Appendix 1 to Order no. 36/ 2024 of the Rector of the Medical University of Bialystok dated 07.03.2024

**Sejmik of the Self-government of Doctoral Students at the Medical University of Bialystok**

# Chapter I. General Provisions

## §1

Self-government of doctoral students of the Medical University of Bialystok, hereinafter referred to as “Self-government” acts on the basis of:

1. Act of 20 July 2018 on Higher Education and Science (uniform text Journal of Laws from 2023, item 742 as amended) and Act of 3 July 2018 on Regulations introducing the Act on Higher Education and Science (Journal from 2018, item 1669 as amended), hereinafter referred to as “the Act”,
2. The Statute of the Medical University of Bialystok, hereinafter referred to as “Statute”,
3. of the hereby Regulations of the Self-government of Doctoral Students of the Medical University of Bialystok, hereinafter referred to as “Regulations”.

## §2

The self-government shall be formed by all doctoral students of the Medical University of Bialystok, hereinafter referred to as the “University” who are the participants of the Doctoral School of the University as well as, provided that the Act states so, doctoral students of doctoral studies conducted at the University.

## §3

The self-government shall be the sole representative of the community of doctoral students of the University in matters concerning rights and obligations, education and science and social-living conditions.

## §4

1. The seat of the self-government is:

**Medical University of Bialystok**

Jana Kilińskiego Street

15-089 Białystok.

1. Official address of the self-government is: samdokt@umb.edu.pl.
2. Official website of the self-government is: www.sd.umb.edu.pl.
3. The self-government may carry out activity in social media, in particular, through administering it and placing contents on the website: www.facebook.com/DoktoranciUMB.
4. The self-government shall use a logotype which serves the purpose of visual identification and which is used for promotional purposes. The template of the “Logotype of Self-government of Doctoral Students of the Medical University of Bialystok” constitutes Appendix no. 1.1 to the Regulations.

## §5

The self-government bases its activities on social work and it does not possess legal personality.

## §6.

The self-government acts through its Bodies appointed by way of elections.

## §7

1. The University ensures conditions necessary for the functioning of the Self-government, including infrastructure and financial resources which the Self-government disposes of as part of its activity.
2. The self-government may obtain additional financial resources from other sources.

# Section II Self-government

## §8

1. The objectives of the self-government are, in particular:
2. execution of entitlements stemming from the Act, Statute, Regulations and other normative acts,
3. representation and protection of interests of the environment of doctoral students,
4. organization of mutual assistance and friendly cooperation,
5. impact on the conditions of functioning of doctoral students at the University and in the system of higher education and science with special consideration of the disabled persons,
6. care over the quality of doctoral students’ education,
7. developing scientific, social, sport, cultural including publishing activity
8. integrating the environment of doctoral students.
9. The self-government realizes its goals through:
10. representing doctoral students of the University before the University bodies and other institutions,
11. supporting doctoral students in pursuing their rights before University bodies and other institutions,
12. expressing opinions on behalf of the community of doctoral students of the University,
13. participating in the works of bodies and collegial entities of the University through their representatives,
14. participating in undertaking decisions concerning doctoral student matters,
15. conducting and supporting activities in the scope of doctoral matters, including cultural, social-living, educational and scientific,
16. organizing events of scientific, training and cultural-integrational nature.

## §9

The self-government may be a member or may establish cooperation with national and international organizations possessing the same or similar goals, in particular, with the National Representation of Doctoral Students and the Doctoral Forum of Medical Universities.

## §10

Members of the Self-government shall be entitled to:

1. participate in the Self-government's works,
2. an active and passive voting right in the Sejmik of the Self-government of Doctoral Students,
3. passive voting right (candidate in elections) and the right to submit Candidates for members of the Electoral College, Senate and the Faculty Councils and Scientific Colleges,
4. Submit opinions and applications to the authorities of the Self-government,
5. avail of devices and financial resources of the Self-government according to the principles specified by the Sejmik of the Self-government of Doctoral Students.

## §11

Members of the Self-government shall be obliged to:

1. adhere to the provisions of the Regulations,
2. adhere to the provisions of the Statute.

## §12

Loss of membership in the Self-government shall occur in case of:

1. graduation or resigning from doctoral studies or completion or resigning from education at the Doctoral School of the University,
2. removal from the list of participants of doctoral studies or removal from the list of doctoral students of the Doctoral School of the University.

# Section III Self-government Bodies

## §13

1. Self-government bodies shall be the sole representative of doctoral students of the University.
2. Self-government bodies include:
3. Sejmik of the Self-government of Doctoral Students (hereinafter “Sejmik”),
4. Chairman of the Self-government of Doctoral Students (hereinafter “Chairman”).

## Chapter I Sejmik of Self-government of Doctoral Students

### §14

1. Sejmik is a legislative body of the self-government.
2. Sejmik is formed by representatives of doctoral students.
3. The number of representatives of the Sejmik in a given year cannot exceed 3.
4. Representatives of Sejmik in a given year – doctoral students of the University, representing all scientific disciplines in which education in the Doctoral School is conducted.
5. Doctoral Students with disabilities obtain in the period of performing the function of a representative of the Sejmik the necessary assistance in order to fully participate in the structures of the Self-government and perform their duties. The scope of support for doctoral students with disabilities shall be established by the Chairman of the Self-government of Doctoral Students in agreement with the Rector of the Medical University of Bialystok.

### §15

1. The term of office of the Sejmik representative commences from the date of announcing the results of elections in the said matter.
2. The term of office of the Sejmik representative shall last until completion of education by the doctoral student or the removal from the list of doctoral students of the University.
3. Representative of the Sejmik shall be obliged to actively participate in the works of the Self-government, including in particular:
4. participate in meetings of the Sejmik,
5. present the position of the Sejmik to the represented doctoral students.
6. In case when the Sejmik representative fails to meet the tasks specified in §15 sec. 3 the Chairman, having obtained an opinion of the remaining Sejmik representatives, shall be entitled to dismiss him from the performed function.
7. After dismissal of the Sejmik representative, the Chairman shall be entitled to immediate announcement of elections for the new representative of the Sejmik.
8. The newly selected representative of the Sejmik shall perform the function from the date of announcement of results of elections in the said matter to the completion of education or removal from the list of doctoral students or to the dismissal by the Chairman.

### §16

1. Elections to the Sejmik shall be ordered by the Chairman in accordance with the Calendar of Elections.
2. Active and passive voting right in the Sejmik shall be granted to all members of the Self-government.
3. Elections are supervised by a three-member Elections Committee appointed by the Chairman.
4. The Chairman cannot sit in the Elections Committee.
5. The tasks of the Elections Committee include:
6. elaboration of the list of candidates for representatives of doctoral students in the Sejmik,
7. conduct of elections for representatives of doctoral students in the Sejmik,
8. elaboration of the lists of selected representatives of doctoral students in the Sejmik.
9. The term of voting shall be agreed by the Elections Committee. The term shall be publically announced no later than 7 days prior to the date of elections through disclosing information on the website of the Self-government and in the social media administered by the Self-government.
10. Submission of the Candidate who expressed consent for participating in the elections shall be performed through providing the Elections Committee no later than 2 days prior to the term of elections of correctly filled out “Candidate submission form” constituting Appendix no. 2 to the Regulations and “Information on processing of personal data” constituting Appendix no. 1.7 to the Regulations or sending a scan of the submission via electronic post to the address: samdokt@umb.edu.pl
11. Participants of doctoral studies shall perform the selection through the majority of valid votes in a secret voting from amongst the candidates from their year and faculty.
12. Doctoral students of the Doctoral School shall perform the selection through the majority of votes in a secret voting from amongst the candidates from their year and scientific discipline.
13. The selection of representatives of doctoral students in the Sejmik shall be carried out by way of secret voting. Each voting person may indicate one or more candidates – not exceeding however the number of mandates or else, abstain from voting. The voting occurs through placing “X” in the box located next to the surname of the candidate one votes in favour of. Template of the “Voting card for the representative of doctoral students in the Sejmik of the Self-government of the Doctoral Students at the Medical University of Bialystok” shall constitute Appendix no. 1.3 to the Regulations.
14. Candidates who obtained the largest number of votes shall be selected. If candidates obtain the same number of votes, an additional round of elections shall be conducted among the said candidates.

### §17

1. The meeting of Sejmik shall be appointed by the Chairman:
2. at his own initiative,
3. upon motion of his magnificence Rector,
4. upon motion of at least 25% of the total number of Sejmik representatives,
5. upon a written motion of 20 members of the Self-government specifying the subject of the meeting.
6. The Chairman shall be obliged to announce a meeting of the Sejmik within 30 days from the date of obtaining the motion.
7. The Chairman undertakes to notify all representatives of the Sejmik of the term, place and order of the meeting no later than 7 days prior to the date of the meeting. Notification shall be made by way of sending notifications via electronic post or disclosing information on the meeting in social media channels administered by the self-government.
8. Meetings of the Sejmik may be attended with an advisory right by other members of the Self-government and by guests invited by the representatives of the Sejmik.

### §18

1. Meetings of the Sejmik shall occur no less frequently than 3 months excluding the holiday break of 8 weeks.
2. Meetings of the Sejmik shall be conducted by the Chairman or the representative of Sejmik designated by him.
3. The Sejmik may select, in the mode of a resolution, another chairman from amongst the present representatives of the Sejmik upon their consent.
4. The meeting of the Sejmik shall be minuted by the Secretary designated by the chairman.
5. Representatives of Sejmik appoint a three-member Returning Committee in order to organize voting by way of open voting via ordinary majority of votes.
6. In a single voting the Sejmik representative shall be entitled to one vote.
7. Resolutions of the Sejmik are resolved in an open voting, via ordinary majority of votes, unless the Regulations provide for otherwise, upon presence of at least 50% of Sejmik representatives.
8. Secret voting shall be conducted:
9. upon request of any representative of the Sejmik,
10. in case of personal matters.

### §19

The competencies of the Sejmik involve:

1. specifying directions of activities of the Self-government,
2. selection and dismissal of the Chairman,
3. Appointment and dismissal of assistive entities, including the Advisory Council, committees, teams, proxies or others and entrusting them with execution of specific tasks of the Self-government,
4. opinionating the Regulations of the Doctoral School, educational programmes at the Doctoral School,
5. opinionating candidatures to perform managerial functions which include doctoral student matters, in particular, the Director of the University Doctoral School,
6. selection and dismissal of representatives of doctoral students in the Electoral College, Senate, Faculty Councils and Scientific Colleges of the Medical University of Bialystok,
7. submitting motions to Authorities of the University,
8. indicating representatives of doctoral students in the Disciplinary Committee for Doctoral Students, Disciplinary Appeal Commission for Doctoral Students and other Committees,
9. handling and approving the report of the Chairman on activities,
10. distribution of financial resources designated by the University bodies towards Self-government activity,
11. elaboration of the report from the division of financial resources and settling these funds no less frequently than once in an academic year and disclosing them to relevant University bodies in order for them to be published in the Public Information Bulletin on the website of the University,
12. organization of events enabling realization of the Self-government objectives,
13. amending the Regulations.

### §20

The Rector repeals the resolution of the Sejmik of the Self-government of Doctoral Students which does not comply with the provisions of law, University Regulations, Regulations of Studies or Regulations of the Self-government.

## Chapter II Chairman of the Self-government of Doctoral Students

### §21

The term of office of the Chairman lasts 12 months from 1 January after the year in which elections on the said matter have occurred, until 31 December in the year of the expiry of the term of office until further notice.

### §22

The competencies of the Chairman include:

1. Realization of the Sejmik resolutions,
2. organization of work of the Self-government,
3. appointing meetings of the Sejmik and ordering elections for the Sejmik,
4. appointing the Elections Committee of the Self-government of Doctoral Students on the selection of representatives of doctoral students in the Sejmik, Electoral College, Senate, Faculty Councils and Scientific Colleges of the Medical University of Bialystok, hereinafter “Electoral Committee”
5. representing members of the Self-government before the University authorities and other entities of the academic community as well as before self-government authorities, state authorities and administrative bodies,
6. cooperation with University bodies on matters belonging to the scope of actions of the Self-government,
7. participation in undertaking decisions concerning members of the Self-government in the scope and according to the principles specified by the Rector and by the Statute,
8. undertaking actions targeted at developing scientific and cultural activities of doctoral students, positive changes and abiding by the laws,
9. approving the report elaborated by the Sejmik from the distribution of financial resources,
10. presenting before the Sejmik the report on activities,
11. undertaking initiatives supporting integration of the environment of doctoral students and the development of friendly cooperation, in particular, cooperation with the National Representation of Doctoral Students and the Doctoral Forum of Medical Universities.

### §23

1. In order to select the Chairman for the subsequent term of office, the Chairman appoints a meeting of the Sejmik on the date falling no later than 7 days prior to the expiry of the current term of office of the Chairman.
2. In order to conduct the election of the Chairman, presence of at least 2/3 of the total number of Sejmik representatives is required.
3. Passive voting right is possessed by all representatives of the Sejmik.
4. The right to submit candidates for the Chairman shall be granted to all Sejmik representatives present at the meeting. The candidate must express consent for the candidature.
5. Elections of the Chairman occur through secret voting for individual candidates. Each Sejmik representative may indicate one candidate for abstain from voting.
6. The candidate who obtained the largest number of votes, not less however than 50% of valid votes shall be selected. If none of the candidates obtained the required number of votes in the first round, the second round must be organized which must be attended by candidates who obtained successively the largest number of votes. In the situation of not performing the selection in the second round, the electoral procedure must be repeated.

### §24

1. The motion to dismiss the Chairman may be submitted by:
2. a group of at least 25% of the total number of Sejmik representatives,
3. Chairperson.
4. The chairperson may be dismissed from the performance of the function by the Sejmik in case of
5. failing to fulfil the entrusted competencies,
6. loss of status of the doctoral student of the University,
7. written resigning from the function of the Chairman.
8. The decision on dismissal of the Chairman shall be undertaken by the representatives of the Sejmik in a secret voting, subject to the majority of 2/3 of valid votes in the presence of at least 50% of the total number of Sejmik representatives.
9. After dismissal of the Chairman, the Sejmik shall immediately execute the selection of the new Chairman.
10. The newly-selected Chairman shall perform the function for the period remaining to the end of the term of office of the dismissed Chairman.

# Section IV Elections of representatives of doctoral students in the Electoral College of the Medical University of Bialystok

## §25

1. Doctoral students – members of the Electoral College of the Medical University of Bialystok represent the community of doctoral students of the Electoral College and participate in its works.
2. The number of representatives of doctoral students in the Electoral College of the Medical University of Bialystok is specified in the Statute.

## §26

1. The elections for representatives of doctoral students in the Electoral College are announced by the Chairman in accordance with the Calendar of Elections.
2. Elections are supervised by a three-member Elections Committee appointed by the Chairman.
3. The Elections Committee may consist of doctoral students who are not the representatives of Self-government bodies nor do they compete in the said elections.
4. The tasks of the Elections Committee include:
5. elaboration of the list of candidates for representatives of doctoral students in the Electoral College,
6. conduct of elections for representatives of doctoral students in the Electoral College,
7. elaboration of the lists of selected representatives of doctoral students in the Electoral College,
8. Selection of representatives of doctoral students in the Electoral College is performed by representatives of the Sejmik gathered at the elections meeting.
9. The term of voting shall be agreed by the Elections Committee. The term shall be publically announced no later than 7 days prior to the date of elections through disclosing information on the website of the Self-government and in the social media administered by the Self-government.
10. Passive voting right (candidates in elections) and the right to submit Candidates shall be granted to each member of the Self-government.
11. Submissions of Candidates to the Electoral College who expressed consent for standing as a candidate shall be performed through delivery to the Elections Committee of the correctly filled out “Candidate Submission Form” constituting Appendix no. 1.2 to the Regulations, “Information on personal data processing” constituting Appendix no. 1.7 to the Regulations and “Statement” constituting Appendix no. 1.8 to the Regulations within the term specified in the Calendar of Elections.
12. Active right to vote is possessed by all representatives of the Sejmik present at the voting meeting.
13. The selection of representatives of doctoral students in the Electoral College shall be carried out by way of secret voting. Each voting person may indicate one or more candidates – not exceeding however the number of mandates or else, abstain from voting. The voting occurs through placing “X” in the box located next to the surname of the candidate one votes in favour of. Template “Voting card for the representative of doctoral students in the Electoral College of the Medical University of Bialystok” shall constitute Appendix no. 1.4 to the Regulations.
14. The selected candidate who obtained the largest number of votes shall be selected. If, as a result of obtaining by several candidates of the same number of votes, it shall be impossible to select representatives, an additional round among the said candidates must be conducted.
15. the term of office of the representative of doctoral students in the Electoral College shall last until:
16. The end of the term of office of the Electoral College provided for in the Statute,
17. graduation,
18. removal from the list of participants of doctoral studies or removal from the list of doctoral students of the Doctoral School of the University.

# Section V Representatives of Doctoral Students in the Senate of the Medical University of Bialystok

## §27

1. Doctoral students – members of the Senate of the Medical University of Bialystok represent the community of doctoral students in the Senate and participate in its works.
2. The number of representatives of doctoral students in the Senate of the Medical University of Bialystok is specified in the Statute.

## §28

1. The elections for representatives of doctoral students in the Senate are announced by the Chairman in accordance with the Calendar of Elections.
2. Elections are supervised by a three-member Elections Committee appointed by the Chairman.
3. The Elections Committee may consist of doctoral students who are not the representatives of Self-government bodies nor do they compete in the said elections.
4. The tasks of the Elections Committee include:
5. elaboration of the list of candidates for representatives of doctoral students in the Senate,
6. conduct of elections for representatives of doctoral students in the Senate,
7. elaboration of the lists of selected representatives of doctoral students in the Senate.
8. Selection of representatives of doctoral students in the Senate is performed by representatives of the Sejmik gathered at the elections meeting.
9. The term of voting shall be agreed by the Elections Committee. The term shall be publically announced no later than 7 days prior to the date of elections through disclosing information on the website of the Self-government and in the social media administered by the Self-government.
10. Passive voting right (candidates in elections) and the right to submit Candidates shall be granted to each member of the Self-government.
11. Submissions of Candidates to the Senate who expressed consent for standing as a candidate shall be performed through delivery to the Elections Committee of the correctly filled out “Candidate Submission Form” constituting Appendix no. 1.2 to the Regulations, “Information on personal data processing” constituting Appendix no. 1.7 to the Regulations and “Statement” constituting Appendix no. 1.8 to the Regulations within the term specified in the Calendar of Elections.
12. Active right to vote is possessed by all representatives of the Sejmik present at the voting meeting.
13. The selection of representatives of doctoral students in the Senate shall be carried out by way of secret voting. Each voting person may indicate one or more candidates – not exceeding however the number of mandates or else, abstain from voting. The voting occurs through placing “X” in the box located next to the surname of the candidate one votes in favour of. Template “Voting card for the representative of doctoral students in the Senate of the Medical University of Bialystok” shall constitute Appendix no. 1.5 to the Regulations.
14. The selected candidate who obtained the largest number of votes shall be selected. If, as a result of obtaining by several candidates of the same number of votes, it shall be impossible to select representatives of doctoral students in the Senate, an additional round among the said candidates must be conducted.
15. The term of office of the representative of doctoral students in the Senate shall last until:
16. the end of the term of office of the Senate provided for in the Statute,
17. graduation,
18. removal from the list of participants of doctoral studies or removal from the list of doctoral students of the Doctoral School of the University.

## §29

In the scope of performing their mandate, the Representative of Doctoral Students in the Senate of the University acts in accordance with the resolutions of the Sejmik.

# Section VI Representatives of Doctoral Students in the Faculty Councils and Scientific Colleges of the Medical University of Bialystok

## §30

1. Representatives of doctoral students in individual Faculty Councils and Scientific Colleges of the Medical University of Bialystok represent the community of doctoral students and actively participate in the works of these Councils and Colleges.
2. The number of representatives of doctoral students in the Scientific Colleges is specified in the Statute.

## §31

1. The elections for representatives of doctoral students in the Faculty Councils and Scientific Colleges are announced by the Chairman in accordance with the Calendar of Elections.
2. Elections are supervised by a three-member Elections Committee appointed by the Chairman.
3. The Elections Committee may consist of doctoral students who are not the representatives of Self-government bodies nor do they compete in the said elections.
4. The tasks of the Elections Committee include:
5. elaboration of the list of candidates for representatives of doctoral students in the Faculty Councils and Scientific Colleges,
6. conduct of elections for representatives of doctoral students in Faculty Councils and Scientific Colleges,
7. elaboration of the lists of selected representatives of doctoral students in the Faculty Councils and Scientific Colleges,
8. Selection of representatives of doctoral students in the Faculty Councils and Scientific Colleges is performed by representatives of the Sejmik gathered at the elections meeting.
9. The term of voting shall be agreed by the Elections Committee. The term shall be publically announced no later than 7 days prior to the date of elections through disclosing information on the website of the Self-government and in the social media administered by the Self-government.
10. Passive voting right (candidates in elections) and the right to submit Candidates shall be granted to each member of the Self-government.
11. Submission of the Candidate to Faculty Councils and Scientific Colleges who expressed consent for participating in the elections shall be performed through providing the Elections Committee no later than 2 days prior to the term of elections of correctly filled out “Candidate submission form” constituting Appendix no. 2 to the Regulations and “Information on processing of personal data” constituting Appendix no. 1.7 to the Regulations or sending a scan of the submission via electronic post to the address: samdokt@umb.edu.pl The candidate must express consent for the candidature.
12. Active right to vote is possessed by all representatives of the Sejmik present at the voting meeting.
13. The selection of representatives of doctoral students in the Faculty Councils and Scientific Colleges shall be carried out by way of secret voting. Each voting person may indicate one or more candidates – not exceeding however the number of mandates or else, abstain from voting. The voting occurs through placing “X” in the box located next to the surname of the candidate one votes in favour of. Template “Voting card for the representative of doctoral students in the Faculty Councils and Scientific Colleges of the Medical University of Bialystok” shall constitute Appendix no. 1.6 to the Regulations.
14. The selected candidate who obtained the largest number of votes shall be selected. If, as a result of obtaining by several candidates of the same number of votes, it shall be impossible to select representatives of doctoral students in the Faculty Councils and Scientific Colleges, an additional round among the said candidates must be conducted.
15. The term of office of the representative of doctoral students in the Faculty Councils and Scientific Colleges shall last until graduation from the Doctoral School or removal from the list of doctoral students, respectively.

## §32

In the scope of exercising their mandate, the representative of doctoral students in Faculty Councils and Scientific Colleges of the Medical University of Bialystok acts in accordance with the resolutions of the Sejmik.

# Section VII Protection of personal data

## §33

1. The controller authorizes Elections Committee members as specified in the hereby Regulations to process personal data of persons with passive and active voting rights in the scope and for the purpose necessary to realize the works of the committee.
2. The controller authorizes members of the Sejmik of Self-government of Doctoral Students and the representatives of doctoral students in the University bodies to process personal data in the scope and for the purpose necessary to realize the tasks within these bodies.
3. Personal data processing persons undertake to abide by the generally binding provisions of law concerning protection of personal data and internal legal acts concerning protection of personal data in place at the University.
4. Persons processing personal data undertake to process personal data to which they obtain access solely for the purposes related to the conduct of elections/execution of tasks in the university bodies.
5. Persons processing personal data undertake to secure and maintain confidentiality of personal data to which they obtain access.
6. Persons processing personal data undertake to sign the statement on confidentiality of personal data to which they obtain access as per the template constituting Appendix no. 1.9 of the Regulations.
7. Persons processing personal data bear responsibility for any damages arising from their behaviours, caused by the disclosure of personal data to non-authorized persons, collection of personal data by an unauthorized person and their amendment, loss, damage or destruction.

# Section VIII Final Provisions

## §34

1. The Regulations may be amended via the Sejmik resolution undertaken by way of the secret voting with the majority of at least 2/3 votes in the presence of at least 2/3 of the Sejmik representatives.
2. Changes in the Regulations shall require expressing a positive opinion by the Rector of the Medical University of Bialystok.

## §35

The Regulations shall come into force on the date of noting of their compliance with the Act and the Statute by the Rector of the Medical University of Bialystok.

**Chairman of the Parliament of the Self-government of Doctoral Students at the Medical University of Bialystok:**

**Rector of the Medical University of Bialystok:**