

# **Gdynia Maritime University**

## **Articles of Association**



Adopted by Resolution of the Senate of GMU no. 53/XVII on 28th June 2021

## **UNIVERSITY MISSION**

The mission of Gdynia Maritime University is to develop and disseminate knowledge through scientific research and development, the provision of research services and expertise for the evolving socio-economic environment, the transfer of knowledge and technology, as well as the education to academic level of officers for the merchant navy fleet and engineering and managerial staff for institutions and entities related directly or indirectly to the maritime industry, including those working for the development of new environmentally friendly renewable sources of energy in the marine environment.

In carrying out scientific research in accordance with the principle of sustainable development, the University is improving knowledge concerning the design and operation of technical systems within the maritime industry, educating students and doctoral candidates to national and international standards, training qualified personnel able to effectively meet the current challenges both locally, nationally and internationally, especially within the area of marine transport and other maritime activities, including the offshore industry. The University seeks to ensure the constant development of research and teaching staff and shape among its students attitudes characterised by entrepreneurship, creativity, innovation, discipline and respect for ethical principles, as well as friendly cooperation.

The University plays an advisory role in maritime industry affairs and the education of professionals to meet the industry's needs. The University's main guiding principles are truth and honesty in science and education, the close link of the education process with the needs of the socio-economic environment, the cultivation of maritime traditions, freedom of speech and openness, as well as the forming of attitudes of patriotism and tolerance.

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## I. GENERAL PROVISIONS

### Article 1

1. As an academic institution, Gdynia Maritime University, ("the University"), operates under the Higher Education and Science Act of the 20th of June 2018 ("the Act") (Journal of Laws [Dziennik Ustaw] of 30.08.2018, item 1668 with further amendments), other universally applicable regulations, these Articles of Association, as well as the rules in force at the University.
2. The name Gdynia Maritime University was assigned by regulation of the Minister of Marine Economy and Inland Navigation of the 2nd of June 2018 (Journal of Laws of 16.06.2018, item 1362).
3. Under the Act, the University is a maritime education institution overseen by the Minister responsible for the Maritime Economy.
4. The University has a legal personality.
5. The seat of the University is in Gdynia.
6. In Polish, *Uniwersytet Morski w Gdyni* shall be officially abbreviated to *UMG*.
7. The official English abbreviation for Gdynia Maritime University shall be *GMU*.

### Article 2

1. The University comprises a self-governing, autonomous community of staff, doctoral candidates and students.
2. The University's students shall form a Students' Union.
3. The University's doctoral candidates shall form a Doctoral Candidates' Union.
4. Members of the University community shall act in the best interests and for the benefit of the University.

### Article 3

The university shall be independent in all areas of its activity and operate on the principles of academic and educational freedom, freedom of speech, and the freedom to conduct scientific research and publish research results.

### Article 4

1. The principal tasks of the University shall be:
  - 1) educate students and doctoral students as highly qualified professionals for the needs of the knowledge-based economy, including the training of future officers of the merchant navy, the preparation for work at sea, in industry, and in maritime institutions of other specialists (the education of officers for the merchant navy shall be in accordance with the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers [STCW]);

- 2) conduct postgraduate degree studies, courses and specialist training aimed at developing new skills;
  - 3) conduct scientific research, development work, provide research support services, and transfer knowledge and technology to the economy;
  - 4) encourage the academic and professional development of University staff;
  - 5) create suitable conditions to allow students with disabilities full participation in education, scientific research and the transfer of knowledge;
  - 6) instil in students and doctoral candidates a sense of responsibility for the country, respect for democracy and human rights;
  - 7) create conditions that support the development of the physical culture of students, doctoral candidates and University staff;
  - 8) disseminate and increase the achievements of science, national culture and technology, including by collecting and sharing library, archival and information collections;
  - 9) act for the benefit of local and regional communities (in particular Pomerania and the Baltic Sea region) through active participation in implementing their strategies, projects and programs, as well as develop national and international cooperation with other entities;
  - 10) carry out publishing activities.
2. Additionally, the University may:
    - 1) create the conditions necessary for students to develop entrepreneurial skills and gain knowledge essential to life as professionals and part of the wider society;
    - 2) provide supplementary education for persons with professional titles, including postgraduate education for merchant navy officers of both a general and specialist nature.
  3. As part of its statutory activity, the University can also provide the education necessary to obtain or improve sailing qualifications for sea-going, inland-sea-going, inland waterway, and offshore vessels, as well as qualifications essential to the industry and maritime institutions.
  4. In carrying out the above, the University shall be guided by:
    - 1) the best traditions in academic maritime education;
    - 2) the obligation to shape patriotic attitudes, social activity, and solidarity;
    - 3) ethical principles and social responsibility.

#### Article 5

The University works for the integration of its community and cooperates with other national and foreign universities, as well as scientific and cultural institutions and economic organisations involved in creating a global field of education and research.

#### Article 6

1. The University provides education at undergraduate (1st cycle) and graduate degree (2nd cycle) level both on a full-time and part-time basis, as well as postgraduate degree level (3rd cycle) within its Doctoral School, and other forms of education.
2. University lectures may be held off campus.
3. All university lectures are open to the public, except those that are part of education programs that are part of the STCW Convention.

#### Article 7

The University endeavours to cultivate academic traditions and maritime customs and ceremonies. Detailed regulations concerning GMU's regard for traditions and customs can be found in annexe 2 to these Articles of Association.

#### Article 8

Trade unions and other organisations of employees, students, doctoral students, graduates and friends of the University, may operate within the University on the terms set out in separate regulations.

### **II. UNIVERSITY BODIES**

#### Article 9

1. The collegial bodies of the University are the University Council and the Senate.
2. The University's single person authority shall be the Rector.
3. The University's electoral body shall be the Electoral College.

#### Article 10

1. The University Council shall be composed of seven members.
2. The University Council shall comprise:
  - 1) three members chosen from within the University community;
  - 2) three members chosen from outside the University community;
  - 3) the Chair of the GMU Student Parliament.

#### Article 11

1. The responsibilities of the University Council are:
  - 1) provide opinions on the University's draft strategy;
  - 2) provide opinions on the University's draft Articles of Association;
  - 3) monitor the financial management of the University;
  - 4) monitor the management of the University;
  - 5) identify candidates to stand for the post of Rector based on opinions provided by the Senate;
  - 6) provide opinions on progress reports on the implementation of the University strategy.
2. In terms of the financial management of the University, the University Council shall:

- 1) provide opinions on the proposed material and financial plan, as well as any planned changes;
  - 2) approve the report on the implementation of the material and financial plan;
  - 3) approve the financial statements;
  - 4) provide opinions on the financing of important University investments.
3. In carrying out their duties, the members of the University Council shall act in the interests and to the benefit of the University.

#### Article 12

1. General sittings of the University Council are held at least once every quarter.
2. The procedure for sittings of the University Council shall be defined in the regulations adopted by the Council in a resolution.

#### Article 13

1. The Senate shall comprise:
  - 1) the Rector as Chair;
  - 2) three appointed representatives of academic teachers who hold the post of Professor or University Professor for each of the faculties and institutes, of which at least two hold a Doctor of Science Degree (habilitated doctor) or another academic degree or title at the postdoctoral level;
  - 3) appointed representatives of the remaining academic teachers - one from each faculty and institute;
  - 4) one appointed representative of the remaining academic teachers from among those employed in University units not included in a faculty or institute;
  - 5) two appointed representatives of non-teaching staff;
  - 6) student representatives - one from each faculty and the Chair of the Student Parliament;
  - 7) one doctoral candidates' representative.
2. The following have an advisory capacity within the Senate:
  - 1) deputy rectors to the Senate or institute as faculty representatives;
  - 2) deans not appointed to the Senate as faculty representatives;
  - 3) directors of institutes not appointed to the Senate as institute representatives;
  - 4) the chancellor;
  - 5) the bursar;
  - 6) trade union representatives;
  - 7) other persons permitted by the Rector.

#### Article 14

1. The tasks and responsibilities of the Senate are:
  - 1) adopt the Articles of Association;
  - 2) adopt the General University Regulations;
  - 3) adopt the University strategy and approve a strategy implementation progress report;

- 4) appoint and remove members of the University Council;
  - 5) provide advisory opinions on candidates for the post of Rector;
  - 6) assess the performance of the University;
  - 7) provide recommendations for the University Council and the Rector on their tasks;
  - 8) award the academic title of Honorary Degree;
  - 9) award doctoral and postdoctoral degrees;
  - 10) adopt the Procedures for the Award of Academic Titles;
  - 11) establish the costs of the procedure of awarding academic degrees;
  - 12) establish the conditions, procedure and start and end dates of admissions for each academic year and how the admissions process shall be conducted;
  - 13) establish the programme of study of undergraduate and postgraduate degrees;
  - 14) establish the method by which learning outcomes are evaluated;
  - 15) appoint candidates for the institutions representing the higher education and scientific community;
  - 16) carry out tasks in connection with the:
    - a) application of the appropriate level of the Polish Qualifications Framework to qualifications awarded following the completion of postgraduate studies;
    - b) inclusion of qualifications awarded following the completion of postgraduate studies and other academic courses within the Integrated Qualifications System.
  - 17) adopt regulations concerning the management of copyrights, related rights and industrial property rights, and the rules of commercialisation;
  - 18) adopt the regulations concerning the use of research facilities;
  - 19) authorise the University to join a limited liability company;
  - 20) approve the Articles of Association of a federation in the event of the University joining one;
  - 21) adopt the Rules of Admission to the Doctoral School;
  - 22) adopt the Regulations of the Doctoral School;
  - 23) provide opinions on the criteria for the periodic appraisal of individual groups of employees and posts, as well as the assessment procedure and entity carrying out the appraisal;
  - 24) upon the request of the Rector, appoint a Senate representative to the GMU Awards Chapter;
  - 25) pass resolutions on affairs put forward for consideration by the Rector or an authorised group of members of the Senate.
2. Members of the Senate that hold the post of Professor or University Professor shall take part in the votes in the cases referred to in Article 1(9). Resolutions are adopted when no fewer than 50% of the statutory composition of the Senate is present.
  3. The establishment of a study programme requires consultation with the Students' Union. Upon receiving a draft proposal for a study programme, the Students' Union has 14 days to provide an opinion. In case of no response during this time, the requirement to obtain an opinion shall be deemed to have been fulfilled.
  4. The Regulations of the Doctoral School require the agreement of the Doctoral Candidates' Union. In case of no agreement between the Senate and Doctoral Candidates' Union on the Regulations



within three months of their adoption, the Regulations come into force on the basis of a Senate Resolution passed by no fewer than two-thirds of the statutory composition thereof.

5. The establishment of a programme of study for the Doctoral School requires consultation with the Doctoral Candidates' Union. In case no opinion is provided within 14 days of the draft proposal for a study programme being submitted to the Doctoral Candidates' Union, the requirement to obtain an opinion shall be deemed to have been fulfilled.

#### Article 15

1. The Senate debates in ordinary and extraordinary sessions, adopting resolutions by a simple majority of votes unless the Act or these Articles of Association provides otherwise.
2. Resolutions of the Senate are passed with no fewer than half of the number of members present unless the Act or these Articles of Association provide otherwise.
3. Except for cases specified in Paragraph 4, resolutions are adopted in an open ballot.
4. Resolutions are adopted in a closed ballot in the following cases:
  - 1) personal affairs;
  - 2) at the request of the Chair of the Senate;
  - 3) with the consent of the Senate expressed in a closed ballot by no less than 15% of the statutory composition thereof.
5. In exceptional circumstances related to personal matters, resolutions may be adopted in an open ballot, with the consent of the Senate expressed in an open ballot at the request of no less than 15% of the statutory composition of the Senate.
6. Whenever the Articles of Association refer to adopting a resolution by a simple majority of votes, it should be understood as meaning that to adopt a resolution, the number of votes in favour of the resolution must be greater than the number of votes against, regardless of the number of persons who abstain from voting.
7. Whenever the Articles of Association refer to the adoption of a resolution by an absolute majority of votes, it should be understood that to adopt a resolution, more than half of the valid votes must be cast in favour of adopting it.
8. A resolution containing more than one decision may be voted jointly if none of the Senate members present objects.
9. The Rector shall convene the ordinary sitting of the Senate at least once a month.
10. The ordinary sitting of the Senate shall be convened by the Rector through personal notification by electronic means, or in another customary manner, of all members of the Senate who normally attend the sitting, no later than a week before the date thereof. The notice shall include the date and place of the sitting, the draft agenda, the minutes of the previous sitting, the draft resolutions and other necessary documents.
11. The extraordinary sitting of the Senate shall be convened by the Rector on his initiative or following a written request to the Rector by no less than one-third of the members of the Senate, provided that:

- 1) if the Senate's extraordinary sitting shall be held at the request of the members thereof, that sitting must be convened no later than 14 days from the date of such request;
  - 2) if an extraordinary sitting of the Senate shall be convened by the Rector on his initiative, he shall set the date of the sitting through personal notification by electronic means, or in another customary manner, of the members of the Senate who normally attend the sitting, no later than one week before the date thereof.
12. The agenda of the ordinary sitting of the Senate includes:
- 1) matters related to the ongoing work of the Senate, as proposed by its chair;
  - 2) matters defined by the Senate during its previous sitting;
  - 3) matters submitted in writing to the Rector by no less than one-fifth of the statutory composition of the Senate;
  - 4) requests for an opinion submitted by the University Election Committee for Candidates for the post of Rector.
13. The requests referred to in Article 12(3,4) should be submitted in writing no later than ten days before the date of the sitting. The Rector must add matters submitted at an appropriate time at the request of the authorised persons to the draft agenda.
14. During ordinary sittings, the Senate shall deliberate in the following way:
- 1) deliberation shall be presided over by the Rector or in his absence by his officially recognised first Deputy or another member of the Senate appointed by the Rector. Any matters concerning the appraisal of the Rector's work shall be presided over by the most senior (by age) member of the Senate qualified to at least postdoctoral degree level;
  - 2) the deliberations shall be conducted in accordance with the draft agenda approved by the Senate;
  - 3) the Senate may put on the agenda matters raised by a member of the Senate that are not covered by the draft agenda if supported by at least two-thirds of the statutory composition thereof;
  - 4) the Senate may remove individual matters from the draft agenda or change the order in which they are dealt with if supported by an absolute majority;
  - 5) the individual matters of the agenda are presented by the Rector or by another person appointed by the Rector, whereas matters introduced to the agenda by members of the Senate are presented by the persons who proposed them or by an appointed member of the Senate in case of the person's absence;
  - 6) should any matters from the agenda remained unaddressed at the end of the sitting, the sitting shall be declared unfinished and require a continuance. Breaks in the proceedings shall be determined by the Senate at the request of the Chair;
  - 7) during the proceedings, members of the Senate may address the Rector with questions, and the Rector or an authorised representative must respond to the questions no later than during the next sitting of the Senate;
  - 8) the Senate may, on its initiative or at the request of the Rector, appoint a team to examine the matter in question;

- 9) the deliberations of the Senate shall be recorded in the minutes of the sitting;
  - 10) the Senate's Resolutions and the minutes shall be made publicly available to all members of the University;
  - 11) the minutes of the proceedings (or parts thereof) containing classified information may not be made available to unauthorised persons;
  - 12) the Rector shall publish notices informing the academic community of any resolutions passed.
15. The Senate shall deliberate during the extraordinary sitting in the form described in Article 14, excluding Points 2, 4, and 5. The agenda of the extraordinary sitting of the Senate shall be set by the Rector and shall consider the request referred to in Paragraph 11, Point 1.

#### Article 16

1. At the beginning of each term, upon the request of the Rector, the Senate shall appoint new senate committees.
2. The Senate may appoint provisional senate committees at any time upon the request of the Rector.
3. The Senate shall determine the members and tasks of the senate committees.
4. The following shall be permanent senate committees:
  - 1) The Budget and Finance Committee;
  - 2) The Maritime Committee;
  - 3) The Education Quality Committee;
  - 4) The Science Committee.
5. The role of the senate committees shall be to comprehensively examine the matters that come within the scope of their activities and prepare materials and information useful in the process of decision making, as required by the Senate. The committees are independent in their activity and the formulation of their opinions.
6. The senate committees shall consider matters directed to them by the Senate or the Rector.
7. The senate committees may continually enact their own Rules of Procedure.
8. Besides the members of the Senate, the composition of the senate committees may include other University staff members as well as students and doctoral candidates.
9. The chair of each senate committee shall be appointed by the Senate at the request of the Rector.
10. The chair of each senate committee shall have the right to request that the Rector presents to the committee materials, documents or explanations. The Rector shall make the materials, documents or explanations available to the committee, except where confidentiality shall be protected by law, or where the provision of such data would expose the University to potential damages.
11. The Rector is required to grant the members of the committee access to the resolutions and minutes of the Senate's deliberations, including in electronic form.
12. The position of a senate committee shall be determined by a simple majority of votes. In the event of an equal number of votes, the chair of the committee shall have the casting vote.
13. The chair of a senate committee shall inform the Senate of the results of the committee's work and present its position.

## Article 17

The tasks and responsibilities of the Rector are:

- 1) manage the University;
- 2) represent the University;
- 3) develop draft Articles of Association and strategy;
- 4) submit reports on the implementation of the University strategy;
- 5) deal with labour law issues;
- 6) appoint and remove managerial staff;
- 7) HR policy at the University;
- 8) develop study programmes each within a specific subject area, at a specific academic level, and of a specific study profile;
- 9) development of the Doctoral School;
- 10) direct the financial management of the University;
- 11) ensure adherence to all applicable rules and regulations;
- 12) provide regulations specifying the organisational structure of the University and the division of tasks within that structure, under the conditions laid down in Chapter V;
- 13) determine and organise rules on the administration of the University;
- 14) ensure order and safe conditions throughout the University campus;
- 15) determine in consultation with the relevant local government authorities the extent of the University area and the rules of conduct between the University and state services in the event of the need to enter the University's buildings or grounds;
- 16) ensure a safe and hygienic working and educational environment, in particular through the provision of suitable infrastructure and conduction of necessary training;
- 17) determine in detail the extent of the responsibilities of academic teachers;
- 18) decide on the allocation of additional funds to increase staff salaries, should the University have funds available for this purpose;
- 19) determine the performance review criteria for each group of staff and type of post, as well as the nature of the assessment and the person responsible for carrying out such reviews, following consultation with the Senate, trade unions, Students' Union, and Doctoral Candidates' Union;
- 20) grant sabbaticals and research internships after consultation with the applying staff member's superior as well as the dean of the department or director of the institute in question;
- 21) grant convalescence leave when required;
- 22) appoint and allocate to staff to any companies associated with the University, with the consent of the Senate;
- 23) appoint disciplinary officers;
- 24) ensure that data shall be accurately entered into the Integrated Higher Education and Science System Information System - POL-on;
- 25) submit applications to the Minister for Students, young scientist, and staff scholarships;
- 26) appoint commissions other than the senate committees named in Article 16;

- 27) approve the Material and Financial Plan.

### **III. ELECTION, APPOINTMENT AND REMOVAL OF UNIVERSITY BODIES**

#### **Article 18**

1. The Rector shall be elected by the Electoral College.
2. University elections are conducted by the election committees, as appointed by the Senate:
  - 1) University Election Committee (UEC);
  - 2) Faculty Election Committee (FEC);
  - 3) Institute Election Committee (IEC).
3. The election timetable shall be approved by the Senate at the request of the University Election Committee.
4. The detailed organisation and manner of the election and the procedure for the election of the election committees shall be determined by the Election Regulations, included as annexe 1 of these Articles of Association.

#### **Article 19**

1. The Electoral College shall be elected by and represent all staff, doctoral candidates, and students of the University.
2. The Electoral College shall comprise:
  - 1) eight chosen representatives of teaching staff qualified to postdoctoral degree level from each faculty and institute;
  - 2) two chosen representatives from each faculty and institute of the remaining teaching staff;
  - 3) two chosen academic teacher representatives from non-faculty University units;
  - 4) chosen representatives of non-teaching staff - one from every faculty and institution;
  - 5) six chosen representatives of non-teaching staff from outside the faculties and institutions;
  - 6) chosen student representatives - four from every faculty;
  - 7) one representative of doctoral candidates.
3. The Chair of the Electoral College shall be its eldest member with a Doctor of Science degree (habilitated doctor) or equivalent postdoctoral academic title.

#### **Article 20**

1. The post of Rector may be taken up by a person who fulfils the regulatory requirements and is:
  - 1) employed by the University on the day of the elections as a member of the research or research and teaching staff, and for who the University shall be the primary source of employment;
  - 2) educated to at least postdoctoral degree level.

2. The dismissal of the Rector shall take place in the manner specified in the Act.
3. The post of Rector cannot be held by a person acting as a single authority at another education institution or his/her Deputy, or a founder of a private education institution.
4. Once elected, the Rector may not remain in office for more than two consecutive terms.

#### Article 21

1. The following may nominate a candidate for the post of Rector:
  - a. every member of the Senate;
  - b. every member of the University Council;
  - c. every member of the Electoral College.
2. The verification and acceptance of nominations shall take place in accordance with Paragraph 3 (3,4) of the University's Election Regulations.

#### Article 22

The Rector shall be elected by an absolute majority.

#### Article 23

1. Candidates for the University Council from outside the University community shall be nominated by:
  - 1) the Rector;
  - 2) a group of at least eight members of the Senate.
2. Candidates to the University Council may be nominated by:
  - 1) the Rector;
  - 2) a group of at least three Senate members.

#### Article 24

1. The appointment of members of the University Council shall be carried out by the Senate in accordance with the procedure laid down in Articles 6 and 7 of the Election Regulations (annexe 1 to these Articles of Association).
2. The University Council shall nominate a candidate for its chair to the Rector no later than two weeks before the date of the election. The Chair of the University Council shall be chosen by the Senate.
3. The mandate of a member of the University Council may be revoked before the end of the term of office in the cases outlined in the Act or following the member's dismissal.
4. A member of the University Council, including the Chair thereof, on a reasoned request of the Rector, may be dismissed by the Senate, which shall act by an absolute majority in the presence of at least half of its statutory composition.
5. In the event of the dismissal of a member of the University Council or the Chair thereof, the provisions relating to the appointment of those persons shall apply *mutatis mutandis*.

#### Article 25

1. The representatives to the Senate and the Electoral College are appointed from among the groups of academic teaching staff:
  - 1) within the faculties and the institutions - by the academic teachers of each group of staff at department and institute voting meetings;

- 2) outside the faculties and institutes - by the academic teaching staff of those units during the general voting meeting.
2. Non-academic staff shall elect their representatives to the Senate indirectly at the Representatives' Assembly in accordance with the Election Regulations.
3. Non-academic staff shall elect their representatives to the Electoral College:
  - 1) within each faculty - at a voting meeting for non-academic staff employed within the faculty;
  - 2) within each institute - at a voting meeting for non-academic staff employed within the institute;
  - 3) within other University units - indirectly at the representatives' meeting in accordance with the Election Regulations.
4. The election of representatives to the Senate and the Electoral College from among:
  - 1) students - shall be carried out by the Student Parliament;
  - 2) doctoral candidates - shall be carried out by all doctoral candidates by way of direct elections.
5. Election of the representatives of the individual groups of staff and students and doctoral candidates to the Electoral College should be carried out in time to allow for elections for the post of Rector to be conducted as per the timetable agreed by the Senate.

#### Article 26

1. In elections involving staff groups, a candidate shall be deemed to have been elected when attributed more than half of the valid votes.
2. Voting shall be conducted as a closed ballot. The right to vote may be exercised in person only.

#### Article 27

1. In the elections to the Senate and the Electoral College, the right to hold office and the right to vote, including statutory limitations, are available to academic teaching staff, non-academic staff, doctoral candidates and students in accordance with the Election Regulations and the Students' Union and Doctoral Candidates' Union regulations.
2. The right to hold office and the right to vote also apply to employees who are on paid and unpaid leave, considering statutory limitations.
3. Any voters who have the right to hold office shall have the right to nominate candidates to the collegiate bodies, except for the University Council.

#### Article 28

1. The Senate shall appoint, for a four-year term, the University Election Committee and the department and institute election committees and their chairs, no later than at the end of January of the last year of the term.
2. The Committee referred to in Paragraph 1 shall be competent to hold elections to the bodies of the University, except for the University Council, for the term of office following the end of the currently running term of office.
3. The University Election Committee shall be composed of members of the University community:

- 1) one representative from among the academic teaching staff that hold an academic title or degree at the postdoctoral level;
  - 2) one representative from among the remaining academic teaching staff;
  - 3) one student representative;
  - 4) one doctoral candidate representative;
  - 5) one representative of non-teaching staff.
4. Faculty election committees shall include representatives of the faculty community:
    - 1) one representative from among the academic teaching staff that holds an academic title or degree at the postdoctoral level;
    - 2) two representatives from among the remaining academic teaching staff;
    - 3) one student or doctoral candidate representative;
    - 4) one representative of non-teaching staff.
  5. Institute election committees shall include representatives of the institute community:
    - 1) two representatives of academic teaching staff;
    - 2) three representatives of non-teaching staff.
  6. Persons elected to exercise a mandate in the University bodies may not be members of the election commission which holds elections to these bodies.
  7. On the date of the approval of a member of an election committee to stand as a candidate for election for the term referred to in Paragraph 1, membership of the committee thereof shall be suspended. The suspension shall continue until voting day. On the day of the election, the mandate of the member of the electoral commission shall expire and the composition of the committee shall be supplemented by the Senate.

#### Article 29

The University Election Committee shall be responsible for organising elections in accordance with the Election Regulations, and in particular:

- 1) establishing a detailed calendar of election activities;
- 2) supervising the course of the elections within the faculties and institutions, as well as among students and doctoral candidates;
- 3) organising and conducting elections to the Senate and Electoral College within the University units that are not part of a faculty or an institution, as well as during University-wide meetings of non-teaching staff;
- 4) publishing a list of candidates for the post of Rector, including the opinions of the Senate;
- 5) organising and conducting voting meetings;
- 6) supervising the course of the elections;
- 7) verifying the validity of the elections to the Electoral College, the Senate and for the post of Rector;
- 8) resolving any doubts that arise during the elections;
- 9) gathering and securely storing all documentation connected with the elections;
- 10) immediately communicating the results of elections for the post of Rector to the competent minister;
- 11) publishing, including on the University website, the results of the elections for the post of Rector, to the Electoral College and the Senate.



#### Article 30

1. The faculty and institute election committees shall be responsible for, in particular:
  - 1) organising and conducting faculty and institute voting meetings aimed at appointing members of the Senate and Electoral College;
  - 2) immediately communicating providing information on the course and results of the elections to the University Election Committee;
  - 3) ensuring all documentation connected with the elections is stored securely and passed to the University Election Committee.

#### Article 31

1. The term of office of the Senate and the Rector shall be four years and shall begin on the 1st of September in the year of the elections and shall end on the 31st of August of the year in which the term of office expires.
2. The term of office of the Electoral College shall be four years and shall expire when the College elects for a new term of office.
3. The election of the Rector and the members of the Senate should take place between the 1st of March and the 31st of May of the fourth and final year of the current term.
4. If the mandate of a member of the collegiate, electoral or rectorate bodies expires during their term of office, a supplementary election shall be held immediately.

#### Article 32

1. The mandate of the Rector and the members of the University's collegial and electoral bodies will expire in the event of:
  - 1) death;
  - 2) resignation of mandate;
  - 3) termination of University employment, except for the termination and commencement of employment in connection with the acquisition of pension rights;
  - 4) taking up a post which shall is prohibited by the Articles of Association or the Act;
  - 5) graduation from the University or loss of student status;
  - 6) loss of doctoral status;
  - 7) other cases provided for by the Act.
2. The mandate of members of the Senate or the University Council shall be revoked by the Rector, and the mandate of the Rector shall be revoked by the Chair of the Electoral College.
3. These Articles of Association concerning elections shall apply mutatis mutandis to the supplementary elections.
4. Supplementary elections to the collegial or electoral bodies shall not be carried out when less than six months are remaining until the end of the term of office, unless, following the expiry of the mandates of a collegiate or electoral body, the number of members shall be insufficient to carry out legislative or statutory tasks.
5. The term of office of the persons elected in supplementary elections shall end on the day of expiry of the term of office of the persons whose mandate has already expired.

#### Article 33

Upon expiry of the Rector's mandate, all responsibilities are assumed by the first deputy rector.

### **IV. REGULATION OF LEGAL ACTS PUBLISHED BY UNIVERSITY BODIES**

#### Article 34

1. The University's internal acts are its resolutions and regulations.
2. The University may issue notices informing its community about particular events.
3. Resolutions are provided by the Senate, the University Council and the Electoral College.
4. Regulations and notices are issued by the Rector.
5. The deputy rector, chancellor, or another person authorised by the Rector may publish notices informing the academic community.
6. The type of legal acts and the rules concerning their issuing and publication are determined by the Rector.

#### Article 35

1. The internal oversight of the University's legal acts, namely their compliance with the code of law, the Articles of Association, as well as other regulations in force at the University, shall be the responsibility of the Rector.
2. At the request of the Rector, the Senate shall repeal any University Council resolution that contravenes the law, the strategy, or is inconsistent with the key interests of the University.
3. The Rector shall suspend the execution of a resolution of the Senate that infringes upon the Act or the Articles of Association and convene a sitting of the Senate to reconsider the resolution within 14 days of suspension thereof. Should a sitting of the Senate not be convened within 14 days of the suspension of the resolution, the resolution shall be deemed invalid. If the Senate does not alter or repeal the suspended resolution, the Rector shall transfer the issue to the supervising minister for consideration.
4. The Rector shall suspend the execution of a Senate resolution that contravenes the strategy of the University or its key interests and shall convene a sitting of the Senate to reconsider the resolution within 14 days of the suspension thereof. A suspended resolution shall come into force if the Senate repeals the Rector's ruling to suspend the resolution by a majority of no less than two-thirds of the Senate's statutory composition.

## **V. ORGANISATION OF THE UNIVERSITY**

### **Article 36**

1. The structure of the University shall comprise faculties and an institute or institutes as well as all the units they incorporate.
2. The structure, organisation and activity of the University units and their management shall be outlined in the Organisational Regulations issued by the Rector.
3. The Organisational Regulations should contain an organisational chart of the University.

### **Article 37**

1. The organisational structure of the University shall include:
  - 1) fundamental research and education units;
  - 2) fundamental scientific research units;
  - 3) university-wide teaching units;
  - 4) faculty and institute units;
  - 5) service units;
  - 6) auxiliary units;
  - 7) university units responsible for carrying out specific administration or economic tasks.
2. The University shall be divided into the following units: faculties, institutes, departments, sections, schools and centres.
3. The fundamental research and education unit shall be the faculty. The following University units may form part of a faculty: departments, sections and auxiliary units, such as departmental sections, research teams, laboratories, and workshops.
4. The fundamental scientific research unit shall be the institute. The following University units may form part of an institute: sections and auxiliary units, such as laboratories and workshops.
5. University-wide teaching units shall be School of Foreign Languages, and the School of Physical Education and Sport.
6. The University's auxiliary units shall be the library, the hall of tradition, teaching centres, academic centres, business incubators, knowledge transfer centres, and other organisational or legal forms set up to carry out the University's tasks. The University shall also be active in publishing.

### **Article 38**

1. Institutes shall be led by a director.
2. Institute directors shall be appointed and dismissed by the Rector.
3. directors shall manage the institutes with the help of no more than two deputies, appointed and dismissed by the Rector at the request of the institute director.

4. Institutes shall be formed, transformed, closed down and their name changed by the Rector following consultation with the Senate.
5. Each institute may have a scientific council. The composition of the scientific institute shall be approved by the Rector at the request of the institute director.
6. The scientific council of an institute shall be chaired by the institute director.
7. Institutes shall operate according to the tasks and responsibilities assigned to their units in accordance with University strategy. Institutes shall also perform administration and technical services.
8. At the request of the institute director or on his initiative, the Rector shall establish, remove, reformulate and amend the names of the sections and auxiliary units of the institute.
9. Each institute may operate a college that performs an advisory role.
10. Institute colleges shall be composed of:
  - 1) the institute director as chair;
  - 2) the Deputy institute director;
  - 3) head of the institute's units;
  - 4) other persons designated by the chair.
11. The detailed organisation of institutes that form part of the composition of the university are included as an annexe to these Articles of Association.

#### Article 39

1. Each faculty aims to create the conditions necessary for the conduction and development of scientific and educational activity, as well as the training of academic staff.
2. Faculties shall be led by a dean with the help of deputy deans and heads of departments and sections, appointed and dismissed by the Rector at the request of the dean.
3. The Rector shall appoint no more than three deputy deans within each faculty.
4. Faculties shall be formed, transformed, closed down and their name changed by the Rector following consultation with the Senate.
5. Faculties shall conduct research in at least one scientific discipline in which they shall undergo an evaluation of the quality of their scientific activity.
6. Each faculty shall form a scientific council made up of all Professors and University Professors employed within the department.
7. The scientific council shall be chaired by the dean.
8. The sittings of the scientific council concerning the awarding of academic titles shall be attended by persons that hold the title or a degree of Doctor of Science (habilitated doctor), are employed at the University, and are conducting scientific activity in a discipline in which an application for the award of an academic degree is being processed.
9. At the sittings of the scientific council on matters related to the award of doctoral degrees, the doctoral advisor and the designated reviewers shall participate in equal rights with the other members of the council. The sittings may also be accompanied by an auxiliary doctoral advisor, but only with an advisory voice.

10. The department shall carry out its activities in accordance with the assigned tasks and competencies of its units and the University strategy. The department shall also carry out administrative and technical tasks.
11. At the request of the dean or on his initiative, the Rector shall establish, remove, reformulate and amend the names of the departments and sections.
12. Faculty research teams may be formed within the department. The departmental research team shall be appointed by the dean at the request of faculty staff following consultation with the faculty's scientific council.
13. The faculty shall be set up by a teaching board composed of the dean, deputy dean, heads of departments and sections, and members of the faculty programme committees for each of the courses taught within the faculty, as well as two Students' Union representatives.
14. The teaching board shall be chaired by the dean.
15. The faculty teaching board shall have an advisory and consultative role to the dean on the principles of the conduct and areas of development of teaching within the faculty.
16. The faculty shall implement the study programmes developed by the faculty programme committees on the courses of study that are connected to the various scientific disciplines, and on other training courses and forms of education whilst continually monitoring the quality of education. The study programmes mentioned above shall be the subject of an opinion by the teaching council and established by the Senate.
17. The dean's office shall be a University unit that provides comprehensive student education and benefit services.
18. The council of the dean's office shall fulfil a consultative and advisory role in the dean's office and comprise:
  - 1) the deputy dean;
  - 2) the heads of departments and sections;
  - 3) another person designated by the dean.
19. The dean's college shall be chaired by the dean.

#### Article 40

1. Departments are University units within faculties.
2. The primary tasks of departments shall be to conduct scientific research, research and development, and teaching.
3. Departments shall comprise at least ten persons, including at least one person holding an academic title or two persons holding a Doctor of Science degree, employed in research or research and teaching.
4. The head of the department shall be a university teacher with an academic title or a Doctor of Science degree (habilitated doctor) employed in research or research and teaching.
5. The head of the department shall be appointed and dismissed by Rector at the request of the dean.
6. Departments may comprise auxiliary bodies, such as department sections, teams, laboratories, and workshops.

7. The Rector may appoint a Deputy head of the department at the request of the head thereof.
8. The Rector shall appoint and remove the heads of auxiliary units at the request of the relevant head of the department, after consideration of the opinion of the dean.

#### Article 41

1. A section shall be a University unit within a department or institute.
2. Heads of sections shall be appointed and dismissed by the Rector at the request of the dean or the institute director.
3. The primary tasks of the sections shall be academic teaching as well as the conduction of scientific research and research and development work.
4. A section shall include at least five component members, including at least one person with an academic degree, employed at the university in research or research and teaching.
5. The head of the faculty's section shall be a staff member who holds an academic degree and shall be employed at the university in research or research and teaching.

### **VI MANAGEMENT POSTS AT THE UNIVERSITY**

#### Article 42

1. The management posts at the University are deputy rector, chancellor, dean, and director.
2. The appointment and dismissal of managerial staff shall be the responsibility of the Rector.
3. The performance of the management functions referred to in Paragraph 1 shall be subject to compliance with the Act and, in the case of academic teachers, employment at the University as the primary place of work.
4. The appointment of persons to perform management functions whose duties include matters that concern student or doctoral candidates, requires an agreement with the Students' or Doctoral Candidates' Union, respectively. The Student and Doctoral Candidates' Unions have seven days to take a stance on the nomination submitted by the Rector. The absence of a stance within seven days shall be deemed to be tantamount to consent.

#### Article 43

1. The posts or functions of Rector, deputy rector, dean, institute director, deputy dean, chancellor, bursar, or the head of a university-wide, faculty or institute unit cannot be combined.
2. In exceptional cases, the Rector may perform for a fixed period the duties of the head of the department or section or any other function referred to in Paragraph 1.

#### Article 44

1. The University shall be managed by the Rector with the assistance of the deputy rectors, deans, the institute director or directors, and the chancellor.
2. The Rector shall appoint no more than four deputy rectors from among the academic teachers qualified to at least postdoctoral degree level, and employed at the University as their primary place of work.
3. The Rector shall designate one of the four appointed deputy rectors as first deputy Rector.
4. Should a newly appointed Rector not hold a maritime qualification of the highest standard, such a qualification should be held by at least one of the chosen deputy rectors.
5. The Rector shall appoint deans from among the academic teachers that are qualified to at least postdoctoral degree level, and employed at the University as their primary place of work.
6. The Rector shall appoint a director of every institute from among members of staff qualified to at least postdoctoral degree level, and employed at the University as their primary place of work.
7. The Rector shall appoint deputy deans from among the academic teaching staff qualified to at least degree level, and employed at the University as their primary place of work.
8. Under the authority of the Rector, the chancellor shall manage the administration and financial affairs of the University, excluding matters reserved for the University bodies as outlined in the Act and these Articles of Association. The chancellor shall be appointed and dismissed by the Rector.

#### Article 45

1. The head of a faculty shall be the dean.
2. The dean shall coordinate the education, and administration and technical service activity of the faculty.
3. The dean shall coordinate the research activities of the faculty, in particular, to achieve the evaluation outcomes determined in the University strategy.
4. The responsibilities of the dean include:
  - 1) manage the ongoing activity of the faculty;
  - 2) chair the faculty's scientific council and education council;
  - 3) ensure the development of the faculty in accordance with the University strategy;
  - 4) submit proposals on the University's financial and material plans - in part concerning the faculty, but also the ongoing analysis of data on the income and outgoings of the University;
  - 5) put the financial means of the University to use in accordance with the appropriate University regulations;
  - 6) act as the supervisor of the faculty staff;
  - 7) ensure the education process is correctly organised and the appropriate quality standards are met;
  - 8) determine the scope of activity of the deputy deans;

- 9) decide on faculty matters that are not part of the responsibilities of other University bodies or the chancellor;
- 10) supervise the activities of the faculty's University units;
- 11) represent the faculty;
- 12) appoint the dean's committees and the dean's plenipotentiaries;
- 13) carry out other tasks assigned by the Rector.

#### Article 46

1. The institute director shall coordinate the institute's research activities, in particular, regarding the expected results of evaluations as per University strategy.
2. The institute director shall coordinate the institute's administrative and technical services.
3. The institute director shall be accountable to the Rector for the implementation of the University strategy.

#### Article 47

1. The central administrative units of the University are its divisions.
2. Under the University's Rules of Procedure, the division that reports directly to the Rector shall be called the Rector's Division.
3. Under the University's Rules of Procedure, the deputy rectors shall manage the division for which they are responsible.
4. The chancellor shall be responsible for the ordinary management and maintenance of the assets and property of the University.
5. The divisions are composed of offices and teams. Each office shall comprise at least five persons, including its manager. The Rector shall establish, remove, reformulate and amend the names of the offices and teams at the request of the head of the given division or on his initiative.
6. The office manager shall be appointed and dismissed by the Rector.

#### Article 48

1. The Rector may appoint a council for consultancy and advisory purposes.
2. The Rector's Council shall be composed of the Rector, deputy rectors, the chancellor and the bursar. The Rector may appoint other members of staff to the Council, including the director of the institute, the heads of University units, trade unions representatives, a representative of the student government, a representative of the doctoral candidates' government, and others.
3. The tasks of the Council shall include, inter alia:
  - 1) provide opinions and coordinate ongoing affairs;
  - 2) provide opinions on draft resolutions submitted by the Rector at sittings of the Senate;
  - 3) inform the Rector of the most important current events and the progress of work carried out in the University units;
  - 4) support the Rector in implementing University strategy.

#### Article 49

The head of a teaching unit shall be appointed and dismissed by the Rector.



#### Article 50

1. The University has a library and information system centred around the building of the Main Library on campus.
2. It shall be the task of the library and information system to collect, develop and make available library, information and archive collections to support teaching and research services.
3. The main library shall be managed by the director.
4. The director of the Library shall be appointed and dismissed by the Rector.
5. The detailed rules for the functioning of the University library and information system, in order to ensure full access of the members of the University community to its resources, are outlined in the library regulations as approved by the Rector.
6. For the purposes of the library and information system, the University shall process the following personal data of its users: name, registered address, current address, e-mail address, telephone number, place of work, university name, type and course of study, year of study, album number, name and number on ID or passport, and PESEL number.

#### Article 51

1. The University administration shall ensure the completion of the University's tasks in relation to organisational, financial, technical and economic matters and shall perform an auxiliary function in relation to teaching and scientific activities.
2. The administration shall operate at a university-wide level as well as within the University units.
3. The activities of the administration shall be carried out in accordance with the principles of the university quality management system.

#### Article 52

1. The bursar shall be responsible for keeping the accounts properly, preparing financial and factual plans, providing reports on their implementation and financial statements, and keeping the Rector and the University Council up to date on the current financial position of the University.
2. The accounts shall be kept in accordance with the universally applicable regulations and the accounting policy as approved by the Rector.
3. The bursary shall be directed by the bursar - the principal accounting officer.
4. The bursar shall report directly to the Rector.
5. The detailed responsibilities and powers of the bursar are outlined in the University's Rules of Procedure.

#### Article 53

1. The university shall be the owner and operator of seagoing ships that carry out teaching, training, research, and service activities.
2. The correct operation of the University's ships shall be the responsibility of the director of the Ship Management Office.

#### Article 54

1. Academic incubators and technology transfer centres may be set up to transfer the results of research into the economy.
2. The role of an academic incubator shall be to support the economic activities of the academic community, the staff, and student entrepreneurs.
3. The role of a technology transfer centre shall be to work to achieve the direct commercialisation of research.
4. The centres and their organisational structures shall be established by Rectoral decree.

#### Article 55

1. The Rector shall have the right to appoint proxies. Proxies may only be validly appointed by a notice in writing ('a proxy notice'). The content of the proxy notice should specify the scope of authority conferred.
2. The Rector may authorise by name and in writing University staff to undertake certain legal tasks or to make declarations of will to the extent established.

#### Article 56

1. Under the authority of the Rector, the chancellor shall:
  - 1) direct the University administration and manage the University's property;
  - 2) decide on those matters relating to the property of the University, which do not fall within the responsibilities of the University bodies or the University's managerial staff.
2. In particular, the chancellor shall be responsible for:
  - 1) acting and making decisions to ensure the preservation and proper use of the University's assets and its development;
  - 2) organising and coordinating the University's administrative, technical, and managerial activity;
  - 3) establishing rules for the management of the University's wealth.

### **VII. UNIVERSITY STAFF**

#### Article 57

1. The University's staff refers to its academic teachers and persons employed in non-teaching roles.
2. Academic teachers include:
  - 1) research staff;
  - 2) teaching staff;
  - 3) research and teaching staff.
3. Research staff employed in the role of:
  - 1) Professor;

- 2) University Professor;
- 3) Assistant Professor;
- 4) Research-and-Teaching Assistant.

shall be academic teachers who meet the criteria outlined in the Act, and also the conditions under Article 58 of these Articles of Association.

4. Research and teaching staff employed in the roles of:

- 1) Professor,
- 2) University Professor,
- 3) *Professor Emeritus*,
- 4) Assistant Professor,
- 5) Research-and-Teaching Assistant

shall be academic teachers who meet the criteria outlined in the Act, and also the conditions under Article 59 of these Articles of Association.

5. Teaching staff employed in the roles of:

- 1) Professor,
- 2) University Professor,
- 3) *Professor Emeritus*,
- 4) Visiting Professor,
- 5) Assistant Professor,
- 6) Research-and-Teaching Assistant,
- 7) Senior Lecturer,
- 8) Lecturer,
- 9) Foreign Language Teacher,
- 10) Sports Instructor,
- 11) Trainee Research-and-Teaching Assistant

shall be academic teachers who meet the criteria outlined in the Act, and also the conditions under Article 60 of these Articles of Association.

6. Members of staff who are employed in the role of Professor may use the title "GMU Professor".

#### Article 58

Academic teachers whose employment shall be financed from sources other than a subsidy or a grant may be employed in a group of research workers as:

- 1) Professor – where there is the academic title of Professor and current scientific research or implementation achievements;
- 2) University Professor – where there is at least a doctoral degree and significant achievements in research and development or implementation;
- 3) Assistant Professor – where there is at least a doctoral degree and current scientific research or implementation achievements;
- 4) Research-and-Teaching Assistant – where there is at least a vocational master's degree, MSc in Engineering or equivalent.

#### Article 59

Academic teachers who are research and teaching staff may be employed in the role of:

- 1) Professor – where there is the academic title of Professor and current scientific achievements;
- 2) University Professor – where there is:
  - a) a postdoctoral degree and current scientific achievements, or
  - b) a doctoral degree, the highest maritime qualification at management level under the STCW Convention and significant scientific or teaching achievements confirmed by a favourable opinion of the Rector's Commission for the Promotion of Academic Teachers, or
  - c) a doctoral degree and significant scientific or teaching achievements confirmed by a favourable opinion of the Rector's University Teaching Commission;
- 3) Assistant Professor – where there is at least a doctoral degree and current scientific achievements;
- 4) Research-and-Teaching Assistant - where there is at least a vocational master's degree, MSc in Engineering or equivalent and current scientific achievements (except where the person shall be employed in the role of R & T Assistant for the first time).

#### Article 60

Academic teachers from within the teaching (only) group of staff may be recruited for the role of:

- 1) Professor – where there is the academic title of Professor;
- 2) University Professor – where there is:
  - a) a postdoctoral degree, or
  - b) a doctoral degree, the highest maritime qualification at management level under the STCW Convention and teaching and directorial achievements confirmed by a favourable opinion of the Rector of the University Teaching Commission, or
  - c) a doctoral degree and significant teaching or directorial achievements confirmed by a favourable opinion of the Rector's Commission for the Promotion of Academic Teachers, or
  - d) a doctoral degree, and significant teaching achievements confirmed by proven experience in the role of Professor at an overseas institution of higher education and a favourable opinion of the Rector's Commission for the Promotion of Academic Teachers;
- 3) *Professor Emeritus* - where the person holds the academic title of Professor, is more than 75 years old and has made significant contributions to the University (retired Rector, deputy rector, dean, long-serving head of department, full member or corresponding member of the Polish Academy of Sciences (PAN), or Chair of the PAN committee);
- 4) Visiting Professor – where the person has at least a doctoral degree, is permanently employed in the role of Professor at an overseas institution of higher education and shall spend

- a minimum of three months on a research or teaching apprenticeship at the University;
- 5) Assistant Professor – where there is at least a doctoral degree;
  - 6) Research-and-Teaching Assistant – where there is at least a vocational master's degree, MSc in Engineering or equivalent;
  - 7) Trainee Research-and-Teaching Assistant – if the person is a final year graduate student or postgraduate student at GMU;
  - 8) Senior Lecturer – where there is:
    - a) a doctoral degree or
    - b) a vocational master's degree or equivalent, the highest maritime qualification at management level under the STCW Convention, and no less than two years of teaching experience, or
    - c) a vocational master's degree or equivalent, the person has no less than five years of teaching experience as a lecturer.
  - 9) Lecturer – where there is:
    - a) a professional graduate degree or equivalent, a maritime qualification under the STCW Convention and no less than five years of teaching experience, or
    - b) a professional graduate degree or equivalent, the highest maritime qualification at management level under the STCW Convention and no less than five years of teaching experience;
  - 10) Foreign Language Teacher - where there is an appropriate master's degree or equivalent;
  - 11) Sports Instructor - where the candidate has a higher education qualification or at least five years of relevant professional experience.

#### Article 61

1. The establishment of an employment relationship shall be on the basis of a contract of employment.
2. Employment relationships with an academic teacher shall be entered by the Rector on behalf of the University in the manner specified in Article 62 of these Articles of Association.
3. An employment relationship with an academic teacher may be cancelled by the Rector at the request of the department's dean, institute director or head of a university-wide University unit, as per the cases laid down in the Act.
4. University-employed academic teachers may begin or continue additional employment in teaching or research with another employer in accordance with the rules outlined in the Act. In the case of the Rector, permission shall be sought from the University Council.
5. If the Act provides that the employment relationship shall be ended at the end of the semester, this shall be understood as the last day in February or the last day in September.

## Article 62

1. Any contract of employment for a fixed or indefinite period that exceeds 20 contracted hours per week shall be awarded following a process of recruitment.
2. Recruitment for vacancies in the faculties shall be announced by the dean of the relevant faculty, and for vacancies in the institutes, by the institute director, with the Rector's consent.
3. Recruitment for University-wide vacancies shall be announced by the Rector.
4. The recruitment advertisement and the outcome of the recruitment process shall be made available in the BIP on the University website, to the Minister responsible for Higher Education and the Supervisory Minister, within 30 days respectively before the closing date for the submission of applications.
5. The recruitment advertisement shall be also made available in English on the European Commission's website in the European mobile researcher portal for the publication of job vacancies for researchers 30 days before the deadline for submission of applications.
6. The recruitment advertisement should specify the application requirements, including a list of the documents to be submitted, and the closing date and the outcome of the recruitment process.
7. The recruitment commission shall be appointed by the Rector, who shall also appoint its chair. The recruitment commission shall be composed of at least three academic teachers, of whom at least one should be employed within a post at least equivalent to that of the vacancy. One member of the committee should be the future direct supervisor of the employment candidate.
8. The Commission shall recommend a candidate or candidates for employment by a simple majority of votes.
9. The recommendation of the recruitment commission shall be the basis for the beginning of the employment process.
10. At the request of the Rector, the Senate may adopt detailed rules of procedure for the recruitment commission.
11. The University reserves the right to conclude the recruitment process as inconclusive without providing a reason.
12. The outcome of the recruitment process does not guarantee employment of the chosen candidate and shall only represent a recommendation in this respect to the Rector.
13. An academic teacher who has acquired pension rights, or in the other circumstances set out in the Act, may be rehired for the same post without taking part in a recruitment process.

## Article 63

1. The ongoing appraisal of academic teachers shall be the responsibility of their superiors.
2. All academic teachers shall be periodically evaluated, in particular as regards the proper performance of the duties referred to in the Act and the Staff Regulations as well as the responsibilities of the teacher concerned.
3. For the periodic evaluation of the academic teachers, the Rector shall appoint:

- 1) an evaluation committee for each institute comprising at least three academic teachers employed within the relevant faculty, including the dean of the faculty as chair;
  - 2) an evaluation committee for each institute comprising at least three academic teachers employed within the relevant faculty, including the director of the institute as chair;
  - 3) a University evaluation committee comprising at least three academic teachers, including one deputy rector;
  - 4) a board of appeal, comprising at least one academic teacher from each faculty or institute and the deputy rector as Chair.
4. Membership of more than one evaluation committee shall not be permitted.
  5. The duration of the evaluation committees shall be determined by the Rector.

#### Article 64

1. The faculty evaluation committees shall assess the faculty's academic teachers.
2. The institute evaluation committees shall assess the institute's academic teachers.
3. The evaluation of academic teachers employed in University units not included in the faculties and institutes shall be carried out by the University Evaluation Committee.
4. The Board of Appeal considers the appeals against the assessments conducted by the University Evaluation Committee, the faculty committees and institute committees.

#### Article 65

1. Periodic evaluations of the performance of academic teachers in accordance with the Act shall be carried out by the committees referred to in Article 63(3) of these Articles of Association.
2. The evaluation criteria shall be presented to the academic teachers before the beginning of the assessment period.
3. The periodical assessment of the performance of the chairs of the committees referred to in Paragraph 1 shall be carried out under the leadership of the longest-serving member of the committee, employed as a Professor or GMU Professor.
4. After consulting the Senate, trade unions, Students' Union and Doctoral Candidate's Union, the Rector lays down detailed criteria and principles for the periodic evaluation of academic teachers. The opinion of the trade unions, Students' Union and Doctoral Candidates' Union shall be provided within the time limit set in the request thereof, being no less than 30 days. Should an opinion not be provided during the specified time, the requirement for consultation shall be deemed to have been met.
5. The award of a temporary academic title or degree during the assessment period shall be the basis for a positive evaluation.
6. Students shall be consulted in the assessment of academic teachers' performance. Students' opinions shall be determined based on a survey conducted at least once during the academic year. The rules

and procedures for the creation and conduction of the feedback survey shall be determined by the Rector. The feedback survey should be designed and carried out to ensure the representativeness of its results. Surveys shall not be carried out regarding academic research teachers.

7. In the event of serious doubts in the assessment of an academic teacher, the evaluation committee may consult experts from outside the University.
8. The periodic assessment shall be made not less frequently than once every four years or at the request of the Rector.
9. A minimum of 12 months must elapse between successive periodic assessments of an academic teacher.

#### Article 66

1. The Rector may end the University's employment relationship with an academic teacher in the event of a negative assessment.
2. The Rector shall end the University's employment relationship with an academic teacher in the event of two consecutive negative assessments.

#### Article 67

1. The direct supervisor shall provide the academic teacher with the outcome of his assessment, including its conclusions as well as information on the procedure and timing for making an appeal.
2. Academic teachers shall be entitled to appeal against the assessments made by the faculty and University evaluation committees to the Evaluation Committee Board of Appeal.
3. The appeal shall be made within 14 days of the date on which the teacher's assessment was submitted to Committee.
4. The Evaluation Committee Board of Appeal should consider the appeal within 30 days of its receipt together with the case file.
5. The Evaluation Committee Board of Appeal shall decide whether to reject or uphold the appeal in favour of the academic teacher. The Committee may consult experts outside the University in specific cases. The decision of the Evaluation Committee Board of Appeal shall be final.

#### Article 68

1. The working hours of an academic teacher shall be defined as part of his / her responsibilities.
2. The range of responsibilities of an academic teacher shall be determined by the Rector.

#### Article 69

The number of teaching hours and the rules governing their reduction shall be regulated by the Labour Code.

#### Article 70

1. The procedure of granting annual leave to academic teachers shall be determined by the Rector.



2. Paid leave for academic purposes, as outlined in the Act, shall be granted by the Rector on the basis of a reasoned request, reviewed by the staff member's direct supervisor and the dean or institute director.
3. Unpaid leave for the academic purposes referred to in the Act shall be granted by the Rector on the basis of a reasoned request from the academic teacher, reviewed by their direct supervisor and the dean or the director of the institute.
4. Unpaid leave to improve vocational qualifications or maintain the validity of maritime qualifications shall be granted by the Rector at the request of the staff member, reviewed by their direct supervisor and by the dean or the director of the institute.
5. Paid convalescence leave, as requested by an academic teacher in accordance with the Act, shall be approved by the Rector.
6. The Rector may grant paid annual leave for educational, scientific or teaching purposes, participation in conferences or research conducted in cooperation with a foreign entity on the basis of a scientific cooperation agreement, at the request of an academic teacher.

#### Article 71

After consulting the Senate, the Rector may apply for the award of orders of merit, decorations and public and ministerial awards on behalf of distinguished University staff and other persons connected with the University.

#### Article 72

1. The rules and procedures for granting awards to academic teachers and non-academic staff are outlined in the Rector's award rules.
2. The Rector may grant awards on his initiative.

#### Article 73

1. The University shall respect the fundamental rights and obligations of citizens, ensure adherence to the principles of ethics, endeavour to foster trust in interpersonal relations and, through the appointment and action of a Discrimination and Harassment Contact Officer on the basis of principles set out by the Rector, put in place policies to prevent all forms of harassment and discrimination.
2. Academic teachers that do not fulfil the obligations attributed to their role or in an appropriately dignified manner shall be liable to disciplinary action.
3. In particular, disciplinary action shall be warranted in the following cases:
  - 1) plagiarism or appropriation of the authorship of all or a part of another person's work;
  - 2) the anonymous dissemination of another person's work, either in its original form or after making changes;
  - 3) infringement of other copyrights or related rights;
  - 4) falsifying research or research results or any other scientific fraud;

- 5) acceptance of material or personal gains, or the promise thereof, in connection with the function or post held at the University;
- 6) reliance on influence on the University or state or local authorities; or engaging in the persuasion of another person or confirming another person's conviction of the validity of such influences, and intervening in the settlement of matters in exchange for material or personal benefits, or the promise thereof;
- 7) for intentional offences that offend the good name of the University;
- 8) for the violation of the personal property of staff members and students as confirmed by a final court conviction;
- 9) for granting or promising material or personal gain in exchange for influence on decisions regarding University affairs, or the action or inaction of persons performing a function or employed at the University, in connection with the exercise of that function or taking up a post.

#### Article 74

1. An Academic Teachers' Disciplinary board shall be appointed in all disciplinary matters concerning academic teachers.
2. The Disciplinary board referred to in Paragraph 1 shall be composed of academics with an academic degree (two from each department and institute) and students (one from each faculty). At least one academic teacher from each faculty represented as part of the committee must hold the post of Professor or University Professor at the University.
3. The members of the Academic Teachers Disciplinary board shall be elected by the Senate by secret ballot. Candidates to the Council may be nominated by the Rector and:
  - a. members of the Senate from different faculties or institutes from among the staff of these faculties or institutes;
  - b. the Chair of the Student Parliament from among the University's students.
4. In addition to a nomination, the nominating party shall provide the Senate with written permission for the nominee to carry out the function of Council member, chair, or Deputy chair. Submission in writing shall not be required where the person nominated to perform a function in the Council shall be present at a sitting of the Senate and express such permission orally.
5. The Senate shall appoint the chair of the Council from among the members of the Council employed within the role of Professor or University Professor.
6. The Senate shall choose two Deputy chairs for the Council.
7. Persons employed in managerial posts at the University cannot be members of the Council.
8. The term of office of Council members lasts four years and begins with the term of the Senate which appointed them.
9. In case of the expiration of the mandate of a member of a senate committee, the vacancy left by the outgoing member shall be filled in accordance with the rules laid out in Paragraph 3 above.
10. Individual disciplinary cases shall be heard by a dedicated panel chosen by the chair of the Council on a case-by-case basis. The panel shall comprise at least 3 people.

#### Article 75

1. Employment relations with non-teaching staff shall be concluded by the Rector. The employment of such persons shall take place by way of a recruitment process, internal advance or relocation of existing staff.
2. The Rector shall appoint a recruitment team and designate the team's leader.
3. The recruitment team shall, on the basis of a simple majority of votes, recommend a candidate or candidates for employment.
4. The recommendation of the recruitment team shall be the basis for the beginning of the employment process. The process shall be initiated by the head of the University unit in which the candidate shall be employed.
5. The range of responsibilities of new employees shall be determined by the direct supervisor in accordance with the Organisational Regulations.

### **VIII. CONDUCTING DEGREE COURSES**

#### Article 76

1. The University shall provide higher education within a specific field, on a specific level and of a specific profile. The University shall provide degree programmes in at least one scientific discipline.
2. Degree programmes shall be conducted on a full-time and part-time (extramural) basis.
3. The university may also conduct postgraduate studies, refresher courses and other forms of training.
4. The University may conduct studies in conjunction with another university, PAN institute, research institute, international institute, foreign university or scientific institution, under the conditions laid down in the Act. The arrangements regarding cooperation with such institutions shall be outlined in a written agreement.
5. The University may conduct dual study courses, which are practical courses carried out with the participation of an employer, on the basis of the principles set out in the Act. The organisation of such courses shall be set out in a written agreement.
6. The University may conduct open classes for non-students.
7. The organisation of postgraduate study courses and further education courses are outlined in the regulations for those courses.
8. After consulting with the Students' Union, the Senate shall determine the degree programmes within the different academic fields.
9. All opinions required from the Students' Union shall be provided within 14 days of their request. Should opinions not be provided during this time, the requirement for consultation shall be deemed to have been met.
10. Education at the University shall be conducted in accordance with the Internal Quality Management System.

#### Article 77

1. The University may charge fees for educational services and other charges on the terms set out in the Act or the Senate Resolutions.
2. The Senate shall determine payment rules and the conditions and procedures for exemptions.
3. The fees referred to in Paragraphs 1 and 2 shall be determined by Rectoral decree.

#### Article 78

1. Admittance to courses of study shall be on the basis of:
  - 1) an admissions process;
  - 2) confirmation of learning outcomes, or
  - 3) transfer from another national or foreign institution.
2. A candidate who is able to provide the documents listed in the Senate Resolution on the conditions, method and period of admissions may be admitted to study on first cycle (bachelors) or 2nd cycle (masters) degree programmes.
3. The number of places in the first year of each of the different full-time and part-time degree programmes shall be determined by the Senate.
4. The basis for admission to first cycle degree courses shall be the results of secondary examination exit examinations or the 'Matura'.
5. The Senate shall determine the conditions, the method, and the period during which admissions shall take place as well as how they are conducted. The Senate resolution shall be made available in the Public Information Bulletin (PIB) no later than the 30th of June of the year in which the start of the academic year in which the intake in question is due to take place.
6. The admissions process shall be conducted by the admissions councils.
7. Admissions councils shall be composed of University staff and a representative of the Student Parliament.
8. Admission to the University shall be by way of an entry in the list of students.
9. Refusal of admission to a University course of study shall be on the basis of a decision by the University administration. The decision shall be signed by the chair of the relevant admissions council.
10. The decision of the admissions council shall be subject to an appeal to the Rector within 14 days of the date of notification. The Rector's decision shall be final.

### **XI. STUDENT RIGHTS AND OBLIGATIONS**

#### Article 79

1. The organisation of degree programmes and the associated student rights and regulations are outlined in the Degree Programmes Regulations adopted by the Senate.
2. The Degree Programmes Regulations require the approval of the Students' Union. In case of a lack of consensus between the Senate and the Students' Union after 3 months as to the content of the Degree Programmes Regulations, the Regulations shall come into force on the basis of another Senate Resolution passed by a majority of at least two-thirds of the votes of the Senate's statutory composition.

3. Persons admitted to a degree programme officially begin their studies and gain student status as soon as they submit the following declaration to the Rector or dean of the faculty to which they have been admitted:  
"Aware of my responsibilities as a student of the Gdynia Maritime University, I do solemnly swear:
  - that for the good of my country I shall endeavour to gain lasting knowledge and skills,
  - uphold the dignity of students and the good name of Gdynia Maritime University,
  - respect the University staff,
  - abide by the rules of collegiate coexistence,
  - and be a righteous and honest human being".Polish citizens also add the following:  
"I do solemnly swear to protect the honour of the Polish flag and to remain faithful to it".

#### Article 80

1. Final year students may take up an internship as Research-and-Teaching Assistants to prepare for teaching roles at the University on the basis of an application made by the dean of the faculty and a positive decision of the Rector.
2. Research and Teaching Assistant interns shall be awarded a monthly salary on the conditions and in the amount determined by the Provisions on Remuneration.
3. Heads of departments or sections shall determine the intern program, allocate the Research-and-Training Assistant Intern a supervisor and determine the type and character of classes the intern will conduct. The Research-and-Training Assistant Intern's supervisor shall be responsible for the proper organisation of the internship.

#### Article 81

Students have the right to apply for the grants outlined in the Act and the Rules for the Award of Student Grants, as set out by the Rector in agreement with the University Students' Union.

#### Article 82

1. Students of the University shall elect members of the Student Parliament from the representatives of the Students' Union. The Student Parliament shall be the sole representative of all students of the University.
2. The organisation, modus operandi, and method of appointing doctoral candidate representatives to the Senate and the Electoral College shall be determined by the Rules of Procedure of the Doctoral Candidates' Union.
3. The Rules of Procedure referred to in Paragraph 2 should be laid down in accordance with the principles of democracy and transparency, in particular those regarding financial management, and respect for the good name of the University and all members of the University community.
4. The Rules of Procedure shall enter into force within 30 days of the date of their submission, during which time the Rector shall establish their compliance with the Act and these Articles of Association.

#### Article 83

1. Students shall be entitled to exercise the right of association.
2. Student organisations shall operate on the basis of the regulations approved by the Rector.

3. Student Scientific Circles may be formed by the Scientific Circles' Council. The establishment and activity of the Council shall be governed by its Rules of Procedure.

#### Article 84

1. The disciplinary spokesperson for students shall be appointed by the Rector from among the University's academic teachers.
2. For adjudication in student disciplinary matters, the following shall be established:
  - 1) The University Disciplinary Board for Students;
  - 2) The University Disciplinary Board of Appeal for Students.
3. The University Disciplinary Board for Students shall be appointed by the Senate and comprise:
  - 1) One academic teacher from every faculty;
  - 2) One student from every faculty.
4. The University Disciplinary Board of Appeal shall be appointed by the Senate and comprise:
  - 1) One academic teacher from every faculty;
  - 2) One student from every faculty.
5. Members of the University Disciplinary Board for students may not be members of the University Disciplinary Board of Appeal for students, and vice versa.
6. Candidates to the Boards referred to in Paragraphs 3 and 4 shall be nominated by the deans or members of the Senate from among the academic teachers and the University Council from among the students.
7. In accordance with Paragraph 6, the Senate shall elect members to the boards referred to in Paragraph 2, as well as the chair and Deputy chair of the boards from among the academic teachers.
8. The boards' terms of office begin simultaneously with the term of the University Senate and last four years. For student members of the boards, the term of office shall be two years.
9. In case of the expiry of the mandate of a board member, the procedure outlined in Paragraphs 3-7 shall be applied accordingly.

#### Article 85

1. The chairs of the disciplinary boards designate an academic teacher as the head of an appeal team as well as an appeal commission composed of an equal number of academic teachers and students.
2. The sittings of the boards are recorded in the minutes.

### **X. THE DOCTORAL SCHOOL**

#### Article 86

1. The University may run a Doctoral School, a provider of structured doctoral training in at least two scientific disciplines in accordance with the Act.

2. Training within the University Doctoral School prepares doctoral candidates for the award of a doctoral degree.
3. The training of doctoral candidates at the University may be carried out in collaboration with another entity in accordance with the rules outlined in the Act.
4. The University shall not charge fees for the training of doctoral candidates in the Doctoral School.
5. A doctoral candidate who does not already have a doctoral degree shall receive a doctoral scholarship. Details concerning the award of scholarships are outlined in the Act and the Regulations of the University Doctoral School.

#### Article 87

1. The Doctoral School shall be chaired by a director.
2. The director of the Doctoral School shall be appointed and dismissed by the Rector from among the full-time University staff who are qualified to at least postdoctoral degree level, and for who the University shall be the principal place of work.
3. The responsibilities of the director of the Doctoral School are outlined in the Rules of Procedure of the Doctoral School.
4. The organisational structure of the Doctoral School shall be proposed by the director of the Doctoral School and shall be subject to approval of the Rector.
5. The scientific councils representing the scientific disciplines in which the education of the Doctoral School shall be concerned shall collaborate with the director of the Doctoral School regarding the content of such education.

#### Article 88

1. Admittance to the Doctoral School shall be on the basis of:
  - 1) a vocational master's degree, an MSc in Engineering, or an equivalent academic degree (2nd cycle);
  - 2) in the absence of one of the above, the candidate shall either have completed a bachelor's degree (1st cycle) or the third year of a combined bachelor's and master's degree programme and demonstrate scientific achievement of the highest level.
2. Admissions to the Doctoral School shall take place following a selection process in accordance with the rules outlined by the Senate. The results of the selection process shall be made public.
3. Candidates may only be members of one doctoral school at any one time.
4. Admission to the Doctoral School shall be by way of an entry into the list of doctoral candidates.
5. Refusal of admission to a University course of study shall be on the basis of a decision by the University administration.

#### Article 89

1. Doctoral education within the University Doctoral School shall last eight semesters.
2. Education shall be conducted based on a learning programme and an individual research plan.
3. The learning programme shall be established by the Senate. The Doctoral Candidates' Union shall provide an opinion on the learning program.
4. Doctoral candidates are subject to a mid-term evaluation.
5. The organisation of teaching and learning within the Doctoral School shall be determined by the Doctoral School Regulations.

## **XI. RIGHTS AND OBLIGATIONS OF DOCTORAL STUDENTS**

### **Article 90**

1. Provisions concerning the organisation of education and the associated rights and responsibilities of doctoral candidates are outlined in the Doctoral School Regulations.
2. Persons admitted to the Doctoral school gain the rights associated with doctoral candidates as soon as they submit the following declaration to the Rector or director of the Doctoral School.  
"Aware of my responsibilities as a student of the Gdynia Maritime University, I do solemnly swear:
  - that for the good of my country I shall endeavour to gain lasting knowledge and skills,
  - uphold the dignity of doctoral candidates and the good name of Gdynia Maritime University,
  - respect the University staff,
  - abide by the rules of collegiate coexistence,
  - and be a righteous and honest human being".

### **Article 91**

Doctoral candidates have the right to apply for the grants outlined in the Act and the Rules Governing the Award of Grants for Doctoral Candidates, as set out by the Rector in agreement with the Doctoral Candidates' Union.

### **Article 92**

1. Doctoral Candidates' Union.
2. The organisation, *modus operandi*, and method of appointing doctoral candidate representatives to the Senate and the Electoral College shall be determined by the Rules of Procedure of the Doctoral Candidates' Union.
3. The Rules of Procedure referred to in Paragraph 2 should be laid down in accordance with the principles of democracy and transparency, in particular those regarding financial management, and respect for the good name of the University and all members of the University community.
4. The Rules of Procedure shall enter into force within 30 days of the date of their submission, during which time the Rector shall establish their compliance with the Act and these Articles of Association.

### **Article 93**

1. Doctoral Candidates shall be entitled to exercise the right of association by joining collegiate doctoral organisations.
2. Doctoral organisations shall function in accordance with the Rules of Procedure of the Doctoral Candidates' Union.

### **Article 94**

1. The Rector shall appoint a Disciplinary Officer for Doctoral Candidates from among the University's academic teachers.
2. For adjudication in doctoral disciplinary matters, the Senate shall appoint:
  - 1) The University Doctoral Candidates' Disciplinary Board;



- 2) The University Doctoral Candidates' Disciplinary Appeal Board.
3. For doctoral candidates, disciplinary action shall be taken by a disciplinary board composed of an academic teacher as head and two members of the disciplinary boards.
4. The University Disciplinary Board for doctoral candidates shall be composed of:
  - 1) two academic teachers;
  - 2) one doctoral candidate.
5. The University Disciplinary Appeal Board for doctoral candidates shall be composed of:
  - 1) two academic teachers;
  - 2) one doctoral candidate.
6. Members of the University Disciplinary Board for Doctoral Candidates may not be members of the University Disciplinary Appeal Board for doctoral candidates and vice versa.
7. Candidates to the Boards referred to in Paragraphs 3 and 4 shall be nominated by the deans or members of the Senate from among the academic teachers and by the Doctoral Candidate's Union from among the doctoral candidates.
8. The Senate shall elect members to the Boards referred to in Paragraph 6 as well as the chair and Deputy chair of the Boards from among nominated candidates.
9. The terms of office of the Boards referred to in Paragraphs 3 and 4 begin simultaneously with the term of the University Senate and last two years.
10. In case of the expiry of the mandate of a Board member, the procedure outlined in Paragraphs 3-7 shall be applied accordingly.

#### Article 95

1. The Chair of the disciplinary boards shall designate the heads of the disciplinary boards from among the University's academic teachers.
2. The disciplinary board shall be composed of an equal number of academic teachers and doctoral
3. The sittings of the disciplinary boards are recorded in the minutes.

## **XII. MANAGEMENT OF UNIVERSITY PROPERTY AND FINANCES**

#### Article 96

1. The University independently manages its finances according to a financial and material plan.
2. The rules for the allocation to the University's individual University units of funds from subsidies, budget grants and the University's revenues for teaching, scientific and organisational activities shall be determined by the Rector according to the needs of the University units and the financial capacity of the University, to include:
  - 1) budget subsidies and grants;
  - 2) the University's revenues;
  - 3) education costs within each faculty, including their absorption cost;

- 4) cost of conducting research and commercial projects;
  - 5) cost of maintaining the equipment necessary for conducting research or commercial projects;
  - 6) renovations costs;
  - 7) new investment costs;
  - 8) research and teaching staff training and development costs;
  - 9) strategy implementation costs;
  - 10) administration costs;
  - 11) costs associated with ensuring the competitiveness of the University, including promotional and advertising costs.
3. The rules governing the funding of the cost of research activities as well as the share of any income allocated to University units from such activities shall be determined by the Rector.
  4. The Rector shall outline detailed rules concerning the management of funds by the University units in a separate regulation.

#### Article 97

1. The University may conduct separate commercial, service, and production activities, in addition to its principal business activities.
2. The business activity referred to in Paragraph 1 may be conducted in the manner of all forms of business entities, as permitted by law. The Rector shall create University units to carry out certain business activities. These units shall operate according to regulations issued by the Rector.
3. The University units referred to in Paragraph 2 are subordinate to the Rector, or with his authorisation, the heads of the divisions, institute director, or the deans.
4. University units not referred to in Paragraph 2 may conduct auxiliary business activities.

#### Article 98

1. All legal acts concerning the University's financial rights and obligations are carried out by the Rector, or an authorised proxy, such as the chancellor, a deputy rector, institute director or dean, subject to Paragraph 2.
2. The Rector shall delegate powers to the chancellor to perform legal acts concerning the University's rights and obligations in matters of general management.

#### Article 99

1. The decision to allocate components of the University's fixed assets to University units shall be taken by the Rector. The Rector may authorise the chancellor to allocate components of the University's fixed assets to certain types of University units.
2. Detailed rules and procedures for the allocation and transfer of fixed assets shall be determined by Rectoral decree.

#### Article 100

The Head of a University unit shall be responsible for the correct use and security of the property allocated to it.

### **XIII. PUBLIC GATHERING REGULATIONS**

#### Article 101

1. Staff, students and doctoral candidates organising gatherings on University grounds are required to inform the Rector.
2. The Rector must be informed of all gatherings to be organised within the University premises.
3. The Rector should be informed by written notice of the intention to organise a gathering at least 24 hours before the gathering begins. In justifiably urgent cases, the Rector may accept notification at shorter notice.
4. The notification shall include:
  - 1) names and contact details of the persons organising or responsible for the conduct of the gathering, including the person in charge;
  - 2) exact location, date and start time of the gathering;
  - 3) purpose and order of events of the gathering.
5. The gathering shall not prevent the University's employees, students and doctoral candidates from participating in the normal activities provided for by the Act and these Articles of Association.

#### Article 102

The person in charge shall be responsible for the conduct of the Assembly.

#### Article 103

The person in charge may delegate a representative to the gathering. This representative shall have the right, after the organisers have been warned, to dissolve the gathering if it is in breach of the law.

#### Article 104

Staff, students and doctoral candidates of the University who interrupt or attempt to prevent or interfere with the organisation of a gathering, do not follow the instructions of the person in charge or of the Rector's designated representative, or who assemble a gathering without the required notice or consent, shall be liable to University disciplinary action separate to any warranted legal action.

#### **XIV. INTERNAL QUALITY ASSURANCE SYSTEM**

##### **Article 105**

1. The University operates in accordance with an internal quality assurance system that aims to continuously raise the standards in the organisation of its work. The system positively affects the development of the University's image, ensures a pleasant working atmosphere whilst encouraging staff to aspire to a culture of quality and effectiveness in their work, increases employee and student satisfaction, as well as allowing for stable economic conditions in all activities.
2. The structure of the internal work quality-assurance system, the methods used in the completion of tasks associated with the system, and the entities responsible for carrying out such tasks are determined by the Rector.

##### **Article 106**

1. The University operates in accordance with an internal education and research quality assurance system, which aims to continuously improve teaching, research, and development work. The goal of the system shall be to achieve educational and research excellence within each of the scientific disciplines taught at the University.
2. The structure of the internal quality assurance system, the way in which tasks related to the system are carried out, and the entities responsible for their implementation, shall be determined by a Senate resolution.

#### **IV TRANSITIONAL AND FINAL PROVISIONS**

##### **Article 107**

1. The Rector elected for the 2020-2024 term shall remain in office until the end of the term.
2. The Senate elected for the 2020-2024 term shall function in its current composition until the end of the term.
3. The University Council appointed for the 2020-2024 term shall remain in office until the end of the term.
4. The University Electoral College elected for the 2020-2024 term, shall function in its current composition until the appointment of a new Electoral College.

##### **Article 108**

1. Doctoral studies begun before the 2019/2020 academic year shall continue to be subject to the regulations previously in force until no later than the 31st of December 2023.
2. Supervision of the content of the doctoral study programmes referred to in Paragraph 1 shall be the responsibility of the Scientific Councils, beginning the 1st of October 2019 until 31st of December 2023.
3. From the 1st of October 2019 until the 31st of December 2023, doctoral candidates' unions shall be composed of graduates of the Doctoral School and the participants of the doctoral studies referred to in Paragraph 1 of this Article.
4. From the 1st of October 2019, the Senate shall adopt resolutions on the award or refusal of the award of doctoral degrees as well as on matters concerning doctoral dissertations or the proceedings in the award of doctoral degrees began before the 30th of April 2019.

#### Article 109

Whenever these Articles of Association mention a Doctor of Science (habilitated doctor), it shall be also understood as a person who has acquired a qualification equivalent to that of a postdoctoral degree under separate provisions.

#### Article 110

Amendments to the Articles of Association may be made in accordance with the procedure laid down for their adoption.

#### Article 111

1. The Articles of Association shall come into force on 1 September 2021, with exception of the following provisions:
  - a) Article 13;
  - b) Article 18(2, point 3);
  - c) Article 19(2);
  - d) Article 21;
  - e) Article 25(1,2,3);
  - f) Article 28(1,5);
  - g) Article 30;
  - h) Article 1(3, point 3) of Annexe 1 to these Articles of Association - University Election Regulations,
  - i) Article 1(6,11,12) of Annexe 1 to these Articles of Association - University Election Regulations;
  - j) Article 2(3,4,6) of Annexe 1 to these Articles of Association - University Election Regulations,
  - k) Article 3(1-12,15,24,25,27) of Annexe 1 to these Articles of Association - University Election Regulations;
  - l) Article 4(3,4,6,8,12.7) of Annexe 1 to these Articles of Association - University Election Regulations;
  - m) Article 5(1) of Annexe 1 to these Articles of Association - University Election Regulations, which come into force on the 1st of January 2024.
2. Until the date of entry into force of the provisions listed in Paragraph 1 above, to proceedings governed by these provisions, in particular, the replacement of members of the Electoral College, the Senate or the elections to the post of Rector, the relevant provisions of the previous version of the Articles of Association shall apply.
3. The Articles of Association adopted by the Gdynia Maritime University in Gdynia on the 2nd of July 2019 (in its consolidated version, with later amendments) are repealed.
4. Any internal legal acts issued on the basis of the repealed Articles of Association shall remain in force if they are not contradictory with the Act, the executive provisions, or these Articles of Association, until the date of entry into force of corresponding internal legal acts issued on the basis of these Articles of Association.

## **ELECTION REGULATIONS**

### **I. GENERAL PROVISIONS**

#### Article 1

1. The following shall constitute the legal basis for the conduction of elections:
  - 1) The Law on Higher Education and Science Act ("the Act");
  - 2) The Gdynia Maritime University Articles of Association ("the Articles of Association").
2. The regulations concern elections to the post of Rector, to the Electoral College, and to the Senate. The University authorities shall allow for candidates to conduct election campaigns.
3. Elections shall be held by the following election committees:
  - 1) University Election Committee (UEC);
  - 2) Faculty Election Committee (FEC);
  - 3) Institute Election Committee (IEC).
4. The composition and rules governing the election of members of the election committee are outlined in Article 28 of the University's Articles of Association.
5. The order of events of the elections shall be determined by the UEC and confirmed by the Senate.
6. The chairs of the UEC, FEC, and IEC shall announce to the electorate the time and place of the elections as well as the Representatives' Assembly at least seven days in advance of these assemblies in a way that allows each voter to note these details, by publishing the information on information boards around the University, in the faculties, institutes and administration units, as well as on the University web site.
7. Academic teachers employed at the University, non-academic staff as well as students and doctoral candidates, shall all have the right to hold office. Non-academic staff may exercise their right to vote via the Representatives' Assembly.
8. Academic teachers employed at the University as their principal place of work and non-academic staff who are full-time workers who meet the statutory requirements as well as students and doctoral candidates shall all have the right to hold office.
9. Voting shall take place as a secret ballot. The right to vote may be exercised in person only.
10. The function of a member of the UEC may not be combined with the exercise of a mandate within the Representatives' Assembly.
11. The Chair of the FEC and the IEC shall send a list to the UEC no later than 10 a.m. on the day after the election of the chosen:
  - 1) electors to be elected by the Rector;
  - 2) faculty and institute representatives to the Senate.

12. All University units shall cooperate with the University Election Committee, especially the HR department which shall compile a list of the employees who have the right to hold office and the right to vote. The UEC's place of work shall be determined by the Rector. Technical and secretarial services shall be provided by persons appointed by the Rector. The places of work of the FEC, IEC, technical and secretarial services shall be determined by the faculty deans and directors of the institutes.

## **II. ELECTION OF THE ELECTORAL COLLEGE**

### Article 2

1. The Electoral College shall be appointed by election.
2. The composition of the Electoral College shall be determined by the Articles of Association.
3. The election of electors from each faculty shall be the responsibility of the FEC and from the institutes the responsibility of the IEC.
4. The IEC shall elect electors to represent the non-faculty and non-institute teaching staff as well as the University's non-teaching staff.
5. The procedure for appointing students and doctoral candidates to the Electoral College and the duration of their membership shall be determined *mutatis mutandis* by the Students' Union Regulations and Doctoral Candidates' Union Regulations.
6. The election of electors from among the University staff shall take place during the voting meetings of the staff of the group concerned. Only the members of the group concerned, the members of the FEC and the IEC and the Chair of the UEC or another delegated member of the UEC, may attend the voting meetings.
7. The Chair of the voting meeting of the non-faculty and non-institute teaching staff shall be the Chair of the UEC and within the faculties and institutes — the Chair of the FEC and the Chair of the IEC, respectively. In duly justified cases, the Chair of the FEC, UEC or IEC may be replaced by a member of the relevant election committee designated by its chair. In the event of circumstances that do not allow for the above, the oldest member of the committee shall perform the duties of the Rector.
8. The agenda of the voting meeting shall include:
  - 1) nomination of the candidates;
  - 2) election of the Council of Tellers;
  - 3) the vote;
  - 4) announcement of the results of the vote.
9. The nominations shall be made directly at the voting meeting. Candidates shall have the right to nominate any person entitled to attend the voting meeting. Nominated candidates must give their consent to stand as candidates. Consent may be given orally during the meeting or, in the candidate's absence, the person nominating must be able to provide evidence of the candidate's consent in writing. A written consent form is included as Annexe 1 to the University Election Regulations. Upon the request of the chair of the meeting, the list of candidates shall be deemed closed when there are no nominations remaining. Such a request must be adopted in an open ballot by a simple majority of votes.

10. A Council of Tellers composed of three persons shall be elected in an open ballot from those non-candidates who are entitled to vote following the closing of the list of candidates.
11. The minutes of the voting meeting shall be drawn up and signed by the chair thereof and shall also be signed by the members of the Council of Tellers. The minutes shall be accompanied by a list of persons entitled to vote, a list of candidates present at the meeting, written candidacy consent forms and ballot papers. These documents shall be transmitted to the UEC by the chair of the meeting.
12. The vote shall follow the following procedure:
  - 1) The Commission shall, during the elections, prepare the ballot paper (in print form). The names of the candidates shall be announced in alphabetical order. A copy of the ballot paper is included as Annexe 3 to the Election Regulations.
  - 2) Voters shall indicate their vote by crossing out the names of those who they do not wish to vote for.
  - 3) The vote shall be invalid if the number of names not crossed out exceeds the number of mandates to be filled.
  - 4) Election candidates shall be deemed successful when they have obtained more than half of the valid votes.
  - 5) If all mandates are not covered by the vote, second and subsequent rounds of voting shall take place.
  - 6) Each subsequent vote takes place for the unelected candidates from the previous round of voting, minus the candidate with the least number of votes. Where the least number of votes has been received by more than one person, they shall all be ineligible for the next round of voting.
  - 7) The votes shall be held until all the mandates are filled or, having followed the procedure outlined in Paragraph 6 until the number of candidates shall be less than the number of seats to be filled, in which case the chair of the meeting shall call for a supplementary election in accordance with the procedure described in Article 2(8-12) of these Regulations.

### **III. ELECTION OF THE RECTOR**

#### **Article 3**

1. The Rector shall be elected by the Electoral College in accordance with Article 19 of the Articles of Association.
2. Candidates for Rector must comply with the conditions laid down in Article 20 of the Articles of Association.
3. The notification referred to in Paragraph 21(1) of the Articles of Association, which shall be in the form provided in annexe 1 to the Election Regulations and contain the nominated person's consent to stand for election, shall be submitted by the nominating parties to the Chair of the University Electoral Commission by the date given in the electoral timetable.



4. The University Electoral Commission shall verify the correctness of the nominations in terms of compliance with the Act and the Articles of Association and shall pass a resolution accepting or rejecting the nomination.
5. The Chair of the Electoral Commission shall draw up a list of applicants accepted for candidacy for the post of Rector and transmit the list without delay for publication within the PIB of the University's employee web portal, and as a written announcement posted on the notice board next to the entrance to the rectorate.
6. The University Electoral Commission shall hold an information meeting within the time limit set out in the electoral timetable, which shall be no later than 30 days before the intended date of the election of the Rector, to summarise the person and details of the achievements of the nominated candidates as well as their election campaigns. The Electoral Commission shall provide the opportunity for debate between the candidates and discussion on the content of their election campaigns at a meeting open to all members of the University community.
7. The information meeting referred to in Paragraph 6 shall take place in accordance with the following principles:
  - 1) the meeting shall be conducted by the Chair of the University Electoral Commission;
  - 2) the presentation of candidates and their electoral programmes shall take place in the pre-established random order;
  - 3) the Chair of the Electoral Commission has the right to determine the maximum presentation time of each candidate;
  - 4) after all candidates and their electoral programmes have been presented, an open discussion shall be held involving all participants of the meeting.
8. Within 7 days of the information meeting, the Chair of the Electoral Commission shall petition the Senate to provide opinions on the candidates nominated to run for the post of Rector.
9. After receiving opinions from the Senate on the candidates for the post of Rector, the Chair of the University Electoral Commission shall consult the University Council to determine which candidates should stand election for the post of Rector. The deadline for the indication of candidates for the post of Rector established in the electoral timetable shall expire no later than 14 days before the scheduled time of the election of the Rector.
10. The Chair of the Electoral Commission shall draw up a list of candidates for the post of Rector and shall transmit that list without delay for publication within the PIB on the University's employee web portal, and as a written announcement posted on the notice board next to the entrance to the rectorate.
11. At the request of candidates, the list referred to in Article 10 shall include a link to details of candidates' electoral programmes online alongside their names, as provided by the candidates.
12. Candidates for the post of Rector have the right to resign their candidacy. Resignations tendered before the election shall be submitted in writing directly to the Chair of the UEC. Resignations tendered during the elections may be submitted orally or in writing. Candidates are not obliged to provide the reason for their resignation.

13. Voters, candidates, members of the UEC, and technical staff, as indicated by the Rector, shall participate in the voting meeting.
14. The voting meeting shall be chaired by the Chair of the UEC or another designated member. In the event of circumstances that do not allow for the above, the oldest member of the UEC shall perform the duties of the Rector. The meeting shall take place in the following order:
  - 1) statement of the legitimacy of the voting meeting;
  - 2) reading of the list of candidates for the post of Rector;
  - 3) self-presentation of candidates (up to 30 minutes for each candidate);
  - 4) question and answers with the candidates;
  - 5) final word of the candidates (up to 5 minutes for each candidate);
  - 6) the election of the Council of Tellers shall be conducted by a three-person committee, composed of voters not running for the post of Rector in an open vote. The Chair of the Council shall be its oldest member;
  - 7) the vote;
  - 8) announcement of the election results.
15. Where holding an election in accordance with Paragraph 14 shall be not possible for material or legal reasons, the Chair of the UEC may, with the consent of the Senate, carry out the voting meeting in part, namely the acts outlined in Paragraph 14(1-6,8), by means of electronic communication.
16. The meeting shall be deemed to be binding when at least half of the entitled participants have taken part. If the quorum for the meeting shall be not reached, the chair shall order a recess of no longer than one hour. If following the recess quorum has still not been reached, the Chair shall close the meeting and request that a new date for the elections is set by the Senate.
17. The vote shall be secret and shall be held using pre-prepared ballots papers. A copy of the ballot paper is included as Annexe 2 to the Election Regulations.
18. Each voter shall receive a ballot paper. Voters may put a cross against the name of one candidate. The vote shall be invalid if the ballot paper shall be marked with more than one candidate.
19. Failure to indicate clearly any of the candidates implies a lack of support for all candidates.
20. The vote shall take place with the voters called forward in alphabetical order. The chair of the meeting shall call forward the voters by name, and give each of them a ballot paper. Immediately upon receipt of the ballot paper, the voter makes a choice and puts the ballot paper in the ballot box. The UEC shall ensure that voting takes place under conditions that guarantee the secrecy of the vote.
21. The counting of votes by the Council of Tellers shall be carried out in the same room where the elections are held.
22. After the votes have been counted, the Chair of the Council of Tellers shall announce the results. The Chair of the Council of Tellers shall put the completed ballot papers in a sealed and labelled envelope and draw up a record of the results of the vote which all members of the Council shall sign.

23. A candidate shall be deemed to have been elected Rector once the candidate has obtained more than half of the valid votes.
24. Where none of the candidates receives a majority vote in accordance with Paragraph 23, the Chair of the UEC shall call for a supplementary vote.
25. If there are more than two candidates for Rector and neither of them has obtained the required majority of the votes, the candidate which obtained the least number of votes shall not be eligible for the next vote. In case the smallest number of votes has been received by more than one candidate, neither candidate shall be eligible for the next vote, subject to Paragraph 26.
26. Where:
  - a. there are two candidates on the list, and neither of them obtains the required majority, or
  - b. the only candidate does not obtain the required majority, or
  - c. all candidates receive the same number of votes,the Chair of the UEC shall call an end to the voting meeting, and establish another time on the same day, after at least an hour break, for the voting meeting to be reconvened with the participation of the candidate or candidates described in points a. to c.
27. If a reconvened voting meeting does not result in the election of a new Rector (in accordance with Paragraphs 16 to 26) from among the candidates or candidates who were on the list during the final vote, the election procedure shall be repeated. The Senate shall approve the new electoral timetable starting with the nominations of candidates to the post of Rector.
28. Upon completion of the election, the Rector shall close the voting meeting and draw up the minutes of the meeting confirming the winner of the election. The minutes shall be made publicly available to the University community by displaying them on the notice board near the entrance to the rectorate and publishing them on the University's website.
29. The documentation of the Council of Tellers (minutes of each round of voting, the ballot papers placed in correctly labelled and sealed envelopes) are included as an annexe to the minutes of the voting meeting.
30. The Chair of the Electoral College shall immediately inform the competent minister about the result of the election for Rector.

#### **IV. ELECTIONS TO THE SENATE**

##### **Article 4**

1. The Senate shall be appointed by election.
2. The composition of the Senate is outlined in the Articles of Association.
3. Elections to the Senate of representatives from the faculties and institutes are conducted by the FEC or IEC during voting meetings involving the staff of the faculty or institute in question.

4. Elections to the Senate of representatives of the non-faculty academic teaching staff or the non-teaching staff shall be conducted by the FEC or IEC during voting meetings of the relevant groups of staff.
5. Elections to the Senate of students and doctoral candidates shall be carried out by the Students' Union and Doctoral Candidates' Union, in accordance with the regulations in compliance with the Act and the Articles of Association, as confirmed by the Rector.
6. The Chair of the GMU staff voting meeting shall be, as relevant: the Chair of the UEC, the Chair of the FEC or IEC, or a person designated by the chair of the relevant committee. Where the above proves impossible, the oldest member of the relevant committee shall perform the duties of the chair.
7. The agenda of the voting meeting shall include:
  - 1) nomination of the candidates;
  - 2) election of the Council of Tellers;
  - 3) the vote;
  - 4) announcement of the election results.
8. Where holding an election in accordance with Article 7 is not possible for material or legal reasons, the Chair of the UEC, the Chair of the FEC or the IEC may, with the consent of the Senate, carry out the voting meeting in part, namely the acts outlined in Paragraph 7(1-2, 4), by means of electronic communication.
9. The nomination of candidates takes place at the voting meeting. All employees permitted to take part in a given voting meeting have the right to nominate candidates. Nominated candidates must give their consent to stand as candidates. Consent may be given orally during the meeting or, in the candidate's absence, the person nominating must be able to provide evidence of the candidate's consent in writing. A written consent form is included as Annexe 1 to the University Election Regulations. The list of candidates shall be deemed closed when no nominations are remaining or following the request of the Room to close the list. Such a request must be adopted in an open ballot by a simple majority.
10. A Council of Tellers composed of three persons shall be elected in an open ballot from non-candidates who are entitled to vote following the closing of the list of candidates.
11. The chair of the voting meeting shall draw up the minutes of the meeting which shall be signed by all members of the Council of Tellers, before being submitted to the UEC. The list of persons entitled to vote, those present at the voting meeting, and the ballot paper should be included as an annexe to the minutes of the meeting.
12. The vote shall follow the following procedure:
  - 1) The Electoral Commission shall prepare the ballot papers in print form. The names of the candidates shall be given on the ballot paper in alphabetical order. The ballot paper is included as Annexe 4 to the Election Regulations.
  - 2) Voters cast their vote by crossing out the candidates that they do not wish to vote for.

- 3) The vote shall be invalid if the number of names not crossed out exceeds the number of mandates to be filled, when the ballot paper includes a name not on the list of candidates, or the vote shall be marked on a void ballot paper.
- 4) Election candidates are deemed successful when they have obtained more than half of the valid votes.
- 5) If all mandates are not covered by the vote, second and subsequent rounds of voting shall take place.
- 6) Each subsequent round of voting takes place for the unelected candidates from the previous round of voting, minus the candidate with the least number of votes. Where the least number of votes has been received by more than one person, they shall all be ineligible for the next round of voting.
- 7) The votes shall be held until all the mandates are filled or, having followed the procedure outlined in Paragraph 6 until the number of candidates shall be less than the number of seats to be filled, in which case the chair of the meeting shall order a supplementary election in accordance with the procedure described in Paragraphs 5 to 7.

## **V. ELECTION TO THE REPRESENTATIVES' ASSEMBLY**

### Article 5

1. The elections of non-teaching staff representatives to the Senate and the University Electoral College, as outlined in Article 25(4, point 3) shall take place through the Representatives' Assembly.
2. The elections of persons to the Representatives' Assembly shall take place during voting meetings within the constituencies.
3. The constituencies referred to in Paragraph 2 shall be created by the Senate in accordance with the level of employment on the 1st of January of the final year of the term of office thereof, having regard to the University's structure as well as the level of employment in each of the University units. Constituencies shall be established for a 4-year term.
4. The term of office of the Representatives' Assembly shall have a duration of 4 years and shall end with the election of a new Representatives' Assembly.
5. The composition of the Representatives' Assembly shall comprise non-teaching staff employed on a full-time basis, at a ratio of one representative per a full twenty staff members from the University units included in a constituency.
6. Should a staff member be employed within University units that constitute more than one constituency, a written declaration should be submitted to the UEC informing the Committee within which constituency the staff member intends to exercise their right to hold office and right to vote.
7. In relation to the voting meetings referred to in Paragraph 1, and to the Representatives' Assembly, Article 4 of these Regulations shall apply *mutatis mutandis*, with the proviso that these proceedings shall be chaired by the Chair of the UEC or an authorised UEC member.

## **VI. ELECTIONS TO THE UNIVERSITY COUNCIL**

### **Article 6**

1. The Senate shall elect six members of the University Council, including three from among members of the University community and three from outside the University community.
2. The composition of the University Council comprises the Chair of the Students' Parliament who shall become a member of the Council on the day of election of the other members of the Council by the Senate.
3. Should the Chair of the Students' Parliament not remain in office, the Chair shall cease to be a member of the University Council at the end of the said Council's current term of office. Upon election, the new Chair of the Students' Parliament shall become a University Council member.
4. The Rector or an authorised group of members of the Senate may nominate no more than six candidates to the University Council (including no more than three members of the University community and three from outside the University community).
5. Members of the Senate may be part of only one group nominating candidates to the University Council.
6. The candidates referred to in Paragraph 4 should be nominated to the Chair of the UEC in writing, no later than seven days before the sitting of the Senate, during which the University Council is to be elected.
7. All written nominations should be accompanied by the written declaration included as annexe 5 to the Election Regulations.
8. All documents should be submitted to the Chair of the UEC via the Rector's office.
9. The UEC shall verify that all declarations and consent forms submitted are in accordance with the procedure. In case a candidate does not meet all the procedural requirements, candidacy shall be rejected on the basis of a UEC resolution.
10. The Chair of the UEC shall submit the list of candidates to the University Council to the Rector, who shall transmit the list to the Senate.

### **Article 7**

1. Each member of the University Council shall be elected by the Senate in a secret vote by an absolute majority in the attendance of no less than fifty per cent of the statutory composition thereof.
2. If the required number of votes shall be obtained by more than three candidates from the list of candidates from among the members of the University community or from the list of candidates from outside the University community, candidates from the list who receive the highest number of votes (without votes against and abstentions) shall be appointed to the Council. If two or more candidates have obtained the same number of votes for their appointment, an additional vote shall be held for those candidates. The candidate that receives the highest number of votes shall be appointed member of the University Council.
3. If an absolute majority of the votes are not obtained by the required number of candidates from the list of members of the University community or candidates outside the community, a second round of voting shall be conducted in accordance with the procedure described in Paragraph 2 for those candidates who do not obtain a majority, starting with the candidate who obtains the highest number of votes.
4. Unless the full composition of the University Council is established, supplementary elections shall be carried out in accordance with the procedure laid down in this Section. The date of the supplementary elections shall be announced by the Chair of the UEC within seven days of the date of the sitting of the Senate on which the council or the full composition thereof fails to be elected.

## **VII. ELECTORAL COMPLAINTS AND DECLARATION OF INVALIDITY**

### **Article 8**

1. Electoral complaints may be filed in connection with circumstances that have a direct link with the elections and have a significant impact on their validity.
2. Complaints may be filed by a person who has the right to hold office.
3. Complaints may be made only in writing and should be duly justified and contain an indication of the effects of the circumstances they describe.
4. Electoral complaints should be filed within three days of the occurrence of the circumstances that they describe. Complaints should be submitted to the Rector's office during the office's usual working hours.
5. Electoral complaints shall be considered by the University Electoral Commission immediately upon their receipt.
6. The University Electoral Commission shall rule to accept or reject an electoral complaint. The ruling of the UEC, including a justification of the ruling, shall be passed in person to the person who filed the complaint and displayed as a notice on the Senate's noticeboard.
7. If the UEC rules that having considered an electoral complaint there are grounds for the irregularities to have affected the result of the elections, the UEC shall announce the elections, in whole or in part, invalid. In the above circumstances, the UEC may order that the whole or part of the election process is repeated.
8. The ruling of the UEC, as referred to in Paragraph 7, should take place within seven days of the date on which the complaint is filed.

\_\_\_\_\_  
name and surname of staff member

\_\_\_\_\_  
University unit

\_\_\_\_\_  
post

#### CANDIDATE DECLARATION

I consent to my candidacy in the elections for/to: \_\_\_\_\_

I also declare I have the right to vote.

\_\_\_\_\_  
date and candidate's signature



BALLOT PAPER FOR THE ELECTIONS FOR POST OF RECTOR

Elections: \_\_\_\_\_

Date of elections: \_\_\_\_\_

Vote no.: \_\_\_\_\_

- |     |       |                          |
|-----|-------|--------------------------|
| 1.  | _____ | <input type="checkbox"/> |
| 2.  | _____ | <input type="checkbox"/> |
| 3.  | _____ | <input type="checkbox"/> |
| 4.  | _____ | <input type="checkbox"/> |
| ... | _____ | <input type="checkbox"/> |

BALLOT PAPER  
FOR CONSTITUENCY REPRESENTATION IN THE ELECTORAL COLLEGE

University or faculty  
Stamp

Elections:

No. Surname and name

1.

2.

3.

4.

5.

...

BALLOT PAPER  
FOR CONSTITUENCY REPRESENTATION IN THE SENATE

University or faculty Stamp
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Elections:

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Date of elections: \_\_\_\_\_

Vote no.: \_\_\_\_\_

No. Surname and name

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
- ... \_\_\_\_\_

DECLARATION OF CANDIDATE TO THE UNIVERSITY COUNCIL

I, \_\_\_\_\_  
Name and Surname

declare that I meet the requirements of Article 20(1) of the Law on Education and Science Act of the 20th of July 2018 (Journal of Laws [Dziennik Ustaw] 2018, item 1668 of 30.08.2018).

I also declare that:

- 1) I do not currently hold a post in any of the Gdynia Maritime University bodies or those of another institution of higher education;
- 2) I am not currently a member of the supervisory board of another institution of higher education;
- 3) I am not currently employed in public administration;
- 4) I am not a member of any constitutional, legislative, or judicial executive bodies.

I undertake to immediately notify the University Council of any changes to the circumstances above and additionally declare that from the 22nd of July 1944 until the 31st of July 1990 I did not work for, serve within, or cooperate with the state security services, within the meaning of Article 2 of the Act on the Disclosure of Information on the Documents of the State Security Services During the Years 1944-1990 and their Content (Journal of Laws [Dziennik Ustaw], item 2186, with later amendments).

I consent to my candidacy for membership of the University Council.

\_\_\_\_\_  
place, date, candidate's signature

## **ACADEMIC TRADITIONS AND MARITIME CUSTOMS AND FORMALITIES**

### **PREAMBLE**

Gdynia Maritime University (the University), is the successor of the tradition of the Maritime School, founded on the 17th of June 1920 in Tczew and relocated to Gdynia in 1930, as well as the Polish maritime schools in London, Southampton, Landywood and Lilford, which trained maritime personnel during WWII. The University cultivates valuable elements of the rich and elaborate inheritance of Polish maritime education and is the legal successor to the State Maritime School, Gdynia Higher Maritime School, Gdynia Maritime Academy, as well as the establishments integrated into the University's structure - the National School of Maritime Fishing, Gdynia Higher Maritime School, and the Maritime Institute in Gdansk.

The University is guided by the best academic and maritime traditions, acting and educating in a spirit of reverence for the truth, with respect for human rights and dignity, patriotism, and democracy.

### **SYMBOLS**

#### **Article 1**

1. The University has an emblem and a flag.
2. The University's emblem comprises a blue anchor on a white background with the gold letters "S" and "M" interwoven as a shipping line and placed on top of the anchor, with the year 1920 written underneath and surrounded by the words "Uniwersytet Morski Gdynia" [Gdynia Maritime University] in blue, and a navy-blue dot at either side of the word "Gdynia" dividing it from the rest of the University's name.
3. The University also has an authorised English-language version of its emblem in which the name of the University in Polish is replaced by the words "Gdynia Maritime University Poland", with a navy-blue dot at either side of the word "Gdynia" dividing it from the rest of the University's name.



4. The ceremonial symbol of the University is its banner, used during celebratory occasions, especially those referred to in Article 12.
5. The University banner is red on one side and navy blue on the other. On the right, dark red side, is the image of the emblem of the Republic of Poland (a crowned white eagle on a red background). Beneath the emblem are the words *UNIWERSYTET MORSKI* [Maritime University], and beneath this *W GDYNI* [in Gdynia], surrounded by a chain with 56 links in the shape of a square, with 13 links on each side and 4 links connecting each side of the square, placed at a 45-degree angle. The left side of the banner is navy blue and contains the emblem of the University. Beneath the emblem are the words *BÓG, OJCZYŻNA i MORZE* [God, Country and Sea]. The above is surrounded by a shipping line in the shape of a square with a square knot at the bottom of the banner. Between the motto and the knot is the historic symbol of the Maritime School.



7. The format of the banner shall be determined by the Senate.
8. The University banner shall be carried by three banner bearers; students and members of the University Guard of Honour. The banner bearers shall be dressed in uniform as determined by the Senate in the Uniform Instructions for Students.
9. The banner bearers shall introduce the banner during the academic celebrations referred to in Article 12(3), and during other ceremonies, as decided by the Rector.
10. The University banner may be presented at public events held outside the University and in other justified circumstances, as decided by the Rector.
11. The banner shall be lowered during the national anthem, when introducing other banners and during funeral ceremonies.
12. During memorial services, the banner shall be mounted on a pole.
13. The banner shall be stored in the Senate Meeting Hall.
14. The University has a logo in various forms.

## Article 2

1. The University Guard of Honour (the Guard) is an elite formation appointed to take part in state, academic, maritime, patriotic and religious ceremonies. The Guard serves to mark the importance of the official celebrations of the University and highlight their solemn, ceremonial nature, which corresponds to the traditions of marine higher education establishments, in particular through participation in escorts of honour.
2. A commander, a banner bearer and an escort of honour shall be chosen from among the members of the Guard.
3. With the permission of the Rector, the guard may participate in celebrations outside the University, especially in public, inter-university and funeral ceremonies of notable staff members of the University or other persons connected with the maritime industry, culture or education.
4. Members of the Guard shall appear in full-military dress as per the Gdynia Maritime University Uniform Instructions for Students.
5. Detailed rules for the conduct of the Guard shall be outlined by the Rector.

## Article 3

1. The Traditional University Seal (the Seal), is a proprietary symbol.



2. The Seal represents the University's tradition and contains the University logo.
3. The Seal shall be added to documents of particular importance, especially those connected with the conferment of an honorary doctoral degree.
4. Use of the Seal shall be at the discretion of the Rector.

## Article 4

1. The University flag shall be raised during national and University holidays.
2. Use of the flag shall be at the discretion of the Rector.
3. The flag shall fly at half-mast as a symbol of the University community's mourning.



#### Article 5

Details of the University's emblem, flag, and logo in its various forms can be found in the GMU Book of Visual Identification, compiled and published by the Rector in consultation with the Senate.

#### Article 6

The University symbol should be regarded with respect by the University community.

### HONOURS, DISTINCTIONS, AND AWARDS

#### Article 7

1. Persons of merit in the areas of maritime scientific development, culture, the industry, education, or the social life of the University may be awarded an honorary doctoral degree.
2. Honorary doctoral degrees are awarded by the Senate.
3. A proposal for the award of an honorary doctoral degree may be drafted by the Rector on his initiative or at the request of a dean or at least five academic teachers that hold the academic title of Professor, employed at the University as their main place of work. Proposals for the award of an honorary doctoral degree, including a justification and information on the candidate, shall be submitted to the Rector in writing.
4. The Rector shall transmit the proposal to the Senate for consideration.
5. The award procedure shall be initiated by the Senate on the basis of a resolution passed by a majority of two-thirds in the presence of no less than two-thirds of the Senate's statutory composition.
6. The resolution on the award of an honorary doctoral degree shall be passed by the Senate by an absolute majority, on the basis of opinions supporting the proposal, as requested by the Rector from the following:
  - 1) three persons with the academic title of Professor;
  - 2) three members of the Senate, the Scientific Councils, or other University bodies concerned with academic matters.
7. The award of an honorary doctoral degree shall be confirmed by a degree certificate given to the candidate during a ceremonial sitting of the Senate. Honorary doctoral degree certificates shall be provided in Polish and Latin.
8. Recipients of honorary doctoral degrees shall receive a Gdynia Maritime University uniform, the distinctions of which are outlined in the Staff Uniform Instructions.
9. Recipients of honorary doctoral degrees shall be invited to participate in sittings of the Senate in an advisory capacity.

#### Article 8

1. The University shall honour persons who contribute to the development of the University and maritime education by awarding the following medals:
  - a) "For Meritorious Service to Maritime Education";
  - b) "For Meritorious Service to Gdynia Maritime University";
  - c) "Meritorious Gdynia Maritime University Employee".
2. The University may recognise its graduates with exceptional academic achievement with the medal "Exceptional Gdynia Maritime University Graduate".
3. The medals referred to in Paragraphs 1 and 2 shall be awarded by the Rector at the request of the GMU Medals Chapter.
4. The Medals Chapter shall comprise the current Rector and past Rectors, as well as a representative of the Senate and the University Council. The Chapter shall be chaired by the Rector.

#### Article 9

1. The Rector's award shall be awarded to academic teachers for:
  - 1) originally creative academic and scientific achievements and proven material effects of scientific and expert activity;
  - 2) the development of scientific personnel;
  - 3) educational and organisational achievements.
2. The Rector's award shall be granted to non-teaching staff and members of crew training ship crew for exceptional professional and organisational achievements.
3. Detailed rules and the procedure for the award of the Rector's award to University staff are outlined in the Rules for the Granting of the Rector's Award, as implemented by Rectoral decree.

#### Article 10

1. The award may be granted to students and doctoral candidates with exceptional scientific or sporting achievements, or for social activity favourable to the University academic community.
2. Detailed rules and the procedure for the award of the Rector's award to students and doctoral candidates shall be determined by Rectoral decree.

#### Article 11

1. The Alumni Ring distinguishes University graduates among the graduates of other institutions of higher education.
2. Detailed rules and the procedure for the award of the Alumni Ring to graduate students and doctoral candidates as well as the templates and descriptions are determined by an Act of the Senate.

#### Article 12

1. The University keeps a Book of Honour in its Hall of Tradition.
2. The Book shall record, in particular:
  - 1) the award of honorary doctoral degrees;
  - 2) the award of the medals referred to in Article 8(1,2);

- 3) particularly important events in the life of the University.

## ACADEMIC CEREMONIES

### Article 13

1. The University's academic ceremonies are an expression of its academic and maritime traditions.
2. The content and form of the celebrations honour academic traditions as well as maritime customs and formalities.
3. The University's permanent celebratory occasions are:
  - 1) inauguration of the academic year, including matriculation and the taking of oaths by students, as well as the graduation promotions of doctoral and post-doctoral candidates;
  - 2) the University's anniversary - celebrated on the 8th of December to commemorate the raising of the flag on the Tczew Maritime School in 1920 and the beginnings of maritime education in Poland;
  - 3) anniversary of the establishment of the Tczew Maritime School on the 17th of June.
4. The University's extraordinary celebratory occasions are:
  - 1) the award of an honorary doctoral degree;
  - 2) the award of a medal "For Meritorious Service to Maritime Education";
  - 3) the award of a medal "For Meritorious Service to Gdynia Maritime University";
  - 4) the award of a "Meritorious Gdynia Maritime University Employee" medal;
  - 5) the award of an "Exceptional Gdynia Maritime University Graduate" medal.
5. It is a University tradition to hold a Maritime Ball attended by employees and representatives of the University's social and economic community.

## UNIFORM AND INSIGNIA

### Article 14

1. Categories of staff, students and doctoral candidates of the University permitted or required to wear uniforms, the detailed rules and circumstances for the wearing of uniforms, badges or insignia by University employees, doctoral candidates, and students, the uniforms and their sets, and the distinctions that are the distinguishing elements of service uniforms, shall be determined by the Senate in the Student Uniform Instructions and the Staff Uniform Instructions.
2. The Rector, deans, directors, managers, heads of department, and other academic teachers and non-teaching staff members of the Senate shall have the privilege of attending academic events and celebrations in uniform, complete with insignia showing their function or post they hold.
3. The Rector's ceremonial dress shall comprise his uniform, the Rector's livery collar, sceptre, and signet ring.

4. Senior Rectors (previous Rectors) shall be entitled to wear a captain's hat as well as their Rector's distinction.
5. The ceremonial dress for deputy rectors comprises a uniform with a deputy rector's livery collar.
6. The ceremonial dress for deans comprises a uniform with a dean's livery collar.
7. The ceremonial dress for institute directors comprises a uniform with an institute director's livery collar.
8. The signs of dignity, authority, and eminence of the University authorities are:
  - Rector's insignia: livery collar, sceptre and ring;
  - deputy rector's livery collar;
  - dean's livery collar;
  - institute director's livery collar.
9. Insignia shall be used during solemn academic ceremonies, and with the Rector's consent, may be used at other special events.
10. When representing the University, the Rector may use the Rector's livery collar only.
11. At the final sitting of the Senate of a Rector's term of office, the Rector shall symbolically pass on the Rector's livery collar to his successor.
12. The Rector's insignia are passed on during the inauguration ceremony of the first academic year of the newly appointed Rector's term of office.

## PLACES OF TRADITION

### Article 15

1. The University Senate may give the names of important persons to University units, buildings or auditoriums and adopt resolutions on placing monuments, busts, commemorative plaques, and other art forms on University premises.
2. A special form of commemoration are the tablets that bear the names of:
  - 1) past University Rectors and their legal predecessors, including the years of their terms of office;
  - 2) persons granted honorary doctoral degrees by the University, including the year awarded.
3. The Senate may determine other ways of honouring individuals and entities for meritorious service to the University and name other buildings, or parts of buildings, grants, and awards after them.
4. The Hall of Tradition contains the collections of the pre-war museum of the Gdynia State Maritime School; documents and exhibits mostly donated by graduates and their families as well as research and documentary work from the permanent exhibition room and the archival collections room.
5. Places of tradition should be regarded with respect by the academic community.

## ACADEMIC AND MARITIME TRADITIONS

### Article 16

1. The University shall endeavour to cultivate maritime customs and rituals, and foster the memory of its most notable employees and graduates, especially during University anniversary celebrations on the 8th of December and when marking the anniversary of the foundation of the Tczew Maritime School on the 17th of June.
2. Detailed rules and the manner in which the chosen maritime practices and traditions, such as salutations and salutes, shall be determined by the Rector.
3. The University shall maintain lasting ties with its graduates, especially through cooperation with graduate organisations and their trade associations.
4. A painted portrait of each new former Rector shall be commissioned and displayed in the Rector's portrait gallery in the Senate Meeting Hall.

## **PREAMBLE**

Given the specific nature of the Maritime Institute within the structure of Gdynia Maritime University as a centre mainly focused on maritime research activity, the provisions that follow shall be implemented to ensure the stable implementation of multi-annual, comprehensive research and development projects, including, in particular, projects that are carried out on commercial terms and in a competitive environment.

## **GMU MARITIME INSTITUTE**

### **Article 1**

1. The Maritime Institute ("MI", "the Institute") is a University unit - an integral part of the Gdynia Maritime University.
2. The Maritime Institute is a scientific research institute that conducts research and scientific projects in connection with the maritime industry to which it is dedicated.
3. The MI is a self-funded unit whose primary source of income shall be its business activities. This income shall finance the employment of staff, the Institute's ongoing activities, and future technological development.

### **Article 2**

1. The Institute shall be run by a director who shall be appointed and dismissed by the Rector.
2. The specific economic and financial responsibilities of the director of the MI shall result from powers granted by the Rector.
3. The director shall prepare annually an MI Operations Plan, which shall be ratified by the Rector following consultation with the MI. The Plan may be updated during the calendar year.
4. The MI director shall also implement the part of the GMU Material and Financial Plan pertaining to the Institute.

### **Article 3**

1. The Maritime Institute Council (MIC) shall function alongside the MI as a Rectoral advisory body.
2. The MIC shall be composed of five members who are appointed and dismissed by the Rector.
3. The component members of the MIC shall be:
  - a. GMU chancellor;
  - b. GMU bursar;
  - c. a member of the University Council from outside the University community, as chosen by the University Council;

- d. a member of GMU staff as chosen by the Rector;
  - e. a member of GMU staff employed within the MI, as chosen by the director thereof at the request of the MI College.
4. The Chair of the MIC shall be a member of the University Council.
  5. Sitzings of the MIC shall be held on the dates set by the Chair of the MIC and at the request of the Rector, MI director or two members of the MIC.

#### **Article 4**

1. The responsibilities of the MIC include, in particular:
  - a. day-to-day monitoring of MI finances;
  - b. provide opinions and monitor the implementation of the MI Operations Plan, as prepared by the MI director;
  - c. carry out other tasks, including the adoption of resolutions on matters put forward by the Rector, MI director, or a member of the MIC.
2. Minutes shall be drawn up of the MIC's sittings and shall include recommendations.
3. The MIC's recommendations are adopted by an absolute majority of votes in the presence of four-fifths of the Council's statutory composition.
4. In the event of a tied vote, the Chair of the MIC shall have the casting vote.
5. Members of the Council shall attend the sittings in person.
6. MIC sittings may be held remotely in full or in part in accordance with the rules determined by the Chair thereof.