

Pos. 256
ORDINANCE NO. 43
RECTOR OF THE UNIVERSITY OF WARSAW
dated 17 June 2016

on the approval of the Regulation of the Faculty of Economic Sciences
Pursuant to § 15 sec. 3 of the Statute of the University of Warsaw (unified text in the
UW Monitor from 2015 pos. 150 as amended) in relation to the Resolution of the
Faculty of Economic Sciences dated 9 December 2015 it is hereby ordered as
follows:

§ 1

The Regulation of the Faculty of Economic Sciences is approved and consists an
appendix to the Ordinance.

§ 2

The Regulation of the Faculty of Economic Sciences (UW Monitor 2014 pos. 53) is
repealed.

§ 3

The order shall come into force upon signature.

Rector UW: M. Palys

Appendix

to the Ordinance No. 43 of the Rector of the University of Warsaw dated 17 June
2016 on the approval of the Regulation of the Faculty of Economic Sciences

**REGULATION
FACULTY OF ECONOMIC SCIENCES**

**Chapter 1
General provisions**

§ 1

The Regulation of the Faculty of Economic Sciences, hereinafter referred to as the "Regulation", defines the structure of the Faculty, the type and scope of its units, the procedure for appointing the bodies of these units, the organizational principles of hierarchy for the Faculty employees.

§ 2

Whenever the Regulation refers to:

- 1) studies – it shall be understood as fields and specialisations of studies of first, second and third degrees conducted solely by the Faculty of Economic Sciences or in cooperation with other units of the University, other universities and research centres;
- 2) Higher Education Act – it shall be understood as the Act of 27 July 2005 – Law on Higher Education (Journal of Laws 2012 pos. 572, as amended);
- 3) Act on Degrees and Academic Titles – it shall be understood as the Act of 14 March 2003 on degrees and titles and on degrees and title in art (Journal of Laws 2014 pos. 1852 as amended);
- 4) Statute – it shall be understood as the Statute of the University of Warsaw (unified text: UW Monitor from 2015 pos. 150 as amended);
- 5) Faculty – it shall mean the Faculty of Economic Sciences;
- 6) employment – it shall be understood as a place of employment at any unit of the Faculty indicated in the agreement forming the basis of employment or a specific decision of the Dean, referred to in § 12 sec. 4.

**Chapter 2
The organizational structure of the Faculty**

§ 3

The organizational units of the Faculty are: chairs, divisions, research centres, Faculty Library, Dean's Office, Students' Office, Training Centre of Economic Studies, Office of Admissions and Communication, Finance Section, Computer Science Laboratory, and Maintenance and Supply Section.

§ 4

1. Formation, transformation and closure of the organizational units of the Faculty occurs at the request of the Dean based upon the Resolution of the Faculty Council with the exception of procedure specified in § 17 sec. 2 and 3.
2. The Dean is obliged to prepare an updated list of existing organizational units of the Faculty and provide to the public.

§ 5

1. The Dean is the supervisor of the staff, doctoral students and students of the Faculty.
2. The Dean is the direct supervisor of the heads of departments or divisions.
3. The Dean is the immediate supervisor of Faculty unit heads not listed in sec. 2.
4. The head of the department or section is the direct supervisor of the staff employed in it.
5. The immediate supervisor of an employee of other entity than the department or section is the head of that unit.

Chapter 3 Faculty Council

§ 6

1. The Faculty Council consists of:
 - 1) Dean as chairman;
 - 2) Vice-deans;
 - 3) all independent academic employees of the Faculty;
 - 4) representatives of:
 - a) other teachers,
 - b) employees who are not academic teachers,
 - c) doctoral students and students.
2. The share of individual groups on the Faculty Council is determined as follows:
 - 1) independent academics employed at the Faculty: the percentage closest to 60% but not exceeding it;
 - 2) representatives of other academic teachers, including other academics who are Vice-deans: not less than 15% of the Faculty Council;
 - 3) non-academic employees: not more than 5% of the Faculty Council;
 - 4) doctoral students and students: not less than 20% of the Faculty Council.
3. Elections of representatives to the Faculty Council, mentioned in the par. 1 point 4 a and b, are managed and conducted by Faculty Electoral Commission.
4. Faculty Electoral Commission shall determine the number of seats for various groups of the academic community.
5. Faculty Electoral Commission shall establish a detailed schedule of electoral activities by 20 January of the election year in accordance with the Electoral Law of the University of Warsaw, which constituted an Annex 4 to the Statute. Schedule of elections must ensure the end of all election activities by 15 June of the election year.

6. Faculty Electoral Commission conducts an additional election in the cases specified by the Statute.
7. Representatives of other academic and non-academic employees are elected to the Faculty Council for a four-year term, beginning on 1 September in the election year and lasting until 31 August of the fourth year after the election.
8. Dates of commencement and expiry of the term of office of representatives of students and doctoral students and the procedure for their appointment are defined in relevant regulations on appointment of doctoral student government and the student government.
9. The meetings of the Faculty Council are attended by trade union representatives (in an advisory capacity) working at the Faculty, one from each trade union and heads of sections, who are not members of the Faculty Council.
10. The meetings of the Faculty Council can be attended by other persons, invited by the Dean, participating in an advisory capacity.

§ 7

1. The responsibility of the Faculty Council is defined by the provisions of the Law on Higher Education, the Law on Degrees and Academic Titles and the provisions of § 40 of the Statute.
2. The Faculty Council adopts resolutions on matters referred to in par. 1 as well as in other matters, in particular:
 - 1) evaluation of the implementation of tasks associated with the quality of education provided at the Faculty;
 - 2) principles of enrollment and admission quotas;
 - 3) provided in the regulations of studies, doctoral studies and postgraduate studies;
 - 4) selection of candidates for prizes for scientific achievements and teaching;
 - 5) confirmation of achievements referred to in § 91 of the Statute;
 - 6) expression of an opinion on the proposal of the Dean on the establishment or termination of the employment relationships with academic teachers;
 - 7) creation, transformation or closure of the organizational unit of the Faculty;
 - 8) establishment of the Faculty Assessment Commission and its Chairmen;
 - 9) expression of an opinion on the appointment of the Faculty Contest Commission and its Chairmen;
 - 10) adoption of the Regulation of the Faculty Contest Commission and the Faculty Assessment Commission.

§ 8

1. The Faculty Council may establish standing commission and ad hoc commissions.
2. The Faculty Council elects members of the standing commission for the term of the Faculty authorities. Chairman of the standing commission is a member of the Council.
3. The members of the commission of the Faculty Council may be non-members of the Council chosen from among the employees, doctoral students and students of the Faculty. Representatives of doctoral students or students to the Faculty Council are nominated by particular doctoral students or students government of the Faculty.

§ 9

1. The meetings of the Faculty Council shall be convened by the Dean.
2. The meetings of the Faculty Council are held at least once a month, except in July and August. The schedule of meetings of the Faculty Council in a given academic year is provided to the public by the Dean at least three months before the meetings commence.
3. The Dean shall convene an additional meeting of the Faculty Council not included in the schedule referred to in § 9. 2 at the written request of 1/5 of the total number of Council members.
4. The Dean may convene an additional meeting of the Faculty Council not included in the schedule referred to in § 9. 2 at his/her own initiative.
5. The Dean shall notify members of the Faculty Council by e-mail of the date and proposed agenda of the Council meeting at least seven days prior to that date.
6. To the work of the Faculty Council shall apply accordingly Regulation of the Senate, which constitutes Appendix 3 to the Statute.

§ 10

1. The Faculty Council adopts resolutions by a majority of valid votes cast in the presence of at least half of its members. In personnel matters Faculty Council passes resolutions by an absolute majority vote.
2. In cases of hiring or filling a post, as well as in other personnel matters or at the request of at least one member of the Faculty Council, with the exception of voting on formal matters, the Faculty Council adopts resolutions by a secret ballot.
3. The adoption of resolutions of the Faculty Council in matters of granting academic titles or degrees is determined by separate regulations.
4. The resolutions of the Faculty Council are available to all members of the Faculty community.

§ 11

1. From each meeting of the Faculty Council minutes shall be drawn up and, when approved at the next meeting of the Council shall be signed by the Dean and the preparer.
2. Minutes of the meetings of the Faculty Council are available to all members of the Faculty.

Chapter 4 Dean and Vice-Deans

§ 12

1. The Dean manages the Faculty and represents it outside.

2. The responsibilities of the Dean are determined by the applicable laws, including the Law on Higher Education, the Law on Degrees and Academic Titles and the Statute and regulations of studies, doctoral studies and postgraduate studies.
3. The Dean appoints the heads of organizational units of the Faculty. Heads of chair or divisions are appointed by the Dean after consulting the employees of that organizational unit. Head of the Faculty Library is appointed by the Dean after consulting with the Library Council.
4. The Dean, if necessary, indicates the affiliation of employees and doctoral students to the appropriate organizational units of the Faculty.

§ 13

The Dean manages financial resources on the basis of a financial plan adopted by the Faculty Council. Until the adoption of the financial plan, the financial resources of the Faculty are managed by the Dean on the provisional basis.

§ 14

The Dean may, if necessary, set up standing commissions and ad hoc advisory teams and proxies to perform certain tasks.

§ 15

The election of the Dean and Vice-Deans is governed by the Electoral Law of the University of Warsaw, which is attached as Annex 4 to the Statute.

§ 16

1. The Dean is elected for a four-year term, beginning on 1 September in the year of elections and lasting until 31 August of the fourth year after the election.
2. For the term of office of the Dean, one to three vice deans are selected, including the Vice-dean for Student Affairs. The number of vice-deans and the scope of their duties is delineated by the Dean-elect, with information provided to the Faculty Council.
3. Dean and Vice-Deans are selected by the Faculty Electoral Commission. The Faculty Electoral Commission consists of all independent academics, consisting 3/5 of the Commission and representatives of other groups of the academic community in the proportions set in § 39 of the Statute.

Chapter 5 Chairs, Divisions and Research Centres

§ 17

1. The Faculty Council at the request of the Dean forms, transforms and closes the departments or the divisions subject to the requirements contained in § 21 of the Statute.
2. If the chair for two years does not meet the requirements of § 21 par. 2 of the Statute and meets the requirements set out in § 21 par. 3 of the Statute applicable for the division, it is from the start of the next academic year transformed into a division. If it does not meet the requirements necessary for the division, it is then closed.
3. If the division for two years does not meet the requirements of § 21 par. 3 of the Statute, it is from the start of the next academic year closed.
4. Place of employment of chairs and division employees that were closed, as described in the par. 2 and 3, is appointed by the Dean.

§ 18

1. The term of office of the head of the chair and division lasts four years and starts on 1 March the year following the election of the University bodies and ends on the last day of February in the year following the next election of the University bodies.
2. The head of the chair and division is responsible for the organization of research and supervises the conduct of classes by employees reporting directly to him/her.
3. The head of the chair and division cares for the development and progress of employees and doctoral students.

§ 19

1. In order to design and conduct scientific research, especially on the basis of projects financed from external funds, research centres can be created at the Faculty.
2. The heads of research centres are appointed by the Dean.
3. The responsibilities of the head of the research centre include, in particular, defining the general direction of the centre's activities and taking the decisions necessary for the proper functioning of the centre.
4. The members of the research centres are the employees who declare accession to the head of the research centre unit. Members of the research centres can also be non-employees, especially graduate students.

Chapter 6 Faculty Library

§ 20

Faculty Library takes responsibility for: collection, storage and protection of library materials, provision of library materials to students, doctoral students and staff of the Faculty and the interaction with other libraries.

Chapter 7 The Faculty

§ 21

Standing commissions of the Faculty are: Faculty Contest Commission, Faculty Assessment Commission and Faculty Commission for Doctoral Studies.

§ 22

1. The Faculty Contest Commission, referred to in § 94 par. 4 and 5 of the Statute, includes employees of the Faculty with at least doctoral degree, in which at least half are researchers with a habilitation degree or academic title of professor.
2. The Faculty Contest Commission is appointed by the Dean after consulting the Faculty Council. The Commission is appointed for a term of office of the Faculty authorities.
3. The Commission shall consist of at least seven members. The meetings of the commission may be attended by Head of Department or Division, which the contest pertains to, without the right to vote.
4. The Commission shall work under the Statute and the regulation of the Commission adopted by the Faculty Council.

§ 23

1. The Faculty Assessment Commission referred to in § 96 par. 1 of the Statute consists of 12 people, including at least half, who are researchers with a habilitation degree or academic title of professor.
2. The members of the Faculty Assessment Commission are selected by the Faculty Council by a secret ballot.
3. The right to nominate candidates for members of the Faculty Assessment Commission shall be restricted to the members of the Faculty Council.
4. The Faculty Council may decide to appoint more than one assessment commission.
5. The Assessment Commission operates under the Statute and the Rules of the Commission adopted by the Faculty Council.

§ 24

1. The Faculty Commission for Doctoral Studies is appointed by the Faculty Council at the request of the Dean.
2. The Commission shall consist of a representative of the doctoral students.
3. The representative of doctoral students in the Commission is indicated by the doctoral student government.
4. The Faculty Council may decide to appoint more than one commission for Doctoral Studies.

§ 25

1. Faculty Council in a resolution shall confirm the achievements enlisted in § 91 of the Statute.

2. In order to form an opinion on the confirmation of achievements of persons referred to in par. 1, the Faculty Council appoints a commission of independent academic teachers employed at the Faculty.

3. At the request of the commission referred to in par. 2, the Faculty Council appoints reviewers of achievements of persons referred to in par. 1.

Chapter 8 Heads of study

§ 26

1. For fields or specialisations of first and second degree studies and full-time and part-time third degree studies heads of study can be appointed.

2. The Dean after consulting the competent authority of doctoral student or student government appoints the heads of studies from amongst the academic staff at the Faculty.

3. The responsibilities of heads of studies are defined by the Dean.

Chapter 9 Assistant Internship

§ 27

1. The Dean may apply to the Rector for admission to an Assistant internship persons referred to in § 129 par. 1 of the Statute.

2. The basis for the application provided by the Dean referred to in par. 1 is a qualification of applicants for the Assistant internship by the Commission for Doctoral Studies.

3. The condition to be admitted to the Assistant internship is for the applicant to have publications in international journals with impact factor.

4. For those accepted for the Assistant internship, the Dean appoints scientific tutors.

5. The Assistant internship lasts one year with the possibility of extension for another year.

6. The Dean creates a fund to finance scholarships for the participants of the Assistant internships.

Chapter 10 Administration

§ 28

The Administration consists of:

- 1) Dean's Office;
- 2) Training Centre of Economic Studies;
- 3) Students' Office;
- 4) Office of Admissions and Communication;
- 5) Finance Section;

- 6) Computer Science Laboratory;
- 7) Maintenance and Supply Section.

§ 29

Dean's Office provides:

- 1) administrative and technical services for Dean and Vice-Deans;
- 2) support for meetings of the Faculty Council;
- 3) handling cases involving cooperation with foreign countries;
- 4) handling matters related to organization of doctoral studies;
- 5) maintaining human resource records, including these of scientific advancements;
- 6) support of research;
- 7) reporting, with the exception of financial documents and first, second degree and postgraduate studies;
- 8) support for publishing and disseminating of information on the activities of the Faculty.

§ 30

1. The Training Centre of Economic Studies organizes trainings and economic courses.
2. The activities of the Training Centre of Economic Studies is directed by the head having at least a doctoral degree.

§ 31

Students' Office provides:

- 1) administrative and technical services for Vice-Dean of Student Affairs;
- 2) administrative and technical services for Heads of studies;
- 3) organization and support of the educational process on first and second degree and post-graduate studies;
- 4) support for students of first and second degrees and postgraduate students;
- 5) record-keeping and reporting of first and second degree and postgraduate studies.

§ 32

Office of Recruitment and Promotion organizes recruitment for first and second degree studies, conducts informational campaigns and promotion of the Faculty, provides connectivity and collaboration with graduates and employers.

§ 33

1. Finance Section provides financial services to the Faculty associated with the accumulation and allocation of resources at the disposal of the Faculty and the property management for the Faculty.
2. The Financial Section includes proxy Bursar, who is the head of the section.
3. Exercising financial control over the processes of accumulation and allocation of public funds and property management of the Faculty is precisely described in

procedures of the University of Warsaw on the procedure, rules and forms of financial control.

§ 34

Computer Science Laboratory:

- 1) supervises the safe operation of equipment and computer systems at the Faculty, in particular the operation of the USOSweb server, e-mail, website, and computer network;
- 2) makes current repairs and maintains electronic equipment;
- 3) provides assistance to staff and students in the event of problems related to the use of computer equipment, multimedia and USOSweb system.

§ 35

Section 1. The Administrative Section keeps the property, organizes and supervises the maintenance of the Faculty and ensures the supply of equipment and materials for the Faculty.

2. Technical service includes: administrative employees, xero copy employees and the cleaning staff.

Chapter 11 Final Provisions

§ 36

The Regulation comes into force on the day of its approval by the Rector.