the same colour. Pro-rectors wear pro-rector chains.
- c. The attire of the President of the Academic College shall be a black toga with a cape with red epaulettes and a biretta of the same colour. The President wears the President's chain.
- d. The togas and birettas of professors and post-doctoral fellows shall be black, and the capes and epaulettes shall be those applicable to the faculty, with maroon for the Faculty of Physical Education and Sport and green for the Faculty of Physiotherapy.
- e. Deans and Vice-Deans wear the Dean's chain on their cape.
- f. The right to wear academic attire at academic ceremonies is granted to active and retired professors, post-doctoral fellows, as well as honorary doctorates and Laureate of the University. During inauguration, University Day, promotion, matriculation, and presentation of graduation diplomas, academic dress is compulsory for the Rector, pro-rectors, deans and vice-deans.
- g. The use of academic attire on other occasions and ceremonies, both within and outside the University, involving the academic community or official representatives of the University, is at the discretion of the Senate, in cases of emergency at the discretion of the Rector. The use of academic attire should be announced in the invitations to the ceremonies, as should the appearance with decorations held.

- h. During representative speeches, the Rector may appear alone or with pro-rectors and deans and vice-deans dressed in chains.
- i. There is one Rector's sceptre of the University. The sceptre is used at academic ceremonies and ceremonial appearances of the University authorities outside the University. The bearers of the pedele insignia wear black service togas and wide black berets.
- j. Graduate attire consists of: a black cape (toga), a black biretta with the University's logo in the colour assigned to the faculty, and a tang, also in the colour assigned to the faculty.

11. Celebration of the University

- a. In October, on the occasion of the anniversary of the birthday of the first Rector of the University, Prof. Andrzej Klisiecki, a solemn meeting of the Senate shall be held, constituting the University Feast. The date of the University Celebration is determined by the Rector.
- b. The Celebration of the University is held at the premises of the University or at any other place designated by the Rector.
- c. The organisation of the University Celebration is managed by the Rector.
- d. The Celebration of the University is attended by: Rector, Vice-Rectors, President of the Academic College, Deans and Vice-Deans with the insignia of their authority, independent employees of the faculties in ceremonial academic dress and other academic staff. Participation in the inauguration is the responsibility of academic staff, students and doctoral students. The administrative staff of the University also take part in the inauguration.
- e. The festivities may also be attended by guests invited by the Rector: representatives of state and local authorities, other universities, as well as representatives of the scientific and sports communities and other persons.
- f. The ceremonial setting of the Celebration of the University is the playing or singing of the national and academic anthem. During the ceremonies, the University's flag post performs.
- g. The programme of the inauguration should include:
 - i. opening of the ceremony by the Rector;
 - ii. presentation of representatives of the authorities of the University, faculties or invited guests related to the main theme of the celebrations in a given year;
 - iii. renewal of the act of matriculation of the year celebrating its 50th anniversary;
 - iv. promotion of doctoral students
 - v. presentation of awards and distinctions;
- h. The University's Feast Day is free from teaching.
- i. In particularly justified cases, the Rector may decide not to organise the ceremonial celebration of the University Feast Day.

Annex 3 Rules and procedures for elections at the University

I. The right to vote

1. Academic staff employed at the University, non-academic staff employed at the University, and students and doctoral students have the right to vote.
2. The right to stand for election expires when an academic staff member reaches retirement age, terminates their employment relationship or loses their status as a student or doctoral student.
3. The right to stand for election to managerial positions shall lapse in the event of a valid sentence of disciplinary deprivation of the right to hold such positions at the University for the period specified in the sentence.
4. The electoral right of students shall be suspended for the period of suspension of their studies and holidays granted in accordance with the Academic Regulations.
5. Paragraph 4 shall apply accordingly to doctoral students.

II. Election Committee

1. The election of the electoral college, representatives to the Senate and to single-member functions is carried out by the Election Committee of the University.
2. The Election Committee of the University shall have no more than nine members.
3. The term of office of the Electoral Commission of the University shall commence on the date of its appointment and end on the date of the appointment of a new commission.
4. The mandate of a member of the University's Election Committee shall expire in the cases specified in § 24 of the Statute. Should a member's mandate expire, a new member shall be appointed in accordance with the procedure described below.
5. The University's Election Committee and its chairperson are elected by the Senate at the Rector's request.
6. Members of the committee may not stand for election to the functions of the single-member body which is the subject of the election.
7. The Electoral Committee of the University distributes the mandates to the collegiate bodies determined by the percentage of the selected groups of electors, taking into account the number of employees and the number of students and doctoral students. When determining the number of seats for students, all degrees and forms of study shall be taken into account.

III. Electoral curiae

1. The election of representatives of the individual electoral groups to the Electoral Colleges and the Senate is carried out in curiae composed of these electors.
2. The following curiae are distinguished at the University:
 - 1) the curia of professors and professors of the University at each faculty;
 - 2) a curia of other academic staff at each faculty;
 - 3) curia of students at each faculty;
 - 4) a curia of doctoral students;
 - 5) curia of non-academic staff at the University.
 - 6) curia of other academic teachers employed in university units.
3. The curia of professors and professors of the University of the Faculty of Physical Education and Sport shall elect from among themselves ten representatives to the Senate
4. The Curia of Professors and Professors of the University of the Faculty of Physiotherapy

shall elect five representatives to the Senate from among themselves.

5. The curia of the other academic staff of the Faculty of Physical Education and Sport shall elect from among themselves:
 - 1) four representatives to the Senate;
 - 2) representatives to the Electoral College of the University in a number determined in proportion to the number of employees.
6. The curia of other academic teachers of the Faculty of Physiotherapy shall elect from among themselves:
 - 1) two representatives to the Senate;
 - 2) representatives to the College of Electors of the University in a number determined in proportion to the number of employees.
7. The curia of other academic staff employed in the University's general units shall elect from among themselves a number of electors determined in proportion to their employment.
 - 1) In the election of representatives to the Senate, academic staff of the Centre for Foreign Languages are included in the curia of other academic staff of the Faculty of Physical Education.
- academic staff of the Faculty of Physical Education and Sport;
- 2) In the election of representatives to the Senate, academic staff of the of the University Centre for Physical Education and Sport are included in the curia of other academic teachers of the Faculty of Physical Education and Sport.
8. The curia of students of the Faculty of Physical Education and Sport shall elect from among themselves:
 - 1) three representatives to the Senate;
 - 2) representatives to the Electoral College of the University in a number determined in proportion to the number of students.
9. The Curia of students of the Faculty of Physiotherapy shall elect from among themselves:
 - 1) two representatives to the Senate;
 - 2) representatives to the Electoral College of the University in a number determined in proportion to the number of students.
10. the Curia of doctoral students shall elect from among themselves:
 - 1) one representative to the Senate;
 - 2) representatives to the Electoral College of the University in a number determined in proportion to the number of doctoral students.
11. the Curia of non-academic staff at the University shall elect from among themselves:
 - 1) two representatives to the Senate;
 - 2) representatives to the Electoral College of the University in a number constituting no less than 5% of its composition.

IV. Electoral College

1. The first meeting of the Electoral College of the University is convened by the Rector at the request of the Chairman of the Electoral Committee of the University.
2. The Chairman of the Electoral College of the University chairs the proceedings of the Electoral College of the University until its chairman is elected by the members present at the meeting.
3. The Chair of the Electoral College shall convene further meetings of the College.
4. In the event of the expiry of the mandate of the President of the Electoral College, points 1 and 2 shall apply respectively.
5. Meetings of the Electoral College are convened for the purpose of voting on the election or dismissal of the Rector.

V. Rules for the selection of candidates for the Rector

1. A candidate for the Rector may be nominated by a representative of each of the entities specified in §22.2 of the Statutes by submitting to the Chairman of the University Council a written candidacy together with a written consent of the person concerned to stand for election as Rector and a written declaration that there are no preconditions excluding his/her election.
2. The Council presents the proposed candidates for Rector to the Senate for its opinion. The Senate gives its opinion on the proposed candidates by an absolute majority of votes with at least 3/5 of its members present. The Senate shall immediately forward its opinions to the University Council.
3. The Council approves the candidates from among the Senate's opinions by an absolute majority vote with at least 6/7 of its members present. The persons so approved become the Council's nominated candidates for Rector.
4. The election of the Rector may take place if the procedures described in items. 1-3 have resulted in at least one candidate.
5. Candidates for the positions of Rector may apply to the Chair of the 's Election Committee for open meetings for the purpose of self-presentation and programme presentation. If more than one application is received, the Chair of the Committee will order a joint meeting for all candidates.

VI. Principles of voting and determination of the result in elections

1. Voting in the election shall be carried out by the University's Election Committee with more than half of its members.
2. Voting on the election is by secret ballot.
3. Voting shall only take place in person; only in the election of student representatives shall indirect elections be allowed if the student government regulations so provide.

4. Voting shall take place on ballot papers, the design and content of which, as well as the method of making deletions, shall be determined by the University's Election Committee. A vote cast on a ballot paper other than that determined by the Commission shall not be taken into account.
5. A vote is invalid if there are no deletions, if all the candidates are crossed out, if the list of candidates is crossed out or if the ballot paper is torn. Any annotations made on the ballot paper do not invalidate the vote.
6. In the event of a ballot where the number of candidates exceeds the number of seats to be filled, a vote is valid if the number of candidates indicated on the ballot paper does not exceed the number of seats to be filled.
7. Ballot papers are cast in ballot boxes prepared by the University's Election Committee. Before the voting begins, the contents of the ballot box are checked in the presence of the electors and the box is sealed in such a way that it cannot be opened by unauthorised persons.
8. When the voting is over, the University's Election Committee checks the contents of the ballot box, counts the votes and determines their validity. The activities of the Committee are minuted, and the minutes are subject to approval by the President and the Senate respectively.
9. The Election Committee of the University shall determine the result of the vote on the basis of the count.
10. An election is valid if more than half of those entitled to vote have taken part. If there is no quorum, the Chairperson of the University's Election Committee shall order the election at a second time. In elections ordered in this way, the quorum requirement does not apply.
11. An election takes place if a candidate has received more than half of the validly cast votes.
12. If in the election of the Rector no candidate has obtained an absolute majority of the votes, a new vote is ordered in which the two candidates with the highest number of votes obtained. If, once again, neither candidate obtains the required number of votes, another ballot shall be ordered, except that new candidates shall be allowed to emerge in accordance with the procedures in force.
13. If, in elections to collegiate bodies, none of the candidates has received the required number of votes, the candidates who have received the most valid votes consecutively until all the seats have been filled shall be declared elected. In the event of a tie, a new vote shall be ordered excluding those candidates who received fewer votes, and the result shall be decided by the higher number of valid votes received. Voting is repeated until all seats are filled.
14. In the event of an epidemic in the holding of an election, online voting using Internet-based systems may be used. Such systems must ensure that the election remains secret and that all persons with active voting rights can take part. Detailed regulations for the conduct of election procedures in this mode shall be determined by the University's Election Committee by resolution.

Annex 4 Detailed procedure for convening meetings and working procedures of collegiate bodies and organs

These rules determine the procedure for the convening and work of the Senate, the Council of the Scientific College and the Faculty Council. The procedure for the convening and work of the University Council is determined by the Council's rules of procedure adopted by the Council at its first meeting.

I. Convening of ordinary and extraordinary meetings

1. Collegial bodies and organs shall hold ordinary and extraordinary meetings.
2. Ordinary meetings of collegiate bodies and organs are convened by the chairman of the body by sending out a notice to all its members and persons permanently participating in its meetings in an advisory capacity, specifying the exact date and place of the meeting and the draft agenda.
3. Notification of the date, place and draft agenda shall be posted on the University's website.
4. The activities referred to in paragraphs (2) and (3) should be carried out no later than one week before the date of the meeting.
5. The provisions of paragraphs 2. to 4. apply respectively to the convening of an extraordinary meeting.
6. A request for the convening of an extraordinary meeting of a collegial body or organ shall be submitted by its member in writing to its chairman.
7. The date of an extraordinary meeting of the collegial body or organ shall be set by its chairman, but the date of an extraordinary meeting convened at the request of its members may not be later than fourteen days after the date of submission of the request.
8. In particularly justified cases, the chairman of the collegial body or organ may, on his/her own initiative, convene an extraordinary meeting of the collegial body or organ without complying with the requirements set out in paragraphs 5 and 7.

II. Preparation of the agenda

1. The draft agenda for an ordinary meeting shall be set by the Chairman of the collegial body or organ.
2. The draft agenda for an ordinary meeting shall include:
 - 1) matters arising from the day-to-day work of the collegial body or organ and proposed by its chairperson;
 - 2) matters determined by the collegial body or organ concerned at its previous meetings;
 - 3) matters submitted to the Rector by the President of Council of the Scientific College, deans, heads of university units and the Chancellor;
 - 4) matters brought to the attention of the President of Council of the Scientific College or the Deans by the Rector or the heads of the units reporting to them;
 - 5) matters submitted to the President of a collegiate body or organ by a written request submitted by at least one-fifth of its members;
 - 6) matters brought to the attention of the President of the collegiate body or organ in a concerted motion by all representatives of the staff group concerned or student

representatives.

3. Requests referred to in points 3.-6. should be made in writing no later than ten days before the date of the meeting.

4. Motions shall include legal and factual grounds and, in the case of motions whose implementation requires the adoption of resolutions that have legal, organisational and financial implications, drafts of such resolutions shall be submitted for the opinion of legal advisers, the Chancellor and the Chief Accountant - Quaestor.
5. Draft resolutions should be submitted for the opinion of the relevant committees prior to the meetings of the collegial body or organ at which they are to be discussed.
6. The chairman of the collegial body or organ shall be responsible for placing on the draft agenda in good time the matters to be dealt with by that body.
7. The collegial body or organ shall approve the agenda of the ordinary meeting.
8. Failure to include on the agenda matters covered by the draft agenda may only occur as a result of a resolution adopted by a simple majority. The collegial body or organ may place on the agenda matters brought forward by its members and not covered by the draft agenda.
9. The agenda of an extraordinary meeting of the collegial body or organ shall be determined by its chairman. When convening an extraordinary meeting of a collegial body or organ at the request of its members, its chairman shall determine the agenda in accordance with the content of the request.
10. The adjournment of a discussion on an unexpended part of the agenda shall not be considered as the end of the agenda but as an adjournment of the meeting. The duration of this break shall be determined by the collegial body or organ.

III. Conduct of the meetings of the collegial body or organ

1. Meetings of the Senate are chaired by the Rector. If the Rector is absent, the Vice-Rector presides. The part of the session concerning the assessment of the Rector's work is chaired by the Vice-Rector.
2. The Council of the Scientific College is chaired by its President. If the Chairman is absent from a meeting, the Vice-Chairperson chairs it.
3. Faculty Council meetings are chaired by the Dean. In the absence of the Dean, the meeting is chaired by the Vice-Dean.
4. Individual matters shall be reported by those members of the body or collective body who requested their inclusion on the agenda. Other matters shall be referred by the Chairman or a person designated by the Chairman.
5. Resolutions, except in the cases referred to in paragraph (6), shall be adopted by open voting.
6. Resolutions are adopted by secret voting:
 - 1) on personal matters;
 - 2) on the order of the chairman;
 - 3) at the request of a member of a collegial body or organ, supported by a vote of at least one-fifth of the members of that body present at the meeting.
7. A resolution involving more than one decision may be voted on together if no one present objects.
8. The presence of at least half of the total number of its members entitled to vote shall be necessary for the adoption of a resolution of a collegiate body or organ, unless a higher quorum is required by a specific provision.

9. Resolutions of the collegial body or organ shall be adopted by a simple majority, unless a special provision states otherwise.

10. Resolutions on matters submitted which are not on the draft agenda may only be adopted at ordinary meetings of collegial bodies or organs, provided that the following conditions are all met:
 - 1) at least two-thirds of the members of the collegial body or organ concerned are present at the meeting;
 - 2) at least two-thirds of the members of the collegial body or organ concerned taking part in the meeting agree to the vote.
11. Whenever the Statute refer to the adoption of a resolution by a simple majority, it shall be understood that for a resolution to be adopted it is necessary that the number of votes in favour of the resolution is greater than the number of votes against it, irrespective of the number of abstentions.
12. Whenever the Statute refer to the adoption of a resolution by an absolute majority, it shall be understood that in order for a resolution to be adopted, it is necessary for more than one second of the votes to be cast in favour.
13. Members of the collegial bodies or organs shall have the right to address questions to their chairmen.
14. The chairman of the collegial body or organ, or a person authorised by the chairman, is obliged to respond to an interpellation at the next meeting of the collegial body or organ.

IV. Committees and collegiate bodies

1. Collegiate body or an organ shall set up its standing or ad hoc committees and determine their tasks and powers.
2. The committees shall be set up to carry out a comprehensive study of the matters on which they are active and prepare material and information for the collegiate bodies and organs that are useful to their decision-making. They shall be independent in their activities and in the formulation of their opinions.
3. Standing committees may adopt their rules of procedure. The rules of procedure shall be approved by the collegiate body or organ.
4. Committees of an organ or collegiate body may include, in addition to their members, other persons employed at the University, with the chairman of the committee being a member of the collegiate body or organ.
5. A committee of the collegiate body or organ shall accept for consideration matters referred to it by the collegiate body/organ or its chairman.
6. In the event of a disagreement, the committee's position shall be determined by a vote.
7. The chairman of the committee shall inform the collegiate body or organ of the outcome of the committee's work and state its position. He or she shall report on the discussion and the decision of the collegiate body or organ on the matter at its next meeting.
8. Any member of the committee shall have the right to request the submission to the committee of materials, documents or explanations relating to the matter which is the subject of the committee's work.
9. The Rector and the chairman of a collegiate body or organ shall appoint their own standing or ad hoc committees to which they shall entrust specific tasks.
10. A collegiate body or organ may, on its own initiative or at the request of its chairman, appoint a panel to investigate a matter which is the subject of an interpellation.

V. Minutes

1. The proceedings of the collegiate bodies and organs shall be minuted.
2. The resolutions of the deliberations of the collegiate bodies or organs are open to all members of the academic community.
3. The minutes of the proceedings of the collegial bodies and organs shall be open to all members of the academic community of the organisational unit concerned.
4. The chairmen of collegial bodies and organs shall be obliged to guarantee authorised persons access to the resolutions and minutes of their meetings.
5. The parts of the minutes of the meetings covered by state or official secrecy may not be made available if the person requesting access to the minutes does not have the necessary authorisation.
6. The presidents of collegiate bodies or organs shall publish announcements informing the academic community of the resolutions adopted.

