

**RULES OF PROCEDURE FOR
MEETINGS OF THE SCIENTIFIC DISCIPLINE COUNCIL OF THE NICOLAUS
COPERNICUS UNIVERSITY IN TORUŃ**

Chapter 1

Scope of Application

Article 1

The Rules of Procedure for meetings of the Scientific Discipline Council shall govern the procedure for convening meetings, the preparation of meeting materials, the conduct of meetings of the Scientific Discipline Council, and the rules for the adoption of its resolutions

Chapter 2

Convening Meetings

Article 2

The Discipline Council shall hold meetings as required and in a manner that ensures timely completion of its tasks, but not less than once per semester.

Article 3

Meetings of the Scientific Discipline Council shall be convened by its Chairperson on their own initiative or at the request of the Dean.

Article 4

1. The date, place and agenda of a Scientific Discipline Council meeting shall be notified to the members of the Council in good time, but no later than 5 days before the date of the meeting.
2. The notice referred to in art. 4.1 shall be delivered in writing or in electronic form.
3. The notice referred to in art. 4.1 shall be accompanied by the materials to be the subject of the Discipline Council meeting and draft resolutions, except for resolutions which are administrative decisions.

Article 5

1. The draft agenda for the meeting shall be set by the Chairperson of the Scientific Discipline Council.
2. The draft agenda for the meeting shall include in particular:

- 1) matters arising from the day-to-day work of the Scientific Discipline Council as proposed by its Chairperson,
- 2) conducting doctoral dissertation process and proceedings for the conferment of the degree of doktor habilitowany,
- 3) issuing opinions on proposals for the establishment of new fields of study and curriculum changes in existing degree programmes, which are assigned in whole or in part to a given scientific discipline.

Article 6

1. The Scientific Discipline Council shall approve the agenda after the opening of the meeting.
2. The Scientific Discipline Council may amend the agenda.

Chapter 3

Preparation of Materials for the Discipline Council Meeting

Article 7

Materials for a Discipline Council meeting shall be prepared by the Chairperson of the Council.

Article 8

Requests for the inclusion of a matter on the draft agenda of the Scientific Discipline Council, including a draft resolution as well as factual and legal justification, shall be submitted to the Chairperson of the Scientific Discipline Council.

Chapter 4

Proceedings of the Discipline Council Meeting

Article 9

Meetings of the Scientific Discipline Council shall be chaired by its Chairperson or, in their absence, by the Deputy Chairperson.

Article 10

Individual matters shall be presented by the members of the Discipline Council who requested their inclusion in the agenda. Other matters shall be presented by the Chairperson of the meeting.

Article 11

The Chairperson of the meeting shall give every participant in the meeting of the Discipline Council the opportunity to speak on the matters on the agenda.

Article 12

1. Members of the Discipline Council shall have the right to submit questions to the Chairperson of said Discipline Council or the Dean.
2. The Chairperson of the Discipline Council or the Dean shall be obliged to answer the question without undue delay, no later than within one month.

Article 13

1. Minutes shall be drawn up from the Discipline Council meetings. The minutes shall contain a brief description of the proceedings and full texts, in appendices, of the adopted resolutions, submitted reports, and other materials considered by the Discipline Council. The minutes shall be signed by the minute-taker and the person chairing the meeting.
2. The minutes of the Discipline Council meeting shall be made available for inspection at the Dean's Office 7 days before the date of the next Discipline Council meeting.
3. The members of the Discipline Council taking part in the meeting shall have the right to propose amendments to the minutes as drawn up, no later than the opening of the next meeting of the Discipline Council. The Discipline Council shall decide whether or not to adopt the amendment.
4. The minutes to which no amendments have been made shall be deemed to have been adopted.
5. The adopted minutes of Discipline Council meetings shall be made available to members of said Discipline Council and participants in the meeting at their request.

Chapter 5

Adoption of Resolutions

Article 14

1. The Discipline Council shall adopt resolutions by an absolute majority of votes in the presence of at least half of its members.
2. (repealed).
3. A member of the Discipline Council affected by the resolution to be adopted shall not take part in the vote on the matter. They shall be taken into account when the quorum is established

Article 15

1. Resolutions of the Discipline Council may be adopted only on matters on the agenda.
2. The provision of art.15.1 shall not apply to resolutions of administrative and procedural nature.

Article 16

1. Voting at a meeting of the Discipline Council shall be open and shall be by show of hands with the simultaneous use of a vote-counting device or by show of hands and counting by the appointed secretaries.
2. Voting on personal matters and on other matters where required by law shall be by secret voting and shall be conducted using a vote-counting device or by means of ballot papers and the counting of votes by a Returning Committee appointed by the Scientific Discipline Council.
3. Voting with the use of ballot papers consists in:
 - 1) putting an "x" in the box on the left-hand side of the ballot paper, next to the word "YES", when the voter casts a vote in favour of the proposal,
 - 2) putting an "x" in the box on the left-hand side of the ballot paper, next to the word "NO", when the voter casts a vote against the proposal,
 - 3) putting an "x" in the box on the left-hand side of the ballot paper, next to the word "ABSTENTION", when the voter abstains from voting.
4. At the request of a member of the Scientific Discipline supported in voting by at least 1/5 of the members of the Scientific Discipline, the Chairperson of the meeting shall order secret voting.
5. The person chairing the meeting shall announce the results of the vote. The results of the vote shall be final, subject to art. 17.

Article 17

1. In the event that the regularity of a voting procedure raises a reasonable doubt, the Discipline Council may decide to take a fresh vote.
2. A motion for the fresh vote may be made only at the meeting at which the voting took place.
3. The Discipline Council shall decide on a fresh vote following a motion by a member of said Discipline Council supported by a vote of at least 1/5 of the members of the Scientific Discipline Council.

Chapter 6
Meetings Held Remotely

Article 18

In particularly justified cases, meetings of the Discipline Council may be held, and resolutions may be adopted, by electronic means of communication, ensuring in particular:

- 1) real-time transmission of the meeting between its participants,
- 2) multilateral real-time communication enabling participants in the meeting to express their opinions in the course of the meeting,
- 3) conducting voting, including secret voting.