Order No. 137

of the Rector of the Nicolaus Copernicus University in Toruń

dated 27 September 2013

on the appointment of the Academic Ombudsman at the Nicolaus Copernicus University in Toruń

Pursuant to §45 item 2 of the Statute of the Nicolaus Copernicus University in Toruń of 30 May 2006 (Nicolaus Copernicus University Law Bulletin of 2011 No. 9, item 302)

it is adopted as follows:

§ 1

From 1 October 2013 an independent job position of the Academic Ombudsman (hereinafter referred to as the “Ombudsman”) at the Nicolaus Copernicus University (hereinafter referred to as the “University”) shall be established.

§ 2

1. The Ombudsman shall promote high ethical standards at the University.
2. The Ombudsman shall assist students, doctoral students and University staff in resolving disputes amicably.

§ 3

1. The Ombudsman shall be appointed by the Rector for the period no longer than 4 years after the consultation with university legislative bodies of student self-government and doctoral student self-government.
2. The Ombudsman shall report directly to the Rector.

§ 4

The Ombudsman shall commence the procedure upon:

1) The request of
   a) the member of the academic community,
   b) student self-government,
   c) doctoral student self-government,
   d) the Rector,
   e) the Dean,
   f) the Chancellor;
2) one’s own initiative.

§ 5
1. The Ombudsman shall act in accordance with the principles of confidentiality, impartiality and neutrality.
2. The Office of the Academic Ombudsman shall operate independently of any bodies and organisational units at the University.
3. The Ombudsman shall collaborate with the organisational units at the University, in particular with ombudsmen of disciplinary commissions for the affairs of students, doctoral students and academic staff.

§ 6

The activities of the Ombudsman shall be based on standards of practice and code of ethics defined by the International Ombudsman Association.

§ 7

The scope of the Ombudsman’s activities includes:

1) providing proper information on legal regulations applicable at the University;
2) indicating and contacting with proper organisational units at the University in order to obtain particular information or explain the issue;
3) assisting parties in conflict resolution, based particularly on help in diagnosing of the problem and determining the solution, or resolution of the problem on one’s own;
4) recommending and organising mediation;
5) promoting alternative methods of dispute resolution in the academic environment;
6) providing the Rector with information on and recommendation of necessary systematic changes of the University functioning.

§ 8

The Ombudsman shall perform the tasks referred to in § 7 by:

1) discussion and consultation with interested persons;
2) providing proper written information in justified cases;
3) contacting with the persons involved in the conflict;
4) organising meetings between persons involved in the conflict;
5) explaining the substance of mediation and other alternative methods of dispute resolution to the persons involved in the conflict;
6) mediating conflicts;
7) undertaking other activities aiming at conflict resolution;
8) co-operation with disciplinary commissions and disciplinary ombudsmen at the University;
9) training activity;
10) promotional activity;
11) cooperation with other ombudsmen in Poland and abroad.

§ 9

The Academic Ombudsman shall act on behalf on the person concerned upon their prior authorization in writing.

§ 10
If the inquiry is not within the range of Ombudsman’s competences, they shall direct the interested person to the proper institution.

§ 11

The Ombudsman shall deliver a report on their activities to the Rector for each previous calendar year no later than 31 January next year.

§ 12

The Rector shall ensure that the Ombudsman has a room properly equipped to carry out their duties.

§ 13

In the annex to Order No. 63 of the Nicolaus Copernicus University Rector of 27 November 2003 on coding types and systems of studies and organizational structure of the Nicolaus Copernicus University the following is added in the section referring to the University Administration:

“90 01 86 00 00  Rzecznik Akademicki”
(skrót literowy: RA)

English version

“90 01 86 00 00  Academic Ombudsman”
(abbreviated name: RA)

§ 14

The Resolution comes into effect on 1 October 2013.

RECTOR

prof. dr hab. Andrzej Tretyn