

CHARTER OF THE MEDICAL UNIVERSITY OF BIALYSTOK

BIALYSTOK, POLAND 2015

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SECTION I. GENERAL PROVISIONS.

§ 1

1. The Medical University of Białystok, hereinafter referred to as the "University" or "Medical University" created by the regulation of the Council of Ministers of 3 February 1950 (Journal of Laws No 6, item 57) as the Medical Academy of Białystok and on the basis of the law of 23 January 2008 on the identification of the Medical University of Białystok named "Medical University of Białystok" (Journal of Laws No. 39 item 224) is a public university.
2. The University with the registered office in Białystok has legal personality. The University authorities reside in the Branicki Palace at 1 Jana Klinskiego Street in Białystok.
3. The premises of the Medical University of Białystok include lands, buildings and rooms occupied by organizational units administered by the Medical University.
4. The University constitutes a self-governing community of university teachers, students, doctoral students and post-graduate students as well as other employees, headed by academic bodies originating from the choice. All the groups belonging to this community are represented in the collegial bodies.
5. The Minister of Health supervises the operation of the Medical University.
6. The University operates on the basis of the law of 27 July 2005, the law on higher education (i.e. Journal of Laws 2012, item 572 with subsequent amendments), hereinafter referred to as "the Act", and by the provisions of this Charter.

§ 2

1. The University has a banner, an emblem and an anthem. The Emblem of Medical University is an oak, the trunk of which is coiled by a snake (attribute of Asclepius). The following inscription surrounds the oak: Medical University of Białystok, 1950. The emblem model is represented respectively by Annexes 1, 1a, 1b, 1c to this Charter. A model of the banner is presented in Annex 2 to this Charter. The rules for using the emblem and banner shall be established by the Senate. The lyrics and musical scores of the anthem are to be found in Annex 3 to this Charter. The rules for the use of the anthem shall be adopted by the Senate.
2. The University Faculties have their own colours which they may use according to the rules established by the Faculty Council.
3. The Medical University uses a round seals. A specimen of the seal is shown in Annex 6 to the Charter.
4. The official abbreviation of the University name is the UMB.
5. The University uses the following translation in English: "Medical University of Białystok" and a shortcut name "MUB". The Medical University may use emblems, as referred to in paragraph 1, in the English language. The emblem in English is shown in Annex 1a to the Charter.

§ 3

1. The employees, students, PhD students and post-graduate students form a self-governing academic community.
2. The undergraduate and graduate students as well as the students of the uniform master's studies carried out by the University form together the Student Self-Government.

3. The post-graduate students of doctoral studies carried out by the University form together the Self-Government of PhD Students.

§ 4

1. The University shall be autonomous in all areas of the rules set forth in the law.
2. The University autonomy is registered, i.e. the school has the right to adopt the Charter, to introduce changes in the Charter and enter them into force on the date specified in the resolution of Senate.

§ 5

1. The University follows the principle of teaching and of scientific research freedom, supported by the base of clinical hospital and medical entities.
2. The basic tasks of the University are:
 - 1) Educating students and encouraging them to broaden their knowledge as well as acquire the skills necessary for their future career,
 - 2) Bringing up students with a sense of responsibility for the Polish State, teaching them to strengthen the democracy and respect the human rights,
 - 3) Educating and promoting scientific staff,
 - 4) Participating in providing the medical care in the forms referred to in the provisions of therapeutic activity,
 - 5) Conducting post-graduate studies, courses and training sessions in order to provide the students with new skills needed in the labor market according to the lifelong learning system as the world requires,
 - 6) Post-graduate training of highly qualified health care staff,
 - 7) Scientific research and development, provision of research services and transfer of technology to the economy,
 - 8) Dissemination and multiplication of scientific advances, national culture and technique achievements, including through the collection and sharing of library books and information,
 - 9) Providing students with the conditions necessary to develop their fitness
 - 10) Supporting the local and regional communities,
 - 11) Performing the functions of a creating unit towards the clinical hospital,
 - 12) Creating conditions for people with disabilities to participate fully in:
 - a) Process of training,
 - b) Scientific research,
 - 13) Protection of historical artifacts and exhibits of museum collections held by the University and making them accessible to individual visitors.
3. In carrying out the tasks referred to in paragraph 2, the University shall cooperate with the national and international academic institutions and other medical units, participating also in the creation of a European area of higher education.
4. The University shall maintain uniform master's studies, undergraduate and graduate studies and doctoral studies, post-graduate studies and refresher courses. The process of training is implemented in the courses of study, the levels and profiles of training. The programs of the Medical University may enroll in the study conducted in English.
5. The University may conduct studies and other forms of education raising the scientific professional skills.

6. The University educates and informs the professional staff in the scientific fields, in which it has the right to give degrees and academic titles.

§ 6

1. By the mission to discover and communicate knowledge through the education of students and research, the University constitutes an integral part of the national education and science system.
2. In the forms of activity provided for by the law, the University co-works with the socio-economic environment, in particular in the field of research and development of the economy units.

§ 7

1. The lectures at the University are open, with the exception of clinical classes.
2. By its resolution, the Senate may specify other conditions for the participation in lectures.

§ 8

1. The University shall maintain permanent ties with its graduates.
2. The University shall keep the memory of meritorious employees, graduates, students and PhD students endlessly alive.
3. The University Senate may give legal bodies, buildings and auditoriums the names of people and establish placing memorial tables and sculptures at the campus. The Senate may establish other forms of commemoration of meritorious people.

§ 9

The employees, students, PhD students, university graduates and friends of the University may operate in the academic organizations on terms and conditions set out in the relevant legislation.

§ 10

1. The honorary title given by the Medical University of Bialystok is the title Doctor Honoris Causa.
2. The honorary title of the Doctor Honoris Causa is given by the Senate, on request of Council to persons who have rendered great service to the scientific, cultural, social or political life.
3. The teachers employed at the University are entitled to submit an application for the title of the Doctor Honoris Causa.
4. The proposal should include information on the candidate and a substantiation.
5. After having acquainted themselves with the request, the Rector shall take a decision to refer an application to a further stage of the proceeding.
6. If the competent Council Faculty approves the case and the Senate passes an appropriate resolution, the candidate is given the title Doctor Honoris Causa.

§ 11

1. By "The Medal for the Service to the Medical University" (a model set out in Annex 4 to the Charter) or "The Memorial Medal" (model set out in Annex 5 to the Charter), the University honors the particularly meritorious employees and other persons who have contributed to the development of the University or have praised its good name and brought it glory,
2. "The Medal for the Service to the Medical University of Bialystok " is given by the Senate.
3. "The Memorial Medal" is given by the Rector.

§ 12

1. Other domestic or foreign university professor, not employed at the University, may be granted the status of an honorary professor of the Faculty.
2. A person who is not employed at the University, yet particularly useful for the implementation of the statutory tasks, may be granted the status of an honorary lecturer of the Faculty.
3. On request of the Dean, approved by the competent Faculty, the Rector gives the status of the honorary professor and honorary lecturer.

§ 13

The University is a member of the Conference of Rectors of Academic Schools in Poland (CRASP) and the Conference of Rectors of Academic Medical Schools.

SECTION II. UNIVERSITY ORGANIZATION

§ 14

1. The university organizational units are:
 - 1) Faculties,
 - 2) General university units,
 - 3) Administrative organizational units,
 - 4) Other units.
2. An organizational scheme of the Medical University is presented in Annex 7 to the Charter.
3. The list of organizational units within the Faculties of the Medical University of Bialystok is presented in Annex 10.

CHAPTER I. FACULTIES

§ 15

1. The basic organizational unit of the University is the Faculty, set up to conduct teaching, educational and scientific activities as well as staff training.
2. The Faculty may consist of the following organizational units: chairs, clinics, institutes, self-labs, centers, studies.
3. The Faculty shall conduct at least one course of study, doctoral studies and research, at least in one scientific discipline.
4. The course of study may also be conducted jointly by several basic organizational units of the University.
5. A similar unit may be established within the same Faculty, leading related course of study.
6. The Faculties, including satellite campus Faculties, are created, transformed and dissolved by the Rector, after having obtained an opinion of the Senate.
7. The University consist of the following Faculties:
 - 1) Faculty of Medicine with the Division of Dentistry and Division of Medical Education in English,
 - 2) Faculty of Pharmacy with the Division of Laboratory Medicine
 - 3) The Faculty of Health Sciences.

§ 16

1. A chair can be created to organize and conduct research and teaching activities related to the particular specialty of study or learning objects from a group corresponding to the field or discipline of the faculty.
2. A chair should include at least two organizational entities of the Faculty, directed by university teachers with title of a professor or a PhD with the post-doctoral degree.
3. A chair is created, removed and converted by the Rector, after consultation with the managers of the component parts of the chair and seeking opinion of the competent Faculty Council and consent of the Senate.

§ 17

The clinic, institute, center, stand-alone lab or a study is an organizational unit of the Faculty or a chair belonging to the Faculty, created to organize and conduct teaching activities, scientific, diagnostic and therapeutic tasks, associated with a subject or a group of classes, corresponding to field or discipline of the unit, which the minor unit belongs to.

§ 18

1. The rules and procedures to be followed prior to entrusting the new manager with the supervision over a chair, clinic, institute, center or self-study are set out in Annex 11 to the Charter.
2. The functions of the unit head referred to in paragraph 3 shall be established by the Rector, following a favorable opinion about the candidate expressed by the Contest Committee and the Faculty Council.
3. The manager of a chair, clinic, institute, self-center, lab or a study may be a full-time academic teacher employed at the University, having a post-doctoral degree or a scientific title of professor. The manager of the Physical Education and Sport Study and the Foreign Languages Study may be a university lecturer with a scientific degree or a professional title.

4. The head of the chair, stand-alone clinic, institute, center, lab or study shall be appointed for a limited period of time, not exceeding 6 years. The period appointed for the performance of the manager functions may not exceed the employment relationship.
5. On their own initiative or on request of the Dean approved by the competent Faculty Council, the Rector may remove the head of the organizational unit from office before the expiry of the established period.
6. Dismissing the head of a unit takes place in the case of:
 - a) Retirement,
 - b) Resignation,
 - c) Final disciplinary penalty referred to in Article 140 (1) (3) of the law on higher education,
 - d) Improper performance of the functions resulting from the manager office referred to in § 19 (3) hereof,
 - e) Negative result of the periodic evaluation, in particular as regards to the criteria required for the managerial position,
 - f) Long-term incapacity to perform the managing role due to an illness or other causes, if the incapacity exceeds the period of 6 months,
 - g) Closing or transforming the organizational unit.
7. The Chancellor may suspend or revoke the functions of the unit head in the event of legal proceedings against the manager in criminal prosecution.

§ 19

1. The heads of chairs, clinics, centers, individual labs and studies are accountable to the authorities for carrying out the teaching and research tasks. They represent their managing units to the bodies of the Medical University.
2. The unit managers, referred to in paragraph 1, are the direct supervisors of these units and are obliged to inform the employees about the decisions of the University.
3. The manager of a clinic, institute, self-center, lab or study should take care in particular of:
 - 1) Day-to-day management of unit's activities,
 - 2) Supporting the implementation and concern for a permanent scientific development of the professional staff, and their own
 - 3) Deciding about the teaching staff and caring for the appropriate level, constant improvement and current monitoring of the classes,
 - 4) Establishing the detailed scope and dimension of responsibilities of academic staff employed in the unit,
 - 5) Concern for reliable performance of duties by employees, students, post-graduate and doctoral students,
 - 6) Submitting requests for setting up new positions in the unit,
 - 7) Applications in matters of employment, promotion and employee acknowledgement,
 - 8) Decision-making in all matters concerning the unit management, not reserved for the competence of the University,
 - 9) Responsibility for the entrusted property and financial resources of their unit, including bearing the financial responsibility for any damage arising from the improper use of the premises and equipment by employees or the lack of supervision.

§ 20

1. Clinics, institutes, centers, stand-alone studies and labs are created, transformed or removed by the Rector with the consent of the Senate, after consultation with the Faculty Council.
2. By the decision of the Rector and on the basis of the Senate Resolution an internal unit of one Faculty may be moved to another.

§ 21

1. A research or educational team shall be appointed to carry out a scientific or teaching activity.
2. The research or educational teams may be invoked by the Rector or Dean as well as the managers of chairs, clinics, institutes, centers, stand-alone labs, depending on the extent of scientific tasks and composition of the team. The rules for the appointment and closing the units are established by the Senate.

§ 22

1. The University may create scientific centers.
2. The University may create the centers, as referred to in paragraph 1, in particular with other universities, education institutes of the Polish Academy of Sciences, and research institutes, including foreign scientific and research institutes, international scientific and research activities.
3. The mentioned scientific centers are created by the Rector, indicating the organizational unit of the University, which is also included in the center.

§ 23

1. A study may be created as a faculty or inter-faculty unit in order to fulfill the teaching tasks.
2. The study shall organize and conduct training activities for a profile, specialization, form of study and form of training. The study may be of a multidisciplinary nature.

§ 24

1. The following units may be created at the university: academic business incubators, technology transfer centers and special purpose vehicles.
2. On the Rector's request the Senate may decide to join consortia network at the structures of the universities both in Europe and the whole world.

CHAPTER II. GENERAL UNIVERSITY UNITS

§ 25

1. The University consists of the general units subordinated to the Rector and performing particular scientific research, teaching activities and services.
2. The general university units are the following:
 - 1) Main Library,
 - 2) Archive,
 - 3) Experimental Medicine Center.
3. The operation rules concerning the Main Library and Archive are defined by the law.
4. The Central Library is a unit of service, teaching and research tasks; it acts as Scientific and Medical Information Center as well as a public scientific library.
5. The Medical University has its own archive, which is at the same time a network link connecting the University with the state archives.
6. The direct supervision of the Main Library and Archive is exercised by the Rector or by a person authorized by the Rector.
7. The Experimental Medicine Center is a general organizational university unit.
8. The Experimental Medicine Center takes care of the following:
 - 1) Breeding laboratory animals for scientific research,
 - 2) Conducting experimental studies and research,
 - 3) Providing facilities for carrying out the research in the field of the medical and pharmaceutical sciences as well as health sciences,
 - 4) Acting as a training center.

CHAPTER III. LIBRARY COUNCIL AND DIRECTOR

§ 26

1. The University has a library – information center, the base of which is the Main Library.
2. The uniform library – information system of the Medical University includes: the Main Library and if necessary special faculty libraries.
3. The Main Library is a unit of the general university service, being a teaching and research center providing the scientific and medical information.
4. The resources of the library – information system of the University can be used by:
 - a) Sharing them locally in the reading rooms,
 - b) Individual lending outside the library
 - c) Inter-library loans,
 - d) Academic Computer Network - in accordance with the conditions of the license.
5. The library – information system is open for:
 - a) Students, PhD students, post-graduate students, employees - either locally or outside as well as by the academic computer network,
 - b) Pensioners who used to be employed at the University, as well as the health protection workers of the Podlaskie Province and Warmia and Mazury Province locally and outside as well as per electronic databases in the Main Library, in so far as licenses do not provide otherwise,
 - c) Other people locally.
6. The detailed rules for making the collection of the library - information system of the University available to the public shall be governed by the Rules of Procedure

established by the Rector, on request of the Library Director, approved by the Library Council.

7. The operation rules of the library - information center shall be governed by the Rules of Procedure introduced by the Rector, on request of the Director, approved by the Library Council.
8. The link units of the library – information system may be created, transformed and closed by the Rector, on request of the Main Library Director, approved by the Library Council.
9. For the purpose of the library – information system functioning, the University may process the personal data of the system users with their agreement, including the following: first name, last name, date of birth, PESEL social security number, home address, mailing address, e-mail, ID number, library card number, work place.

§ 27

The Main Library, along with other libraries of the library-information system operating within the University is headed by the Director.

§ 28

1. The Library Council operates at the University as a consultative body of the Rector.
2. The Library Council consists of the following:
 - 1) Main Library Director
 - 2) Division managers of the Main Library,
 - 3) Elected representatives of the university teachers with scientific title or the post-doctoral degree - one from each Faculty,
 - 4) Representative of the Student Self-Government delegated by the Student Self-Government,
 - 5) Representative of the Self-Government of PhD students delegated by the Student Self-Government.
3. Attending the meetings of the Library Council is mandatory for the members as referred to in paragraph 2, items 1-3. The representatives chosen amongst the university teachers, as referred to in paragraph 2 item 3 elect the Faculty Councils by a simple majority of votes. The representatives of the Student and PhD-Student Self-Government are delegated by their university bodies. The final composition of the Library Council is approved by the Rector.
4. The President of the Council shall be elected by the Library Council by a simple majority of votes, at the first meeting of the Council members.
5. The President of the Council may not be the Library Director.
6. The term of office for the Library Council shall be established for four years.

§ 29

The competence of the Library Council consists in giving opinions on matters relating to the organization and functioning of the uniform library – information system and, in particular:

- 1) Presenting the Rector with candidates for the Main Library Director,
- 2) Submitting a request to the Rector for dismissing the Main Library Director,
- 3) Presenting the general directions of the Main Library development concerning changes of the organizational structure and library – information system of the Medical University,

- 4) Giving opinions on the annual report of the main activities executed by the Main Library Director,
- 5) Recommending candidates for the deputy director presented by the director of the Main Library
- 6) Appealing to the Rector with proposals in matters related to the activities of the library – information system of the Medical University,
- 7) Commenting on staffing the managers of the organizational units of the Main Library
- 8) Giving opinions on the drafted schedule of works and expenditures of the Main Library, also regarding the report on the implementation of the plan, commenting additionally on other matters concerning the library – information system,
- 9) Making the annual assessment of the Main Library Director's work,
- 10) Considering other matters raised by the Main Library Director.

§ 30

1. After seeking the opinion of the Senate, the University Rector appoints the Main Library Director, chosen from a list of candidates submitted by the Library Council.
2. After having consulted the Library Council, the Rector may remove the Director from office before the expiry of the established period.
3. The Main Library Director manages the library – information system of the Medical University, and in particular:
 - 1) Represents the Library on the outside,
 - 2) Supervises all the employees of the Library
 - 3) Submits to the Chancellor proposals in matters of employment, promotions, awards and honors for the employees of the library – information system,
 - 4) Organizes training sessions of staff and students in terms of how to use the library – information resources,
 - 5) Arranges and supervises the work of the Main Library and division libraries of the Medical University belonging to the library – information system - in such a way as to provide the workers, students, doctoral candidates, post-graduate students and other eligible persons with the optimal access to the library books and information,
 - 6) Manages property, supervises the collections and gives instructions as for the finances of the Main Library,
 - 7) Draws up the schedule of works and expenditures,
 - 8) Presents the Council with conclusions and proposals on matters within its competence,
 - 9) Presents the Rector with the conclusions on the library – information system,
 - 10) Detailed powers of the Library Director shall be governed by the rules of procedure established by the Rector after a consultation with the Library Council.

CHAPTER IV. UNIVERSITY HOSPITALS

§ 31

1. The Medical University is the creating entity for the following units:
 - 1) The Medical University of Bialystok Clinical Hospital,
 - 2) The Medical University of Bialystok Children's Clinical Hospital of L. Zamenhof.
2. The Medical University of Bialystok Clinical Hospital and the Medical University of Bialystok Children's Clinical Hospital of L. Zamenhof are self-sustaining public health networks operating under separate provisions; they constitute a teaching and scientific database of the Medical University.
3. The supervision and control of the entities listed in paragraph 1 shall be exercised by the Rector of the Medical University, in accordance with the act on therapeutic activities.
4. The Clinical Hospital, which is a stand-alone public health entity, covers its negative financial results by itself.

§ 32

1. The Medical University units, functioning on the basis of therapeutic bodies, work on the principles laid down by a contract between the University Rector and the medicinal entity manager.
2. The units, as referred to in paragraph 1, aim at carrying out the tasks of education for the pre- and postgraduate students of medical professions in respect to providing health care and promotion.

CHAPTER V. OTHER ORGANIZATIONAL UNITS

§ 33

1. On the basis of an agreement concluded with other universities, the University may create inter-university and joint units.
2. In accordance with the procedure laid down in paragraph 1, the University may create common entities also with other bodies, in particular scientific institutions, including foreign ones.
3. The units, referred to in paragraphs 1 and 2 shall be created, converted or closed by the Senate on the Rector's request.

§ 34

The Medical University may run an organizationally and financially independent business, in particular in the form of capital companies. The decision on the matter belongs to the Rector, after the Senate approval.

§ 35

The University units may perform the teaching, scientific, research, sports, healing and rehabilitation, experimental or diagnostic tasks. They are created for a fixed or indefinite period to meet their designated tasks and may have an inter-university range. The rules governing the creation, closing and transforming the units are established by the Rector, on the basis of the Senate resolution.

§ 36

1. For the purpose of the indirect commercializing, the Medical University may create exclusively a one-man capital company and subject to paragraph 2 a special purpose vehicle.
2. The company facility can be created by several public universities. The Medical University may join the special purpose vehicle created by another public university. The partners or shareholders of the special purpose vehicle may be only universities.
3. The decision on establishing or accessing a special purpose vehicle, or accessing to it, is taken by the Senate on the Rector's request.

§ 37

The tasks fulfilled by the organizational units of the Medical University, their internal structure, time and scope of their activity are regulated by the acts on their creation or other legal provisions.

SECTION III. UNIVERSITY AUTHORITIES AND THEIR POWERS

§ 38

1. The College University authorities are the Senate and the Council Faculties.
2. The single bodies of the University are the Rector and the Deans.
3. The election body of the University is the Electoral College.
4. The term of office of the collegial bodies and authorities and single persons performing functions of the choice lasts 4 years. It shall begin on 1 September of the elections year and end on 31 August of the last year in the term of office.
5. The term of office of the first Dean of a newly created Faculty may be shorter than 4 years and it shall end on the date of the term of office of the single and collegial bodies of the University.

CHAPTER I. SENATE

§ 39

1. The Senate is the highest collegial body of the Medical University.
2. The resolution of the Senate, taken in terms of their powers, is binding on the other bodies of the University, the employees, students and PhD students.
3. The Senate members are elected for a term of two years.
4. The Senate shall be composed of:

- 1) Rector, as chairman,
- 2) Vice-Rector,
- 3) Deans,
- 4) Elected representatives of:
 - a) Professors and PhDs with the post-doctoral degree in the number of 15. The representatives from this group should be more than a half of the Senate, but not more than 3/5 of the Senate. The proportion of this group in the Senate reflect their number in the individual Faculty Councils,
 - b) Other teachers in the number of 4 representatives from this group of university teachers should be not less than 10% of Senate,
 - c) undergraduate and graduate students in the number of 8 representatives,
 - d) Academic non-teaching staff in the number of 2 representatives.
5. The representatives, as referred to in paragraph 4 item (4) may only be full-time University employees for whom the school is the primary place of work, students and post-graduate students of the Medical University.
6. Additionally, also the following persons with a consultative function shall participate in the meetings of the Senate.
 - 1) The Chancellor,
 - 2) The Chancellor's Deputy - The Bursar
 - 3) The Main Library Director,
 - 4) Clinical hospitals managers,
 - 5) The representatives of trade unions operating at the university, one of each union,
 - 6) Other persons invited by the Rector or the Senate.
7. The meetings of the Senate shall be convened and led by the Rector or their designated Vice-Rector, not less frequently than every 2 months, excluding summer holidays. The agenda of the Senate shall be determined by the Rector, who also notifies the members of the Senate about the meeting at least 7 days before the designated time in writing or in electronic form, including the agenda.
8. Any extraordinary meetings of the Senate shall be convened by the Rector on their own initiative or on request of at least 1/3 of the members of the Senate. The proposal should state the subject of the meeting and include the names and signatures of the applicants. The meeting shall be convened within 7 days of the date of application, except for a specific purpose meeting which should be convened by the Rector immediately.
9. Considering matters not listed on the agenda may occur with the consent of at least 2/3 of the Senate members.
10. Each member of the Senate may report within 5 days before the meeting a proposal to include a specific question on the agenda. If the Rector does not take it into account, the matter shall be referred to the agenda in the form of the Senate resolution.
11. The Senate resolutions shall be decided by a simple majority of votes, in the presence of at least half of the statutory composition of the Senate, unless the Charter or the law shall specify stricter requirements.
12. A Senate meeting devoted to the assessment of the report of the annual Rector's activities or meeting, at which a request for removing the Rector from office is considered, shall be chaired by a professor member of the Senate, selected by the Senate.
13. After the exhaustion of the agenda, the members of the Senate may query the Rector in each case significant for the functioning of the University, also when the case was not covered by the agenda. The Rector shall answer not later than at the next meeting of the Senate.

§ 40

1. The powers of the Senate are laid down in the provisions of the law on higher education and this Charter. The Senate decides in particular on the following:
 - 1) Appointing the main activity directions for the University,
 - 2) Adopting development strategies for the University,
 - 3) Adopting a schedule of works and expenditures for the University,
 - 4) Reporting on the implementation of the schedule of works and expenditures and the financial statements in accordance with the provisions of the accounting act,
 - 5) Adopting the recovery plan of the University,
 - 6) Setting rules of the acquisition, transfer and debiting the securities in the absence of specific provisions in the public finances and trading of securities.
2. The Senate also takes care of the organizational issues by the following steps:
 - 1) Passing the University Charter by adopting the procedure contained in the law,
 - 2) After consulting the Faculty Councils it shall adopt the regulations of studies, doctoral studies and other rules as set out in the charter and rules for admission to the University and doctoral studies, as well as changes to these resolutions,
 - 3) Approving the annual report on the activities of the University,
 - 4) On request of the competent Faculty Council it shall create and close the courses of studies as well as create and close the specialties in the particular course of study,
 - 5) On the Dean's request approved by the Council, it shall adopt guidelines for study and levels of education, in the areas of training and the fields corresponding to the post-doctoral degree, determining effects of training, to which the study programs are adapted, including the plans of study, as appropriate to the level and profile of the training courses of study, and, in the case of medical, dental, pharmacy, nursing and midwifery and medical analytics / laboratory medicine – the educational standards set for these courses,
 - 6) Using additional resources to increase the salaries, if the University has funds for this purpose from sources other than as referred to in Article 94 (1) of the law on higher education. The rules governing the distribution of the funds shall be determined in accordance with powers of the trade unions,
 - 7) Consenting to the disposal of fixed assets by the University within the meaning of the law on accounting, to the extent specified in the act on the rules for the exercise of the State Treasury in cases, where the value of the market regulation exceeds the equivalent in zlotys of EUR 250 000, calculated on the basis of the average exchange rate published by the National Bank of Poland, on the date of the consent,
 - 8) Considering appeals from resolutions of the Faculty Councils and repealing resolutions of the collegial bodies of lower degree, that are contrary to the law, charters, regulations and other acts by the resolution of the Senate, internal University or adversely affecting important interests of the Medical University
 - 9) Submitting a request to the Electoral College to remove the Rector from office before the expiration of the established period,
 - 10) Giving the honorary title of Doctor Honoris Cause of the Medical University of Bialystok,
 - 11) Giving "The Medal for the Contribution to the Development of the Medical University of Bialystok",
 - 12) Approving the additional employment in the employment relationship by the individual university units and their deputies
 - 13) Giving its opinion on the Rector's proposal for employing an academic teacher as a full professor,

- 14) Giving their opinion on the Rector's proposal for establishing and terminating the Chancellor's employment,
 - 15) Giving their opinion on the proposal for establishing and terminating the Main Library Director's employment,
 - 16) Giving their opinion on the proposals for the prizes and awards of the Minister of Health and the Polish Academy of Sciences,
 - 17) Establishing the Rules of Procedure for Distributing the Teacher's Awards Fund and the criteria for granting them,
 - 18) Giving their opinion on the employment termination with a standard academic lecturer in the cases set out in Article 125 of law,
 - 19) Determining the course of granting holiday leave to academic teachers
 - 20) Selecting a candidate for the Polish Accreditation Committee and the National Accreditation Council of Nursery and Midwifery Schools,
 - 21) On the Rector's request appointing the Electoral Commission and approving the electoral regulations calendar,
 - 22) On the Rector's request and after a consultation with the relevant Faculty Council, deciding on connecting, separating the Faculty or changing its name,
 - 23) On the Rector's request and after a consultation with the relevant Faculty Council creating, removing and converting branches of Faculties,
 - 24) On the Rector's request and after a consultation with the relevant Faculty Council agreeing to create, transform or close chairs, clinics, institutes, centers, self-labs, studies and transferring an internal unit of one Faculty to another Faculty.
 - 25) Adopting the rules of procedure concerning the management of copyrights and related rights and industrial property rights and commercialization rules, and adopting rules of procedure for using the university research infrastructure,
 - 26) Approving the summary report of the education quality review
 - 27) Specifying the conditions and management mode of sending the University staff, PhD students and students abroad for the purposes of research, teaching and training,
 - 28) Acting in all matters requiring the academic community to hold a position.
3. As for the education of students, doctoral students and post-graduate students the Senate acts in the following way:
- 1) Defines the teaching dimension and rules for calculating the didactic hours,
 - 2) Sets limits of recruitment for studies on particular courses with the exception of those ones where the limits shall be laid down by the regulation of the Ministry of Health
 - 3) Adopts the guidelines regarding the programs of study, including plans of study,
 - 4) On request of the Councils, it determines the terms and conditions, mode, and date of the commencement and completion of the recruitment, including the one run by electronic, for given courses of study. This resolution shall be made available to the public no later than on 31 May of the year preceding the academic year which affects the resolution,
 - 5) On request of the Councils it determines the form, conditions and recruitment for the doctoral studies. A resolution shall be made available to the public, no later than on 30 April of the calendar year in which the academic year begins,
 - 6) On request of the Council, it lays down detailed rules for the admission to the University of winners and finalists of the central level competitions, for a period of at least three years, and it also lays down the detailed rules for the admission of winners of international and nationwide contests, including those ones organized by the University,

- 7) Sets the rules for granting scholarships to students studying to be an academic teacher,
 - 8) On the Rector's request, it resolves student organization, if their activities grossly or persistently breaches the law, the charter of this organization or the Charter of the University,
 - 9) Approves the decision of the Rector as for a temporary closure of the Medical University or suspending activities of the University or its individual units,
 - 10) Sets out the principles of charging, binding for the Rector when concluding contracts for supplying education services and the mode and conditions for the releasing students or doctoral students of these fees, in whole or in part, in particular those who achieve outstanding results in their education process or participate in international fellowship programs, as well as those who find themselves in difficult circumstances,
 - 11) Approves the diploma model for the University graduates,
 - 12) Defines the educational agreement model between the University and a student or a person accepted for study,
 - 13) Defines the organization of confirming the learning outcomes, including the terms, conditions, mode, appointment and activities of the Commission verifying the learning outcomes,
 - 14) Defines the forms, conditions, and the recruitment for the undergraduate and graduate studies on the basis of the best results obtained by the way of learning effects confirmation.
4. In the terms of reference for the medical entities, for which the Medical University is the creating body, the Senate shall act on matters referred to in the act on therapeutic activities and, in particular:
- 1) Establish the charter of the medical entity with the right to introduce changes to its contents,
 - 2) Consider the requests and opinions of the medicinal entity manager and Social Council on matters belonging to the competence of the creating body.

§ 41

1. The University Senate may appoint standing and ad hoc committees. The standing committees shall be set up for the duration of the term of office of single and collegial bodies at the University.
2. The opinions or conclusions of the Senate committees are not binding for the Senate.
3. The permanent Senate committees are:
 - 1) The Apparatus Committee,
 - 2) The Finance Committee,
 - 3) The Didactics and Education Committee,
 - 4) The University Teacher Disciplinary Board,
 - 5) The Student Disciplinary Board,
 - 6) The Student Appeals Disciplinary Board,
 - 7) The Doctoral Student Disciplinary Board,
 - 8) The Doctoral Student Appeals Disciplinary Board,
 - 9) The Clinical Ethics Committee,
 - 10) The Post - Graduate Education Committee,
 - 11) The Science Commission,
 - 12) The Awards, Prizes and Honours Committee,
 - 13) The Foreign Cooperation Commission,

- 14) The Publications Committee,
 - 15) The University Electoral Commission,
 - 16) The Commission for the Evaluation of the Teaching Staff.
4. The composition and the selection of the University Teacher Disciplinary Board shall be determined by § 100 (2) of the Charter.
 5. The composition and selection of the Student Disciplinary Board and the Student Appeals Disciplinary Board shall be determined by § 120 of the Charter. The composition and selection of the Doctoral Student Disciplinary Board and the Doctoral Student Appeals Disciplinary Board shall be determined by § 122 of the Charter.
 6. The presidents and other committees shall be appointed by the Senate on a proposal of the Rector within 2 months from the start of the Senate term of office.

CHAPTER II. RECTOR

§ 42

1. The Rector holds the highest position at the University and shall be entitled to the honorary title "Magnificence".
2. The Rector directs the University activities and represents it on the outside. This post is a superior one over all employees, undergraduate and graduate students.
3. The Rector shall draw up and implement a strategy for the development of the University, approved by the Senate. The resolution may specify measures for implementation of the strategy, including the funds coming from the University development fund.
4. The Rector shall provide the minister overseeing the University and the competent Minister for Higher Education with the diploma model approved by the Senate.
5. The Rector creates the doctoral studies on request of the Faculty Council.
6. By 30 November of the year following the review year, the Rector submits the Minister for Health the annual report on the activities of the University.
7. By 30 June of the year following the review year, the Rector shall submit to the Minister of Health a report on the scheme of works and expenditures implementation.
8. The Rector shall immediately inform the minister responsible for higher education, and Commander of the Border Guard about:
 - 1) Admitting foreigners to study, as referred to in Article 43 (3) item 2.4 of the law on higher education,
 - 2) Training not taken by foreigners, as referred to in Article 43 (3) of the law on higher education, or expelling them from the University.
9. By 15 January each year the Rector shall submit to the Minister for Higher Education the list of foreign students, referred to in Article 43 (3) and (4) of the law on higher education, drawn on the day of 31 December of the previous year, with an indication of the ones holding a Polish Card or conforming to the requirements of Article 5 (1) to (3) of the act of 9 November 2000 on the repatriation,
10. The Rector shall notify the minister responsible for higher education, the Minister for Health and the Polish Council of Accreditation about opening of the training on the course of study, within one month from the date of starting the training on the course.
11. The Rector shall forthwith inform the minister responsible for higher education, the Minister for Health and the Polish Council of Accreditation that a basic organizational unit of study ceased to fulfill the requirements for conducting courses of study, including changes in the status of employment affecting the formal powers to conduct studies.

12. The Rector is obliged to notify the minister responsible for higher education, the Minister for Health and the Polish Council of Accreditation of any fundamental change in the name of the entity, connection of units or dividing a basic organizational unit, within one month from the date on which the change took place.
13. The Rector shall suspend the Senate resolution that violates the provisions of the law or the University charter and within 14 days of the date of the decision, they shall convene the Senate in order to review resolutions. If the Senate does not change or does not repeal the resolution, the Rector shall direct the case to the Minister for Health.
14. The Rector shall suspend the Senate resolution that violates an important interest of the University and within 14 days of the date on which it took place, they shall convene a meeting of Senate in order to review the resolution. The suspended resolution shall enter into force, if the Senate votes for its maintenance by a majority of at least 3/4 of votes, in the presence of at least 2/3 of the Senate composition defined by the Charter.
15. The Rector shall make decisions on all matters of higher education, with the exception of those reserved by law or the Charter which shall be governed by the University Senate, Chancellor or other bodies, in particular:
 - 1) decisions regarding property and the economy of the University,
 - 2) supervision of teaching and research activities of the University,
 - 3) overseeing the implementation and improvement of the education quality assurance system in force at the University,
 - 4) supervision of administration and economy of the University,
 - 5) ensuring compliance with the law and safety of the University campus,
 - 6) defining the responsibilities of the Vice-Rectors.
16. The Rector's powers are tasks set out in the provisions of the law on higher education, in particular:
 - 1) convening the Senate and chairing the meeting, with the exception of personal affairs directly regarding the Rector,
 - 2) presenting matters requiring resolution by the authority to the Senate,
 - 3) ensuring the implementation of the Senate resolutions,
 - 4) submitting an annual report on the activities of the University to the Senate,
 - 5) after a consultation with the Senate, creating, transforming and closing faculties,
 - 6) overruling the decision of the Dean which is contrary to the law, the Charter, the resolution of Senate, the resolution of the Faculty Council of the Medical University of Bialystok, Terms and Conditions of study or other internal rules universities or which violates an important interest of the Medical University
 - 7) submitting a request to the Dean to announce a competition for the chair, clinic, institute, center, self-lab or study manager,
 - 8) entrusting fulfillment of the functions of a chair, clinic, center, self-lab, study manager,
 - 9) establishing and dismissing the Chancellor, after a consultation with the Senate,
 - 10) appointing and dismissing the Bursar on request of the Chancellor,
 - 11) employing and dismissing the Main Library Director,
 - 12) appointing disciplinary advocates of the University,
 - 13) suspending a professional academic teacher from duty against whom disciplinary or criminal proceedings have been initiated, as well as in the course of the investigation, if there are circumstances referred to in Article 147 (1) and (3) of the law on higher education,
 - 14) submitting a proposal to the Senate to create, transform or close or transfer to another Faculty - a chair, clinic, institute, self-center, and a study,

- 15) deciding to create university teachers post according to the needs of units, in order to compensate for the University development,
 - 16) establishing an employment relationship with an academic teacher on the basis of the employment contract or appointment, the appointment takes place only if the academic teacher has a title of professor.
 - 17) in duly justified cases moving the academic teacher to an equivalent post,
 - 18) dismissing an academic teacher,
 - 19) allowing the academic teacher to take or continue one additional employment in the employment relationship in the service of an employer conducting teaching or scientific research projects,
 - 20) giving the Organizational Regulations of the Medical University,
 - 21) giving orders to ensure the proper functioning of the University and its organizational units,
 - 22) deciding on appeals against the decisions of the Deans and Chancellor,
 - 23) defining the amount of the enrolment fee, as well as on request of the competent Faculty Council, determining the amount of the fees for the educational services rendered by the University as well as setting out the amount of the fees for conforming the learning effects,
 - 24) keeping the register of the University student organizations, for which the Rector is the registering authority,
 - 25) repealing the resolution of the Self-Government of undergraduate and graduate students or other university organizations that do not comply with the provisions laid down by the law, the Charter, the regulation or the rules of the Self-Government, or resolutions affecting an important interest of the Medical University
 - 26) submitting to the Senate a proposal concerning closing particular student organizations, leading negotiations in the case of a protest action announced by the Student Self-Government,
 - 27) in consultation with the competent authority of the local government, determining, the premises of the University, ensuring the maintenance of public order and safety on campus,
 - 28) calling upon entering the area of the University by state services responsible for the maintenance of public order and internal security or requiring that they leave the area. Concluding agreements with the competent authorities providing the mentioned services for other cases related to visiting the campus by those bodies,
 - 29) maintaining safe and hygienic conditions for the people receiving university education, holding practical-technical classes or performing work for universities,
 - 30) should any circumstances preventing the normal functioning of the University occur, the Rector may temporarily suspend the University or its units,
 - 31) announcing the "Dean's Hours" and "Rector's Days",
 - 32) accepting a meeting of faculty members, doctoral students and university students on its premises, as well as solving the meeting if it is in breach of law,
 - 33) appointing and dismissing the manager of doctoral studies, after having consulted the Doctoral Students Self-Government and the Faculty Council.
17. The Rector shall report annually in the POL-on system confirming that the data introduced by them to the POL-on are in accordance with the facts. The ranges of the statements, as well as the dates of submission are defined by the law on higher education.

§ 43

The Rector's powers are also tasks set out by the act on therapeutic activities.

§ 44

1. A Rector College as a consultative and advisory body may support the Rector.
2. The College membership is defined by the Rector.

§ 45

1. The Rector may invoke the Rector Committees responsible for the implementation of tasks referred to provisions of the law or the Charter. The Rector chooses the members of these Committees and determines the terms of reference.
2. The Rector may appoint a proxy. The Rector defines the scope of their activities.
3. For matters which are important for the Medical University, the Rector may invoke advisors, chosen amongst the Vice-Rectors, Deans, Chancellor, representatives of trade unions, students, PhD students and other faculty members. The team of advisors may comprise experts from outside the Medical University.

§ 46

The Vice-Rectors are fixed deputies of the Rector, appointed in particular for the supervision of:

- 1) Students,
- 2) Science,
- 3) Clinical and graduate training.

§ 47

In the absence of the Rector, the First Deputy Rector replaces them and acts on their behalf. The deputy is chosen by the Rector themselves.

§ 48

The Rector may in writing authorize named faculty members to make certain legal actions or to make representations to the specified range.

CHAPTER III. FACULTY COUNCIL

§ 49

1. The highest body of the Faculty is the Faculty Council.
2. The Council shall be composed of:
 - 1) Dean, as the chairman,
 - 2) Vice-Deans:

- a) 3 Vice-Deans at the Faculty of Medicine with the Division of Dentistry and Division of Medical Education In English, including 1 Vice-Dean for Dentistry, and 1 Vice-Dean for Student Affairs,
 - b) 4 Vice-Deans at the Faculty of Pharmacy with the Division of Laboratory Medicine, including 1 Vice-Dean for Student Affairs, 1 Vice-Dean for Science, 1 Vice-Dean for Training Quality and 1 Vice-Deansfor the Faculty Development
 - c) 3 Vice-Deans at the Faculty of Health Sciences, including 1 Vice-Dean for Student Affairs,
- 3) Professors and PhDs with the post-doctoral degree employed at the Faculty, the group should be more than half of its composition,
 - 4) Elected representatives of other university teachers employed at Faculties:
 - a) 10 – to the Council of the Faculty of Medicine with the Division of Dentistry and Division of Medical Education in English,
 - b) 3 – to the Council of the Faculty of Pharmacy with the Division of Laboratory Medicine
 - c) 3 – to the Council of the Faculty of Health Sciences,
 - 5) Elected representatives of the undergraduate and graduate students comprising not less than 20% of the Council,
 - 6) Elected representatives of the non-teaching staff employed at the Faculties (1 per faculty),
 - 7) Promoters and reviewers of post-doctoral theses as well as other persons invited to supplement the Council take part in the meeting of the Faculty Councils with regard to granting a scientific degree in accordance with the provisions of law of scientific degrees and titles as well as titles and degree in art. These persons have the powers of the Council member in matters of a compliant PhD or post-PhD course.
 - 8) Representatives of the trade unions acting on the premises of the University shall participate in the meetings of the Faculty Councils as advisory bodies, one per union.

§ 50

The Tasks of the Faculty Council are regulated by the law on higher education. These include, in particular:

- 1) submitting applications in matters of organization and development of the Faculty,
- 2) defining general directions of the University activity,
- 3) adopting development strategies, in accordance with the development strategy of the University,
- 4) implementation and improvement of the education quality assurance system between the faculties,
- 5) after a consultation with the Student Self-Government and in accordance with the guidelines laid down by the Senate passing the effects of training, to which the programs of study are adapted, including the plans of study, as appropriate to the level and profile of training and education programs, including plans of study,
- 6) submitting a request to the Rector about opening the doctoral studies,
- 7) after a consultation with the Doctoral Student Self-Government and in accordance with the guidelines laid down by the Senate passing the effects of training, which the programs of study are adapted to, including the plans of study, as appropriate

- to the level and profile of training and education programs, including plans of study,
- 8) in accordance with the guidelines laid down by the Senate passing the effects of training, to which the plans of post-graduate studies and training periods, post-graduate programs are adapted, including plans of post-graduate studies and training periods,
 - 9) on the Dean's request appointing the Faculty Recruitment Committees and submitting proposals on fixing limits of recruitment, subject to limits set by the Minister, as well as conditions of the recruiting procedures for study on the course of studies carried out at the Faculty,
 - 10) assessing the work of the Dean and approving the annual report of the Faculty activities. The Faculty Council meetings on the evaluation of the activities of the Dean shall be chaired by one of its members employed as a professor,
 - 11) passing resolutions within the PhD and post-PhD course as well as awarding degrees of a PhD and PhD with the post-doctoral degree within the limits of their powers,
 - 12) making decisions in the proceedings to give a teacher an academic title,
 - 13) comment on proposals for employment university teachers, except for the full professor,
 - 14) commenting on proposals relating to the appointment and dismissal of managers, of chairs, clinics, centers, self-studies and studios,
 - 15) commenting on proposals for the creation, removing, connecting and transformation of organizational units,
 - 16) surveillance and systematic evaluation of the teaching and research activities performed by the organizational unit of the Faculty,
 - 17) supervision and development analysis of scientific and teaching staff,
 - 18) opinions on proposals on the sabbatical leave of university teachers,
 - 19) preparing and submitting to the Senate opinions on important matters concerning the Faculty and Medical University,
 - 20) choosing standing and ad hoc commissions of the Faculty and advisory groups of the Dean. The subject matter and scope of these groups and commissions shall be determined by the Faculty Council. The committees and groups are consulted and directed to do other tasks assigned by the Dean. The Faculty Council is not bound by opinions of committee and advisory groups of the Dean.
 - 21) submitting a request to the Senate for giving the title of Doctor Honoris Causa.
 - 22) passing resolutions as to the official recognition of a title abroad,
 - 23) deciding in all matters requiring the opinion of the Faculty Council,
 - 24) adopting the evaluation of the implementation of planned training results submitted by Dean at the end of the academic year,
 - 25) approving the final report on education quality review,
 - 26) determining how to assess the implementation of a program of doctoral studies, including research done by the doctoral students and the way of conducting classes within doctoral studies.

§ 51

1. An ordinary meeting of the Faculty Council, with determining the agenda, shall be convened and led by the Dean or Vice-Dean appointed by them.
2. An extraordinary meeting of the Faculty Council shall be convened by the Dean on their own initiative or on the written request of at least 20% of the Council, containing the

meeting precise subject. The meeting should be convened within 7 days of the date of application.

3. Any member of the Faculty Council may report, no later than 5 days before the meeting, a proposal to include a specific question on the agenda. If Dean does not take the request of adding the subject to the agenda into account, the decision shall be taken by the Faculty Council at the next meeting.
4. At least 7 days before the date of the meeting the Dean shall notify the Council members about the meeting in writing or by e-mail and give them the agenda.
5. Matters not listed on the agenda may be considered with the approval of the majority of the Council members expressed in the open vote.
6. After the exhaustion of the agenda the Council members may query the Dean in matters relating to the operation of the Faculty. The Dean gives their reply at the next ordinary meeting of the Council.

§ 52

1. A Faculty Council Resolution shall be decided by a simple majority of votes in the presence of at least half of the number of its members, unless the law or the Charter specifies stricter requirements.
2. Voting on matters of personal information is carried out clandestinely. In other cases, clandestinely on request of at least one member of the Council.
3. The Faculty Council Resolution taken in matters within the scope of the Faculty is binding to the Dean and all members of the academic Faculty Community.
4. The Faculty Council resolutions may be subject to an appeal to the Senate, submitted within 14 days from the date of the resolution notification.
5. The University Senate repeals a resolution of the Council contrary to the law, Charter, regulations, or other internal rules of the University or violating an important interest of the Medical University.

§ 53

1. The obligation of the Faculty Council Member is:
 - 1) to participate in the meetings of the Council and pass the resolutions and conduct the tasks defined by the authority,
 - 2) to excuse their absence during the meeting of the Council
2. Triple unauthorized absence in meetings of the Council per year, may result in the suspension of rights arising from the status of a member of the Council for the period of one year.
3. A suspended member is deprived of participation in the meetings of the Council, and shall not be included in the total number of persons entitled to vote on decisions made by the Council.
4. The decision to suspend a member of the Faculty Council belongs to the Dean of the Faculty.

CHAPTER IV. DEAN

§ 54

1. The Dean directs the activity of the Faculty and represents it on the outside, supervises the work of the academic teachers at the Faculty and acts as a superior and guardian to the students, PhD students and post-graduate students at the given Faculty.
2. In the absence of the Dean, a Vice-Dean appointed by them who acts on their behalf.
3. The Dean regulates the matters of the Faculty which are not in the competence of other authorities or the University Chancellor. The Dean also makes decisions concerning other matters referred to in the law or the Charter of the Medical University.
4. The Dean shall exercise oversight over the activities of the organizational units and ensure their compliance with the law as well as provide safety and order of the subordinate units of the Faculty.
5. The Dean may appoint a Dean College as a consultative and advisory body. The College consists of:
 - 1) Dean, as the chairman,
 - 2) Vice-Deans,
 - 3) Depending on the current needs, also other persons invited by the Dean.
6. The Dean immediately notifies the Rector in the following cases:
 - 1) Admitting foreigners to study, as referred to in Article 43 (3) (2) and (4) of the law on higher education,
 - 2) Not taking up studies by foreigners, as referred to in Article 43 (3) of the law on higher education, or expelling them, giving their first name, last name, date of birth, address of residence, information on the Polish card if they have one and stating if they meet the requirements referred to in Article 5 (1) to (3) of the act of 9 November 2000 on the repatriation.
7. On 31 December of each year the Dean submits to the Rector a list of foreigners, referred to in Article 43 (3) and (4) of the law on higher education, drawn up to 31 December of the previous year, with an indication of the ones having the Polish Card or conforming to the requirements of Article 5 (1) to (3) of the Act of 9 November 2000 on the repatriation, containing: the name of the foreigner, the state of residence, the name and year of study or other type of training and the name of the faculty of higher education, attended by the foreigner as well as the financial conditions of the education which the foreigner is obliged to follow.

§ 55

1. The Dean acts in particular in the cases concerning the following tasks:
 - 1) Creating the development strategy for the Faculty, in accordance with the development strategy chosen by the University,
 - 2) Controlling the results of the teaching tasks at the Faculty,
 - 3) Convening and chairing the meetings of the Faculty Council, except for this part of the meeting in which the Dean's activities are assessed,
 - 4) Submitting matters requiring consideration by the Council to this authority,
 - 5) Submitting to the Council the Dean's annual report on the Faculty activities,
 - 6) Submitting the effects of education to the Council for their confirmation. All the programs of study, including the plans of study are adapted to these effects of education,
 - 7) Establishing a detailed plan of activities carried out by the Faculty,
 - 8) Settling students affairs related to courses of study, in accordance with the rules of study,

- 9) On the Rector's request, organizing competitions for the position of a university teacher, and also the managers of chairs, clinics, labs, institutes, stand-alone studies,
- 10) Giving opinion on the proposals of the unit heads to create a position of an associate or full professor,
- 11) Asking the Faculty Council for the opinion on the Rector's request for delegating functions of the organizational unit head,
- 12) Asking the Faculty Council to give an opinion on the Rector's request for establishing an employment relationship with an academic teacher except as a full professor or a visiting professor.
- 13) Defining the range of activities and competences of the Vice-Deans
- 14) Submitting to the Senate, at least once during its term of office, reports on the activities of the Faculty.
- 15) Submitting to the Faculty Council a final report on the education quality review,
- 16) Submitting to the Department at the end of the academic year the implementation evaluation of the planned learning outcomes.

CHAPTER IV. COLLEGIAL BODIES RESOLUTIONS

§ 56

1. The resolutions of the collegial bodies at the Medical University shall be taken in accordance with the principles set out in § 39 (11) and paragraph 52 item 1.
2. A Senate resolution relating to the adoption or amendment of the Charter shall be decided by a majority of at least 2/3 of votes of its composition as defined in the Charter.

§ 57

1. The minutes of the Senate meetings can be made available for inspection in the Rector's office - without the right to copy. The following people are entitled to know their contents:
 - 1) Members of the Senate,
 - 2) Persons participating in the Senate meeting as an advisory body, mentioned in § 39 (6) hereof,
 - 3) Employees who are entitled in the merits-related terms- only fragments concerning the scope of their activities.
2. The minutes of the Council meetings shall be regulated accordingly by (1).

§ 58

1. The resolution, with the exception of the cases referred to in paragraph 2, shall be taken in the open voting.
2. The following resolutions shall be taken in a secret voting:
 - 1) in personal matters,
 - 2) on the order of the President,
 - 3) on request of the member of the collegial body.
3. In exceptional circumstances the Senate resolutions relating to a very important decision-making for the University or statements or taking a stand on important social problems

and other, the Senate President may order open voting – with names - and the results must be communicated to the academic communities.

4. The collegial bodies' members who do not have an academic title or a PhD with the post-doctoral degree shall have the right to vote on all matters, with the exception of the applications for giving degrees and academic titles and other proprietary laws reserved for the reviewers on the thesis and in the cases concerning the PhD course – also the promoter of this thesis. The resolution on these matters shall be passed by secret voting, by an absolute majority of the votes, in the presence of at least half of the number of persons entitled to vote.
5. A resolution concerning more than one decision may be delivered together, if no one from the members present objects to it.

SECTION V. ELECTIONS

The selection of the Electoral College members, representatives of the single and collegial bodies and persons fulfilling other functions of choice in higher education, is set out in Articles 71-72, 75-77 of the law on higher education.

§ 59

1. The electoral commissions are appointed for the purpose of elections and supervision over their course for the University, Faculties, the Non-Teaching Staff, Student and Doctoral Student Self-Governments.
2. The selection of single units and representatives of the collegial bodies shall be carried out by an Electoral College.
3. The election of the collegial bodies' members shall be made in all staff groups, also amongst undergraduate and graduate students.
4. All the elections shall be made by secret voting.
5. The voting shall be made by a cross "X" located in front of the last name of the candidate, whom the person votes for.
6. The active electoral rights (right of presenting candidates and voting rights) shall be granted to academic teachers employed at the University as their primary work place, to non-academic teachers, students and PhD students.
7. The passive rights (being a candidate in the election) shall be granted to teachers employed at the University as their primary work place, who have not turned sixty seven and in the case of professor seventy, as well as to full-time employees not being academic teachers but also students and PhD students.
8. Detailed rules and the course of the elections in the field not regulated in the law or the Charters shall be laid down in the Rules of Elections.

CHAPTER I. ELECTORAL COMMISSION APPOINTMENT

§ 60

1. The Electoral Commissions shall appoint the following:
 - the University Electoral Commission - the Senate,
 - Faculty Electoral Commissions - the relevant Faculty Council,

- Electoral Commission of Non-Academics Employees - Academic Chancellor,
 - Student Electoral Commission - Student Self-Government,
 - Doctoral Student Electoral Commission – Doctoral Student Self-Government.
2. The University Electoral Commission consists of up to 7 persons.
 3. The Faculty Electoral Commissions consists of up to 5 people.
 4. The Electoral Commission of Non-Academics Employees consists of up to 5 people.
 5. The Student Self-Government Electoral Commission consists of up to 5 people.
 6. The Doctoral Student Self-Government Electoral Commission consists of up to 5 people.
 7. The Electoral Commissions shall be appointed no later than on 10 February of the year ending the term of office of the collegial bodies and single university units. The Electoral Commissions operate until the new electoral commissions are appointed.
 8. At the first meeting the Academic Electoral Committee shall elect its chairman, deputy and secretary.
 9. The provisions of paragraph 8 shall apply respectively to other electoral commissions.
 10. The University Electoral Commission shall organize elections, and in particular:
 - 1) Develop and present to the Senate Election Rules and Calendar to its approval,
 - 2) Oversee the elections course and documentation,
 - 3) Draw up the list of electors for electing the Rector, Vice-Rectors, Deans, Vice-Deans and conduct these elections (also supplementary elections),
 - 4) Draw up a list of candidates for the posts of the Rector and Vice-Rectors,
 - 5) Supervise the electoral commission and appeal from the decision of commission,
 - 6) Make interpretation of the provisions of electoral commissions,
 - 7) Ascertain validity of the elections.
 - 8) Should the elections be deemed invalid, order new elections.
 11. A resolution of the University Electoral Commission shall be made by an absolute majority of votes, in the presence of at least half of the appointed members.
 12. The voters have the right to appeal from the resolution referred to in paragraph 10 (6) and (7) hereof. The appeal shall be expressed in writing and submitted to the Senate, within 3 working days of publishing the resolution. An appeal may be brought only on the grounds of a breach of the law, violating the Charter, the rules of procedure of elections or because of offenses against the elections, if this infringement or offense had the influence on the outcome of the elections. The Senate should comment on the appeal within 5 days.
 13. The Faculty Electoral Commission should in particular:
 - 1) Draw up a list of candidates for the representatives to an electoral college and bodies as well as candidates for the Dean and Vice-Deans,
 - 2) Carry out the elections of representatives of university teachers to an electoral college, Faculty Council and Senate,
 - 3) Draw up lists of the elected representatives,
 - 4) Carry out supplementary elections to the Senate, the Faculty Council.
 14. The Electoral Commission of Non-Academics Employees, Student Self-Government and Doctoral Student Self-Government should:
 - 1) Draw up a list of candidates for the representatives to an electoral college, Faculty Council and Senate Council,
 - 2) Carry out an electoral college, election of the representatives of the Faculty Council and the Senate,
 - 3) Draw up lists of the elected representatives.
 15. The electoral commission resolution, as referred to in paragraphs 13 and 14, shall be taken by an absolute majority of votes, in the presence of at least half of the appointed members.

§ 61

1. The Electoral Commissions are required to announce the names of the candidates to the single university bodies and candidates for the posts of Vice-Rectors and Vice-Deans, at the latest 3 working days before the elections, in the main hall of the Branicki Palace and on the website.
2. Prior to registering the candidacies for the Rector, Vice-Rectors, Deans, and Vice-Deans. The University Electoral Commission proves the compliance of the candidacies with the requirements of law and the provisions of this Charter.
3. Any voter has the right to propose candidates for the position of the Rector and Deans. The candidates for Vice-Rectors are given by the Rector-Elect, and candidates for Vice-Deans are given by the Deans-Elects.
4. A proposal for registration of a candidate should include:
 - 1) First name, last name and title or degree of the candidate,
 - 2) Work place of the candidate,
 - 3) Home address of the candidate,
 - 4) A brief overview of the candidate justifying their nomination,
 - 5) Written consent to the nomination and a written statement of the candidate that he/she fulfills the requirements of Article 79 of the law on higher education,
 - 6) First name, last name, position and place of work, clearly legible signature of the person submitting.
5. If the request is incomplete, it shall be completed by the submitting person, within 3 days of being notified about the deficiencies. Should the application stay incomplete within the specified time limit, it shall be rejected.
6. If a candidate is reported by more than one person, the President of the electoral commission meeting reads only the first request, notifying the members of the electoral college of other applications by reading names of the persons concerned.
7. The University Electoral Committee shall draw up a draft of the electoral calendar and submit it to the Senate for its approval, and then announce the approved electoral calendar to the public.

CHAPTER II. ELECTORAL COLLEGE APPOINTMENT

§ 62

1. The Electoral College consists of 100 persons, including: 55 university teachers with the academic title or the post-doctoral degree, 20 electors representing other university teachers, 20 students and doctoral students and 5 electors from among the academic staff who are not teachers. The absolute number of representatives of the university teachers, students and doctoral students from various faculties shall be determined in accordance with the proportionality in relation to the current size of academic community groups.
2. A member of the Electoral College is considered to have been appointed, if the candidate has received more than half of the valid votes in place, date and hour as defined by the Rules of Procedure and the Electoral Calendar.
3. The Electors of university teachers shall be elected by all the members of that employee group.
4. The electors from among students and doctoral students are chosen by their self-governments. The elections take place on a designated day and at specific time, in accordance with the Rules of Procedure and Elections Calendar. The elections course and the term of office duration of the representatives of undergraduate and graduate students

are defined accordingly by Regulations of the Student and Doctoral Student Self-Government.

§ 63

1. The voting list of candidates for electors should include the number of candidates at least equal to the number of representatives of the electoral group.
2. A valid vote is constituted by a card including a number of candidates with “X” before their names that is less or equal to the size of electors in the electoral group.
3. The candidates for electors shall be announced in writing.
4. The election mode of the returning committees (university, faculty, other) shall be governed by the Rules of Procedure.

§ 64

1. The Electoral College ceases to perform its duties when a new electoral college is appointed.
2. The election of the new panel takes place adequately within a period of time which allows for the elections for a further term of office of single units and representatives of collegial bodies representatives.
3. In the event of the expiry of their term of office, termination or expiry of the employment relationship, completion of studies or expelling of students or doctoral students, the electoral college works in reduced panel.

CHAPTER III. SELECTION OF SINGLE-PERSON UNIVERSITY UNITS AND PERSONS FULFILLING OTHER FUNCTIONS

§ 65

1. The Rector is elected by the Electoral College.
2. The Rector may be a person with at least academic post-doctoral degree. In order to be elected for the position of the Rector, the candidate should be employed at the University as the primary place of work.
3. The Electoral College chooses candidates for the following positions amongst the candidates proposed by the Rector:
 - 1) Vice-Rector for Science,
 - 2) Vice-Rector for Clinical and Graduate Training,
 - 3) Vice-Rector for Student-Affairs.
4. The candidacy of the Vice-Rector for Student-Affairs requires consent of the majority of undergraduate and graduate students attending the Electoral College. If within 7 days the undergraduate and graduate students do not comment on the appointment of the Vice-Rector for Student Affairs, the candidate is considered to have been appointed.
5. The Vice-Rector may be a person with at least academic post-doctoral degree.
6. The condition for the performance of the Vice-Rector duties is being employed at the University as the primary place of work.
7. The Dean is elected by the Faculty Electoral College.

8. The Dean may be a person with at least academic post-doctoral degree, employed at the University as the primary place of work.
9. In order to be elected for the position of the Vice-Dean, the candidate should be employed at the University as the primary place of work. The candidacy for the Vice-Dean for Student Affairs should be approved by the majority of representatives of students and doctoral students in the Electoral College at the Faculty. If within 7 days the undergraduate and graduate students do not comment on the appointment of the Vice-Dean for Student Affairs, the candidate is considered to have been appointed.
10. The members of the Faculty Electoral College choose Vice-Deans amongst the candidates reported on request of the Dean.

§ 66

1. The university elections to single university bodies and persons fulfilling other functions of choice (Vice-Rectors, Vice-Deans) are made by an absolute majority of its members, in the presence of at least 2/3 of the members of the Electoral College.
2. If first voting appears to give insufficient results as for appointing the candidate for the Rector's position, the Electoral College chooses the Rector by an absolute majority of its members, in the presence of at least 2/3 of members amongst two candidates who have obtained the highest number of votes in the previous voting.
3. Should the second voting fail to give an absolute majority of the votes achieved by the candidates for the Rector's position, or if there are no grounds for the second round of elections (only one candidate), the University Electoral Commission orders to conduct new elections with at least one new candidate.
4. If there is no absolute majority of votes in the first voting achieved by a candidate for the Vice-Rector, the University Electoral Commission announces re-election, with a new candidate.
5. If the first voting on the Dean or Vice-Dean could not resolve the question, (2) and (3) for the Dean and (4) for the Vice-Dean of this paragraph shall apply respectively.

§ 67

1. The Rector, Vice-Rectors, Deans and Vice-Deans may be appointed to perform the same function not more than in two consecutive terms, including also incomplete terms.
2. The term of office of the newly elected collegial bodies and single units shall begin on 1 September of the year of elections and it takes 4 years until to 31 August of the fourth year of the term of office.
3. The same person may not be a member of the University Senate for more than two consecutive terms. The fact does not affect those Senate members who are the University authority (Rector, Dean, Vice-Deans), and also Vice-Rectors if in accordance with the Charter they are members of the Senate.
4. The member mandate of collegial bodies members and single units as well as their deputies shall be terminated before the expiration of the term in the following cases:
 - 1) Resignation,
 - 2) Dismissing from office by the selecting body,
 - 3) Termination of the employment relationship - in relation to the representatives of employees or the loss of status of a student and PhD student - in relation to the representatives of students and doctoral students,
 - 4) Final sentencing judgment or punishing by judicial ruling of the Disciplinary Board,

- 5) Long-term lack of participation in the work of the single or collegial body (over 12 months).
5. Should a member of collegial and single bodies and their deputies be no longer employed at the University due to retirement, but then re-employed, unless when the break in the employment does not exceed the period of one month, and there is less than half of their term of office left, the mandate of the members of collegial and single bodies and their deputies shall not expire.
6. The expiry of the term of office for single bodies as well as Vice-Rectors and Vice-Deans for reasons referred to in Article 67 paragraph 4, item 1, 3-5 is stated respectively by the Senate or the Faculty Council, and the expiry of the term of the electoral college and collegial bodies member shall be stated by the electoral commissions which conduct the elections.

§ 68

1. The Rector and Vice-Rectors, Dean and Vice-Deans may be dismissed by the Electoral College.
2. The request for dismissing the Rector may be submitted by at least half of authorized Senate members.
3. The request for dismissing a Vice-Rector may be submitted by the Rector and a written request for dismissing the Vice-Rector for Student Affairs, by at least 3/4 of undergraduate and graduate students' representatives in the Senate.
4. The resolution about dismissing the Rector should be taken by a majority of at least 3/4 of votes, in the presence of at least 2/3 of the members of the Electoral College.
5. The resolution about dismissing the Vice-Rector should be taken by an absolute majority of its members, in the presence of at least 2/3 of the authorized members of the Electoral College.
6. The request for dismissing a Dean or Vice-Dean may be put forward by at least 1/3 of the Faculty Council, yet the request for dismissing the Vice-Dean for Student Affairs may be submitted also by 3/4 of undergraduate and graduate students' representatives within the Faculty Council.
7. The decision about dismissing the Dean should be taken by a majority of at least 3/4 of votes, in the presence of at least 2/3 of the members of the Faculty Electoral College. The resolution of dismissing the Vice-Dean should be taken by an absolute majority of its members, in the presence of at least 2/3 of the Electoral College members stated in the Charter.
8. The elections for the vacant position shall be carried out by the University Electoral Commission. The term of office of the selected persons, both for the single-person units, fulfilling other functions of choice (Vice-Rectors and Vice-Deans) and for members of the collegial bodies shall end no later than at the end of the term, in which the supplementary elections have been conducted.
9. The supplementary election to single-person units, as well as the functions of Vice-Rectors and Vice-Deans shall not be carried out if until the end of their term of office there are less than 6 months left. In such a case, the deputy designated at the beginning of the term of office acts as the Rector or Dean, and in the case of Vice-Rectors and Vice-Deans their duties shall be entrusted by the Rector or Dean to the person of their choice.

CHAPTER IV. ELECTIONS OF COLLEGIAL BODIES

§ 69

1. The Senate is composed of 36 members, listed in § 39 (4) hereof.
2. The election of employees' representatives listed in § 39, paragraph 4, item (4) shall organize and conduct the Electoral Commissions of the relevant groups of staff, undergraduate and graduate students.
3. The election date shall be announced 7 days in advance.
4. A Senate member may be dismissed by their voters in the following course:
 - 1) The request for dismissing may be considered only if put forward by at least 20 members of the group,
 - 2) A Senate member is dismissed on the basis of a resolution passed at the meeting of the Senate members by an absolute majority of votes, with the presence of at least 2/3 of members of the group, and should the case stay unsettled, in the second period by resolution taken by an absolute majority of its members, regardless of the number of participants,
 - 3) The date of a meeting referred to in item 2 must be notified to the group at least 7 days before the meeting.
5. The Senate shall be completed by another person from the list of the academic community groups' representatives, which has received the largest number of votes in the elections, provided that they have obtained more than a half of the valid votes.
6. If there is no person who meets the requirement referred to in paragraph 5, then on the Rector's request, the competent Electoral Commission shall conduct supplementary elections.
7. Should the term of office of a representative of students or doctoral students expire, the elections shall be organized and conducted by the competent Electoral Commission of Students or of Doctoral Students.

§ 70

1. The panel of the Faculty Council shall be defined by § 49 (2) of this Charter.
2. The elections course shall be laid down in the Charter and Elections Rules of Procedure.
3. A Member of the Faculty Council may be dismissed by their voters in the following course:
 - 1) Dismissing a chosen member of the Faculty Council takes place on request of at least 20 electors of the electoral group,
 - 2) Dismissing shall be taken on the basis of a resolution adopted by an absolute majority of its members, with the participation of at least 2/3 of members of the group, and should the case stay unsettled, adopted at the time of the second voting by an absolute majority of its members, regardless of the number of participants.
4. The composition of the Faculty Council shall be completed by another person from the list of representatives of the academic community groups, which has received the greatest number of votes in the elections, provided that they have received more than half of the valid votes.

5. If there is no person who meets the requirement referred to in paragraph 4, then on the basis of the Dean's request, the competent Faculty Electoral Commission shall carry out supplementary elections.
6. The supplementary elections of students and doctoral students' representatives shall be organized and conducted by the competent Electoral Commission of Students or of Doctoral Students.

§ 71

The supplementary election to the collegial bodies shall not be carried out if there are less than 6 months left until the end of term.

SECTION VI. UNIVERSITY EMPLOYEES

§ 72

1. The University employees are academic teachers: academics and researchers, certified librarians, qualified documentation and scientific information staff, as well as academic non-teaching staff.
2. The academics and researchers are employed in the following positions:
 - 1) Full professor,
 - 2) Associate professor,
 - 3) Visiting professor,
 - 4) Assistant professor,
 - 5) Assistant lecturer.
3. The staff academics are employed in the posts:
 - 1) Senior lecturer,
 - 2) Lecturer,
 - 3) Teacher or instructor.
4. The qualified librarians as well as qualified documentation and scientific information staff are employed in the posts:
 - 1) Senior certified inspector, senior certified documentarian,
 - 2) Certified inspector, certified documentarian,
 - 3) Senior librarian, documentation and scientific information assistant professor,
 - 4) Assistant librarian, documentation and scientific information assistant.
5. The University non-teaching staff are:
 - 1) Library employees, documentation and scientific information staff employed in other positions other than those listed in paragraph 4,
 - 2) Other employees.

§ 73

1. A lecturer can be a person who meets the requirements referred to in Article 109 of the law on higher education.

2. The candidates who satisfy the requirements set out in Articles 114-115 of the law on higher education and have additional qualifications may be employed in the positions listed in paragraph 72 (2) and (3):
 - 1) A candidate for the position of full professor should meet the following criteria:
 - a) They should have an academic professor title,
 - b) They should have a significant position in a specific field of science, proven by scientific work (publication), for which the Hirsch index is greater than or equal to 15 (according to Web of Knowledge).
 - c) They should pursue scientific and research activities, have documented achievements, especially after obtaining the academic title. The scientific achievements obtained from the moment of receiving the professor title should exceed 200 points by scoring of the Ministry of Science and Higher Education, and the value of the IF coefficient 10 points since receiving the professor title, taking care of a completed post-doctoral course of a colleague,
Or
The scientific achievements obtained from the moment of receiving the professor title should exceed 300 points by scoring of the Ministry of Science and Higher Education, and the value of the IF coefficient 10 points since receiving the professor title
 - d) They have documented teaching and organizational activities,
 - 2) A candidate for the post of associate professor should have the professor title. Yet, also a person who has at least the post-doctoral degree and specialty training necessary for the implementation of the program on the faculty (course) can be employed in the position of the associate professor,
 - 3) A candidate for the post of the visiting professor should be employed at other university and have the post-doctoral degree or the professor title.
 - 4) A candidate for the post of the visiting professor may not comply with the requirements set out in point 3, if they obtained the PhD degree at a foreign or Polish university and for at least five years managed the research teams in another state and have significant scientific achievements,
 - 5) A candidate for the post of the visiting professor may not comply with the requirements of § 3, if they have the post – doctoral degree and significant and creative achievements in the scientific teaching, organizational and professional work. The assessment of the achievements shall be made by the Vice-Rector for Science on request of the head of the organizational unit, in which the candidate is to be employed. In the case of a positive evaluation, the proposal is presented to the Rector,
 - 6) A candidate for the post of assistant professor must have:
 - a) At least the PhD degree,
 - b) Should the candidate have the PhD degree - also scientific achievements of total score amounting to at least 50 points according to the scoring of the Ministry of Science and Higher Education and the IF factor more than 2.5,
 - c) Should the candidate be a PhD with the post-doctoral degree - also scientific achievements of total score amounting to at least 100 points according to the scoring of the Ministry of Science and Higher Education and the IF factor more than 5,
 - d) In the case of clinical and diagnostic fields – specialization in a given field,

- e) In the event that a candidate's degree is in the field of the humanities, the IF factor is not required, the assessment shall be made on the basis of the scientific bibliometric analysis based upon to the ERIH database,
- 7) A candidate for the post of assistant lecturer should have:
 - a) Professional title of doctor, dentist or dental practitioner/master degree,
 - b) Suitability to work as an academic teacher,
- 8) A candidate for the post of senior lecturer should have:
 - a) Academic PhD degree,
 - b) Work experience as an academic teacher or at least 10-year professional experience in the relevant discipline (positive assessment of the experience as an academic teacher),
 - c) In the case of clinical and diagnostic fields, also the appropriate specialization
- 9) A candidate for the post of a teacher or instructor should have:
 - a) professional title of doctor, dentist/stomatologist, master
 - b) suitability for teaching.

§ 74

1. The Rector concludes and terminates the employment relationship with an academic lecturer.
2. The employment relationship with the academic teacher is concluded on the basis of an employment contract or appointment. An academic teacher with the professor title may be employed per appointment.
3. Lecturers and their spouses, relatives or relatives through marriage to the second degree inclusive, and a person remaining with the lecturer in the relationship of adoption, or legal guardianship or wardship may not be bound by a direct work-related subordination with each other. It does not include persons performing functions of single-person university units, for whom the act provides the appointment by election.

§ 75

1. Employment of an academic teacher for any numbers of hours in excess of ½ FTE shall be made by the rule of open competition.
2. The candidate chosen through competition shall be subject to consultation by the competent Faculty Council, and a candidate for the position of full professor by the Senate.
3. A final decision on the employment contracts belongs to the Rector.
4. The Dean, approved by the Rector, announces the employment competition.
5. The competition shall be announced on the bulletin board and on the website of the University, website of the office serving the minister responsible for higher education and the minister supervising the University, as well as on the website of the European Commission in the European researchers' mobility portal, designed for the publishing researchers job offers.
6. The competition does not apply in the case of a fixed academic teacher employment:
 - 1) Working at the University on the basis of the contract concluded with a foreign research institution.

- 2) Being a beneficiary of the national competition announced by the National Science Center or National Center for Research and Development or the international competition for the research projects related to the area of training.
 - 3) Locally recruited staff for the duration of the project funded by:
 - a) the European Union,
 - b) another granting entity;
 - 4) Holding the same position, if the previous contract was concluded for a period not shorter than three years.
7. The competition does not apply either in the event of a transfer of the given academic teacher to an equivalent post of one organizational unit at the University to another.
8. The employment contract may be extended without the need to conduct jury and without the obligation to seek an opinion of the competent Faculty Council in the case of an academic teacher employed for a period shorter than 8 years as an assistant without the PhD degree or post-doctoral degree. The total period of employment for each of the above mentioned positions may not exceed 8 years.

§ 76

1. The announcement about the competition, as referred to in paragraph 75, should include the following:
 - 1) Required educational, scientific, ethical and professional qualifications of the candidates, established by the manager of the organizational unit in consultation with the Dean,
 - 2) List of the required documents,
 - 3) Deadline for submitting the documents.
2. The competition shall be carried out by the Competition Commission. The Commission may act if the meeting involves at least half the Commission members, including the Chairman.
3. The Commission shall be composed of:
 - 1) In the case of the competition for the position of full professor: the Rector or Vice-Rector designated by the Rector as chairman, the Dean or Vice-Dean of the Faculty designated by the Dean and three professors selected by the Senate,
 - 2) In the case of the competition for the associate or visiting professor: the Rector or Vice-Rector designated by the Rector as chairman, the Dean or Vice-Dean of the Faculty designated by the Dean and three members of the Council, elected by the Council, from among the professors and PhDs with the post-doctoral degree.
 - 3) In the case of the competition for the positions of assistant lecturer, assistant professor, teacher or instructor, senior lecturer: the Dean or Vice-Dean of the Faculty designated by the Dean chairman, the head of the organizational unit and three members, selected by the Council from among the professors and PhDs with the post-doctoral degree.

4. A person who is a candidate for the position, or the person who is married or relative by blood or relative through marriage to the second degree to the candidate, or remains in the law or fact relationship with the person and who may raise reasonable doubt as to their impartiality may not be a member of the Commission.
5. The competition will be carried out if there is at least one candidate.
6. An academic teacher who has acquired the pension rights may be employed by the Rector again in the same position for a specified period of time, without the competition proceedings or the obligation to consult the Faculty Council and the Senate.

§ 77

1. The following principles define the employment conditions for an academic teacher at the University:
 - 1) Employment for the first time at the University, in the scientific- teaching or teaching position takes place on the basis of an employment contract for a limited period of time,
 - 2) The total employment period of an academic teacher as an assistant lecturer, including the employment at other universities, should not exceed 12 years, but the total employment period, including the period of employment at another university, of a person having no PhD degree may not exceed 8 years,
 - 3) The total period of an assistant professor's employment having no post-doctoral degree, including employment at other universities, may not exceed 8 years.
2. A teacher may be employed in the full-time relationship if the University is their basic place of work within the meaning of the law.
3. The Rector decides about employing an academic teacher in the full-time relationship, for whom the University is not the primary place of work, in particular if the employment is necessary for opening or conducting a course of study.
4. The Rector decides about employing an academic teacher for the position at the University for the first time for ½ FTE at most, after obtaining the opinion of the Faculty Council, and, in the case of a full professor, after obtaining the opinion of the Senate. The opinion of the competent Faculty Council is not requested in the case of employing a visiting professor.
5. At least two academic teachers with the post-doctoral degree, including the manager of the unit, have to be employed in the unit so that the position of a visiting professor could be created there.

§ 78

1. The periods referred to in paragraph 77 (1) item 2.3 do not include breaks related to:
 - 1) Maternity leave, parental leave under the conditions of maternity leave, additional maternity leave, additional paternity leave, parental leave provided according to the conditions laid down in the provisions of the labour law,
 - 2) Receiving any health benefits or rehabilitation in relation to the incapacity to work due to an illness, including the one requiring medical rehabilitation.
2. In the cases referred to in paragraph 1 a contract of employment shall be extended by the duration of the break, as referred to in paragraph 1.

§ 79

The employment of a standard academic lecturer may be resolved by the Rector if approved by the Senate in accordance with the Article 125 of the law on higher education.

§ 80

1. The employment of an appointed academic teacher at the University shall expire at the end of the academic year, in which the teacher turns 67 years of age, if they have not acquired the right to a pension. If the 67-year-old person is not entitled to a pension, the employment termination takes place at the end of the academic year, in which they acquire this right. The employment relationship of an appointed academic teacher with the title of professor, employed as full professor or associate professor, shall expire at the end of academic year, in which the professor turns 70.
2. The employment relationship of an academic teacher employed based on a contract shall be terminated at the end of semester, in which the teacher turns 67 years of age, and in the case of a professor 70 years of age.

§ 81

1. The employment termination of lecturers is effected by giving notice at the end of semester.
2. The end of the winter semester shall be the last day of February, and the summer semester, the last day of June.

§ 82

1. The work time of an academic teacher is determined by the scope of their educational, scientific and organizational duties.
2. The academics are involved in executing the health care by fulfilling the teaching and research assignments in conjunction with granting benefits in the health units, necessary to conduct the research and teaching activities, made available to the University under the conditions laid down in the rules of the act on therapeutic activities.
3. An academic teacher who performs health care services on the basis of the contract of employment, as well as a civil-legal agreement, is required to provide benefits in the health medicinal unit, in which they are employed, according to the rules adopted in this unit in such a way as to ensure the continuity of health care benefits provided by the unit.
4. A detailed scope and extent of academic teacher's duties shall be determined by an appropriate organizational unit manager.

§ 83

The rules for defining the responsibilities of university teachers, types of teaching within the scope of those duties, including teaching job dimension for individual posts, and the rules for calculating teaching hours, shall be determined by the Senate in accordance with the provisions of law.

§ 84

1. The Senate establishes the context of granting the holiday leave for teachers.

2. The Rector can provide a teacher possessing at least the PhD degree with the paid scientific leave, not more frequently than once every seven years of employment at the University, in terms not exceeding one year in order to carry out research outside the University. The leave is granted on the substantiated request of the staff member approved by the manager of the appropriate organizational unit and the Faculty Council.
3. An academic teacher who prepares the doctoral dissertation may receive the paid scientific leave not exceeding 3 months. The leave is granted by the Rector on the substantiated request of the staff member, approved by the competent organizational unit manager, the thesis promoter, and the Faculty Council.
4. An academic teacher can obtain the unpaid leave for scientific purposes. The leave is granted by the Rector on the substantiated request of this academic teacher, approved by the competent organizational unit manager. In respect of the academic teachers exercising managerial functions, the leave is granted after seeking the opinion of the Rector and Faculty Dean.
5. An academic teacher may be granted the unpaid leave for a purpose other than that referred to in paragraph 4. The leave is granted by the Rector on the substantiated request of this academic teacher, approved by the competent organizational unit.
6. The academic teacher in full-time employment, after at least fifteen years of work at the University, has the right to a paid health leave in order to carry out the prescribed treatment, if their state of health requires refraining from work, under the conditions laid down in the law on higher education. The leave is granted by the Rector on the basis of a medical certification.
7. An employee who uses the paid leave referred to in paragraph 6 may not at the same time perform any other paid work or conduct economic activity.

§ 85

1. The academic non-teaching staff members are employed under a contract of employment.
2. On request of the organizational unit manager, in which the employee is to be employed, the contract is concluded by:
 - a) Rector - with directly subordinate employees, also if required by special provisions,
 - b) Chancellor, on the basis of and within the limits of the authorization given by the Rector with other employees.
3. The responsibilities of a staff member are determined by the head of the organizational unit.

§ 86

The rules for granting awards and prizes for academic teachers from the fund, referred to in Article 155 (4) of the law on higher education, as in the scientific, educational or organizational or lifetime achievement, shall be governed by the rules of procedure adopted by the Senate.

§ 87

The Rector may also grant achievement awards for the academic non-teaching staff according to the rules defined in Annex 12 to the Charter.

§ 88

1. All academics are subject to a periodic review, in particular in regards to performing their duties referred to in Article 111 of the law on higher education properly as well as concerning the due respect of copyright and related rights, as well as industrial property rights.
2. The periodic evaluation of teachers shall be conducted by:
 - 1) Faculty Executive Committee for the Assessment of Staff,
 - 2) University Executive Committee for the Assessment of Staff,
 - 3) The Senate.
3. The panel and chairman of the Faculty Executive Committee for the Assessment of Staff shall be appointed by the Faculty Council,
4. The panel and chairman of the University Executive Committee for the Assessment of Staff shall be appointed by the Senate,
5. A person can only join one Commission.

§ 89

1. The assessment of teachers employed in the organizational units of the Faculty shall be performed by the Faculty Executive Committee for the Assessment of Staff subject to paragraphs 2 and 3 of this §.
2. The University Executive Committee for the Assessment of Staff makes the assessment of teachers with the title of a professor, visiting professor or a PhD with the post- doctoral degree and members of the Faculty Executive Committees for the Assessment of Staff.
3. The University teachers who are members of the University Executive Committee for the Assessment of Staff shall be evaluated by the Senate.

§ 90

1. The periodic assessment of university teachers, as referred to in Article 132 of the law on higher education is carried out not less frequently than once every two years or on request of the manager governing the organizational unit, in which the academic teacher is employed.
2. The assessment of an academic teacher with the title of an appointed professor shall be made not less than once every four years.
3. The periods referred to in paragraphs 1 and 2, do not take into account the period of time spent away from work resulting from the maternity leave, paternity leave, additional leave on the conditions for maternity leave, additional maternity leave, parental leave, health leave and period of military or alternative service.

§ 91

The detailed rules and criteria for the periodic evaluation of academic teachers are contained in the Annex 13 to the Charter.

§ 92

1. In the event of a negative assessment outcome, the next evaluation shall be performed at the end of the year.

2. Should any of the academic teachers get a negative assessment outcome; the Rector can terminate the employment relationship by giving notice.
3. The Rector terminates the employment relationship by giving notice if the academic teacher received two consecutive negative evaluations.

§ 93

1. The Senate and Committees, as referred to in § 88 (2), shall carry out an assessment of an academic teacher on the basis of:
 - 1) Opinion of the teacher's immediate superior,
 - 2) Evaluation survey completed by academic teacher,
 - 3) Opinion of the tutor preparing the candidate for the PhD.
2. The evaluation surveys provided by undergraduate and graduate students, at the end of each teaching cycle, shall also have an influence over the evaluation of the assiduousness of the teacher in performing their professional duties.
3. One of the evaluation criteria shall be the opinion of students and doctoral students, determined on the basis of a survey carried out among students and doctoral students, taking into account in particular the criteria and techniques of the teaching process, professionalism and personality of the teacher conducting classes.
4. The rules and the mode of preparing and then conducting the survey referred to in paragraph 3 shall be specified by the Senate. The survey should be designed and carried out in such a way as to ensure the representativeness of the results.

§ 94

The evaluation of a given academic teacher is known to the evaluated person, the Dean and the immediate superior of the teacher.

§ 95

1. The evaluated teacher as well as their immediate superior may appeal against the assessment to the following commissions and question the legitimacy of the achieved result:
 - 1) The University Executive Committee for the Assessment of Staff, in the case of assessment made by the Faculty Committee for the Assessment of Staff,
 - 2) The Senate, in the case of assessment by the University Executive Committee for the Assessment of Staff
2. Teachers or their immediate superiors may appeal against the evaluation given by the members of the University Executive Committee for the Assessment of Staff made by the Senate and submit a request to re-consider the evaluation.
3. An appeal or a request for the re-examination shall be made within 14 days since receiving the evaluation given by the Committee or the Senate by the teacher and informing them about the possibility to appeal.
4. An appeal should be considered within one month from the submitting date.

§ 96

The Senate or the Commission member has to be excluded from the proceedings if it concerns an assessment of their spouse, or a kinsman to the second degree inclusive, and the people who remain in the care relationship with them, i.e. adoption, or legal guardianship.

§ 97

The term of office of the Commission equals the term of office of the university units.

§ 98

1. An academic teacher shall be subject to disciplinary sanctions upon violating the obligations and dignity of an academic teacher.
2. The Disciplinary Board shall start an investigation on its own initiative, in particular in the case when teachers are accused of having committed any criminal offense by:
 - 1) Misappropriation due to entering in error as to the authorship of either the whole or part of a piece of work belonging to someone else,
 - 2) Distributing a piece of work without the last name or nickname of the creator, in its original or specially prepared form,
 - 3) Distributing a performance without the last name or nickname of the creator, or having distorted the performance,
 - 4) Infringing the copyright or related rights in another way,
 - 5) Committing research or results fraud or any other scientific fraud,
 - 6) Accepting or requesting personal or financial benefits or promising to grant such benefits in relation with the duties of the function or position at the University,
 - 7) Invoking the influence at the University, in the state or local government administration or trying to convince or confirm the convincement of another person that such proceeds do exist and offering a mediation in exchange for anything of personal value or such a promise,
 - 8) Granting or promising to grant financial or personal benefits in return for the mediation at the University by exerting influence over the decision, act or omission of the person exercising a function or a position at the University.

§ 99

The types of penalties and disciplinary procedures are provided for in the law.

§ 100

1. The members of the University Disciplinary Board for Teachers are appointed per elections.
2. The Board shall have a minimum of ten to twelve members, including at least six with the academic title or the post-doctoral degree and at least two students. The President of the Board and their two deputies shall have the academic title or the post-doctoral degree.
3. The members of the Board, its president and vice-president shall be selected by the Senate on request of the Rector, the Board shall be appointed for a given term of office.

4. When appointing the Board, the Senate shall take into consideration all of the university teachers.
5. A member of the Board may not be the Disciplinary Advocate, Rector, Vice-Rector, Dean or Vice-Dean. People who perform functions of single university units can become members of the Board four years after they ceased to perform these functions.
6. Accepting the mandate of the Board member is a right and obligation of every academic teacher.

§ 101

1. The President of the University Disciplinary Board for Teachers is obliged to, in particular, appoint the judgement juries, their chairmen and clerks as well as to define the hearing dates.
2. The chairman of a judgement jury should be a university lecturer with the title or degree not lower than the title or degree of the accused teacher. At least one member of the committee juries must be a student.

§ 102

1. The President shall appoint disciplinary advocates for a period of four years. Their term of office shall begin on 1 January of the year following the one in which the term of office of the university bodies has begun.
2. The disciplinary advocate may be an academic teacher having at least the post-doctoral degree.
3. The advocate's rights and obligations are set out in the law.

SECTION VII. STUDENTS AND POST-GRADUATE STUDENTS

§ 103

1. The University conducts undergraduate and graduate studies. The uniform master's courses are carried out as defined in the regulations issued on the basis of Article 9, paragraph 3, items 1a and 9b of the law on higher education.
2. In addition, as referred to in paragraph 1, the University shall carry out doctoral studies, post-graduate studies and training courses for the purpose of gaining new skills needed in the labour market according to the rule of life-long learning.
3. The studies are carried out in accordance with the learning outcomes, to which the study programs are adapted, including the plans of study.
4. Under the conditions laid down in the law, the University may conduct studies and other forms of education within the framework of the inter-university and common units, created on the basis of agreements concluded with other universities and other bodies, in particular scientific institutions, including foreign ones.

5. The University may offer programs of studies conducted in the English language.

§ 104

1. The higher education studies and doctoral studies may be conducted as full-time or extramural studies, as defined by the Senate resolutions taken in accordance with the law.
2. The Senate may create, transform or close a particular kind, degree and form of study.
3. The organization and course of studies as well as the rights and responsibilities of students shall be governed by the Study Rules of Procedure.
4. The organization and course of doctoral studies and post-graduate studies shall be determined by their internal rules of procedure.

§ 105

The University may conduct studies (courses) open for participants who are not students.

§106

1. The University may charge a fee for the education services related to:
 - 1) Training extramural undergraduate, graduate and doctoral students,
 - 2) Repeating classes in the full-time undergraduate, graduate and doctoral studies due to unsatisfactory results in the education process,
 - 3) Conducting studies in a foreign language ,
 - 4) Conducting activities not covered by the plan of study, including supplementary training needed to undertake studies on a certain course,
 - 5) Carrying out post-graduate studies, training courses and training sessions,
 - 6) Confirming the learning effects.
2. The amount of the fees referred to in paragraph 1 shall be determined by the Rector on request of the Faculty Council.
3. The fee amount for the educational services, as referred to in paragraph 1 and the amount of the costs incurred to the extent necessary to provide these services shall be posted on the website of the University.

§ 107

A student or a person admitted to the University shall bear the fees for the educational services under the terms and conditions laid down in the agreement concluded with the alma mater.

§ 108

1. The conditions, mode, as well as the date to begin and finish the recruitment for individual courses of study shall be determined by the Senate on request of the Faculty Council.
2. The Senate shall determine the study rules for winners and finalists of the competitions at the central level and set the rules for international and nationwide competition winners, including the competitions organized by the University,
3. The rules referred to in paragraphs 1 and 2 shall be made available to the public as the University decides, including the University website, within the time limits set out in the Act.

§ 109

1. The Faculty Recruitment Committees established by the Faculty Council on request of the Dean run the recruitment process.
2. The Faculty Recruitment Committees shall take decisions on admitting a student to the University.
3. On the Rector's request the Senate shall appoint the University Recruitment Committee.
4. The decision of the Faculty Recruitment Committee shall be subject to appeal to the University Recruitment Committee within 14 days after the decision date.

§ 110

The specific powers of the Recruitment Committee shall be determined by their rules of procedure adopted by the Senate.

§ 111

The University conducts full-time and extramural studies.

§ 112

1. The student's rights and obligations shall be specified by the provisions of the law, the Charter and the Study Rules of Procedure.
2. The students are admitted to the University right after the matriculation and submission of the student's oath. The text of the taken oath can be found in Annex 8 to the Charter
3. A graduate receives a diploma. The texts of oath for the university graduates can be found in Annex 9 to the Charter.

§ 113

1. The last year students or single master degree students who achieved outstanding results in the education process and who:
 - 1) Scored the average for the period of study amounting at least to 4, 5,
 - 2) Received a favourable opinion from the director of the unit, in which they want to work,
 - 3) Were actively involved in the scientific work of a student circle or took part in scientific meetings, duty hours or research work of the unit in which they want to be academic lecturers,may take a preparatory training to undertake the duties of an academic teacher by the decision taken by the Rector on request of the Dean.
2. The student may take the traineeship to become an academic teacher provided that the organizational unit's load exceeds the teaching load, resulting from the training requirements, based on the employment and the possession of financial resources.

3. The Rector on the Dean's request approved by the Faculty Council takes a decision to entrust a student the assistant - trainee responsibilities and to grant them a scholarship.
4. The Faculty Council shall assign a tutor for the assistant – trainee. The tutor can be a university lecturer with an academic degree.
5. Entrusting the responsibilities to an assistant - trainee does not mean establishing the employment relationship.
6. The traineeship shall not last less than 4 months and more than 10 months (including one month of summer holiday breaks).
7. A student may be directed to practice only once during the study.
8. The assistant - trainee performs the scientific – research tasks commissioned by their tutor. These tasks are connected with the charter activity of the unit, in which they take the traineeship.
9. The student may be admitted to the traineeship after having taken the course of health and safety at work, other trainings related to the post they apply for, and having submitted the current medical examinations.
10. The obligations arising from of the traineeship should not interfere with the obligations of the student.

§114

1. The students may apply for the material assistance on the conditions set out in the Act and rules laid down by the Rector in agreement with the University Student Self-Government.
2. The University may create a fund of its own scholarship with measures other than those referred to in Article 94 (1) and (6) of the law on higher education, for grants given to employees, students and doctoral students. The material assistance coming from this fund can be granted, regardless of the scholarships, as referred to in Article 173 (1) and Article 199 (1) of the law on higher education, in accordance with the rules laid down in the regulations adopted by the Senate in consultation with the relevant unit of the Student Self-Government.

§ 115

1. The basic units of the University having power to give the post-doctoral degree or at least two powers to give the PhD degree may conduct doctoral studies in the scope of their respective disciplines.
2. The doctoral studies can be conducted in the full-time and extramural mode.
3. The full-time doctoral studies at universities are free. The charges for extramural doctoral studies shall be determined by the Rector.
4. The terms of recruitment, rights and obligations of a doctoral student shall be determined by the provisions of the law and the terms and conditions of doctoral studies.
5. The postgraduate student shall proceed in accordance with the solemn oath and Rules of Procedure for doctoral studies, including: program implementing, conducting research and reporting on their progress. The oath text of a PhD student is attached in the Annex no 8c to this Charter.
6. A person who has qualified the second-degree of studies or who is a beneficiary of the "Diamond Grant", as referred to in Article 187a (1) of the law on higher education, and fulfils the conditions laid down by the academic recruitment may attend the doctoral studies.

7. The doctoral students shall have the right to apply for the material assistance under the conditions set out in the law and the rules laid down by the Rector in consultation with the Doctoral Student Self-Government.

§ 116

1. The undergraduate and graduate students as well as students of the uniform master's studies conducted by the University form the Student Self-Government.
2. The units of the Student Self-Government authorities are the sole representative of all students.
3. The Student Self-Government members work on the basis of the rules of procedure for the organization, mode of operation (including the type of collegial bodies and single-person units), appointment and competence of student self-governments.
4. The Student Self-Government members work in accordance with the provisions of law and the Charter of their University.

§ 117

1. The students may form university student organizations as well as scientific, artistic and sports teams in accordance with the principles specified in the law.
2. All the university student organizations are subject to registration. The Rector registers and monitors the functioning of such organizations.
3. The registration of the academic student organizations is possible only if their Charter, rules of procedure and founding declaration are in accordance with the Charter of the University and the law on associations.

§ 118

1. The participants of the doctoral studies carried out at the University form the Doctoral Student Self-Government.
2. The post-graduate students have the right to join university organizations of doctoral students.
3. The Student Self-Government and organizations of doctoral students shall be governed by the provisions of law.

§ 119

1. In the case of any infringement of the provisions in force at the University and the acts transgressing on the student's dignity - the student shall render themselves liable to a disciplinary action before the Disciplinary Board or before the Peer Tribunal of the Student Self-Government.
2. For the same act the student cannot be punished by the Disciplinary Board and the Peer Tribunal alike.
3. The Disciplinary Committees are independent bodies of jurisdiction.
4. The hearing before the Disciplinary Board or the Peer Tribunal is open. In accordance with Article 219 of the law on higher education the Commission excludes in special cases the openness of proceedings.

§ 120

1. The following bodies are appointed by the Rector to conduct jurisdiction in the disciplinary student affairs:
 - 1) The Student Disciplinary Board,
 - 2) The Appeal Student Disciplinary Board.
2. The Senate shall appoint the Student Disciplinary Board consisting of:
 - 1) One teacher from each academic faculty,
 - 2) One student from each faculty.
3. The Senate shall appoint the Appeal Student Disciplinary Board consisting of:
 - 1) One teacher from each academic faculty,
 - 2) One student from each faculty.
4. One cannot be a member of the Student Disciplinary Board and the Appeal Student Disciplinary Board at the same time.
5. The candidacies to the Board chosen from amongst the university teachers, as referred to in paragraph 2 and 3, shall be submitted by the Faculty Council, whereas the candidacies chosen from amongst the students shall be submitted by the Student-Self Government.
6. The Senate shall elect from among the university teachers the members of the Board, as well as the chairmen and one deputy chairman per board, as referred to in paragraph 1.
7. The term of office of the Board shall begin on 1 September and last until the end of the term of office of the academic authorities.
8. Supplementing the composition of the Board in the course of its term of office shall be conducted by the mode of election specified in paragraph 2-6.

§ 121

The Chairpersons of the Disciplinary Boards shall designate adjudication panels and their chairmen and clerks.

§ 122

1. The following bodies are appointed by the Senate to conduct jurisdiction in the doctoral student affairs:
 - 1) The Doctoral Student Disciplinary Board,
 - 2) The Appeal Doctoral Student Disciplinary Board,
2. To the Boards, as referred to in paragraph 1, shall apply § 119 – 121 respectively.

SECTION VIII. ADMINISTRATION AND FINANCIAL MANAGEMENT

§ 123

1. The University administration is used to carry out the tasks referred to in § 5 (2) of this Charter.
2. The organizational administration structure shall be defined in the organizational regulations.

3. All the administrative units are created, transformed and closed by the Rector on the Chancellor's request after seeking the opinion of the Senate.
4. The business administration is carried out in accordance with the principles of quality management system, while ensuring adequate access of the university authorities and staff to the information.

§ 124

1. The University runs the independent financial management on the basis of the schedule of works and expenditures approved by the Senate.
2. The schedule of works and expenditures is submitted within 14 days of its adoption by the University to the minister, who shall exercise the supervision over the University, and the minister responsible for public finances.
3. The University activities shall be financed with grants from the national budget designated to the legally defined actions but they can also be financed from their own revenues.
4. The own revenue of the University is collected on separate bank accounts.

§ 125

1. The University is bound to develop a recovery plan if its total net losses for a period of not more than five years exceed 25% of the amount of the grant received from the state budget during the year preceding the current financial year to the tasks referred to in Article 94 (1) item 1 of the law on higher education.
2. The University shall develop the recovery plan no later than within a period of 3 months after the loss is ascertained, as referred to in paragraph 1.
3. The University Senate shall adopt the recovery plan and submit it to the minister supervising the University. The Senate Secretary shall submit periodic reports on the implementation of the program, together with a report on the implementation of the schedule of works and expenditures.
4. The first report shall be submitted in the course of the calendar year following the year in which the recovery plan was adopted.

§ 126

1. The University may run an organizationally and financially separate economic activity, as referred to in Article 7 of the law on higher education. This activity may be carried out within the scope of services, trade, production, mediation; in the forms provided for by the law.
2. The activities referred to in paragraph 1 are run by the organizational units created by the Rector with consent of the Senate.
3. The units, referred to in paragraph 2 shall operate on the basis of regulations issued by the Rector and organizationally they are subordinate to the Chancellor.

§ 127

1. The Rector decides on whether the organizational units are to receive financial assets. The Chancellor may be authorized by the Rector to assign the assets to the given organizational bodies.

2. The provisions shall respectively apply to the transfer of assets between organizational units. The detailed rules for the allocation and transfer of the assets are regulated by the Rector's order.

§ 128

The organizational unit manager is responsible for the proper use and protection of property allocated for the unit.

§ 129

1. The Chancellor directs the administration and economy of the University and makes decisions regarding the academic property in the ordinary course, with the exception of the cases reserved by the law or the Charter for the University authorities.
2. The ordinary course regards the management of property necessary for the proper functioning of the University. This range includes, in particular, operations relating to the current assets exploitation, maintaining the assets without deterioration and benefiting from these components, as well as conducting matters which are necessary for the purpose.
3. The Chancellor takes care in particular for the following:
 - 1) Making decisions and actions to ensure the appropriate use of the University assets as well as multiplying them,
 - 2) Organizing and coordinating the activities of administrative, financial, technical and economic nature,
 - 3) Personnel and salary policy implementation at the University in relation to the subordinates,
 - 4) Fulfilling the supervisor functions in relation to the academic staff who are not teachers, who are not subject to any other authorities of the University and in particular to all the administrative staff and support staff,
 - 5) Defining the rules for the property management.
4. The Chancellor in cooperation with the Bursar prepares a drafted scheme of works and expenditures for the University and submits it to the Senate.

§ 130

The Chancellor shall submit to the Senate an annual report on the activities of administration.

§ 131

1. All the administration and support university bodies are organizationally subordinated to the Chancellor, including the administrative units directly involved in organizing and supporting the core activity of the University.
2. The organizational hierarchy of administration and supporting units to the Chancellor does not exclude their functional subordination to the managers of the organizational units of the core activity, which they operate in.

§ 132

1. The Chancellor shall perform their duties supported by two deputies.
 - 1) Technical Deputy Chancellor,
 - 2) Deputy Bursar Chancellor - as the accounting officer.
2. The deputies, as referred to in paragraph 1 are employed by the Rector on the Chancellor's request.
3. The responsibilities of the deputy chancellor are defined by the Chancellor in consultation with the Rector in form of the organizational terms and conditions.
4. The Chancellor on the basis of a mandate given by the Rector employs and dismisses the managers of the subordinate administrative units and the Deputy Bursar.

§ 133

1. The Chancellor is a superior body for all the non-teaching staff, excluding the following:
 - 1) Deputy Bursar Chancellor, to the extent that is subject to the Rector's authority in the financial management,
 - 2) Legal Counsel,
 - 3) Organization and Control Faculty,
 - 4) Defense Specialist,
 - 5) Occupational Health and Safety Inspectorate
 - 6) Specialist on Fire Protection,
 - 7) Internal Auditor,
 - 8) Agent for Secret Information,
 - 9) Agent for protection of personal data - Security Information Administrator (ABI)
 - 10) Archive,
 - 11) Main Library Director
 - 12) Promotion and Recruitment Office.
2. On the basis of a proposal submitted by the head of the administration unit, the Chancellor, shall establish and terminate the employment relationship with all the teaching and non-teaching staff, as well as grant them the awards and distinctions and mete out for breaches of order and work discipline with the exception of those listed in paragraph 1.

§ 134

The organization, operation and administration rules for the cooperation with other University units shall be defined in the Organizational Chart defined by the Rector on the request of the Chancellor.

SECTION IX. REFERENCE PROVISIONS FOR ORGANIZING MEETINGS

§ 135

1. The staff, students and post-graduate students of the Medical University shall have the right to organize meetings on the campus.
2. The staff, students and post-graduate students of the Medical University who organize meetings on campus are required to notify the Rector about this fact.
3. Organizing meetings in the rooms of the Medical University requires the Rector's consent.
4. A request for the Rector's permission to organize a meeting must be submitted in writing, at least 24 hours before the meeting. In duly justified cases the Rector may accept the earlier submission of meeting requests.
5. The request must contain the following:
 - 1) The names and addresses of persons, who shall convene the meeting or who are responsible for conducting the meeting, including the president of the meeting,
 - 2) Details about the place and date (date and time of starting the meeting),
 - 3) Purpose or the program of the assembly.
6. The Rector refuses to grant their consent, referred to in paragraph 3, to organize and conduct a meeting if the purpose or the program of the meeting constitutes a breach of the law.

§ 136

The president of a meeting is responsible for its course.

§ 137

After having warned the organizers, the Rector or their representative dissolves the assembly should it violate the provisions of law.

§ 138

The staff, students, post-graduate students who interfere or attempt to interfere with the organization of the meeting or distort its course, or who do not want to subordinate to the president of the assembly or the Rector's representative, or who convene the meeting without the required notification or consent of the Rector, or violate the general provisions of the law, shall be liable to the disciplinary action regardless of the other types of legal liability.

SECTION X. UNIVERSITY PUBLICATIONS

§ 139

1. The Medical University performs publishing activities in accordance with the provisions laid down in separate regulations and in accordance with the publishing plan approved by the Senate.
2. The publishing activities of the Medical University are coordinated by the Committee on Publications established by the Senate, directed by the President of the Commission.

§ 140

The University shall issue the following publications:

- 1) Advances in Medical Sciences,
 - 2) Medyk Białostocki (Physician of Białystok)
 - 3) Skład Osobowy i Jednostki Organizacyjne Uczelni (The Composition and Organizational Units of the University),
 - 4) Progress in health sciences,
- Other publications approved by the Senate.

SECTION XI. ACADEMIC CEREMONIES

§ 141

1. The academic ceremonies are in particular:

- 1) Academic Year Inauguration,
- 2) Jubilee celebrations,
- 3) Grand Senate Meeting,
- 4) Matriculation,
- 5) Diploma awarding ceremony,
- 6) Other faculty ceremonies,

2. During the academic ceremonies the professors, PhDs with the post-doctoral degree, PhDs, doctoral students and students may wear ceremonial robes.

3. During the academic ceremonies the Rector, Vice-Rector and Deans wear the insignia of the academic power.

4. The standard bearers take part in the academic ceremonies and on the Rector's request – also in other types of events.

SECTION XII. TRANSITIONAL AND FINAL PROVISIONS

§ 142

1. A person who has been employed before 1 October 2011 on the basis of appointment or contract for an indefinite period of time remains employed in the same form of employment.

2. A person employed before 1 October 2011 on the basis of an employment contract or appointment for a specified period of time remains employed at the existing position until the expiry of the employment period indicated in the appointment act appointing or the employment contract.

3. An academic teacher without the post-doctoral degree who has been employed at the University as an assistant professor before 30 September 2013 may be employed in this position for not more than 12 years. Yet, the period of employment in this position may not extend beyond the date of 30 September 2021.

4. In the cases referred to in Article 78 (2) – the deadline 30 September 2021 may be exceeded. A renewal of the employment contract with the lecturer does not require any competition or opinion of the Faculty Council, provided that the total period of the employment in the position shall not exceed the one determined in accordance with the principles set out in the first sentence.

5. The competitions for an assistant professor announced and not completed before the date of approving the Charter will be carried out in accordance with the rules in force on the date of the competition.

6. The periodic evaluation of the scientific – didactic/ scientific workers employed in the position of a visiting professor regarding the years 2013/2014 will take place according to the principles set out in Annex 13L to this Charter.

§ 143

1. The authority entitled to interpret the provisions of this Charter is the Senate.

2. Any amendments to the Charter may be introduced in accordance with the procedures laid down for its adoption.

Rector
[signature]
Prof. dr hab. Jacek Nikliński

ANNEXES:

Annex 1 - Emblem of Medical the University in Bialystok

Annex 1a - Emblem of the Medical University of Bialystok in English

Annex 1b – Emblem of the Medical University of Bialystok in monochrome

Annex 1c - Emblem of the Medical University of Bialystok in English in monochrome

Annex 2 - The Banner of the Medical University of Bialystok

Annex 3 – Anthem of the Medical University of Bialystok

Annex 4 – “Medal for the Contribution to the Development of the Medical University of Bialystok”

Annex 5 – „Memorial Medal”

Annex 6 – Stamp of the Medical University of Bialystok

Annex 7 – Organization scheme of the Medical University of Bialystok

Annex 8 - The student oath

Annex 8a - The student oath in English

Annex 8b – The oath of the student of the Faculty of Pharmacy with the Division of the Laboratory Medicine

Annex 8c –Doctoral student oath

Annex 9 – Graduate oath in Polish and in English

Annex 10 – List of the organizational units at the Faculties of the Medical University of Bialystok

Annex 11 - Rules and procedures to be followed prior to entrusting a managerial post at a chair, clinic, institute, center, self-lab, study

Annex 12 - Rules for the distribution and allocation of annual awards of the 1% prize fund for employees who are not teachers

Annex 13 - Principles and criteria for periodic evaluation of teachers

Annex 1 - Emblem of the Medical University in Białystok



Annex 1a - Emblem of the Medical University of Bialystok in English



**Annex 1b – Emblem of the Medical University of Białystok
in monochrome**



**Annex 1c - Emblem of the Medical University of
Bialystok in English in monochrome**



Annex 2 - The Banner of the Medical University of Bialystok





Annex 3 – Anthem of the Medical University of Białystok

Tam, gdzie Podlasia zielone serce bije
i gdzie Branickich Pałac dumnie trwa,
uczelnia nasza od lat wielu żyje
i szczytne cele w swym działaniu ma.

Refren:

*Medyczna uczelnia. Tu kadra rzetelna
wciąż kształci medyków, wysyła ich w świat,
a zdrowie pacjenta to dla nich rzecz święta,
Hipokratesa szanują od lat.*

W mieście, gdzie planty, gdzie Kościuszki Rynek,
uczą w cierpieniu ludziom pomoc nieść.
Tutaj wydziały i kliniki słynne
wskażą, jak w czyny przekuć mądrą treść.

Refren:

*Medyczna uczelnia. Tu kadra rzetelna
wciąż kształci medyków, wysyła ich w świat,
a zdrowie pacjenta to dla nich rzecz święta,
Hipokratesa szanują od lat.*

Where the green heart of Podlasie beats,
By the Branicki Palace standing proud,
Our magnificent academia lives,
To serve the world it gives its vow,

Chorus:

*Those academics, the torch of learning,
They send new medics to the world,
To serve the needy, to heal the aching,
As Hippocrates taught them so.*

Amongst the parks and the Kosciuszki Square,
For future doctors being masters,
Clinics and faculties of famous flair,
Makes theory a blissful practice.

Chorus:

*Those academics, the torch of learning,
They send new medics to the world,
To serve the needy, to heal the aching,
As Hippocrates taught them so.*

Apoloniusz B. Ciołkiewicz

Anthem of the Medical University of Bialystok

Music: Andrzej Makal
Lyrics: Apoloniusz Ciołkiewicz

Maestoso con moto

SOPRANO
ALTO
TENOR
BASS

Tam gdzie Pod - la - sia zie lo - ne ser - ce hi - je i gdzie Bra - nic - kich Pa - łac dum - nie
Plan - ty igdzie Koś - ciusz - ki Ry - nek u - czą w ciej pie - niu lu - dziom po - moc

Trumpet in Bb
Horn in F
Trombone
Tuba

6

S.
A.
T.
B.

trwa, U - czel - nia na - sza od wie - lu lat ży - je i szczyt - ne ce - le w swym dzia - ła - niu ma! Me -
nieść, Tu - taj wy - dzia - ły i kli - ni - ki slyn - ne wska - żą jak w czy - ny prze - kuć ma - rą treść!

Tpt. B
Hn. F
Tbn.
Tba.

Copyrights@Maki

11

S. dycz-na u-czel-nia to kad - ra rze tel - na, kształ - ci me-dy - ków, wy - sy - ła ich w świat. A zdro - wie pac-jen - ta to

A.

T. dycz-na u-czel-nia to kad - ra rze tel - na, kształ - ci me-dy - ków, wy - sy - ła ich w świat. A zdro - wie pac-jen - ta to

B.

Tpt. B.

Hn. F.

Tbn.

Tba.

16

S. dla nich rzecz świę - ta. Hi - po - kra - te - sa sza - nu - ją sza - nu - ją od lat! W mie - ście gdzie lat!

A. dla nich rzecz świę - ta Hi - po - kra - te - sa sza - nu - ją sza - nu - ją od lat. W mie - ście gdzie lat!

T. dla nich rzecz świę - ta Hi - po - kra - te - sa sza - nu - ją, sza - nu - ją od lat. W mie - ście gdzie lat.

B. dla nich rzecz świę - ta Hi - po - kra - te - sa sza - nu - ją, sza - nu - ją od lat. W mie - ście gdzie lat.

Tpt. B.

Hn. F.

Tbn.

Tba.

Anthem of the Medical University of Białystok

Maestoso con moto

Music: Andrzej Makal
Lyrics: Apoloniusz Ciołkiewicz

SOPRANO
Alto
TENOR
BASS

TamgdziePod la - siazie lo - ne ser - ce bi - je i gdzie Bra - nic kich Pa - łac dum nie
Plan - ty i gdzie Koś ciusz ki Ry nek u - cząw_cier - pie - niu lu dziom po - moc

Piano

6

trwa, U - czel - nia na - sza od wie - lu lat ży - je i szczyt - ne ce - le w swym dzia - ła - niu ma! Me -
nieść, Tu - taj wy - dzia - ty i kli - ni - ki słyn - ne wska - żą jak w czy - ny prze - kuć ma - rą treść!

trwa, U - czel - nia na - sza od wie - lu lat ży - je i - szczyt - ne ce - le w swym dzia - ła - niu ma! Me -
nieść, Tu - taj wy - dzia - ty i kli - ni - ki słyn - ne wska - żą jak w czy - ny prze - kuć ma - rą treść!

Anthem of the Medical University of Białystok

11

dycz-na u-czel-nia to kad - ra rze tel - na, kształ-ci me-dy - ków, wy - sy - ła ich w świat. A zdro - wie pac-jen - ta to

dycz-na u-czel-nia to kad - ra rze tel - na, kształ-ci me-dy - ków, wy - sy - ła ich w świat. A zdro - wie pac-jen - ta to



16

dla nich rzecz świę - ta. Hi - po-kra-te-sa sza - nu - ją sza - nu - ją od lat! W mie-ście gdzie lat!

sza-nu-ją sza - nu - ją od lat. lat.

dla nich rzecz świę - ta Hi - po-kra-te-sa sza - nu - ją, sza - nu - ją od lat. W mie-ście gdzie lat.

sza-nu-ją sza-nu-ją od lat. lat.

Annex 4 – “Medal for the Contribution to the Development of the Medical University of Białystok”

Annex

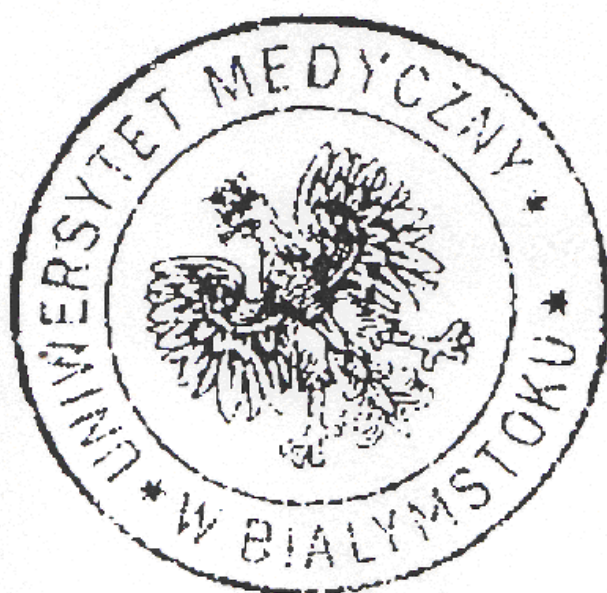
5 –

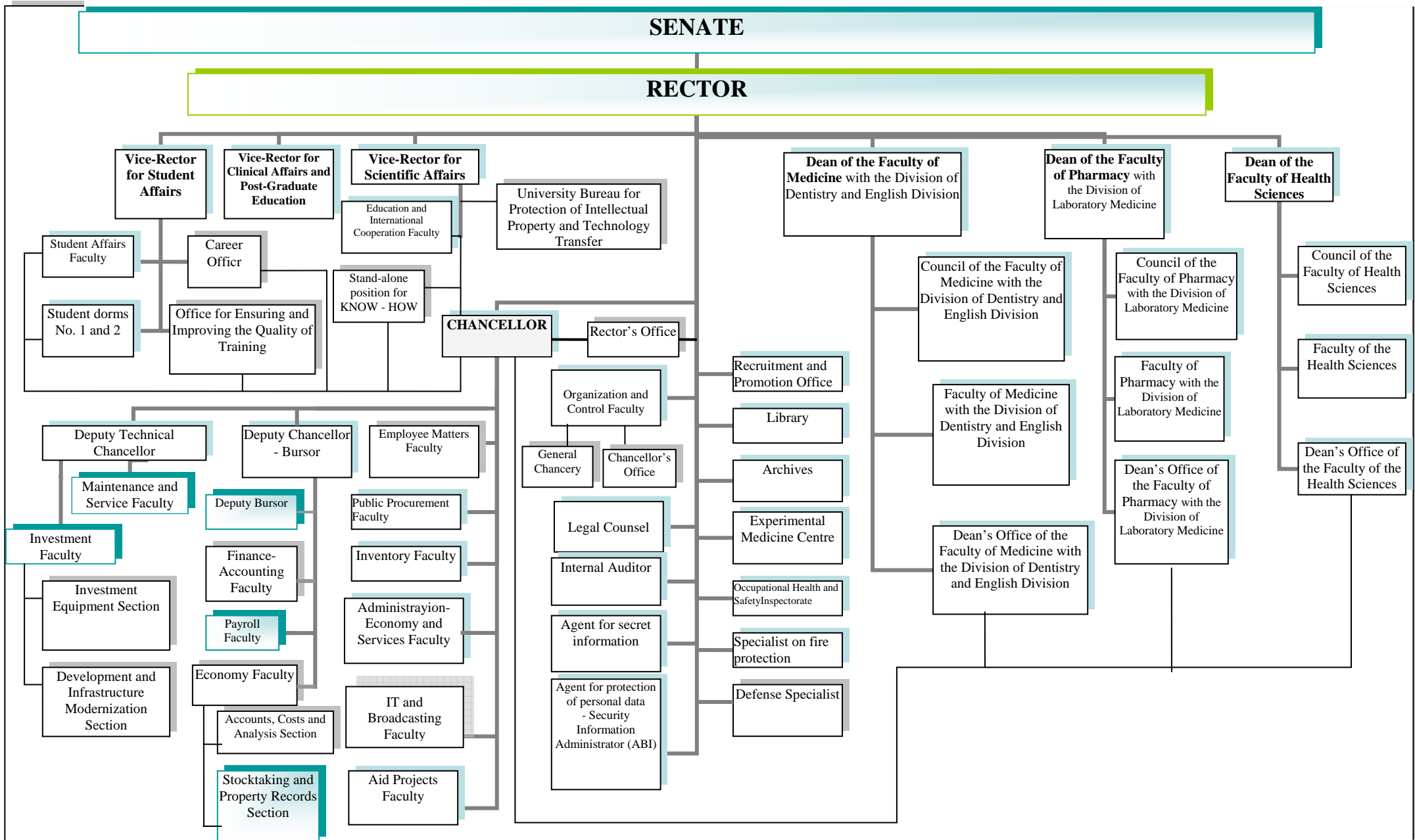


„Memorial Medal”



Annex 6 – Stamp of the Medical University of Bialystok





Annex 8 - The student oath

THE STUDENT OATH

„Świadomy obowiązków członka społeczności akademickiej Rzeczypospolitej Polskiej ślubuję uroczyście:

- zdobywać wytrwale wiedzę i umiejętności, przygotowując się do pracy dla dobra chorego,
- dbać o godność studenta i dobre imię mojej uczelni,
- darzyć szacunkiem pracowników uczelni i przestrzegać zasad współżycia koleżeńskiego,
- przestrzegać przepisów obowiązujących w uczelni,
- zachować szacunek i dyskrecję w stosunku do chorego,
- zachować w tajemnicy wszelkie wiadomości i o chorym i jego otoczeniu.”

Białystok, dnia

.....
(podpis składającego ślubowanie)

Annex 8a – The student oath in English

THE STUDENT OATH

„Aware of duties of a member of the academic community of the Republic of Poland, I solemnly pledge the allegiance to:

- preserve in gaining the knowledge and skills, getting prepared to work for the good of my patients
- maintain student’s dignity and protect the good name of my University
- accord respect to the University staff and adhere to the principles of fellowship coexistence
- comply with the University rules and regulations
- treat the patients with respect and discretion
- keep in secret any information concerning the patients and their surroundings”

Białystok, on

.....
(signature of the student swearing the oath)

Annex 8b – The oath of the student of the Faculty of Pharmacy with the Division of the Laboratory Medicine

ŚLUBOWANIE STUDENTA

„Świadomy obowiązków członka społeczności akademickiej Rzeczypospolitej Polskiej ślubuję uroczyście:

- zdobywać wytrwale wiedzę i umiejętności, przygotowując się do pracy w zawodzie,
- dbać o godność studenta i dobre imię mojej uczelni,
- darzyć szacunkiem pracowników uczelni i przestrzegać zasad współzycia koleżeńskiego,
- przestrzegać przepisów obowiązujących w uczelni,
- zachować szacunek i dyskrecję w stosunku do chorego,
- zachować w tajemnicy wszelkie wiadomości i o chorym i jego otoczeniu.”

Białystok, dnia

.....
(podpis składającego ślubowanie)

THE STUDENT OATH

„Aware of duties of the member of the academic community of the Republic of Poland, I solemnly pledge the allegiance to:

- preserve in gaining the knowledge and skills, getting prepared to work for the good of my patients
- maintain student’s dignity and protect the good name of my University
- accord respect to the University staff and adhere to the principles of fellowship coexistence
- comply with the University rules and regulations
- treat the patients with respect and discretion
- keep in secret any information concerning the patients and their surroundings”

Białystok, on

.....
(signature of the student swearing the oath)

ŚLUBOWANIE DOKTORANTA

„Świadomy obowiązków członka społeczności akademickiej Rzeczypospolitej Polskiej ślubuję uroczyście:

- zdobywać wytrwale wiedzę i umiejętności, przygotowując się do pracy naukowej,
- przestrzegać praw autorskich i własności intelektualnej,
- dbać o godność doktoranta i dobre imię mojej uczelni,
- darzyć szacunkiem pracowników uczelni i przestrzegać zasad współżycia koleżeńskiego,
- przestrzegać przepisów obowiązujących w uczelni,
- zachować szacunek i dyskrecję w stosunku do chorego,
- zachować w tajemnicy wszelkie wiadomości i o chorym i jego otoczeniu.”

Białystok, dnia

(podpis składającego ślubowanie)

DOCTORAL STUDENT OATH

„Aware of the duties of a member of the academic community of the Republic of Poland I pledge solemnly:

- to persistently acquire knowledge and skills in preparation for scientific work,
- to respect copyright and intellectual property,
- be concerned with PhD student's dignity and good name of my university,
- be respectful to university staff and observe the rules of collegiate coexistence,
- to observe the regulations of the university,
- to maintain respect and discretion in relation to the patient,
- to maintain the confidentiality of any information and patient and his/her surrounding”

Białystok, on

(signature of the student swearing the oath)

Annex 9 – Physician’s Pledge of Service in Polish and in English

PRYZRZECZENIE LEKARSKIE

„Przyjmując z czcią i głęboką wdzięcznością nadany mi stopień lekarza i pojmując całą wagę związanych z nim obowiązków, przyrzekam i ślubuję, że w ciągu całego życia będę spełniał wszystkie prawem nałożone obowiązki, strzegł godności **L e k a r z a** i niczym jej nie splamię, że według najlepszej wiedzy będę dopomagał cierpiącym, zwracającym się do mnie o pomoc, mając na celu wyłącznie ich dobro, że nie nadużyję ich zaufania i że zachowam w tajemnicy to wszystko o czym się dowiem w związku z wykonywaniem zawodu.

Przyrzekam i ślubuję dalej, że do kolegów lekarzy będę się zawsze odnosił z koleżeńską życzliwością, jednak bezstronnie, mając dobro chorych mi powierzonych przede wszystkim na względzie.

Przyrzekam i ślubuję wreszcie, że będę się stale doskonalił w naukach lekarskich i ze wszystkich sił przyczyniać się do ich rozkwitu i że podam zawsze bez zwłoki do wiadomości świata naukowego wszystko to, co uda mi się wynaleźć i udoskonalić.”

PHYSICIAN’S PLEDGE OF SERVICE

With the utmost respect and gratefulness I do accept this title of Medical Doctor, and fully aware of all responsibilities of the title, I state under oath and solemnly declare that in my lifetime I will

- perform all my duties as required by law
- protect the dignity of the medical profession
and never jeopardize doctor’s reputation
- practice my profession to the best of my knowledge
and for the sake of those in need of my service;
never abuse their trust
and always observe the medical secrecy
- treat my fellow doctors with due kindness and impartiality
and bear in mind the welfare of my patients as number-one priority
- strive in pursuit of medical knowledge
and contribute to its development;
immediately inform the medical community
of any of my discoveries or improvements.
All this I solemnly swear!

**PRZYRZECZENIE MAGISTRA
FARMACJI**

„Z głęboką czcią i wdzięcznością przyjmuję nadany mi tytuł magistra farmacji i ślubuję uroczyście wykonywać swe obowiązki zgodnie z prawem i według najlepszej swej wiedzy oraz przestrzegać tajemnicy zawodowej.

W ciągu całego życia nie będę szczędzić trudu nad doskonaleniem się w naukach farmaceutycznych, starając się przyczynić do jak największego ich rozwoju.

Będę uważać za swój obowiązek podawać do wiadomości świata naukowego wszystko to, co stanowi postęp w dziedzinie farmacji.

Ślubuję i przyrzekam, że nadaną mi godność zachowam nieskalaną i nie splamię jej nieprawością, a w postępowaniu swoim kierować się będę zawsze zasadami uczciwości i sumienności”.

***SALUS AEGROTI SUPREMA LEX
ESTO***

**THE OATH OF THE MASTER OF
PHARMACY**

“With the utmost respect, I accept the title of the Master of Pharmacy, and bearing in mind all the responsibilities involved, I hereby pledge to fulfill all of my duties according to the law and my best knowledge as well as to respect the professional secrecy.

During the entire life I will spare no effort on improvement in the pharmaceutical sciences and I will seek to contribute to their development as much as possible.

My obligation will be to communicate to the entire scientific world, making a step forward in the field of pharmacy.

I swear and pledge what I will keep the title I have been given unblemished and in my proceedings I will always follow the principles of honesty and conscientiousness”

***SALUS AEGROTI SUPREMA LEX
ESTO***

**PRZYRZECZENIE MAGISTRA
ANALITYKI MEDYCZNEJ**

„Z głęboką czcią i wdzięcznością przyjmuję nadany mi tytuł magistra analityki medycznej i ślubuję uroczyście wykonywać swe obowiązki zgodnie z prawem i według najlepszej swej wiedzy oraz przestrzegać tajemnicy zawodowej.

W ciągu całego życia nie będę szczędzić trudu nad doskonaleniem się w naukach związanych z medycyną laboratoryjną, starając się przyczynić do jak największego ich rozwoju.

Będę uważać za swój obowiązek podawać do wiadomości świata naukowego wszystko to, co stanowi postęp w dziedzinie medycyny laboratoryjnej.

Ślubuję i przyrzekam, że nadaną mi godność zachowam nieskalaną i nie splamię jej nieprawością a w postępowaniu swoim kierować się będę zawsze zasadami uczciwości i sumienności.”

***SALUS AEGROTI SUPREMA LEX
ESTO***

**THE OATH OF THE MASTER OF
MEDICAL ANALYTICS**

“With the utmost respect, I accept the title of the Master of Medical Analytics, and bearing in mind all the responsibilities involved, I hereby pledge to fulfill all of my duties according to the law and my best knowledge as well as to respect the professional secrecy.

During the entire life I will spare no effort on improvement in the pharmaceutical sciences and I will seek to contribute to their development as much as possible.

My obligation will be to communicate to the entire scientific world, making a step forward in the field of medical analytics.

I swear and pledge what I will keep the title I have been given unblemished and in my proceedings I will always follow the principles of honesty and conscientiousness”

***SALUS AEGROTI SUPREMA LEX
ESTO***

PRYZRZECZENIE PIEŁĘGNIARKI I POŁOŻNEJ NURSE AND MIDWIFE OATH

„Z głębokim szacunkiem i czcią przyjmuję nadany mi tytuł pielęgniarki /położnej i uroczyście przyrzekam:

- 1) sprawować profesjonalną opiekę nad życiem i zdrowiem ludzkim,
- 2) według najlepszej mej wiedzy przeciwdziałać cierpieniu, zapobiegać chorobom,
współuczestniczyć w procesie terapeutycznym,
- 3) nieść pomoc każdemu człowiekowi bez względu na rasę, wyznanie religijne,
narodowość, poglądy polityczne, stan majątkowy i inne różnice,
- 4) okazywać pacjentom należyty szacunek, nie nadużywać ich zaufania oraz przestrzegać
tajemnicy zawodowej,
- 5) strzec godności zawodu pielęgniarki/położnej, a do współpracowników odnosić się
z szacunkiem i życzliwością, nie podważać ich zaufania, postępować bezstronnie
mając na względzie przede wszystkim dobro pacjenta,
- 6) wdrażać do praktyki nowe zdobycze nauk medycznych, społecznych i humanistycznych
oraz systematycznie doskonalić swoje umiejętności i wiedzę dla dobra zawodu,
- 6) rzetelnie wypełniać obowiązki wynikające z pracy w tym zawodzie.”

“With the utmost respect, I accept the title of a Nurse/Midwife, and bearing in mind all the responsibilities involved, I hereby pledge:

- 1) to be fully dedicated to human life and health,
- 2) according to the best of my knowledge, pursue the efforts against human suffering, prevent disease and participate in the treatment process of the sick.
- 3) offer help to those under my care disregarding their race, religion, nationality, political standpoint, material status or any other, aiming exclusively at their welfare
- 4) to show my patients their due respect, not overuse their trust and confidence and to preserve professional confidentiality to uphold the dignity of the medical profession of a nurse/midwife and never jeopardize its reputation
- 5) to strive in pursuit of medical knowledge and to inform the medical community about my every achievement and improvement in the field of medicine.
- 6) to fulfill all these commitments imposed on me with full awareness of the profession’s earnestness. All this, I solemnly swear!”

PRYZRZECZENIE LICENCJATA

„Z głęboką czcią przyjmuję nadany mi tytuł licencjata i ślubuję uroczyście wykonywać swe obowiązki zgodnie z prawem i według najlepszej swej wiedzy oraz przestrzegać tajemnicy zawodowej.

Ślubuję i przyrzekam, że nadaną mi godność zachowam nieskalaną a w postępowaniu swoim kierować się będę zawsze zasadami uczciwości i sumienności”.

SALUS AEGROTI SUPREMA LEX ESTO

THE OATH OF THE UNDERGRADUATE (BACHELOR)

“With the utmost respect, I accept the title of the Undergraduate, and bearing in mind all the responsibilities involved, I hereby pledge to fulfill all of my duties according to the law and my best knowledge as well as to respect the professional secrecy.

I swear and pledge what I will keep the title I have been given unblemished and in my proceedings I will always follow the principles of honesty and conscientiousness”

SALUS AEGROTI SUPREMA LEX ESTO

PRYZRZECZENIE MAGISTRA

„Z głęboką czcią przyjmuję nadany mi tytuł magistra i ślubuję uroczyście wykonywać swe obowiązki zgodnie z prawem i według najlepszej swej wiedzy oraz przestrzegać tajemnicy zawodowej.

Ślubuję i przyrzekam, że nadaną mi godność zachowam nieskalaną a w postępowaniu swoim kierować się będę zawsze zasadami uczciwości i sumienności”.

SALUS AEGROTI SUPREMA LEX ESTO

THE OAT OF THE GRADUATE (MASTER)

“With the utmost respect, I accept the title of the Graduate, and bearing in mind all the responsibilities involved, I hereby pledge to fulfill all of my duties according to the law and my best knowledge as well as to respect the professional secrecy.

I swear and pledge what I will keep the title I have been given unblemished and in my proceedings I will always follow the principles of honesty and conscientiousness”

SALUS AEGROTI SUPREMA LEX ESTO

Annex 10 – List of the organizational units at the Faculties of the Medical University of Białystok

FACULTY OF MEDICINE WITH THE DIVISION OF DENTISTRY AND DIVISION OF MEDICAL EDUCATION OFFERING COURSES IN ENGLISH

CHAIRS

Cardiology Chair

1. Cardiology Clinic
2. Invasive Cardiology Clinic

Biostructure Chair

1. Histology and Embryology Institute
2. Medical Pathomorphology Institute
3. Regenerative Medicine and Immunoregulation Institute

Faculty of Dental Prosthetics

1. Dental Prosthodontics Institute
2. Dental Techniques Institute

INSTITUTES

1. Allergy and Experimental Immunology Institute
2. Correct Human Anatomy Institute
3. Medical Biochemistry Institute
4. Biophysics Institute
5. General Biology Institute
6. Dental Surgery Institute
7. Metabolic Diseases Institute
8. Periodontitis and Oral Mucosa Diseases Institute
9. Neurodegenerative Disorder Diagnosis Institute
10. Pharmacology Institute
11. Clinical Immunology Institute
12. Physiology Institute
13. Clinical Genetics Institute
14. Clinical Immunology Institute
15. Clinical Molecular Biology Institute
16. Nuclear Medicine Institute
17. Population Medicine and Civilization Diseases Prevention Institute
18. Forensic Medicine Institute
19. Microbiology Institute
20. Orthodontics Institute
21. General and Experimental Pathology Institute
22. Introduction to Dentistry Institute
23. Radiology Institute
24. Children's Dentistry Institute
25. Social Dentistry and Prophylaxis Institute
26. Conservative Dentistry Institute
27. Integrated Dentistry Institute

CLINICS

1. Anaesthetics and Intensive Therapy Clinic
2. I General and Endocrinological Surgery Clinic
3. II General and Gastroenterological Surgery Clinic
4. Children's Surgery Clinic
5. Chest Surgery Clinic
6. Vascular Surgery and Transplantation Clinic
7. Maxillo-Facial and Plastic Surgery
8. Lung Diseases and Tuberculosis Clinic
9. Infectious Diseases and Hepatology Clinic
10. Infectious Diseases and Neuroinfections Clinic
11. Dermatology and Venereology Clinic
12. Endocrinology, Diabetology and Internal Diseases Clinic
13. Gastroenterology and Internal Diseases Clinic
14. Gynecology and Gynecological Oncology Clinic
15. Hematology Clinic
16. Cardiac Surgery Clinic
17. I Nephrology and Transplantation Clinic with the Division of Dialysis
18. II Nephrology Clinic with the Division of Treating Hypertension and the Subdivision of Dialyses
19. Neurosurgery Clinic
20. Neurology Clinic
21. Children's Observational – Contagious Clinic
22. Ophthalmology Clinic
23. Children's Ophthalmology Clinic with the Strabismus Treatment Division
24. Oncology Clinic
25. Children's Oncology and Hematology Clinic
26. Orthopedics and Traumatology Clinic
27. Children's Orthopedics and Traumatology Clinic
28. Otolaryngology Clinic
29. Children's Otolaryngology Clinic
30. Paediatrics, Endocrinology, Diabetology Clinic with the Division of Cardiology
31. Paediatrics, Gastroenterology and Children's Allergology Clinic
32. Paediatrics and Nephrology Clinic
33. Paediatrics and Developmental Disorders of Children and Youth Clinic
34. Maternal-Fetal Medicine Clinic
35. Psychiatry Clinic
36. Rheumatology and Internal Diseases Clinic
37. Fertility and Gynecological Endocrinology Clinic
38. Urology Clinic

STUDIES

1. Foreign Languages Study
2. Sports Study

SELF-LABS

1. History of Medicine and Pharmacy Self-Lab
2. Microbiological and Nanobiomedical Techniques Self-Lab

CENTERS

1. Clinical Research Center
2. Bioinformatics and Data Analysis Center

FACULTY OF PHARMACY WITH THE DIVISION OF LABORATORY MEDICINE

INSTITUTES

1. Instrumental Analysis Institute
2. Pharmaceutical Biochemistry Institute
3. Biology Institute
4. Bromatology Institute
5. Physical Chemistry Institute
6. Drugs Chemistry Institute
7. Medical Chemistry Institute
8. Neorganic and Analytical Chemistry Institute
9. Organic Chemistry Institute
10. Biochemical Diagnostics Institute
11. Hematological Diagnostics Institute
12. Microbiological Diagnostics and Immunology Institute
13. Clinical Pharmacy Institute
14. Applied Pharmacy Institute
15. Pharmacodynamics Institute
16. Pharmacognosy Institute
17. Monitored Pharmacotherapy Institute
18. Experimental Physiology and Pathophysiology Institute
19. Histology and Cytophysiology Institute
20. Immunology Institute
21. Clinical Laboratory Diagnostics Institute
22. Laboratory Pediatric Diagnostics Institute
23. Medical Products and Technology Synthesis Institute
24. Toxicology Institute

SELF-LABS

1. Drugs Analysis Self-Lab
2. Biopharmacy Self-Lab
3. Biotechnology Self-Lab
4. Aesthetic Medicine Self-Lab
5. Cosmetology Self-Lab

FACULTY OF HEALTH SCIENCES

INSTITUTES

1. Anaesthetics and Intensive Therapy Institute
2. Dietetics and Clinical Nutrition Institute
3. Experimental Pharmacology Institute
4. Clinical Phonoaudiology and Logopaedics Institute
5. Hygiene and Epidemiology Institute
6. Clinical Medicine Institute
7. Emergency and Disaster Medicine Institute
8. Family Medicine and District Nursery Institute
9. Developmental Age and Pediatric Nursery Institute
10. Invasive Neurlogy Institute
11. General Pathology Institute
12. Surgical Nursery Institute
13. Obstetrics, Gynaecology and Gynaecological and Obstetric Care Institute
14. Children's Radiology Institute
15. Statistics and Medical Informatics Institute
16. Food Technology and Commodity Institute
17. Public Health Institute
18. Integrated Medicak Care Institute

CLINICS

1. Allergy and Internal Diseases Clinic
2. Geriatrics Clinic
3. Children's Emergency Medicine Clinic
4. Neonatology and Newborns' Intensive Care Clinic
5. Children's Neurology and Rehabilitation Clinic
6. Rehabilitation Clinic
7. Children's Rehabilitation Clinic with Early Help Center for Children with Disabilities
"Dać szansę" ("Give a chance")

STUDIES

1. Philosophy and Human Psychology Studies

LABS

1. Respiratory System and Bronchoscopy Diagnosis Self-Lab
2. Ocular Organ Rehabilitation Self-Lab

Annex 11 - Rules and procedures to be followed prior to entrust a managerial post at a chair, clinic, institute, center, self-lab, study

1. Managers of chairs, clinics, institutes, centers, self-labs and studies are appointed per competition.
2. Entrusting the managers with functions as a head of a chair, clinic, institute, self-lab or study takes place in the following cases:
 - 1) The term of office comes to an end,
 - 2) There is a vacancy,
 - 3) A new organizational unit is being created,
 - 4) A given organizational unit is being transformed,
 - 5) The present head of the unit is incompetent.The Dean shall notify the Rector if the circumstances indicated in the first sentence occur.
3. On the Rector's request, the Faculty Dean announces the competition.
4. The Dean shall notify the competent body to open the procedure, indicating the minimum requirements and conditions to be met by the applicant, specifying the date by which a candidate must submit the required documents.
5. The procedure is carried out if there is at least one candidate.
6. The Dean makes the initial formal assessment of the documents submitted by the candidate (candidates).
7. The candidate (candidates) shall be assessed by the Commission, appointed by the Rector. The Commission consists of the following people: Rector or a person designated by them as the president, Dean or Vice-Dean designated by them and three members selected by the relevant Faculty Council, and in addition, if the proceedings are supposed to appoint a clinic manager – the head of the medicinal unit or a person designated by them. The Commission may act if at least half of the Commission takes part in the meeting, including the president.
8. A member of the Commission, as referred to above, may not be the person who intends to stand in the competition, as well as a person who is married or relative or relative through marriage to the second degree or remains in such a law or fact relationship with the candidate that it may raise reasonable doubt as to its impartiality.
9. The Commission shall evaluate the candidate (candidates) using the following criteria: achievements in the scientific, teaching, clinical (specialization in the field of activity of the unit) and organizational work. The Commission may invite the candidate (candidates) to individual interviews.
10. The assessment of individual candidates (candidate) shall be made by secret ballot. The candidate has received a positive opinion if they got it by a simple majority of the votes.
11. The Commission shall draw up the minutes of each meeting, which shall be signed by the chairman and the clerk. The protocol shall be accompanied by the attendance list.
12. The results of the evaluation proceeded by the Commission, along with the entire documentation, shall be submitted by the President of the Commission to the Rector.
13. The Rector shall make the choice, basing on the documentation and evaluation results.
14. When appointing a candidate, the Rector shall seek the opinion of the relevant Faculty Council. In the light of the opinion, the Chancellor shall decide to entrust the chosen candidate with the functions.
15. The candidates – participants of the proceedings may not be entrusted with any functions.
16. In the event that none of the candidates has been given a favorable opinion of the Commission or the Rector has not made a choice, on the Rector's request the Dean announces a new contest.

Annex 12 - Rules for the distribution and allocation of annual awards of the 1% prize fund for employees who are not teachers

§ 1

The rules shall apply to awards from the fund referred to in Article 155 (8) of the law on higher education.

§ 2

1. The prizes are awarded in the following cases:
 - 1) Achievements in the professional career,
 - 2) Long-term outstanding attitude towards the fulfilled duties.
2. The awards may be granted to employees who have worked at the University for at least 1 year.
3. The awards are granted in recognition, taking also the period of absence from work into account.
4. The awards may not be granted to an employee who has carried a punishment for breaking the law of order and discipline in the year when the award is supposed to be granted.

§ 3

1. The awards are granted no more than once a year.
2. The amount of the prize should not be less than 25% and not higher than 100% of the basic salary of the employee.

§ 4

The distribution of the fund awards shall be made annually on the basis of an approved schedule of works and expenditures for the calendar year in question.

§ 5

1. The awards are granted on the Rector's request by the following employees:
 - 1) Managers of organizational units - for employees in those units,
 - 2) Chancellor – for the managers of subordinate organizational units.
2. The awards for employees of the organizational units subordinate to the Rector are granted by the Rector.
3. The Rector may grant awards on their own initiative.

§ 6

1. The submitted proposals are subject to consultation and formal checking by the Award Commission for Non-Teaching Academic Staff.
2. The composition and tasks of the Commission are governed by the Rector.

Annex 13 - Principles and criteria for periodic evaluation of teachers

1. The periodic evaluation of teachers shall be made on the basis of the criteria set out in the following surveys:

- 1) Evaluation survey for a scientific – didactic / didactic worker with the title of a professor/the post-doctoral degree - Annex 13A,
 - 2) Evaluation survey for a scientific – didactic/didactic employee excluding the professors - Annex 13B,
 - 3) Periodic survey of university teachers in carrying out the teaching duties submitted by undergraduate and graduate students.
 - a) Evaluation questionnaire for students participating in class at the Medical University of Bialystok - Annex 13C
 - b) Evaluation questionnaire for PhD students participating in class at the Medical University of Bialystok - Annex 13D,
 - c) Evaluation questionnaire for students participating in the lectures at the Medical University of Bialystok - Annex 13E,
 - d) Evaluation questionnaire for PhD students participating in the lectures at the Medical University of Bialystok - Annex 13F,
 - e) Evaluation questionnaire for students participating in seminars at the Medical University - Annex 13G,
 - f) Evaluation questionnaire for doctoral students participating in seminars at the Medical University - Annex 13H,
 - 4) Periodic Assessment Survey concerning a visiting professor employed at the University -Annex 13I.
2. Principles for the periodic assessment of scientific-didactic/didactic employees with the title of professor/post-doctoral degree are set out in Annex 13J.
3. Principles for the assessment of the scientific –didactic/scientific/didactic worker with the professional title of the PhD/ master or equivalent, employed as an assistant lecturer/assistant professor without the post-doctoral degree/senior lecturer/teacher/instructor are set out in the Annex no 13K.
4. Principles for the assessment of scientific-didactic/scientific staff employed as a visiting professor are set out in Annex 13L.

Evaluation survey for a scientific – didactic / didactic worker with the title of a professor/the post-doctoral degree

First name and last name, degree / title

Position:

Organizational unit:

The period, for which the assessment is done:

I. Scientific work:

Evaluation criteria <i>(achievements/publications for the assessment period)</i>	Number of the MSHE points within 2/4 years
The total number of the MSHE points for the scientific publications <i>(attached confirmation of the Main Library at the MUB)</i>	
Reported and obtained patents, implementations (number of points according to the parameterization criteria of the MSHE <i>(attached confirmation of the University Bureau for Protection of Intellectual Property and Technology Transfer)</i>	
License agreements or other commercialization forms R + D (number of points according to the parameterization criteria of the MSHE <i>(attached confirmation of the University Bureau for Protection of Intellectual Property and Technology Transfer)</i>	
Member of the scientific expert groups established by organizations / state institutions / international institutions (e.g. EU reviewer, etc.)	
The total number of points	
Final decision of the disciplinary board on appropriating the authorship, falsifying the research or research results or other scientific fraud (yes/no)	
Assessment given by the immediate superior (positive or negative) <i>(Justification in case of a negative assessment)</i>	

The period for which the assessment is done does not take into account the period of time spent away from work due to the maternity leave, parental leave, health leave or a leave due to a long-term illness (paid sick days) - after taking into account the actual work time, the number of points should be converted to a period of 1 year and multiplied by 2.

II. The didactic work:

Evaluation criteria	Please submit the appropriate information, or N/A - if not applicable
Realized number of teaching hours in the last 2/4 academic years	Average number of hours / academic year=
Interest of the completed hours' number in relation to the due teaching load (%) (<i>if the due teaching load has not been fulfilled, please explain why</i>)	
Editor-in-chief of a national/international textbook in the specialized field	
Promoter of the completed PhD courses in the last 2/4 academic years (<i>please indicate the number</i>)	
Classes with the English speaking students (<i>yes/no</i>)	
Tutor of the completed master or bachelor theses (<i>please indicate the number of participants</i>)	
Promoter/tutor of the PhD studies (<i>please, indicate the number</i>)	
Co-author of chapters in a textbook/script for students	
Lecturing on the post-graduate specialist courses	
Other forms of didactic work (<i>please, specify</i>)	
Disciplinary penalty for offenses in the teaching duties (<i>yes/no</i>)	
Percentage of negative assessments in the student and PhD students surveys	

III. Organizational work for the University (for workers employed from min. 4 years)

Evaluation criteria	Please submit the appropriate information, or N/A - if not applicable
Performing the university functions of choice or being chosen to attend CC, NSC, NCRD, KEJN, PAS etc.	
Gaining funds for the development, promotion/expansion of the Institute/Clinic/University	
Gaining / coordinating the grant 7 PR/Horizon 2020 EU or other international grant	
Editor-in-chief or deputy editor-in-chief of the IF journals	
Editor-in-chief of a national scientific journal	
Participation in the FP7 EU project or other project	
Representative of the Rector, Doctoral Studies Manager, Student Scientific Society Tutor, other	
Work in the Senate/Dean/University Commissions / Team to ensure and improve the quality of training - nationwide bodies	
Reviewer in the PhD courses / dissertations / works for being granted the scientific title of a professor	
Manager of a completed specialization or postgraduate specialist courses	
Co-organizing meetings, seminars and post-graduate training	
Work in the faculty commissions	
Promotion of the University	
Work in the editorial college of scientific journals	
Work for the scientific societies (a member of the board, central authorities, regional authorities)	
Student Scientific Society Tutor or other student organization guardian at the University	
Reviewer / examiner in the PhD courses / dissertations / bachelor and master works at the University	
Work in the expert groups established by the authorities and state institutions as well as foreign or international institutions	
Other documented forms of training (please specify)	
Assessment given by the immediate superior (positive or negative) <i>(Justification in case of a negative assessment)</i>	

II. Further professional training and achievements:

Evaluation criteria	Please submit the appropriate information, or N/A - if not applicable
Introducing a world/nationwide innovative diagnostic/treatment method <i>(attached confirmation)</i>	
Introducing actions which give a significant improvement in the therapeutic/diagnostic results of the unit <i>(attached confirmation)</i> National consultant with the specialization according to the employment	
Gaining a professional name certificate issued by the international certification bodies <i>(attached confirmation)</i>	
Co – organizing international further professional training for improving the didactic – scientific skills	
Provincial consultant with the specialization according to the employment	
Gaining a professional name certificate issued by the Polish certifying units/societies <i>(attached confirmation)</i>	
Participation in the organization of national trainings for broadening didactic-scientific skills	
Member of the Central Examination Board in the specialization of employment	
Introducing effective actions which improve the financial condition of the unit in connection with the granted medical/diagnostic benefits	
Having the required professional expertise to the extent of the employment	
Confirmed participation in the domestic and foreign professional training and scientific conventions <i>(please specify, please find enclosed confirmation)</i>	
Confirmed participation in further scientific training	
Confirmed participation in further didactic training	
Other documented forms of training (please specify)	
Assessment given by the immediate superior (positive or negative) <i>(Justification in case of a negative assessment)</i>	

.....
Date and signature of the employee

.....
Date and signature of the immediate superior

Evaluation survey for a scientific – didactic/didactic employee excluding the professors

First name and last name / title, position:

Organizational unit:

The period, for which the assessment is done:

I. Scientific activity:

Evaluation criteria <i>(achievements / publications for the assessed period)</i>	Number of the MSHE point within 2 years
Published original IF works in the journals from the MSHE list <i>(attached the MUB Library list)</i>	
Published review IF works or <i>case reports</i> in the journals from the MSHE list <i>(attached the MUB Library list)</i>	
Other original works published in the journals from the MSHE list (without supp., conference editions etc.) <i>(attached list)</i>	
Other review works or <i>case reports</i> published in the journals from the MSHE list (including supplements, conference editions, convention summaries (abstracts) etc.) <i>(attached the MUB Library list)</i>	
Publications in the reviewed materials from the international conferences included in the Web of Science	
Published monographs, chapters of monographs in English and in Polish (the number of points according to the parametrization criteria of the MSHE) <i>(attached list)</i>	
Achieved patents and implementations (the number of points according to the parametrization criteria of the MSHE) <i>(confirmation attached)</i>	
License agreements or other commercialization forms R + D (number of points according to the parameterization criteria of the MSHE) <i>(confirmation attached)</i>	
Work in the expert groups established by the authorities and state institutions as well international institutions	
The total number of points*	
Final decision of the disciplinary board on appropriating the authorship, falsifying the research or research results or other scientific fraud (yes/no)	
Exceeding 8 years of employment as an assistant to a person without the PhD degree Exceeding 8 years of employment as a lecturer assisting a person without the post-doctoral degree (yes/no)	
Assessment given by the immediate superior (positive or negative) <i>(A justification in case of a negative assessment)</i>	
Opinion of the academic guardian / promoter – for the doctoral student who have started their PhD course (positive or negative) <i>(Justification in case of a negative assessment)</i>	

* The period for which the assessment is done does not take into account the period of time spent away from work due to the maternity leave, parental leave, health leave or a leave due to a long-term illness (paid sick days) - after taking into account the actual work time, the number of points should be converted to a period of 1 year and multiplied by 2.

** The survey of scientific activities is not mandatory if the employee is a didactic worker.

First name and last name of the employee:

II. Didactic work:

Evaluation criteria	Please submit the appropriate information, or N/A - if not applicable
Realized number of teaching hours in the last 2 academic years	Average number of hours / academic year=
Interest of the completed hours' number in relation to the due teaching load (%) (<i>in case of not fulfilling the due teaching load, please explain why</i>)	
Editor-in-chief of a national/international textbook in the specialized field	
Promoter of the completed PhD courses in the last 4 academic years (<i>please indicate the number</i>)	
Classes with the English speaking students (<i>yes/no</i>)	
Promoter of the completed master or bachelor theses (<i>please, specify the number of participants</i>)	
Promoter/tutor of the PhD studies (<i>please, specify the number</i>)	
Co-author of chapters in a textbook/script for students	
Lecturing on the post-graduate specialist courses organized by the MUB	
Other forms of didactic work (<i>please, specify</i>)	
Disciplinary penalty for offenses in the teaching duties (<i>yes/no</i>)	
Percentage of negative assessments in the student and PhD students surveys	
Assessment given by the immediate superior (positive or negative) (<i>Justification in case of a negative assessment</i>)	

First name and last name of the employee:

III. Organizational work for the University (for workers employed from min. 4 years)

Evaluation criteria	Please submit the appropriate information, or N/A - if not applicable
Performing the university functions of choice or being chosen to attend CC, NSC, NCRD, KEJN, PAS	
Gaining funds for the development, promotion/expansion of the Institute/Clinic/University	
Coordination of the grant FP7 EU or other international grant	
Editor-in-chief or deputy editor-in-chief of the IF journals	
Editor-in-chief of a national scientific journal	
Participation in the FP7 EU project or other project, as the coordinator of the project	
Member of the Senate/ Dean/ University/Faculty committees	
Representative of the Rector, Doctoral Studies Manager, Student Scientific Society Tutor, other	
Manager/tutor of a completed specialization or postgraduate specialist courses	
Co-organizing meetings, seminars and post-graduate training	
Promotion of the University	
Working in the editorial college of scientific journals	
Working for the scientific societies (a member of the board, central authorities, regional authorities)	
Student Scientific Society Tutor or other student organization guardian at the University	
Reviewer / examiner in the PhD courses / dissertations / bachelor and master works at the University	
Member of examination commissions and other	
Co-preparing projects, grants, acquiring funds for the activity of the Institute/Clinic/University	
Other documented forms of training (please specify)	
Assessment given by the immediate superior (positive or negative) <i>(Justification in case of a negative assessment)</i>	

First name and last name of the employee:

IV. Further professional training and achieved results:

Evaluation Criteria	Please submit the appropriate information, or N/A - if not applicable
Introducing a world/nationwide innovative diagnostic/treatment method <i>(attached confirmation)</i>	
Introducing actions which give a significant improvement in the therapeutic/diagnostic results of the unit <i>(attached confirmation)</i> <i>National consultant with the specialization according to the employment</i>	
Gaining a professional certificate issued by the international certifying bodies <i>(attached confirmation)</i> <i>Provincial consultant with the specialization according to the employment</i>	
Gaining a professional certificate issued by the Polish certification bodies/societies <i>(attached confirmation)</i>	
Member of the Central Examination Board in the specialization of employment	
Introducing effective actions which improve the financial condition of the unit in connection with the granted medical/diagnostic benefits	
Having the required professional expertise to the extent of the employment	
Confirmed participation in the domestic and foreign professional training <i>(please name and confirm them)</i>	
Other documented forms of working for the University (please specify)	
Assessment given by the immediate superior (positive or negative) <i>(Justification in case of a negative assessment)</i>	

**EVALUATION QUESTIONNAIRE FOR STUDENTS PARTICIPATING IN CLASS AT THE
MEDICAL UNIVERSITY OF BIALYSTOK
For the academic year ...**

Please complete the survey by marking the appropriate grade in the range from 1 to 5, assuming that:
1 - means very bad, 5 - means very well.

A. Organization of class

- 1) ~~Has the information on schedule of classes been given before the beginning of the teaching?~~

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 2) Have the classes been held in accordance with the regulations of the teaching unit *?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 3) Have the criteria for issuing the assessments been clearly defined?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 4) Have you read the syllabus?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If so, please go to question no 5.

With the No-Answer, please move on to part B. Course of class

- 5) Has the content of the subject been consistent with the syllabus of class?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 6) Have the requirements for examinations, credits and final tests been consistent with the syllabus of class?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 7) Do you consider the knowledge and skills acquired in class useful for achieving the learning outcomes (described in the syllabus) in the case of the given subject?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Course of class

1) ~~Has the class time been used efficiently?~~

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2) ~~Have the classes allowed gaining relevant practical skills?~~

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Attitude of the teacher

1) ~~Has the teacher conducting classes been present in the room during classes?~~

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2) ~~Has the teacher presented good manners and respect for students?~~

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3) ~~Do you feel that you have been assessed in accordance with the criteria set out in the Terms and Conditions for issuing assessments in the teaching units*?~~

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Terms and Conditions of Education include (according to Regulation governing graduate studies at the MUB, paragraph 4, item 13):

1. Course of classes,
2. Opportunities and forms of making up for an absence,
3. Forms of credits and examinations, and the conditions for the release of them,
4. Assessment Criteria,
5. List of mandatory and recommended textbooks.

**EVALUATION QUESTIONNAIRE FOR PHD STUDENTS PARTICIPATING IN CLASS AT
THE MEDICAL UNIVERSITY OF BIALYSTOK
For the academic year ...**

Please complete the survey by marking the appropriate grade in the range from 1 to 5, assuming that:
1 - means very bad, 5 - means very well.

- 1) Has the information on the subject schedule been given before starting the classes?
1 2 3 4 5

- 2) Has it been possible to establish an individual plan and program of study with the teacher conducting classes?
1 2 3 4 5

- 3) Has the schedule of class allowed avoiding the repetition of other subject contents, already carried out and included in the previous degrees of training?
1 2 3 4 5

- 4) Has the class content been expressed in an understandable way?
1 2 3 4 5

- 5) Has the teacher been nice and tactful towards the doctoral students?
1 2 3 4 5

- 6) Has the teacher encouraged the doctoral students to develop on their own as well?
1 2 3 4 5

- 7) Has the way of conducting classes enabled open communication?
1 2 3 4 5

- 8) Have the criteria for issuing assessments been clearly defined?
1 2 3 4 5

- 9) Has the assessment been issued in accordance with the above mentioned criteria?
1 2 3 4 5

10) What is your general assessment of the classes?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11) Have the classes allowed acquiring the technical skills?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12) Have you read the syllabus? ?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If so, please go to further questions.

The No-Answer to the question no. 12 ends the survey.

13) To what extent has the content of the subject class been consistent with the syllabus?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14) To what extent have the requirements for examinations, credits and final tests been consistent with the syllabus?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15) Do you consider the knowledge and skills acquired in class useful in achieving the learning outcomes as for their suitability for the doctoral studies?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**EVALUATION QUESTIONNAIRE FOR STUDENTS PARTICIPATING IN THE LECTURES
AT THE MEDICAL UNIVERISITY OF BIALYSTOK
For the academic year ...**

Please complete the survey by marking the appropriate grade in the range from 1 to 5, assuming that:
1 - means very bad, 5 - means very well.

1) Has the information on the scheduled lectures been given in a timely manner?

1 2 3 4 5

2) Has the content of the lectures been presented in an understandable way?

1 2 3 4 5

3) Do you think that the lectures were attractive (e.g. media, case presentations)?

1 2 3 4 5

4) Have you read the syllabus?

Yes No

If so, please go to further questions.

The No-Answer to the question no. 4 ends the survey.

5) Do you consider the education content acquired during lectures useful in achieving the learning outcomes?

1 2 3 4 5

**EVALUATION SURVEY FOR PHD STUDENTS PARTICIPATING IN THE LECTURES AT
THE MEDICAL UNIVERISTY OF BIALYSTOK
For the academic year...**

Please complete the survey by marking the appropriate grade in the range from 1 to 5, assuming that:
1 - means very bad, 5 - means very well.

1. Has the information on the scheduled lectures been given in a timely manner?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Have the lectures been held in accordance with the above mentioned schedule?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Has the content of the lectures been presented in an understandable way?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. How do you evaluate the quality (clarity) of the teaching materials (presentations, slides, models, etc.)?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Have you read the syllabus?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If so, please go to further questions.

The No-Answer to the question no. 5 ends the survey.

6. How do you asses the suitability of the teaching contents, presented during the lectures, in achieving the learning outcomes (described in the syllabus) for the given subject?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**EVALUATION QUESTIONNAIRE FOR STUDENTS PARTICIPATING IN SEMINARS AT
THE MEDICAL UNIVERSITY OF BIALYSTOK
For the academic year ...**

Please complete the survey by marking the appropriate grade in the range from 1 to 5, assuming that:
1 - means very bad, 5 - means very well.

1) Has the information on the subject schedule been given before starting the classes?

1 2 3 4 5

2) Have the classes been held in accordance with the above mentioned schedule?

1 2 3 4 5

3) * Have the Terms and Conditions of the training unit been given before starting the classes?

1 2 3 4 5

4) Have the classes been held in accordance with the above mentioned Terms and Conditions?

1 2 3 4 5

5) Has the class content been presented in an understandable way?

1 2 3 4 5

6) Has the teacher been nice and tactful towards the students?

1 2 3 4 5

7) Have the criteria for issuing the assessments been clearly defined?

1 2 3 4 5

8) Has the assessment been issued in accordance with the above mentioned criteria?

1 2 3 4 5

9) What is your general assessment of the classes?

1 2 3 4 5

10) Have you read the syllabus?

Yes No

If so, please go to further questions.

The No-Answer to the question no. 10 ends the survey.

11) To what extent has the content of the subject class been consistent with the syllabus?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12) To what extent have the requirements for examinations, credits and final tests been consistent with the syllabus?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13) Do you consider the knowledge and skills acquired in class useful in achieving the learning outcomes from the given subject?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Terms and Conditions of Education include (according to Regulation governing graduate studies at the MUB, paragraph 4, point 13):

1. Course of classes,
2. Opportunities and forms of making up for an absence,
3. Forms of credits and examinations, and the conditions for the release of them,
4. Assessment Criteria,
5. List of mandatory and recommended textbooks.

Annex 13H

EVALUATION QUESTIONNAIRE FOR DOCTORAL STUDENTS PARTICIPATING IN SEMINARS AT THE MEDICAL UNIVERSITY OF BIALYSTOK For the academic year ...

Please complete the survey by marking the appropriate grade in the range from 1 to 5, assuming that:
1 - means very bad, 5 - means very well.

1) Has the information on the subject schedule been given before starting the classes?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2) Has it been possible to establish an individual plan and program of study with the teacher leading classes?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3) Has the schedule of class allowed avoiding the repetition of other subject contents, already carried out and included in the previous degrees of training?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4) Has the class content been presented in an understandable way?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5) Has the teacher leading class been nice and tactic towards the doctoral students?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6) Has the teacher leading classes mobilized the students to develop on their own as well?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16) Has the way of conducting classes enabled open communication?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7) Have the criteria for issuing assessments been clearly defined?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8) Has the assessment been issued in accordance with the above presented criteria?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9) What is your overall assessment of the classes?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10) Have you read the syllabus?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If so, please go to further questions.

The No-Answer to the question no. 11 ends the survey.

11) To what extent has the content of the subject class been consistent with the syllabus?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12) To what extent have the requirements for examinations, credits and final tests been compatible with the subject syllabus?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13) Do you consider the knowledge and skills acquired in class useful in achieving the learning outcomes suitable for post docs?

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Periodic Assessment Survey concerning a visiting professor employed at the University

First name and last name

Organizational Unit:

The period for which the assessment is done:

I. Scientific activities

Number of works with the IF factor and the total IF value	
Number of works from the Ministry of Science and Higher Education list	

II. Didactic activity

Doctoral students consultation	
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III. The organizational work for the Medical University of Bialystok

IV. Professional achievements

Assessment criteria for scientific-didactic/didactic employees with the title of professor/post-doctoral degree

1. Professional achievements (publication data and Ministry of Science and Higher Education (MSHE) points based on the bibliography of the MUB librarians)

Grade	Evaluation Criteria	
		Number of points per parameterization criteria of the MSHE within 2 years for: - Works published in the journals on the MSHE list - Monographs in English and in Polish - Patents and implementations - License agreements or other commercialization forms R + D * For the appointed full professors the assessment takes place every 4 years
A	30% of people with the highest MSHE grades among the university staff	
B	Number of the MSHE points equal to or greater than the median for all the scientific-didactic staff but less than 30% of the people with the highest grades	
C	Number of the MSHE points below the median for the scientific-didactic staff but ≥ 13.5 points within 2 years (≥ 27 within 4 years for appointed professors)	
D	Number of the MSHE points below 13.5 points within 2 years (< 27 within 4 years for appointed professors) or serious violations of copyrights confirmed by the Disciplinary Board (e.g. retractility of work due to plagiarism, falsifying the results)	

- The period for which the assessment is done does not take into account the period of time spent away from work due to maternity leave, parental leave, health leave or a leave due to a long-term illness (paid sick days) - after taking into account the actual work time, the number of points should be converted to a period of 1 year.
- The newly employed workers (up to 2 years): minimum published works number: 1 work published or sent to print.

The Main Library of the MUB calculates the median and 30% of the highest MSHE assessment for the scientific-didactic staff for 2 and for 4 years. The basis for calculating will be the panel lists of scientific staff, forwarded to the Main Library by the Employee Affairs Department.

For calculating the median and 30% of the highest MSHE assessment for a period of 2 years, the list will include the scientific data on the employees who have completed two full years as the basis for calculating the indicators.

For calculating the median and 30% of the highest MSHE assessment for a period of 4 years, the list will include the scientific data on the employees who have completed four full years as the basis for calculating the indicators.

2. Didactic work and training of the academic staff

Grade	Evaluation Criteria			
				<p>The immediate superior assessment (positive or negative) about fulfilling/not fulfilling the didactic responsibilities (justification only in the event of a negative assessment)</p> <p>When evaluating the teaching activities one shall take into account the evaluation survey for doctoral students, if at least 50% of students/doctoral students, with whom the academic teacher had the training activity, participate in the survey.</p>
A	Editor-in-Chief of a national/international specialist textbook <i>or</i> the Promoter of at least 3 completed PhD courses (within 4 years)	And	Number of negative evaluations in the student and doctoral student surveys < 50% of all surveys	Fulfilling the teaching load or justified failure of the employee to fulfill the teaching load, not being their fault
B	Promoter of 1 - 2 (within 4 years) completed PhD courses <i>or</i> Tutor/promoter of the PhD students <i>or</i> Classes with English-speaking students <i>or</i> Co-author of textbook/script chapters	And	Number of negative evaluations in the student and doctoral student surveys < 50% of all surveys	Fulfilling the teaching load or justified failure of the employee to fulfill the teaching load, not being their fault

C	Lecturing on professional/postgraduate courses <i>or</i> Promoter of a bachelor or master thesis <i>or</i> other forms of teaching work	And	Number of negative evaluations in the student and doctoral student surveys < 50% of all surveys	Fulfilling the teaching load or justified failure of the employee to fulfill the teaching load, not being their fault
D	Unjustified significant lack in fulfilling the teaching load Disciplinary penalty for offenses in the course of classes	Or	Number of negative evaluations in the student and doctoral student surveys < 50% of all surveys	

3. Organizational work for the University:

Grade	Evaluation Criteria	
		The immediate superior assessment (positive or negative) (justification only in the event of a negative opinion)
A	<ul style="list-style-type: none"> - Fulfilling an academic function: Rector, Vice-Rector, Dean, Vice-Dean) <i>or</i> -Being appointed for NSC, NCRD, KEJN* <i>or</i> -Editor-in-chief of the IF journals - Participation in the implementation of the EU projects <i>or</i> - Directing extramural scientific projects -Reviewer in the projects in the Horizon 2020 * Committee for the Evaluation of Scientific Units 	
B	<ul style="list-style-type: none"> Editor-in-chief of national journals <i>or</i> Participation as the coordinator of the unit under FP7 EU <i>or</i> Gaining significant research funds and funds for the development, promotion/expansion of the institute/clinic/university <i>or</i> Work in the Senate committees /University committees /Teams to ensure 	

	<p>and improve the quality of training/ nationwide bodies /program council <i>or</i> being an academic tutor of a student scientific association <i>or</i> doctoral studies manager <i>or</i> acting as the Rector's Agent</p> <p>Membership in the main board of directors of a scientific society</p> <p>Reviewer in the doctoral course/post-doctoral work/ work for a scientific title of a professor</p> <p>Work in the expert groups established by the international and state authorities as well as institutions</p>	
C	<p>Participation in the organization of congresses, post-graduate training <i>or</i> Work for scientific societies (Member of the directors' board in a scientific society, regional authorities), <i>or</i></p> <p>Participation in the PhD and post-doctoral committees, <i>or</i></p> <p>Working in the faculty committees <i>or</i></p> <p>Promotion of the University (e.g. Science Festival Organization), <i>or</i></p> <p>Working in the editorial college of scientific journals, <i>or</i></p> <p>Manager of a completed specialization, specialization course, <i>or</i></p> <p>Student Scientific Society or other student organization tutor, <i>or</i></p> <p>Reviewer in the PhD courses/master/bachelor works at the University <i>or</i></p> <p>Other documented work for the University</p>	
D	<p>Lack of any involvement in the organizational work for the University,</p> <p>- There is no evidence regarding any action for the University</p> <p>(It does not apply to employees having been employed shorter than for 4 years)</p>	

4. Further professional training and achievements:

Grade	Criteria to fulfill	
		The immediate superior assessment (positive or negative) concerning the vocational training (justification only in the event of a negative assessment)
A	Introducing an innovative analytical/diagnostic/therapeutic method on the global scale/nationwide National consultant in the employment specialization	
B	Gaining a professional name certificate issued by the international certifying units Participation in the organization of international training to develop the professional, scientific and training skills Member of the Central Examination Board in the employment specialization of Provincial consultant in the employment specialization	
C	Gaining a professional name certificate issued by the Polish certifying units/ scientific societies <i>or</i> Participation in the organization of international training to develop the professional, scientific and training skills Having acquired the professional specialization to the extent of the employment <i>or</i> Confirmed participation in the domestic and foreign professional training and scientific conventions <i>Or</i> Confirmed participation in the further training for improving the scientific skills, <i>or</i> Confirmed participation in the further training for improving the didactic skills <i>or</i> Other documented forms of further training	
D	Not fulfilling the specialization in the required time and field represented by the unit <i>or</i> Lack of participation in the domestic and foreign professional training <i>or</i> Disciplinary penalty due to conducting unethical actions/transgressing on the professional affairs	

Final assessment in general:

1. Assessment **excellent**: minimum two A grades and no D grade in other categories,
2. Assessment **very good** : one A grade and no D grade in other categories,,
3. Assessment **good** : minimum one B grade and no D grade in other categories,
4. Assessment **sufficient**: maximum one D grade without a negative opinion of the supervisor
5. Assessment **negative**: minimum one D grade confirmed by a negative opinion of the supervisor.

Group	Scientific Development	Didactic work (Including the opinions of students and PhD students)	Organizational activities for the University	Professional Improvement
Scholar and teacher with the post-doctoral degree	Yes	Yes + scientific staff training *	Yes	Yes
Scholar and teacher with the title of professor	Yes	Yes +scientific staff training *	Yes	Yes
Scientific worker Prof. /PhD with the post-doctoral degree	Yes	Without the obligation to fulfill the teaching load	Yes	Yes

* The promoter of a completed doctoral thesis or tutor of a doctoral student

Principles for the assessment of the scientific –didactic/scientific/didactic worker with the professional title of the PhD/ master or equivalent, employed as an assistant lecturer/assistant professor without the post-doctoral degree/senior lecturer/teacher/instructor

1. **Scientific achievements** (publication data and Ministry of Science and Higher Education (MSHE) points based on the bibliography of the MUB librarians)

Grade	Evaluation criteria	
	Number of points per parameterization criteria of the MSHE within 2 years for: - Works published in the journals on the MSHE list - Monographs in English and in Polish - Patents and implementations - License agreements or other commercialization forms R + D	The immediate superior assessment (positive or negative) concerning fulfilling/not fulfilling the academic responsibilities (justification only in the case of a negative assessment) Opinion of the academic guardian/promoter (positive or negative) - in the case of people with an open PhD course (only in the case of a negative assessment)
A	30% of people with the highest MSHE grades among the university staff <i>or</i> License agreements or other commercialization forms R + D	
B	Number of the MSHE points equal to or greater than the median for all the scientific-didactic staff but less than 30% of the people with the highest grades <i>or</i> Member of the international expert groups <i>or</i>	
C	Number of the MSHE points below the median for the scientific-didactic staff but ≥ 9 points <i>or</i> Monograph/Chapter in the monograph <i>or</i> Submitting a patent application For newly employed persons /up to 2 years/ - 1 published work/1 work adopted for printing	
D	Number of the MSHE points below 9 points within 2 years (<27 within 4 years for appointed professors) <i>Or</i> There is no PHD within 8 years since being employed as an assistant **, <i>or</i> There is no post-doctoral degree within 8 years since being employed as a lecturer **, <i>or</i> Serious violations of copyrights confirmed by the Disciplinary Board (e.g. retractility of work due to plagiarism, falsifying the results)	

- ❑ The period for which the assessment is done does not take into account the period of time spent away from work due to maternity leave, parental leave, health leave or a leave due to a long-term illness (paid sick days) - after taking into account the actual work time, the number of points should be converted to a period of 1 year and multiplied by 2. (4) in the case of appointed professors)
- ❑ For those on part-time work or temporary employees the above presented conversion system should be used.

The Main Library of the MUB calculates the median and 30% of the highest MSHE assessment for the scientific-didactic staff for 2 and for 4 years. The basis for calculating will be the panel lists of scientific staff, forwarded to the Main Library by the Employee Affairs Department.

For calculating the median and 30% of the highest MSHE assessment for a period of 2 years, the list will include the scientific data on the employees who have completed two full years as the basis for calculating the indicators.

For calculating the median and 30% of the highest MSHE assessment for a period of 4 years, the list will include the scientific data on the employees who have completed four full years as the basis for calculating the indicators.

2. Didactic work and training of researchers

Guest	Evaluation criteria				
	The immediate superior assessment (positive or negative) about fulfilling/not fulfilling the didactic responsibilities (justification only in the event of a negative assessment) When evaluating the teaching activities one shall take into account the evaluation survey for doctoral students, if at least 50% of students/doctoral students, with whom the academic teacher had the training activity, participate in the survey.				
A	- Author or co-author of nationwide/international specialist books <i>or</i> - Supporting promoter in the completed PhD course <i>or</i> - For an assistant having been working for 4 years >125% didactic teaching load <i>or</i> - Classes with English-speaking students/ doctoral students	And	Number of negative evaluations in the student and doctoral student surveys < 50% of all surveys	And	Min. 100% teaching load
B	Promoter of a completed master or bachelor thesis <i>or</i>	And	Number of negative evaluations in the student	And	Fulfilling the teaching load

	Co-author of chapters in the script for students or Classes on specialized courses, postgraduate studies		and doctoral student surveys < 50% of all surveys		or justified failure of the employee to fulfill the teaching load, not being their fault	
C	Lecturing on professional/postgraduate courses <i>or</i> Promoter of a master or bachelor thesis <i>or</i> Other forms of teaching work	And	Number of negative evaluations in the student and doctoral student surveys < 50% of all surveys	And	Fulfilling the teaching load or justified failure of the employee to fulfill the teaching load, not being their fault	
D	Unjustified significant lack in fulfilling the teaching load or Disciplinary penalty for offenses in the course of classes	Or	Number of negative evaluations in the student and doctoral student surveys < 50% of all surveys			

3.Organizational work for the University:

Grade	Evaluation criteria	
		The immediate superior assessment (positive or negative) (justification only in the event of a negative opinion)
A	<ul style="list-style-type: none"> - Fulfilling an academic function: Dean, Vice-Dean) <i>or</i> -Editor of the IF journals - Participation in the implementation of EU projects <i>or</i> - Direction of extramural scientific projects -Reviewer in the projects in the Horizon 2020 	

B	<ul style="list-style-type: none"> - Participation in the editorial colleges of magazines without the IF or - Documented participation in the preparation of the EU projects or - Participation in the preparation of extramural projects <i>or</i> - University Project Manager <i>or</i> - Performing single functions at the University / <i>e.g. Rector's agent/ or</i> - Documented participation in the organization of international conferences <i>or</i> - Membership of assemblies at the national level /<i>e.g. in main board of a scientific society,</i> - Mentoring a scientific circle 	
C	<ul style="list-style-type: none"> - Participation in the teams pursuing a scientific project at the University <i>or</i> - Work in the Senate/Dean/University/Faculty bodies <i>or</i> - Organization of conferences/seminars at the national/university level <i>or</i> - Promotion of the University/Faculty <i>or</i> - Exercising the functions in scientific organizations (a member of the board in a scientific society, regional authorities), <i>or</i> - Reviewer/examiner of master theses work <i>or</i> - Manager/promoter of a completed postgraduate specialization or post-graduate specialist courses <i>or</i> - Other documented work for the University 	
D	<p>Lack of any involvement in the organizational work for the University,</p> <ul style="list-style-type: none"> - There is no evidence regarding any action for the University <p>(Does not apply to employees having been employed shorter than for 2 years)</p>	

4. Further professional training and achievements:

Grade	Criteria for the evaluation	
		Opinion (positive or negative) immediate supervisor concerning the vocational training (justification only in the event of a negative assessment)
A	<ul style="list-style-type: none"> - Becoming the provincial consultant <i>or</i> - Participating in the activities promoting professional knowledge <i>or</i> - Participating in the organization of professional training <i>or</i> - Participation in training/internships abroad 	
B	<ul style="list-style-type: none"> - Obtaining a professional name certificate issued by certifying bodies <i>or</i> - Participating in trainings/internships in the country <i>or</i> - Expertise/review of a professional, scientific, teaching nature 	
C	<ul style="list-style-type: none"> - Participating in the preparation of the unit to obtain a certificate <i>or</i> - Speaking a foreign language at an advanced level <i>or</i> - Possessing of required professional expertise to the extent of the employment <i>or</i> - Confirmed participation in the national and international conferences/symposia <i>or</i> - Other documented forms of training 	

D	<p>Not fulfilling the specialization in the required time and field represented by the unit <i>or</i></p> <p>Lack of participation in the domestic and foreign professional training <i>or</i></p> <p>Disciplinary penalty due to conducting unethical actions/transgressing on the professional affairs</p>	

Final assessment in general:

1. Assessment **excellent**: minimum two A grades and no D grade in other categories,
2. Assessment **very good** : one A grade and no D grade in other categories,,
3. Assessment **good** : minimum one B grade and no D grade in other categories,
4. Assessment **sufficient**: maximum one D grade without a negative opinion of the supervisor
5. Assessment **negative**: minimum one D grade confirmed by a negative opinion of the supervisor.

Group	Scientific Development	Didactic work (Including the opinion of students and PHD students)	Organizational activities the University	Professional Improvement
Scholar and teacher (assistant lecturer or assistant professor)	Yes	Yes	Yes	Yes
Teacher (senior lecturer, lecturer, instructor, speaker)	Assessment will not be taken into account for the final assessment	Yes	Yes	Yes
Scientific Worker	Yes	No	Yes	Yes

Principles for the assessment of scientific-didactic/scientific staff employed as a visiting professor

1. Scientific achievements

The scientific achievements of a non-affiliate employee of the Medical University of Bialystok may also be taken into account.

2. Didactic work (not for scientific staff)

- Consultations for doctoral students
- Classes with doctoral students

3. Organizational work for the Medical University of Bialystok

- Activities within the scope of KNOW

4. Professional achievement

Final assessment in general

1. Positive
2. Negative

Resolution No. 70/2015 of 29. 06.2015
given by the Senate of the Medical University of Bialystok
on introducing a revised charter of the
Medical University of Bialystok

Pursuant to Article 40 (2) (1) of the University Charter it shall be decided as follows:

The Senate of the Medical University of Bialystok introduces the revised Charter for the Medical University of Bialystok.

§2

The Senate Resolution 13/14 of 4 March 2014 on introducing changes to the Charter and introducing a uniform text as well as the resolution 1/15 of 14 January 2015 concerning the changes to the Charter of the Medical University of Bialystok is hereby repealed.

§3

The resolution shall enter into force on the date of the passing hereof.

The Senate Chairman
Rector
[signature]
Prof. Dr. Jacek Nikliński