



UNIVERSITY
OF WARSAW

MONITOR
OF THE UNIVERSITY OF WARSAW

Item 317

**ORDINANCE NO. 129
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of July 17, 2023

on the Regulations of the Faculty of Economic Sciences

Pursuant to § 12 sec. 5 of the Statute of the University of Warsaw (Monitor UW of 2019, item 190, as amended), in connection with Resolution No. 41 of the Teaching Council of the Faculty of Economic Sciences of June 21, 2023, on expressing an opinion on the draft Regulations of the Faculty of Economic Sciences, University of Warsaw (DWNE of 2023, item 50), it is ordered as follows:

§ 1

The Regulations of the Faculty of Economic Sciences, which are attached to the Ordinance, are hereby adopted.

§ 2

The Regulations of the Faculty of Economic Sciences, attached to Ordinance No. 12 of the Rector of the University of Warsaw dated January 20, 2020 on the Regulations of the Faculty of Economic Sciences (Monitor UW of 2020, item 31), are repealed.

§ 3

The Ordinance enters into force upon signature.

Rector of the University of Warsaw: *A. Z. Nowak*

REGULATIONS OF THE FACULTY OF ECONOMIC SCIENCES

Chapter 1 General provisions

§ 1

The Regulations of the Faculty of Economic Sciences specify in particular:

- 1) the organizational structure of the Faculty;
- 2) types of internal organizational units of the Faculty as defined in § 13 sec. 1 of the Statute;
- 3) types of other units that are not internal organizational units of the Faculty within the meaning of § 13 sec. 1 of the Statute;
- 4) conditions of creation of other units that are not internal organizational units of the Faculty within the meaning of § 13 sec. 1 of the Statute;
- 5) The principles of subordination of Faculty employees.

§ 2

Definitions of terms used in the Regulations:

- 1) University – the University of Warsaw;
- 2) Statute – the Statute of the University;
- 3) Faculty – the Faculty of Economic Sciences;
- 4) employees – employees performing their duties at the Faculty;
- 5) academic teachers – academic teachers who are employees of the Faculty;
- 6) doctoral candidates – doctoral candidates whose supervisor or co-supervisor is an employee of the Faculty;
- 7) students – students participating in education organized and implemented by the Faculty;
- 8) internal organizational units – internal organizational units referred to in § 13 sec. 1 of the Statute.

§ 3

The Faculty is the organizational unit referred to in § 11 sec. 1 item 1 of the Statute.

Chapter 2 Internal organizational units of the Faculty

§ 4

The internal organizational units of the Faculty, as defined in § 13 sec. 1 of the Statute, are faculties, departments and project groups.

§ 5

1. The faculty and the department are engaged in integrating employees with similar scientific interests, organizing research cooperation, and cooperating with the chair (head of the faculty) or the head of departments in the staffing of classes conducted in the Faculty.

2. The project group carries out activities of a research, teaching or organizational nature, with a specific duration resulting from the purpose or implementation of projects financed from external sources.

§ 6

1. The condition for the establishment of a faculty is that at least five academic teachers perform their duties in the faculty, at least two of whom are employed as professors, university professors or hold a doktor habilitowany (habilitated doctor) degree.

2. The condition for the establishment of a department is that at least three employees who are academic teachers perform their duties at the department, at least one whom is employed as a professor, university professor or holds a doktor habilitowany (habilitated doctor) degree.

3. The condition for the creation of a project group is that the Faculty concludes a contract for the implementation of a project financed from external sources, provided that at least one academic teacher or an employee who is not an academic has been employed at the Faculty in connection with the implementation of the contract.

§ 7

1. Faculties and departments are created and closed down by the Dean after consultation with the Faculty Council.

2. Project groups are created and disbanded by the Dean at the request of the project manager.

3. The work of faculties and departments is managed by heads appointed by the Dean after consultation with the staff of the unit.

4. The work of project groups is led by project managers.

§ 8

1. Heads of internal organizational units are direct supervisors of employees performing their duties in these units.

2. The Dean assigns an academic teacher to an internal organizational unit after consultation with the teacher and the head of that unit.

3. The chair, the head of a department or the manager of a project group supervises workplace discipline, prepares opinions for the regular employee evaluation, reviews requests for research leave under § 23 of the Work Regulations of the University of Warsaw, and performs other duties assigned by the Dean.

4. Doctoral candidates are assigned to the same internal organizational unit as their academic tutor or supervisor.

Chapter 3

Other units functioning in the Faculty

§ 9

Units that are not internal organizational units within the meaning of § 13 sec. 1 of the Statute, in particular research centers and laboratories, may be created at the Faculty.

§ 10

1. The center is engaged in conducting scientific research, which has the character of a research collaboration that is sustainable over time.

2. The center may include academic teachers, doctoral candidates or students, as well as persons who are not employees of the Faculty, but who conduct research in the field of work of the research center.

3. The prerequisite for the establishment of a laboratory is the conduct of joint research by at least three faculty members.

4. Research centers are created by the Dean by ordinance, after consultation with the Faculty Council.

§ 11

1. The laboratory conducts scientific research that requires the use of specialized equipment or software, including those that make it possible to conduct experiments.

2. The laboratory may include academic staff, doctoral candidates or students, as well as persons who are not employed at the Faculty but conduct research in the field of work of the research center.

3. The prerequisite for the establishment of a laboratory is that at least five employees of the Faculty conduct joint research.

4. Laboratories are created by the Dean by ordinance, after consultation with the Faculty Council.

§ 12

1. In a unit that is not an internal organizational unit within the meaning of the § 13 sec. 1 of the Statute, a head is appointed if the unit has at least five people.

2. The head is appointed by the Dean by ordinance, after consultation with employees performing their duties in the unit.

§ 13

1. The Dean compiles and updates a list of internal organizational units and units that are not internal organizational units established under the provisions of these Regulations.

2. The list referred to in sec. 1 shall be made public on the Faculty's website.

Chapter 4 Dean and Vice-Deans

§ 14

1. The Faculty is headed by a Dean appointed by the Rector on the proposal of the Faculty Electoral College.

2. The Faculty Electoral College, hereinafter referred to as the "College", consists of:

- 1) all academic teachers employed as professors or university professors, or holding a doktor habilitowany (habilitated doctor) degree, constituting no less than 60% of the College;
- 2) representatives of other academic teachers in the number of no less than 15% of the College members;
- 3) representatives of employees who are not academics in a number exceeding 5% of the College members;
- 4) student representatives in the number of no less than 18% of the College members;
- 5) representatives of doctoral candidates in the number of no more than 2% of the College members, which must be at least one person.

3. A member of the College may be a full-time academic teacher employed at the Faculty.

4. The election of the representatives referred to in sec. 2 shall be conducted by the Faculty Electoral Committee, except for the representatives of doctoral candidates and students, whose election shall be conducted by the competent electoral committees of the student self-government and the doctoral candidate self-government, respectively. The provisions of § 19 sec. 3-7 shall apply accordingly.

§ 15

The Dean is the supervisor of the Faculty employees. The Dean exercises the powers specified in other legal acts.

§ 16

1. For the Dean's term of office, Vice-Deans are appointed, including the Vice-Dean for Student Affairs.

2. Vice-Deans, with the exception of the Vice-Dean for Student Affairs, are appointed by the Dean after consultation with the Faculty Council.

3. The Vice-Dean for Student Affairs is appointed by the Rector. A candidate for the position of Vice-Dean for Student Affairs is presented to the Rector by the Dean after consulting the Faculty Council and obtaining the consent of the appropriate student self-government body.

4. The Vice-Dean designated by the Dean substitutes for him/her in his/her absence.

5. The scope of tasks of the Vice-Deans is determined by the Dean, except for the competence of the Vice-Dean for Student Affairs, which is determined by separate regulations.

§ 17

The Dean may, by ordinance, appoint ad hoc committees and advisory panels, as well as plenipotentiaries for the performance of specific tasks, indicating the term of office

of these functions, not longer than his/her term.

Chapter 5 Faculty Council

§ 18

1. At the Faculty there is the Faculty Council, whose competencies are determined by the relevant provisions of higher-level legal acts.

2. The Faculty Council consists of:

- 1) Dean, as chairperson;
- 2) Vice-Deans;
- 3) academic teachers with the title of professor, employed as a university professor or holding a doktor habilitowany (habilitated doctor) degree;
- 4) representatives of other academic teachers in a number constituting no less than 15% of the members of the Council;
- 5) representatives of employees who are not academics in a number constituting no more than 5% of the members of the Council;
- 6) student representatives in the number of no less than 18% of the members of the Council;
- 7) representatives of doctoral candidates in the number of no more than 2% of the members of the Council, which must be at least one person.

3. Representatives of trade unions and persons invited by the Dean may participate in the Faculty Council meeting in an advisory capacity.

§ 19

1. The election of representatives referred to in § 18 shall be carried out by the Faculty Electoral Committee, except for representatives of doctoral candidates and students, whose election shall be carried out by the competent electoral committees of the doctoral candidate self-government and the student self-government, respectively.

2. Representatives of other academic teachers and employees who are not academics are elected to the Faculty Council for a four-year term, beginning on September 1, the year of the Dean's election, and lasting until August 31, the year in which the Dean's term expires.

3. The Faculty Electoral Committee shall announce the date of the election and determine the number of mandates allocated to each group of the University community listed in § 18 sec. 2 items 4-7.

4. Representatives to the Faculty Council are elected from among themselves by each group of the University community listed in sec. 1 at election meetings or through electronic tools.

5. The method of conducting elections is determined each time by the Faculty Electoral Committee.

§ 20

1. Faculty Council meetings are convened by the Dean on his/her own initiative or at the written request of 1/5 of the Council.

2. Faculty Council meetings are held at least once a month, except in July and August. The schedule of Faculty Council meetings for the academic year is announced by the Dean at the first Council meeting of the academic year.

3. The Dean shall notify the members of the Faculty Council of the date and proposed agenda of the Faculty Council meeting at least seven days before the date of the meeting. The agenda presented by the Dean in the notice convening the meeting shall be approved by the Faculty Council prior to the start of the meeting.

4. In extraordinary situations, if it has not been possible to submit a motion to supplement the agenda in advance, members of the Faculty Council may submit motions to supplement or amend the agenda before it is approved.

5. Decisions on additions or changes to the agenda are made by the Faculty Council.

6. Attendance of Faculty Council members at Faculty Council meetings is mandatory. Absence from a Faculty Council meeting must be justified.

7. Minutes of each Faculty Council meeting shall be drawn up, approval by the Council, and signed by the Dean and the person drawing up the minutes. Minutes of the Faculty Council meetings shall be public. Minutes shall include, in particular, a description of the proceedings of the meeting, a synthetic summary of the speeches, the results of the votes, the list of absentees and the date of approval.

8. Voting at a Faculty Council meeting may be open or secret.

9. Faculty Council meetings may be conducted using electronic means of remote communication.

10. The meeting held pursuant to sec. 9 must be conducted using such means and tools that guarantee:

- 1) the possibility of identifying the person who uses them,
- 2) real-time communication, in particular: speaking, participating in voting and submitting formal motions.

11. Voting during a Faculty Council meeting may be carried out by means of electronic communication.

12. In matters not regulated, the Regulations of the Senate of the University of Warsaw shall apply accordingly.

§ 21

The Faculty Council may create standing committees or ad-hoc committees in order to fulfil specific tasks.

Chapter 6 Committees

§ 22

1. The Faculty has a Competition Committee appointed by the Dean for the duration of his/her term of office, after consultation with the Faculty Council:

- 1) at least 20% members of the Competition Committee are persons who are not employees of the Faculty;
- 2) at least 20% members of the Competition Committee are persons designated by the Scientific Council of the Discipline „Economics and Finance”.

2. The Competition Committee has 15 members.

3. The chairperson of the Competition Committee is appointed by the Dean from among its members.

4. In the event that a member or members of the Competition Committee are excluded from its composition, if the composition of the Committee would be reduced to less than five persons as a result of such exclusion, the Dean shall supplement the composition of the Committee to the minimum number of five persons after consulting the Faculty Council.

§ 23

1. The Faculty has a Committee on Employment of Academic Teachers appointed by the Dean for the duration of his/her term of office after consultation with the Faculty Council:

- 1) at least 20% members of the Committee on Employment of Academic Teachers positions, are people who are not academics;
- 2) at least 20% members of the Committee on Employment of Academic Teachers, are persons designated by the Scientific Council of the Discipline „Economics and Finance”.

2. The Committee on Employment of Academic Teachers has 15 members.

3. The chairperson of the Committee on Employment of Academic Teachers is appointed by the Dean from among its members.

4. In the case of exclusion from the Committee on Employment of Academic Teachers of its member or members, if, as a result of such exclusion, the composition of the committee would decrease to less than five persons, the Dean shall supplement the composition of the committee to the minimum number of five persons, after consulting the Faculty Council.

Chapter 7 Faculty administration

§ 24

1. The administration of the Faculty reports to the Dean.

2. The Faculty administration is made up of dean offices, secretariats, sections and independent positions.

3. The structure of the Faculty administration, its organization and tasks are determined by the Dean by ordinance.

4. The heads of the faculty administration units are appointed by the Dean.

5. The head of an administrative unit organizes its work and supervises workplace discipline.

Chapter 8 Final provisions

§ 25

The Regulations come into force on the day of their adoption by the Rector.