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Akademia Muzyczna
im. Stanisława Moniuszki
w Gdańsku

**Resolution No. 2/2016
Senate of Stanisław Moniuszko Academy of Music in Gdańsk
dated 25 January 2016**

**on the confirmation of the compliance of amendments to the Regulations of the Doctoral Students'
Council
of Stanisław Moniuszko Academy of Music in Gdańsk
with the Act of 27 July 2005 – Law on Higher Education
and the Statutes of Stanisław Moniuszko Academy of Music in Gdańsk**

Pursuant to Article 208(2) of the Act of 27 July 2005 on Higher Education, the Senate of Stanisław Moniuszko Academy of Music hereby resolves as follows:

§1

It is hereby confirmed that the amendments to the Regulations of the Doctoral Students' Council of Stanisław Moniuszko Academy of Music in Gdańsk, attached as an annex to this resolution, are in accordance with the Act of 27 July 2005 – the Higher Education Act and the Statutes of Stanisław Moniuszko Academy of Music in Gdańsk.

§2

This resolution shall come into force on the date of its adoption.

Annex:

Rules and Regulations of the Doctoral Students' Council at Stanisław Moniuszko Academy of Music in Gdańsk

REGULATIONS OF THE DOCTORAL STUDENTS' COUNCIL OF THE STANISŁAW MONIUSZKO ACADEMY OF MUSIC IN GDAŃSK

*approved by Resolution No. 2/2016 of the Senate
of the Stanisław Moniuszko Academy of Music in Gdańsk of 25 January 2016*

§1 General Provisions

1. The Doctoral Students' Council, hereinafter referred to as the Council, shall comprise all students of doctoral studies at the Stanisław Moniuszko Academy of Music in Gdańsk, hereinafter referred to as the University.
2. The bodies of the Council shall be the sole representatives of all doctoral students of the Academy.
3. The council shall operate on the basis of:
 - a) the Act of 27 July 2005 – Law on Higher Education (Journal of Laws No. 164, item 1365, as amended), hereinafter referred to as the Act;
 - b) the Statute of the Academy of Music of 27 June 2006, hereinafter referred to as the Academy Statute;
 - c) these Regulations of the Doctoral Students' Council, hereinafter referred to as the Regulations.
4. The Council may cooperate with national, foreign, and international organisations pursuing objectives similar to those of the Council.
5. The Academy shall provide the material resources necessary for the functioning of the Doctoral Students' Council.
6. The objectives and methods of operation of the Doctoral Students' Council are as follows:
 - a) to protect the rights of doctoral students;
 - b) to represent the interests of doctoral students within and outside the Academy;
 - c) to articulate the opinions of the doctoral student community on matters of interest to that community on its own initiative;
 - d) to participate, through its representatives, in the collegial bodies of the Academy;
 - e) to participate in decision-making processes concerning doctoral students, in particular by:
 - providing opinions on draft decisions concerning doctoral affairs;
 - cooperating with Academy authorities in activities aimed at improving educational systems and supporting the financial situation of doctoral students.
7. The Council shall pursue its objectives through resolutions.

§2 Bodies of the Council

1. The bodies of the Council shall be:
 - a) the General Meeting of Doctoral Students of the Academy, hereinafter referred to as the Meeting;
 - b) the Board of the Doctoral Students' Council, hereinafter referred to as the Board;
 - c) the Audit Committee;
 - d) the Disciplinary Committee;
 - e) the Faculty Doctoral Students' Assembly.

2. Members of the Council bodies shall perform their functions on a voluntary basis and shall not receive remuneration on that account.
3. A member of the Audit Committee may not simultaneously be a member of the Board.
4. A person may serve as a member of the same Council body for no longer than two years.
5. All resolutions of the Council bodies shall be adopted by open vote. The minutes shall be prepared for each vote and signed by the recording secretary.
6. For elections to the Council bodies to be valid, the presence of at least half of the delegates of the General Meeting of Doctoral Students of the Academy or the Faculty Doctoral Students' Assembly shall be required. If an insufficient number of members is present, a second election session shall be held at least 15 minutes after the first, and may proceed regardless of the number of members present.
7. The term of office of the Council bodies shall be two years and shall commence with the first meeting of the General Meeting of Doctoral Students of the Academy and end upon the first meeting of the General Meeting of the next term.
8. The General Assembly of Doctoral Students of the Academy shall be convened no later than **21 February** in the academic year in which the Council elections are held.

§3 Board

1. The Board shall be the executive body of the Council.
2. The Board shall direct the activities of the Council in accordance with the resolutions of the General Assembly of Doctoral Students of the Academy.
3. The Board shall be liable to the General Assembly of Doctoral Students of the Academy and shall be subject to oversight by the Audit Committee.
4. The Board shall consist of the President of the Doctoral Students' Council, the Vice-President, and the remaining members of the Board.
5. The duties of the President of the Doctoral Students' Council shall include directing the work of the Board, representing the Council before the Academy, and performing representative functions.
6. In the event that the President of the Council resigns or is otherwise unable to perform their duties, those duties shall be assumed by the Vice-President.
7. The Board shall be appointed and dismissed by the General Assembly by open vote, by a simple majority of valid votes cast, in the presence of at least one-half of those entitled to vote. Minutes of the vote shall be prepared and signed by the recording secretary. In the event of a tie (50%–50%), the President of the Council shall bear the casting vote.
8. If, during the Board's term of office, a member ceases to be a member of the Council or resigns from the Board, a by-election to fill the vacant position for the remainder of the current term of office shall be held at the next meeting of the General Assembly.
9. Elections of Board members for a new term of office should take place at the first meeting of the General Assembly.
10. Members of the Board shall be elected by the Assembly from among its members. The consent of the nominee shall be required. Candidates shall nominate themselves directly before the vote. The General Assembly shall approve candidacies by resolution adopted by open vote.
11. Meetings of the Board shall be held as necessary, upon the initiative of Board members, and shall be open to members of the Council.
12. Minutes shall be prepared for each meeting.
13. The mandate of a Board member shall expire in the event of:
 - a) expiry or loss of doctoral student status;
 - b) resignation from the mandate;

- c) dismissal by the body that appointed the member.
- 14. The powers and responsibilities of the Board shall include:
 - a) implementing resolutions of the General Assembly;
 - b) organising the work of the Council;
 - c) convening meetings of the General Assembly;
 - d) cooperating with the authorities of the Academy in matters falling within the scope of the Council's activities;
 - e) participating in decision-making processes carried out by the Academy authorities;
 - f) undertaking activities aimed at improving the situation of doctoral students and safeguarding their rights;
 - g) initiating activities that support the integration of the doctoral student community and the development of collegial cooperation among students;
 - h) administering the financial resources allocated to the Doctoral Students' Council.

§4

General Assembly

1. All doctoral students of the Academy are entitled to participate in the General Assembly of Doctoral Students of the Academy and, respectively, in the Faculty Doctoral Students' Assembly.
2. The Assembly is the legislative body of the Doctoral Students' Council.
3. The responsibilities of the General Assembly include:
 - a) determining the directions of activity of the Doctoral Students' Council;
 - b) electing and dismissing the Chairperson of the Doctoral Students' Council and the members of the Board of the Doctoral Students' Council;
 - c) electing and dismissing representatives of the Doctoral Students' Council to the Academy Senate;
 - d) electing the Audit Committee;
 - e) reviewing and approving reports of the Council;
 - f) amending the Regulations of the Doctoral Students' Council;
 - g) electing members of the Disciplinary Committee;
 - h) electing a representative to the Academy Electoral Commission and presenting that representative to the Academy Senate;
 - i) electing representatives to the Academy Electoral College, within the timeframe specified in the election schedule established by the Academy Electoral Commission.
4. Meetings of the General Assembly shall be held at times that enable participation by part-time doctoral students and meet the needs of members of the Council.
5. The General Assembly shall be convened by the Chairperson of the Doctoral Students' Council through an appropriate notice posted on the official notice board and within a timeframe that allows the information to reach all doctoral students of the Academy. In addition to such notice, all doctoral students should be informed by means of written electronic communication.
6. Minutes shall be prepared from the proceedings of the Assembly.
7. Each member of the Assembly shall have one valid vote.
8. The General Assembly is authorized to elect all bodies of the Doctoral Students' Council. Voting shall be open, and decisions shall be adopted by a simple majority of votes in the presence of at least half of those entitled to vote.
9. If fewer than the required number of members of the Council are present at the Assembly, a second election meeting shall be held no sooner than 15 minutes after the originally scheduled meeting and may proceed with those members present.

10. Representatives to the Academy Electoral College shall be elected from among doctoral students of the individual faculties in proportion to the number of doctoral students enrolled in a given faculty relative to the total number of doctoral students at the academy. The basis for the calculation shall be the number of doctoral students at the Academy and in its respective faculties as of 31 January of the final year of the term of office of the Academy authorities. Where fractional numbers occur, fractions greater than 0.5 shall be rounded up, while fractions equal to or less than 0.5 shall be rounded down.

§5

Audit Committee

1. The responsibilities of the Audit Committee shall include supervising and evaluating the activities of the bodies of the Council.
2. The Committee shall be accountable to the General Assembly.
3. Once a year, the Committee shall present to the General Assembly a report on the activities of the Board.
4. The Audit Committee shall adopt resolutions by unanimous vote in an open ballot. Minutes shall be prepared from each vote.
5. Membership in the Audit Committee may not be combined with holding any other office within the Council.
6. The Audit Committee shall elect from among its members a Chairperson who shall:
 - a) coordinate the work of the Audit Committee, including convening and chairing its meetings;
 - b) represent the Audit Committee externally.

§6

Disciplinary Committee

1. The Disciplinary committee is a body vested with disciplinary authority over the Academy's doctoral students.
2. Members of the Disciplinary Committee shall be elected by the Assembly.
3. The Disciplinary Committee shall elect from among its members the Chairperson of the Disciplinary Committee.
4. The responsibilities of the Chairperson of the Disciplinary Committee shall include organizing the work of the Committee, in particular appointing adjudicating panels, their presiding members, recorders, and hearing dates.
5. The Disciplinary Committee shall adjudicate:
 - a) at first instance, sitting as a panel of three members;
 - b) at second instance, sitting as a panel of five members.
6. A member of the Disciplinary Committee who participated in examining a case at first instance may not sit on the adjudicating panel hearing the same case at second instance.
7. Detailed rules governing proceedings before the Disciplinary committee shall be set forth in the Rules of Procedure of the Disciplinary Committee.

§7
Faculty Doctoral Students' Assembly,
Representatives of Doctoral Students on the Faculty Council,
and the Faculty Financial Assistance Committee

1. The Faculty Doctoral Students' Assembly is the body representing doctoral students of a faculty at which doctoral studies are conducted.
2. The Faculty Doctoral Students' Assembly shall elect representatives to the Faculty Council, the Faculty Electoral College, and the Faculty Financial Assistance Committee.
3. Resolutions of the Faculty Doctoral Students' Assembly shall be valid if adopted by a simple majority of votes in the presence of at least one-half of the doctoral students of the given Faculty. If fewer than the required number of members of the Council are present at the Faculty Doctoral Students' Assembly, a second election meeting shall be held no sooner than 15 minutes after the originally scheduled meeting and may proceed with those members present.

§8
Final Provisions

1. Amendments to these Regulations shall be adopted by the Assembly by a two-thirds majority of validly cast votes.
2. Proposed amendments to the Regulations shall be distributed to all members of the Assembly at least seven days before the meeting of the Assembly at which they are to be considered.
3. Matters not regulated herein shall be governed by the Act, the Academy's Statute, and other applicable provisions of law.
4. The body competent to interpret the provisions of these Regulations shall be the Audit Committee.
5. These Regulations shall enter into force on the date on which the Academy Senate confirms their compliance with the Act and the Academy's Statute.