



**Announcement No 3/2016
of the Rector of Lublin University of Technology
of 14 March 2016**

*on the promulgation of the uniform text of the Statute
of Lublin University of Technology*

Pursuant to Article 66 s. 2 of the Act of 27 July 2005 Law on Higher Education (Journal of Laws of 2012, item 572, as amended) and item 8a of Section 1, Subsection 9 of the Organisational Regulations of Lublin University of Technology, I announce the uniform text of the Statute of Lublin University of Technology appended to this Announcement including the text determined by the Announcement No 2/2016 of the Rector of Lublin University of Technology of February 18th 2016, as amended by the Senate Resolution No 13/2016/II of February 25th 2016.

R e k t o r

Prof. dr hab. inż. Piotr Kacejko

*Annex
to Announcement No 3/2016
of the Rector of Lublin University of Technology
of 14 March 2016*

LUBLIN UNIVERSITY OF TECHNOLOGY



STATUTE OF LUBLIN UNIVERSITY OF TECHNOLOGY

Lublin, 2016

STATUTE OF LUBLIN UNIVERSITY OF TECHNOLOGY

Chapter 1

GENERAL PROVISIONS

§ 1

1. Lublin University of Technology, hereinafter referred to as “the University” is a public institution of higher education founded on the grounds of the Government Resolution of 13th May 1953 as the Evening Engineering School, later transformed into the High Engineering School by the Government regulations issued on 28th April 1965. It became Lublin University of Technology on the grounds of the Government regulations of 1st August, 1977 (Journal of Laws No 28, item 120). It operates pursuant to the Act of 27th July 2005, Law on Higher Education (i.e. Journal of Laws of 2012, item 572, as amended) hereinafter referred to as “the Act”, other regulations concerning higher education, the decisions of this statute, hereinafter referred to as “the Statute”, as well as the internal normative acts issued by the University bodies.
2. According to the Act Lublin University of Technology is a legal person with its seat in Lublin.
3. Supervision over Lublin University of Technology is exercised by the Minister of Science and Higher Education.

§ 1a

Lublin University of Technology is especially entitled to:

- 1) carrying out scientific research and development activities as well as determining their directions;
- 2) cooperating with other academic and scientific units, including foreign ones, carrying out scientific research and development activities on the basis of agreements in order to obtain funds from the implementation of scientific research as well as research commercialization and in order to support mobility of researchers;
- 3) supporting the scientific research carried out by young scientists, especially through organizing competitions financed from the funds

mentioned in Art. 18, item 1, point 3 of the Act of 30th April, 2010 - on rules concerning financing science (Journal of Laws No 96, item 615 and 2011, No 84, item 455, as amended);

- 4) providing education at first cycle studies, second cycle studies, long cycle studies and doctoral studies in accordance with powers including:
 - a) determining the rules of university admission, including course admission numbers and types of studies,
 - b) determining educational curricula;
- 5) conducting postgraduate studies, training courses and further training courses;
- 6) issuing diplomas which attest the successful completion of professional education, certificates of postgraduate studies, training courses and further training courses.

§ 2

1. Lublin University of Technology is autonomous in all areas related to its activities according to the rules determined in the Act.
2. Lublin University of Technology respects the rules of freedom of education, scientific research and artistic creation.
3. The basic tasks of Lublin University of Technology include:
 - 1) educating students so that they may acquire and complement their knowledge and skills necessary for performing their professional duties;
 - 2) teaching students to take responsibility for Poland and to respect human rights and principles of democracy;
 - 3) carrying out scientific research and development activities, providing research services and transferring technology into the business sector;
 - 4) educating and promoting academic staff;
 - 5) popularizing and multiplying the achievements of science, technology and national culture, which entails publishing books, collecting supplies and admitting access to the library and information system;
 - 6) conducting postgraduate studies, courses and training courses in order for the students to acquire new skills indispensable on the labour market within the system of lifelong education;
 - 7) creating conditions for the development of physical culture among students;
 - 8) working to support local and regional communities;
 - 9) creating opportunities for disabled people to take part in:
 - a) the process of education,
 - b) scientific research.

4. When the University performs the tasks determined in section 3, it can cooperate with domestic and foreign scientific and economic institutions and can take part in creating the European education and research area.
5. The University can form an association of public universities with other institutions of the same kind for the joint performance of the tasks mentioned in s. 3.
6. On the basis of an agreement the University can form a scientific centre as a joint enterprise with other universities, scientific institutes of Polska Akademia Nauk (Polish Academy of Sciences) and research institutions, including foreign scientific units and international institutes conducting scientific research. The scientific centre shall be established by the Rector, who selects the faculty or faculties to form the centre. The University can also form a scientific centre within the confines of its own structure.
7. The tasks of the scientific centre mentioned in section 6 include:
 - 1) conducting, supporting and coordinating scientific research and development activities;
 - 2) initiating and coordinating the participation of the University and other scientific units in international research programmes;
 - 3) initiating the organisation of local apparatus centres and supervising them;
 - 4) cooperating in the organisation of local doctoral studies;
 - 5) supporting mobility of the academic staff working at the University, at scientific institutes of Polska Akademia Nauk (Polish Academy of Sciences) and at research institutes;
 - 6) developing internship programmes after obtaining doctor's degree in the institutes of the centre;
 - 7) obtaining and carrying out international research projects, the joint domestic research projects and the projects financed from the European funds.

§ 3

1. The University conducts first cycle studies, second cycle studies, long cycle studies, third cycle doctoral studies, postgraduate studies on the basis of rules determined in the Act. It conducts further training courses and may also conduct individual interfaculty studies.
2. There are both full-time and part-time studies at the University. The basic form is full-time studies.

3. The lectures at the University are open to the public.

§ 4

1. The University maintains relationships with its alumni, supports their organization, keeps alive the memory of distinguished employees, alumni and students.
2. The ways of honouring distinguished people shall be determined by the Senate.

§ 5

1. The University possesses: the emblem, the banner and the seal.
2. The University's emblem is an artistic image of an eagle placed in a ring on the white and red background with an inscription 'Politechnika Lubelska' [Lublin University of Technology]. The emblem is on the University banner. The emblem may be placed on the University premises, on printed matter and on publications, medals and badges. The specimen of the emblem is shown in Annex 1.
3. The University possesses a banner. Its obverse side is the coat of arms of the Republic of Poland on the red background in a white and red ring with the inscription 'NAUKA W SŁUŻBIE NARODU' (SCIENCE IN THE SERVICE OF THE NATION). Its reverse side is the emblem of Lublin University of Technology. The specimen of the banner is shown in Annex 2.
4. The University possesses University authorities' insignia. Specimens and descriptions of the insignia are shown in Annex 3.
5. The University seal is a round seal with the coat of arms of the Republic of Poland in the middle surrounded by an inscription 'Politechnika Lubelska' [Lublin University of Technology].
6. The Senate shall determine the use of University symbols.
7. The University faculties possess their own emblems and colours. The faculty councils shall determine the use of symbols of the faculties.
8. The University officially uses the name 'Politechnika Lubelska' (in English- „Lublin University of Technology”, in Ukrainian-Люблінська Політехніка”, in Russian - „Люблинский политехнический институт”).

§ 6

In the University there are organizations which associate students, employees, alumni and friends of the University. They function on the basis of the appropriate regulations.

§ 7

1. An academic honorary title conferred by the University is the title of doctor honoris causa.
2. The Senate shall confer the title of doctor honoris causa on a motion of the Faculty Council entitled to grant postdoctoral degree to people cooperating with the University who contributed significantly to scientific, cultural and social activities.
3. A proposal for granting the title of doctor honoris causa shall be put forward by a basic organisational unit of the University or by a group of academic teachers.
4. Having sought the opinions of the Rector and the Deans, the appropriate Faculty Council shall adopt a resolution to put forward a proposal for granting the title of doctor honoris causa, which shall be done by the Senate (it demands the majority of 3/5 in the presence of at least 3/5 of the statutory number of members).
5. Resolutions to initiate proceedings or to grant the title of doctor honoris causa shall be adopted by the Senate, which demands the majority of 3/5 in the presence of at least 3/5 of the statutory number of members. However, the resolution on granting the title of doctor honoris causa shall be adopted after obtaining 3 opinions (reviews) and adopting 2 resolutions of the Senate or scientific boards fully acquainted with the achievements of an awarded person.

§ 8

1. A distinguished scientist, cooperating with the University may be conferred the honorary title of associate professor.
2. The honorary title of associate professor may be granted upon the initiative of the Rector, the Faculty Council, a University organisational unit or a group of academic teachers.
3. Having sought the opinions of the Rector and the Deans, the appropriate Faculty Council shall adopt a resolution to put forward a proposal for granting the honorary title of associate professor.

4. The Senate shall adopt the resolution to grant the honorary title of associate professor.

Chapter 2

STRUCTURE OF THE UNIVERSITY

A. Basic organisational units

§ 9

1. University organisational units shall include: faculties, institutes, chairs, departments, independent laboratories, laboratories, research implementation units, a department of foreign languages, a library, archives, a museum, administrative and service units.
2. The University may also establish other organisational units and agencies such as subsidiaries and branch faculties.

§ 10

1. The basic organisational unit of the University is a faculty, which is responsible for organizing both educational and scientific activities as well as educating academic staff.
2. The faculty conducts at least one course of studies and carries out scientific research within at least one scientific domain.
3. University faculties include:
 - 1) Faculty of Mechanical Engineering,
 - 2) Faculty of Electrical Engineering and Computer Science,
 - 3) Faculty of Civil Engineering and Architecture,
 - 4) Faculty of Environmental Engineering,
 - 5) Faculty of Fundamentals of Technology,
 - 6) Faculty of Management.
4. Faculties shall be established, transformed and liquidated or renamed by the Rector after consulting the Senate.
5. The faculty shall be managed by the Dean. The faculty council is the highest collective body responsible for the quality of academic life at the faculty.

§ 11

The faculty includes:

- 1) institutes (their structure may include: departments, research teams, independent laboratories, laboratories)
- 2) chairs (their structure may include: departments, independent laboratories, research teams, educational teams, laboratories)
- 3) independent laboratories
- 4) laboratories

§ 12

1. The basic organisational units of a faculty are an institute and a chair, which are independent units as far as their scientific activity is concerned.
2. Decisions concerning the establishment, transformation, liquidation, division or merger of institutes and chairs shall be made by the Rector on his own initiative after consulting the faculty council, or on a motion of the Dean's application following a favourable opinion from the faculty council.

§ 13

1. A faculty may also include organisational units performing scientific, educational or service tasks other than those determined in § 11.
2. Decisions concerning the establishment, transformation, liquidation, division or merger of the units mentioned in s. 1 shall be made by the Rector on his own initiative or on a Dean's motion following a favourable opinion from the faculty council.
3. The units mentioned in s. 1 operate on the basis of regulations adopted by the faculty councils and validated by the Rector.
4. Regulations determine the subject and range of activities undertaken by the above mentioned organisational units.

B. Library and information system

§ 14

1. The University operates a library and information system. The Library is a scientific library accessible to the public.

2. The University Library is a general university unit performing scientific, educational and service tasks.
3. The rules of using the resources of the library-information system by the staff, students and doctoral fellows of the University as well as other users who are not members of the academic community, are determined by the regulations on library resources and service activities of the University Library. All users are obliged to give their name, surname, PESEL number and address.

§ 15

1. The organisational regulations of the University Library shall be issued by the Rector on a motion of the Library director following a favourable opinion from the Library council.
2. The organisational structure and the objectives of the internal organisational units of the University Library shall be determined by the organisational regulations mentioned in s. 1.
3. Internal organisational units of the University Library shall be established, transformed and liquidated by the Rector on a motion of the Library director following a favourable opinion from the Library council.

C. Other organisational units

§ 16

1. Inter-faculty units are organisational units providing educational services for basic organisational units of Lublin University of Technology:
 - 1) Department of Foreign Languages,
 - 2) Department of Physical Education and Sport.
2. The internal structure of the units mentioned in s. 1 shall be determined by the regulations issued by the Rector .

§ 17

1. The University has at its disposal general university organisational units, subordinate to the Rector, conducting specific scientific research, providing educational services or conducting economic activities:
 - 1) The Computer Centre of Lublin University of Technology,
 - 2) The Office for Promotion and Development of Lublin University of Technology,
 - 3) The Patent Attorney Office,

- 4) The Lublin Academic Business Incubator of Lublin University of Technology,
 - 5) The Lublin Centre for Technology Transfer of Lublin University of Technology,
 - 6) The Centre for Innovation and Technology Transfer of Lublin University of Technology
 - 7) The Office for International Education of Lublin University of Technology
2. The general university organisational units shall be established, transformed and liquidated by the Rector after consulting the Senate.
 3. The objectives and range of activities as well as the structures of the organisational units mentioned in s. 1 shall be determined by the regulations issued by the Rector.

§ 18

1. For better exploitation of the intellectual and technological potential of the University as well as the transfer of scientific research results to the business sector, the University can conduct a centre for technology transfer and an academic business incubator.
2. The centre for technology transfer shall be established for the sake of direct commercialization. The centre for technology transfer formed as a general university organisational unit shall function in accordance with the regulations adopted by the Senate.
3. The academic business incubator shall be established in order to support the economic activity of the academic community, both the university staff and the students who are entrepreneurs. The academic business incubator established as a general university organisational unit shall function in accordance with the regulations adopted by the Senate.
4. In the centre for technology transfer and the academic business incubator the governing boards shall be established, whose composition and powers shall be determined in their regulations.
5. Directors of the Centre for Technology Transfer and the Academic Business Incubator shall be appointed and dismissed by the Rector after consulting the Senate.
6. The manager of the Office for Development, Promotion and Cooperation of Lublin University of Technology shall be appointed and dismissed by the Rector.

§ 19

1. For the commercialization of the scientific research and development results, the University may establish a special purpose vehicle as a limited liability or public limited company. The main objective of the special purpose vehicle shall comprise acquiring shares in limited companies or establishing limited companies in order to implement or to prepare the implementation of the results of scientific research and development or the know-how concerning these results.
2. The university, on the basis of an agreement, can delegate the management of the rights concerning the results of scientific research and development to the special purpose vehicle, especially in the case of an invention, a utility model, an industrial design, an integrated circuit topography, a plant variety grown, discovered and propagated, as well as in the case of the know-how connected with these results as far as direct commercialization is concerned.
3. The dividend payout of the special purpose vehicle shall be assigned for the statutory activities of the University.
4. The special purpose vehicle shall be established by the Rector with the consent of the Senate.

§ 20

1. The special purpose vehicle may be established by Lublin University of Technology jointly with other public universities.
2. In the case mentioned in s. 1, the University may delegate the tasks determined in § 19, ss. 1 and 2 to the special purpose vehicle on the basis of a separate agreement.

§ 21

The Senate shall adopt the regulations concerning the management of copyright and industrial property rights, the regulations concerning commercialization of scientific research and development as well as the regulations of management of the research infrastructure which all determine:

- 1) the rights and duties of the University staff, the students and doctoral fellows, concerning the protection and use of copyright, related rights and industrial property rights;
- 2) the principles of remuneration of the authors;

- 3) the rules and procedures of the commercialization of research and development results;
- 4) the rules of using the University property for commercialization of the scientific research and development as well as for providing scientific research services.

§ 22

1. The administration of the University shall consist of the central administration and the administration of its organisational units carrying out both primary and associate activities.
2. The organisational units of the University central administration shall be established, transformed and liquidated by the Rector on his/her own initiative or on a motion of the Head of Finance and Administration.
3. The organisational units of administration of the faculties shall be established, transformed and liquidated by the Rector on his/her own initiative or on a motion of the respective Dean.
4. The organisational units of administration of other organisational units shall be established, transformed and liquidated by the Rector on his/her own initiative or on a motion of the director of the organisational unit.
5. Organization and the rules of functioning of the university administration shall be determined in the University Regulations issued by the Rector.

§ 23

1. The University may conduct economic activity through financially separate organizational units functioning at the University as determined in Art.13 and 14 of the Act.
2. The economic activity mentioned in s. 1 may be carried out by:
 - 1) the general university organizational units functioning on the basis of regulations issued by the Rector;
 - 2) commercial companies.
3. General University economic units shall be established, transformed and liquidated by the Rector after consulting the Senate.
4. General University economic units - as in s. 1 - may function within the following ranges: expertise, licensing, certification, approval and others.

§ 24

1. The University has its Archives which are part of the state archives resources.
2. For the preservation of the University heritage of achievements and tradition, the University may establish the University Museum.
3. The University Museum shall be established and liquidated by the Rector after consulting the Senate.
4. The Museum regulations shall be issued by the Rector after consulting the Senate.

Chapter 3

THE BODIES OF LUBLIN UNIVERSITY OF TECHNOLOGY

A. The University Collective Bodies

§ 25

The University collective bodies include: the Senate, Faculty Councils and the University Council [Konwent].

§ 26

1. The Senate shall consist of 40 senators. The members of the Senate include:
 - 1) The Rector, as the chairperson;
 - 2) The Deputy Rectors;
 - 3) The Deans;
 - 4) The chosen representatives of:
 - a) academic teachers with the scientific title of professor or the scientific degree of doktor habilitowany [a postdoctoral degree]. (2 people from each faculty);
 - b) other academic teachers (one person from each faculty and one person from the inter-faculty units);
 - c) students (at least one person from each faculty)
 - d) doctoral fellows (one person);
 - e) University employees other than academic teachers (3 people).
2. As it was determined in s. 1, academic teachers with the scientific title of professor or the scientific degree of doktor habilitowany [a postdoctoral degree] shall account for 55% of the Senate's composition, the number of representatives of other academic teachers shall stand at 17.5%, representatives of students and doctoral fellows shall account for 20% of the Senate's composition, and the representatives of employees other than academic teachers – for 7.5% of the Senate's composition. The number of representatives of students and doctoral fellows reflects the ratio between the numbers of people in these groups provided that students and doctoral fellows shall be represented by at least one person from each of those groups.
3. The meetings of the Senate shall be attended, in an advisory capacity, by: the Head of Finance and Administration, the Bursar, the director of University Library and representatives of the trade unions operating at the University (one from each union).

4. The Rector can invite other people to the Senate meetings having consulted the Senate (without the right to vote).

§ 27

1. The Senate shall take care of the quality of education and the development of the performed domains and disciplines of science.
2. The powers of the Senate – apart from the ones pointed out in the Act – shall be:
 - 1) adopting the University Statute by the majority of 2/3 of votes of the complete number of Senate members after consulting the trade unions operating at the University;
 - 2) adopting the University development strategy;
 - 3) determining the number of full-time students in individual degree programmes at the University, including the number of places for full-time students taking up more than one degree programme in a public university. The Senate shall take responsibility for the quality of education and the chances of providing the necessary means on the basis of public funds;
 - 4) determining the learning outcomes resulting from the appropriate degree programmes including degree plans for a given level and profile of education, respectively. In the case of the degree programmes mentioned in Art. 9b of the Act, the Senate resolution shall take into account educational standards determined for those degree programmes;
 - 5) conferring the title of doctor honoris causa and the honorary title of associate professor;
 - 6) assessing the University activities and approving the Rectors' annual reports of the University activities;
 - 7) adopting resolutions concerning the establishment of a branch faculty of the University;
 - 8) adopting resolutions concerning the establishment or liquidation of a given degree programme;
 - 9) determining the conditions and rules of sending employees, doctoral fellows and students to other countries with the scientific, educational and training objectives;
 - 10) adopting the regulations concerning management of copyright and related rights and industrial property rights as well as adopting the rules of commercialization of the research and development results;

- 11) determining the particular rules of charging the fees for the educational services provided by the University mentioned in Art. 99 s. 3 of the Act, including the rules and conditions of fee exemption;
- 12) determining the rules of establishing the range of duties of academic teachers, the type of educational activities within the range of those duties including the amount of educational activities for particular positions and the rules of calculating the time of educational activities.
- 13) determining the rules and system of working overtime.
- 14) determining the remuneration funds for the employees within the range of the funds at the University's disposal;
- 15) adopting the regulations of studies;
- 16) adopting the regulations of granting the Rector's awards;
- 17) approving the financial plan of the University;
- 18) approving the University's financial report in accordance with the accountancy rules;
- 19) adopting the guidelines for the plans and programmes of studies, doctoral studies, postgraduate studies and training courses;
- 20) adopting resolutions concerning other matters important for the University, determined in the Act or other normative acts, or demanding the opinion of the academic community.

§ 28

1. The Senate shall appoint standing and other committees, determining their composition and the scope of their activities on a motion of the chairmen of the committees.
2. The chairmen of the committees shall be appointed by the Rector.
3. The standing committees of the Senate shall be:
 - 1) committee on organization and development of the University,
 - 2) committee on personnel development,
 - 3) committee on education,
 - 4) committee on scientific research,
 - 5) committee on budget and finances.
4. The standing committees of the Senate draw up the work plans which are then approved by the Senate. The Committees shall, on the Rector's motion, or on their own initiative, take up the tasks which are not necessarily covered by the work plans.

§ 29

1. Ordinary meetings of the Senate shall be called by the Rector at least once every two months, except the time of the summer break in the university activities.
2. The Rector shall call an extraordinary Senate meeting on his/her own initiative or on a motion of at least 1/3 of the members of the statutory composition of the Senate. The motion shall determine the objective of the meeting. The extraordinary meeting shall be called up to 10 days from the motion.
3. The system of calling the meetings and the working procedure of the Senate, including the way of informing senators about the meetings is determined by Annex No 5.
4. The Senate meetings attendance is obligatory for its members.

§ 30

1. The Faculty Council includes:
 - 1) The Dean as the chairperson;
 - 2) Deputy Deans;
 - 3) academic teachers of the faculty with the scientific title of professor or a scientific degree of doktor habilitowany [a postdoctoral degree] who are full-time employees of the faculty up to the number 48 according to the sequence of obtaining the title or degree;
 - 4) The chosen representatives of:
 - a) other academic teachers of the faculty,
 - b) the students of the faculty,
 - c) the doctoral fellows of the faculty if the faculty conducts doctoral studies,
 - d) the faculty employees, who are not academic teachers.
2. The faculty council composition shall be as follows: the representatives of academic teachers with the scientific title of professor or the scientific degree doktor habilitowany [a postdoctoral degree] shall account for more than 50% and no more than 60% of the statutory number of the council members; the representatives of other academic teachers shall account for no less than 15%; the representatives of students and doctoral fellows shall account for no less than 20%; the representatives of employees who are not academic teachers shall account for no less than 5% of the statutory number of the council members. The number of representatives of students and doctoral fellows reflects the ratio between the numbers of people in these groups, provided that students and doctoral fellows are

represented by at least one person from each group (if the faculty conducts doctoral studies). In the case of violating these proportions the University Electoral Commission shall call complementary elections in the groups in question.

3. When the number of teachers mentioned in s. 1, point 3 exceeds 48, the composition of the council for the following term shall be chosen in elections, where the proportion of the representatives number is as follows:
 - 1) the academic teachers with the scientific title of professor or the scientific degree of doktor habilitowany [a postdoctoral degree] - 48 (60%);
 - 2) other academic teachers of the faculty - 12 (15%);
 - 3) students and doctoral fellows of the faculty if the faculty runs doctoral studies – 16 (20%) altogether;
 - 4) employees other than academic teachers -4 (5%).
4. The faculty council meetings shall be attended in an advisory capacity by the representatives of the trade unions operating in the University (one from each unit).
5. The faculty council meetings shall be attended in an advisory capacity by other people invited by the Dean.

§ 31

1. The faculty council is responsible for the quality of education and the development of the domains of science performed at the faculty.
2. The powers of the faculty council include:
 - 1) adopting general directions of the faculty activities
 - 2) adopting resolutions concerning the individual degree programmes including the plans of studies after consulting the respective body of the student government according to the guidelines determined by the Senate;
 - 3) adopting resolutions concerning the programmes of doctoral studies including the plans of doctoral studies, after consulting the respective body of the doctoral fellows' government, according to the guidelines determined by the Senate;
 - 4) adopting resolutions concerning the programmes of postgraduate studies and further training courses including the plans of postgraduate studies and further training courses, according to the guidelines determined by the Senate;
 - 5) adopting resolutions concerning the financial plan of the faculty within the confines of the University financial plan;

- 6) approving the Dean's annual report of the faculty activities;
- 7) issuing opinions concerning appointments of professors;
- 8) issuing opinions concerning the employment of other academic teachers;
- 9) putting forward proposals concerning admissions to studies and doctoral studies;
- 10) expressing opinions concerning the rules of studying according to individual plans and programmes of studies;
- 11) initiating and expressing opinions concerning the changes of the faculty structure;
- 12) adopting resolutions concerning other matters determined in the Act or in the University Statute.

§ 32

1. Faculty Councils may appoint standing and ad hoc committees, determining their composition and their scope of activity.
2. Upon motions of Deans Faculty Councils may appoint Faculty University Councils [the Polish name: konwenty wydziałów].
3. Standing committees shall develop drafts of work plans that shall be approved by the Faculty Council. Committees, on their own initiative or on a motion of the Dean, may also perform other activities not included in work plans.
4. The committee chairpersons shall be appointed by the Dean from among persons holding the academic title of professor or holding the degree of doktor habilitowany [postdoctoral degree].
5. The powers of the faculty university council shall primarily include:
 - 1) voicing the opinion about the directions of the faculty's activity;
 - 2) voicing the opinion in the matters concerning the faculty's cooperation;
 - 3) voicing the opinion in other matters submitted by the Dean;
 - 4) supporting the faculty in the activity for the benefit of its development;
 - 5) promoting activities at the faculty.
6. The Faculty University Council may include :
 - 1) representatives of local government authorities,
 - 2) representatives of industry and economic organisations as well as representatives of employers,

- 3) representatives of scientific and professional institutions and associations, representatives of other institutions cooperating with the faculty.
 - 4) faculty representatives, no more than a half of the members.
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7. The Faculty Council term corresponds to the Faculty Board term. The Council members are appointed and dismissed by the Faculty Board at the request of the Dean.
 8. The Faculty Council meetings are summoned by the Dean at least twice a year .

§ 33

1. Ordinary meetings of the Faculty Council shall be convened by the Dean at least once a month, except for the summer break from classes.
2. An extraordinary meeting of the Faculty Council shall be convened by the Dean on his/her own initiative or on a motion of at least 1/3 of the statute number of council members. The motion shall define the subject-matter of the proceedings and drafts of resolutions. An extraordinary meeting shall be convened within 10 days following the date of submission of the motion.
3. The procedure of convening meetings and the procedure of work of Faculty Councils, including the method of informing the Faculty Council members about the meetings, is stipulated in Annex No 6.
4. The presence at the Faculty Council shall be obligatory.

§ 34

1. The University Council [the Polish name: Konwent] shall be appointed and recalled by the Senate on the motion of the Rector. The University Council shall act as the Rector's consultative and advisory body.
2. The composition of the University Council shall include the representatives of:
 - 1) local government authorities and professional bodies;
 - 2) scientific, professional and creative institutions as well as associations;
 - 3) employers' organisations and the economic self-government organisations;
 - 4) entrepreneurs and financial institutions;
 - 5) University representatives , no more than a half of the members.
3. The Rector shall convene the meetings of the University Council at least twice a year.

4. The powers of the University Council shall include:
 - 1) voicing the opinion and presenting motions about the University's directions of development and teaching programmes;
 - 2) undertaking initiatives in order to establish and deepen cooperation of the University with business entities and organs of state power and local government authorities in the area of teaching students, postgraduate studies, doctoral studies as well as scientific research;
 - 3) undertaking initiatives with a view to developing student placements and internships in order to facilitate the entrance into a profession for University graduates;
 - 4) supporting the University organisationally, logistically and financially in the area of developmental undertakings, including expansion and modernisation of the facilities and equipment.

§ 35

1. The members of the University Council [the Polish name: Konwent] shall be appointed by the Senate on the motion of the Rector.
2. The term of office of the University Council shall correspond to the term of office of the Senate.
3. The chairperson of the University Council shall be elected from among members at the first meeting of the University Council on the motion of the Rector.
4. The mandate of the University Council member shall expire:
 - 1) in the event of the lapse of the term of office,
 - 2) in the event of death,
 - 3) on the date of submitting a written resignation,
 - 4) on the date of the recall by the Senate.

§ 36

The University Council [the Polish name: Konwent] shall operate in accordance with the Rules of Work for the University Council approved by the University Council.

§ 37

1. The resolutions of the Senate and Faculty Councils, except for resolutions for which other requirements are provided for in the Act, and except for

resolutions referred to in § 7 s. 4 and s. 5, in § 27 s. 2 item 1 and also in § 145 s. 2 of the Statute, shall be adopted by simple majority of votes with at least half of the statutory composition of the governing bodies present.

2. The resolutions of Faculty Councils related to the tasks within a doctoral degree conferral procedure i.e. the resolutions with regard to:
 - 1) commencing a doctoral degree conferral procedure and appointing the supervisor, the second supervisor, the co-supervisor and the auxiliary supervisor in the event of their participation in the doctoral degree conferral procedure;
 - 2) appointing reviewers;
 - 3) accepting the doctoral dissertation and admitting the doctoral candidate to its public defence;
 - 4) approving the public defence of the doctoral dissertation;
 - 5) conferring the doctoral degree,and also resolutions of Faculty Councils related to conferral or rejection of conferral of the degree of doktor habilitowany [postdoctoral degree] as well as the resolution about referring motions for conferment of the academic title of professor to the Central Committee for Degrees and Titles, shall be adopted by secret ballot, by an absolute majority of votes in the presence of at least half of the total number of persons entitled to vote.

B. Single-person governing bodies

§ 38

Single-person governing bodies of the University of Technology shall be the Rector and Deans.

§ 39

1. The Rector shall manage the activity of the Lublin University of Technology and shall represent the University externally. The Rector shall be the superior of employees, students and doctoral fellows.
2. The Rector shall make decisions in all matters concerning the Lublin University of Technology, save for those reserved by the Act and this Statute as powers of the other governing bodies of the University or powers of the Head of Finance and Administration. In particular, the powers of the Rector shall include:
 - 1) pursuing a rational staff employment policy;
 - 2) establishing, terminating and confirming the expiry of employment;

- 3) appointing and recalling directors of institutes, heads of chairs and departments on a motion of the Dean after consulting staff from relevant organizational University units and the relevant faculty council;
- 4) employing the Chancellor after consulting the Senate;
- 5) appointing and recalling the Bursar on a motion of the Head of Finance and Administration and employing the deputy Head of Finance and Administration on a motion of the Head of Finance and Administration, or on the Rector's own initiative;
- 6) supervising scientific research and scientific development of the staff of the University;
- 7) determining the scope of duties of Deputy Rectors;
- 8) developing and pursuing the development strategy of the University adopted by the Senate;
- 9) ensuring observance of the law, order and security at the University premises and supervision over the performance of defence-related tasks;
- 10) supervising the implementation and development of the University system of teaching quality assurance;
- 11) taking decisions concerning assets and economy of the University, including selling or encumbering the property up to a value not exceeding the equivalent of 250,000 euro in zlotys calculated on the basis of the average exchange rate of this currency announced by National Bank of Poland [the Polish name: Narodowy Bank Polski];
- 12) establishing, transforming and liquidating faculties, branches and branch faculties - after consulting the Senate.

§ 40¹⁾

The Lublin University of Technology shall have three Deputy Rectors: Deputy Rector for Student Affairs and two Deputy Rectors whose names shall be specified by the Rector-elect in the motion referred to in § 45 s. 1.

§ 41

1. The Dean shall manage the faculty and represent it to other governing bodies of the Lublin University of Technology and shall be the superior of employees of the faculty.
2. The Dean shall devise the development strategy of the faculty consistent with the development strategy of the University.

¹⁾ In the wording set out in § 1 of Resolution No 13/2016/II of the Senate of Lublin University of Technology dated 25th February 2016 on amending the Statute of Lublin University of Technology.

3. The powers of the Dean shall involve tasks referred to in s. 1 and s. 2 and they shall in particular involve:
 - 1) preparing the curricula of studies, including the plans of studies;
 - 2) ensuring the pursuance of the course of studies at the faculty;
 - 3) commissioning teaching;
 - 4) submitting motions, after consulting the Faculty Council, in matters concerning changes of the organisational structure of the faculty;
 - 5) submitting motions in matters of appointing directors of institutes, heads of chairs and other organizational faculty units after consulting employees of the relevant organizational faculty unit and the Faculty Council;
 - 6) monitoring operations aiming at development of research staff at the faculty;
 - 7) submitting motions for establishing employment at the faculty for the post of profesor zwyczajny [full professor] and the post of profesor nadzwyczajny [associate professor] as well as for other posts;
 - 8) pursuing resolutions of the Faculty Council, submitting motions to the Rector and reporting them during Senate meetings;
 - 9) preparing drafts of annual material and financial plans of the faculty (approved by the Faculty Council);
 - 10) determining the powers of Deputy Deans.

4. The Dean shall, for the time of his/her prolonged absence, authorise the designated by him/her Deputy Dean to perform activities referred to in § 33 s. 1 and s. 2 as well as the activities assigned to him/her as the chairperson of the Faculty Council, defined in Annex No 6 to this Statute. The authorisation shall be valid after approval of the Rector and after registering in the relevant register run by the Rector's Office and Office of University Organisation of the Lublin University of Technology [the Polish name: Biuro Rektora i Organizacji Uczelni Politechniki Lubelskiej].

§ 42

The number of Deputy Deans at the faculty shall be determined by the Faculty Council on the motion of the Dean.

Chapter 4

ELECTION OF GOVERNING BODIES OF THE LUBLIN UNIVERSITY OF TECHNOLOGY

A. Rules of election

§ 43

1. The rules and procedure for elections to collective bodies, electoral colleges and single-person governing bodies as well as for Deputy Rectors and Deputy Deans shall be stipulated in provisions of the Act, this Statute and the electoral timetable referred to in § 51 s. 1.
2. The Rector, Deputy Rectors, Deans and Deputy Deans shall be appointed by election.

§ 44

1. The Rector shall be appointed by the University Electoral College from among persons holding the academic title of professor or the degree of doktor habilitowany [postdoctoral degree]. Holding the function of the Rector shall be conditional on employment at the University as the main place of work.
2. A person holding the function of a single-person governing body at another higher education institution or being the founder of another non-public higher education institution may not hold the function of a single-person governing body or his/her deputy at the University.

§ 45

1. The election for Deputy Rectors shall be conducted by the University Electoral College on a motion of the Rector-elect from among academic teachers holding the academic title of professor or the degree of doktor habilitowany [postdoctoral degree] employed at the University as the main place of work. Holding the function of the Deputy Rector shall be conditional on employment at the University as the main place of work.
2. The candidate for the Deputy Rector for Student Affairs shall require the consent of the majority of representatives of students and doctoral fellows in the electoral body. Failure to submit a position within 7 days of the query from the chairperson of the University Electoral Commission shall be interpreted as agreement.

§ 46

Deans shall be elected by faculty electoral colleges from among academic teachers holding the academic title of professor or the degree of doktor habilitowany [postdoctoral degree] employed at the University as the main place of work. Holding the function of the Dean shall be conditional on employment at the University as the main place of work.

§ 47

Upon a motion of the Dean-elect the Faculty Electoral College shall conduct the election for Deputy Deans from among academic teachers holding at least the doctoral degree employed at the University as the main place of work. The candidate for Deputy Dean for Student Affairs shall require the consent of the majority of representatives of students and doctoral fellows in the electoral body. Failure to submit a position within 7 days of the query from the chairperson of the faculty electoral commission shall be interpreted as agreement.

§ 48

The elections to electoral bodies, collective bodies and single-person governing bodies of the University shall be conducted in compliance with the following principles:

- 1) the active electoral right shall be granted to academic teachers employed at the University as their main place of work, non-teaching staff, students and doctoral fellows of the University;
- 2) the passive electoral right shall be granted to academic teachers employed at the University as their main place of work who have not attained 67 years of age and in the case of persons holding the title of professor - 70 years of age, to non-teaching staff employed full time, to students and to doctoral fellows;
- 3) each of the voters referred to in item 1 shall be granted the right to nominate candidates;
- 4) the election shall be deemed to have been made if the candidate has received more than half of valid votes;
- 5) voting shall be secret;
- 6) the time and place of conducting the election shall be announced by the University Electoral Commission after consulting faculty electoral commissions and in accordance with the timetable referred to in § 51 at least 10 days before the planned date of the election by giving

information on the University website, on notice-boards of faculties and inter-faculty organisational units, in administrative buildings of the University as well as in Halls of Residence.

§ 48a

1. Election meetings shall be valid if they have been attended by at least 50% of persons entitled to vote.
2. If the election meeting is invalid, the subsequent meeting shall be held on the same day, however, no sooner than 30 minutes after the first election meeting has taken place. The subsequent election meeting shall not require the quorum specified in s. 1 of this paragraph. If the subsequent election is not adjudicated, the electoral commission shall repeat the procedure for the election and shall determine its timetable.
3. Votes shall be cast on ballot cards stamped with the seal of the relevant electoral commission.
4. A ballot counting committee shall draw up the minutes of every voting. The minutes shall include:
 - 1) the aim of voting,
 - 2) the number of voting,
 - 3) the number of votes cast, including the number of valid and invalid votes,
 - 4) the number of votes necessary for the election,
 - 5) the list of candidates according to the number of votes each candidate has received.
5. The outcome of the election included in the signed voting minutes shall be announced by the chairperson of the ballot counting committee.
6. Voting shall be held by putting a ballot card into the ballot box. Casting a vote for a candidate shall require marking the "X" sign whose lines intersect in the box next to the candidate's name. The vote shall be invalid if it has been cast on the ballot card on which more candidates have been marked than there are places to be filled. Invalid votes shall not be taken into account when calculating the majority of votes required in a given ballot. The format of the ballot card is described in Annex No 7a.
7. The surnames of the candidates shall be listed on ballot cards in alphabetical order.
8. Secrecy of voting in the organised ballot shall be guaranteed by chairpersons of relevant commissions.

9. Every election meeting shall require taking minutes. The minutes shall include information on the course of the proceedings and the outcome of the election meeting. The minute taker shall be designated by the chairperson of the meeting. The minutes shall be appended by minutes from particular ballots.
10. The minutes of the meeting shall be signed by the chairperson of the meeting and the minute taker.
11. The outcomes of elections of all levels shall be announced on University websites by proper electoral commissions, elections bookmark indicating the term of office, no later than on the day after the voting was held.

B. Electoral commissions and statements

§ 49

1. The elections at the University shall be organised and conducted by the University Electoral Commission and faculty electoral commissions appointed accordingly by the Senate and Faculty Councils by 31 December of the year proceeding the year when the term of office of the elected bodies of the University has finished.
2. The elections shall be conducted no later than by 30 April of the last year of the term of office of the elected bodies of the University.

§ 50

1. The University Electoral Commission shall consist of:
 - one academic teacher from each faculty,
 - two employees from non-teaching staff,
 - one representative of inter-faculty organizational units,
 - one student,
 - one doctoral fellow,
 - one representative of each trade union of the Lublin University of Technology.
2. The faculty electoral commissions shall consist of:
 - three academic teachers,
 - one employee from non-teaching staff,
 - one student,
 - one doctoral fellow (if the faculty runs doctoral studies).

3. A member of the University Electoral Commission upon submission of a written declaration on standing for election for the post of a single-person governing body of Deputy Rector or Deputy Dean shall lose the Commission membership.
4. A member of the faculty electoral commission upon submission of a written declaration on standing for election for the post of Dean or Deputy Dean shall lose the commission membership.
5. Electoral commissions shall complement their composition by co-opting after consulting the heads of units or trade union organizations from which members of the commissions referred to in s. 3 and s. 4 have been designated, with the proviso that the decision on the new composition of the University Electoral Commission must be approved by the Senate and the decision of the faculty electoral commission by the relevant Faculty Council.
6. Electoral commissions shall elect their chairpersons at their first meeting.
7. Electoral commissions shall use their own seals.

§ 51

1. The powers of the University Electoral Commission shall include:
 - 1) determining the electoral timetable no later than by January 31 of the year when the new term of office starts;
 - 2) collecting nominations for candidates for the posts of Rector and Deputy Rectors and their written consent to stand for election;
 - 3) verifying candidate nominations in terms of formal requirements;
 - 4) conducting the election campaign, including meetings of candidates for Rector and Deputy Rectors with voters;
 - 5) conducting the election for the post of Rector and Deputy Rectors;
 - 6) conducting the election of electors and representatives to the Senate from among academic teachers employed in inter-faculty organizational units and non-teaching staff;
 - 7) resolving doubts concerning matters related to the course of elections;
 - 8) resolving appeals against decisions of lower-level electoral commissions in the matter referred to in § 53 item 7 and considering motions for reconsideration of the case settled by the decision of the University Electoral Commission in the matter referred to in item 9;
 - 9) annulling the election in the case of confirmed invalid course of the election, announcing the new election and conducting it;
 - 10) securing election documentation.

2. The chairperson of the Electoral Commission shall state in writing the choice of the Rector and shall immediately notify the Minister of Science and Higher Education.

§ 52

Appeals and motions referred to in § 51 s.1 item 8 may be submitted to the University Electoral Commission in writing, with justification, by a person holding the right to vote within 3 days following the date of the contested decision.

§ 53

The powers of faculty electoral commissions shall include conducting elections at the faculties which entails:

- 1) determining the schedule of election activities at the faculty taking into account the timetable of the University Electoral Commission;
- 2) collecting nominations for candidates for the posts of Deans and Deputy Deans as well as their written consent to stand for election;
- 3) verifying the nominations of candidates in terms of formal requirements;
- 4) conducting the election campaign, including meetings of candidates for the post of Dean and Deputy Deans with voters;
- 5) conducting elections for the post of Dean and Deputy Deans;
- 6) resolving doubts concerning matters related to the course of elections;
- 7) annulling the election in the case of confirmed invalid course of the election, announcing the new election and conducting it;
- 8) securing election documentation.

§ 54

1. In the case of the absence of the candidate at the election meeting a written consent to stand for election as well as the statement of him/her holding the right to be elected shall be required. The model declaration shall constitute Annex No 7b.
2. A written statement of the candidate for the post of Rector, Deputy Rector, Dean, Deputy Dean of not holding the function of a single-person governing body at another higher education institution and of not

being a founder of a non-public higher education institution shall be required. The model declaration shall constitute Annex No 7c.

3. Candidates for the post of Deputy Rector, Dean and Deputy Dean must submit a statement confirming they are familiar with the content of Art. 129 of the Act. The model declaration shall constitute Annex No 7d.
4. The administrative and organizational support for the election shall be provided by the Rector, Deans of faculties and heads of other units in which the elections shall be conducted.

C. Electoral Colleges

§ 55

Electoral Colleges shall be chosen for four years by 15 March of each last year of the term of office of the single-person governing bodies of the University.

§ 56

1. The University Electoral College shall consist of representatives of academic teachers, doctoral fellows, students and non-teaching staff. The participation of these representatives in the composition of the University Electoral College shall be as follows:
 - 1) representatives of academic teachers holding the academic title of professor or the degree of doktor habilitowany [postdoctoral degree] shall constitute no less than 50% of the composition of the College;
 - 2) representatives of other academic teachers shall account for no more than 20% of the composition of the College;
 - 3) representatives of students and doctoral fellows shall constitute no less than 20% of the College with the proviso that students and doctoral fellows shall be represented by at least one representative from each of these groups. The number of students and doctoral fellows shall reflect the ratio between the sizes of these groups;
 - 4) representatives of non-teaching staff shall represent no more than 10% of the composition of the College.
2. The provisions of s.1 shall apply to determine the composition of electoral colleges of particular faculties.

3. The number of electors from individual groups of employees, students and doctoral fellows in the University Electoral College shall be specified in Annex No 7e. The number of elected representatives in the faculty electoral colleges is specified in Annex No 7f.
4. The election of electors from among academic teachers shall be conducted at separate meetings of persons holding the academic title of professor or the degree of doktor habilitowany [postdoctoral degree] and other academic teachers organized in individual faculties or inter-faculty organizational units and within these groups.
5. Non-teaching staff of the University shall elect electors from among their group in the general election meeting of this group of employees.
6. Students and doctoral fellows shall elect their electors in accordance with regulations of the student government and the doctoral fellows' government.

D. Election Procedure

§ 57

1. Representatives of the academic community shall be elected to the Senate in accordance with § 26, s. 1 and s. 2, in numbers indicated in Annex No 7g.
2. Representatives to the Senate from among a group of academic teachers holding the academic title of professor or holding the degree of doktor habilitowany [postdoctoral degree] shall be elected at faculty meetings of this group of employees - two persons from each faculty and from a group of other academic teachers - one person from each faculty. Inter faculty organizational units shall elect one representative from a group of academic teachers.
3. Non-academic staff of the University shall elect three representatives to the Senate in a general election meeting of this group of employees.
4. Representatives of students to the Senate shall be elected by the university body of the student government with the principle that each faculty shall have at least one representative. The representative of doctoral fellows shall be elected by the university body of the doctoral fellows' government.

§ 58

1. The representatives for the Faculty Council from a group of other academic teachers i.e. teachers not holding the academic title of professor or the degree of doktor habilitowany [a postdoctoral degree], employed at faculties shall be directly elected in the meetings at the faculties.
2. Representatives to the Faculty Council from a group of non-academic staff shall be elected at the general meeting of this group of faculty employees.
3. The representatives of students to the Faculty Council shall be elected by the student government of the relevant faculty. At the faculties which run doctoral studies the faculty body of the doctoral fellows' government shall elect their representative to the Faculty Council.

§ 59

Candidates for the Central Council of Science and Higher Education shall be elected by the Senate from among academic teachers of the University.

§ 59a

1. Election meetings of the University Electoral College convened to elect the Rector and Deputy Rectors shall be opened and chaired by a chairperson of the University Electoral Commission or his/her deputy appointed from among members of the University Electoral Commission. The election meeting of the Faculty Electoral College convened in order to elect the Dean and Deputy Deans shall be opened and conducted by the chairperson of the faculty electoral commission or his/her deputy appointed from among members of the faculty electoral commission.
2. The person referred to in s.1 shall confirm the validity of the meeting on the basis of the attendance list and shall conduct an open ballot vote to choose a ballot counting committee consisting of no fewer than 2 persons from among those present.
3. The election shall be deemed to have been made if the candidate for the post of Rector, Deputy Rector, Dean or Deputy Dean has received more than half of the valid votes.
4. If, in the first ballot, no candidate has received the required majority of valid votes, then two persons who have received the highest number of votes pass to the subsequent ballot.
5. If, in the voting outcome the requirement referred to in s. 4 is met by more than 2 candidates due to the fact that they have received the equal number

of votes, then the additional voting only for those candidates shall be conducted. The election shall be deemed to have been made if the candidate has received more than half of the valid votes.

6. Further elections shall be conducted according to the following rules:
 - 1) in the case of voting for two candidates if none of them has received the required majority of valid votes, then one candidate who has received more votes shall go to the subsequent ballot. Only one voting shall be conducted in the subsequent ballot.
 - 2) when both candidates have received the equal number of votes the voting shall be repeated only once.
7. In the case of one candidate only one ballot shall be conducted
8. The election shall be deemed to have been made if the candidate has received more than half of the valid votes.
9. If elections do not lead to the selection of the Rector-elect, then the election process shall be repeated starting with the procedure of nominating candidates.
10. After electing the Rector, the chairperson of the University Electoral Commission shall announce the outcome of the election.
11. The elections of Deputy Rectors, Deans and Deputy Deans shall be conducted according to the same rules as for electing the Rector.

§ 59b

The following special provisions shall apply to electing electors:

- 1) the number of nominated candidates shall be at least equal to the required number of electors;
- 2) in the case when the election has not been made in the first ballot a repeat ballot shall be made. There shall be no more than one more candidate for the seats to be filled in relation to the seats to be filled according to the number of received votes. If several candidates have received the same number of votes for the last place to be filled by an elector, an additional ballot for these nominations shall be conducted. The election shall be deemed to have been made if the candidate has received more than half of the valid votes;
- 3) the election meeting shall be chaired by a chairperson or a member of the relevant election commission designated by him/her who:

- shall confirm the validity of the election meeting on the basis of the attendance list;
- shall familiarize voters with the procedure of casting votes;
- shall conduct, by open ballot, the choice of the ballot counting committee consisting of 2 to 5 persons from a group of voters of a given election. The choice of the ballot counting committee shall be made after closing the list of candidates. The ballot counting committee shall consist of persons holding the right to vote. If the election of the ballot counting committee was impossible due to the absence of the above mentioned persons during the election or due to a lack of their consent to participate in the work of the ballot counting committee, other persons who were not nominated for candidates in the election or members of the faculty electoral commission or the University Electoral Commission, may be appointed to the ballot counting committee.

§59c

1. Elections in the newly created faculty shall be conducted by the faculty electoral commission appointed by the Rector proxy for faculty organization.
2. The commission referred to in s.1 shall finish its work upon the conduct of the election in the newly created faculty and shall be terminated.
3. The council of the newly created faculty shall appoint the faculty electoral commission for a period till the end of the term of office according to the principles set out in the Statute.
4. In the case when the elected member of the Senate or a member of the University Electoral College changes the place of work within the University by changing the faculty during the term of office, it is assumed that he/she shall participate in the work of these governing bodies till the end of their term of office. When other changes in the structure of the Senate occur, relevant decisions in these matters shall be taken by the Senate on the motion of the University Electoral Commission.

E. The term of office of the University governing bodies

§ 60

1. The term of office of single-person governing bodies and their deputies as well as the members of collective bodies shall last four years beginning on 1st September of the election year and shall end on 31st August of the year in which the term expires.
2. The term of office of representatives of students and doctoral fellows to collective bodies shall be defined in the Regulations of the student government and the doctoral fellows' government.
3. The mandate of a single-person governing body or a member of a collective body shall expire before the end of the term in the following cases:
 - 1) termination or expiry of employment, except the situation when a new form of employment relationship shall be established with the person exercising the mandate in a manner that there shall be no break in employment;
 - 2) imposition of a final judgement for an intentional crime;
 - 3) imposition of the disciplinary penalty referred to in Art. 140 s.1 item 4 of the Act;
 - 4) imposition of a disciplinary penalty of a reprimand;
 - 5) resignation;
 - 6) recall of a single-person governing body by the authority which has made the choice, with the proviso that the resolution of the recall shall be adopted by a majority of 3/4 votes in the presence of at least 2/3 of the statutory composition of the electoral college;

The above rule applies to the members of collective bodies mentioned in § 30 sec. 1, p. 3, respectively.

4. A written motion for a recall of the Rector may be submitted to the chairperson of the University Electoral Commission by at least half of the statutory members of the Senate. A written motion for a recall of a Dean may be submitted to the chairperson of the faculty electoral commission by at least half of the statutory members of the Faculty Council.
5. If the mandate expires before the end of the term the relevant electoral commission shall conduct a by-election within two months following the date of the resolution on additional elections adopted by the Senate (or the faculty council) according to the analogous procedure as the one used during elections at the beginning of the term.

6. The term of office of Deputy Rectors and Deputy Deans shall begin and end respectively with the beginning and end of the term of single-person governing bodies of the University.
7. The mandates of the Deputy Rectors and the Deputy Deans shall expire before the end of the term in the following cases:
 - 1) termination or expiry of employment except the situation in which a new form of employment will be established with the person exercising the mandate in a manner that there will be no break in employment;
 - 2) imposition of a final judgement for an intentional crime;
 - 3) imposition of the disciplinary penalty referred to in Art. 140 s.1, item 4 of the Act;
 - 4) imposition of a disciplinary penalty of a reprimand;
 - 5) resignation;
 - 6) recall by the authority which has made the choice with the proviso that the resolution of recall shall be passed by an absolute majority of votes in the presence of at least 2/3 of the statutory composition of the electoral college;
 - 7) loss of the right to be elected, in particular due to attaining the limiting age.
8. In the case of expiry of the mandate of a person holding a single-person governing body function before the end of the term or a suspension of such a person in performing his/her duties, the Rector shall entrust responsibilities of a single-person governing body to the designated deputy of the person only till the vacancy has been filled. If this applies to the Rector, the Senate shall entrust responsibilities to one of the Deputy Rectors by a simple majority of votes.
9. A written motion for a recall of the Deputy Rector may be submitted by the Rector and a written motion for a recall of the Deputy Rector for Student Affairs may be submitted by at least 3/4 of representatives of students and doctoral fellows sitting in the Senate. The motion for the recall of Deputy Dean may be submitted by the Dean and the written motion to recall the Deputy Dean for Student Affairs may be submitted by at least 3/4 of representatives of students and doctoral fellows sitting in the faculty council.
10. The Rector, Deputy Rectors, Deans and Deputy Deans cannot be appointed to perform the same function for more than two consecutive terms of office.
11. The same person cannot be a member of the Senate or a member of the University Council [in Polish: Konwent] for more than two consecutive

terms. This shall not apply to the members of the Senate or the members of the University Council in connection with their performance of the functions of the single-person governing body at the University as well as the Deputy Rector, if according to the Statute he/she is a member of the Senate or of the University Council.

§ 60a

Annexes from No 7a to 7g are valid for the elections of bodies for the term of office 2016-2020.

Chapter 5

RULES OF ACTIVITY AND POWERS OF ORGANISATIONAL UNITS

A. Institute

§ 61

1. An institute may be a faculty or an inter-faculty unit.
2. The task of the institute is to conduct teaching and research activity, and to train scientific personnel in a particular field of science, a discipline, or several related disciplines.
3. The establishment of an institute shall be conditional on the employment of four people holding the title of professor or the degree of doktor habilitowany [postdoctoral degree] as their main place of work, and at least the total of 16 employees.
4. If an institute for a period of two years does not meet the conditions of s. 3, the Rector shall transform the institute into a chair or chairs or liquidate it.
5. Departments, research groups, independent laboratories and laboratories can function within an institute.
6. Decisions on the establishment, transformation and liquidation of departments and laboratories are taken by the Rector on his/her own initiative or on the motion of the head of an institute approved by the Dean. In cases involving independent laboratories and other organisational units the decisions are taken by the Dean after consulting with the Faculty Council.
7. An institute may conduct the process of supervising diploma dissertation in the field of represented specialities.
8. An institute may conduct postgraduate studies and other types of courses.
9. An institute may conduct commercial research activity.

§ 62

1. The institute council appointed by the Rector on the motion of the head of the institute can function in an institute as an advisory and reference body.
2. The institute council includes:
 - 1) the head of an institute as the chairperson;
 - 2) deputy heads of an institute if they have been appointed;

- 3) the heads of departments and the employees with the title of professor or the degree of doktor habilitowany [a postdoctoral degree];
- 4) an elected representative of other academic teachers of the institute;
- 5) an elected representative of the employees who are not academic teachers.

The council may include - in an advisory capacity - invited representatives of business and scientific organisations cooperating with the institute.

3. Meetings of the institute council are attended by representatives of trade unions, if their statutory bodies operate in the institute.
4. The term of office of the head of an institute and the institute council starts on the 1st of October of the year in which the term of office of University bodies begins, and ends on the 30th of September of the year which ends their term of office, subject to § 118 sec.3.
- 5.

§ 63

1. The head of the institute shall be appointed by the Rector on the motion of the Dean after consulting employees of the institute and the Faculty Council.
2. The head of the institute may be an academic teacher holding the title of professor or the degree of doktor habilitowany [a postdoctoral degree], employed by the University as his/her main place of work.
3. The deputy heads of the institute shall be appointed and dismissed by the Rector on the motion of the head of the institute approved by the Dean. One of the deputy heads of the institute may be a full-time employee who is not an academic teacher.
4. The head of the institute may be dismissed before the end of the term of office by the Rector on the motion of the Dean after consulting the employees of the institute and the Faculty Council.
5. The scope of tasks and powers of the deputy heads of the institute are determined by the head of the institute.

§ 64

1. The head of the institute is responsible for the overall activity in the area of didactics, research and organisation of the institute.
2. The tasks of the head of the institute shall include in particular:

- 1) managing the institute and representing it to the authorities of the University;
- 2) assigning teaching tasks, providing for their high quality and continuous improvement;
- 3) organising institute activity in the field of science and commercial research;
- 4) facilitating the scientific development of employees;
- 5) ensuring labour discipline and determining responsibilities of department heads;
- 6) requesting organisational changes of the institute;
- 7) completing agreements within the scope of authority granted by the Rector;
- 8) making decisions concerning the funds allocated to the institute from the budget of the University and acquired by the institute;
- 9) supervising the management of the assigned property allocated to the institute;
- 10) requesting in the matters concerning personnel and recruitment policy of the institute;
- 11) ensuring the performance of the faculty and university works by designating appropriate staff on the motion of the Rector or Dean.

§ 65

1. The head of the department shall be appointed for the term of office of the head of the institute from among academic teachers holding an academic title or a degree, employed at the Lublin University of Technology as the main place of work.
2. In cases of staff shortage, a part-time academic teacher holding the title of professor or the degree of doktor habilitowany [a postdoctoral degree] may be appointed the head of a department.
3. The head of a department is appointed and dismissed by the Rector on the motion of the head of the institute approved by the institute board, if it was established.
4. The head of the department is responsible for the overall activity of the department.
5. The head of the laboratory is appointed and dismissed by the Rector on the motion of the head of the institute after consulting the institute board, if it was established.

§ 66

The institute has at its disposal separate material and financial resources. The property of the institute is a separate part of the property of the faculty, if it is an organisational unit of the faculty.

B. Chair

§ 67

1. A chair is a faculty unit.
2. The task of the chair is to conduct teaching and research activity within a particular discipline or speciality of science and to train the scientific personnel.
3. A chair may conduct the process of supervising diploma dissertation in the field of represented speciality.
4. The establishment of a chair shall be conditional on the employment of at least eight employees who are employed in a chair as their main place of work and at least one of them holding the title of professor or the degree of doktor habilitowany [a postdoctoral degree].
5. If a chair for a period of two years does not meet the conditions of s. 4, the Rector shall liquidate it or merge it with the unit with similar area of activity.
6. Departments, independent laboratories, laboratories and research groups can function within a chair.
7. The head of the department in a chair shall be appointed for the term of office of the head of the chair from among academic teachers holding an academic title or degree, employed at Lublin University of Technology as the main place of work.
8. Decisions on the establishment, transformation and liquidation of departments are taken by the Rector on his/her own initiative or on the motion of the Dean. In cases involving independent laboratories, laboratories and research groups the decisions are taken by the Dean after consultation with the Faculty Council.

§ 68

A chair may conduct commercial research activity.

§ 69

1. The chair council may be appointed in a chair, consisting of chair employees and representatives from outside the University, as an advisory and reference body to the head of the chair.
2. The aim of the chair council is to shape the teaching and scientific activity and to care for the staff development for the needs of industry.
3. The members of the board are appointed by the Dean on the motion of the head of the chair, who is the chairperson of this board.
4. The term of office of the head of a chair and the chair council starts on the 1st of October of the year in which the term of office of the University bodies begins, and ends on the 30th of September of the year which ends their term of office, subject to § 118 sec.3.

§ 70

1. The head of a chair shall be appointed for the term of office from among academic teachers holding the title of professor or the degree of doktor habilitowany [a postdoctoral degree] and employed at the University as the main place of work.
2. The head of a chair shall be appointed by the Rector on the motion of the Dean after consulting the employees of the chair and the Faculty Council.
3. The head of a chair may be dismissed by the Rector on the motion of the Dean after consulting the employees of the institute and the Faculty Council.
4. In duly substantiated cases the responsibilities of the head of the chair may be taken by an academic teacher holding a doctoral degree, employed by the University as the main place of work till the end of the term of office, but no longer than for two years.
5. The appointment of the acting head of the chair takes place as described in s.2.
6. The head of department in a chair is appointed and dismissed by the Rector on the motion of the head of the chair consulted with the Dean.

§ 71

1. The head of the chair is responsible for the overall activity of the chair.
2. The tasks of the head of the chair shall include in particular:

- 1) managing the chair and representing it to the authorities of the University;
- 2) assigning the teaching tasks, providing for their high quality and continuous improvement;
- 3) organising scientific and commercial research activity;
- 4) facilitating the development of research personnel;
- 5) ensuring labour discipline;
- 6) requesting to the Dean in the matters of staff recruitment, dismissal and rewarding;
- 7) requesting for establishment of organisational units in the chair;
- 8) completing agreements within the scope of authority granted by the Rector;
- 9) making decisions concerning the funds acquired by the chair and allocated to the chair from the budget of the University;
- 10) ensuring the performance of faculty and university works by designating appropriate staff on the motion of the Rector or Dean.

§ 72

The property of a chair is a separate part of the property of the faculty. The chair has separate material and financial resources at its disposal.

C. Inter-faculty department

§ 73

1. An inter-faculty department conducts teaching activity; it may also conduct research, commercial and training activity.
2. The property of inter-faculty department is a separate part of the property of the University. The inter-faculty department manages its material and financial resources according to the rules of the University.

§ 74

1. The head of the inter-faculty department may be an academic teacher employed at the University as the main place of work.
2. The head of the department shall be appointed for the term of office of the University bodies by the Rector after consulting employees of the department.

3. The head of the department may be dismissed before the end of the term of office by the Rector after consulting the employees of the department.
4. The powers of the head of the department include:
 - 1) requesting to the Rector in matters concerning internal organisational structure and staffing of the department;
 - 2) organising the teaching process and providing for its high quality;
 - 3) managing the property and funds of the department;
 - 4) requesting to the Rector for recruiting, promoting, and rewarding the employees and all other matters concerning the department;
 - 5) ensuring the performance of university works by designating the appropriate staff on the motion of the Rector or Dean.
5. The head of the department is responsible for the overall activity of the department.

§ 75

1. The inter-faculty department acts on the basis of the rules issued by the Rector.
2. The department council is elected from among the employees of a department in a manner described in its regulations.
3. The aim of the council is to shape the teaching and research activity and personnel development for department purposes.
4. The members of the council are appointed by the Rector on the motion of the head of the department.

§ 76

1. The library and information system together with the Library of the Lublin University of Technology operate at the University.
2. The Senate conducts assessment of the library and information system at least once in their term of office.
3. The Library council serves as a reference body to the Rector in the area of functioning of the library and information system of the Lublin University of Technology.
4. The Library council is appointed by the Rector after consulting the Senate.
5. The Library council consists of:
 - 1) the Director of the Library
 - 2) one representative of academic teachers from each academic faculty elected by the faculty councils;

- 3) five representatives of the employees of the library and information system elected by the general assembly of the employees;
 - 4) a student representative appointed by the university body of the student government;
 - 5) a representative of doctoral fellows appointed by the university body of the doctoral fellows' government.
6. The term of office of members of the council shall be four years and shall begin and end with the term of office of the Senate (participation of students and doctoral fellows representatives in the works of the Library council is determined in the regulations of the student government and doctoral fellows' government).

§ 77

1. The powers of the Library council shall include:
 - 1) consulting the directions of development and functioning of the library and information system according to the needs of the teaching and research process of university;
 - 2) preparing opinions concerning organisational structure of library and information system;
 - 3) preparing opinions concerning nominations of heads of organisational units of the library and candidates for qualified librarians as well as documentation and scientific information specialists;
 - 4) reviewing and consulting reports of the Director of the Library;
 - 5) expressing opinions on other matters relating to library and information system.
2. At the first meeting, the Library elects the chairperson from among the academic teachers delegated by the faculty councils.

§ 78

1. The Director of the Library is appointed by the Rector for a fixed-term period, after consulting the Senate.
2. The Rector terminates the employment contract with the Director of the Library on his/her own initiative or on the motion of the Library council, after consulting the Senate.

§ 79

1. The tasks of the Director of the Library shall include in particular:
 - 1) managing the Library and representing it to the University bodies;

- 2) managing the property and financial resources of the Library;
 - 3) supervising the activities of the university library network and submitting appropriate proposals and motions to the heads of relevant organisational units;
 - 4) submitting to the library council annual reports on his/her activities;
 - 5) submitting to the library council proposals on matters within its competence;
 - 6) presenting to the Rector the proposals concerning the staffing and structure of the library and information system.
2. The Director of the Library supervises substantive matters and is responsible for the overall activity of all units of the library and information system of the University.

E. Administration

§ 80

Administration shall ensure implementation of the University objectives by performing administrative, economic, technical and financial operations.

§ 81

1. The organisation and principles of administration activities are determined by University organisational regulations established by the Rector.
2. At least once in the term of office, the Senate on the basis of the report of the Head of Finance and Administration and the results of the management control shall assess the functioning of the administration.

§ 82

1. Head of Finance and Administration manages the administration and the economy of the University and makes decisions on University property in the course of ordinary management, with the exception of matters reserved by the law or the Statute for the Rector or other University bodies.
2. The tasks of the Head of Finance and Administration shall include:
 - 1) taking actions and making decisions to ensure the proper use of the assets of the University and their enlargement;

- 2) organising and coordinating the administrative, financial, technical and economic activities;
 - 3) implementing the personnel and payroll policy in relation to the subordinate employees;
 - 4) serving as the superior in relation to employees who are not academic teachers, not subject to other bodies of the University, and in particular to all the employees of the central administration and maintenance.
3. The Rector employs the Head of Finance and Administration and terminates the employment contract with him/her after consulting the Senate. The Head of Finance and Administration shall be accountable to the Rector for his/her activity.
 4. The detailed scope of duties and powers of the Head of Finance and Administration is defined by the Rector.
 5. Two Deputy Heads of Finance and Administration shall be appointed at the University - one of the deputies is the Bursar.
 6. The Bursar shall serve as the chief accountant of the University. The basic task of the Bursar is to ensure the adequate financial discipline within the University. The Bursar shall be held responsible for the violation of public finance discipline at the University, on the terms specified in separate regulations.
 7. Specific duties and powers of the Bursar as the chief accountant are governed by separate regulations.
 8. The Bursar is appointed and dismissed by the Rector on the motion of the Head of Finance and Administration.

F. University-wide units

a. The Computer Centre of Lublin University of Technology

§ 83

1. The Computer Centre operates at the University; its objectives and tasks are defined in the regulations established by the Rector.
2. The activities of the Computer Centre of Lublin University of Technology are supervised by the Director of the Centre.
3. The Director of the Computer Centre is appointed and dismissed by the Rector.
4. The Director of the Computer Centre is responsible for the financial management of the Centre and its compliance with all the rules and resolutions of the Computer Centre Council.

5. The Computer Centre activity is supervised by the Computer Centre Council, appointed by the Rector according to the regulations.

b. The Centre for Innovation and Technology Transfer of Lublin University of Technology

§ 85

1. The Lublin Centre for Innovation and Technology Transfer of Lublin University of Technology operates at Lublin University of Technology as a university-wide unit, hereinafter referred to as the TT Centre, whose organisation and scope of activities is defined by the regulations.
2. The activities of the TT Centre are supervised by the Director.
3. The Director of the TT Centre is appointed and dismissed by the Rector after consulting the Senate.
4. The Director of the TT Centre is responsible for Innovation and activities resulting from the regulations and resolutions of the Lublin Centre for Technology Transfer of Lublin University of Technology Council and for the financial management of the Centre.
5. The TT Centre Council, which is appointed by the Rector, supervises the activities of the TT Centre.

c. The Lublin Academic Business Incubator of Lublin University of Technology

§ 86

1. The Lublin Academic Business Incubator of Lublin University of Technology operates at Lublin University of Technology as a university-wide unit, hereinafter referred to as the Incubator, whose scope of activity, organisational structure and method of financing are specified by the regulations.
2. The activities of the Incubator are supervised by the Director.
3. The Director is appointed and dismissed by the Rector after consulting the Senate.

4. The Director of the Incubator is responsible for activities defined by the regulations, for the implementation of the resolutions of the Incubator Board, and for financial management of the Incubator.
5. The Monitoring Council of the Incubator, which is appointed by the Rector, supervises the activities of the unit.

d. Other university-wide units

Other university-wide units may operate at Lublin University of Technology.

Chapter 6

STUDIES, STUDENTS AND DOCTORAL FELLOWS

§ 87

1. Studies at Lublin University of Technology are conducted as first cycle, second cycle, long cycle, postgraduate and third cycle doctoral studies.
2. Studies are conducted as full-time or part-time studies and the number of full-time students at the University shall not be smaller than the number of part-time students.
3. The studies offer may include education with the use of distance learning methods and techniques.
4. The University Recruitment Commission for a given academic year shall be appointed by the Rector, taking into account the rule that its chairman shall be the vice-rector for students' affairs and it shall consist of the representatives of particular faculties (one person each), the representative of students and the representative of doctoral fellows.

§ 88

The person admitted to studies shall acquire student's rights upon matriculation and taking the following oath:

"Undertaking student's duties, I solemnly swear that I will:

- constantly strive to acquire knowledge and comprehensively develop my personality;
- respect academic laws, traditions and customs and show consideration for the dignity and honour of the student and the good name of the University;
- show respect for the members of the academic community, observe the rules of social interaction and the regulations valid at Lublin University of Technology".

§ 89

The person admitted to doctoral studies shall acquire doctoral fellow's rights upon taking the following oath:

"Undertaking doctoral fellow's duties, I solemnly swear that I will:

- constantly strive to comprehensively develop my personality, acquire knowledge and skills for doing scientific research and teaching classes;

- respect academic laws, traditions and customs and show consideration for the dignity and honour of the doctoral fellow and the good name of the University;
- show respect for the members of the academic community, observe the rules of social interaction and the regulations valid at Lublin University of Technology”.

§ 90

1. A student or doctoral fellow can receive financial help or Rector’s award from special scholarship funds of the University. Scholarships from this fund shall be granted after consulting the University executive body of student or doctoral fellows’ government.
2. The University supports the development of student scientific movement through conceptual, organisational and financial help.
3. The University may provide help to students and doctoral fellows in cultural and sports activities, in the forms adopted by the Senate.

§ 91

1. A student in the last year of second cycle or long cycle studies can do an internship as a preparation for undertaking the duties of an academic teacher. The decision in this matter shall be made by the faculty council on a motion of the head of the department or institute. In connection with performing the duties of the intern, the student may be granted a scholarship in the amount not higher than 30% of the lowest research assistant’s pay.
2. A student shall prepare to take the duties of an academic teacher under the supervision of the academic teacher appointed by the head of the department/institute, with at least Ph. D. degree. Within these preparations, the student is commissioned to teach classes up to 60 class hours per year. The student-intern may also perform commissioned research and organisational classes.
3. After the termination of preparations referred to in s. 2, a student-intern shall be assessed by the tutor and the head of the department/institute.

§ 92

1. For the behaviour inadequate for student’s and doctoral fellow’s dignity and for infringement of the regulations valid at the University, students and

doctoral fellows take responsibility in accordance with the rules defined in the Act.

2. The disciplinary committee for students consists of sixteen members, including eight academic teachers and eight students. The appellate disciplinary committee consists of four academic teachers and four students. The disciplinary committee for doctoral fellows consists of eight members, including four academic teachers and four doctoral fellows. The appellate disciplinary committee for doctoral fellows consists of two academic teachers and two doctoral fellows.
3. Candidates to the disciplinary committee for students and doctoral fellows and to the appellate disciplinary committee from among academic teachers shall be nominated by the Deans in the number of three from each faculty.
4. Candidates to the disciplinary committees from among students shall be nominated by the University legislative body of the student government in the number of twelve. Candidates to the disciplinary committees from among doctoral fellows shall be nominated by the University legislative body of the doctoral fellows' government in the number of six.
5. From among the candidates nominated in accordance with the guidelines set in ss. 3 and 4, the University Senate shall elect, by secret ballot, disciplinary committees and appellate disciplinary committees. The election shall take place by a majority.
6. On their first sitting, committees shall elect chairpersons and deputies. The chairperson of the committee shall be an academic teacher.
7. The term of office of the committee is four years.
8. A member of the disciplinary committee may not simultaneously be a member of the appellate disciplinary committee for students or doctoral fellows.

Chapter 7

UNIVERSITY EMPLOYEES

§ 93

The University employs academic teachers and non-teaching staff.

§ 94

Academic teachers of the University shall include:

- 1) teaching and research staff,
- 2) teaching staff,
- 3) research staff,
- 4) qualified librarians and qualified scientific information and documentation staff.

§ 95

An academic teacher of the University shall meet the requirements set out in the Act and the Statute.

§ 96

1. Teaching and research staff as well as research staff shall be employed in the following positions:
 - 1) professor,
 - 2) associate professor,
 - 3) visiting professor,
 - 4) assistant professor,
 - 5) assistant.
2. Teaching staff shall be employed in the following positions:
 - 1) senior lecturer,
 - 2) lecturer,
 - 3) teacher,
 - 4) instructor.
3. Qualified librarians and qualified scientific information and documentation staff shall be employed in the following positions:
 - 1) senior qualified custodian and senior qualified archivist,
 - 2) qualified custodian, qualified archivist,
 - 3) library adjunct, scientific information and documentation adjunct,
 - 4) library assistant, scientific information and documentation assistant.

§ 97

1. A person may be employed as a professor if he/she holds an academic title of a professor in the field specified in the contest announcement and additionally:
 - 1) holds a well-established significant position in his/her professional environment and is an acknowledged authority in a specified research field;
 - 2) significantly multiplied his/her research and teaching achievements during the employment period in a previous position;
 - 3) showed achievements in the development of research staff through supervising doctoral dissertations and reviewing motions for academic degrees or expressing opinions on motions for granting the title of a professor.

2. A person may be employed as an associate professor if he/she holds an academic degree of doktor habilitowany [a postdoctoral degree] in the field and area specified in a contest announcement or an academic title of a professor in the field specified in a contest announcement and additionally:
 - 1) has significant academic or professional achievements, confirmed by publications in renowned journals or compact publications in the form of academic monographs or academic handbooks or by the realisation of important professional projects or by received patents;
 - 2) led or participated in a team doing research within international or domestic research projects;
 - 3) shall show significant teaching achievements;
 - 4) actively participates in the process of research staff education.

3. The procedure prior to the employment of an academic teacher as an associate professor includes:
 - 1) expressing an opinion by the faculty council and a direct superior on the purposefulness of creating the position;
 - 2) meeting the requirements specified in the contest procedure, including submitting the motion by the candidate (with the statement of research, teaching and organisational achievements and a description of planned works for the coming years).

4. The procedure prior to the employment of an academic teacher as a professor includes:
 - 1) expressing an opinion by the faculty council and a direct superior on the purposefulness of creating the position;

- 2) meeting the requirements specified in the contest procedure, including submitting the motion by the candidate (with the statement of research, teaching and organisational achievements and a description of planned works for the coming years).
5. A person who does not meet the requirements set out in s. 2 may be employed as an associate professor, if he/she:
holds a doctoral degree and has significant and creative academic, professional or artistic achievements confirmed by the council of the faculty at which he/she is expected to work. The condition of employment is to obtain a positive opinion of the Central Committee for Degrees and Titles;

§ 98

1. A person who is employed at another University and holds an academic title of a professor or an academic degree of doktor habilitowany [a postdoctoral degree] may be employed as a visiting professor.
2. A person who does not meet the requirements set out in s. 1 may be employed as a visiting professor, if he/she:
holds a doctoral degree and has significant and creative academic, professional or artistic achievements confirmed by inter-University procedure (opinions in this matter are put forward by a committee appointed by the Rector) .

§ 99

1. A person may be employed in the position of an assistant professor, if he/she holds at least a doctoral degree in the field specified in a contest announcement, and additionally shall show documented academic or professional achievements and in the case of teaching and research staff also teaching achievements. The employment shall be for a specified period of time or for unspecified period of time. If the person does not hold an academic degree of doktor habilitowany [a postdoctoral degree], the employment shall be for a specified period of time.
2. The employment period in the position of an assistant professor for the person who does not hold an academic degree of doktor habilitowany [a postdoctoral degree] may not exceed eight years.
3. If the person employed in the position of an assistant professor does not receive an academic degree of doktor habilitowany [a postdoctoral degree] within the period specified in s. 2, the employment contract shall be terminated by notice.

§ 100

1. A person may be employed in the position of an assistant if he/she holds at least a master's degree or an equivalent degree in the field specified in a contest announcement. The employment shall be for a specified or unspecified period of time. If the person does not hold at least a doctoral degree, the employment shall be for a specified period of time.
2. The employment period in the position of an assistant for the person who does not hold a doctoral degree may not exceed eight years.
3. If the person employed in the position of an assistant does not receive a doctoral degree within the period specified in s. 2, the employment contract shall be terminated by notice.

§ 101

1. Qualified custodians and qualified archivists may be employed in the positions referred to in s. 2 after they meet the following requirements:
 - 1) hold a master's degree in library science and scientific information, a master's degree in another field or an equivalent degree together with a post-graduate certificate in the field of library science and scientific information;
 - 2) have a foreign language competence;
 - 3) are authors or co-authors of at least five publications in the field of library science and/or scientific information, including being authors of at least two reviewed publications;
 - 4) have teaching and organisational achievements in the field of library science and scientific information.
2. Qualified librarians and qualified scientific information and documentation staff shall be employed in the following positions:
 - 1) senior qualified custodian or senior qualified archivist if they were previously employed for at least four years in the position of a qualified custodian or qualified archivist;
 - 2) qualified custodian or qualified archivist if they worked in the position of a library adjunct or scientific information and documentation adjunct for at least four years or worked for twelve years in a scientific library;
 - 3) library adjunct or scientific and documentation information adjunct if they worked in the position of a library assistant or scientific information and documentation assistant for at least four years or worked for eight years in a scientific library;
 - 4) library assistant or scientific information and documentation assistant if they worked in a scientific library for at least six years.

§ 102

1. The time periods set out in § 99, s. 2 and § 100, s. 2 shall not include the period of:
 - 1) maternity leave, leave defined by the same rules as maternity leave, additional maternity leave, additional leave defined by the same rules as maternity leave, paternity leave, parental leave, post-maternity leave granted in accordance with the rules defined in the provisions of the Act of 26 June 1974 – Labour Code (Journal of Laws from 1998, No 21, item 94, as amended);
 - 2) sickness benefit or rehabilitation benefit in connection with incapacity for work, including the one caused by illness requiring therapeutic rehabilitation.
2. The time periods set out in § 99 and § 100 shall be suspended for the time of the leave for health reasons and unpaid leave for professional development.

§ 103

A person may be employed as a member of teaching staff if he/she has the following qualifications:

- 1) in the position of a senior lecturer – if he/she has a doctoral degree in the field specified in a contest announcement and at least eight-year professional experience as a teacher or has a master's degree or its equivalent in the scope specified in a contest announcement and at least fifteen-year professional or teaching experience in the scope related to the subject of classes;
- 2) in the position of a lecturer - if he/she has a doctoral degree in the field specified in a contest announcement or has a master's degree or its equivalent in the scope specified in a contest announcement and at least eight-year professional or teaching experience in the scope related to the subject of classes;
- 3) in the position of a teacher – if he/she has a master's degree in the philology in the scope of which he/she is expected to teach classes (a foreigner may also be employed in the position of a teacher if he/she has a diploma of completion of higher education studies);
- 4) in the position of an instructor - if he/she has a master's or engineer's degree and at least three-year professional experience in the scope related to the subject of classes (the obligation of professional experience does not apply to instructors of physical education).

§ 104

1. Employment of an academic teacher shall be secured on the basis of appointment or contract of employment. The employment of an academic teacher at Lublin University of Technology as an additional place of work shall be that of a contract of employment.
2. The employment by appointment shall apply exclusively to an academic teacher holding the title of a professor.

§ 105

1. An academic teacher of Lublin University of Technology submits a declaration in which he/she entitles a particular faculty to number him/her among minimum staff resources in one field of long-cycle studies, or in one field of first-cycle studies and second-cycle studies, or in one field of first-cycle studies only, or in one field of second-cycle studies only.
2. Additionally, an academic teacher is allowed to submit in an organisational unit of the University no more than one additional declaration entitling this unit to number him/her among minimum staff resources in one field of first-cycle studies.
3. The declarations referred to in ss. 1 and 2 shall be submitted before the beginning of the academic year, however, no later than by 30th June of the year preceding the academic year, or before the beginning of a semester in the case of changes in employment influencing minimum staff resources.
4. An academic teacher of the Lublin University of Technology shall submit a declaration in which he/she shall entitle a particular faculty to number him/her among the minimum which is referred to in Art. 6 of the Act on academic degrees and titles of March 14th 2003 and degrees and titles in the arts (i.e. Journal of Laws of 2014, item 1852).
5. An academic teacher of Lublin University of Technology shall submit a declaration for the purpose of applying by a particular faculty for financial means for statutory activities referred to in the implementing regulation to Art. 44 s. 2 of the Act of 30th April 2010 on the regulations of financing science (Journal of Laws No 96 item 615 as amended).

§ 106

1. The Rector shall establish and terminate employment with an academic teacher:
 - 1) on his own initiative after consulting the relative faculty council,
 - 2) on a motion of a Dean after consulting the relative faculty council,

- 3) on a motion of the head of an inter-faculty department after consulting the department council.
2. The employment of an academic teacher for more than a half of a full-time job for a specified or unspecified period of time shall take place after conducting an open contest, excluding the cases defined in the Act.
3. An academic teacher of Lublin University of Technology shall not be a subordinate employee to his/her spouse, relative or distant relative up to the second degree who is also employed at Lublin University of Technology. He or she shall not be a subordinate employee also to the person who is related to him/her by adoption, custody or guardianship. This shall not apply to single-person governing bodies at Lublin University of Technology who, in accordance with the Act, shall be appointed by election.

§ 107

1. The announcement of the contest referred to in §106 s. 2 shall take place upon the Rector's consent. The contest shall be announced by the Dean, while the contest committee and its chairperson shall be appointed by:
 - 1) the Dean after consulting the faculty council;
 - 2) the head of inter-faculty unit after consulting its council.
2. The contest announcement shall specify the definition of the position for which the contest is announced, qualifications of the candidate, a list of required documents, the place and deadline for their submission.
3. The contest announcement shall be placed in all faculties and inter-faculty units of Lublin University of Technology and shall be sent to other higher education institutions no later than 4 weeks before the deadline for the submission of documents. The contest announcement is placed on web pages of Lublin University of Technology, on the web pages of the Ministry supervising the University, and also on the web pages of the European Commission on the European Internet portal for mobile scientists dedicated to the publication of job offers for scientists.
4. The contest committee shall consist of the Dean, the person who is to be a direct supervisor of the candidate and at least two persons representing the same or related field of science.
5. If the contest procedure concerns the position of a professor or associate professor, then the persons in the contest committee representing the same or related field of science, should hold at least the degree of doktor habilitowany [a postdoctoral degree].
6. In case of the difference of opinion among contest committee members, the committee shall put forward a motion to the faculty council to annul the contest.

7. Contest procedure shall be concluded with the opinion of the faculty council. The Rector shall make a decision on employment, on the basis of the motion of the Dean or Head of inter-faculty unit.

§ 108

The workload of an academic teacher shall be determined by his/her teaching, research and organisational duties (weekly workload at the University premises shall not be less than 24 hours).

§ 109

A detailed scope and volume of academic teacher's duties shall be defined by the head of the institute, head of the department or inter-faculty unit. The scope and volume shall be defined before the beginning of the semester.

§ 110

Rules on establishing the scope of duties for an academic teacher, types of teaching activities within this scope, including the workload for particular positions, and rules on calculating teaching hours – shall be defined by the Senate.

§ 111

The Rector on his own initiative or on a request of an interested teacher, after consulting the Dean, may reduce the teaching workload for a given position when an academic teacher has been assigned important tasks, is conducting a research project or is performing other tasks provided in the Statute. The teaching workload of the Rector shall be defined by the Senate.

§ 112

1. Current appraisal of academic teachers shall be a duty of their direct superiors.
2. Academic teachers shall be subject to a periodic appraisal every two years or at any time on the head's motion referred to in Art. 132 s. 2 item 1 of the Act. Academic teachers holding the title of a professor employed on the basis of appointment shall be subject to a periodic appraisal once every four years. A consecutive appraisal shall not include the period which was

already appraised. An appraisal aimed at the promotion of an academic teacher shall be acknowledged as a periodic appraisal.

3. In the case of a negative appraisal, a consecutive appraisal shall be carried out at least one year after the end of the latest appraisal period.
4. To carry out a periodic appraisal of an academic teacher it shall be necessary to appoint:
 - 1) faculty appraisal committees,
 - 2) the university appraisal committee,
 - 3) the appellate appraisal committee.
5. A faculty appraisal committee shall be appointed by the faculty council on a motion of the Dean.
6. On the Rector's motion the Senate shall appoint:
 - 1) the university appraisal committee (chaired by a Deputy Rector recommended by the Rector);
 - 2) the appellate appraisal committee chaired by the Rector.
7. The university appraisal committee and faculty appraisal committees may ask an independent expert for an opinion during the appraisal of an academic teacher.
8. A person may be a member of only one appraisal committee.
9. The term of office of appraisal committees shall be four years and shall begin with the term of office of University bodies.
10. For the committees referred to in s. 6, the Senate shall appoint one representative from each trade union operating at the University.
11. Committees shall make decisions, including the formulation of appraisal, by an absolute majority of their composition.
12. Committee members shall be subject to exclusion with the force of law in matters of their own appraisal. In the case of faculty committees their composition shall be supplemented by the Dean of the relevant faculty for an appraised employee.

§113

1. A faculty appraisal committee shall appraise academic teachers at a particular faculty.
2. Academic teachers employed in organisational units of the University other than faculties and their internal units, are appraised by the University appraisal committee.
3. The appellate appraisal committee shall hear appeals against appraisals of the university appraisal committee and faculty appraisal committees.

4. The appellate appraisal committee shall notify in writing an academic teacher on the result of the filed appeal.

§ 114

1. An academic teacher is appraised on the basis of his/her achievements [whose scope is categorised into teaching, research (or artistic) and organisational activities], on the basis of proper performance of his/her duties as referred to in Art. 111 of the Act, on the basis of abiding by copyright law, related laws, and industrial property law.
2. Appraisal criteria and sources of evidence to be met included in the specimen of an appraisal sheet (consisting of an introduction and a proper sheet for particular positions) are defined in Annex No 4 to the Statute.
3. Committees shall formulate appraisals on the basis of the facts indicated in the sheets filled in by an appraised employee who is held responsible for their accuracy. In the case when a completed and signed sheet is not delivered to the relevant committee within 7 days from the call, the Dean shall fill it in on behalf of the employee, informing the Rector with a view to considering disciplinary responsibility of an appraised employee.
4. In an appeal it is possible to complement the facts indicated in the sheet with facts and evidence valid at the time of the appraised period.
5. For teaching, research and organisational activity independent partial grades shall be established according to the following scale: very good, good, satisfactory, negative. On the basis of partial grades a total grade shall be established according to the algorithm in Annex No 4. Receiving the “satisfactory” grade for research, teaching or organisational activity, excludes the overall grade “very good”. If the scope of organisational or research activity is assessed negatively, the overall grade shall also be negative. The evaluation given by students and doctoral fellows at the end of each study cycle shall not be the sole reason for a negative grade for teaching activity.
6. In the case of appraisal of teaching staff, the criteria for research activity shall not apply and this part shall be neglected.

§ 115

1. The appraisal together with conclusions shall be presented to an academic teacher by the head of an organisational unit. The fact of being acquainted with the appraisal shall be confirmed by an academic teacher with his/her signature.

2. An academic teacher shall be entitled to appeal to the appellate appraisal committee.
3. The appeal shall be filed to the appellate committee within 14 days from the day an academic teacher is presented with the appraisal by the committee; an employee who is appraised shall be informed about the possibility and the deadline of filing an appeal.
4. The appellate appraisal committee should hear the appeal within 30 days from the day of receiving the appeal and the case file.
5. The appellate appraisal committee shall uphold the appealed appraisal or shall change it in favour of an appealing academic teacher.

§ 116

1. The Rector may terminate employment with an academic teacher by notice if he/she receives a negative appraisal.
2. The Rector shall terminate employment with an academic teacher by notice if he/she receives two consecutive negative appraisals.
3. The Rector may terminate employment with an appointed academic teacher by notice for the reasons defined in Art. 124 s. 2 items 1, 2, 4 of the Act and without notice for the reasons defined in Art. 126 of the Act. The Rector may terminate employment with an appointed academic teacher also for other important reasons after consulting the Senate.

§ 117

If, in accordance with the Act, the employment contract with an academic teacher shall be terminated by the end of the semester, the end of the semester shall mean 28th/29th February or 30th June, respectively.

§118

1. The employment contract with an appointed academic teacher employed at the University shall expire by the end of the academic year in which he/she attains the age of sixty-seven provided he/she is entitled to retire. If an employee who has attained the age of sixty-seven is not entitled to retire, the expiry of employment contract shall take place at the end of the academic year in which he/she acquires the right to retire. The employment contract with an appointed academic teacher holding the title of a professor,

employed as an associate professor or as a professor at the University, shall expire at the end of the academic year in which he/she attains the age of seventy.

2. The expiry of employment contract shall be stated by the Rector.
3. Professors and academic teachers with the degree of doktor habilitowany [a postdoctoral degree] on attaining the age of seventy shall not hold the functions of heads of departments or institutes.

§ 119

The procedure for granting a holiday leave to an academic teacher shall be defined by the Senate.

§120

1. An academic teacher preparing his doctoral dissertation may obtain, if it is justified by the advancement of his/her dissertation, a paid leave of no longer than 3 months.
2. The leave mentioned in s.1 shall be granted by the Rector on a justified motion of an academic teacher provided it received a positive opinion from the Dean and the Faculty Council or the head of inter-faculty unit. The advancement of a doctoral dissertation shall be defined by the supervisor.
3. The Rector may grant an academic teacher holding at least a doctoral degree a paid sabbatical leave of no more than one year in order to do research outside the university but no more than once every seven years.
4. The leave mentioned in s. 3 shall be granted by the Rector on a justified motion of an interested employee. Before granting the leave, the Rector shall ask for opinions of the Faculty Council or of the head and council of inter-faculty unit if an employee is employed at an inter-faculty unit.
5. If the leave referred to in ss. 1 or 3 is misused, the Rector may recall the employee from the leave.
6. An academic teacher employed on a full-time basis has the right to a paid leave for health reasons in accordance with the rules defined in the Act.

§ 121

1. An academic teacher may receive unpaid leave for scientific research purposes.
2. Unpaid leave referred to in s. 1 shall be granted to:
 - 1) an academic teacher employed at a faculty - by the Rector, after considering the opinion of a direct superior and after consulting the Dean and Faculty Council;

- 2) an academic teacher employed outside a faculty - by the Rector, after consulting the council and head of a unit in which an academic teacher is employed.

§122

1. An academic teacher is liable to disciplinary responsibility according to the rules defined in the Act for the infringement of academic teacher's duties or professional dignity.
2. A disciplinary committee for academic teachers of the Lublin University of Technology consists of eleven persons including six employees employed in the position of a professor (at least one employed as full-professor), three employees from the group of remaining academic teachers, one representative of students and one representative of doctoral fellows.
3. Candidates for a disciplinary committee shall be elected by secret ballot by:
 - 1) Faculty Councils – two employees from a group of professors and one employee from a group of remaining academic teachers;
 - 2) Council of the Department of Physical Education and Sport and Council of the Department of Foreign Languages – one academic teacher from each department;
 - 3) the student government and the doctoral fellows' government appoint two persons.
The election shall be made by a majority.
4. A person who holds the function of a single-person governing body at Lublin University of Technology shall not be a member of the disciplinary committee.
5. The term of office of the disciplinary committee is four years and shall begin with the term of office of the governing bodies of Lublin University of Technology.
6. For a by-election of the committee's composition during its term of office, the procedure defined in ss. 2-4 shall be applied.

§ 123

1. Employment contracts with staff who are not academic teachers shall be signed by the Rector at the request of the head of organisational unit.
2. An employee of Lublin University of Technology who is not an academic teacher shall not be a subordinate employee to his/her spouse, relative or distant relative up to the second degree who is also employed at Lublin University of Technology. He or she shall not be a subordinate employee also to the person who is related to him/her by adoption, custody or

guardianship. This does not apply to persons who perform functions of single-person governing bodies at Lublin University of Technology and who, in accordance with the Act, are appointed by election.

§124

1. Employees of Lublin University of Technology who are not academic teachers are subject to a periodic appraisal at least once every 4 years or at any time at a supervisor's justified request.
2. The regulations defined in the Act of 26th June 1974 – Labour Code (Journal of Laws of 1988 No 21, item 94, as amended) apply to all employment contracts.
3. Employees who are not academic teachers may be granted an annual Rector's award for their professional achievements, for their exemplary performance of professional duties and also for demonstrating commitment at work.
4. The University provides funds for Rector's awards defined in s. 3 in the amount of 1% of annual means allocated by the University as payment for this group of employees.
5. Out of the award fund referred to in s. 4, a 10% reserve shall remain at Rector's direct disposal. The Rector may allot it entirely for special awards to outstanding employees, or partially allot it to Deans and heads of remaining organisational units to be divided by them.
6. The amount of each award from the fund referred to in s. 4 shall be established by the Rector after consulting the trade unions operating at the University.
7. The procedure of submitting and considering the motions for awards, their ranks and detailed criteria of granting them are defined by the Rector.

CHAPTER 8

PROPERTY OF THE UNIVERSITY AND FINANCIAL MANAGEMENT

1.A. Property of the Lublin University of Technology

§ 125

The University's assets include property and other ownership rights.

§ 126

1. Property of the University shall be recorded in accordance with applicable regulations and the provisions of the organisational regulations of the Lublin University of Technology.
2. Heads of organisational units shall be responsible for the proper and efficient use of property allocated to the units.
3. The University's assets shall be managed by the Head of Finance and Administration, and in the case of assets allocated to organisational units – the heads of these units.
4. The decision on the transfer of the components of assets to various organisational units shall be taken by the Rector or, under his/ her authority, the Head of Finance and Administration, after consulting the head of the relevant unit.

B. Financial Management

§ 127

1. The University, within the funds available to it, shall conduct independent financial management according to a material and financial plan approved by the Senate and in accordance with the provisions on public finance and accountancy.
2. The Bursar shall be held responsible for the violation of public finance discipline at the University on the terms specified in separate regulations.

§ 128

1. The financial resources for the activity of the University can be derived from:
 - 1) the state budget;

- 2) the budgets of local government units and their associations;
- 3) donations, bequests and legacies, including those of foreign origin;
- 4) fees for teaching, research and diagnostic services
- 5) the organisation of sporting and cultural events
- 6) separate business activity;
- 7) income from capital investments and bank deposits;
- 8) fees for various forms of education under the agreement between the University and ordering parties;
- 9) other sources legally permitted.

2. The University accumulates its own income on separate bank accounts.

§ 129

1. The Senate shall determine the principles of the distribution of the funds coming from the budget subsidies and allocated for teaching activity among organisational units of the University.
2. The Rector shall determine the detailed rules governing the records and allocation of costs.

§ 130

1. The resources allocated to the University shall be distributed in accordance with the rules set by the Senate within the material and financial plan.
2. The persons who were granted the resources for financing research work at the University shall have these resources at their disposal.
3. The rules of financing research activity shall be determined by the Senate.

§ 131

The University may increase financing of particular items in the material and financial plan from its own, off-budget resources.

§ 132

The University shall establish the following funds:

- 1) the capital fund
- 2) the financial support fund for students and doctoral fellows
- 3) the University development fund
- 4) other funds in accordance with separate regulations.

§ 133

1. The procedure and principles of developing a material and financial plan shall be determined by the Senate.
2. The financial resources not used in a given calendar year shall remain available to the University.

§ 134

3. The Senate shall approve the financial statements of the University in accordance with accounting regulations.
4. The Rector, with the consent of the Senate, may – depending on the financial situation, needs and capabilities of the University – impose limits on certain financial resources. This should take place no later than the adoption of the annual material and financial plan.

§ 135

1. The University shall conduct publishing activity.
2. The rules of publishing activity shall be determined by the Rector.
3. In order to ensure the coordination of the publishing activity the Rector shall appoint the Publishing Council and define its tasks.

§ 136

1. The University may conduct separate economic activity specified in Art. 7 of the Act to the extent which is justified by intellectual and financial resources and while taking into account socio-economic conditions.
2. The activity referred to in s.1 shall be conducted by the organisational units established by the Rector after consulting the Senate.
3. Organisational units established to conduct separate economic activity shall be liquidated and transformed under the procedure used for their establishment.

Chapter 9

REGULATIONS ON ASSEMBLY ORGANISATION AT LUBLIN UNIVERSITY OF TECHNOLOGY

§ 137

University employees, doctoral fellows and students have the right to organise assemblies on the University premises.

§ 138

1. It is required that the Rector give consent for an assembly.
2. The Rector shall be informed in writing of the intention to organise an assembly at least twenty-four hours before it is due to take place. In cases of justified urgency the Rector may accept a notification submitted within a shorter period of time.
3. The notification should state the following:
 - 1) the first name, surname, date of birth and address of the organiser; the name and address of the organisation on whose behalf the assembly is organised;
 - 2) the purpose and agenda of the assembly;
 - 3) a precise indication of the venue, the date, the time, the expected duration, and the expected number of participants;
 - 4) the measures taken to ensure the health and safety of the participants, fire protection and the inviolability of the University's property.
4. The organisers of assemblies shall have the duty to cooperate closely with the University's authorities and employees to ensure law and order while organising and conducting an assembly.
5. An assembly cannot be attended by persons with intoxicants, weapons, explosives and other dangerous tools.

§ 139

1. An assembly should have a chairperson who shall chair and close the assembly.
2. The organiser of the assembly shall be the chairperson, unless he/she appoints another person, or the participants elect another person with the organiser's consent.

3. The chairperson shall be responsible for the proceedings of the assembly, shall be obliged to ensure the observance of law and shall prevent anything that would jeopardise the security or public order.
4. The chairperson shall have the right to request a person who disrupts or attempts to disrupt the assembly to leave the assembly; in justified cases specified by appropriate regulations, he/she shall have the right to dissolve the assembly.
5. Upon the dissolution or closing of the assembly, its participants are obliged without unnecessary delay to leave the place where the assembly was held.

§ 140

1. The Rector or his/her representative, after notifying the organisers, shall dissolve the assembly if it runs contrary to the provisions of law.
2. In case of the decision made by the representative of the Rector, the organisers may lodge a complaint to the Rector within three days. The complaint shall be considered within three days from the date of its receipt.

§ 141

The issues connected with the order and security on the premises of the University as well as with the intervention of government services responsible for maintaining public order and internal security within the precincts of the University are regulated in Art. 227-230 of the Act.

Chapter 10

ACADEMIC TRADITIONS AT LUBLIN UNIVERSITY OF TECHNOLOGY

§ 142

1. The University is a venue for the inaugurations of the academic year and other occasional ceremonies established by the Senate.
2. During the ceremonies the academics - members of the Senate – shall wear the academic attire consisting of a gown and a biretta. Furthermore, the Rector, Deputy Rectors and Deans shall carry the insignia of their authority.
3. The University banner shall be presented during the inauguration of the academic year and other ceremonies defined by the Senate. The inauguration of the academic year and other ceremonies defined by the Senate shall be accompanied by three standard-bearers.
4. The Rector, Deputy Rectors and Deans may wear the academic attire together with the insignia during academic ceremonies held outside the University.
5. The ceremonies of matriculation, graduation, professorial appointment conferring doctoral and postdoctoral degrees, granting the title of doctor honoris causa, transferring the powers of Rector and Dean and awarding medals and distinctions shall be conducted in a solemn and ceremonial manner.

§ 143

In the case of death of an employee or a person of merit to the University, at the request of the Rector or the Deputy Rector, the flags of mourning are flown on the Rector's Office building and on the buildings connected with the work of the deceased. The Rector shall determine the form of the University's participation in the funeral ceremony.

§ 144

The University Day shall be the 13th of May (the day of founding the University in 1953). The form of its celebration shall be defined by the Senate every year.

Chapter 11

TRANSITIONAL AND FINAL PROVISIONS

§ 145

1. The right to the binding interpretation of the provisions of the Statute shall belong to the Senate.
2. The amendments to the Statute shall be adopted on the basis of a resolution of the Senate approved by a majority of at least two thirds of its composition, under the procedure for its adoption.

Annexes

1. Specimen of the emblem of Lublin University of Technology - Annex No 1
2. Specimen of the banner of Lublin University of Technology - Annex No 2
3. Specimens and descriptions of the insignia of Lublin University of Technology - Annex No 3
4. Academic teachers periodic appraisal sheets – Annex No 4
5. Mode of calling meetings and mode of Senate work of Lublin University of Technology – Annex No 5
6. Mode of calling meetings and mode of work of Faculty Councils of Lublin University of Technology – Annex No 6
7. Specimen of a voting card – Annex No 7a
8. Specimen of the statement of possessing passive electoral rights – Annex No 7b
9. Specimen of the statement of not acting in the capacity of a single-person governing body in another university or founder of a non-public university – Annex No 7c
10. Specimen of the statement of knowing the contents of Article 129 of the Act on Higher Education– Annex No 7d
11. Number of electors of Lublin University of Technology – Annex No 7e
12. Number of representatives of faculties – Annex No 7f
13. Number of elected members in the Senate – Annex No 7g

Image of the emblem of Lublin University of Technology



The emblem of Lublin University of Technology is an artistic image of an eagle in a gold crown, placed in a ring on the white and red background, with a navy blue inscription "Politechnika Lubelska" [Lublin University of Technology] on the background in burnt sienna colour.

The emblem is placed on the Lublin University of Technology banner and it can also be placed on the University premises, printed matter, banners, publications and badges.

The logo (trademark) of Lublin University of Technology is identical to the emblem of Lublin University of Technology.

The image of the banner of Lublin University of Technology

The University possesses a banner: on the red background in a ring there is the emblem of the Republic of Poland with the inscription 'NAUKA W SŁUŻBIE NARODU' (SCIENCE IN THE SERVICE OF THE NATION).



The reverse side of the banner is the emblem of Lublin University of Technology.



Specimens and descriptions of the insignia of Lublin University of Technology

The insignia of the Rector of Lublin University of Technology



The Rector's insignia are: the chain, the sceptre and the ring.

The chain is made of silver and gilded silver. On its perimeter there are three agates and the emblems of the faculties. In the centre there is the coat of arms of the City of Lublin and below it there is a crowned eagle.

The sceptre is made of silver, topped with three hexagonal rings. Each of the rings is decorated with three nephrites.

The ring is silver with a crowned eagle. It is gilded at the top.

Rector's mace



Rector's mace is topped with a round finial and four rings between which there is the coat of arms of the City of Lublin. Below there are four rings. The whole top part of the mace is made of silver.

The core of the mace is made of wood. In the central part there is a silver band. The mace is topped with a silver band.

Deputy Rectors' insignia²

The insignia of the Deputy Rectors of Lublin University of Technology are chains made of silver and gilded silver. In the middle there is the coat of arms of the City of Lublin and below there is the crowned eagle.



²

In the wording set out in §1 of the Resolution referred to in footnote No 1

Deans' insignia

The insignia of the Deans of Lublin University of Technology are chains made of silver. In the centre of the chain there is the coat of arms of the City of Lublin made of gilded silver, below it there is the emblem of the faculty.

The insignia the Dean of the Mechanical Engineering Faculty of Lublin University of Technology



The insignia of the Dean of Electrical Engineering and Computer Science Faculty of Lublin University of Technology



**The insignia of the Dean of Civil Engineering and Architecture of Lublin
University of Technology**



**The insignia of the Dean of Environmental Engineering Faculty of Lublin
University of Technology**



The insignia of the Dean of Fundamentals of Technology Faculty of Lublin University of Technology



The insignia of the Dean of Management Faculty of Lublin University of Technology



ACADEMIC TEACHERS PERIODIC APPRAISAL SHEETS INTRODUCTION

1. In research and teaching staff appraisal the following criteria of three scopes of activities shall be taken into account, i.e.:
 - teaching,
 - research (or respectively artistic),
 - organizational
 specified in periodic appraisal sheets of staff groups holding particular positions.
2. The appraisal procedure shall include: filling in the appraisal sheet, the opinion of the head of institute/department/inter-faculty organizational unit/general university organizational unit as well as the appraisal committee evaluation.
3. The research activity appraisal criterion shall consist of a number of points earned by the employee within the reporting period and calculated according to the criteria set on the basis of Art. 44 s. 2 of the Principles of Science Financing Act of 30 April 2010 (Journal of Law No 96, item 615, as amended). For the additional research activity the employee shall receive maximum up to 3 points. The points for the additional activity shall be awarded by the employee's immediate superior and the appraisal committee shall verify the legitimacy and number of awarded points.
4. The appraisal process shall take into account the points earned for achievements affiliated at the Lublin University of Technology.
5. The appraisal of employee's research activity within reporting period shall be made on the basis of the table below:

Position	Very good	Good	Satisfactory	Negative
Assistant	Lpssi ⁽¹⁾	91)s<15	61)s<9	Lp<6
Assistant professor	Lpsis ⁽²⁾	15)is<20	95)i<15	Lp<9
Associate professor with no title	Lpth ⁽²⁾	15)h <20	95)h<15	Lp<9
Professor (employed on appointment basis)	Lpmpi ⁽²⁾	30)pl<40	18)pl<30	Lp<18
Professor (working on contract of employment basis)	Lpsis ⁽²⁾	15)is<20	95)i<15	Lp<9
Research worker	Lpsea ⁽²⁾	20)ea<30	12)ea<20	Lp<12

Lp - number of points

- (1) in the first two years of assistant's employment the academic supervisor's opinion shall be decisive; if there is no publication a very good grade shall not be awarded,
- (2) including: at least one publication from list A or research project management or a patent or a monograph by up to two authors, and in case of academic teachers of architecture - artistic achievement i.e.:
 - individual premiere art exhibition abroad,
 - authorial accomplishment of an artwork, painting, sculpture, conservation work publicized and propagated abroad.

-
When the above conditions are not fulfilled a good grade shall be awarded.

If the appraisal is for a period shorter than that determined in the Statute of Lublin University of Technology scoring shall be reduced proportionally maintaining the qualitative criterion.

ACADEMIC TEACHER PERIODIC APPRAISAL SHEET
for a research worker employed
at Lublin University of Technology

I. Personal data

.....
First name and surname
.....
Period of appraisal
Year of birth Year of graduation Major.....
University
Academic degree Dispensations from discharge of duties, Internship, Leaves
.....
Faculty Institute/ Chair/ Inter-faculty Unit
.....
Head of Institute/ Head of Chair/ Head of Inter-faculty Unit Since year:.....
Other information.....
.....

II. Research activity

1. Research field/discipline/subject area of the person appraised:
.....
.....
2. Number of publications during the appraisal period (including those in press):
(bibliographical list from the LUT Library data bank should be included in the attachment)
Number of citations (LC) in period considered according to WoS database (excluding self-citations)
LC=, Hirsch Index: H=
3. Artistic achievements, exhibitions, presentations (*refers to architecture*):.....
.....
.....
.....
4. Participation in domestic and international scientific conferences (scientific papers, invited papers, communication papers) and papers presented at other institutions:
.....
.....
.....
5. Patents, utility models, implementations:.....
.....
.....
.....

6. Number of points obtained by the employee in the period concerned calculated according to criteria applied to faculty assessment:

Year	20.....	20.....	20.....	Total
Points				

7. Additional research activity (*maximum 3 points*):

- a) on-going projects and those assigned to be financed:
-
-
- b) applications submitted:
-
-
- c) co-supervision of dissertations:
-
-
- d) involvement in the work for the benefit of the academic community and environment (expert assessments and opinions, position of a member or expert of NCN, NCBiR, European Commission
-
-
- e) membership on election basis (committees, research councils, editorial panels, scientific associations authorities and other):
-
-
- f) research cooperation - domestic and international:
-
-
- g) other:
-
-

III. Organizational Activity

- 1. Participation in the work of University collective bodies:
-
-
- 2. Positions held in the teaching and educational process (deputy dean, deputy head of institute, head of studies, student year supervisor, student group supervisor, students' research group supervisor, internship supervisor, member of the University or Faculty Admissions Committee, coordinator of student international exchange programmes – in years):
-
-
-

3. Involvement in organizing conferences, editing journals and magazines:
4. Involvement in social, regional and national activities:
5. Involvement in dissemination of knowledge and culture (popular science publications, lectures, participation in scientific and artistic events, exhibitions and presentations):
6. Other:

I hereby certify that the information provided above is true.

Lublin, date.....

.....
Signature of the employee appraised

IV. Opinion of the Head of Institute/Head of Chair/Head of Inter-faculty Unit.

1. Research activity:
 - a) number of points according to table point II subpoint 6:.....
 - b) number of points awarded for additional research work under point II subpoint 7 (0-3 points):

Overall grade for research work based on the sum of points a + b* and the table: Annex 4, point 4.
very good; good; satisfactory; negative

2. Organizational Activity very good; good; satisfactory; negative

VI. Opinion of the Appellate Appraisal Committee

.....
.....
.....
.....

First names, surnames and signatures of the Appellate Appraisal Committee members:

.....
.....
.....
.....
.....
.....

Lublin, date

** circle as appropriate*

I acknowledge that I have been acquainted with the appraisal of the Appellate Appraisal Commission and I accept the same.

Lublin, date

.....
Signature of the person appraised

Lublin, date

.....
Rector's signature

**ACADEMIC TEACHER PERIODIC APPRAISAL SHEET
for professor employed on appointment basis
at Lublin University of Technology**

I. Personal data

.....

.....

First name and surname Period of appraisal

Year of birth..... Year of graduation Major.....

University

Academic degree Position..... Dispensations from discharge of duties,
Internship, Leaves.....

.....

Faculty Institute/ Chair/ Inter-faculty Unit

.....

Head of Institute/ Head of Chair/ Head of Inter-faculty Unit Since year:.....

Other information.....

.....

II. Teaching Activity

1. Classes (course title, class type, number of hours – in years)
 - a) conducted in Polish:
 -
 - b) conducted in a foreign language:
 -
2. Classroom Inspection Results (positive, with reservations, negative):
-

3. Results of Students Evaluation Questionnaire:

Course Title	Class Type	Academic Year	Semester	Final Class Evaluation
1	2	3	4	5

4. Participation in proceedings for the grant of academic degrees during the appraisal period:
 - a) number of graduates promoted –
 - b) number of thesis reviews –
5. Active involvement in procurement of means for funding of research project (domestic and international):

6. Participation in preparation of the educational process during the appraisal period (manuals, textbooks, syllabi, laboratories, teaching aids):
7. Domestic and international cooperation concerning the teaching process:
8. Participation in education process quality enhancement:
9. Awards and distinctions for teaching achievements:
10. Publications on teaching – articles, conference reports, organization of educational conferences/ seminars:
11. Other information concerning teaching activity (including credentials upgrading):

III. Research Activity

1. Research field/ discipline/ subject area of the person appraised:
2. Number of publications during the appraisal period (including those in press):
(bibliographical list from the LUT Library data bank should be included in the attachment)
 Number of citations in the period considered according to WoS database (excluding self-citations)
 LC=....., Hirsch index: H =
3. Artistic achievements, exhibitions, presentations (*refers to architecture*):
4. Participation in domestic and international scientific conferences (scientific papers, invited papers, communication papers) and papers presented at other institutions:
5. Patents, utility models, implementations:

6. Number of points obtained by the employee in the period concerned, calculated according to the criteria applied to faculty assessment:

Year	20.....	20.....	20.....	Total
Points				

7. Additional research activity (*maximum 3 points*):

- a) on-going projects and those assigned to be financed:
-
-
-
- b) applications submitted:
-
-
- c) supervision or co-supervision of dissertations:
-
-
- d) involvement in the work for the benefit of the academic community and environment (expert assessments and opinions, position of a member or expert of NCN, NCBiR, European Commission)
-
-
- e) membership on election basis (committees and research councils, editorial panels, scientific associations authorities and other):
-
-
- f) research cooperation – domestic and international:
-
-
-
- g) other:
-
-
-

IV. Organizational Activity

- 1. Participation in the work of University collective bodies:
-
- 2. Positions held in the teaching and educational process (student year supervisor, student group supervisor, students' research group supervisor, internship supervisor, member of the University or Faculty Admissions Committee, coordinator of student international exchange programmes – in years):
-
-

-
3. Involvement in organizing conferences, editing journals and magazines:
 -
 -
 4. Involvement in social, regional and national activities:
 -
 5. Involvement in dissemination of knowledge and culture (popular science publications, lectures, participation in scientific and artistic events, exhibitions and presentations):
 -
 -
 6. Other:
 -

I hereby certify that the information provided above is true.

Lublin, date.....

.....
Signature of the employee appraised

V. Opinion of the Head of Institute/ Head of Chair /Head of Interfaculty Unit.

1. Teaching Activity*:
(considering classroom inspection results and student evaluations): very good; good; satisfactory; negative
2. Research Activity*:
 - a) number of points in the table point III subpoint 6:
 - b) number of points awarded for additional research work under point III subpoint 7
(0-3 points):

Overall grade for research work based on the sum of points a+b* and the table Annex 4 point 4.

very good; good; satisfactory; negative

3. Organizational Activity*: very good; good; satisfactory; negative

Opinion concerning organizational activity of Director /Head concerning the organizational activity:

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Lublin, date

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Signature of Director/Head of organizational unit

* circle as appropriate

I acknowledge that I have been acquainted with the opinion of my superior and I accept the same.

Lublin, date

.....
Signature of the person appraised

VI. Overall grade of the Appraisal Committee

- 1. Teaching Activity*: *(including the results of classroom inspection and students evaluation)*
very good; good; satisfactory; negative
- 2. Research Activity*:
very good; good; satisfactory; negative
- 3. Organizational Activity*:
very good; good; satisfactory; negative

Overall appraisal*: very good; good; satisfactory; negative
(Expressed as an arithmetic mean, with a reservation that in the event of a negative appraisal of the research or teaching activity, the overall appraisal is negative)

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First names, surnames and signatures of the Appraisal Committee members:

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Lublin, date

I acknowledge that I have been acquainted with the opinion of the Appraisal Commission and I accept the same.

Lublin, date

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Signature of the person appraised

** circle as appropriate*

VII. Opinion of the Appellate Appraisal Committee

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First names, surnames and signatures of the Appellate Appraisal Committee members:

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Lublin, date

I acknowledge that I have been acquainted with the appraisal of the Appellate Appraisal Commission and I accept the same.

Lublin, date

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Signature of the person appraised

Lublin, date

.....
Rector's Signature

ACADEMIC TEACHER PERIODIC APPRAISAL SHEET
for associated professor employed on contract at Lublin University of Technology

I. Personal data

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First name and surname Period of appraisal

Year of birth Year of graduation Major

University

Academic degree Dispensations from discharge of duties, Internship, Leaves

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Faculty Institute/ Chair/ Inter-faculty Unit

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Head of Institute/ Head of Chair/ Head of Inter-faculty Unit Since year:

Other information

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II. Teaching Activity

1. Classes (course title, class type, number of hours – in years)

- a) conducted in Polish:
-
- b) conducted in a foreign language:
-

2. Classroom Inspection Results (positive, with reservations, negative):

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3. Results of Students Evaluation Questionnaire:

Course Title	Class Type	Academic Year	Semester	Final Class Evaluation
1	2	3	4	5

4. Participation in proceedings for the grant of academic degrees during the appraisal period:

- c) number of graduates promoted –
- d) number of thesis reviews –

5. Active involvement in procurement of means for funding of research project (domestic and international):

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6. Participation in preparation of the educational process during the appraisal period (manuals, textbooks, syllabi, laboratories, teaching aids):
7. Domestic and international cooperation concerning the teaching process:
8. Participation in education process quality enhancement:
9. Awards and distinctions for teaching achievements:
10. Publications on teaching – articles, conference reports, organization of educational conferences/ seminars:
11. Other information concerning teaching activity (including credentials upgrading):

III. Research Activity

1. Research field/ discipline/ subject area of the person appraised:
2. Number of publications during the appraisal period (including those in press):
(bibliographical list from the LUT Library data bank should be included in the attachment)
 Number of citations in the period considered according to WoS database (excluding self-citations)
 LC=....., Hirsch index: H =
3. Artistic achievements, exhibitions, presentations (*refers to architecture*):

4. Participation in domestic and international scientific conferences (scientific papers, invited papers, communication papers) and papers presented at other institutions:

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5. Patents, utility models, implementations:

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6. Number of points obtained by the employee in the period concerned, calculated according to the criteria applied to faculty assessment:

Year	20....	20....	20.....	Total
Points				

7. Additional research activity (*maximum 3 points*):

a) on-going projects and those assigned to be financed:

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b) applications submitted:

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c) supervision or co-supervision of dissertations:

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d) involvement in the work for the benefit of the academic community and environment (expert assessments and opinions, position of a member or expert of NCN, NCBiR, European Commission)

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e) membership on election basis (committees and research councils, editorial panels, scientific associations authorities and other):

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f) research cooperation – domestic and international:

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g) other:

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IV. Organizational Activity

1. Participation in the work of University collective bodies:
2. Positions held in the teaching and educational process (student year supervisor, student group supervisor, students' research group supervisor, internship supervisor, member of the University or Faculty Admissions Committee, coordinator of student international exchange programmes – in years):
3. Involvement in organizing conferences, editing journals and magazines:
4. Involvement in social, regional and national activities:
5. Involvement in dissemination of knowledge and culture (popular science publications, lectures, participation in scientific and artistic events, exhibitions and presentations):
6. Other:

I hereby certify that the information provided above is true.

Lublin, date.....

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Signature of the employee appraised

V. Opinion of the Head of Institute/ Head of Chair /Head of Interfaculty Unit.

1. Teaching Activity*:
(considering classroom inspection results and student evaluations): very good; good; satisfactory; negative
2. Research Activity*:
 - a) number of points in the table point III subpoint 6:
 - b) number of points awarded for additional research work under point III subpoint 7 (0-3 points):

Overall grade for research work based on the sum of points a+b* and the table Annex 4 point 4.

very good; good; satisfactory; negative

3. Organizational Activity*: very good; good; satisfactory; negative

*circle as appropriate

Opinion concerning organizational activity of Director /Head concerning the organizational activity:

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Lublin, date
Signature of Director/Head of organizational unit

I acknowledge that I have been acquainted with the opinion of my superior and I accept the same.
Lublin, date
Signature of the person appraised

VI. Overall grade of the Appraisal Committee

- 1. Teaching Activity*: *(including the results of classroom inspection and students evaluation)*
very good; good; satisfactory; negative
- 2. Research Activity*:
very good; good; satisfactory; negative
- 3. Organizational Activity*:
very good; good; satisfactory; negative

Overall appraisal*: very good; good; satisfactory; negative
(Expressed as an arithmetic mean, with a reservation that in the event of a negative appraisal of the research or teaching activity, the overall appraisal is negative)

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First names, surnames and signatures of the Appraisal Committee members:

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Lublin, date

I acknowledge that I have been acquainted with the opinion of the Appraisal Commission and I accept the same.

Lublin, date
Signature of the person appraised

* circle as appropriate

VII. Opinion of the Appellate Appraisal Committee

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First names, surnames and signatures of the Appellate Appraisal Committee members:

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Lublin, date

I acknowledge that I have been acquainted with the appraisal of the Appellate Appraisal Commission and I accept the same.

Lublin, date

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Signature of the person appraised

Lublin, date

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Rector's Signature

ACADEMIC TEACHER PERIODIC APPRAISAL SHEET
for assistant professor employed
at Lublin University of Technology

I. Personal data

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First name and surname Period of appraisal

Year of birth Year of graduation Major

University

Academic degree Dispensations from discharge of duties, Internship, Leaves

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Faculty Institute/ Chair/ Inter-faculty Unit

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Head of Institute/ Head of Chair/ Head of Inter-faculty Unit Since year:

Other information

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II. Teaching Activity

1. Classes (course title, class type, number of hours – in years)
 - a) conducted in Polish:
 -
 - b) conducted in a foreign language:
 -
2. Classroom Inspection Results (positive, with reservations, negative):
-
3. Results of Students Evaluation Questionnaire:

Course Title	Class Type	Academic Year	Semester	Final Class Evaluation
1	2	3	4	5

4. Participation in proceedings for the grant of academic degrees during the appraisal period:
 - a) number of graduates promoted –
 - b) number of thesis reviews –
5. Active involvement in procurement of means for funding of research project (domestic and international)::
-

6. Participation in preparation of the educational process during the appraisal period (manuals, textbooks, syllabi, laboratories, teaching aids):
7. Domestic and international cooperation concerning the teaching process:
8. Participation in education process quality enhancement:
9. Awards and distinctions for teaching achievements:
10. Publications on teaching – articles, conference reports, organization of educational conferences/ seminars:
11. Other information concerning teaching activity (including credentials upgrading):

III. Research Activity

1. Research field/ discipline/ subject area of the person appraised:
2. Number of publications during the appraisal period (including those in press):
(bibliographical list from the LUT Library data bank should be included in the attachment)
 Number of citations in the period considered according to WoS database (excluding self-citations)
 LC=....., Hirsch index: H =
3. Artistic achievements, exhibitions, presentations (*refers to architecture*):

4. Participation in domestic and international scientific conferences (scientific papers, invited papers, communication papers) and papers presented at other institutions:

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5. Patents, utility models, implementations:

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6. Number of points obtained by the employee in the period concerned, calculated according to the criteria applied to faculty assessment:

Year	20....	20....	20.....	Total
Points				

7. Additional research activity (*maximum 3 points*):

a) on-going projects and those assigned to be financed:

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b) applications submitted:

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c) co-supervision of dissertations:

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d) involvement in the work for the benefit of the academic community and environment (expert assessments and opinions, position of a member or expert of NCN, NCBiR, European Commission)

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e) membership on election basis (committees and research councils, editorial panels, scientific associations authorities and other):

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f) research cooperation – domestic and international:

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g) other:

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IV. Organizational Activity

1. Participation in the work of University collective bodies:
2. Positions held in the teaching and educational process (student year supervisor, student group supervisor, students' research group supervisor, internship supervisor, member of the University or Faculty Admissions Committee, coordinator of student international exchange programmes – in years):
3. Involvement in organizing conferences, editing journals and magazines:
4. Involvement in social, regional and national activities:
5. Involvement in dissemination of knowledge and culture (popular science publications, lectures, participation in scientific and artistic events, exhibitions and presentations):
6. Other:

I hereby certify that the information provided above is true.

Lublin, date.....

.....
Signature of the employee appraised

V. Opinion of the Head of Institute/ Head of Chair /Head of Interfaculty Unit.

1. Teaching Activity*:
(considering classroom inspection results and student evaluations): very good; good; satisfactory; negative
2. Research Activity*:
 - a) number of points in the table point III subpoint 6:
 - b) number of points awarded for additional research work under point III subpoint 7 (0-3 points):

Overall grade for research work based on the sum of points a+b* and the table Annex 4 point 4.

very good; good; satisfactory; negative

3. Organizational Activity*: very good; good; satisfactory; negative

*circle as appropriate

Opinion concerning organizational activity of Director /Head concerning the organizational activity:

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Lublin, date

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Signature of Director/Head of organizational unit

I acknowledge that I have been acquainted with the opinion of my superior and I accept the same.

Lublin, date

.....
Signature of the person appraised

VI. Overall grade of the Appraisal Committee

1. Teaching Activity*: (including the results of classroom inspection and students evaluation)

very good; good; satisfactory; negative

2. Research Activity*:

very good; good; satisfactory; negative

3. Organizational Activity*:

very good; good; satisfactory; negative

Overall appraisal*:

very good; good; satisfactory; negative

(Expressed as an arithmetic mean, with a reservation that in the event of a negative appraisal of the research or teaching activity, the overall appraisal is negative)

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First names, surnames and signatures of the Appraisal Committee members:

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Lublin, date

I acknowledge that I have been acquainted with the opinion of the Appraisal Commission and I accept the same.

Lublin, date

.....
Signature of the person appraised

** circle as appropriate*

VII. Opinion of the Appellate Appraisal Committee

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First names, surnames and signatures of the Appellate Appraisal Committee members:

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Lublin, date

I acknowledge that I have been acquainted with the appraisal of the Appellate Appraisal Commission and I accept the same.

Lublin, date

.....
Signature of the person appraised

Lublin, date

.....
Rector's Signature

**ACADEMIC TEACHER PERIODIC APPRAISAL SHEET
for an assistant employed
at Lublin University of Technology**

I. Personal data

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First name and surname Period of appraisal

Year of birth Year of graduation Major.....

University

Academic degree Dispensations from discharge of duties, Internship, Leaves

.....

Faculty Institute/ Chair/ Inter-faculty Unit

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Head of Institute/ Head of Chair/ Head of Inter-faculty Unit Since year:.....

Other information

.....

II. Teaching Activity

1. Classes (course title, class type, number of hours – in years)
 - a) conducted in Polish:
 -
 - b) conducted in a foreign language:
 -
2. Classroom Inspection Results (positive, with reservations, negative):
-
3. Results of Students Evaluation Questionnaire:

Course Title	Class Type	Academic Year	Semester	Final Class Evaluation
1	2	3	4	5

4. Participation in proceedings for the grant of academic degrees during the appraisal period:
 - a) number of graduates promoted –
 - b) number of thesis reviews –
5. Active involvement in procurement of means for funding of research project (domestic and international)::
-

6. Participation in preparation of the educational process during the appraisal period (manuals, textbooks, syllabi, laboratories, teaching aids):
7. Domestic and international cooperation concerning the teaching process:
8. Participation in education process quality enhancement:
9. Awards and distinctions for teaching achievements:
10. Publications on teaching – articles, conference reports, organization of educational conferences/ seminars:
11. Other information concerning teaching activity (including credentials upgrading):

III. Research Activity

1. Research field/ discipline/ subject area of the person appraised:
2. Number of publications during the appraisal period (including those in press):
(bibliographical list from the LUT Library data bank should be included in the attachment)
 Number of citations in the period considered according to WoS database (excluding self-citations)
 LC=....., Hirsch index: H =
3. Artistic achievements, exhibitions, presentations (*refers to architecture*):

4. Participation in domestic and international scientific conferences (scientific papers, invited papers, communication papers) and papers presented at other institutions:

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5. Patents, utility models, implementations:

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6. Number of points obtained by the employee in the period concerned, calculated according to the criteria applied to faculty assessment:

Year	20....	20....	20.....	Total
Points				

7. Additional research activity (*maximum 3 points*):

a) on-going projects and those assigned to be financed:

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.....

b) applications submitted:

.....
.....

c) involvement in the work for the benefit of the academic community and environment (expert assessments and opinions, position of a member or expert of NCN, NCBiR, European Commission)

.....
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d) membership on election basis (committees and research councils, editorial panels, scientific associations authorities and other):

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e) research cooperation – domestic and international:

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f) other:

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IV. Organizational Activity

1. Participation in the work of University collective bodies:

.....

2. Positions held in the teaching and educational process (student year supervisor, student group supervisor, students' research group supervisor, internship supervisor, member of the University or Faculty Admissions Committee, coordinator of student international exchange programmes – in years):
3. Involvement in organizing conferences, editing journals and magazines:
4. Involvement in social, regional and national activities:
5. Involvement in dissemination of knowledge and culture (popular science publications, lectures, participation in scientific and artistic events, exhibitions and presentations):
6. Other:

I hereby certify that the information provided above is true.

Lublin, date.....

.....
Signature of the employee appraised

V. Opinion of the Head of Institute/ Head of Chair /Head of Interfaculty Unit.

1. Teaching Activity*:
(considering classroom inspection results and student evaluations): very good; good; satisfactory; negative
2. Research Activity*:
 - a) number of points in the table point III subpoint 6:
 - b) number of points awarded for additional research work under point III subpoint 7 (0-3 points):

Overall grade for research work based on the sum of points a+b* and the table Annex 4 point 4.

very good; good; satisfactory; negative

3. Organizational Activity*: very good; good; satisfactory; negative

* circle as appropriate

Opinion concerning organizational activity of Director /Head concerning the organizational activity:

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Lublin, date

.....
Signature of Director/Head of organizational unit

I acknowledge that I have been acquainted with the opinion of my superior and I accept the same.

Lublin, date

.....
Signature of the person appraised

VI. Overall grade of the Appraisal Committee

- 1. Teaching Activity*: *(including the results of classroom inspection and students evaluation)*
very good; good; satisfactory; negative
- 2. Research Activity*:
very good; good; satisfactory; negative
- 3. Organizational Activity*:
very good; good; satisfactory; negative

Overall appraisal*: very good; good; satisfactory; negative
(Expressed as an arithmetic mean, with a reservation that in the event of a negative appraisal of the research or teaching activity, the overall appraisal is negative)

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First names, surnames and signatures of the Appraisal Committee members:

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Lublin, date

.....
Signature of the person appraised

I acknowledge that I have been acquainted with the opinion of the Appraisal Commission and I accept the same.

Lublin, date

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Signature of the person appraised

* circle as appropriate

VII. Opinion of the Appellate Appraisal Committee

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First names, surnames and signatures of the Appellate Appraisal Committee members:

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Lublin, date

I acknowledge that I have been acquainted with the appraisal of the Appellate Appraisal Commission and I accept the same.

Lublin, date

.....
Signature of the person appraised

Lublin, date

.....
Rector's Signature

ACADEMIC TEACHER PERIODIC APPRAISAL SHEET
for a lecturer/senior lecturer (language teacher), qualified librarian and qualified scientific
information and documentation specialist employed at Lublin University of Technology

I. Personal data

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First name and surname Period of appraisal

Year of birth Year of graduation Major

University

Academic degree Position..... Dispensations from discharge of duties,
Internship, Leaves.....

.....

Faculty Institute/ Chair/ Inter-faculty Unit

.....

Head of Institute/ Head of Chair/ Head of Inter-faculty Unit Since year:.....

Other information.....

.....

II. Teaching Activity

1. Classes (course title, class type, number of hours – in years)
 - a) conducted in Polish:
 -
 - b) conducted in a foreign language:
 -
2. Classroom Inspection Results (positive, with reservations, negative):
-
3. Results of Students Evaluation Questionnaire:

Course Title	Class Type	Academic Year	Semester	Final Class Evaluation
1	2	3	4	5

4. Participation in proceedings for the grant of academic degrees during the appraisal period:
 - a) number of graduates promoted –
 - b) number of thesis reviews –
5. Active involvement in procurement of means for funding of research project (domestic and international):

6. Participation in preparation of the educational process during the appraisal period (manuals, textbooks, syllabi, laboratories, teaching aids):
7. Domestic and international cooperation concerning the teaching process:
8. Participation in education process quality enhancement:
9. Awards and distinctions for teaching achievements:
10. Publications on teaching – articles, conference reports, organization of educational conferences/ seminars:
11. Other information concerning teaching activity (including credentials upgrading):

III. Professional activity

Provide information on publications, qualifications and licenses as well as other achievements:

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IV. Organizational Activity

1. Participation in the work of University collective bodies:
 2. Positions held in the teaching and educational process (student year supervisor, student group supervisor, students' research group supervisor, internship supervisor, member of the University or Faculty Admissions Committee, coordinator of student international exchange programmes – in years):
-
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-
-

3. Involvement in organizing conferences, editing journals and magazines:
4. Involvement in social, regional and national activities:
5. Involvement in dissemination of knowledge and culture (popular science publications, lectures, participation in scientific and artistic events, exhibitions and presentations):
6. Other:

I hereby certify that the information provided above is true.

Lublin, date.....

Signature of the employee appraised

V. Opinion of the Head of Institute/ Head of Chair /Head of Interfaculty Unit.

1. Teaching Activity*:
(considering classroom inspection results and student evaluations): very good; good; satisfactory; negative
2. Research Activity*:
 - a) number of points in the table point III subpoint 6:
 - b) number of points awarded for additional research work under point III subpoint 7 (0-3 points):

Overall grade for research work based on the sum of points a+b* and the table Annex 4 point 4.

very good; good; satisfactory; negative

3. Organizational Activity*: very good; good; satisfactory; negative

Opinion concerning organizational activity of Director /Head concerning the organizational activity:

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Lublin, date

Signature of Director/Head of organizational unit

* circle as appropriate

I acknowledge that I have been acquainted with the opinion of my superior and I accept the same.

Lublin, date

.....

Signature of the person appraised

VI. Overall grade of the Appraisal Committee

1. Teaching Activity*: *(including the results of classroom inspection and students evaluation)*

very good; good; satisfactory; negative

2. Research Activity*:

very good; good; satisfactory; negative

3. Organizational Activity*:

very good; good; satisfactory; negative

Overall appraisal*:

very good; good; satisfactory; negative

(Expressed as an arithmetic mean, with a reservation that in the event of a negative appraisal of the research or teaching activity, the overall appraisal is negative)

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First names, surnames and signatures of the Appraisal Committee members:

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Lublin, date

I acknowledge that I have been acquainted with the opinion of the Appraisal Commission and I accept the same.

Lublin, date

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Signature of the person appraised

* circle as appropriate

VII. Opinion of the Appellate Appraisal Committee

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First names, surnames and signatures of the Appellate Appraisal Committee members:

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Lublin, date

I acknowledge that I have been acquainted with the appraisal of the Appellate Appraisal Commission and I accept the same.

Lublin, date

.....
Signature of the person appraised

Lublin, date

.....
Rector's Signature

**MODE OF CALLING MEETINGS
AND MODE OF SENATE WORK
OF LUBLIN UNIVERSITY OF
TECHNOLOGY**

I. Mode of Senate work

§1

Work of the Senate shall be executed through plenary meetings and activity of senate committees.

§2

Senate Sessions

1. The Senate shall hold its sessions at ordinary and extraordinary meetings. Ordinary meetings of the Senate shall be held at least once every two months, except during the summer break in the university activities. Ordinary meetings shall be convened by the Rector. Extraordinary sessions of the Senate shall be convened by the Rector on his own initiative or at the request of at least 1/3 of the members of the statutory composition of the Senate within 10 days from the date of filing the application. The proposal should describe the subject matter of the Senate meeting.
2. The basis for the work of the Senate shall be the plan of work adopted in one of the first meetings in the academic year.
3. Senate sessions shall be chaired by the Rector. In the absence of the Rector or his inability to chair the proceedings, the Rector shall be replaced by Deputy Rector designated by the Rector.
4. Senate members and the persons participating in the session of the Senate in an advisory capacity shall be notified about the date and the agenda of the Senate sessions in writing (permitted notification by electronic mail), in the case of ordinary meetings 7 days in advance. Extraordinary meetings may be convened as a matter of urgency, and when justified even without written notification.

5. The agenda of the meeting presented by the Rector in the announcement about calling the meeting shall be adopted by the Senate before the commencement of the meeting. The Senate may amend the agenda at the request of a senator filed before the commencement of the meeting. The final decision on additions or amendments in the agenda shall be made by the Senate. Individual items on the agenda, which will not be considered at the meeting shall be moved and included – as the first in the order - on the agenda of the next Senate meeting.
6. The Rector gives the floor in the matters included in the agenda on a first come first served basis.
 - 1) In order to present a formal motion the Rector gives the floor immediately after the request of a proposer.
 - 2) The formal requests include in particular motions for:
 - a) interrupting, postponing or closing the meeting;
 - b) closing the list of speakers;
 - c) adjourning or closing the meeting;
 - d) referring the matter to a committee or appointing an ad hoc committee;
 - e) voting without a discussion;
 - f) designating the whole or part of the session as secret;
 - g) limiting or extending the speaking time;
 - h) ascertaining the quorum;
 - i) checking the compliance of the proposed resolution with the Act, the Statute of Lublin University of Technology and the Regulations of the Senate work.
 - 3) The Senate shall vote on a formal motion immediately upon hearing the proposer and with an option of an earlier hearing of the opposite position.
 - 4) The Rector may reprimand a speaker if his/her speech goes beyond the agenda or violates good academic practice. Upon two reprimands the Rector may forbid the speaker to continue. At the request of the speaker the final decision about forbidding to speak shall be made by the Senate.
7. Senate members shall have the right to make interpellations addressed to the Rector in the AOB item of the agenda.
 - 1) The Rector shall reply to interpellations at the next session of the Senate at the latest, unless the Senate agrees to defer replies.
 - 2) The reply to a submitted interpellation may be subject to a Senate debate.
8. Participation of the Senate members in its sessions is mandatory. The Senate members may not be replaced by other persons in sessions, work or activity of the Senate.

9. The members confirm their presence in sessions with their signature on the attendance list. Should a Senate member be unable to attend the meeting, he/she shall justify their absence no later than on the eve of the meeting. If such a member fails to fulfil his statutory duties, the Rector shall notify the University Electoral Commission about the fact.
10. The meetings concerning the assessment of the University performance and approval of the Rector's annual report on the performance of the University shall be held in the following manner:
 - 1) The session of the Senate, which makes the annual assessment of the University performance shall be held no later than on 30th November of each year;
 - 2) the basis for the assessment shall be the Rector's report on the University performance to be delivered to the Senate members and trade unions;
 - 3) the opinions of Senate committees shall be presented by their chairmen;
 - 4) the report shall be adopted in a vote with a simple majority of votes in the presence of at least 50% of the Senate members.

§ 3

Senate Committees

1. The Senate shall appoint standing and ad hoc committees, specifying the number of their members and the personal composition as well as the scope of their activities. The chairmen of committees shall be appointed by the Rector.
2. Senate Committees are appointed to:
 - 1) conduct work and activity according to the plan of committee work adopted by the Senate;
 - 2) prepare the subjects of their work for the needs of the Senate;
 - 3) express their standing in the matters addressed to the committees by the Senate or the Rector for opinions.

II. Resolutions of the Senate

§ 4

Adopting resolutions

1. The initiative to propose resolutions is vested to the Rector, Deputy Rectors, chairmen of Senate committees, members of the Senate and Faculty Councils.
2. Preparation of drafts of resolutions shall be as follows:
 - 1) first, a resolution draft is prepared in terms of content by appropriate organizational units of the University on request of the applicant;
 - 2) next, the resolution draft is opinionated by the legal counsel with regard to compatibility with the binding legal regulations and by the substantial organizational division of the University;
 - 3) after that the resolution draft prepared according to points 1 and 2 is referred to the Rector, who sends it to appropriate committees for assessment and opinions;
 - 4) the Rector may consult drafts of resolutions of particular importance with faculty councils, trade unions or the entire academic community;
 - 5) on the request of a committee the Senate may apply to the applicant for re-working of the resolution draft according to the amendments suggested by the committee.
3. Drafts of resolutions shall be sent out along with a notification about a meeting, and in special cases before the commencement of a session.

§5

Voting of resolutions

1. Upon closing the discussion and agreeing the mode and the manner of voting on the draft, the chairman shall announce proceeding to the vote.
2. Save for the provisions of points 3 and 4 of this section the vote shall be open, i.e. by raising hands. Valid votes are the ones cast “in favour”, “against” and “abstentions”.
3. The chairman of the session shall decide a secret vote in personal matters and other matters, of his own initiative or on the request of a Senate member.
4. In a secret vote those entitled to vote shall vote with the voting cards, and the valid votes shall be the ones that each time have been cast in a specified manner and on the cards defined for a given vote.
5. The order of the vote on drafts of resolutions shall be as follows: first the amendments to particular articles, and next the resolution draft as a whole jointly with the adopted amendments. The chairman of the session may defer the vote on the entire draft of resolution for the time necessary to decide whether there are any discrepancies between the resolution and particular provisions or the binding laws as a result of the adopted amendments.
6. Both the secret vote and the open vote shall be made by a returning committee appointed by the Senate, composed of at least 3 members.

§6

Legal validity of resolutions

1. Resolutions of the Senate shall be valid if adopted by a simple majority of votes in the presence of at least 50% of the general number of the Senate members, unless the Statute of Lublin University of Technology states otherwise.
2. A simple majority of votes is understood as more votes „in favour” than „against”, and the „abstentions” shall not be taken into account while determining the results of the vote.

3. An absolute majority of votes means at least one vote more than the sum of the other validly cast votes, i.e. the votes “against” and the “abstentions”.
4. The resolutions concerning the adoption or amendments in the Statute of the University may be adopted by the Senate only with a majority of at least 2/3 votes of its statutory composition.
5. Legal power of resolutions:
 - 1) resolutions of the Senate shall have the legal power upon their adoption;
 - 2) resolutions of the Senate incompatible with the law or the Statute of the University shall be suspended by the Rector and within 14 days he/she shall convene a meeting of the Senate for their re-examination. Should the Senate not change or suspend a resolution, the Rector shall refer such a resolution to the Minister of Science and Higher Education;
 - 3) a resolution violating an essential interest of the University shall be suspended by the Rector and within 14 days he/she shall convene a meeting of the Senate in order to re-examine such a resolution. A resolution shall come into life and effect if the Senate decides on its maintenance with a majority of at least 3/4 votes, in the presence of at least 2/3 of its statutory composition;
 - 4) a resolution comes into life and effect on the day it is signed by the Rector.

§7

1. All meetings of the Senate shall be recorded. The minutes shall be made no later than two weeks after the meeting. The minutes shall confirm the correctness of the convention and the ability to adopt resolutions. The minutes shall enumerate the adopted resolutions and the results of votes. The minutes shall include the transcript of speeches made by a member of the Senate in the affairs included in the agenda on his/her request preceding a given speech. The attendance record should be appended to the minutes, along with the signatures of participants of the meeting and the evidence of its convention.
2. There should also be made a recording or transcript of the Senate meeting, which should be kept for a period of 1 year.
3. Resolutions of the Senate shall be made public to all members of the academic community, with the exception of the resolutions that are covered by professional or national secrecy.
4. All resolutions adopted by the Senate shall be sent to be executed,

or communicated to the interested persons, and organizational units of the University.

5. The Senate members may get acquainted with the minutes of the meeting at the Rector's Office and Office of University Organization. They may also get familiar with part of a sound recording or transcript concerning their own speech or a speech of another member of the Senate addressed to him/her, or in the matter he/she presented.

§8

The organizational and protocol service of the Senate shall be rendered by the Rector's Office and Office of University Organization, whereas the organizational and protocol service of the Senate committees shall be provided by the secretaries of committees.

III. Final provisions

§9

Interpretation of the resolutions of these Regulations in case of divergent interpretation of the provisions included herein shall belong to the competences of the Senate.

**MODE OF CALLING MEETINGS AND MODE OF
WORK OF FACULTY COUNCILS OF LUBLIN
UNIVERSITY OF TECHNOLOGY**

I. Mode of Work of Faculty Councils

§ 1

Work of Faculty Councils shall be executed by means of:

- 1) plenary meetings,
- 2) activity of standing committees,
- 3) activity of ad hoc committees.

§ 2

**Sessions of Faculty
Councils**

1. A Faculty Council (hereinafter FC) shall conduct its debates at ordinary and extraordinary meetings. Ordinary meetings of FC shall be convened by a dean at least once a month. This requirement does not apply to July and August. Extraordinary meetings of FC shall be convened by a dean each time on his/her own initiative or at the request of at least 1/3 of the number of FC members. The request should define the subject of the FC meeting. An extraordinary meeting should be held at the latest within 10 days of the date of filing the request.
2. FC meetings shall be chaired by a dean.
3. The agenda of FC meetings shall be presented by the Dean. In reasonable cases, before the commencement of a session, the agenda may be amended at the request of FC members yet only with the consent of the Dean. This amendment must be made at the moment of adopting the agenda.
4. Matters may be deliberated at the FC meeting if a set of documents has been filed at the dean's secretary's office no later than 3 days before the scheduled FC meeting. If the matters require inquiry about the opinion of the interested parties or faculty committees, then the documents should be filed at least 10 days before the scheduled FC meeting.
5. FC members shall be notified about the date and the agenda of ordinary FC meetings in writing (notification by electronic mail is permitted) 7 days in advance. Extraordinary meetings may be convened without compliance

with this condition, and when justified with a notification other than in writing.

6. When an FC member cannot take part in the meeting he/she should justify his/her absence no later than on the eve of the meeting. Should an FC member fail to fulfil his/her statutory duties, the Dean shall notify the faculty electoral commission.
7. FC members filing requests, recounting or presenting specific issues at the plenary meetings shall be obliged to formulate them in writing to be appended to the minutes of the meeting.
8. Sessions concerning approval of annual reports on the Faculty performance shall proceed in the following manner:
 - 1) approval of the annual report of the Faculty performance shall be made in the fourth quarter of the year;
 - 2) the Dean's report, delivered to FC members and representatives of trade unions, provides the basis for approval;
 - 3) opinions of the Faculty committees shall be presented by their chairmen;
 - 4) the report shall be adopted in a vote with a simple majority of votes in the presence of at least 50% of the FC members.

§ 3

Faculty Committees

1. Standing and ad hoc committees shall be appointed by the FC. The Dean shall appoint chairmen of the committees, who will present their personal and quantitative composition for approval by FC.
2. FC committees shall be appointed to:
 - 1) prepare the matters being the subject of their activities for the needs of FC;
 - 2) express their opinion in matters referred to the committees by FC or by the Dean for opinions;
 - 3) cooperate with appropriate Senate committees in preparation of materials for the committees work and execution of recommendations issued by Senate committees.

II. Resolutions/Motions of Faculty Councils

§ 4

Adoption of resolutions/motions

1. FC shall be vested with an initiative to propose resolutions and motions.
2. Preparation of draft resolutions/motions shall be carried out in the following manner:
 - 1) a proposer shall prepare a draft in terms of content and submit it to the Dean, who will refer it, in reasonable cases, to appropriate committees for opinions;
 - 2) the Dean may refer draft resolutions/motions to consultations with student and doctoral fellows' government and trade unions;
 - 3) at the request of a committee, FC may refer to the proposer for re-working of the resolution draft according to the amendments suggested by the committees.
3. Draft resolutions/motions shall be sent out along with a notification about the meeting, and in special cases handed over before the commencement of the meeting.
4. The course of an FC meeting shall be regulated by the following principles:
 - 1) The chairman of a session shall give the floor to FC members on a first come first served basis;
 - 2) The chairman of the meeting shall give the floor out of turn to present a formal motion in the following matters: interrupting, adjourning or closing of the meeting, closing a discussion, proceeding to the agenda, referring to a committee, voting without a discussion, changing in the mode of discussion, declaring the quorum and proposing amendments to resolutions/motions.
 - 3) The chairman may reprimand a speaker if his/her speech goes beyond the agenda or violates good academic practice. Upon two reprimands the chairman may forbid the speaker to continue. At the request of the speaker the final decision about forbidding to speak shall be made by FC.
 - 4) FC may appoint an ad hoc editorial staff to formulate a resolution draft.
5. Vote of the resolutions/motions:
 - 1) upon closing the discussion on the draft the chairman shall announce proceeding to the vote;
 - 2) the chairman of the session shall decide a secret vote in the personal and other matters, on his own initiative or on the request of an FC member, in other matters the vote shall be open;
 - 3) FC resolutions shall be legally valid, if they have been adopted with a simple majority of votes and in the presence of at least 50% of FC members. This means that a resolution has been adopted, if it has been given more votes „in favour” than „against”, and the „abstentions” shall be treated as valid unless the Act or the Statute provide otherwise;
 - 4) the order of the vote on draft resolutions shall be as follows: first the particular amendments, and next the draft resolution/motion as a whole jointly with the adopted amendments; the chairman of the session may defer the vote on the entire draft resolution for the time necessary to

decide whether there are any discrepancies between the resolution and particular provisions or the binding laws as a result of the adopted amendments.

- 5) both the secret vote and an open vote shall be made by a returning committee appointed ad hoc by the FC, composed of 3 members.

§ 5

All resolutions and motions adopted by the FC shall be sent to be executed, or communicated to the interested persons, sections and organizational units of the faculty.

§ 6

The organizational service of FC shall be rendered by the Dean's office. The Dean shall appoint a minutes secretary of FC meetings out of the employees subordinated to him/her.

§ 7

1. All FC meetings shall be recorded. The minutes shall be made no later than two weeks after the FC meeting. The minutes shall confirm the correctness of the convention and the ability to adopt resolutions. The minutes shall enumerate the adopted resolutions and the results of votes. The minutes shall include the transcript of speeches made by FC members in the matters included in the agenda on their request preceding a given speech. The attendance record should be appended to the minutes, along with the signatures of participants of the meeting and the evidence of its convention.
2. The recording or transcript of the FC meeting should also be made and kept for a period of 1 year.
3. Resolutions of the FC shall be made public to all members of the academic community, except the resolutions covered by professional or national secrecy.
4. FC members may get acquainted with the minutes of the meeting at the Dean's office. They may also get familiar with part of a sound recording or transcript concerning their own speech or a speech of another FC member addressed to him/her, or in the matter he/she presented.

III. Final provisions

§ 8

The matters not included in these Regulations and not regulated by the general laws shall be decided by FC.

.....
*Seal
of University
Electoral
Commission*

Vote No

VOTING CARD
to single-person governing bodies and
their deputies and to collective bodies
to elect

.....
.....
.....
for the term.....

- 1.
- 2.
- 3.
- 4.
- 5.

.....
*First name
and
surname*

.....
Organizational unit

STATEMENT

In reference to being a candidate for a position of an Elector, a Senate Member, a Member of Faculty Council, Rector, Deputy Rector, Dean, Deputy Dean* I state that I am vested with the passive voting right in the understanding of provisions of Act of 27 July 2005 Law on Higher Education (i.e. Journal of Laws 2012, item 572, as amended) and provisions of the Statute of Lublin University of Technology.

.....
Date and signature

* - *underline as appropriate*

.....
*First name
and
surname*

.....
Organizational unit

STATEMENT

In reference to being a candidate for a position of Rector, Deputy Rector, Dean, Deputy Dean* I state that I do not act in the capacity of a single-person governing body in another university and I am not a founder of a non-public University.

.....
Date and signature

* - *underline as appropriate*

.....
*First name
and
surname*

.....
Organizational unit

STATEMENT

In reference to being a candidate for a position of Deputy Rector, Dean, Deputy Dean* I state that I know the contents of Art. 129 Act of 27 July 2005 on Higher Education (i.e. Journal of Laws 2012, item 572 as amended) and I am aware of the legal consequences related to violation of this regulation.

.....
Date and signature

* - *underline as appropriate*

Number of electors from particular groups of employees, students and doctoral fellows of Lublin University of Technology in the University Electoral College

Electors from a group of	academic teachers with the scientific title of professor or doktor habilitowany [a postdoctoral degree]	other academic teachers	employees other than academic teachers	students	doctoral fellows
Faculties and inter-faculty units					
Mechanical Engineering Faculty	16	5	9	5	1
Electrical Engineering and Computer Science Faculty	13	4		5	
Civil Engineering and Architecture Faculty	8	4		3	
Environmental Engineering Faculty	8	1		2	
Management Faculty	5	3		3	
Fundamentals of Technology Faculty	5	1		2	
Inter-faculty units, Library of Lublin University of Technology	-	2		-	
TOTAL	55	20		9	

Total: 105 electors

Number of representatives of particular groups of employees, students and doctoral fellows of Lublin University of Technology in the Electoral College of Faculties

Faculty, collective body Group of academic community	Electoral College					
	Mechanical Engineering Faculty	Electrical Engineering and Computer Science Faculty	Civil Engineering and Architecture Faculty	Environmental Engineering Faculty	Management Faculty	Fundamentals of Technology Faculty
Academic teachers with the scientific title of professor or doktor habilitowany [a postdoctoral degree]	20	16	10	10	8	8
Other academic teachers	8	6	4	4	3	3
Employees other than academic teachers	4	2	2	2	1	1
Students, doctoral fellows (of 1)	7 + 1	5 + 1	4	3+1	3	3
TOTAL	40	30	20	20	15	15

Annex No 7g

Number of the elected members of the Senate of Lublin University of Technology

Faculties, Inter-faculty units, Library of Lublin University of Technology	Number of Senate members elected out of:				
	Academic teachers with the scientific title of professor or doktor habilitowany [a postdoctoral	Other academic teachers	Employees other than academic teachers	Students	Doctoral fellows
Mechanical Engineering Faculty	2	1	3	7	1
Electrical Engineering and Computer Science	2	1			
Civil Engineering and Architecture Faculty	2	1			
Environmental Engineering Faculty	2	1			
Management Faculty	2	1			
Fundamentals of Technology Faculty	2	1			
Inter-faculty units, Library of Lublin Univ. of Technology	-	1			
TOTAL: 30 people	12	7			

The overall number of Senate members shall include: the Rector, 3 Deputy Rectors and 6 Deans, hence 40 members in total.