

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

Chapter 1

Scope of application

§ 1

The Rules of Procedure for Meetings of the Scientific Discipline Council shall regulate the procedure for convening meetings, preparing meeting materials and the conduct of meetings of the Scientific Discipline Council and its rules for adopting resolutions.

Chapter 2

Convening meetings

§ 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.

§ 3

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

§ 4

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

§ 5

1. The draft agenda for a meeting be drawn up by the Chairperson of the Scientific Discipline Council.
2. The draft agenda for a meeting shall include, in particular:
 - 1) matters resulting from the current work of the Scientific Discipline Council proposed by its Chairperson,
 - 2) conducting doctoral dissertations and proceedings for the award of the degree of doctor habilitatus,
 - 3) issuing opinions on projects of establishing new fields of study and program changes in existing studies, which are assigned in whole or in part to a given discipline of science.

§ 6

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

Chapter 3

Preparation of materials for the Discipline Council meeting

§ 7

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

§ 8

Requests to place a matter on the draft agenda of the Scientific Discipline Council meeting, together with a draft resolution and a factual and legal justification, shall be submitted to the Chairperson of the Scientific Discipline Council.

Chapter 4

Proceedings of the Discipline Council meeting

§ 9

Meetings of the Scientific Discipline Council shall be chaired by its Chairperson, or in their absence, by a designated member of the Scientific Discipline Council or by the most senior member of the Scientific Discipline Council employed as a professor or an associate professor.

§ 10

Individual matters are 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.

§ 11

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

§ 12

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

§ 13

1. Minutes are drawn up from the Discipline Council meetings. The minutes shall contain a brief description of the proceedings, as well as – in appendices – the full texts of the adopted resolutions, submitted reports and other materials discussed by the Discipline Council. The minutes shall be signed by the minutes secretary and the person chairing the meeting.
2. The minutes of the previous Discipline Council meeting shall be available for review at the Dean's Office seven days before the date of the next Discipline Council meeting.
3. The members of the Scientific Discipline Council taking part in the meeting shall have the right to propose amendments to the minutes, not later than by the start of the next Scientific Discipline Council meeting. The Scientific Discipline Council shall decide whether or not to adopt the amendment, without discussing it.
4. The minutes to which no amendments have been made shall be deemed adopted.
5. Adopted minutes of the Scientific Discipline Council meetings shall be made available for review by its members and participants of the meeting.

Chapter 5
Adoption of resolutions

§ 14

1. The Discipline Council adopts resolutions by an absolute majority of votes in the presence of at least half of the number of its members.
2. An absolute majority of votes shall mean that, in order for a resolution to be adopted, more than half of the valid votes cast must be cast in its favor.
3. A member of the Discipline Council affected by the resolution shall not take part in voting on the matter. They shall be included when a quorum is determined.

§ 15

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

§ 16

1. Voting at a Discipline Council meeting shall be open and shall be conducted by a show of hands with simultaneous use of a vote-counting device by a show of hands and counting of votes by designated secretaries.
2. Voting on personal matters and other matters when required by law shall be secret and shall be conducted by means of a vote-counting device or with the use of ballot papers and 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 favor of the request,
 - 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 request,
 - 3) putting an "x" in the box on the left-hand side of the ballot paper, next to the word "ABSTENTION", when the applicant abstains from voting.
4. At the request of a member of the Scientific Discipline Council supported in voting by at least 1/5 of the members of the Scientific Discipline Council, the Chairperson of the meeting shall order secret voting.

5. The Chairperson of the meeting shall announce the outcome of the voting. The voting outcome shall be final and may not be discussed, subject to § 17.

§ 17

1. In the event that the correctness of the voting process raises a reasonable doubt, the Scientific Discipline Council may decide to repeat the voting.
2. A request to repeat the voting again may be made only at the meeting at which the voting took place.
3. The Scientific Discipline Council shall decide on repeating the voting at the request of its member supported in voting by at least 1/5 of the members of the Scientific Discipline Council.

Chapter 6

Meetings held remotely¹

§ 18

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

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

¹ Added by Resolution No. 61 of the Senate of the Nicolaus Copernicus University in Toruń of 27 October 2020 (Legal Bulletin of the Nicolaus Copernicus University in Toruń of 2020, item 379)