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STATUTES

OF THE FELIKS NOWOWIEJSKI ACADEMY OF MUSIC IN BYDGOSZCZ

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I. Preliminary provisions

§1

1. The Feliks Nowowiejski Academy of Music in Bydgoszcz, hereinafter referred to as 'the Academy', is a state-owned institution of higher education conducting its artistic and academic activity pursuant to the Act of 27 July 2005, the Higher Education Law (Journal of Laws <Polish: *Dziennik Ustaw*> of 30 August 2005, No. 164, item 1365 with further amendments), hereinafter referred to as 'the Act', and these Statutes.
2. The Academy was established by force of Order No. 79 of the Minister of Culture and Art of 1 October 1974 as the Bydgoszcz branch of the State Higher School of Music in Łódź (Official Journal of the Ministry of Culture and Art of 1974 No. 7, item 54), since 27 November 1979 operating independently as the State Higher School of Music in Bydgoszcz pursuant to the Ordinance of the Council of Ministers of 27 November 1979 (Journal of Laws of 1979, No. 27, item 160).
3. The Academy was granted its present-day name of the Feliks Nowowiejski Academy of Music pursuant to the Ordinance of the Council of Ministers of 1 December 1981 (Journal of Laws of 1981, No. 31, item 173).
4. The Academy holds the status of a legal entity seated in the city of Bydgoszcz, in the Republic of Poland.

§2

1. The Academy officially bears the name of Polish composer, conductor, organist and teacher of music Feliks Nowowiejski.
2. The Academy owns its distinctive flag.
3. The official abbreviation of the Polish name of the Academy shall be AMFN (for *Akademia Muzyczna im. Feliksa Nowowiejskiego*).
4. The English translation of the official name of the Academy shall be the Feliks Nowowiejski Academy of Music, abbreviated as FNAM.

§3

1. The Academy staff and students of all specializations, including those participating in doctoral degree programmes, are all members of what shall be considered an autonomous academic community.
2. Students of 1st (BA/ B. Mus.-equivalent) and 2nd (MA/ M. Mus.-equivalent) degree, or five-year (MA/ M. Mus.-equivalent) degree programmes run by the Academy may become members of the Student Government.
3. Students of doctoral degree programmes offered by the Academy may become members of the Doctoral Student Government.

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§4

The Academy shall be autonomous within all the fields of its artistic and scholarly activity to the extent stipulated in the Act.

§5

1. In the execution of its statutory objectives the Academy shall promote freedom of teaching, freedom of academic research and freedom of artistic expression.
2. The principal objects of the Academy shall be:
 - 1) providing its students with highest-quality instruction, thus fully preparing them to pursue their independent professional careers;
 - 2) educating the students to feel responsible for the welfare of Poland, strengthening principles of democracy and respecting human rights;
 - 3) encouraging academic research and artistic activity;
 - 4) promoting artists and researchers;
 - 5) propagating and multiplying academic and cultural achievements by means of collecting and making externally available the resources of the Academy libraries and recording studio;
 - 6) acting for the benefit of the local and regional communities.
3. The Academy other objectives shall also be:
 - 1) preserving the traditions and customs of the academic community;
 - 2) upholding universal, national and regional values.
4. In pursuit of the objects laid down in sub-paragraph 2. above the Academy shall cooperate with Polish as well as foreign academic and artistic institutions, thus engaging itself in the creation of the European space for higher artistic education.

§6

1. The Academy shall ensure the propagation of the artistic and scholarly output as well as the memory of its most distinguished employees, outstanding students and graduates.
2. The Senate of the Academy shall be entitled to name the Academy organizational units, buildings, lecture halls, or other of its facilities after eminent persons and decide on the location of displaying memorial plaques within its properties.

§7

The Academy shall house organizations and associations open to its employees, students, graduates and friends of the Academy.

§8

1. The honorary academic degree awarded by the Academy shall be the doctoral degree of *honoris causa*.
2. The doctoral degree of *honoris causa* shall be conferred upon persons who have made invaluable and lasting contributions to musical culture and science.
3. The doctoral degree of *honoris causa* shall be awarded by the Senate of the Academy.
4. Nominations for the doctoral degree of *honoris causa* shall be made by a Faculty Council of the Academy that is empowered to confer the degree of 'habilitated' doctor of arts (Polish: *doktor habilitowany sztuk*).
5. Nominations for the doctoral degree of *honoris causa* shall be brought up for discussion in a meeting of the Rector, deputy rectors and deans, whose approval is prerequisite to having a vote on the given nomination by the Faculty Council that has made the nomination.
6. By the power of a 3/5 majority of votes cast by its statutory body the Faculty Council shall pass a resolution to submit a proposal to the Senate concerning the awarding of the honorary doctoral degree of *honoris causa*.
7. Procedures for conferring the doctoral degree of *honoris causa* on a nominee shall be implemented upon a resolution passed by the Senate by a 3/5 majority of votes cast by its statutory body.

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8. The resolution on the awarding of the doctoral degree of *honoris causa* shall be voted on by the Senate upon receiving three independent reviews of the matter in question.

§9

1. The Academy medal shall be awarded by the Rector in recognition of a person's seminal contribution to the development of the Academy.
2. Regulations regarding the awarding of the medal shall be issued by a committee for staff development and awards appointed by the Senate.
3. In justified cases the awarding of a medal may mean a change in the awardee's number of teaching hours.

§10

The Academy is a member of the Conference of Rectors of Academic Schools in Poland (Polish: *Konferencja Rektorów Akademickich Szkół Polskich*), the Conference of Rectors of Artistic Schools (Polish: *Konferencja Rektorów Uczelni Artystycznych*) and the European Association of Conservatoires (French: *Associations Europeenne des Conservatoires, Academies de Musique et Musikhochschulen*).

II. Structure

§11

1. The following organizational units may be created within the structure of the Academy:

- faculty (Polish: *wydział*)
- institute (Polish: *instytut*)
- department (Polish: *katedra*)
- (sub-)department (Polish: *zakład*)
- centre/ section/ laboratory* (Polish: *pracownia*)
- research group/ unit* (Polish: *zespół badawczy*)
- teaching group/ unit* (Polish: *zespół dydaktyczny*)
- unit offering specialised study programme (Polish: *studium*)
- library
- publishing centre (Polish: *wydawnictwo uczelniane*)
- recording library
- recording studio

*usage of an alternative English name for a given unit depends on the specific field of study or activity carried out within the unit

2. Within the Academy there may be other organizational units than those laid down in sub-paragraph 1. above.

§12

1. The main organizational unit within the structure of the Academy shall be a faculty (Polish: *wydział*). Faculties shall aim at creating favourable conditions for the advancement of academic, artistic and pedagogical activity, including training future professional staff.
2. Faculties may be established to run at least one principal study programme each.
3. Faculties may be further divided into other smaller structural units.

§13

1. An institute (Polish: *instytut*) may be a structural sub-unit of a faculty or have the status of an interdepartmental unit, or it may be an academic unit shared between independent higher education institutions.
2. An institute may be established on condition that among its staff is at least one holder of the degree of

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'habilitated' doctor of arts (Polish: *doktor habilitowany sztuk*) or professor of art, the Academy being the person's main workplace.

3. Among the objects of an institute shall be:
 - 1) conducting academic research and artistic activity in the specified areas of musical study;
 - 2) training future academic staff;
 - 3) supervising the teaching and learning processes.
4. An institute may be structured of other sub-units such as departments, sub-departments, centres or sections, research and teaching groups and so on.

§14

1. A department (Polish: *katedra*) may be part of the structure of a faculty or have the status of an interdepartmental unit, or it may be an academic unit shared between otherwise independent higher education institutions.
2. The objects of a department shall be:
 - 1) conducting academic research and artistic activity in the specified areas of musical study;
 - 2) training future academic and artistic staff;
 - 3) supervising the teaching and learning processes.
3. A department may be established on condition that among its staff is at least one holder of the degree of 'habilitated' doctor of arts (Polish: *doktor habilitowany sztuk*) or professor of art, the Academy being the person's main workplace.
4. Departments may be comprised of other sub-units such as sub-departments, centres or sections, research and teaching groups and so on.
5. Sub-departments (Polish: *zakłady*) and research and teaching groups (Polish: *zespoły badawcze/ dydaktyczne*) may be units directly supervised by the Rector or dean of a given faculty.

§15

1. A (sub-)department (Polish: *zakład*) shall conduct its scholarly activity in the specialised field of study and participate in the teaching process.
2. A (sub-)department may be established on condition that among its staff is at least one holder of the degree of 'habilitated' doctor of arts (Polish: *doktor habilitowany sztuk*) or professor of art, the Academy being the person's main workplace.

§16

1. Centres/ sections/ laboratories (Polish: *pracownie*) shall conduct their academic research in specialized fields of study and participate in the pedagogical process.
2. A centre/ section/ laboratory may be established on condition that among its staff is at least one holder of the degree of doctor of arts (Polish: *doktor sztuk*), the Academy being the person's main workplace.

§17

1. A research group/ unit (Polish: *zespół badawczy*) or teaching group/ unit (Polish: *zespół dydaktyczny*) may be appointed to perform a specific task.
2. Research and teaching groups/ units shall be appointed by the Rector.

§18

1. Specific pedagogical objectives shall be fulfilled by units offering specialized study programmes.
2. The units may be part of a faculty or they may be granted an interdepartmental status.

§19

The structure of the Academy may comprise organizational units that shall fall under the direct supervision of the Rector and be interdepartmental in character. The units shall fulfil a number of specific academic and pedagogical tasks as well

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as offer services meeting various demands.

§20

A detailed organization of the structure of the Academy shall be included in the organizational regulations issued by the Rector.

§21

1. Publishing shall be conducted by the Publishing Centre of the Academy, subordinate to the Rector.
2. The Publishing Centre of the Academy shall conduct its activity pursuant to the regulations approved by the Rector.
3. The publishing and editing board shall be appointed by the Rector.

§22

1. All of the organizational and interdepartmental units of the Academy shall be instituted, transformed and disestablished by the Rector upon approval of the Senate of the Academy.
2. Upon approval of the Senate, the Rector is allowed to institute, transform and disestablish the units within a given faculty at the Dean's request reviewed by the Faculty Council.
3. Subject-Specific Libraries shall be instituted, transformed and disestablished by the Rector on the motion of the Head of the organizational unit wherein the library shall be housed.
4. Organizational units of administrative, auxiliary and economic character shall be instituted, transformed and disestablished by the Rector upon approval of the Senate.

§23

1. The head of an institute shall be in charge of the institute.
2. The head of an institute may be any academic holding at least the degree of 'habilitated' doctor (Polish: *doktor habilitowany*) employed full-time by the Academy.
3. The head of an institute shall be appointed and removed by the Rector upon consulting the Faculty Council.

§24

1. The head of a department may be a person holding at least the degree of 'habilitated' doctor (Polish: *doktor habilitowany*) employed by the Academy on the full-time basis.
2. The head of a department shall be appointed and removed by the Rector upon consulting the Faculty Council.

§25

1. The head of a sub-department may be an academic holding at least the degree of doctor employed by the Academy.
2. The head of a sub-department shall be appointed and removed by the Rector upon consulting the Faculty Council.

§26

1. An academic employed full-time by the Academy may be the head of a unit offering a specialized study programme.
2. The head of a unit offering a specialized study programme shall be appointed and removed by the Rector.

§27

The head of an institute, department, sub-department or unit offering a specialized study programme, head of a centre/ section/ lab and the head of the publishing centre shall be appointed for the term concurrent with the term of the Academy governing authorities.

§28

Upon the approval of the Dean, the head of an organizational unit shall determine a detailed scope of duties for the subordinate employees.

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III. Authorities of the Academy

§29

1. The Senate and the Faculty Councils shall be the collegiate authorities of the Academy.
2. The Rector and the Deans shall be the one-person governing authorities of the Academy.
3. Electoral authorities of the Academy shall be referred to as the Electoral College.
4. The deputies of the Academy one-person governing authorities shall be known as Deputy-Rectors and Deputy-Deans.

§30

Participation in the collegiate authorities' meetings and proceedings and as well as in the meetings of the boards and committees called into existence by the said authorities shall be mandatory.

§31

Academy resolutions shall be adopted by the collegiate authorities upon an absolute majority of their affirmative votes in the presence of at least half of their members save as the Act or Statutes determine another qualified majority voting system.

§32

1. The Senate shall be composed of:
 - 1) the Rector as Chairperson;
 - 2) Deputy-Rectors;
 - 3) Deans;
 - 4) representatives of academic staff;
 - 5) representatives of the remaining personnel;
 - 6) representatives of students and doctoral students.

§33

1. The Senate shall be composed of thirty (30) persons, namely:
 - 1) sixteen (16) representatives of academic teaching staff holding the title of professor or the degree of 'habilitated' doctor (Polish: *doktor habilitowany*) who shall constitute 53.33% of the Senate composition;
 - 2) five (5) representatives of the remaining personnel who shall constitute 16.66% of the Senate composition;
 - 3) three (3) representatives of non-academic staff who shall constitute 10% of the Senate composition;
 - 4) six (6) representatives of the students and doctoral students who shall constitute 20% of the Senate composition.
2. The Rector, Deputy-Rectors and Deans shall be accordingly included in the groups set forth in sub-paragraph 1.
3. The meetings of the Senate shall be attended also by the Finance and Administration Director, Bursar, Head of the Academy Library and one representative from each trade union active within the Academy with a purpose of serving an advisory vote.

§34

The responsibilities of the Academy Senate shall be:

- 1) to adopt the Statutes;
- 2) to adopt the rules of procedure and regulations of: study programmes, doctoral degree programmes, post-graduate programmes, admission policies and elections;
- 3) to approve of teaching curricula and syllabuses;
- 4) to determine the main directions of the Academy activity;
- 5) to evaluate the Academy activities, approve the Rector's annual reports of the Academy activities and evaluate

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the Rector's activity;

- 6) to pass resolutions having regard to: the establishment of a new Academy branch, organizational unit or a teaching centre situated in a different city, and the initiation or termination of a principal study programme;
- 7) to give approval to the Rector for entering into Partnership and Cooperation Agreements with foreign entities;
- 8) to confer the doctor degree of *honoris causa*;
- 9) to be the voice of the academic community on matters submitted by the Rector, Faculty Councils or members of the Senate in the number of at least one-third of the Senate members;
- 10) to adopt the property and financial schedule of the Academy;
- 11) to approve the statement of accounts for the Academy;
- 12) to grant consent for the purchase, sale, lease or property encumbrance worth more than PLN 500,000.00.

§35

1. The Rector shall convene the meetings of the Senate at his or her own will or due to the motion submitted by one-third of the Senate within fourteen days.
2. The meetings of the Senate shall be held no less than twice during each semester.

§36

1. The Senate shall appoint Senate Committees that shall work permanently or temporarily.
2. The Permanent Senate Committees shall be:
 - 1) Administrative and Development Committee;
 - 2) Teaching Staff Development, Merit Awards and Promotion Committee;
3. The Senate is also entitled to appoint temporary Committees and specify their composition and responsibilities.
4. Persons who do not belong to the Senate may become members of the permanent and temporary Senate Committees.

§37

1. The Rector shall govern the Academy activities, represent the Academy outside its premises and act as the supervising body for the Academy employees, students and doctoral students.
2. The Rector shall decide on all matters relating to the Academy save the matters reserved by the Act or Statutes to the competences of other authorities or the Finance and Administration Director, otherwise the Rector shall in particular:
 - 1) decide on the Academy property and economy;
 - 2) supervise the pedagogical, artistic and academic activities;
 - 3) supervise the Academy administration and economy;
 - 4) ensure compliance with the law and safety within the Academy premises;
 - 5) determine the responsibilities of Deputy-Rectors;
 - 6) create, institute, disestablish and convert organizational units.
3. The Rector of Academy awards employees for their artistic achievements, research and teaching attainments, and their overall output with the Rector Award. Employees who are not academic teachers may be awarded at the Rector's pleasure or at the request of the Finance and Administration Director.

§38

1. The Rector manages the activities of the Academy with the assistance of one or two Deputy-Rectors.
2. The Rector may authorize an officer to act in his or her stead.

§39

1. The Faculty Council shall be constituted of:

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- 1) the Dean as Chairperson;
 - 2) the Deputy-Dean;
 - 3) academics holding the title of professor or the degree of 'habilitated' doctor (Polish: *doktor habilitowany*);
 - 4) selected representatives from amongst the remaining academic staff employed at the Faculty on the full-time, tenured basis or having a service contract (Polish: *umowa o pracę*) who shall constitute not more than 20% of the Council composition;
 - 5) selected representatives of students and doctoral students of the Faculty who shall constitute 20% of the Council composition.
2. The meetings of the Faculty Council shall be attended by one representative from each trade union for a purpose of serving an advisory vote.

§40

All resolutions of the Faculty Councils shall be communicated to the Rector.

§41

1. The Faculty responsibilities shall be in particular:
 - 1) determining the general direction of the Faculty activity;
 - 2) adopting study curricula and teaching syllabuses upon consulting a competent organ of the Student Government in compliance with the guidelines laid down by the Senate;
 - 3) adopting study curricula upon consulting a relevant organ of the Doctoral Student Government in accordance with the guidelines laid down by the Senate;
 - 4) adopting study curricula of postgraduate programmes and specialized courses in accordance with the guidelines laid down by the Senate;
 - 5) other obligations subject to separate regulations.
2. Faculty Councils are entitled to appoint permanent and temporary committees and specify their composition and duties.
3. Faculty Councils are entitled to delegate some of their competences to Deans or designated committees or boards.

§42

1. The Dean shall summon the meetings of the Faculty Council.
2. The meeting of the Faculty Council may be summoned on the motion of one-third of the Faculty Council members in seven days from the day the motion was submitted.
3. The meetings of the Faculty Council shall be held at least twice in each semester.

§43

1. The Dean may appeal to the Senate from the Faculty Council resolution.
2. The appeal shall be made through the Faculty Council within fourteen days.
3. Should the Council deem the appeal worthy of considering, they may adopt a new resolution that shall repeal or alter the resolution in question. In the said event the matter shall not be pursued. Otherwise, the appeal shall be remitted to the Senate in seven days from the date of its review by the Faculty Council.

§44

The Dean shall govern the Faculty and in particular:

- 1) represent the Faculty outside the Academy;
- 2) convene the meetings of the Faculty Council and chair them save the meetings where his or her own activities shall be evaluated;
- 3) submit matters to the Faculty Council to be addressed by them;

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- 4) ensure the implementation of the resolutions of the Faculty;
- 5) define the scope of duties of a Deputy-Dean;
- 6) nominate a Dean's Committee and Dean's proxies;
- 7) be the supervising body over the organizational units of the Faculty;
- 8) determine a detailed plan of the activities run within the Faculty;
- 9) apportion the teaching activities and responsibilities among the organizational units within the Faculty;
- 10) make decisions pertaining to cooperation and communication liaisons with other faculties;
- 11) supervise the work of all faculty employees and act as the supervisor and guardian of students;
- 12) provide for matters concerning the students' residence;
- 13) make decisions pertaining to the Faculty and not falling within the scope of duty of other authorities.

§45

1. The Dean is entitled to overrule or alter the decision of the head of an organizational unit that he or she governs.
2. The appeal from the Dean's decision shall be submitted to the Rector.
3. The appeal shall be filed within fourteen days .

§46

There shall be a Main Library operating within the Academy.

§47

1. The Library Council shall be designated by the Rector.
2. The Library Council shall be composed of:
 - 1) the Head of the Main Library;
 - 2) Deputy-Rector for Teaching Matters;
 - 3) Library representatives;
 - 4) representatives of all faculties in a number of at least one person per every faculty;
 - 5) a representative of students delegated by the Academy Student Government.
3. The Library Council shall be chaired by the Deputy-Rector for Teaching Matters.

§48

1. The responsibilities of the Library Council shall be reviewing the administration of the Library functions and information system and in furtherance of this aim it shall in particular:
 - 1) determine the rules for organizing library collections;
 - 2) examine matters concerning the activities and development of the Academy Library;
 - 3) peruse the reports of the Head of the Main Library submitted to the Rector;
 - 4) review a project of property and finances schedule for the Academy Library and report its execution.
2. The mode of the activities for the Library Council shall be defined by regulations thereof.

§49

1. The Main Library shall be governed by the Head of the Library.
2. The Head of the Library shall be nominated by the Rector of the Academy upon consulting the Senate as to the candidates selected by way of competition managed by the Library Council.
3. The Head of the Main Library shall be removed by the Rector on the motion made by the Library Council after consulting the Senate or at its own discretion after consulting the Library Council and Senate.

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§50

1. The organization of the Main Library shall be determined by regulations thereof.
2. The regulations shall be developed by the Head of the Main Library and approved by the Senate.
3. Library collections shall be generally accessible.
4. All readers are entitled to use the Library collections on the premises.
5. Lending of the collections to persons that are not the Academy employees, doctoral students or students shall be made through a system of interlibrary loans.

IV. Elections

§51

1. One-person Academy governing authorities nominated by means of election shall be as follows:
 - 1) the Rector
 - 2) Deans
2. The deputies of one-person Academy governing authorities are also nominated by means of election.

§52

Elections are conducted by the Academy Electoral Committee. The Committee shall be appointed by the Senate. The Committee shall comprise thirteen members, including three student representatives.

§53

The Academy Electoral Committee shall retain its powers until a new Committee for the subsequent election term shall be appointed.

§54

In the event that a mandate of a collegiate authority member, or a one-person governing authority or his/ her deputy should expire before the end of the term, the Committee shall conduct by-elections in conformity with the rules established for each of the mandates.

§55

The responsibilities of the Electoral Committee shall comprise organizing elections and in particular:

- 1) preparing draft regulations setting out detailed election procedures for conducting elections in the Academy;
- 2) establishing a timetable of electoral activities;
- 3) overseeing the implementation of election procedures in the faculties;
- 4) conducting the election of the Electoral College, Senate, Faculty Electoral College and Faculty Councils in all groups of employees, students and doctoral students;
- 5) establishing and publishing lists of candidates for the position of Rector, Deputy-Rectors, Deans and Deputy-Deans;
- 6) organizing and conducting election meetings;
- 7) declaring the nullity of an election;
- 8) securing electoral documentation;
- 9) promulgating the names of those elected to the Minister in compliance with the principles stipulated by the Act.

§56

1. Election of the Rector and Deputy-Rectors shall be made by the Academy Electoral College.
2. Election of the Dean and Deputy-Dean shall be held by the Faculty Electoral College.

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§57

The Academy Electoral College shall comprise 40 persons. The per-cent participation of individual groups shall be as follows:

- 1) 50% shall be constituted of academics holding the title of professor or the degree of 'habilitated' doctor (Polish: *doktor habilitowany*);
- 2) 20 % shall be constituted of representatives of the remaining academic staff;
- 3) 20% shall be constituted of representatives of students and doctoral students;
- 4) 10% shall be constituted of representatives of the remaining personnel.

§58

1. The Faculty Electoral College shall be composed of 10 to 20 persons. The per-cent participation of individual groups shall be as follows:
 - 1) 50% shall be constituted of academics holding the title of professor or 'habilitated' doctor (Polish: *doktor habilitowany*);
 - 2) 30% shall be constituted of representatives of the remaining academic staff;
 - 3) 20% shall be constituted of representatives of students and doctoral students.
2. The number of the Faculty Electoral College members shall be determined by the Academy Electoral Committee.

§59

1. The election of the representatives of individual groups for collegiate authorities and the Electoral College shall be conducted at meetings of each of the aforesaid group.
2. Each voter shall have the right to nominate a candidate.
3. The elections shall be valid should a candidate win more than half of the valid votes.
4. The representatives of the employee groups shall be those who win the majority of the valid votes cast.
5. In the event of a tie, a run-off shall be held.

§60

1. A mandate shall expire in case that:
 - 1) an employee ceases to be an employee of the Academy;
 - 2) a doctoral student ceases to be a doctoral student of the Academy;
 - 3) a student ceases to be a student at the Academy;
 - 4) a person with a mandate has lost the attributed passive electoral capacity;
 - 5) a person with a mandate shall waive the mandate.
2. The mandate of a Senate member or a Council member expires in the event of their inability to participate in the collegiate authority meetings for a period exceeding six months.
3. By-elections shall be held should a mandate expire in the continuous term, whereas in cases of one-person governing authorities and their deputies anticipatory elections shall be called.

§61

All the Academy staff employed on at least the half-time basis and all the students shall have the right to appoint the candidates for the post of the Rector.

§62

A candidate for the post of the Rector may be an academic holding the title of professor or the degree of 'habilitated' doctor (Polish: *doktor habilitowany*) or a person fulfilling the requirements laid in Art. 72 (5) of the Act.

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§63

Candidates for the post of the Deputy-Dean are entitled to fulfill the requirements set forth in the previous paragraph.

§64

A person shall agree to be a candidate by submitting a written statement.

§65

The Electoral College shall conduct a separate election for each post.

§66

The election for the Rector shall be made by the Academy Electoral College at a separate meeting. The procedure shall be made only in the presence of at least two-thirds of the electors. The election is deemed valid should the candidate win more than half of the valid votes.

§67

Two candidates who win the majority of the affirmative votes in the first round shall undergo a run-off.

§68

Should the run-off be ineffective, the procedure of election shall be repeated from the moment of appointing the candidates for the post of the Rector.

§69

Proposals as to the candidates for the post of the Deputy-Rector shall be put up by the Rector-elect. The candidacy for the post of the Deputy-Rector for Teaching Matters shall require a written approval from the majority of the student representatives of the Academy Electoral College no later than three days after the name of the Deputy Rector candidate is announced.

§70

The Academy Electoral College shall conduct the Deputy-Rector elections via separate voting for each candidate. The presence of two-thirds of the electors is required. The elections shall be deemed valid if the candidate shall win more than half of the valid votes.

§71

The candidate may be proposed for the post of a Dean by any Faculty employee working at least part-time and by any Faculty student.

§72

The provisions in §60 - §71 shall be applied accordingly for holding the election of the Dean.

§73

Any person holding no lesser than the degree of 'habilitated' doctor (Polish: *doktor habilitowany*) may become a candidate for the post of a Dean and Deputy-Dean.

V. Academic and Teaching Staff

§74

The term 'Academy employee' shall refer to both persons holding academic and teaching positions as well as non-academic staff.

§75

The term 'academic teachers' shall refer to:

- 1) persons holding academic and teaching positions;
- 2) persons holding teaching positions;
- 3) persons holding academic positions (researchers);

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- 4) qualified librarians and research documentation and information staff provided that they shall be holding a higher education diploma.

§76

A person may become an academic teacher provided that they shall:

- 1) have the qualifications laid in the Act;
- 2) have full legal capacity;
- 3) have not been convicted by Court of an intent crime;
- 4) have not been subjected to disciplinary action;
- 5) submit an affidavit of good moral character.

§77

Academic and teaching persons shall be employed for the following posts:

- 1) *professor ordinarius*;
- 2) *professor extraordinarius*;
- 3) visiting professor;
- 4) assistant professor (Polish: *adiunkt*);
- 5) assistant lecturer (Polish: *asystemt*).

§78

Persons holding teaching positions shall fall into the following categories:

- 1) senior lecturer
- 2) lecturer
- 3) foreign language teacher
- 4) instructor.

§79

1. The duties of the academic and teaching staff shall comprise:
 - 1) the passing of knowledge, skills and values to the students;
 - 2) conducting research and development works, advancing their research and artistic activities;
 - 3) committing to the administration duties in the Academy.
2. The duties of the academic (research) staff shall be as provided in paragraph 1 sub-paragraphs 2 and 3.
3. The duties of academic teachers holding the title of professor or the degree of 'habilitated' doctor (Polish: *doktor habilitowany*) shall as well comprise educating and instructing the academic staff.
4. The duties of the teaching staff shall be:
 - 1) the passing of knowledge, skills and values to the students;
 - 2) furthering their professional qualifications;
 - 3) committing to the administration duties in the Academy.

§80

Establishing an employment relationship with an academic teacher shall be pursuant to an appointment (full-time, usually tenured) or part-time employment contract.

§81

1. Establishing an employment relationship is initiated and terminated on the motion of the Dean.
2. Establishing an employment relationship may also be initiated and terminated at the pleasure of the Rector upon

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consulting the Faculty Council.

§82

Employment of a person for the position of *professor extraordinarius* in accordance with Art. 115 of the Act and visiting professor shall be governed by the following principles:

- 1) The Dean of a Faculty issues a request to the Rector for the employment of the named person for the position of *professor extraordinarius* or visiting professor;
- 2) The Rector directs the motion together with the justification to the Central Commission for Degrees and Titles (Polish: *Centralna Komisja do Spraw Stopni i Tytułów*);
- 3) In the event of approval from the Central Commission for Degrees and Titles (Polish: *Centralna Komisja do Spraw Stopni i Tytułów*), the Faculty Council, wherein the candidate is to be employed, recommends the motion to the Rector for employing the candidate.

§83

An employment contract with the a non-academic person shall be made and resolved by the Finance and Administration Director.

§84

In the cases of employment as per Art. 115 of the Act and the competition for employment by way of appointment and periodic employee performance evaluation, the scholarly, artistic, educational and administrative accomplishments shall be considered and include in particular:

- 1) publishing activities (monographs and/ or collective works), concerts, CDs and recordings;
- 2) participation in scholarly and arts journals editorial boards activities, review of research and art works, jury work;
- 3) participation in academic conferences;
- 4) the quality of teaching;
- 5) preparing students for competitions;
- 6) writing manuals, scripts, arrangements and transcriptions;
- 7) participation in the proceedings for conferring degrees and titles;
- 8) membership functions in national and international organizations and scientific societies;
- 9) prizes and awards granted by the State and Ministry; scholarly society, and cultural association distinctions;
- 10) verified results in the preparation of candidates for future teaching professions, artistic and scholarly work and in promoting graduates.

§85

1. Employment for the position of assistant lecturer shall not exceed eight years.
2. Employment as for the position of assistant professor shall not exceed nine years.
3. The time limits referred to in sub-paragraphs 1 and 2 shall exclude the time of: excused leave of absence from work, duration of maternity or paternity leave, parental leave, requested medical leave of absence, duration of military service and the duration of the doctoral degree or 'habilitation' proceedings.
4. The granting of unpaid leave does not suspend the time periods referred to in sub-paragraphs 1 and 2.

§86

1. The annual leave for academic and teaching staff shall be granted for periods approved by the Rector.
2. Dates for annual leaves for other employees shall be determined by the Finance and Administration Director.
3. Obtaining a leave of absence referred to in Article 134 (12) of the Act, shall require the following procedure:
 - 1) the employee shall file an adequate request to the Dean of the Faculty;
 - 2) the request together with acceptance of the Dean shall be forwarded to the Rector;

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- 3) the Rector may grant the requested leave after the review as to ensure the continuity of the educational process.

§87

The first-time appointment for each and every position in the Academy shall be conducted by way of an open competition notice.

§88

1. The Rector shall announce an employment competition at the request of the Dean.
2. The Competition Committee shall be composed of:
 - 1) the Rector;
 - 2) a Deputy-Rector;
 - 3) the Dean of the appropriate Faculty.
3. The heads of the organizational units of a faculty or experts designated by them may be appointed for members of the Committee.

§89

1. The basic competition criteria shall be: scholarly and artistic achievements and teaching output of the candidate.
2. The Committee shall indicate the best candidate.

§90

Termination of an employment contract referred to in Article 125 of the Act shall be effected only after obtaining the consent of the relevant Faculty Council.

§91

All academic teachers are subject to periodic employee performance evaluation, in particular with regard to the proper execution of the duties referred to in Article 111 of the Act.

§92

The said periodic evaluation of academic teachers shall be carried out by:

- 1) Faculty Evaluation Committees;
- 2) Evaluation Committee of Appeals;
- 3) the Academy Library Evaluation Committee.

§93

A Faculty Evaluation Committee shall be appointed by the Faculty Council. The Committee shall be chaired by the Dean.

§94

The Senate shall appoint:

- 1) the Evaluation Committee of Appeals chaired by the Rector;
- 2) the Academy Library Evaluation Committee chaired by the Deputy Rector of Teaching Matters.

§95

One shall be a member of not more than one Evaluation Committee.

§96

1. A Faculty Evaluation Committee shall evaluate academic teachers of the Faculty.
2. Evaluation of employees of the Academy Library shall be made by the Academy Library Evaluation Committee.
3. The Evaluation Committee of Appeals shall review the appeals from the evaluation results given by the Committees referred to in sub-paragraphs 1 and 2.

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§97

During the process of the said evaluation of academic teachers pertaining to the execution of their teaching duties, students' opinions shall be inquired as well. Students' opinions shall be determined on the basis of a questionnaire survey conducted amongst the Faculty students. The questionnaire shall be prepared and executed in a form ensuring the transparency of its results.

§98

Evaluation of an academic teacher and conclusions thereof shall be submitted to him or her by the Chairman of the given Evaluation Committee.

§99

An academic teacher shall be entitled to appeal from the evaluation results concluded by the Faculty Evaluation Committee to the Evaluation Committee of Appeals within fourteen days.

§100

The Evaluation Committee of Appeals shall investigate the appeal in thirty days from the appeal submission by the appellant.

§101

An academic teacher shall be subject to disciplinary responsibility for negligence and shall answer thereupon for committing a misconduct against academic duties or dignity of the profession.

§102

1. The Disciplinary Committee for Academic Teachers shall be appointed by the Senate.
2. The term of office of the Committee shall be concurrent with the term of the academic authorities in acting.
3. Each of the Senate members has the right to put up candidates to the Disciplinary Committee from amongst the academic teachers employed by the Academy.
4. The election shall be held by means of a secret ballot.
5. The Senate shall select eight members for the Disciplinary Committee for Academic Teachers.
6. The Senate in accordance with the Act shall appoint the Committee Chairperson from amongst the selected members of the Disciplinary Committee.
7. The election of student representatives to the Disciplinary Committee for Academic Teachers shall be conducted by the Student Government. The said Government shall select four representatives.

VI. Study Programmes and Students

§103

1. The Academy may conduct tertiary education by way of 1st and 2nd degree study programmes, five-year MA/ M. Mus.-equivalent degree study programmes, doctoral study programmes, postgraduate and specialist courses.
2. The 1st degree studies shall last six semesters in the following principal study programmes:
 - 1) Composition and Theory of Music;
 - 2) Sound Engineering;
 - 3) Instrumental Music;
 - 4) Artistic Education in Music;
 - 5) Conducting.
3. The following 1st degree study programmes shall last eight semesters:
 - 1) Vocal Music
4. The 2nd degree studies shall last four semesters in all principal study programmes.
5. Uniform MA/ M. Mus.-equivalent degree studies shall last six years in the principal study programme of Vocal

Appendix 1

Music or five years in the following principal study programmes: Composition and Theory of Music, Instrumental Music, Artistic Education in Music.

§104

1. Under conditions set forth in the Act, the Academy is entitled to engage itself in other forms of educational activities both independently and also under the agreements made with other higher education institutions or research institutions, including those located abroad.
2. 1st and 2nd degree study programmes and doctoral programmes may be carried out full-time or part-time according to the resolution of the Senate.
3. The institution, conversion or discontinuation of certain types of studies or study programmes shall be conducted under the ordinance issued by the Rector after examination and opinion of the relevant motion made by the Faculty Council and the Senate.
4. The organization and administration mode of tertiary education, the rights and duties of students shall be defined by the study regulations.
5. The organization and schedule of doctoral studies, postgraduate programmes and other forms of education shall be defined under the rules of the relevant studies and programmes.

§105

A lecture in the Academy shall be open within the scope agreed with the Dean of the Faculty whereof the lecture is held.

§106

1. The Academy curricula shall be developed by individual faculties or other organizational units, observing the required education standards.
2. Teaching syllabuses for individual courses shall be developed by the academic and teaching staff, observing the required education standards.

§107

1. The Academy may charge fees for its educational services with regard to:
 - 1) part-time studies and part-time doctoral programmes;
 - 2) the retaking of certain classes in the case of unsatisfactory exam results,
 - 3) conducting classes in a foreign language;
 - 4) carrying out activities not covered by the Academy curricula;
 - 5) conducting postgraduate programmes and specialization-specific courses and workshops.
2. The fee referred to in sub-paragraph 1 shall be determined by the Rector.
3. The Senate shall establish the detailed rules for fee charging and fee exemption in accordance with the guidelines provided in the Act.

§108

Students are entitled to join the "Academy Music Fund" voluntarily. Payment of fees for the said fund shall authorize the payers to use the material resources, including the use of instruments and practice rooms for individual work.

§109

1. A person may be allowed to pursue studies in the Academy provided they hold:
 - 1) the secondary education certificate (Polish: *świadcetwo dojrzałości*) when applying for the 1st degree programmes;
 - 2) a Master's, Bachelor's or equivalent degree, and he or she shall meet the conditions for the individual field of study when applying for enrollment for a 2nd degree programme.

§110

1. A resolution of the Senate, setting out the admission policy to individual faculties and the principal study programmes, shall be announced publicly no later than on 31 May in the year preceding the academic year.

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2. Enrollment in the specialized fields of education shall be provided for by the Faculty Admission Committees. The Faculty Admission Committees consist of academic teachers.
3. Faculty Admission Committees shall be appointed by the Deans of particular faculties.
4. The entrance examination shall be competitive in character. The final results of the examination shall be based on the summed results obtained in all the examination parts with observance of the rules stipulated in the Act.

§111

Appeal from the decision of the Faculty Admission Committee shall be filed within fourteen days from the date of notification of the decision.

§112

1. The authority of appeals for the matters of admission shall be the Faculty Admission Committee appointed by the Rector.
2. After having reviewed the opinion from the Faculty Admission Committee the decision on appeals shall be made by the Rector. The Rector's decision is final.

§113

1. Enrollment limits for the first year of study shall be declared by the Dean and approved by the Rector.
2. The limits of education enrollment for the entire Academy shall be set by the Rector.

§114

1. The official incorporation of a student into the Academy community shall be effective on the day of the matriculation ceremony whereupon the student shall make a declaration as follows:

I, being aware of my rights and duties as a student residing in the Republic of Poland, pledge solemnly that I will pursue the path of acquiring knowledge and skills, preparing myself for advancing and promoting the music culture and guard the student dignity and the welfare of my Academy, respect the Academy employees and abide by the code of peer friendship and binding provisions of the Academy.

2. The official incorporation of the doctoral student into the Academy community shall be effective on the day of the matriculation ceremony whereupon the doctoral student shall make a declaration as follows:

Having been honoured to grow to be a doctoral student of the Feliks Nowowiejski Academy of Music in Bydgoszcz, I solemnly pledge that I will advance my wisdom diligently and master the skills and knowledge, preparing myself for the path of doctoral research; Act bona fide on behalf of the Academy and guard the doctoral student dignity; advance and spread the music culture, abide by the binding provisions of the Academy.

§115

A student is entitled to pursue more than one principal study programme. The rules and procedures for entering the said studying mode shall be defined in the study regulations.

§116

A student may be granted an individual course of studies.

§117

Conditions for granting an individual course of study shall be determined by the study regulations.

§118

A student may transfer from one higher school or academy or university to another with the approval of the Dean and after submitting the relevant exam certificates appropriate for the selected study programme. Admission to higher education institution shall require fulfilling all the necessary duties pursuant to the provisions binding in the institution from which he or she departs. Admissions to the Academy shall require consideration of the education enrollment limits set by the Rector.

§119

The administration procedure of the allowed course of studies during the transfer shall take into account and recognize the performance of the student in the home higher school or academy or university. The Academy has employed the system of European Credit Transfer System (ECTS).

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§120

For breach of the regulations in force in the Academy or for misconduct on behalf of the student, the student shall answer for negligence to the Disciplinary Committee or the Student Government court.

§121

1. The Academy Disciplinary Committee and the Disciplinary Committee for Student Appeals shall be appointed by the Senate by way of election.
2. The term of the Disciplinary Committees shall be concurrent with the term of the Academy authorities.
3. Each of the Senate members shall have the right to put up candidates to the disciplinary committee from among the teachers employed in the Academy.
4. Election shall be held by way of a secret ballot.
5. The Senate shall select eight academic teachers to be members of the Academy Disciplinary Committee and Disciplinary Committee for Student Appeals.
6. From among the members of each committee the Senate shall appoint the chairpersons of the said committees.
7. Elections for representatives of the students to the Disciplinary Committee and Disciplinary Committee of Student Appeals shall be provided for by the Student Government. The Student Government shall select four students to join the Academy Disciplinary Committee and the Disciplinary Committee for Student Appeals.

§122

1. To decree a disciplinary action done by a doctoral student the following shall be appointed:
 - 1) the Academy Disciplinary Committee for Doctoral Students;
 - 2) the Disciplinary Committee for Doctoral Students Appeals.
2. The Committees stated in sub-paragraph 1 shall be subject to due provisions of § 121.

VII. Administration and Financial Management

§123

The Academy within its financial means shall implement independent financial management procedures in accordance with the material and financial schedule.

§124

Organizational regulations referred to in Article 83 of the Act shall be established by the Rector.

§125

1. The Finance and Administration Director is authorized by the Rector to direct the administration and property management matters with the exception of those restricted solely to the Academy authorities alone.
2. The duties of the Finance and Administration Director shall include in particular:
 - 1) taking action and decisions to ensure the assets maintenance, proper use of the Academy assets and the development thereof;
 - 2) organizing and coordinating administrative, financial, technical and economic activities;
 - 3) implementation of a personal and remuneration policy in relation to the subordinate employees;
 - 4) holding the principal position in relation to non-academic staff;
 - 5) determining rules governing the Academy assets management.

VIII. Assemblies and Meetings

§126

1. Employees, students and doctoral students shall be allowed to organize meetings within the Academy premises.

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2. The Rector shall issue approval to hold a meeting within the Academy premises.
3. The request for permission for organizing a meeting shall include:
 - 1) the name and address of the person convening the meeting;
 - 2) the precise location, date and time of starting the meeting;
 - 3) the purpose and order of the meeting;
 - 4) the identification of other factors and data such as: the meeting participation by invitation demand, a description of persons for whom the meeting is arranged, a description of the technical resources to be used in connection with the planned meeting.
4. The intention to organize a meeting shall be notified to the Rector in writing at least twenty-four hours before the start of the meeting. In the event of justified exigency, the Rector may accept a notification filed within a shorter period of time.
5. The Rector's rejection of the request to hold a meeting within the Academy premises shall be issued in writing.
6. The Rector is entitled to delegate his or her representative to the meeting.
7. The meeting shall have a chairman who opens, moderates and closes the meeting.
8. The Chairman is responsible for the order of the meeting and is obliged to ensure compliance with policy regulations, and counteract any occurrence that would compromise security or public order.
9. The Chairman shall have the right to:
 - 1) remove the participants who by their conduct strive to prevent or obstruct the deliberations;
 - 2) terminate the meeting at any time.
10. The Organizers shall be answerable to the Academy authorities for the course of a meeting.
11. The Rector or his or her representative shall be allowed to dissolve a meeting if it shall be held in contravention of the law.

IX. Transitional and Final Provisions

§127

The Statutes shall be in full force and effective on the 30th day of June 2006.

§128

The amendments of the Statutes shall be rendered by way of the very procedures having been applied to adopt the Statutes.

§129

Upon the day that the hereby Statutes shall become effective, the Statutes of the Feliks Nowowiejski Academy of Music as of 20 September 1991 with further amendments shall cease to be operative.

Rector

Prof. Maria Murawska

Bydgoszcz, 22nd day of June, 2006.