



**THE MOST IMPORTANT  
DOCUMENTS REGULATING  
THE WORK OF THE MEDICAL  
UNIVERSITY OF BIALYSTOK**



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Medical University of Bialystok,  
International Cooperation Office, April 2020



# TABLE OF CONTENTS

## Strategy documents:

1. Resolution no. 58/2019 of the Senate of the Medical University of Bialystok dated 27.06.2019 .....	6
2. The Statute Of The Medical University Of Bialystok .....	7
3. Resolution no. 97/2018 of the Senate of the Medical University of Bialystok dated 28.11.2018 .....	83
4. Internationalisation strategy of the Medical University of Bialystok for the period 2018 – 2020 .....	84

Statute of MUB

Internationalisation strategy

## Organisation and management:

5. Order no. 58/2019 of the Rector of the Medical University of Bialystok dated 30.09.2019 .....	133
6. Order no. 72/2019 of the Rector of the Medical University of Bialystok dated 23.10.2019 .....	134
7. Order no. 88/2019 of the Rector of the Medical University of Bialystok dated 28.11.2019 .....	135
8. Organisational regulations at the Medical University of Bialystok .....	139
9. Order no. 54/2019 of the Rector of the Medical University of Bialystok dated 13.09.2019 .....	209
10. Work regulations at the Medical University of Bialystok .....	210

Organisational regulations

Work regulations

## Science and education:

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Regulations of studies	11. Resolution no. 29/2019 of the Senate of the Medical University of Bialystok dated 25.04.2019 .....	236
	12. Regulations of first degree, second degree and uniform master's studies at the Medical University of Bialystok .....	237
Procedure for awarding a degree of doctor and doctor habilitatus	13. Resolution no. 91/2019 of the Senate of the Medical University of Bialystok dated 24.10.2019 .....	265
	14. Procedure for awarding a degree of doctor (Ph.D.) at the Medical University of Bialystok .....	266
	15. Procedure for granting a doctor habilitatus degree at the Medical University of Bialystok .....	284
Scoring rules for publications	16. Resolution no. 48/2019 of the Senate of the Medical University of Bialystok dated 29.05.2019 .....	294
	17. Scoring rules for publications registered in the "Bibliography of publications of employees of the Medical University of Bialystok" database .....	295
<b>Security:</b> <hr/>		
Video surveillance	18. Order no. 3/2020 of the Rector of the Medical University of Bialystok dated 27.01.2020 .....	297
	19. Procedure for using video surveillance at the Medical University of Bialystok .....	298
Keys	20. Order no. 48/2017 of the Rector of the Medical University of Bialystok dated 28.07.2017 .....	301

## GDPR:

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21. Order no. 22/2018 of the Rector of the Medical University of Bialystok dated 17.05.2018 .....	306
22. Personal Data Protection Policy at the Medical University of Bialystok .....	308
23. Template of the data controller's register of processing operations .....	314
24. Template of the register of processing operations held by a processing entity ....	315
25. Template of information clause .....	316
26. Procedure for granting authorisation to process personal data at the Medical University of Bialystok .....	318
27. Agreement of entrustment of personal data processing .....	320
28. Template of the entrustment contracts register .....	324
29. Personal data breaches and data security incidents register .....	325
<hr/>	
30. Order no. 67/2018 of the Rector of the Medical University of Bialystok dated 5 November 2018 .....	326
31. Catalogue of assets - resources .....	330
32. Catalogue of potential risks .....	332
33. Scale of threat probability .....	334
34. Determination of the level and description of effects .....	335
35. Security catalogue .....	336
36. Risk map .....	339
37. Risk management plan .....	340
<hr/>	
38. Rules for the protection of personal data in scientific research conducted at the Medical University of Bialystok.....	341
<hr/>	
39. Order no. 51/2019 of the Rector of the Medical University of Bialystok dated 28.08.2019 .....	350
40. Principles for the protection of personal data processed in printed form at the Medical University of Bialystok.....	351

**Resolution no. 58/2019  
of the Senate of the Medical University of Bialystok  
dated 27.06.2019.**

**on the adoption of the Statute of the  
Medical University of Bialystok**

Pursuant to Article 28(1) pt. 1 of the Act dated 20 July 2018 Law on higher education and science (Journal of Laws of 2018, item 1668) the following is adopted:

**§ 1**

1. The Senate of the Medical University of Bialystok adopts the Statute of the Medical University of Bialystok constituting an appendix to this resolution.
2. The Statute of the Medical University of Bialystok enters into force on 1 October 2019.

**§ 2**

Effective as of 1 October 2019, Resolution 123/2016 of the Senate on introducing a uniform text of the Statute of the Medical University of Bialystok, Resolution 91/2017 and 85/2018 of the Senate on introducing amendments to the Statute of the Medical University of Bialystok shall be repealed.

President of the Senate  
Rector

Adam Krętowski professor, Ph.D



**THE STATUTE  
OF THE MEDICAL UNIVERSITY  
OF BIALYSTOK**

BIALYSTOK 2019

## TABLE OF CONTENTS

<b>Section I General provisions</b> .....	10
<b>Section II University bodies and their competences</b> .....	14
Chapter I University council .....	14
Chapter II Rector .....	16
Chapter III Senate .....	18
<b>Section III Rules for the internal supervision of files issued by the bodies of the university</b> .....	21
<b>Section IV Elections</b> .....	22
Chapter I Establishment of electoral commissions .....	22
Chapter II Election of the college of electors .....	24
Chapter III Election of the rector .....	25
Chapter IV Election of members of the senate .....	26
<b>Section V Organisation of the university and management functions</b> .....	29
Chapter I Scientific council and colleges .....	29
Chapter II The faculties .....	30
Chapter III Dean of the faculty .....	31
Chapter IV General university units .....	34
Chapter V Other organisational units of the university .....	35
Chapter VI Management functions .....	35
<b>Section VI Clinical hospitals and other therapeutic entities</b> .....	37
<b>Section VII Breakdown of the academic year</b> .....	38
<b>Section VIII University staff</b> .....	39
Chapter I General provisions .....	39
Chapter II: Establishment of an employment relationship with academic staff and eligibility criteria .....	39
Chapter III Competitions and change of academic positions .....	42
Chapter IV Rights and obligations of academic teachers .....	44
Chapter V Termination and expiry of the employment relationship .....	47

Chapter VI Non-academic staff .....	48
Chapter VII Disciplinary responsibility .....	48
Chapter VIII Advocates and disciplinary committees .....	49
<b>Section IX Students .....</b>	<b>51</b>
<b>Section X Doctoral students .....</b>	<b>52</b>
<b>Section XI Rules of conducting business activity by the university .....</b>	<b>53</b>
<b>Section XII Administration and rules of disposal of the university property .....</b>	<b>54</b>
<b>Section XIII Orderly provisions for meetings .....</b>	<b>57</b>
<b>Section XIV University publications .....</b>	<b>58</b>
<b>Section XV Academic celebrations .....</b>	<b>59</b>
<b>Section XVI Transitional and final provisions .....</b>	<b>60</b>
<b>Appendices .....</b>	<b>61</b>

## SECTION I GENERAL PROVISIONS

### § 1

1. The Medical University of Bialystok, hereinafter referred to as the “University” or “Medical University”, established by the Regulation of the Council of Ministers of 3 February 1950 (Journal of Laws no. 6, item 57), as the Medical Academy of Bialystok and on the basis of the Act of 23 January 2008 on naming the Medical Academy of Bialystok the “Medical University of Bialystok” (Journal of Laws no. 39, item 224) is a public higher education institution.
2. The university has legal personality, its seat is the city of Bialystok, and the seat of the authorities is the Branicki Palace in Bialystok at ul. Jana Kilińskiego 1.
3. The area of the Medical University is made up of land, buildings and premises occupied by organisational units administered by the Medical University.
4. The Medical University is supervised by the minister in charge of health matters.
5. The University operates on the basis of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended), hereinafter referred to as the “Act”, and the provisions of this Statute.

### § 2

1. The university has a flag, emblem and anthem. The emblem of the Medical University is an oak, whose trunk is wrapped with a snake (an attribute of Asclepius). There is an inscription around the oak tree: Medical University of Bialystok, 1950. The template of the emblem is presented in Appendices 1, 1a, 1b and 1c to this Statute. A template of the flag is presented in Appendix 2 to this Statute. The rules of using the banner and emblem are adopted by the Senate. The literary text of the anthem and the notes of the anthem are attached as Appendix 3 to this Statute. The rules for the use of the anthem are adopted by the Senate.
2. The faculties of the University have their own colours. The rules for the use of the colour of the faculty shall be adopted by the Senate.
3. The Medical University uses a round seal. A template of the seal is presented in Appendix no. 6 to the Statute.
4. The official abbreviation for the University is UMB.
5. The University uses the following translation of the name in English: “Medical University of Bialystok” and the abbreviation “MUB”. The Medical University may use the emblem referred to in paragraph 1 in English. The template of the emblem in English is presented in Appendix no. 1a to the Statute.

### § 3

1. University employees as well as students, doctoral students and post-graduate students form a self-governing academic community.

2. Students of first- and second-cycle studies and uniform master's degree courses, conducted by the University, form the Student Government.
3. The University's PhD students form the PhD Student Council.

#### § 4

1. The University is autonomous in all areas of its activity on the principles set out in the Act.
2. The basis of the University's activity is the freedom of teaching, scientific research and publishing its results.
3. The University operates with respect to international standards, ethical principles and good practices in the field of education and scientific activity, taking into account the particular importance of social responsibility of science.

#### § 5

1. The basic tasks of the University include
  - 1) conducting education during studies;
  - 2) conducting education at post-graduate studies or other forms of education;
  - 3) conducting scientific activities, providing research services and transferring knowledge and technology to the economy;
  - 4) conducting doctoral studies;
  - 5) education and promotion of university staff;
  - 6) creating conditions for people with disabilities to participate fully in:
    - a) admission process to the university for the purpose of education,
    - b) education,
    - c) conducting scientific activities;
  - 7) educating students in the sense of responsibility for the Polish state, national tradition, strengthening the democratic principles and respect for human rights;
  - 8) creating conditions for the development of students' physical culture;
  - 9) disseminating and multiplying scientific and cultural achievements, including by collecting and making available library, information and archival collections;
  - 10) working on behalf of local and regional communities;
  - 11) participation in the provision of medical care in the scope and forms specified in the regulations on medical activities;
  - 12) protection of historical objects and museum exhibits owned by the University and making them available to visitors.
2. The university can run student dormitories and student canteens.

#### § 6

The University shall provide conditions, including infrastructure, necessary for the performance of tasks referred to in § 5.

## § 7

1. The University shall cooperate with the social and economic environment, in particular in the field of didactics, scientific research and development work, in the forms of activities provided for in the Act.
2. A University may carry out its tasks through cooperation with domestic and foreign centres, scientific, research and teaching institutions, cultural, educational, therapeutic and economic entities.

## § 8

1. Lectures at the University are open to members of the University community.
2. The Senate may by resolution determine other conditions of participation in lectures.

## § 9

1. The university maintains lasting ties with its graduates.
2. The University cares about preserving the memory of its meritorious employees, graduates, students and doctoral students.
3. The Senate of the University name the organizational units, properties or parts thereof, including the auditoriums, after deserving persons or give them names, and may enact the placement of commemorative plaques, sculptures etc. on the premises of the University. The Senate may determine other forms of commemorating deserving people.

## § 10

Organisations associating employees, students, doctoral students, graduates and friends of the University may operate at the University, pursuant to the rules laid down in the relevant legislation.

## § 11

1. The honorary title awarded by the Medical University of Bialystok is Doctor Honoris Causa.
2. The title of Doctor Honoris Causa is awarded the Senate to persons of particular merit for scientific, cultural, social or political life.
3. The right to apply for the title of Doctor Honoris Causa is vested in an academic teacher employed at the University.
4. The application should contain information about the applicant and the reasons for the application.
5. The Rector, having examined the application, shall refer it to the competent Committee for an opinion.
6. After the Committee has given a positive opinion on the application, the Rector shall appoint two reviewers of the candidate's scientific output.
7. The title of Doctor Honoris Causa is conferred by a resolution of the Senate, after reviewing the reviews.

## § 12

1. The University honours its particularly meritorious employees and other people who have contributed to its development or contributed to its good name or glory by awarding the medal “For merits to the Medical University” (the template is specified in Appendix 4 to the Statute) or the “Commemorative Medal” (the template is specified in Appendix 5 to the Statute).
2. The medal “For merits to the Medical University of Bialystok” is awarded by the Senate.
3. The “Commemorative Medal” is awarded by the Rector.

## § 13

The University is a member of the Conference of Rectors of Academic Schools in Poland and the Conference of Rectors of Academic Medical Schools.

## SECTION II UNIVERSITY BODIES AND THEIR COMPETENCES

### § 14

The bodies of the University are:

- 1) The University Council,
- 2) The Rector,
- 3) The Senate.

## CHAPTER I UNIVERSITY COUNCIL

### § 15

1. The tasks of the University Council include
  - 1) giving opinions on the draft Strategy of the University;
  - 2) giving its opinion on the draft Statute;
  - 3) monitoring the financial economy of the University;
  - 4) monitoring the management of the University;
  - 5) identifying candidates for the Rector, after the Senate has given its opinion;
  - 6) giving an opinion on the report on the implementation of the Strategy of the University;
  - 7) applying to the minister in charge of health to determine the basic salary and the function allowance to the Rector;
  - 8) granting the Rector a task allowance on the principles specified in the Act;
  - 9) adopting the remedial programme and submitting reports on its implementation to the minister responsible for higher education and research;
  - 10) selecting an auditing firm to audit the annual financial statement of the University.
2. As part of the monitoring of financial economy, the University Council:
  - 1) gives its opinion on the material and financial plan;
  - 2) approves the report on the implementation of the material and financial plan;
  - 3) approves the financial statements,
  - 4) consents to the disposal of fixed assets within the meaning of the accounting regulations, and to the performance of a legal transaction concerning the transfer of such assets to another entity by the University, in cases specified in the Act.
3. In the performance of its tasks, the University Council may request access to the documents of the University.
4. When performing activities related to the tasks referred to in sections 1 and 2, the members of the University Council shall be guided by the welfare of the University and act on its behalf.
5. The University Council submits an annual activity report to the Senate.



## § 16

1. The University Council consists of seven members:
  - 1) six persons appointed by the Senate, including three persons who are employees of the University and three persons from outside the University community;
  - 2) the president of the Student Council.
2. Candidates for members of the University Council appointed by the Senate may be proposed by the Rector or at least half of the statutory composition of the Senate.
3. Candidates for members of the University Council must meet the requirements for members of the University Council as defined by the Act.

## § 17

1. Membership in the University Council may not be combined with holding the function of a body of that institution or of another institution, membership of the Council of another University or employment in public administration.
2. Membership in the University Council expires in case of death, resignation, failure to submit a vetting declaration, vetting information or cessation of fulfilling the statutory requirements to be a member of the University Council.
3. The termination of the University Council membership is stated by the President of the Senate.
4. In the event of termination of membership of the University Council, the Senate shall immediately appoint a new member for the remainder of the term.

## § 18

1. The University Council is chaired by a member from outside the University community, elected by the Senate.
2. The University Council shall adopt regulations specifying the mode of its operation.
3. The University Council shall adopt resolutions at its meetings in the presence of at least half of the statutory number of members.
4. A member of the University Council appointed by the Senate shall be entitled to a monthly remuneration, in the amount determined by the Senate.

## § 19

1. The term of office of the University Council is 4 years and begins on 1 January of the year following the year in which the term of office of the Senate began.
2. The same person may be a member of the University Council for no more than 2 consecutive terms.

## CHAPTER II RECTOR

### § 20

The Rector manages the activities of the University and is the superior of all employees, students and doctoral students.

### § 21

1. The tasks of the Rector shall include matters concerning the University, except for matters reserved by the Act or the Statute for the competence of other bodies of the University, including the following
  - 1) representing the University;
  - 2) managing the University;
  - 3) preparation of the draft Statute and the draft Strategy of the University;
  - 4) reporting on the implementation of the University's Strategy;
  - 5) performing labour law activities;
  - 6) appointment and dismissal of persons to perform managerial functions at the University;
  - 7) conducting personnel policy at the University;
  - 8) creating studies in a specific field, level and profile;
  - 9) creating doctoral schools;
  - 10) conducting financial management of the University;
  - 11) ensuring the implementation of regulations in force at the University;
  - 12) supervising the teaching and research activities of the University and the implementation and improvement of the university's educational quality assurance system;
  - 13) distributing grants for material assistance in consultation with the Student Government;
  - 14) establishing regulations for student benefits, in agreement with the Student Government;
  - 15) allocating additional funds to increase remuneration, if the University has funds other than those referred to in Article 365 and Article 459 of the Act for this purpose;
  - 16) ascertaining compliance with the Act and the Statute of the University, the Regulations of the Student Self-Government, the Regulations of the Doctoral Student Self-Government;
  - 17) repealing acts issued by the Students' Self-Government, the Doctoral Students' Self-Government which are inconsistent with the provisions of generally applicable law, the Statute, the Study Regulations or the Local Government Regulations;
  - 18) repealing acts issued by a body of a higher education institution's student organisation which are not in accordance with the generally applicable legislation, the Statutes, the study regulations or the study regulations of that organisation;
  - 19) dissolving, by way of an administrative decision, student organisations in a higher education institution which grossly or persistently infringe the provisions of gener-

- ally applicable law, the Statute of the University, the Study Regulations or the Organisational Regulations;
- 20) determining the detailed scope of duties of an academic teacher;
  - 21) termination by notice of termination of the employment relationship with an academic teacher;
  - 22) giving consent for academic staff to take up or continue additional employment with only one employer carrying out teaching or research activities if the University is their place of primary employment;
  - 23) applying for a periodic evaluation of an academic teacher;
  - 24) defining the rules for periodic evaluation of academic teachers;
  - 25) creation of capital companies, including special purpose companies, or making decisions on joining a company, after obtaining the consent of the Senate;
  - 26) the appointment and dismissal of disciplinary proceedings representatives from among academic staff holding at least the academic degree of doctor;
  - 27) entering the data indicated in the Act into the POL-on System;
  - 28) introducing the content of theses into the repository;
  - 29) notifying the voivode of the removal of a foreigner who is staying in Poland on the basis of a temporary residence permit for the purpose of attending full-time studies or a doctoral school from the list of students, as well as of the failure to complete a year of study within a specified period;
  - 30) determining, in agreement with the competent local government authority, the area of the University
2. The Rector shall notify the minister responsible for higher education and research, the minister of health supervising the University and the Polish Accreditation Committee of
    - 1) the establishment of study programmes pursuant to Article 53 sections 7-9 of the Act,
    - 2) starting and stopping study programmes at a particular field, level and profile,
    - 3) ceasing to meet the conditions for conducting study programmes at a particular field, level and profile.
  3. The Rector's responsibilities include tasks specified in the Act on Medical Activity.

## § 22

1. The Rector's College may act as a consultative and advisory body.
2. The composition of the College is determined by the Rector.

## § 23

1. The Rector may appoint rector's committees for the performance of tasks specified in the Act or in the Statute. When appointing a committee, the Rector shall determine its composition and scope of activity.
2. The Rector may appoint proxies. When appointing a proxy, the Rector shall define the scope of his/her activity.
3. The Rector may appoint a team of advisors for matters of vital importance to the Medical University. The Rector may appoint a team: Vice Rectors, Deans, Chancellor, rep-

representatives of trade unions, students, PhD students as well as other employees of the University and experts from outside the Medical University.

#### § 24

1. The Vice-Rectors shall be appointed by the Rector for the period of his term of office, specifying the scope of tasks entrusted to them.
2. The vice-rectors are permanent deputies of the Rector.
3. In case of the Rector's absence, he is replaced by the Vice-Rector - First Deputy, who is appointed by the Rector.
4. The Rector may dismiss the Vice-Rector at any time.

#### § 25

1. The Rector appoints three Vice-Rectors:
  - 1) Vice-Rector for Science and Development,
  - 2) Vice Rector for Education,
  - 3) Vice Rector for Clinical Affairs and Vocational Training.
2. The scope of tasks of the Vice-Rectors is defined in the University's Organizational Regulations.

## CHAPTER III SENATE

#### § 26

The Senate is composed of 20 members:

- the Rector,
- 19 elected members.

#### § 27

1. The President of the Senate is the Rector.
2. The Senate shall adopt resolutions at its meetings in the presence of at least half of the statutory number of members by a simple majority of votes, unless the law or the Statute provides otherwise.
3. The following persons shall participate in Senate meetings in an advisory capacity:
  - 1) Vice-Chancellors,
  - 2) Deans,
  - 3) The Chancellor,
  - 4) the Deputy Chancellor, the Quaestor,
  - 5) directors of clinical hospitals,
  - 6) representatives of trade unions operating at the University, one from each union,
  - 7) other persons invited by the President of the Senate.

4. Members of the Senate who are professors and professors of the University take part in votes on matters concerning the awarding of degrees. Resolutions shall be adopted in the presence of at least half of the statutory number of these members.
5. Except in the cases referred to in paragraph 6, resolutions shall be adopted by open vote.
6. In a secret ballot, resolutions are passed:
  - 1) in personnel matters,
  - 2) by order of the President of the Senate,
  - 3) at the request of a member of the Senate.
7. A resolution covering more than one decision may be voted on together if none of those present objects.

## § 28

1. The Senate's tasks include
  - 1) the adoption of the Statute,
  - 2) the adoption of Study Regulations, after agreement with the Student Government,
  - 3) the adoption of the Regulations of the Doctoral School, after consultation with the Doctoral Students' Self-Government,
  - 4) adopting the Strategy of the University and approving the report on its implementation,
  - 5) appointing and dismissing members of the University Council,
  - 6) determining the remuneration of the members of the University Council,
  - 7) giving opinions on the candidates for the Rector,
  - 8) conducting evaluation of the functioning of the University,
  - 9) making recommendations to the University Council and the Rector with regard to their tasks,
  - 10) the award of degrees and titles,
  - 11) to confer the title of doctor honoris causa,
  - 12) determining the conditions, mode and limits of admission to degree programmes in particular fields of study, excluding fields of study in which admission limits shall be laid down in the Regulation of the Minister of Health and the start and end dates of recruitment to degree programmes and specialist education,
  - 13) setting curricula for studies, post-graduate studies and specialist training,
  - 14) setting curricula at the doctoral school,
  - 15) determining how learning outcomes are validated,
  - 16) identifying candidates for institutions representing the higher education and scientific community,
  - 17) performing tasks related to:
    - a) assigning levels of the Polish Qualifications Framework, hereinafter referred to as "PRK", to qualifications awarded upon completion of post-graduate studies,
    - b) inclusion in the Integrated Qualification System of qualifications awarded on completion of post-graduate studies and other forms of education - in accordance with the Act of 22 December 2015 on the Integrated Qualification System,
  - 18) election of members of the institutional disciplinary committee,

- 19) giving an opinion on the termination of the employment relationship with the appointed teacher,
  - 20) passing resolutions on all matters that require the academic community's statement.
2. The curriculum of the programmes requires the consultation of the Student Government. In the event of the ineffective lapse of 14 days from the date of submission of the curriculum for the issuance of an opinion by the Student Council, the requirement for an opinion shall be deemed fulfilled.
  3. Establishing the curriculum at the Doctoral School requires consultation with the Self-Government of Doctoral Students. If 14 days have passed unsuccessfully from the date of submission of the curriculum for the opinion of the Doctoral Student Council, the requirement for an opinion shall be deemed to have been met.

### § 29

1. Ordinary meetings of the Senate shall be convened and chaired by the Rector, as President of the Senate or a person appointed by him, not less frequently than every 2 months. During the summer holidays, the interruption in Senate meetings may be longer.
2. The agenda of a meeting of the Senate shall be determined by the Rector, who shall also notify the members of the Senate of the meeting in writing or in electronic form at least 7 days before its date. The notice should contain the agenda.
3. Extraordinary meetings of the Senate shall be convened by the Rector on his own initiative or at the request of at least 1/3 of the members of the Senate. The application should specify the subject matter of the meeting and include the names and signatures of the applicants. A meeting should be convened within 7 days from the submission of the request, except for a meeting convened for a specific purpose, which the Rector shall convene immediately.
4. The examination of matters not included in the agenda may take place with the consent of members of the Senate.
5. After the agenda has been exhausted, members of the Senate may address inquiries to the Rector on any matter important for the functioning of the School, also when the matter was not included in the agenda. The Rector shall reply no later than at the next Senate meeting.

### § 30

1. The University Senate may establish permanent and ad hoc senate committees.
2. The opinions or proposals of the Senate committees are not binding on the Senate.
3. The chairpersons and committee compositions shall be appointed by the Senate on a proposal from the Rector.
4. The committees may include members of the academic community who are not members of the Senate.
5. The standing committees shall be appointed for the duration of the term of office of the Senate and shall remain in office until such time as the next Senate has appointed Senate committees.

## SECTION III RULES FOR THE INTERNAL SUPERVISION OF FILES ISSUED BY THE BODIES OF THE UNIVERSITY

### § 31

1. In particular, the acts issued by the University's bodies are:
  - 1) resolutions,
  - 2) orders.
2. Detailed rules for the preparation, reconciliation, issue and publication of the acts referred to in paragraph 1 shall be specified in the Organisational Regulations.
3. The Rector shall suspend the implementation of a resolution of a body of the University infringing the provisions of law or the Statute and shall immediately convene a meeting of the body in order to review the resolution. If a resolution is reconsidered, a majority of at least 2/3 of the votes is required to maintain it, in the presence of at least half of the statutory membership of the body. If the body does not amend or repeal the suspended resolution, the Rector shall forward it to the minister of health for consideration pursuant to Article 427 section 2 of the Act.
4. The Rector shall suspend the implementation of a resolution of the body infringing an important interest of the University and shall immediately convene a meeting of the body in order to reconsider the resolution. A suspended resolution shall enter into force if the authority decides to maintain it by a majority of at least 2/3 of votes in the presence of at least half of the statutory membership of the body.
5. The Senate shall suspend the execution of the Rector's order violating the law or the Statute and at its next meeting shall order the Rector to reconsider the order. If the Rector does not amend or repeal the suspended order, the Senate shall forward it to the minister of health for consideration pursuant to Article 427 section 2 of the Act.
6. The Senate shall suspend the execution of the Rector's order violating an important interest of the University and immediately after its adoption, shall order the Rector to reconsider the order. The suspended order comes into force if the Rector receives a positive opinion of the University Council.

## SECTION IV ELECTIONS

### § 32

1. The Rector is elected by the College of Electors.
2. The elected members of the Senate and members of the College of Electors elect the individual groups of the university community.

### § 33

1. In order to organize and supervise the elections to the College of Electors and the Senate the following are appointed:
  - 1) The University's Election Committee,
  - 2) Faculty electoral committees of professors and university professors,
  - 3) Faculty electoral committees of other teachers,
  - 4) Election Committee of Non-Academic Employees,
  - 5) Student Election Committee,
  - 6) Election Committee of Doctoral Students.
2. All elections are secret.
3. Voting takes place by placing an 'X' in a box in front of the name of the candidate to be voted for.
4. Every member of the university community has the right to vote (right to propose candidates and vote).
5. The right to stand as a candidate in elections is vested in persons meeting the requirements set out in art. 20 par. 1 points 1-5 and 7 of the Act.
6. The procedure for the appointment of students and doctoral students to the electoral college and for the election of students and doctoral students to the Senate, as well as the duration of their membership, shall be laid down in the Regulations of the Student Self-Government and the Regulations of the Doctoral Self-Government.
7. Detailed rules and procedures for elections in the scope not regulated by the Act or the Statutes are specified in the Election Regulations.

## CHAPTER I ESTABLISHMENT OF ELECTORAL COMMISSIONS

### § 34

1. The Senate appoints:
  - 1) The University's Election Committee is composed of up to 7 people,
  - 2) Faculty Election Committees of professors and professors of the University, consisting of up to 5 persons,
  - 3) Faculty Election Committees of other teachers, up to 5 people,



- 4) Election Committee of Non- Academic Employees, consisting of up to 5 persons, from among the candidates proposed by the Rector.
2. The Student Election Committee and the Doctoral Election Committee shall be appointed by the Student Council and the Doctoral Council respectively on the basis of the relevant self-government regulations.
3. Election committees shall be established no later than 10 February of the year ending the term of office of the Rector and Senate. Election commissions operate until new ones are elected.
4. At its first meeting, the University Election Committee elects its chairman, deputy chairman and secretary.
5. The provisions of paragraph 4 shall apply mutatis mutandis to other electoral committees.
6. The tasks of the University Election Committee include organizing elections, in particular:
  - 1) drawing up and submit the Rules of Procedure and the Election Calendar to the Senate for approval,
  - 2) supervising the conduct of elections and securing the electoral records,
  - 3) drawing up a list of electors for the election of the Rector,
  - 4) drawing up a list of candidates for the Rector,
  - 5) conducting elections for the Rector,
  - 6) supervising the work of the other election committees and considering appeals against their decisions,
  - 7) drawing up a list of people elected to the Senate,
  - 8) interpreting electoral laws,
  - 9) declaring the elections to the College of Electors and to the Senate valid,
  - 10) if the elections are annulled, administering new elections.
7. The faculty-related tasks of election committees include in particular:
  - 1) drawing up a list of candidates from among the group of professors and university professors for representatives to the College of Electors and Senate,
  - 2) preparing a list of candidates from among the group of other teachers of the University for representatives to the College of Electors and Senate,
  - 3) conducting elections of representatives to the College of Electors and Senate,
  - 4) drawing up lists of elected representatives to the College of Electors and Senate members,
  - 5) conducting by-elections.
8. The tasks of the Election Committee for Non- Academic Employees, the Election Committee of the Student Self-Government and the Election Committee of the Doctoral Students Self-Government include
  - 1) drawing up a list of candidates for representatives to the College of Electors and Senate,
  - 2) conducting elections of representatives to the College of Electors and Senate,
  - 3) drawing up lists of elected representatives.
9. Resolutions of election committees are passed by a simple majority of votes, with at least half of the total number of appointed members present.

## CHAPTER II ELECTION OF THE COLLEGE OF ELECTORS

### § 35

1. The College of Electors consists of 100 people, including:
  - 1) professors or professors of the University - 55 people (they constitute not less than 50% of the Electoral College),
  - 2) academic teachers employed in positions other than those indicated in pt. 1 - 20 people,
  - 3) non-academic staff - 5 persons,
  - 4) student representatives - 17 people,
  - 5) representatives of doctoral students - 3 people,
2. The members of the College of Electors from the groups referred to in clause 1 points 1 and 2 shall be elected in faculties in a number proportional to the number of both these groups in faculties, as at 31 December of the year preceding the election.
3. Individuals belonging to the groups shall elect representatives to the College of Electors from among themselves.
4. Membership of the Colleges of Electors may not be combined with holding the function of a body of that or another higher education institution, membership of a board of another higher education institution or employment in public administration.
5. The term of office of the College of Electors is 4 years.
6. The College of Electors shall remain in operation until a new composition of the College of Electors is elected.
7. The members of the College of Electors shall elect its President from among their number.
8. The election of the new composition shall take place respectively in time to enable the elections for the next term of the Rector.

### § 36

1. The list of candidates for Electors presented for voting should include a number of candidates at least equal to the number of Electors' representatives of a given electoral group.
2. A vote on a card on which the number of elected candidates, before the name of whom an 'X' is placed, is less than or equal to the number of electors in a given electoral group is considered valid.
3. Candidates for Electors shall apply in writing. The notification shall contain:
  - 1) the name, surname and title or degree of the candidate or professional title,
  - 2) the candidate's job,
  - 3) the candidate's written consent to stand as a candidate,
  - 4) the candidate's declaration of fulfilment of the requirements arising from Article 20(1)(1-5) and (7) of the Act.

4. The election for a member of the College of Electors shall be made by a simple majority of votes within the limit of seats in individual groups.
5. Electors are persons selected based on the order of the number of votes received within the limit of the number of seats in a given electoral group.
6. If all the seats in an electoral group are vacant, a by-election is held in that group.

## CHAPTER III ELECTION OF THE RECTOR

### § 37

1. The following bodies have the right to propose candidates for the Rector:
  - 1) The University Council, after the Senate's opinion,
  - 2) The Senate, at least at the request of half of the statutory membership of the Senate.
2. The application form should include
  - 1) the name, surname and title or degree of the candidate,
  - 2) the candidate's job,
  - 3) the Senate's opinion of the candidate,
  - 4) the candidate's written consent to stand as a candidate,
  - 5) the candidate's declaration of fulfilment of the requirements under Article 20(1) of the Act.
3. If the submitted application is incomplete, it shall be supplemented within the deadline set by the University Election Committee.
4. The University Election Committee is obliged to inform the members of the university community about the names of candidates for the Rector, at the latest 3 working days before the election, by posting the list of candidates in the main hall of the Branicki Palace and on the University's website.
5. The University Election Committee shall register applications - applications of candidates for the Rector's office, after they have been found to comply with the requirements of the Act and the provisions of this Statute.
6. Voting takes place by means of ballot papers, by placing an X next to the name of one elected candidate. In case of voting for one candidate, the voter votes for the candidate by putting an X in the box marked YES. An X in the box marked with the word NO means that the vote is valid and was cast against the election of the candidate for the Rector.
7. The Rector shall be elected by an absolute majority of votes cast by the members of the College of Electors .
8. If a candidate does not obtain the required majority, a new election shall be ordered.
9. The President of the College of Electors shall notify the results of the election of the competent minister.

### § 38

1. The term of office of the Rector lasts 4 years and starts on 1 September of the year in which he was elected.
2. The same person may be Rector for no more than 2 consecutive terms.
3. A person elected or appointed as the Rector shall be employed at the University as the primary place of work within the meaning of this Act, not later than on the date of the commencement of the term of office.

### § 39

1. The Rector's mandate expires in case of death, resignation from the mandate, failure to submit a vetting declaration or vetting information or cessation of fulfilment of statutory requirements to be the Rector.
2. The expiry of the Rector's mandate shall be confirmed by the President of the College of Electors.
3. In case the mandate of the Rector expires, the new Rector shall elect the College of Electors for the period until the end of the term of office.

### § 40

4. The Rector may be dismissed by the College of Electors by a majority of at least 3/4 votes in the presence of at least 2/3 of its statutory membership.
5. A motion to dismiss the Rector may be submitted by the Senate by a majority of at least 1/2 of the votes of the statutory membership or by the University Council.

### § 41

In case:

- 1) of a failure to elect the Rector before the date referred to in § 38 section 1,
- 2) the Rector's mandate expires in the period from the date of the statement of mandate expiry until the date of election of the Rector,
- 3) the Rector's dismissal,  
the duties of the Rector are performed by the First Deputy Rector.

## CHAPTER IV ELECTION OF MEMBERS OF THE SENATE

### § 42

1. Members of the Senate are elected by the members of the college community:
  - 1) professors or university professors - 10 people,
  - 2) representatives of other employees:
    - a) academic teachers employed in positions other than those indicated in points 1 to 4 persons,
    - b) non-academic staff - 1 person,

- 3) student representatives - 3 people,
- 4) Doctoral student representative - 1 person.
2. A member of the Senate may be a person who meets the requirements set out in Article 20, section 1, points 1-5 and 7 of the Act. The provisions of Article 20, paragraphs 4 and 5 of the Act shall apply to members of the Senate accordingly.
3. The proportions of the representatives of the groups indicated in section 1 points 1 and 2a are a reflection of their number in particular departments, as at 31 December of the year preceding the election.

#### § 43

1. The term of office of the Senate is 4 years and starts on 1 September.
2. The same person may be a member of the Senate for no more than 2 consecutive terms.
3. Membership of the Senate may not be combined with holding the function of a body of this or another higher education institution, with membership of a board of another higher education institution or with employment in public administration.

#### § 44

1. The date for the election of Senate members should be given 7 days before the election.
2. Persons belonging to the groups referred to in § 42 Section 1 of the Statute elect members of the Senate from among themselves with the help of the electoral commissions competent for the given group of voters.
3. Candidates for members of the Senate shall be notified in writing. The notification should contain:
  - 1) the name, surname and title or degree of the candidate or professional title,
  - 2) the candidate's job,
  - 3) the candidate's written consent to stand as a candidate,
  - 4) the candidate's declaration of fulfilment of the requirements arising from Article 20(1)(1-5) and (7) of the Act.
4. The election is secret.
5. The list of candidates for members of the Senate presented for voting should contain a number of candidates at least equal to the number of representatives of the electoral group concerned in the Senate.
6. A ballot paper on which the number of elected candidates, before the name of whom an "X" is placed, is less than or equal to the number of members of the Senate in a given electoral group is considered valid.
7. Election as a member of the Senate shall be by a simple majority of votes within the limit of the seats in each group.
8. Members of the Senate shall become members in the order of the number of votes received within the limit of the number of seats in a given electoral group.
9. If all the seats in an electoral group are vacant, a by-election is held in that group.

### § 45

1. If a mandate expires during a term of office, the composition of the Senate shall be supplemented by another person from the list of representatives of a given electoral group who received the highest number of votes in the election, and in the absence of such a candidate, at the request of the Rector, the competent Election Committee shall conduct by- elections.
2. If the mandate of a representative of students or doctoral students expires, the election shall be organized and conducted by the Student Election Committee or the Doctoral Students Election Committee respectively.
3. By-elections to the Senate shall not be held if there are less than six months left to the end of the mandate.

## SECTION V ORGANISATION OF THE UNIVERSITY AND MANAGEMENT FUNCTIONS

### § 46

The organisational structure of the University and the division of tasks within this structure, including the organisation and operation of the University administration, as well as the principles and procedure for the creation, abolition, transformation, renaming of organisational units, shall be laid down in the Organisational Regulations.

## CHAPTER I SCIENTIFIC COUNCIL AND COLLEGES

### § 47

1. The Scientific Council shall be appointed to conduct the policy of the University in the field of: scientific activity, evaluation, commercialisation, cooperation with industry, implementation of scientific achievements, conducting proceedings for the award of the academic degree of doctor, the academic degree of doctor habilitatus or the title of professor, except for activities reserved for the Senate.
2. The Scientific Council consists of three Boards of Scientific Colleges, corresponding to the scientific disciplines in which the University is authorised to confer the degree of doctor and post-doctoral degree.
3. The Boards of Scientific Colleges shall represent individual Scientific Colleges in the disciplines indicated in section 2.
4. The Scientific College in a given discipline shall be composed of academic teachers and other University employees who have submitted a declaration of being included in the number N in that discipline.
5. Academic teachers and other employees of the University who have submitted a declaration of being included in the number N in two disciplines shall belong to two Scientific Colleges concerning those disciplines.

### § 48

1. The Scientific Council is composed of the Vice-Rector for Science and Development, as Chairman and up to 35 representatives of 3 scientific disciplines indicated in § 47 section 2, including Deans and Vice-Deans of Colleges.
2. Members of the Scientific Council are appointed for a term of office corresponding to that of the Rector. The Scientific Council shall operate until the next Scientific Council is established.
3. The number of individual Boards of Scientific Colleges, taking into account the number of persons conducting research and participating in research in particular disciplines, is as follows:
  - a) The Board of the College of Medical Sciences - up to 18 people;

- b) The Board of the Pharmaceutical College - up to 9 people;
  - c) The Board of the College of Health Sciences - up to 8 people.
4. The deputies of the Chairperson of the Scientific Council are:
    - a) Dean of the College of Medical Sciences,
    - b) Dean of the College of Pharmaceutical Sciences,
    - c) Dean of the College of Health Sciences.
  5. The work of the Collegiate Boards is chaired by the Collegiate Deans. Deans of the Colleges are appointed by the Rector.
  6. The Rector, at the request of the Dean of the College, appoints up to two Vice-Deans.
  7. The remaining members of the Scientific Council are appointed by the Senate from among candidates proposed by the Deans of the Colleges. The Senate shall make its selection according to the criteria of scientific excellence in disciplines.
  8. In the absence of the President of the Scientific Council, he shall be replaced by the Dean of the College appointed by him, and in the absence of the Dean of the College, he shall be replaced by the Dean of the College appointed by him.
  9. The provisions on dismissal and suspension of the head of a department's organisational unit shall apply to members of the Scientific Council accordingly.
  10. A representative of doctoral students appointed by the Self-Government of Doctoral Students may participate in the work of each Scientific Colleges in an advisory capacity. Representatives of doctoral students to the Scientific Colleges participate in the work of the Scientific Council in an advisory capacity.

## CHAPTER II THE FACULTIES

### § 49

1. The Faculty is the basic organisational unit for teaching and educational activities at the University.
2. The following types of organizational units may exist within the faculty: chairs, clinics, plants, independent laboratories.
3. The faculty conducts at least one field of study.
4. The course of study may also be conducted jointly by several basic organisational units of the University.
5. Within a faculty, a department may establish a branch leading a related field of study.
6. The Departments, including the local units, are created, transformed and abolished by the Rector, after consultation with the Senate.
7. The following faculties exist at the University:
  - 1) The Faculty of Medicine with the Division of Dentistry and Medical Education in English,
  - 2) The Faculty of Pharmacy with the Division of Laboratory Medicine,
  - 3) The Faculty of Health Sciences.
8. The work of the faculties is managed by the Faculty Deans.



## CHAPTER III DEAN OF THE FACULTY

### § 50

1. The Dean of the Faculty is appointed by the Rector.
2. The Rector, at the request of the Faculty Dean, appoints up to three Vice-Deans.
3. The provisions concerning heads of departmental units shall apply accordingly to the dismissal and suspension of the Faculty Dean and Deputy Deans.
4. In the absence of the Faculty Dean, he is replaced by a Deputy Dean appointed by him.
5. The Faculty Dean makes decisions concerning the functioning of the faculty that do not fall within the competence of the University's bodies or the Chancellor.
6. The Faculty Dean supervises the activities of the Department's organizational units. It takes care of the law and safety and order in the subordinate units of the department.
7. The Dean of the Faculty may appoint a dean's college, which is its consultative and advisory body:
  - 1) Dean of the Faculty, as chairman,
  - 2) The Vice-Deans,
  - 3) other persons invited by the Faculty Dean, as required.
8. The Dean shall immediately inform the Rector that a foreigner residing in Poland on the basis of a temporary residence permit to study on a full-time programme or at a doctoral school has been struck off the list of students, and that he/she has not completed a year of study within a specified period.

### § 51

The tasks of the Faculty Dean include in particular:

- 1) developing a departmental development strategy in accordance with the University Development Strategy,
- 2) entering data related to the activity of the department into the POL-on System,
- 3) introducing the content of theses into the repository,
- 4) controlling the course of the teaching activities,
- 5) convening and chairing the Faculty Board meetings,
- 6) presenting to the Faculty Council cases requiring consideration by the Faculty Council,
- 7) submitting an annual report to the Faculty Council on the activities of the Faculty Dean,
- 8) coordination of work on drawing up draft curricula for studies, post-graduate studies and specialist training, as well as curricula for doctoral schools, including learning outcomes,
- 9) establishing a detailed timetable of the classes conducted by the department,
- 10) settling student matters related to the course of study, in accordance with the Study Regulations,
- 11) determining the scope of activity and competences of the Vice-Deans,
- 12) presenting to the Faculty Council the final report on the review of education quality.

## § 52

1. A Faculty Council is established within the Faculty.
2. The Faculty Council is composed of
  - 1) Dean, as its chairman,
  - 2) The deans,
  - 3) the heads of organisational units of the department, and if the head of the unit is not able to participate in the Board meeting - an employee of the unit appointed by him/her,
  - 4) representatives of students in the number of 5 to 10 indicated by the Student Council,
  - 5) representatives of doctoral students in the number of 3 to 5 indicated by the Self-Government of PhD Students,
  - 6) persons invited by the Dean may participate in meetings of the Faculty Councils in an advisory capacity.

## § 53

Tasks of the Faculty Council:

- 1) to apply to the Senate in matters of organization of the functioning and development of the department,
- 2) developing general directions of the department's activities,
- 3) developing a departmental development strategy, in accordance with the University's Development Strategy,
- 4) implementation and improvement of the departmental system of education quality assurance,
- 5) developing projects to submit to the Senate: study programmes, post-graduate and specialist education and doctoral school curricula, including learning outcomes;
- 6) appointing, at the request of the Dean, Faculty Recruitment Committees and submitting applications to establish admission limits, subject to the limits set by the Minister, as well as the conditions and procedure for enrolment on a given field of study at a faculty,
- 7) preparing and presenting opinions to the Senate on important matters concerning the department,
- 8) selection, at the request of the Faculty Dean, of permanent and ad hoc faculty committees and advisory teams,
- 9) giving opinions on nostrification applications,
- 10) passing resolutions on all matters that require a statement by the Faculty Council,
- 11) giving an opinion on the final report on the education quality review,
- 12) passing resolutions on other matters concerning the activities of the Department.

#### § 54

1. A meeting of the Faculty Council, indicating the agenda, shall be convened and chaired by the Faculty Dean or the Deputy Dean designated by him/her.
2. The Faculty Dean shall notify the members of the Faculty Council of the meeting in writing or by e-mail at least 7 days before the date of the meeting, including the agenda.
3. Consideration of matters not included in the agenda may take place with the consent of a majority of members of the Board expressed in an open vote.
4. After the agenda has been exhausted, the Board members may address inquiries to the Faculty Dean on matters concerning the functioning of the Faculty. The Dean of the Department shall reply at the next Council meeting.

#### § 55

1. Resolutions of the Faculty Council are adopted by a simple majority of votes.
2. Voting on personal matters shall be by secret ballot. In other matters, secretly, at the request of even one member of the Council.
3. The University Senate shall repeal any resolution of the Faculty Council that is contrary to the Act, the University's Statute, the Senate's resolution, regulations or other internal regulations of the University or that violates an important interest of the Medical University.

#### § 56

The duty of a member of the Faculty Council is:

- 1) to attend Council meetings,
- 2) to provide an excuse for his absence from meetings of the Council.

#### § 57

1. The function of a manager of the units listed in § 49 section 2 shall be entrusted by the Rector.
2. The head of an organisational unit referred to in § 49, section 2 may be an academic staff member employed at a higher education institution.
3. The manager shall be dismissed in cases:
  - a) to retire,
  - b) resignation,
  - c) the disciplinary penalty referred to in Article 276 section 1 item 8 of the Act,
  - d) improper performance of tasks resulting from the performance of the function of a manager specified in §58 section 2,
  - e) to obtain a negative result of the periodic evaluation of an academic teacher,
  - f) liquidation or transformation of an organizational unit.
4. The Rector may dismiss the manager, after consulting the Senate in case:
  - a) absence due to long-term illness or for any other reason if the period of absence exceeds 6 months,

- b) cancellation of the head of the clinic by the therapeutic entity from the function of the head of the clinic / referring doctor,
  - c) the existence of other important reasons.
5. The Rector may suspend or dismiss a manager if criminal proceedings are initiated against the manager.

### § 58

1. Heads of departmental units are direct superiors of the employees of these units and are obliged to inform the team of employees about decisions of the University's bodies.
2. The tasks of the head of a departmental unit include in particular:
  - 1) current management of the entity's activities,
  - 2) creating conditions for implementation and taking care of continuous scientific and professional development of our own and our employees,
  - 3) establishing the teaching staff and taking care of their proper level and continuous improvement, as well as ongoing control of the classes,
  - 4) to establish the detailed scope and dimension of duties of academic staff employed in the unit,
  - 5) taking care of reliable performance of duties by employees, students, doctoral students and postgraduate students,
  - 6) applying for a post in the unit headed,
  - 7) make proposals on recruitment, remuneration and disciplinary penalties for staff,
  - 8) making decisions in all matters concerning the headed unit, not reserved for the competences of the University's bodies,
  - 9) responsibility for the property and financial resources entrusted to the entity it directs, including bearing the financial consequences of damage caused by misuse of premises and equipment by its employees or by a lack of supervision,
  - 10) in clinical units:
    - managing the work of the clinic in a manner ensuring the implementation of teaching and research tasks in connection with the provision of health services and health promotion while maintaining the continuity of health services and care for the financial result of the therapeutic entity;
    - concern for the high quality of health services provided;
    - respect for patient rights.

## CHAPTER IV GENERAL UNIVERSITY UNITS

### § 59

1. The University has its own general units which perform separate scientific, didactic and service tasks. Generally speaking, the units report directly to the Rector, unless the Organisational Regulations provide otherwise.

2. The general units of the Medical University are:
  - 1) The Main Library,
  - 2) The archive,
  - 3) Biobank,
  - 4) Doctoral school,
  - 5) Centre for Experimental Medicine,
  - 6) Medical Simulation Centre,
  - 7) Clinical Research Centre,
  - 8) Bioinformatics and Data Analysis Centre,
  - 9) Artificial Intelligence Centre,
  - 10) Department of Foreign Languages,
  - 11) Department of Physical Education and Sport,
  - 12) Department of Human Philosophy and Psychology.
3. The scope of tasks of the general public is defined in the Organisational Regulations.

## CHAPTER V OTHER ORGANISATIONAL UNITS OF THE UNIVERSITY

### § 60

1. Other organizational units of the University are:
  - 1) administrative units,
  - 2) other units.
2. The administration of the University shall serve to carry out the tasks specified in §5 of this Statute.
3. The activities of the administration shall be carried out in accordance with the principles of an appropriate quality management system, ensuring appropriate access to information for the bodies and employees of the University.

## CHAPTER VI MANAGEMENT FUNCTIONS

### § 61

1. The management functions at the University are:
  - a) The vice-rector,
  - b) Dean of the College,
  - c) Dean of the department,
  - d) Director of the Doctoral School,
  - e) The Chancellor,
  - f) The Quaestor.
2. The same person may act as Faculty Dean and College Dean.

3. Managers of organisational units of a higher education institution other than those referred to in section 1 shall not hold managerial positions within the meaning of Article 34, section 2, subsection pt. 6 of the Act.
4. Appointment of a person to perform a managerial function, whose scope of duties includes student matters or matters of doctoral students, i.e.: The Vice-Rector for Education, the Director of the Doctoral School, as well as the appointment of a Deputy Dean responsible for student affairs, shall be agreed with the Student Council or the Doctoral Council respectively. Failure to take up a position by the local government within 14 days from the date of submitting the application shall be deemed to constitute consent.

## SECTION VI CLINICAL HOSPITALS AND OTHER THERAPEUTIC ENTITIES

### § 62

1. The Medical University is the founding entity for the following hospitals:
  - 1) University Clinical Hospital in Białystok,
  - 2) University Children's Clinical Hospital named after the President of the Republic of Poland. L. Zamenhofa in Białystok.
2. University Clinical Hospital and the University Children's Clinical Hospital named after the German Academy of Sciences. L. Zamenhofa are independent public health care institutions, operating under separate regulations. On the premises of hospitals, teaching and research tasks are carried out in connection with the provision of health services and health promotion
3. Supervision and control over the units listed in section 1 is exercised by the Rector of the Medical University, in accordance with the Act on Medical Activity.
4. A clinical hospital, being an independent public health care institution, covers the loss on its own, according to the principles specified in the Act on Medical Activity:-
5. The Medical University is also a founding entity for the following therapeutic entities:
  - 1) The Medical University of Medical Sciences Specialist Dental Medicine Ltd,
  - 2) Laboratory of Molecular Imaging and Technology Development of the Medical University of Białystok Spółka z.o.o.

### § 63

1. Units of the Medical University operating on the basis of therapeutic entities operate on the basis of principles established on the basis of a civil law contract of access concluded between the University and the entity performing therapeutic activity.
2. The units referred to in section 1 shall be used to carry out tasks consisting of pre- and post-graduate education in medical professions in connection with the provision of health services and health promotion.

## SECTION VII BREAKDOWN OF THE ACADEMIC YEAR

### § 64

1. The academic year runs from 1 October to 30 September and is divided into 2 semesters:
  - the winter semester,
  - the summer semester,
2. The framework organisation of the year shall be determined by the Rector and communicated to all teaching units before the beginning of the academic year.
3. The Rector may introduce changes during the academic year and may suspend classes for a fixed period of time.
4. The Rector may establish days or hours free of classes during the academic year.
5. The Dean may establish days or hours off from classes in a given faculty, field of study, or year of study during the academic year.
6. For the purposes of terminating the employment relationship with an academic teacher by notice, the end of the winter semester is the last day of February, and the end of the summer semester the last day of June.



## SECTION VIII UNIVERSITY STAFF

### CHAPTER I GENERAL PROVISIONS

#### § 65

University employees are academic and non-academic staff.

#### § 66

1. The Labour Regulations determine the organization and order in the process of work at the University and the related rights and obligations of the employer and employees specified in Article 1041 of the Act - Labour Code and in the provisions of the Act - Law on Higher Education and Science.
2. The Remuneration Regulations set out the terms and conditions of remuneration for work and the granting of other work-related benefits and the rules of their granting

### CHAPTER II ESTABLISHMENT OF AN EMPLOYMENT RELATIONSHIP WITH ACADEMIC STAFF AND ELIGIBILITY CRITERIA

#### § 67

1. An academic teacher can be a person who:
  - 1) has qualifications specified in the Act and the Statute;
  - 2) was not punished with a disciplinary penalty, i.e:
    - expulsion from work at the University with a ban on working at the University for a period from 6 months to 5 years;
    - the right to practise the profession of academic teacher for a period of 10 years.
  - 3) meets the following requirements:
    - has full legal capacity;
    - enjoys full public rights;
    - has not been convicted of an intentional offence or of an intentional fiscal offence by a final judgment
2. Academic teachers are employed in groups:
  - 1) teaching;
  - 2) research;
  - 3) research and teaching.
3. The group of **teaching** staff employs academic teachers at the position:
  - 1) professor,
  - 2) University professor,

- 3) assistant professor,
  - 4) assistant,
  - 5) teacher,
  - 6) instructor.
4. The group of **research** workers employs academic teachers at the position:
    - 1) professor,
    - 2) University professor,
    - 3) assistant professor,
    - 4) assistant.
  5. In the group of **research and teaching** staff, academic teachers are employed at the position:
    - 1) professor,
    - 2) University professor,
    - 3) assistant professor,
    - 4) assistant.

### § 68

1. The positions listed in § 67 may be filled by persons with the following qualifications:
  - 1) the candidate for the position of professor should meet the following criteria:
    - a) have a professorship,
    - b) have a significant position in a particular field of science, documented by the number of scientific papers (publications), - does not apply for a position in the group of teaching staff,
    - c) have a proven track record in the training of research staff and organisational activities, - not applicable to a position within a group of research workers;
  - 2) a candidate for the position of professor at the University should meet the following criteria
    - a) have at least a doctorate,
    - b) have significant achievements in scientific work - not applicable to the position in the group of teaching staff,
    - c) have significant didactic and professional achievements - not applicable to the position in the group of research workers;
  - 3) the following criteria must be met for the post of Assistant Professor:
    - a) have at least a PhD degree,
    - b) have achievements in scientific work - does not apply to the position in the group of teaching staff,
    - c) have at least 10 years of teaching experience or professional experience - not applicable to a position in the research and teaching staff group,
  - 4) the candidate for the post of assistant should meet the following criteria:
    - a) hold a professional title of doctor, dentist/dentist or master's degree, master's degree in engineering or its equivalent,
    - b) have the ability to work as an academic teacher,

- c) should have significant achievements in scientific work - does not apply to the position in the group of teaching staff.
- 2. In clinical and diagnostic units, positions in the group of research and didactic and teaching staff may be employed by persons with appropriate specialization, excluding the position of assistant and instructor.

### § 69

- 1. At the request of academic staff employed in the position of professor, the rector may grant him/her the status of full professor.
- 2. The condition for becoming a full professor is:
  - 1) full-time employment at MUB,
  - 2) having a significant position in a particular scientific field, documented by the number of scientific works (publications) for which the Hirsch index is equal to or greater than 15 (according to Core Collection),
  - 3) conducting active scientific and research activities, documented by the achievements of publication, especially after obtaining a scientific title. The value of the academic output gained from the receipt of the title of professor above 200 points according to the score of the Ministry of Science and Higher Education and the value of the IF coefficient above 10 points from the receipt of the title of professor, as well as the academic care of the completed post-doctoral fellowship proceedings, or the value of the academic output gained from the receipt of the title of professor above 300 points according to the score of the Ministry of Science and Higher Education and the value of the IF coefficient above 30 points from the receipt of the title of professor,
  - 4) conducting documented didactic and organizational activities.

### § 70

- 1. The Rector may grant a person who is not an employee of the Medical University of Bialystok participating in scientific research or teaching activities at the University the status of a professor, researcher or affiliate lecturer at the Medical University of Bialystok.
- 2. The status defined in section 1 may be granted for a fixed period of time to a person employed in another national or foreign higher education institution.
- 3. The Rector shall determine the scope of scientific research or didactic classes being the subject of activities at the Medical University of Bialystok of a person with the status specified in section 1 and the manner of using the resources of the University.
- 4. A person having the status of an affiliated professor may be a promoter of doctoral theses of the University's employees.

### § 71

- 1. The employment relationship with the academic teacher is established and terminated by the Rector.

2. The employment relationship with an employee of the University is established on the basis of an employment contract.
3. The first employment contract with an academic teacher at the University is concluded for:
  - 1) Indefinite period of time
  - or
  - 2) for a period of up to 4 years.
4. The first employment relationship at a public higher education institution, for an indefinite or definite period of time longer than 3 months, in excess of half of the full-time working time, with an academic teacher shall be established after an open competition.
5. In the case referred to in section 3, subsection 2, after a positive assessment referred to in Article 128 of this Act has been given to academic staff, an employment contract of indefinite duration may be concluded without the competition referred to in section 4
6. The competition procedure shall not be conducted if an academic teacher is employed:
  - 1) directed to work at the University on the basis of an agreement concluded with a foreign scientific institution,
  - 2) which is a beneficiary of an undertaking, programme or competition announced by NAWA, NCBiR, NCN or an international competition for a research project,
  - 3) for the duration of the funded research or didactic project:
    - a) from the budget of the European Union,
    - b) by another grant awarding body.
7. In the case referred to in section 3, subsection 2, and in the case of fixed-term employment of academic staff:
  - 1) for which the university is not the primary place of work,
  - 2) who draw a pension
    - regulations article 25<sup>1</sup> § 1-3 of the Act of 26 June 1974 - The Labour Code does not apply.

## CHAPTER III COMPETITIONS AND CHANGE OF ACADEMIC POSITIONS

### § 72

1. The competition for the position of academic teachers shall be announced by the Rector on his own initiative or at the request of the head of an organisational unit.
2. The competition notice should include
  - 1) an organizational unit,
  - 2) the position, with the designation of the position group,
  - 3) scientific discipline,
  - 4) the qualifications required of the candidates,
  - 5) indication of other qualification requirements,

- 6) list of required documents,
- 7) deadline for submission of documents.
3. The Competition is conducted by a Competition Committee appointed by the Rector. The Competition Committee is chaired by the Rector or an academic teacher appointed by him.
4. The Commission may carry out its work if at least half the members of the Commission, including the chairman, are present.
5. The selection board is composed of
  - 1) in case of a competition for the position of professor or university professor: Rector or Vice-Rector, head of the organisational unit in which the candidate is to be employed, Dean of the Faculty or College and at least two professors,
  - 2) in case of a competition for other research or research and teaching positions: The President of the Commission and at least two academic teachers from a group of research or research-educational teachers with qualifications not less than those required for the post concerned,
  - 3) in the case of a competition for other teaching positions: The President of the Commission and at least two academic teachers from a group of research or teaching staff having qualifications not less than those required for the post in question.
6. A person who is a candidate for the post cannot be appointed to the selection board, nor can a person who is the spouse or relative or relative by blood or marriage up to and including the second step of a candidate, or who has a legal or factual relationship with that person, such that his or her impartiality may be reasonably doubted.
7. A competition shall be held if at least one candidate has applied.
8. The final decision on establishing an employment relationship is made by the Rector.
9. Information about the competition and its outcome, together with a justification, shall be made available at the BIP of the University, the minister responsible for education and the minister responsible for health within 30 days respectively before and after the competition.
10. Information on the competition is also made available in English on the European Commission's European Portal for Mobile Researchers on the European Commission's website for the publication of job offers for researchers, within 30 days before the competition.

### § 73

1. In the case of a change of position by an academic teacher, the decision shall be taken by the Rector at the request of the head of an organisational unit, with the opinion of the Dean of the relevant faculty in the case of a change to a teaching position, the Dean of the relevant faculty and the Dean of the College of the relevant scientific discipline in the case of a change to a research and teaching position, and the Dean of the College of the relevant scientific discipline in the case of a change to a research position.
2. Employment as a professor takes place on the first day of the following month after the academic teacher employed at the Medical University of Bialystok has presented documents confirming the acquisition of the title of professor.

## CHAPTER IV RIGHTS AND OBLIGATIONS OF ACADEMIC TEACHERS

### § 74

1. There can be no relationship of direct service relationship between spouses and persons at the University:
  - 1) running a joint household;
  - 2) having a relationship of kinship, affinity to the second degree or adoption, custody or guardianship.
2. The provision of section 1 shall not apply to the Rector.

### § 75

1. The contract of employment with an academic teacher shall indicate whether the University is the primary place of work.
2. The condition of indicating the University as the basic workplace is full-time employment. An academic teacher can only have one basic job at a time.

### § 76

1. To the basic duties of an academic teacher who is an employee:
  - 1) didactic - it is necessary to educate and raise students or participate in the training of doctoral students;
  - 2) research - to carry out scientific activities or participate in the training of doctoral students;
  - 3) research and didactic activities - it is necessary to conduct scientific activity, educate and raise students or participate in the training of doctoral students.
2. Academic staff shall be obliged to participate in organisational work for the benefit of the University and to continuously improve their professional competence.
3. The rules for determining the scope of duties of academic staff for particular groups of employees and types of positions, the types of courses to be taught within the scope of those duties, including the dimension of teaching tasks and other duties for particular positions, and the rules for calculating teaching hours shall be laid down in the Regulations.

### § 77

1. Academic staff shall participate in the provision of health care through the performance of teaching and research tasks in connection with the provision of health care services in organisational units made available to the University by an entity conducting therapeutic activity pursuant to the rules laid down in the legislation on therapeutic activity.
2. Academic staff shall participate in the provision of health services on the basis of an agreement concluded with a therapeutic entity referred to in section 1 in a manner which ensures that they are provided:

- 1) to maintain the continuity of health services provided by the entity;
  - 2) high quality of health services;
  - 3) taking care of the patient and respecting patient rights;
  - 4) the economic, rational and effective functioning of the therapeutic entity.
3. The detailed scope and extent of responsibilities for the provision of health services by academic staff shall be determined by the head of the therapeutic establishment.

## § 78

1. The academic teacher is obliged not to engage in competitive activity.
2. The competitive activity is considered to be, inter alia :
  - 1) participation in the organisation of a field of study or the provision of courses in another higher education institution or institute in a field of study similar in terms of curriculum to that provided by the University;
  - 2) affiliation of other universities, institutes of the Polish Academy of Sciences, research institutes in publications of the University's employees,
  - 3) obtaining or participation in scientific, research and development grants or investment projects carried out by other universities, institutes of the Polish Academy of Sciences, research institutes without taking into account the participation of the Medical University of Bialystok or the University Clinical Hospital in Bialystok, the University Children's Clinical Hospital in Bialystok or the Specialist Dental Treatment Centre of the Medical University of Bialystok Spółka z o.o., the Molecular Imaging and Technology Development Laboratory of the Medical University of Bialystok Spółka z o.o;
  - 4) participation in patents, scientific research, scientific publications carried out by other universities, institutes of the Polish Academy of Sciences, research institutes without taking into account the participation of the Medical University of Bialystok or the University Clinical Hospital in Bialystok, the University Children's Clinical Hospital in Bialystok or the Specialist Dental Treatment Centre of the Medical University of Bialystok Spółka z o.o., the Laboratory of Molecular Imaging and Technology Development of the Medical University of Bialystok Spółka z o.o;
  - 5) holding the function of a manager of a scientific, research and teaching organisational unit in another university, scientific unit of PAN, research institute;
  - 6) exercising the function of a single-person authority of a higher education institution or its deputy in another institution.
3. The circumstances described above may constitute a reason for termination of the employment relationship with an academic teacher.
4. Undertaking the above activities within the framework of employment in a foreign higher education institution or a foreign scientific unit shall not be considered as a competitive activity.

### § 79

1. Academic staff employed at the University as the place of primary employment may, with the consent of the Rector, take up or continue additional employment with only one employer conducting teaching or research activities.
2. Within 2 months from the date of applying for the consent, the Rector gives consent or refuses to give it. Reasons must be given for any refusal to give consent.
3. The provision of section 1 shall not apply to academic staff taking up employment:
  - 1) in entities with which the University has established cooperation on the basis of a contract or agreement, or for which it is the managing body, founder or shareholder;
  - 2) at the offices referred to in article 1(1) i paragraph 2(1), 2 i 4a the Act of 16 September 1982 on employees of public offices;
  - 3) in cultural institutions;
  - 4) in the units referred to in article 2 the Act of 14 December 2016 - Educational law.
4. Performing additional paid activity by the Rector requires the consent of the University Council. Consent shall be given for a term of office.
5. In the event of holding the office of the Rector of the next term of office, the period covered by the consent shall be extended by 4 months. If the consent is not obtained, the Rector shall cease to perform additional gainful employment within 4 months from the date of commencement of the term.
6. In the case of performing additional gainful employment without consent, the Minister shall declare the expiry of the Rector's mandate. The term of office shall expire on the date of service of that statement.
7. An academic teacher conducting economic activity shall inform the Rector of the University, which is his/her primary place of work.

### § 80

1. Academic staff shall be subject to periodic assessment, in particular as regards the proper performance of the duties referred to in Article 115 of the Act - Law on Higher Education and Science, and compliance with the provisions on copyright and related rights, and industrial property law.
2. Periodic evaluation is carried out at least once every 4 years or at the request of the Rector.
3. The criteria for periodic appraisal for particular groups of employees and types of positions, as well as the procedure and subject of periodic appraisal shall be determined by the Rector, after consultation with the Senate, trade unions, the Students' Self-Government and the PhD candidate government. The opinion shall be delivered within the time limit specified in the request for its expression, which shall not be less than 30 days. In the event of the ineffective expiry of that period, the requirement to consult shall be deemed to have been met. The criteria may not relate to the obligation to obtain the degree of doctor, the degree of doctor habilitatus or the title of professor. The criteria shall be presented to the academic staff member before the beginning of the period to be assessed.



## § 81

1. An academic teacher is entitled to a leave of 36 working days per year.
2. Detailed rules and procedures for granting holiday leave, as well as scientific and health care leave are specified in the Work Regulations.

## CHAPTER V TERMINATION AND EXPIRY OF THE EMPLOYMENT RELATIONSHIP

### § 82

1. An employment contract with academic staff shall expire in the cases specified in the Labour Code and in the provisions of the Act - Law on Higher Education and Science, i.e. on the date:
  - 1) the death of an employee,
  - 2) the employee's absence of 3 months due to temporary arrest, unless the employer terminated the employment contract without notice of termination due to the employee's fault,
  - 3) the loss of qualifications for employment as an academic teacher as defined in the Act and the Statute,
  - 4) punishable by the disciplinary penalty of expulsion from work at the University,
  - 5) punishable by the disciplinary penalty of expulsion from work at a higher education institution, with a ban on working at the institution for a period from 6 months to 5 years,
  - 6) punishable by the disciplinary penalty of deprivation of the right to practise the profession of academic teacher for a period of 10 years,
  - 7) the loss of full legal capacity,
  - 8) the loss of the opportunity to enjoy full public rights,
  - 9) conviction by a final judgment for an intentional offence or an intentional fiscal offence,
  - 10) a statement that the employment relationship was concluded on the basis of false or invalid documents,
  - 11) a decision of a penal measure in the form of a ban on taking up a position if the decision concerns the performance of the duties of an academic teacher,
  - 12) prison sentences,
  - 13) the end of the academic year in which the University was put into liquidation.
2. The employment relationship with academic staff may be terminated by notice in cases specified in the Labour Code Act and in the Act - Law on Higher Education and Science in particular:
  - 1) receive a negative interim evaluation,
  - 2) take up or continue additional employment with an employer conducting teaching or scientific activities without the consent of the Rector.

3. The Rector shall terminate the employment relationship with an academic teacher upon notice in case of receiving 2 consecutive negative assessments.

## CHAPTER VI NON-ACADEMIC STAFF

### § 83

1. Non-academic staff are employed on the basis of an employment contract.
2. Non-academic staff shall be employed in the following groups:
  - 1) administrative staff,
  - 2) library staff and scientific documentation and information staff,
  - 3) scientific and technical staff,
  - 4) technical staff,
  - 5) service staff.
3. The list of posts of non-academic staff shall be laid down in Appendix no. 7 to the Statute.
4. The contract of employment shall be concluded at the request of the head of the organisational unit in which the employee is to be employed:
  - 1) Rector - with directly subordinate employees, and if required by special regulations,
  - 2) Chancellor - on the basis and within the limits of the authorisation granted by the Rector with other employees.
5. The responsibilities of the employee shall be defined by the head of the organisational unit concerned.

## CHAPTER VII DISCIPLINARY RESPONSIBILITY

### § 84

1. Academic staff shall be subject to disciplinary responsibility for a disciplinary offence which constitutes an act which infringes the duties of an academic teacher or the dignity of the academic profession.
2. A student shall be subject to disciplinary responsibility for any breach of the regulations in force at the University and for any act violating the student's dignity.
3. A doctoral student shall be liable to disciplinary action for any breach of the regulations in force at the institution providing the doctoral school and for any act violating the dignity of the doctoral student.
4. The grounds for disciplinary responsibility, types of disciplinary penalties, and procedures shall be laid down in the Act.

## CHAPTER VIII ADVOCATES AND DISCIPLINARY COMMITTEES

### § 85

1. The rector shall appoint disciplinary prosecutors for academic staff from among academic staff holding at least the academic degree of doctor.
2. The Rector shall appoint disciplinary officers for students and doctoral students from among academic staff.
3. The Rector may appoint several Disciplinary Officers.
4. The term of office of the Disciplinary Ombudsman shall commence on 1 January of the year following the year in which the term of office of the Rector began and shall last four years.
5. The rights and duties of the Disciplinary Officers are set out in the Act.

### § 86

1. Disciplinary committees come from elections.
2. The Academic Disciplinary Committee for Academic Teachers shall have between 10 and 12 members, including at least 6 holding the academic title or post-doctoral degree and at least 2 students. The President of the Commission and his two deputies shall hold a university degree or a post-doctoral degree.
3. All groups of academic teachers should be considered when selecting members of the University Disciplinary Committee for Academic Teachers.
4. The Senate appoints students to decide on disciplinary matters:
  - 1) Disciplinary Board for Students,
  - 2) Disciplinary Board of Appeal for Students.
5. The Senate shall appoint doctoral students to serve in disciplinary cases:
  - 1) Disciplinary Board for PhD students,
  - 2) The Disciplinary Board for PhD students.
6. The Disciplinary Board for Students and the Appeal Board for Students shall be appointed:
  - 1) two academic teachers from each faculty,
  - 2) two students from each faculty.
7. The provisions of paragraph 6 shall apply mutatis mutandis to the PhD Disciplinary Board and to the Appeal of the Disciplinary Board for Doctors.
8. Members of the Commission, their chairmen and alternates shall be elected by the Senate.
9. Candidates for members of the Committee shall be indicated by the Rector from among academic teachers, and from among students and doctoral students - the Student Council or the PhD Student Council respectively.
10. The procedure laid down in paragraph 8 shall apply mutatis mutandis to the supplementary election of commissions during the term of office.

11. The Chairmen of the Disciplinary Boards shall designate the formations of the adjudicating panels, their chairmen and minutes and the dates of hearings.

### § 87

1. The function of a member of the Commission shall not be combined with that of a disciplinary ombudsman.
2. A person holding the function of a body of the University may be a member of the disciplinary committee after the lapse of 4 years from the cessation of that function.
3. Disciplinary committees shall be independent in their judgements and independent of public authorities and the bodies of the University. Disciplinary committees establish facts and resolve legal issues on their own and are not bound by the decisions of other bodies applying the law, except for a final conviction and the opinion of the Committee on Ethics in Science of PAN.
4. Acceptance of the mandate of a member of the Commission is a right and obligation of an academic teacher.
5. The term of office of the Disciplinary Board shall be 4 years and shall commence at the beginning of the term of office of the Senate.

## SECTION IX STUDENTS

### § 88

1. The University conducts studies in a specific field, level and profile. The university assigns a course to at least 1 discipline.
2. The rights and duties of students are defined in the Act and in the Study Regulations.
3. Admission to the University's students takes place at the moment of taking the oath by the person admitted to study. The text of the oath is set out in Appendix 8, 8a, 8b to the Statute.
4. The graduate receives a diploma. The texts of promises made by graduates of the University are specified in Appendix no. 9 to the Statute.

### § 89

1. Students of first- and second-cycle studies and uniform master's studies conducted by the University shall form a Student Council.
2. The Student Government Bodies are the sole representative of all students at the University.
3. The legislative body of the Student Self-Government shall adopt regulations specifying the organisation and method of operation of the Self-Government and the method of appointing representatives to the bodies of the University, and in the case of a public University also to the electoral college.
4. The Regulations shall enter into force upon confirmation by the Rector of its compliance with the Act and the University's Statute within 30 days from the date of its transfer.
5. The Rector shall repeal acts issued by the Student Government that are inconsistent with the provisions of generally applicable law, the Statutes, the Study Regulations or the Self-Government Regulations.
6. The University provides the conditions necessary for the functioning of the Student's Self-Government, including the infrastructure and financial resources available to the Student's Self-Government as part of its activities

### § 90

Students have the right to associate in student organisations at the university.

## SECTION X DOCTORAL STUDENTS

### § 91

1. The training of doctoral students prepares them for the doctoral degree and takes place at the Doctoral School.
2. The training of doctoral students may be conducted in cooperation with another entity, in particular an entrepreneur or a foreign higher education institution or research institution.

### § 92

1. The rights and duties of doctoral students shall be defined by the provisions of this Act and the Regulations of the Doctoral School.
2. A person admitted to the Doctoral School begins education and acquires doctoral student rights upon taking the oath. The text of the oath is set out in Appendix 8c to the Statute.
3. A graduate of the Doctoral School makes a promise. The texts of promises made by graduates of the University are specified in Appendix no. 9 to the Statute.

### § 93

1. Doctoral students in the entity running the Doctoral School form the Self-Government of Doctoral Students.
2. The regulations concerning the Students' Self-Government shall apply accordingly.
3. Doctoral students have the right to join doctoral student organizations at the University.

### § 94

The Director of the Doctoral School is appointed by the Rector.

## SECTION XI RULES OF CONDUCTING BUSINESS ACTIVITY BY THE UNIVERSITY

### § 95

1. The Medical University may conduct business activity separated organizationally and financially from its statutory activity, in particular in the form of capital companies.
2. The decision on commencement and termination of business activity and on the choice of the organizational form of activity in this matter is made by the Rector, with the consent of the Senate.

### § 96

A higher education institution, pursuant to the rules laid down in this Act, may establish: academic business incubators, technology transfer centres, capital companies for the implementation or management of research infrastructure projects and special purpose vehicles.

### § 97

The Senate, at the request of the Rector, may adopt a resolution to join the network of consortia operating within the European and world structures of universities.

## SECTION XII ADMINISTRATION AND RULES OF DISPOSAL OF THE UNIVERSITY PROPERTY

### § 98

1. Non-academic staff shall ensure the implementation of tasks within the scope of administrative activities of the University.
2. The Organisational Regulations shall determine the organisational structure of the University and the division of tasks within that structure, including the organisation and operation of the University administration.
3. The administrative units shall be created, transformed and abolished by the Rector at the Chancellor's request, according to the rules specified in the Organisational Regulations.

### § 99

1. A public higher education institution shall operate an independent financial management on the basis of a material and financial plan, in accordance with the regulations on public finances.
2. A higher education institution shall keep accounts in accordance with accounting regulations, taking into account the principles set out in this Act together with the developed and approved Accounting Policy.
3. At the University the financial year is the calendar year.

### § 100

1. The performance by a University of legal activities in the scope of disposing of fixed assets, within the meaning of the accounting regulations, and the performance by a University of legal activities in the scope of transferring these assets to another entity for a period longer than 180 days in a calendar year shall require the consent of the President of the General Prosecutor's Office of the Republic of Poland in cases where the market value of these assets or the market value of the subject of the legal activity exceeds the amount of PLN 2,000,000 pursuant to the rules laid down in Articles 38-41 of the Act of 16 December 2016 on the Principles of Management of State Property.
2. The request for consent shall be accompanied by the consent of the University Council.

### § 101

1. The decision to allocate assets to organizational units is made by the Rector. The Rector may authorise the Chancellor to allocate assets to specific organisational units.
2. These provisions shall apply mutatis mutandis to transfers of assets between organisational units.
3. Detailed rules and procedures for allocation and transfer of assets shall be determined by the Rector by way of an order.
4. The rules for the use of research infrastructure and the rules for setting fees for this purpose are set out in the regulations adopted by the Senate.



5. The rules of using the real estate are regulated by the Instruction on determining the rules of leasing or renting part of the real estate, space in buildings and other fixed and low-value assets, owned by the Medical University of Bialystok.

### § 102

The head of the organisational unit shall be responsible for the proper use and safeguarding of the property allocated to the unit.

### § 103

1. The Chancellor shall manage the administration and economy of the University and shall make decisions concerning the property of the University within the scope of its ordinary management, excluding matters reserved for the Rector in the Act or in the Statute.
2. The ordinary management includes activities concerning property, necessary for the proper functioning of the University. This scope includes, in particular, activities related to the day-to-day operation of the assets of the University, maintaining them in an undisturbed condition and taking advantage of those assets, as well as conducting matters which are necessary to carry out those activities.
3. The Chancellor's tasks include in particular:
  - 1) taking actions and decisions to ensure the preservation, proper use of the University's assets and its expansion and development,
  - 2) organising and coordinating administrative, financial, technical and economic activities,
  - 3) implementing personnel and payroll policy with respect to subordinate employees,
  - 4) performing the function of superior in relation to staff who are not academic teachers and are not subordinate to other bodies of the University, and in particular to all administration and service staff,
  - 5) defining the rules for managing the University's assets.
4. The Chancellor, in cooperation with the Quaestor, prepares a draft material and financial plan of the University and presents it to the University Council for its opinion.

### § 104

The Chancellor shall report annually to the Senate on the activities of the administration.

### § 105

1. The Chancellor has organizational subordination to all administrative and service units of the University, including administrative units directly related to organizing and servicing its basic activity.
2. Organisational subordination of administration and service units to the Chancellor does not exclude the functional subordination of these units to the managers of the organisational units of basic activity in which they operate.

## § 106

1. The Chancellor shall perform his duties with the assistance of two deputies:
  - 1) of the Deputy Chancellor for Technical Affairs,
  - 2) the Deputy Chancellor, the Quaestor as Chief Accountant.
2. The deputies referred to in section 1 shall be employed by the Rector at the request of the Chancellor.
3. The scope of duties of the Deputy Chancellors shall be determined by the Chancellor in consultation with the Rector in the Organisational Regulations.
4. The Chancellor, on the basis of a power of attorney granted by the Rector, shall establish and terminate the employment relationship with the heads of administrative units subordinate to him/her and the Deputy Quaestor, as well as with non-academic staff, except for staff subordinate directly to the Rector.

## SECTION XIII ORDERLY PROVISIONS FOR MEETINGS

### § 107

The Rector agrees to organise a meeting at the premises of the University in accordance with the rules set out in the Act.

### § 108

1. Organisation of assemblies the premises of the University may take place in accordance with the rules laid down in the Act and require the consent of the Rector.
2. The organizers shall notify the Rector of their intention to organize the meeting at least 24 hours before the beginning of the meeting. In cases justified by the urgency of the case, the Rector may accept a notice submitted within a shorter period of time.
3. The notification shall include:
  - 1) the names and addresses of the organisers,
  - 2) precise indication of the place and date (start and end date and time) of the meeting,
  - 3) the purpose and program of the assembly.
4. The Rector refuses to grant the consent referred to in section 1 or prohibits a meeting if its purpose or programme violates legal regulations.
5. The Rector may delegate his representative to the meeting.
6. The organizers of the meetings are responsible to the University's authorities for their proceedings.
7. The Rector or his representative, after notifying the organizers, shall dissolve the meeting if it is held in violation of the law.

## SECTION XIV UNIVERSITY PUBLICATIONS

### § 109

1. The Medical University of Health carries out its publishing activities in accordance with the provisions of separate regulations and in accordance with the publishing plan approved by the Senate.
2. The college is issuing:
  - 1) Advances in Medical Sciences,
  - 2) Bialystok medic,
  - 3) Progress in Health Sciences,
  - 4) other publishing positions accepted by the Senate.

## SECTION XV ACADEMIC CELEBRATIONS

### § 110

1. Academic celebrations are in particular:
  - 1) the inauguration of the academic year,
  - 2) anniversary celebrations,
  - 3) the formal sessions of the Senate,
  - 4) matriculation,
  - 5) to give a diploma,
  - 6) other departmental celebrations.
2. During academic ceremonies, professors, post-doctoral, doctoral students and students can perform in ceremonial costumes.
3. During academic ceremonies, the Rector, Vice-Rectors and Deans bear the insignia of academic power.
4. The Flagship Poster appears during academic ceremonies and, at the request of the Rector, during other ceremonies.
5. Students who are members of the Senate perform during academic ceremonies in white headgear with the faculty they represent.

## SECTION XVI TRANSITIONAL AND FINAL PROVISIONS

### § 111

The Statute may be amended in accordance with the procedure laid down for its adoption.

### § 112

1. Until the end of the 2016-2020 term of office, Deans and Vice-Chancellors shall participate in the Senate meetings in an advisory capacity.
2. Until the end of the 2016-2020 term of office of the Faculty Council, they shall operate in their current composition.
3. Heads of departmental units remain managers for the period for which they were appointed.
4. A person employed as a lecturer, senior lecturer shall remain employed in this position until 30 September 2020 at the latest.
5. The position of full professor becomes the position of professor with the status of full professor.
6. The provisions of the Act of 27 July 2005 shall apply to employees employed on the basis of an appointment. Higher education law on appointments.
7. By 30 September 2020, employment contracts shall be brought into line with the provisions of the Act and the Statute.
8. The Senate Committees appointed for the 2016-2020 term of office remain unchanged until the end of the term of office.

### § 113

The Statute shall enter into force on 1 October 2019.

Rector

prof. dr hab. Adam Krętowski

## APPENDICES

Appendix 1	Emblem of the Medical University of Bialystok
Appendix 1a	Emblem of the Medical University of Bialystok in English
Appendix 1b	Emblem of the Medical University of Bialystok in a monochromatic version
Appendix 1c	Emblem of the Medical University of Bialystok in English in a monochromatic version
Appendix 2	The flag of the Medical University of Bialystok
Appendix 3	The anthem of the Medical University of Bialystok
Appendix 4	Medal “For merits to the Medical University of Bialystok”
Appendix 5	“Commemorative Medal”
Appendix 6	Seal of the Medical University of Bialystok
Appendix 7	List of non-academic staff positions
Appendix 8	Text of the student’s oath
Appendix 8a	Student’s oath text in English
Appendix 8b	Text of the oath of a Pharmaceutical Faculty student with the Laboratory Medicine Department
Appendix 8c	Text of the PhD student oath
Appendix 9	Alumni promises

Appendix 1 - Emblem of the Medical University of Bialystok





Appendix no. 1a - Emblem of the Medical University of Bialystok in English



Appendix 1b - Emblem of the Medical University of Bialystok in a monochrome version



Appendix 1c - Emblem of the Medical University of Bialystok in English in a monochrome version



Appendix 2 - Banner of the Medical University of Bialystok





Appendix no. 3 - The anthem of the Medical University of Białystok

Tam, gdzie Podlasia zielone serce bije  
i gdzie Branickich Pałac dumnie trwa,  
uczelnia nasza od lat wielu żyje  
i szczytne cele w swym działaniu ma.

**Refrain:**

*Medyczna uczelnia. Tu kadra rzetelna  
wciąż kształci medyków, wysyła ich w świat,  
a zdrowie pacjenta to dla nich rzecz święta,  
Hipokratesa szanują od lat.*

W mieście, gdzie planty, gdzie Kościuszki Rynek,  
uczą w cierpieniu ludziom pomoc nieść.  
Tutaj wydziały i kliniki słynne  
wskazą, jak w czyny przekuć mądrą treść.

**Refrain:**

*Medyczna uczelnia. Tu kadra rzetelna  
wciąż kształci medyków, wysyła ich w świat,  
a zdrowie pacjenta to dla nich rzecz święta,  
Hipokratesa szanują od lat.*

*Apoloniusz B. Ciołkiewicz*

# The anthem of the Medical University of Bialystok

muz. Andrzej Makal  
st. Apoloniusz Ciolkiewicz

**Maestoso con moto**

SOPRANO  
ALTO  
TENOR  
BASS

Trumpet in B  
Horn in F  
Trombone  
Tuba

Tam gdzie Pod - la - sia zie lo - ne ser - ce bi - je i gdzie Bra - nic - kich Pa - łac dum - nie  
Plan - ty igdzie Kość - ciusz - ki Ry - nek u - czą w cjer pie - niu lu - dziom po - moc

Tam gdzie Pod - la - sia zie lo - ne ser - ce bi - ja i gdzie Bra - nic - kich Pa - łac dum - nie  
Plan - ty igdzie Kość - ciusz - ki Ry - nek u - czą w cjer pie - niu lu - dziom po - moc

S.  
A.  
T.  
B.

trwa, U - czel - nia na - sza od wie - lu lat ży - je i szczyt - ne ce - le w swym dzia - ła - niu ma! Me -  
nieść, Tu - taj wy - dzia - ly i kli - ni - ki slyn - ne wska - żą jak w czy - ny prze - kuć ma - rą treść!

trwa, U - czel - nia na - sza od wie - lu lat ży - je i szczyt - ne ce - le w swym dzia - ła - niu ma! Me -  
nieść, Tu - taj wy - dzia - ly i kli - ni - ki slyn - ne wska - żą jak w czy - ny prze - kuć ma - rą treść!

Tpt. B  
Hn. F  
Tbn.  
Tba.

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Hymn Uniwersytetu Medycznego w Białymstoku

11

S. dycz-na u-czel-nia to kad - ra rze tel - na, kształ - ci me-dy - ków, wy sy - ła ich w świat. A zdro - wie pac - jen - ta to

A. dycz-na u-czel-nia to kad - ra rze tel - na, kształ - ci me-dy - ków, wy sy - ła ich w świat. A zdro - wie pac - jen - ta to

T. dycz-na u-czel-nia to kad - ra rze tel - na, kształ - ci me-dy - ków, wy sy - ła ich w świat. A zdro - wie pac - jen - ta to

B. dycz-na u-czel-nia to kad - ra rze tel - na, kształ - ci me-dy - ków, wy sy - ła ich w świat. A zdro - wie pac - jen - ta to

Tpt. B.

Ha. F.

Tbn.

Tba.

16

S. dla nich rzecz świę - ta. Hi-po-kra-te - sa sza - nu - ją sza - nu - ją od lat! W mie - ście gdzie lat! W mie - ście gdzie lat!

A. dla nich rzecz świę - ta. Hi-po-kra-te - sa sza - nu - ją sza - nu - ją od lat! W mie - ście gdzie lat! W mie - ście gdzie lat!

T. dla nich rzecz świę - ta. Hi-po-kra-te - sa sza - nu - ją sza - nu - ją od lat! W mie - ście gdzie lat! W mie - ście gdzie lat!

B. dla nich rzecz świę - ta. Hi-po-kra-te - sa sza - nu - ją sza - nu - ją od lat! W mie - ście gdzie lat! W mie - ście gdzie lat!

Tpt. B.

Ha. F.

Tbn.

Tba.



Attachment no. 4 - Medal “For Merits to the Medical University of Bialystok”





Attachment no. 6 - Seal of the Medical University of Bialystok



1. Administration
  - 1) Chancellor
  - 2) Quaestor- Deputy Chancellor
  - 3) Deputy Chancellor
  - 4) Deputy Quaestor
  - 5) Auditor
  - 6) Legal Counsel
  - 7) Head of Department or other equivalent administrative unit (Office, Dean's Office), Chief Specialist
  - 8) Head of the Student Dormitory, Section Head of the Department, Deputy Head of the Department or other equivalent administrative unit (Office, Dean's Office, Student's House)
  - 9) Spokesperson
  - 10) Patent attorney
  - 11) Plenipotentiary for the Protection of Classified Information
  - 12) Self-contained health and safety position
  - 13) Self-contained fire safety position
  - 14) Data Protection Officer
  - 15) Information Technology Security Officer
  - 16) Specialist
  - 17) Independent Clerk
  - 18) Senior clerk
  - 19) Clerk
2. Library
  - 1) Director of the Library
  - 2) Branch Manager in the Library
  - 3) Library Custodian
  - 4) Senior Librarian
  - 5) Librarian
  - 6) Library Warehouse Worker
3. Scientific and technical staff
  - 1) Senior scientific and technical specialist
  - 2) Scientific and technical specialist
  - 3) Senior scientific and technical technician
4. Technical personnel
  - 1) Technical Specialist
  - 2) Senior technician
  - 3) Technician

5. Service staff

- 1) Repair worker (medical equipment, electrician, plumber, carpenter, painter)
- 2) Administrative/technical assistance
- 3) Porter
- 4) Maintenance worker (cleaner, cloakroom worker, yard worker, glass cleaner, animal caretaker)
- 5) Driver

## ŚLUBOWANIE STUDENTA

„Świadomy obowiązków członka społeczności akademickiej Rzeczypospolitej Polskiej ślubuję uroczyście:

- zdobywać wytrwale wiedzę i umiejętności, przygotowując się do pracy dla dobra chorego,
- dbać o godność studenta i dobre imię mojej uczelni,
- darzyć szacunkiem pracowników uczelni i przestrzegać zasad współzycia koleżeńskiego,
- przestrzegać przepisów obowiązujących w uczelni,
- zachować szacunek i dyskrecję w stosunku do chorego,
- zachować w tajemnicy wszelkie wiadomości i o chorym i jego otoczeniu.”

Białystok, dnia .....

.....  
(podpis składającego ślubowanie)

## OATH

„Aware of duties of the member of the academic community of the Republic of Poland, I solemnly pledge the allegiance to:

- preserve in gaining the knowledge and skills, getting prepared to work for the good of my patients
- maintain student's dignity and protect the good name of my University
- accord respect to the University staff and adhere to the principles of fellowship coexistence
- comply with the University rules and regulations
- treat the patients with respect and discretion
- keep in secret any information concerning the patients and their surroundings”

Attachment no. 8b - Text of the oath of a student of the Faculty of Pharmacy  
with the Department of Laboratory Medicine

## ŚLUBOWANIE STUDENTA

„Świadomy obowiązków członka społeczności akademickiej Rzeczypospolitej Polskiej ślubuję uroczyście:

- zdobywać wytrwale wiedzę i umiejętności, przygotowując się do pracy w zawodzie,
- dbać o godność studenta i dobre imię mojej uczelni,
- darzyć szacunkiem pracowników uczelni i przestrzegać zasad współżycia koleżeńskiego,
- przestrzegać przepisów obowiązujących w uczelni,
- zachować szacunek i dyskrecję w stosunku do chorego,
- zachować w tajemnicy wszelkie wiadomości i o chorym i jego otoczeniu.”

Białystok, dnia .....

.....  
(podpis składającego ślubowanie)



## ŚLUBOWANIE DOKTORANTA

„Świadomy obowiązków członka społeczności akademickiej Rzeczypospolitej Polskiej ślubuję uroczyście:

- zdobywać wytrwale wiedzę i umiejętności, przygotowując się do pracy naukowej,
- przestrzegać praw autorskich i własności intelektualnej,
- dbać o godność doktoranta i dobre imię mojej uczelni,
- darzyć szacunkiem pracowników uczelni i przestrzegać zasad współzycia koleżeńskiego,
- przestrzegać przepisów obowiązujących w uczelni,
- zachować szacunek i dyskrecję w stosunku do chorego,
- zachować w tajemnicy wszelkie wiadomości i o chorym i jego otoczeniu.”

Białystok, dnia .....

.....  
(podpis składającego ślubowanie)

## PRYZRZECZENIE LEKARSKIE

„Przyjmując z czcią i głęboką wdzięcznością nadany mi stopień lekarza i pojmując całą wagę związanych z nim obowiązków, przyrzekam i ślubuję, że w ciągu całego życia będę spełniał wszystkie prawem nałożone obowiązki, strzegł godności l e k a r z a i niczym jej nie splamię, że według najlepszej wiedzy będę dopomagał cierpiącym, zwracającym się do mnie o pomoc, mając na celu wyłącznie ich dobro, że nie nadużyję ich zaufania i że zachowam w tajemnicy to wszystko o czym się dowiem w związku z wykonywaniem zawodu.

Przyrzekam i ślubuję dalej, że do kolegów lekarzy będę się zawsze odnosił z koleżeńską życzliwością, jednak bezstronnie, mając dobro chorych mi powierzonych przede wszystkim na względzie.

Przyrzekam i ślubuję wreszcie, że będę się stale doskonalił w naukach lekarskich i ze wszystkich sił przyczyniać się do ich rozkwitu i że podam zawsze bez zwłoki do wiadomości świata naukowego wszystko to, co uda mi się wynaleźć i udoskonalić.”

## PHYSICIAN'S PLEDGE OF SERVICE

With the utmost respect and gratefulness  
I do accept this title of Medical Doctor,  
and fully aware of all responsibilities of the title,  
I state under oath and solemnly declare  
that in my lifetime I will

- perform all my duties as required by law
- protect the dignity of the medical profession and never jeopardize doctor's reputation
- practice my profession to the best of my knowledge and for the sake of those in need of my service; never abuse their trust and always observe the medical secrecy
- treat my fellow doctors with due kindness and impartiality and bear in mind the welfare of my patients as number-one priority
- strive in pursuit of medical knowledge and contribute to its development; immediately inform the medical community of any of my discoveries or improvements.

All this I solemnly swear!

## PRYZRZECZENIE MAGISTRA FARMACJI

„Z głęboką czcią i wdzięcznością przyjmuję nadany mi tytuł magistra farmacji i ślubuję uroczyście wykonywać swe obowiązki zgodnie z prawem i według najlepszej swej wiedzy oraz przestrzegać tajemnicy zawodowej.

W ciągu całego życia nie będę szczędzić trudu nad doskonaleniem się w naukach farmaceutycznych, starając się przyczynić do jak największego ich rozwoju.

Będę uważać za swój obowiązek podawać do wiadomości świata naukowego wszystko to, co stanowi postęp w dziedzinie farmacji.

Ślubuję i przyrzekam, że nadaną mi godność zachowam nieskalaną i nie splamię jej nieprawością, a w postępowaniu swoim kierować się będę zawsze zasadami uczciwości i sumienności”.

*SALUS AEGROTI SUPREMA LEX ESTO*

## PRYZRZECZENIE MAGISTRA ANALITYKI MEDYCZNEJ

„Z głęboką czcią i wdzięcznością przyjmuję nadany mi tytuł magistra analityki medycznej i ślubuję uroczyście wykonywać swe obowiązki zgodnie z prawem i według najlepszej swej wiedzy oraz przestrzegać tajemnicy zawodowej.

W ciągu całego życia nie będę szczędzić trudu nad doskonaleniem się w naukach związanych z medycyną laboratoryjną, starając się przyczynić do jak największego ich rozwoju.

Będę uważać za swój obowiązek podawać do wiadomości świata naukowego wszystko to, co stanowi postęp w dziedzinie medycyny laboratoryjnej.

Ślubuję i przyrzekam, że nadaną mi godność zachowam nieskalaną i nie splamię jej nieprawością a w postępowaniu swoim kierować się będę zawsze zasadami uczciwości i sumienności.”

*SALUS AEGROTI SUPREMA LEX ESTO*

## PRZYRZECZENIE PIELEŃNIARKI I POŁOŻNEJ

„Z głębokim szacunkiem i czcią przyjmuję nadany mi tytuł pielęgniarki /położnej i uroczystość przyrzekam:

- 1) sprawować profesjonalną opiekę nad życiem i zdrowiem ludzkim,
- 2) według najlepszej mej wiedzy przeciwdziałać cierpieniu, zapobiegać chorobom, współuczestniczyć w procesie terapeutycznym,
- 3) nieść pomoc każdemu człowiekowi bez względu na rasę, wyznanie religijne, narodowość, poglądy polityczne, stan majątkowy i inne różnice,
- 4) okazywać pacjentom należyne szacunek, nie nadużywać ich zaufania oraz przestrzegać tajemnicy zawodowej,
- 5) strzec godności zawodu pielęgniarki/położnej, a do współpracowników odnosić się z szacunkiem i życzliwością, nie podważać ich zaufania, postępować bezstronnie mając na względzie przede wszystkim dobro pacjenta,
- 6) wdrażać do praktyki nowe zdobycze nauk medycznych, społecznych i humanistycznych oraz systematycznie doskonalić swoje umiejętności i wiedzę dla dobra zawodu,
- 7) rzetelnie wypełniać obowiązki wynikające z pracy w tym zawodzie.”

## PRZYRZECZENIE LICENCJATA

„Z głęboką czcią przyjmuję nadany mi tytuł licencjata i ślubuję uroczystość wykonywać swe obowiązki zgodnie z prawem i według najlepszej swej wiedzy oraz przestrzegać tajemnicy zawodowej.

Ślubuję i przyrzekam, że nadaną mi godność zachowam nieskalaną a w postępowaniu swoim kierować się będę zawsze zasadami uczciwości i sumienności”.

***SALUS AEGROTI SUPREMA LEX ESTO***

## PRZYRZECZENIE MAGISTRA

„Z głęboką czcią przyjmuję nadany mi tytuł magistra i ślubuję uroczystość wykonywać swe obowiązki zgodnie z prawem i według najlepszej swej wiedzy oraz przestrzegać tajemnicy zawodowej.

Ślubuję i przyrzekam, że nadaną mi godność zachowam nieskalaną a w postępowaniu swoim kierować się będę zawsze zasadami uczciwości i sumienności”.

***SALUS AEGROTI SUPREMA LEX ESTO***

**Resolution no. 97/2018  
of the Senate of the Medical University of Białystok  
dated 28.11.2018.**

**on the adoption of the “2018-2020 strategy for the Internationalisation  
of the Medical University of Białystok”.**

Pursuant to § 40 section 2 pt. 28 of the Statute of the Medical University of Białystok, the following is resolved:

**§ 1**

The Senate of the Medical University of Białystok passes the “2018 - 2020 strategy for the Internationalisation of the Medical University of Białystok”, constituting an appendix to this Resolution.

**§ 2**

The resolution shall enter into force on the date of its adoption.

President of the Senate  
Rector

Adam Krętowski professor, Ph.D

# INTERNATIONALISATION STRATEGY OF THE MEDICAL UNIVERSITY OF BIALYSTOK FOR THE PERIOD 2018 – 2020

The Strategy for Internationalisation of the Medical University of Białystok is a planning document which is a detailed description of the *Development Strategy of the Medical University of Białystok for 2013-2020* : Internationalisation of the University by increasing the number of students educated in English and developing international scientific cooperation.

The general objective of the strategy of internationalisation of the Medical University of Białystok is to increase the level of the university's internationalisation measured by the number of foreign students and teaching staff and to significantly increase revenues from teaching activities by recruiting more and more groups of foreign students, as well as to increase the institutional potential of the Medical University of Białystok to efficiently and comprehensively implement processes and initiatives resulting from international cooperation.

The following persons will be responsible for developing and implementing the internationalisation strategy of the Medical University of Białystok:

- in the field of didactics internationalization – dr hab. Tomasz Hryszko – Deputy Dean for the Development of the English Division and Teaching (specific objective: I, II, III, V, VI, VII);
- in the field of internationalisation of science – professor, dr hab. Marcin Moniuszko – Vice-Rector for Science (specific objective: I, III, IV),

in cooperation with the International Cooperation Unit, the Rector of the Medical University of Białystok will be the overall supervisor of the implementation of the internationalisation strategy.

Activities aimed at the internationalisation of the University will be implemented through the following specific objectives:

**Specific objective I** – Increasing the institutional potential of the Medical University of Bialystok conditioning international cooperation;

**Specific objective II** – Development of the educational offer in English at all faculties of the Medical University of Bialystok;

**Specific objective III** – Creation of mechanisms for obtaining funds from external sources for activities related to the internationalisation of the Medical University of Bialystok;

**Specific objective IV** – Increasing the percentage of foreign lecturers (including visiting professors) teaching at the Medical University of Bialystok and involving MUB researchers more widely in international research teams and networks;

**Specific objective V** – Increasing the number of foreign students studying at full-time studies within the English Division of the University of Bialystok;

**Specific objective VI** – Acquisition of foreign institutional accreditations and accreditations for educational programs conducted at all faculties of the Medical University of Bialystok;

**Specific objective VII** – Other international cooperation activities.

### **Specific objective I – Increasing the institutional potential of the Medical University of Bialystok for international cooperation**

#### **Initial values:**

Number of bilingual marking systems of the University of Bialystok campus – 0

Number of functioning Welcome Centres – service points for foreign students and research and teaching staff – 0

Number of participants in intercultural trainings – 0

Number of study visits of representatives of the administration of the MUB in highly internationalised foreign European universities, whose aim will be to familiarise themselves with the mechanisms of internationalisation – 0

Number of events aimed at acclimatization and better integration of foreign students into the academic community of the Medical University of Bialystok – 0

Number of modernised services dedicated to foreign students and foreign staff – 0

#### **Target values:**

Number of bilingual marking systems of the University of Bialystok campus – 1

Number of functioning Welcome Centres – service points for foreign students and research and teaching staff – 1

Number of participants in intercultural trainings – 60

The number of study visits of representatives of the administration of the MUB in highly internationalised foreign European universities, whose aim will be to familiarise themselves with the mechanisms of internationalisation – 6

Number of events aimed at acclimatization and better integration of foreign students into the academic community of the Medical University of Białystok – 4

Number of modernised services dedicated to foreign students and foreign staff – 1

Specific objective I will be achieved by implementing the following actions:

#### Title of the activity

→ Organisation of the work of the International Cooperation Unit

#### Description of the activity

The authorities of the Medical University of Białystok recognize the need to organize the activities of the new unit for international cooperation. As of 03.08.2018, tasks related to international cooperation are within the scope of activity of the Department of Science and International Cooperation, subordinate to the Rector of Science in the structure of the MUB and partially within the scope of activity of the Department of Student Affairs, subordinate to the Rector of Student Affairs in the structure of the MUB.

Following the example of many Polish and foreign universities, it is planned to establish a unit for international cooperation, with a wide range of activities, which will not only administer but also create added value, respond to internationalisation trends in Polish and global higher education, implement new projects in the area of international cooperation. The new organisational unit is to deal with all issues related to international cooperation within its competence, which is common practice in Polish universities, including medical universities. When created, the new unit will automatically take over some of the tasks currently under the responsibility of the Science and International Cooperation Department and the Student Affairs Department.

From the Department of Science and International Cooperation, these are the following activities:

- bilateral international agreements;
- implementation of bilateral projects aimed at personal exchange only – within the framework of these projects, funds can be spent only on sending scientists from the MUB to travel and cover the travel costs of scientists from the partner country;
- reception of foreign guests in the MUB based on the MUB Guest Register – obligation to register each foreign visit, possibility to settle the costs of the Guest's stay in case of lack of civil law agreement, e.g. when the MUB pays only for the hotel of the invited Guest.



This is particularly important in the context of international conferences organised by the MUB units;

- visiting professors;
- scholarships from the Ministry of Science and Higher Education and other institutions, e.g. DAAD, FNP, Fulbright, Kosciuszko Foundation, Mobility Program, etc;
- trips abroad for MUB employees and PhD students, including long-term trips (financed from MUB sources and without costs) for scientific, training or teaching purposes – within the framework of scholarship agreements and with active participation and financing within official missions.

From the Student Affairs Department these are the following:

- conducting matters related to students' trips abroad (e.g. evaluation of trip financing applications, preparation of documentation on financing and settlement of trips);
- conducting matters related to the international exchange of students and doctoral students (disseminating information about the international exchange offer, organizing and preparing documentation for the exchange).

In addition to the activities taken over from the two departments mentioned above, the new International Cooperation Unit will also develop the following activities:

- contribute to the financing, development and launch of further study programmes in English;
- create mechanisms and tools enabling efficient and effective acquisition of funds for the implementation of international cooperation activities;
- conduct organisational and institutional preparation of the MUB for full implementation of the internationalisation strategy;
- create English-language versions of key documents related to the processes of international cooperation and service of the education process in English-language studies;
- conduct international institutional cooperation, including bilateral and multilateral international agreements (implementation of concluded agreements and conclusion of new ones);
- initiate and proceed with regard to obtaining international accreditations and certificates recognised globally by the MUB;
- enhance the competences of the MUB's research staff through various forms of international institutional cooperation and greater involvement of MUB's researchers in international research teams and networks;
- apply measures to significantly increase the proportion of lecturers from abroad;
- apply measures to substantially increase the proportion of foreign students;
- conduct foreign promotion of MUB, especially during educational fairs;
- implement contracts with institutions conducting activities in the field of recruiting foreign students and establishing new contracts (so-called recruitment agents);

- explore new educational markets in terms of attracting foreign students, in particular the Middle East (Turkey, Iran, Saudi Arabia, United Arab Emirates), India and the Far East (with a particular focus on Taiwan and Indonesia);
- initiate, develop and finance activities aimed at creating a culture of internationalisation in the MUB, consisting, among other things, in facilitating the acclimatisation of foreign students and ensuring their comfort of studying.

### **Resources required for the implementation of the action and planned timing of implementation**

**Human resources:** from the beginning of the International Cooperation Unit, a manager and two staff members. In the next period, with the emergence of new forms of activity and the implementation of successive stages of the strategy of internationalisation, new employees will be employed.

The activities will be carried out in cooperation with the key administration departments of the MUB:

- The Employee Affairs Department;
- The Promotion and Recruitment Office;
- The Public Procurement Department;
- Financial Administration;
- IT and Teletransmission Department;
- Administration and Services Department;
- if necessary, with other administrative departments of MUB.

**Technical resources:** furniture, office equipment, computer kits, printer, scanner, and the availability of the Welcome Centre infokiosk at the disposal of the MUB.

**Estimated cost:** PLN 205,000.00 per annum (including employee salary costs).

**Potential source of financing:** budget of the Medical University of Białystok (in the field of preparation of materials for the Welcome Centre activities it is possible to obtain financing from NAWA funds).

In terms of staff training, financing the preparation of materials for the International Cooperation Unit, it is possible to obtain funds from the National Agency for Academic Exchange (MUB will apply for funding for this action).

**Planned completion date:** from Q4 2018. (Decision of the MUB Senate on the establishment of an international cooperation unit.

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### Title of the activity

→ Creation of a bilingual marking system for the Medical University of Białystok campus.

### Description of the activity

The implementation of the marking system will consist in comprehensive marking of the campus, including buildings, rooms, classrooms, halls and main communication routes with uniform, bilingual information signs in Polish and English. It is necessary that the marking in English and Polish be uniform.

The campus consists of several buildings which will require bilingual signage. Apart from modern buildings, built in recent years or buildings several dozen years old, the campus also includes the historic Baroque 18th century Branicki Palace with a courtyard. Any interference in the Branicki Palace and its surroundings requires the approval of the conservator. The fact that the campus buildings include historic buildings makes it necessary to develop two types of signs: the first one adapted to the historic premises and surroundings, the second one appropriate for buildings from the 20th and 21st century. This requires the involvement of a designer with experience in the renovation and maintenance of historic buildings. MUB made a comprehensive inventory of the premises and an evaluation, as a result of which it was determined that the implementation of the measure will require the preparation of bilingual markings placed inside the buildings and in the outer space of the campus (e.g. at the entrance gate, in the courtyard of the Branicki Palace etc.).

### Resources required for the implementation of the action and planned timing of implementation

#### *Human resources:*

- deputy Chancellor for technical affairs – ongoing supervision of the project, decision making on current issues, division of responsibilities, contact with conservation services, cooperation with the National Agency for Academic Exchange;
- a specialist in the bilingual labelling system;
- an English translator involved in the translation of the English language versions of the labelling system;
- staff of the newly created international cooperation unit;
- employees of the Administration and Services Department.

**Technical resources:** will be provided by external contractors preparing graphic designs and responsible for the implementation of the bilingual campus marking system.

**Estimated cost:** PLN 455 000.00

**Potential source of funding:** National Agency for Academic Exchange: Welcome to Poland programme (application in assessment).

**Planned completion date:** 11.2018 – 10.2020

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#### Title of the activity

→ Creation of the Welcome Centre – a service point for foreign students and research and teaching staff.

#### Description of the activity

The Welcome Centre will be a point of “first contact” for foreign students and foreign research and teaching staff with the administration of the Medical University of Białystok. Following the example of solutions functioning in internationalised Polish and foreign universities, the Welcome Centre will focus, within the scope of its tasks, on services related to comprehensive assistance related to the teaching process, as well as will offer assistance in dealing with issues not related to the course of education on the faculty (e.g. assistance in renting a flat, assistance in dealing with issues in the office, providing necessary materials, brochures, guides, student calendars, assistance in solving difficult situations, etc.). The Welcome Centre will help foreign students and academic staff to quickly acclimatise and integrate with the academic community of MUB. It will be a clear, strong signal to foreign candidates for studies that MUB is a university that consciously and thoughtfully creates a culture of internationalization and cares for the comfort of studying people from abroad.

The Welcome Centre will be one of the MUB’s showcases in international relations. Students and graduates of the MUB’s English-language courses will also have an impact on the provision of information about the existence of the Welcome Centre and will encourage others to study at MUB.

#### Resources required for the implementation of the action and planned timing of implementation

**Human resources:** two employees of the newly created international cooperation unit. Each of the employees will be engaged to operate the Welcome Centre on a 1/2-time basis. The Welcome Centre will be supervised by the Head of the International Cooperation Unit.

The activities will be carried out in cooperation with the key administration departments of the MUB:

- The Employee Affairs Department;

- The Promotion and Recruitment Office;
- The Public Procurement Department;
- Financial Administration;
- IT and Teletransmission Department;
- Administration and Services Department,
- if necessary, with other administrative departments of MUB.

**Technical resources:** equipment, furniture, printer, telephones, scanner, computer equipment, info kiosk, materials in English (guides, student calendars, leaflets).

**Estimated cost:** the annual operating cost, including salaries of the staff operating the Welcome Centre (each half-time equivalent) is about PLN 55 000.00.

**Potential source of funding:** MUB’s own resources. In the case of employee training, it is possible to obtain funding from the National Agency for Academic Exchange. MUB will monitor possible funding opportunities for the Welcome Centre (application in assessment).

**Planned completion date:** 11.2018 – 10.2020. The planned completion date also includes comprehensive training of the staff operating the Welcome Centre and a triple printout of information material for its use.

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#### Title of the activity

➔ Participation of administrative staff in intercultural training and participation in study visits to highly internationalised foreign European universities

#### Description of the activity

Intercultural training will aim to familiarise academic and administrative staff with the cultural aspects of the countries from which most foreign researchers come and from which the MUB has so far recruited the largest number of foreign language students, and plans to recruit new candidates for studies in the coming years. These will be training courses that place great emphasis on the specificity of the cultures of countries such as Scandinavia, Germany and the USA, as well as on the cultures of countries that will soon be key educational markets for MUB: China, India, the Middle East.

There will also be 3-day study visits abroad to familiarise participants with the cultures of the countries and the specificity of international cooperation implemented by highly internationalised universities from Western Europe from Norway, Germany and Spain (universities located in the countries from which the MUB recruits a significant number of for-

eign students for English language studies within the English Division). Apart from learning about the culture of the countries, there will be an opportunity to learn about modern solutions in the field of international cooperation, which could also be implemented into the structure of the MUB. In connection with the implementation of study visits, funds will be secured for the payment of remuneration of study visit participants from foreign universities, with a view to making visits more effective.

### **Resources required for the implementation of the action and planned timing of implementation**

**Human resources:** trainers with higher education and at least two years' professional experience in intercultural training. Representatives of foreign universities (in the case of study visits for international cooperation unit staff) having at least 2 years' professional experience.

**Technical resources:** a training room for training, able to accommodate at least 15 people, equipped with a laptop and a multimedia projector. For study visits, technical resources will be provided by the host institutions.

**Estimated cost:** 84 500.00 PLN.

**Potential source of funding:** National Agency for Academic Exchange, Welcome to Poland programme (application in assessment).

**Planned completion date:** 11.2018-06.2019

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### **Title of the activity**

➔ Implementation of a series of events aimed at acclimatization and better integration of foreign students into the academic community of the Medical University of Białystok

### **Description of the activity**

Within the framework of the development of activities including shaping attitudes of openness and tolerance in the environment of scientific and administrative staff, the Medical University of Białystok intends to organize a series of events aimed at integrating the whole academic community of the Medical University of Białystok, building relations between students, the Medical University of Białystok employees and students and staff coming from abroad. The events will serve both to build the spirit of healthy competition and cooperation

(sporting events) as well as events allowing to present the culture and specificity of different cultures (culinary workshops, international karaoke).

The type of events (“easy, light and pleasant” for all) was proposed with a view to involving as many people as possible from the MUB academic community, regardless of gender, age, interests, etc. Each event will be attended by foreign students and staff as well as students and staff from Poland. The preparation and implementation of events will involve entities operating in the field of cultural, sporting and culinary events with experience in organising such events. All necessary materials, accessories and equipment will be provided by an external contractor. An external contractor will provide the persons conducting each of the events. The language of each event will be English.

### **Resources required for the implementation of the action and planned timing of implementation**

#### ***Human resources:***

- staff of the International Cooperation Unit;
- the staff of the Promotion and Recruitment Office.

The activities will also be carried out in cooperation with other key departments of the MUB administration:

- The Public Procurement Department;
- IT and Teletransmission Department;
- The Project Management Office;
- Administration and Services Department,
- also, if necessary, with other administrative departments of MUB.

#### ***Technical resources:***

- will be provided by external contractors of the task.

***Estimated cost:*** 180 000.00 PLN.

***Potential source of funding:*** National Agency for Academic Exchange, Welcome to Poland programme (application in assessment).

***Planned completion date:*** 11.2018 – 10.2019.

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### Title of the activity

→ Specific training for administrative and research and teaching staff

### Description of the activity

As part of the training support for scientific and administrative staff, the Medical University of Białystok plans to implement the following training courses: workshops on international cooperation (participation of at least 5 persons), training in negotiations in international relations (participation of at least 11 persons), specialist training in diplomatic protocol and savoir vivre in practice (participation of at least 12 persons) and in the principles of employing foreigners in Poland (participation of at least 3 persons), training – a compendium of knowledge on the principles of servicing foreign students in Polish universities throughout the entire cycle of education (participation of at least 10 persons) and other training courses, the need for which will be reported by scientific, didactic and administrative staff to the head of the unit for foreigners (participation of at least 10 persons). international cooperation. The head of the unit will be required to seek sources of funding for training on an ongoing basis.

### Resources required for the implementation of the action and planned timing of implementation

#### *Human resources:*

- each training course will involve a trainer with a higher education qualification and at least two years' professional experience in providing specialised training in a particular field.

*Technical resources:* to be provided by the training provider.

*Estimated cost:* 105 000.00 PLN.

*Potential source of funding:* National Agency for Academic Exchange, Welcome to Poland programme (application in assessment). *Planned completion date:* 11.2018 – 10.2020.

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### Title of the activity

→ Language workshops for administrative and academic staff



### Description of the activity

The Medical University of Bialystok plans to conduct the following workshops for employees from improving the use of English in various professional situations:

- Formal Writing, Informal Writing (participation of at least 12 people);
- The Nuances of the English Language (participation of at least 12 people).

In addition, in accordance with the MUB Development Strategy, the School intends to implement English language courses for teachers conducting classes within the English Division (with possible partial co-financing in case of difficulties in obtaining external funds).

### Resources required for the implementation of the action and planned timing of implementation

**Human resources:**

- each workshop will involve a trainer with higher education and at least two years of professional experience in conducting specialist English language workshops.

**Technical resources:** room equipped with a laptop, multimedia projector, dry-wipe board.

**Estimated cost:** 36 000.00 PLN.

**Potential source of funding:** MUB’s own budget, National Agency for Academic Exchange (application in assessment).

**Planned completion date:** 11.2018 – 10.2020 (depending on the reported training needs).

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### Title of the activity

➔ Modernisation of the service dedicated to foreign students and staff

### Description of the activity

The action will consist in adapting the website to service foreign students and staff in order to improve the process of servicing foreign students and staff. The Medical University of Bialystok plans to modernize the service dedicated to foreign students and foreign staff by developing the website, creating language versions (English, Russian, Chinese, Finnish, Swedish, Norwegian, German, Spanish) selected on the basis of the existing and planned cooperation

of the Medical University of Białystok with foreign countries, expanding the service dedicated to foreign students and foreign staff and updating information placed in foreign language tabs. It is also planned to prepare and publish on the website a promotional film with translations into several languages, selected on the basis of the existing and planned cooperation of the MUB with foreign countries.

There are plans to modernize the English Division service, which will consist of

- extension and modification of existing content;
- purchasing professional graphics, making the website look more attractive, clear and transparent layout of the text;
- to make navigation easier, simpler;
- to place the media on the site;
- expanding the website with new functionalities.

### **Resources required for the implementation of the action and planned timing of implementation**

#### ***Human resources:***

- an IT specialist;
- foreign language translators – foreign language versions of the pages: English, Russian, Chinese, Finnish, Swedish, Norwegian, German, Spanish);
- staff of the International Cooperation Unit;
- English Division employees (consultation).

The activities will also be carried out in cooperation with other key departments of the MUB administration:

- The Public Procurement Department;
- IT and Teletransmission Department;
- Administration and Services Department;
- Promotion and Recruitment Office;
- also, if necessary, with other administrative departments of MUB.

***Technical resources:*** will be guaranteed by an external contractor responsible for carrying out the service upgrade.

***Estimated cost:*** 120 000.00 PLN.

***Potential source of funding:*** National Agency for Academic Exchange, MUB budget (application in assessment).

***Planned completion date:*** 11.2018 – 10.2020.

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### Title of the activity

→ Preparation of materials in English to facilitate the comfort of studying for foreign students

### Description of the activity

It is planned to prepare and print several times (at least once a year) a graphically attractive guide to the educational offer of MUB in English. The material will be largely about the English Division and the educational offer in English, but also practical information about the city and region. The guide will be used at educational fairs. It is also planned to prepare and annually print out information materials for students and foreign staff as a set of practical guidelines for functioning in the environment of the MUB, the local community of a given city in the form of a student's calendar.

### Resources required for the implementation of the action and planned timing of implementation

**Human resources:** Head and staff of the International Cooperation Unit, Promotion and Recruitment Department, English Division staff.

The activities will also be implemented with other key activities of the MUB administration:

- The Public Procurement Department;
- Administration and Services Department;
- The Project Management Office;
- also, if necessary, with other administrative departments of MUB.

**Technical resources:** these will be guaranteed by an external contractor responsible for the graphic design, composition, breaking, printing and delivery of materials in English.

**Estimated cost:** PLN 55,000.00 in the period 10.2018 – 12.2020.

**Potential source of funding:** National Agency for Academic Exchange, MUB budget (application in assessment)

**Planned completion date:** 11.2018 – 10.2020.

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**Purposefulness and justification of implementation:**

This objective assumes multidimensional actions aimed at preparing a solid institutional basis for the implementation of an internationalisation strategy. The development of the institutional potential of the Medical University of Białystok in terms of servicing foreign students and teaching staff is a necessary condition for the full implementation of the internationalisation strategy. Without the implementation of the planned activities, it will not be possible to guarantee professional service for students and foreign staff, to enable them to acclimatise quickly, nor will it be possible to manage the education process efficiently and without problems. In the case of actions planned under this objective, the actions planned to be implemented are those that have already been implemented by most universities in Poland, including most Polish medical universities.

In order to implement the internationalisation strategy, an international cooperation unit will be set up to coordinate the implementation of all actions described in the strategy.

Most medical universities in Poland already have the necessary infrastructure as part of the implementation of the strategy of internationalisation, human resources, developed procedures regulating issues related to international cooperation. Currently, the focus of these universities is on creating a culture of internationalization and ensuring the comfort of studying for foreign students and the comfort of residence of foreign research and teaching staff.

In the course of the analysis of the needs of the MUB for internationalisation, it was found that there is a problem with the dispersion of the handling of matters relating to the service of students and foreign workers between several administrative units of the MUB, which can cause considerable disorganisation. The creation of the Welcome Centre will make it possible to focus the service of students and foreign workers in one place and thus significantly improve it.

During interviews conducted in June 2018 with administrative and research and teaching staff, the problem of lack of understanding of the specificity of the cultures from which foreign students and lecturers come from was identified, which constitutes a real communication barrier, causes interpersonal conflicts and prevents optimal service for foreign students. Foreign language students have also repeatedly reported the need to take action to facilitate their acclimatization.

So far there have been no trainings for MUB employees in the field of intercultural competences, due to low awareness of the necessity of their implementation. The increasing number of contacts between the employees of the MUB and foreigners has increased the awareness of the importance of intercultural differences, and thus the need to broaden the competence in this area. Thanks to the implementation of training in the field of intercultural, professional, language, communication and management competences, the staff of MUB will acquire the skills necessary to improve the process of student service and information distribution system in a multicultural environment. The development of competences of administrative employees will allow to understand the needs of foreigners and respect their expectations related to their current functioning.

An important problem reported by students and employees of the MUB is also the lack of consistency in the activities of the MUB in the field of information policy aimed at international circles, including the system of information distribution (guidelines, practical information) and the process of servicing foreign students and employees. The implementation of tasks related to the modernization of the website and the preparation of promotional materials will allow for the creation of a coherent information policy of the Office for Foreigners.

The employees of the Nicolaus Copernicus University of Technology organising events for foreign students draw attention to the relatively low participation of foreign students in events aimed at building relations between the academic community from abroad and from Poland. Foreign students are isolated from the academic community and operate in small hermetic groups, as confirmed by the Promotion and Recruitment Office and the Dean's Office of English Division. The implementation of the events planned in the project, and thus making MUB's offer in this respect more attractive, will have a positive impact on the involvement of foreigners in events aimed at reducing intercultural barriers.

In the case of materials prepared for the needs of the Welcome Centre, the provisions on the necessity of their preparation were included in the MUB Development Strategy, as an element of achieving the goal: "Improving the conditions for studying" ("Developing folders (in Polish and English) introducing new students to various aspects of studying at the MUB (draft campus) and life in Białystok").

Universities which educate foreign students should also pay special attention to the implementation of activities aimed at shaping attitudes of openness and tolerance in the academic and social environment of the university.

### **Specific objective II – Development of the educational offer in English at all departments of the Medical University of Białystok**

#### **Initial values:**

Number of English-language study programmes launched with at least one recruitment of students – 1

#### **Target values:**

Number of English-language study programmes launched with at least one recruitment of students – 4

Specific objective II will be achieved by implementing the following actions:

### Title of the activity

➔ Launch of the English-language dental study program at the Medical University of Białystok

### Description of the activity

The action will first of all consist in verifying the possibility of obtaining external funding for the launch of the new education programme. This type of competition for financing new educational programmes is organised as part of the Operational Programme Knowledge Education Development from the National Centre for Research and Development. MUB will monitor whether such a competition will not be conducted in the future by the National Agency for Academic Exchange or the Ministry of Science and Higher Education. If no external financing is available, MUB will consider financing the action from its own resources. Activities will be undertaken to analyse the linguistic competence of the research and teaching staff of the dental study program in terms of conducting specialist classes in English. If it is found that it is necessary to increase the linguistic competence of dental course research and teaching staff, MUB will carry out language workshops aimed at preparing research and teaching staff to conduct classes. If necessary, MUB will also conduct an analysis of the employment (at least for a certain period of time) of foreign research and teaching staff fluent in English, or the involvement of research and teaching staff of other Polish universities conducting medical courses in the newly created English language course.

Currently, there are 7 medical universities in Poland which offer medical and dental courses in English (according to data from the POLON system – as of June 17, 2018).

### Resources required for the implementation of the action and planned timing of implementation

**Human resources:** research and teaching staff fluent in English (own staff of MUB, foreign lecturers, research and teaching staff from other Polish universities). It is necessary to examine first of all the potential of the research and teaching staff of the MUB in terms of the possibility of conducting classes in English, or the need for education raising language competences in the field of didactics in English of research and teaching staff, and to verify the possibility of obtaining foreign research and teaching staff to conduct classes that cannot be conducted in English by the research and teaching staff of the MUB. It is worth considering recruiting such lecturers under already concluded agreements on international cooperation with foreign universities.

**Technical resources:** identical to the current dental course.

**Estimated cost:** to be estimated once the Senate of MUB has decided on the new study course.

**Potential source of financing:** own resources of the MUB, National Agency for Academic Exchange, Ministry of Science and Higher Education.

**Planned completion date:** 11.2018 – 12.2020.

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### Title of the activity

➔ Selection of candidates for the English language Pharmacy study program: at the Medical University of Białystok

### Description of the activity

The Medical University of Białystok has already completed activities aimed at preparing the English-language pharmacy study program. However, to date there has been no recruitment for the course. As part of the implementation of the strategy, MUB plans to launch a recruitment for the study course, which will require a promotional and information campaign abroad and cooperation with recruitment companies in the field of international recruitment for the English language Pharmacy study course.

Currently, the Pharmacy English course is conducted only at the Medical University of Gdańsk and the Adam Mickiewicz University of Medical Sciences. (according to data from the POLON system – state as of June 17 this year).

### Resources required for the implementation of the action and planned timing of implementation

#### **Human resources:**

- English Division employees;
- staff of the Promotion and Recruitment Office;
- staff of the International Cooperation Unit.

**Technical resources:** identical to the current Pharmacy course.

**Estimated cost:** PLN 65 000.00

**Potential source of financing:** own resources of the MUB, National Agency for Academic Exchange.

**Planned completion date:** 01.2019 – 10.2019.

### Title of the activity

→ Launch of English-language programs in the fields of study at the Faculty of Health Sciences

### Description of the activity

The Medical University of Białystok will monitor the possibility of obtaining funding for the creation of new curricula in foreign languages. Such a competition was organized within the framework of the Operational Programme Knowledge Education Development from the National Centre for Research and Development. MUB will monitor whether such a competition will not be conducted in the future by the National Agency for Academic Exchange or the Ministry of Science and Higher Education. However, even if no external financing is available, MUB is also considering the possibility of creating new courses in English from its own resources.

At the time of preparing the internationalisation strategy, the Medical University of Białystok carried out a comparative analysis of English language courses conducted by Polish universities in the field of health sciences. The results of the conducted comparison confirm the conviction that the courses conducted within the field of health sciences in English are commonly realized in Polish medical universities, but also by universities (public and non-public) which are not medical universities.

Two medical universities in Poland offer physiotherapy in English (additionally, this course in English is offered by 13 universities other than medical universities, even non-public higher education institutions).

- Dietetics in English – is conducted by three universities in Poland.
- Nursing in English – the course is conducted in 11 universities in Poland.
- Medical rescue in English – conducted in 3 universities in Poland.
- Midwifery in English – not conducted in Poland. This issue will require an in-depth verification of the reasons for this, including, among others, legal conditions (according to data from the POLON system – state as of 17 June this year).

### Resources required for the implementation of the action and planned timing of implementation

**Human resources:** research and teaching staff fluent in English (own staff of MUB, foreign lecturers, research and teaching staff from other Polish universities). It is necessary to examine first of all the potential of the research and teaching staff of the MUB in terms of the possibility of conducting classes in English, or the need for education raising language competences in the field of didactics in English of research and teaching staff, and to verify the possibility of obtaining foreign research and teaching staff to conduct classes that cannot be



conducted in English by the research and teaching staff of the MUB. It is worth considering recruiting such lecturers under already concluded agreements on international cooperation with foreign universities.

**Technical resources:** identical to those of the currently implemented courses at the Faculty of Health Sciences.

**Estimated cost:** to be estimated once the Senate of MUB has decided on the new course.

**Potential source of financing:** own resources of the Office of the Ministry of Foreign Affairs, National Agency for Academic Exchange, Ministry of Science and Higher Education.

**Planned completion date:** 11.2018 – 11.2020.

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### **Purposefulness and justification of implementation:**

The organizational activities aimed at launching programs of studies in English at the Medical University of Białystok: pharmacy, medical and dental courses, individual courses at the Faculty of Health Sciences (in particular: nursing, midwifery, physiotherapy, dietetics) result from the general development strategy of the Medical University of Białystok for 2013-2020. The general development strategy as one of the main directions of development indicates the internationalisation of the university by increasing the number of students educated in English and developing international scientific cooperation. Due to the fact that the limits for admissions to the medical faculty are set annually by the Ministry of Health, broadening the scope of the study offer is the most important factor allowing to significantly increase the number of foreign students. At present, it is not possible to significantly increase the number of foreign students admitted to the English-language medical course, due to the existing limits. The development and launch of further study programmes in English is the most important factor for the implementation of the MUB's broad internationalisation strategy.

As a justification for the implementation of some of the proposed activities, interesting examples from other Polish medical universities can be used, which indicate how important and extensive is the implementation of internationalisation strategies in Polish medical universities implemented mainly through the development of the offer of education in English.

- Warsaw Medical University – II Faculty of Medicine with the Department of Teaching in English and the Department of Physiotherapy – medical study course – 6-year medical studies in English for foreigners.
- Gdańsk Medical University – medical study course – English Division, nursing study course – English Division, dietetics – English Division, pharmacy – in English.
- Jagiellonian University – Collegium Medicum – Medical School for Foreigners.
- Medical University of Lublin – educates foreigners at its English-language faculty. All classes in this faculty are conducted in English. It is the most international medical uni-

versity in Poland in terms of the number of foreign students in relation to the total number of students.

- Wrocław Medical University – Faculty of Medicine – there is a Section for Education in English. You can study medicine and dentistry at this university in English.
- Poznań University of Medical Sciences – English language courses: medicine, dentistry, pharmacy, physiotherapy.
- Medical University of Łódź – study courses in English – medicine, dentistry.
- Medical University of Silesia in Katowice – English language courses: dentistry, medicine
- Pomeranian Medical University of Szczecin – English language courses: medicine, dentistry, “Asklepios Program” (a combination of education in English and German).
- Nicolaus Copernicus University Ludwik Rydygier Collegium Medicum in Bydgoszcz – there is a Centre for English Language Education of the Collegium Medicum of Nicolaus Copernicus University. Studies in English: medicine, nursing, physiotherapy, laboratory medicine at the Faculty of Pharmacy. There are currently 220 students from countries such as: Norway, Sweden, Ireland, Denmark, Great Britain, Spain, Italy, Germany, USA, Canada, Brazil, Cape Verde, Saudi Arabia, India, Thailand, Ethiopia, Afghanistan.

### **Specific objective III – Creation of mechanisms for efficient obtaining funds from external sources for activities related to the internationalisation of the Medical University of Białystok**

Specific objective III will be achieved by implementing the following actions:

#### **Title of the activity**

➔ Ongoing monitoring and analysis of funding opportunities for activities included in the internationalisation strategy of the MUB

#### **Description of the activity**

The action shall include ongoing monitoring of all possible sources of funding for the implementation of the tasks provided in the internationalisation strategy. Obtaining funding from external sources is one of the main factors for the full implementation of the internationalisation strategy. Monitoring will include programmes of domestic and foreign institutions such as:

- Ministry of Science and Higher Education
- National Agency for Academic Exchange
- Ministry of Investment and Development
- National Centre for Research and Development
- National Science Centre

- European Commission, including HORYZONT 2020
- local government of podlaskie voivodship
- ERASMUS +
- The Norwegian / EEA funds
- Creative Europe
- other sources.

At least twice a month, employees of the International Cooperation Unit will send information to the authorities of universities and faculties on current competitions and possibilities of obtaining funding from various sources. The staff of the International Cooperation Unit will also be prepared to provide information and guidance on how to apply for individual competitions.

### **Resources required for the implementation of the action and planned timing of implementation**

**Human resources:** Head of the International Cooperation Unit, two staff members of the International Cooperation Unit.

**Technical resources:** office equipment of the International Cooperation Unit.

**Potential source of financing:** tasks implemented within the framework of posts financed from the budget of the Medical University of Białystok.

**Estimated cost of implementation:** no additional costs – activities carried out under the official duties of the staff of the International Cooperation Unit.

**Planned implementation date:** continuous implementation.

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### **Title of the activity**

→ Training of the staff of the International Cooperation Unit and other key departments of the MUB (Project Management Office, Science and International Cooperation Department, Promotion and Recruitment Office, Administration and Services Department, other departments) in obtaining funding from domestic and foreign sources

### Description of the activity

All employees of the International Cooperation Unit will be trained in obtaining financing from domestic and foreign sources, project management, the specificity of international project implementation, project financial management.

Thanks to the professional preparation of the administrative staff from the International Cooperation Unit, it will be possible to transfer specialist knowledge to research and teaching staff who will apply for scientific and structural grants in the framework of international cooperation.

The staff of the International Cooperation Unit will be professionally prepared to assist research and teaching staff in preparing applications for funding.

### Resources required for the implementation of the action and planned timing of implementation

**Human resources:** trainers with at least two years' professional experience in conducting trainings in obtaining external funding and higher education diploma.

**Technical resources:** will be provided by the training providers.

**Estimated cost:** PLN 17,000.00 in the period from 11.2018 to 12.2020.

**Potential source of financing:** own resources of the Medical University of Białystok, National Agency for Academic Exchange, National Centre for Research and Development, Ministry of Science and Higher Education.

**Planned completion date:** 2018.11 – 2020.12 (depending on emerging training needs).

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### Purposefulness and justification of implementation:

The implementation of the action is conditioned by the possibility to implement a number of activities related to the internationalisation of the Medical University of Białystok. Acquisition of funds from external sources for activities related to the internationalisation of university will be one of the most important tasks of the newly created unit for international cooperation. Thanks to the acquisition of funds from external sources, it will be possible to provide funding for activities in the field of foreign promotion of the university, building the organisational potential for efficient service of large groups of foreign students, inclusion of scientists from the MUB in international scientific networks, providing the necessary infrastructure and equipment, developing skills and qualifications necessary for efficient service of foreign students and staff.

The manager and staff of the newly established International Cooperation Unit should have the specialist, comprehensive knowledge to enable them to obtain external funding from a variety of sources, both domestic and foreign. They will be substantially prepared to provide comprehensive and professional support to research and teaching staff wishing to apply for external funding.

**Specific objective IV – To increase the proportion of foreign lecturers (including visiting professors) teaching at the Medical University of Białystok and to involve MUB researchers more widely in international research teams and networks.**

**Initial value:**

Number of bilateral and multilateral international agreements – 34

Number of lecturers / foreign guests – 20 people per year on average (2015 – 15 people, 2016 – 18 people, 2017 – 20 people, 2018 – 47 people).

Number of visiting professors (per year) – 2015 – 17 people, 2016 – 11 people, 2017. – 11 people.

**Target value:**

Number of bilateral and multilateral international agreements – 50

Number of lecturers / foreign guests – 2019 – 60 people (per year); 2020 – 70 people (per year).

Number of visiting professors (per year) – 2018 – 18 people; 2019 – 20 people; 2020 – 25 people.

Specific objective IV will be achieved by implementing the following actions:

**Title of the activity**

➔ International institutional cooperation, including bilateral and multilateral international agreements.

**Description of the activity**

These agreements should have a measurable effect on MUB. The MUB will explore new directions and opportunities for international institutional cooperation agreements, including bilateral and multilateral international agreements, especially in education markets, which in the future will become key markets for acquiring foreign students and for integrating MUB’s research and teaching staff into international research teams and networks.

The MUB will also seek to strengthen cooperation with regard to the agreements concluded so far.

The benefits that may arise from the increase in the rank of international institutional cooperation are primarily the possibility of acquiring valuable human resources, especially in connection with the planned development of the educational offer of MUB (the possibility of acquiring appropriate research and teaching staff to conduct classes in English in the English-language courses of study, if it is not possible to engage their own research and teaching staff to conduct specific classes in English – this will be important at the first stage of creating subsequent English-language courses; the possibility of cooperation with a partner institution in the scope of exploring new educational markets, obtaining reliable information on the latest trends in higher education in the country where the partner institution is located, or changes in legal regulations in a given country affecting the decision making process of candidates for studies from that country; the possibility of joint implementation of partnership projects with cooperating institutions – this is important due to the fact that national institutions announce subsequent competitions for funding, providing for partnership cooperation between Polish universities and foreign institutions).

This category also includes the implementation of bilateral projects aimed at personal exchange only; in these projects, funds can only be spent on sending our researchers away and covering the costs of arrival of researchers from the partner country.

In accordance with the provisions of the MUB Development Strategy, inter-institutional cooperation will also guarantee the possibility of organizing internships abroad, cooperation with good clinical and didactic centres in the European Union and the United States.

Thanks to the international institutional cooperation, the competences of the research and teaching staff of the MUB will be increased within the following measures:

- bilateral exchanges of personnel – only funds for researchers' journeys – specific rates resulting from cooperation rules with relevant groups of countries;
- development and preparation of new tools and methods of education, participation in international internships, support for review processes in PhD, postdoctoral and professorial dissertations, conducting research in international teams (implementation, among others, within the framework of programs: Academic International Partnerships; Foreign Alumni);
- trip scholarships from the Ministry of Science and Higher Education and other institutions, e.g. DAAD, FNP, Fulbright, Kosciuszko Foundation, Mobility Program, etc;
- researcher mobility programmes – programmes in which researchers apply directly to NAWA for travel funds themselves (if obtained, administrative steps should be taken to send them on the trip);
- application under the STER, PROM programmes – scholarship exchange programmes for improving competences and qualifications in the field of education.

By the time the internationalisation strategy is implemented, at least 50 institutional cooperation agreements, including bilateral international agreements, are foreseen to be concluded

in the MUB. 100 % of these will be active contracts, the conclusion of which will be followed by concrete benefits for MUB.

### **Resources required for the implementation of the action and planned timing of implementation**

**Human resources:** MUB authorities, MUB faculty authorities, Head of the International Cooperation Unit, scientific and teaching staff of all MUB departments.

**Technical resources:** no additional technical resources are required.

**Estimated cost:** Costs will be incurred in order for the MUB authorities travels to sign institutional cooperation agreements, possibly in order to travel for meetings organised during the implementation of the cooperation agreement.

**Potential source of funding:** no funding source.

**Planned implementation date:** on a continuous basis, throughout the whole period of implementation of the internationalisation strategy.

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#### **Title of the activity**

➔ Acquiring new foreign lecturers and visiting professors

#### **Description of the activity**

It is planned to organize cycles of lectures of visiting professors within the curriculum (obligatory for students educated in English). These activities will be carried out as part of doctoral studies and as part of a project financed by the National Centre for Research and Development's "Integrated University Development Programmes".

In line with the MUB's development strategy, within the objective: Improvement of scientific development and practicality and commercialization of scientific research, the development of international cooperation with entities whose scientists are world leaders in particular research fields is envisaged, thanks to the functioning of the programme of visiting professors, system of scholarships for outstanding scientists, joint application for international grants (including from the EU) (showing international cooperation as a criterion for the professorship and assessment of the Heads of Clinics/Departments).

The possibility of submitting applications for funding of projects under which the acquisition of research and teaching staff from abroad will be financed will be monitored on an ongoing basis.

It is very important that foreign lecturers are recruited first of all to conduct these classes in English within the framework of internationalization programs, which cannot be conducted by the research and teaching staff of MUB (the most effective solution).

In the case of projects financed from the National Agency for Academic Exchange, where researchers from abroad can come to MUB, it should be borne in mind that only salary costs can be taken into account here; under these projects, as a rule, it is not possible to finance research.

### **Resources required for the implementation of the action and planned timing of implementation**

**Human resources:** the head and staff of the International Cooperation Unit, the authorities of the MUB and the authorities of the individual departments, research and teaching staff involved in international cooperation.

**Technical resources:** no additional technical resources are required.

**Estimated cost:** implementation of the action will not generate additional costs.

**Potential source of funding:** part of the actions does not entail costs, part may be financed by the National Agency for Academic Exchange (one application at the time of the development of the strategy in the evaluation – involving cooperation with scientific institutions from Portugal, Spain and Croatia under the Academic International Partnerships programme).

**Planned date of implementation:** on a continuous basis, throughout the entire period of implementation of the internationalisation strategy (10.2018 – 12.2020).

#### **Title of the activity**

→ Wider involvement of the MUB researchers in international research teams and networks



## Description of the activity

Measures under this category will be implemented to a large extent as part of projects implemented by the MUB with financial support from EU structural funds:

1. **Implementation of the development programme of the Medical University of Białystok with the use of the Medical Simulation Centre (POWER, Action 5.3 High quality of medical education).** The project is implemented from March 2016 to December 2021. Foreign courses and internships are planned in 2018, 2019, 2020. The participants will be 49 employees of MUB prepared for classes in high fidelity medical simulation, 17 employees of MUB responsible for preparing OSCE exams at MUB.
2. **International doctoral studies in the field of medical and pharmaceutical sciences at the Medical University of Białystok (POWER, Action 3.2 Doctoral Studies).** The project will be implemented from 01 March 2018, until 28 February 2023. In 2018, 2019, 2020, actions will be implemented in internationalisation: training trips abroad, study visits, etc. (number of persons supported):
  - international scientific conferences – 24
  - foreign internships – 12
  - organization of the International Summer School in Kaunas with 11 foreign lecturers
  - organization of the international summer school in Supraśl with the participation of 1 foreign lecturer
  - support for the course of the doctoral dissertation by 6 foreign copromotors
  - preparation of 6 reviews by foreign researchers
3. **Integrated Development of Education Quality Program at the Medical University of Białystok (POWER, Action 3.5 Comprehensive university programmes).** The project will be implemented in the period from 01 October 2018 to 30 September 2022. In the years 2018, 2019, 2020, internationalisation will be carried out in the field of foreign trips, training, study visits, etc. (number of persons supported). There will be an involvement of lecturers from abroad in running educational programmes (lectures, seminars, laboratory seminars) – 9 foreign lecturers, 260 persons covered by support.
4. **Strengthening the practical competence of the medical faculty of the Medical University of Białystok (POWER, Action 3.1 Competence in higher education).** The project which will be implemented from January 2017 to November 2019. In the years 2018, 2019, 2020 the internationalisation activities planned in 2018, 2019, 2020 will be implemented – activities in the field of internationalisation, internships abroad for 67 people.

## Resources required for the implementation of the action and planned timing of implementation

**Human resources:** The staff of the Project Management Office, staff of the International Cooperation Unit, in cooperation with other administrative units of the MUB.

**Technical resources:** Additional technical resources are not necessary.

**Estimated cost:** according to the budgets of the projects eligible for funding.

**Potential source of funding:** Ministry of Science and Higher Education, National Centre for Research and Development.

**Planned implementation date:** throughout the implementation period of the internationalisation strategy.

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**Purposefulness and justification of implementation:**

The Development Strategy of the Medical University of Białystok for the years 2013-2020 under the objective “Improving the competitiveness of the educational offer for students educated in English” assumes the organization of courses of visiting professors’ lectures as part of the curriculum, which will be an obligatory activity for students educated in English. The number of foreign lecturers is one of the main criteria for defining the level of internationalisation.

**Specific objective V – Increasing the number of foreign students studying at full-time studies within the English Department of the Medical University of Białystok**

**Initial value:**

Number of students studying medicine within the English Division – 309

Participation in foreign fairs annually – 0

Number of cooperation agreements with agencies recruiting foreign students – 4

**Target value:**

Number of students studying medicine within the English Division – 400

Participation in foreign fairs annually – 5

Number of cooperation agreements with agencies recruiting foreign students – 8

Specific objective I will be achieved by implementing the following actions:

### Title of the activity

→ Foreign promotion of the Medical University of Białystok on European and non-European education markets

### Description of the activity

The key action will be to carry out promotional activities on the educational markets, from which the Medical University of Białystok already acquires students. These are such proven and attractive markets as the Norwegian, Finnish, Swedish, German, Spanish, American and Irish markets.

MUB will increase its presence mainly at educational fairs or educational fairs combined with conferences. MUB will take part not only in “typical” educational fairs (with the participation of foreign candidates for studies and their families), but also in specialized educational fairs, e.g. intended mainly for companies, so-called agents recruiting foreign students.

MUB plans to participate to a large extent in the national stands of Poland, organised on various educational markets by the National Agency for Academic Exchange as part of the Ready Study Go! Poland.

It will be necessary to promote MUB at foreign educational fairs, including primarily as part of the Ready Study Go! Poland – participation in the national exhibition stand – The National Academic Exchange Agency finances the costs of the stand, the exhibitors cover the travel, accommodation and food costs.

It will also be necessary to buy your own exhibition stand at the most famous educational fair. Particularly important directions of foreign promotion: India, China, Ukraine, Belarus, Georgia, Kazakhstan, Libya, Norway, Sweden, Tunisia, Pakistan, Bangladesh, Indonesia, Thailand.

Improving the University’s image in the world (e.g. programs: Promotion of Polish education abroad; “Modern Foreign Promotion” programme of the National Academic Exchange Agency. According to the information obtained from NAWA, the agency is planning to organise another competition within the framework of the “Modern Foreign Promotion” programme, in which MUB plans to apply for funding).

### Resources required for the implementation of the action and planned timing of implementation

#### *Human resources:*

- the head and staff of the International Cooperation Unit;
- the staff of the Promotion and Recruitment Office;
- employees of the English Division Dean’s Office.

The activities will also be carried out in cooperation with other key departments of the MUB administration:

- The Public Procurement Department;
- IT and Teletransmission Department;
- Administration and Services Department;
- The Project Management Office;
- also, if necessary, with other administrative departments of MUB.

**Technical resources:**

- laptop, multimedia projector, telephone, e-mail, roll up, information and promotional materials. In case of participation in international fairs, the technical resources will be provided by the fair organizers.

**Estimated cost:** the average cost of participation of two representatives of the MUB in foreign fairs is PLN 17 000.00 (including the cost of renting an exhibition stand, flight, accommodation, allowances, and sending promotional and informational materials). The cost will be lower in the case of participation in foreign fairs, where the cost of renting an exhibition stand for the exhibitors will be financed by the National Academic Exchange Agency.

**Potential source of funding:** National Agency for Academic Exchange, Ministry of Science and Higher Education, MUB budget.

**Planned implementation date:** participation in about five foreign fairs each year of the internationalisation strategy. The most intensive participation in foreign fairs is expected in the spring season each year.

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**Title of the activity**

➔ Analysis of the possibilities to attract students from new educational markets

**Description of the activity**

Diversification of the educational markets from which foreign students will be acquired is an important element of the implementation of the internationalisation strategy. Diversification is particularly important in the case of the internationalisation of medical universities, due to the important role of legal regulations governing the recognition of education or the possibility to go to other countries to study medical subjects.

Changes in legal regulations may cause the attractive educational markets from which foreign students are acquired to the country to stop being international cooperation destinations.

Diversification of cooperation with respective educational markets will provide a safety margin to ensure the possibility of continuous acquisition of foreign students, without significant fluctuations in this respect.

The analysis of the possibilities of acquiring students from new educational markets and the gradual exploration of new markets should start already at the initial stage of implementing the strategy of internationalisation, i.e. from 10.2018. In order to effectively acquire students from a given educational market, it is necessary to thoroughly examine the legal conditions in the field of education of a given country, legal regulations regulating the issues of international cooperation with a given country, to get to know the specificity of civilization, social, economic, cultural conditions and development prospects of a given country. It is also necessary to examine the “educational ecosystem”, i.e. to get to know the aspirations and expectations of candidates for studies from a given country, the institutional dimension – the educational system in a given country and the possibilities of obtaining funding by candidates for studies from a given country in terms of the possibilities of obtaining funding, the conditions of cooperation with institutions surrounding the educational system, e.g. agencies recruiting students in a given country.

#### **Resources required for the implementation of the action and planned timing of implementation**

**Human resources:** Head and staff of the International Cooperation Unit.

The activities will be carried out in cooperation with other key administrative departments of the MUB:

- The Promotion and Recruitment Office;
- Dean of English Division;
- The Project Management Office;
- also, if necessary, with other administrative departments of MUB.

**Technical resources:** no additional technical resources are required.

**Estimated cost:** no additional cost – activities carried out under the responsibility of the staff of the International Cooperation Unit.

**Potential source of funding:** no funding source.

**Planned implementation date:** continuous implementation.

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### Title of the activity

→ Developing cooperation with agencies recruiting foreign students

### Description of the activity

At the moment of developing the internationalisation strategy of the MUB, the university implements four cooperation agreements with institutions engaged in the recruitment of foreign students. While at present, taking into account the fact that there is one English-language course (6-year medical studies) in MUB, taking into account the current admission limits for the medical course set by the Ministry of Science and Higher Education and the institutional capacity to service foreign students in MUB, the number of concluded agreements seems to be sufficient. However, in view of the planned increase in the institutional capacity of the MUB to service large groups of foreign students and lecturers, the possibility of increasing the admission limits for medical studies and other medical faculties as well as the planned development of the MUB's educational offer in English at faculties:

- The Faculty of Medicine with the Division of Dentistry and Division of Medical Education in English;
- The Faculty of Pharmacy with the Division of Laboratory Medicine;
- The Faculty of Health Sciences,

it is already necessary to take appropriate measures to increase cooperation with companies recruiting students. In the perspective of recruiting students for the academic year 2019/2020 and subsequent years, the broadening of cooperation will enable MUB to recruit the best candidates for studies, which in the long run will result in higher passability of exams and an increase in the number of foreign students who will undergo a 6-year education process at MUB (a significant reduction in the percentage of foreigners who will stop education before its completion).

In the long term, the new contracts will enable MUB to significantly increase the recruitment of candidates for studies from Western Europe and North America and to explore new or little-known educational markets: India, China, Latin America, the Middle East and other destinations.

### Resources required for the implementation of the action and planned timing of implementation

**Human resources:** Head and staff of the International Cooperation Unit, staff of the English Division Dean's Office.

The activities will also be carried out in cooperation with other key departments of the MUB administration:

- The Promotion and Recruitment Office;
- The Project Management Office;
- The Public Procurement Department;
- Administration and Services Department;
- also, if necessary, with other administrative departments of MUB.

**Technical resources:** no additional technical resources are required.

**Estimated cost:** there are two possible solutions. In the case of concluding cost-free agreements with agencies recruiting foreign students, the costs will not be borne by MUB – in the case of such a solution there are no financial settlements between MUB and the agency recruiting foreign students (the recruiting agency itself collects additional fees from candidates for studies directed to MUB). Where contracts are concluded with a fee charged by the recruitment agency for the successful enrolment of an applicant in the first year of English-language studies by the recruitment agency, the estimated cost varies between 10 and 20 % of the fees paid for the first year of studies for education in a fully paid English-language study course (estimated cost based on market intelligence).

**Potential source of funding:** MUB budget.

**Planned implementation date:** on a continuous basis throughout the period of implementation of the internationalisation strategy.

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#### Title of the activity

➔ Preparation of a promotional film of the MUB for the purposes of foreign promotion

#### Description of the activity

The applicant intends to prepare a professional promotional film about the offer of the Medical University of Białystok and presenting Białystok and Podlasie together with translation and creation of 6 language versions (lector). The film will present Białystok as a suitable place to work, study, relax, develop and build a career. The planned duration of the film is about 10 minutes, with the possibility of additional preparation of shorter, more dynamic promotional spots.

The purpose of the film: to be used during foreign educational fairs, placed on the website of the Medical University of Białystok, to promote the University during conferences, meetings, etc., to be distributed on DVD/USB and promoted in the media.

The film will be modern, dynamic, legible and accessible to young people, especially university candidates, encouraging foreigners to take up education at the MUB and live in Białystok. Apart from promoting the educational offer of the University, the film is also supposed to show the attractions of the city and the region, the potential of Białystok as a modern, developing city with good career prospects, as well as to show the cultural, sports, entertainment, job and professional development prospects.

The film will be made in Full HD. A professional narrator will be provided to comment on the content of the recording in English. In addition, language versions will be prepared with the voiceover of professional narrators in German, Spanish, Swedish, Norwegian, Finnish, Chinese and Russian. The Contractor preparing the film will also provide background music.

Places of open-air events in the film: buildings, rooms, lecture and practice rooms, laboratories of the Medical University of Białystok, the campus of the Medical University of Białystok, the Branicki Palace, the most recognizable and representative places in Białystok, the most attractive places in Podlasie, places showing perspectives of work in Białystok (modern office buildings, modern office spaces, technology parks, laboratories, public buildings, etc.). The film will be shot during the spring and summer period, which will allow for better exposition of the natural values of the city and region.

The production of the promotional film will take place using high quality professional equipment.

### **Resources required for the implementation of the action and planned timing of implementation**

**Human resources:** Head of the International Cooperation Unit, Promotion and Recruitment Office, English Division Dean's Office staff.

The activities will also be carried out in cooperation with other key departments of the MUB administration:

- The Public Procurement Department;
- Administration and Services Department;
- IT and Teletransmission Department;
- also, if necessary, with other administrative departments of MUB.

**Technical resources:** will be provided by an external contractor responsible for preparing the promotional film.

**Estimated cost:** 67 000.00 PLN.

**Potential source of funding:** National Agency for Academic Exchange, MUB budget. An application will be submitted to the Municipal Office in Białystok for participation in the



costs of film preparation, due to the promotion of Bialystok through the film (application in the evaluation).

**Planned completion date:** 05-07.2019.

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**Purposefulness and justification of implementation:**

The need to increase the number of foreign students results directly from the Development Strategy of the Medical University of Bialystok for the years 2013-2020, which is a document superior to this Strategy. As a proposed way of achieving the goal: “Improvement of the university management capacity” it was indicated to increase the share of foreign students in all faculties of the MUB. In addition, the MUB’s development strategy, under the objective “Improvement of the quality of education”, assumes the acquisition of the best students from Poland and abroad. Thanks to the wide promotion of the educational offer of MUB abroad, it will be possible to choose the best candidates from among candidates from abroad.

The development strategy of the Medical University of Bialystok for the years 2013-2020 assumes an increase in revenue from teaching activities, which will be possible by increasing the share of foreign students at all faculties of the Medical University of Bialystok.

Figures from other medical universities in Poland can be used as illustrative justification. The number of foreign students in relation to the total number of students in the most internationalised medical universities in Poland is as follows:

- Medical University of Lublin – 20.5 %
- Medical University of Gdansk – 16.44%
- Pomeranian Medical University in Szczecin – 15.4 %

In the case of the Medical University of Bialystok, this ratio is about 6 %.

**Specific objective VI – Acquisition of foreign institutional accreditations and accreditations for educational programs conducted at all faculties of the Medical University of Bialystok**

**Initial value:**

Number of foreign accreditations obtained by the Medical University of Bialystok – 0

**Target value:**

Number of foreign accreditations obtained by the Medical University of Bialystok – 3

Specific objective VI will be achieved through the following actions:

### Title of the activity

→ Analysis of the possibilities of obtaining funding to carry out procedures for obtaining foreign accreditations

### Description of the activity

Ongoing analysis of the possibilities of obtaining funding to carry out procedures for obtaining foreign accreditations in the area of medical and health sciences granted by the following institutions:

- APHEA – Agency for Public Health Education Accreditation;
- Medical Board of California Accreditation;
- Sri Lanka Medical Council Accreditation;
- Aspire Certificate.

The financing of the costs of obtaining the above mentioned accreditations is currently possible by the Ministry of Science and Higher Education. The list of accreditations that can be financed by the Ministry may also be extended in the near future.

Each of the above mentioned accrediting bodies grants accreditations in the area of medical and health sciences and physical culture sciences.

MUB plans to apply for funding for the costs of procedures for obtaining eligible foreign accreditations and quality certificates under the “Foreign Accreditations” project under Action 3.3 “Internationalisation of Polish higher education” of the Operational Programme Knowledge Education Development. A catalogue of eligible costs of a given accreditation or certification procedure is defined and confirmed by the accrediting or certifying authority, including e.g. certification fee, costs related to obtaining certification, remuneration, travel and accommodation costs of foreign experts, etc.

In addition to the possibility of obtaining foreign accreditations specified by the financing institutions, the organizational unit responsible for international cooperation will verify the possibility of obtaining other international accreditations and certificates; it will be verified whether, with the current scope of activities and scientific level, MUB is eligible to obtain international accreditations and certificates.

MUB is interested in obtaining the following foreign accreditations in the future:

In addition, steps will be taken to meet certain criteria for obtaining certain accreditations and certificates in the future.

### Resources required for the implementation of the action and planned timing of implementation

**Human resources:** Head and staff of the International Cooperation Unit.

**Technical resources:** no additional technical resources are required.

**Estimated cost:** no additional costs; the staff of the International Cooperation Unit will carry out the analysis within their respective responsibilities.

**Potential source of funding:** Ministry of Science and Higher Education.

**Planned date of implementation:** on an ongoing basis, throughout the entire period of implementation of the internationalisation strategy, i.e. from 10.2018 to the end of 12.2020.

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#### Title of the activity

→ Carrying out procedures required for obtaining foreign accreditations

#### Description of the activity

The procedures required for obtaining foreign accreditations will be carried out in accordance with the guidelines set by the accrediting authorities. On average, a standard procedure of this type takes about 12 months.

Examples of steps in the accreditation procedure (for example APHEA Agency for Public Health Education Accreditation):

- Own report
- Evaluation
- Visit by experts
- Evaluation
- Accreditation decision.

Each accreditation body shall determine its own accreditation procedure.

#### Resources required for the implementation of the action and planned timing of implementation

**Human resources:** the head and staff of the International Cooperation Unit, the authorities of the MUB and the authorities of the individual departments, the scientific and teaching staff of the individual departments involved in preparing the documentation necessary for accreditation, the staff of the individual departments.

**Technical resources:** no additional technical resources are required.

**Estimated cost:** the estimated cost depends on the accreditation. The costs of carrying out the accreditation procedures shall be posted on the websites of the bodies awarding international accreditations.

**Potential source of funding:** Ministry of Science and Higher Education, MUB budget (three applications for foreign accreditations – Medical Board of California, ASPIRE CERTIFICATE, Sri Lanka Medical Council Accreditation – according to the Ministry of Science and Higher Education).

**Planned implementation date:** the deadlines for the accreditation procedures are strictly defined by the international accrediting bodies.

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### Title of the activity

→ Broad communication about obtaining foreign accreditations

### Description of the activity

In case of receiving a prestigious foreign accreditation, it will be necessary to take action to communicate the received accreditation(s). The information about the accreditation will be placed on the website of the MUB, the logo of a given accreditation will be permanently placed in all materials and documents of the MUB, especially promotional materials (letterheads, university guides, leaflets, student calendars for foreign students, etc.).

### Resources required for the implementation of the action and planned timing of implementation

**Human resources:** MUB Press Spokesman, MUB authorities, MUB faculty authorities, Promotion and Recruitment Office, Head and staff of the International Cooperation Unit, Dean of the Medical Department for English Division, English Division staff.

**Technical resources:** no additional technical resources are required.

**Estimated cost:** PLN 14,000.00 per year (includes the cost of printing possible promotional materials, the cost of purchasing ads in international and national press, the cost of promotion in social media, the cost of cooperation with the media).

**Potential source of funding:** the budget of the MUB, the National Agency for Academic Exchange, the Ministry of Science and Higher Education.

**Planned completion date:** on a continuous basis from the moment of obtaining foreign accreditation.

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***Purposefulness and justification of implementation:***

Obtaining foreign accreditation will bring the Medical University of Bialystok a number of international benefits. Accreditation is an objective proof that institutions operate according to strictly defined best practices. Accreditation is a key success factor in increasing the international competitiveness of the University. The prestige and recognition of the University among the medical community will be increased. Obtaining accreditation will allow easier acquisition of foreign partners for possible future project cooperation. Obtaining a recognisable accreditation is an important activity in the context of competitive activity of other Polish medical universities. International accreditations are also a factor taken into account when drawing up university rankings.

**Specific objective VII – Other international cooperation activities.**

**Initial value:**

Number of international centres of research excellence – 0

Presence of the Medical University of Bialystok in global rankings of universities – 0

**Target value:**

Number of international centres of research excellence – 1

Presence of the Medical University of Bialystok in global rankings of universities – 2

Specific objective VII will be achieved by implementing the following actions.

**Title of the activity**

→ Development of international student exchange activities\_

**Description of the activity**

The measures will be implemented in particular through the implementation of projects co-financed by the European Union structural funds.

1. **Development of the competences of the MUB students necessary to work within the therapeutic team with a geriatric patient (POWER, Action 3.1 Competences in higher education).** The project, implemented from October 2016, will be carried out until July 2019. In the years 2018, 2019, 2020 the following internationalisation activities are planned: in the first half of 2019, 24 students of the MUB have a planned study visit abroad to a geriatric care centre, a planned place of study visit: Pamplona (Spain).
2. **Programme for the development of competences of Dental Techniques course students and the Dentistry course students of the Medical University of Białystok (POWER, Action 3.1 Competences in higher education).** The project will be carried out from November 2016 until July 2019. In 2019 certified CAD-CAM training and study visits for 43 people will be carried out.
3. **Programme of Integrated Development of Education Quality at the Medical University of Białystok (POWER, Action 3.5 Comprehensive university programmes).** The project will be implemented from 01 October 2018 to 30 September 2022. In the years 2018, 2019, 2020 student internships abroad are planned for 90 people.
4. **”Best of the Best 3.3” – Non-competition project of the Minister of Science and Higher Education (POWER).** The aim of the project is to support outstandingly talented students by co-financing participation in competitions and conferences on the international arena. MUB submitted 4 projects, all of which received funding. The project will run until 31 May 2019. As far as activities related to internationalisation are concerned, in 2018 and 2019, 6 students of the MUB are planned to participate in various conferences in total.

#### **Resources required for the implementation of the action and planned timing of implementation**

***Human resources:***

The staff of the Project Management Office, staff of the International Cooperation Unit, in cooperation with other administrative units of the MUB.

***Technical resources:***

Additional technical resources are not necessary.

***Estimated cost:*** according to the budgets of the projects eligible for funding.

***Potential source of funding:*** Ministry of Science and Higher Education, National Centre for Research and Development.

***Planned implementation date:*** throughout the implementation period of the internationalisation strategy.

### Title of the activity

→ Creation of an international centre of research excellence, in cooperation with a foreign partner or partners.

### Description of the activity

As part of increasing internationalization, the Medical University of Bialystok plans to create an international centre of research excellence. MUB will apply for external financing for the start-up of the centre and financing its current operations. Potential sources of funding to launch and finance the activities of the international centre of research excellence will be:

- Ministry of Science and Higher Education;
- National Science Centre;
- Foundation for Polish Science,

possibly new initiatives launched by Polish or international institutions.

The scope of planned activities is described below on the example of competitions:

- A. DIOSCURI Centres of Scientific Excellence;
- B. International Research Agendas.

Two examples of competitions are given, but in connection with the implementation of this objective of the strategy, MUB intends to monitor the possibilities of obtaining funding for this purpose on an ongoing basis. Unlike many other competitions for funding, in the case of competitions involving the creation of international research centres, both the amount of funding and the competition between applicants is enormous. It should be noted, therefore, that MUB will apply in all possible competitions (only two examples are given for guidance), especially as the amount of costs necessary to set up an international research centre is so high that in practice it makes it impossible to finance this type of project from its own resources without obtaining external funding.

#### A. DIOSCURI Centres of Scientific Excellence.

In the first place, the Medical University of Bialystok intends to apply for funds for the creation of the Dioscuri Centre of Scientific Excellence in the programme carried out on the initiative of the Max Planck Society. Under the programme, it is possible to receive funding for the Centre's activities for a period of 5 years (with the possibility of extending the funding for another 5 years). The competition involves international cooperation with German scientists. The project will finance the Centre's current activities with EUR 300 000 per year.

The programme is intended to enable outstanding scientists to carry out world-class research in scientific institutions located in Central Europe. Ultimately, 10 centres are to be built in Poland. The centres will cooperate with a German partner (a scientist working in

a German scientific institution) to strengthen cooperation between Poland and Germany. MUB intends to apply for the establishment and funding of more than one centre of scientific excellence in the framework of a competition (whereas only one centre can be applied for within a single scientific discipline from among those acceptable in the competition). In a joint application in the DIOSCURI competition, the applicant (scientist) will enter the competition together with a Polish scientific institution. Before the actual competition, the National Science Centre will collect offers from Polish scientific entities that are ready to create a DIOSCURI Centre within its structure.

MUB will have the opportunity to raise funds for the following activities through a competition:

1. Remuneration of the manager of the DIOSCURI Centre (winner of the DIOSCURI competition);
2. Remuneration of members of the scientific team of the DIOSCURI Centre and scientific scholarships (scientific scholarships may be granted only in accordance with the regulations of the National Science Centre);
3. Costs of the scientific activities of the DIOSCURI Centre (cost of materials, travel, publications, other scientific activities, etc.);
4. Costs of cooperation with the German Mentor / Mentoring Unit;
5. The funding does not provide for indirect costs for the scientific institution, administrative and financial support costs and scientific and research equipment and infrastructure.
6. Purchase of reagents and consumables.

The creation of the Centre of Scientific Excellence will strengthen scientific cooperation at international level. The winners of the competition will be able to conduct innovative scientific research at the highest world level. MUB will have the opportunity to develop its own research centre by cooperating with the world's best scientists. It will also be possible to use commercial research equipment from reimbursed funds for a fee.

### **B. International Research Agendas (sub-section developed on the basis of information from the Foundation for Polish Science).**

In accordance with the competition regulations published on the website of the Foundation for Polish Science, the Programme provides funds for the creation of new research institutions in Poland (innovative centres of excellence), in which outstanding scientists from all over the world will conduct high quality scientific research and development work on current, well-defined scientific challenges. The Programme provides support for specialised and autonomous scientific units in Poland which will implement international research agendas in strategic cooperation with renowned scientific centres from other countries.

The aim of the International Research Agenda programme is to enable the establishment in Poland of new research units (organizational and legal structures) led by outstanding scientists from all over the world, in which teams composed of outstanding foreign and Polish scientists representing various scientific specializations will carry out scientific research and development work at the highest world level.



The support should contribute to the creation in Poland of specialised, world-leading scientific units applying the world's best practices in the field:

- identifying research programmes and themes;
- personnel policy and management of R & D work;
- commercialisation of R&D results.

The unit will carry out research and development in accordance with the adopted research agenda, which, according to the definition, must identify the scientific problem – the challenge and the way to solve it. The results obtained in connection with the conducted research will be published in the best magazines and presented at the most prestigious conferences and the developed intellectual property should be implemented. The proposed research problem must be consistent with the list of National Intelligent Specialisations.

The International Research Agenda Programme is addressed to outstanding scientists from Poland or abroad with recognised scientific achievements, who, in connection with their experience, will ensure efficient functioning of the unit implementing the International Research Agenda.

Researchers applying for the competition should represent the ERC Advanced Grant level and have a similar profile to those applying for leadership positions in leading scientific institutions worldwide.

In connection with the creation of the Agenda, the project may finance the costs of scientific research and development works carried out by the unit implementing the Agenda, costs related to the effective functioning of the unit, costs of using the existing infrastructure, cooperation between partners and knowledge transfer. However, support for infrastructure will be limited to the purchase of the necessary laboratory equipment and facilities. The co-financing will also cover the costs of development of scientific staff in the scope related to the implemented undertakings, e.g. trainings, scholarships, internships.

### **Resources required for the implementation of the action and planned timing of implementation**

**Human resources:** international cooperation unit staff (coordination). The activities will also be carried out in cooperation with other key departments of the MUB administration:

- The Promotion and Recruitment Office;
- The Project Management Office;
- The Public Procurement Department;
- Administration and Services Department;
- also, if necessary, with other administrative departments of MUB.

**Technical resources:** to equip the centre of research excellence, in accordance with the terms of the competition rules.

**Estimated cost:** approximately PLN 1 260 000,00 per year (appropriations entirely allocated to the functioning of the international centre of research excellence).

**Potential source of funding:** National Science Centre, Ministry of Science and Higher Education, Foundation for Polish Science.

**Planned completion date:** 2019 – 2020 (planned deadline for the first proposal for a centre of excellence – November 2018).

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### Title of the activity

→ The inclusion of the Medical University of Białystok in global university rankings.

### Description of the activity

As part of the implementation of the internationalisation strategy, it is assumed that actions will be taken to include the Medical University of Białystok in global rankings of universities. Universities outside the international rankings of higher education institutions through lower recognition are less attractive for foreign students.

Examples of global rankings where MUB could be included are rankings:

#### 1. Academic Ranking of World Universities (ARWU) – [www.shanghairanking.com](http://www.shanghairanking.com) (Shanghai List).

The world's best-known ranking of higher education institutions, conducted since 2003 by the Institute of Higher Education within the Shanghai Jiao Tong University. In the ranking, universities from all over the world are classified according to the results of teaching and research activities, based on internationally comparable parameters. More than 1,000 universities are considered in the ranking every year, of which 500 are included in the ranking. Polish universities included in the ranking are Warsaw University and Jagiellonian University. In addition to the main ranking, an additional list is published. Last year, there were universities which took places from 501 to 800, while in this year's ranking, an additional list includes places 501 – 1000. Polish universities are also on the additional list: The AGH University of Science and Technology in Cracow, Adam Mickiewicz University in Poznan, Warsaw Medical University, Warsaw University of Technology, Silesian Medical University in Katowice, Technical University of Lodz, Nicolaus Copernicus University in Torun, University of Lodz, University of Wrocław, Wrocław University of Technology.

Evaluation criteria:

- Quality of education offer- 30 %

- Quality of research and teaching staff – 40 %
- Research achievements – 20 %
- Achievements per capita – 10 %.

International scientific successes count most in the ranking. The size of achievements in relation to the size of the university is taken into account. The indicators used in the ranking take into account the number of graduates and employees who are Nobel Prize and Fields Medal winners. The frequency of researchers cited in 21 thematic categories, articles published in the journals Nature and Science, articles included in the Science Citation Index-Expanded or Social Science Citation Index is taken into account. The evaluation was also conducted in relation to the size of a given university. Every year more than 1500 universities from all over the world are assessed.

## 2. Times Higher Education World University Ranking (THE)

The ranking is conducted annually.

The assessment shall be made taking into account the five most important criteria:

- education – reputation assessment, proportions of the number of research and teaching staff to the number of students, proportions of the number of bachelor's degrees – number of doctorates, proportions of awarded doctorates to the total number of research and teaching staff, financial income (total 30% of the assessment);
- internationalisation – proportion: domestic students – foreign students; proportion: domestic research and teaching staff – foreign research and teaching staff; international cooperation in the joint preparation of scientific articles by researchers from different countries (total 7.5% of the assessment);
- scientific research – reputation assessment, research revenues, research productivity – based on publications in journals included in the Elsevier database (total 30% of the assessment);
- citation and publication rate (total 30% of the rating);
- revenues resulting from cooperation with business – inter alia, provision by the university of services to the economy, inter alia, in the field of innovation, inventions and consulting (total 2.5% of the assessment).

Within the framework of all the above mentioned evaluation criteria, a total of 13 indicators have been identified which make it possible to conduct more detailed analyses and make comparisons. The weighting of individual criteria expressed as a percentage may vary slightly from one discipline to another. The universities participating in the ranking provide completed questionnaires with detailed figures. In addition, in the case of reputation assessment within individual categories, the ranking organizer also conducts an annual University Reputation Survey (on a global scale, the surveys' manoeuvrability of about 20,000 units).

The only Polish university included in the rankings of the disciplines: clinical, pre-clinical and health is the Jagiellonian University. The lack of other medical universities in such a prestigious ranking should be considered an opportunity.

The assumption is ambitious, but not impossible, due to the fact that 12 universities from Poland were included in the ranking, including University of Warsaw, AGH University of Science and Technology in Cracow, Warsaw University of Technology, Warsaw University of Technology. The University of Lodz, the Adam Mickiewicz University in Poznan, University of Gdansk, Technical University of Lodz, University of Wrocław, University of Silesia in Katowice, Nicolaus Copernicus University, Jagiellonian University.

### 3. Quacquarelli Symmonds World University Ranking (QS).

Ranking of the best universities in the world published by The Times Higher Education and by Quacquarelli Symmonds Organisation. The ranking includes 1000 top universities from around the world.

The ranking includes the following Polish universities: the University of Warsaw, the Jagiellonian University, the Warsaw University of Technology, Adam Mickiewicz University, Warsaw University of Technology, Adam Mickiewicz University, AGH University of Science and Technology in Cracow, Cracow University of Technology, Lodz University of Technology, Nicolaus Copernicus University, Poznan University of Technology, University of Gdansk, University of Lodz, University of Silesia in Katowice, University of Wrocław, Wrocław University of Technology. There is only one Polish university in the “Life Sciences and Medicine” category – Jagiellonian University.

A limitation is the need for training in at least 2 of the 5 categories:

- Arts & Humanities;
- Engineering & Technology;
- Life Sciences & Medicine;
- Natural Sciences;
- Social Sciences & Management.

Methodology for preparing the ranking:

- Academic reputation – estimated on the basis of a global study that compares questionnaires completed by approximately 80,000 people involved in higher education from around the world. This is the largest survey of its kind in the world – 40 %;
- Reputation among employers – evaluation mainly in terms of preparing students by the university for employment. Survey based on the results of about 40 000 questionnaires. This is the largest survey of its kind in the world – 10 %;
- Proportion of research and teaching staff – students – evaluation of availability of research and teaching staff for students, evaluation of workload of research and teaching staff – 20%;
- Quotations – the survey takes into account each time the last five years. Elsevier-based research. In the last ranking, 66 million of the 13 million scientific texts were cited – 20%;
- Foreign lecturers – 5 %;
- Foreign students – 5 %.

### Resources required for the implementation of the action and planned timing of implementation

**Human resources:**

International Cooperation Unit staff (coordination).

**Technical resources:**

Additional technical resources are not necessary.

**Estimated cost:** cost-free operation.

**Potential source of funding:** no information available.

**Planned implementation date:** throughout the implementation period of the internationalisation strategy.

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#### Title of the activity

➔ Increasing the position of MUB in the “Perspectives” ranking within the evaluation category: internationalisation.

#### Description of the activity

Particular emphasis should be placed on improving the indicators in the areas that make up the evaluation category ‘internationalisation’ in the methodology for implementing the ‘Perspectives’ ranking.

- **Study programmes in foreign languages** – a parameter calculated as the sum of study programmes conducted in foreign languages in a given academic year
- **Studying in foreign languages** – a parameter measured by the number of students studying in foreign languages in a given academic year in relation to the total number of students.
- **Foreign students** – number of foreign students in proportion to the total number of students.
- **Foreign academic teachers** – number of foreign academic teachers in relation to the total number of academic teachers.
- **Student exchange (departures)** – the number of students going abroad for at least 3 months of one semester, in a given academic year, as a proportion of the total number of students.

- **Student exchange (arrivals)** – number of students arriving as part of a foreign exchange, for at least 3 months, in a given academic year, in proportion to the total number of students. Criterion calculated based on POL-on data. (1%)
- **Multiculturalism of the student community** – the number of countries from which at least 10 foreign students comes from.

### **Resources required for the implementation of the action and planned timing of implementation**

***Human resources:***

International Cooperation Unit staff (coordination).

***Technical resources:***

Additional technical resources are not necessary.

***Estimated cost:*** cost-free operation.

***Potential source of funding:*** no information available.

***Planned implementation date:*** throughout the implementation period of the internationalisation strategy.

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**Order no. 58/2019 of the  
Rector of the Medical University of Białystok  
dated 30.09.2019**

**on the introduction of the Organizational Regulations  
at the Medical University of Białystok**

Pursuant to Article 23(3) of the Act of 20 July 2018 Law on higher education and science (Journal of Laws of 2018, item 1668 as amended) I order as follows:

**§ 1**

The Organizational Regulations at the Medical University of Białystok, constituting an appendix to this Order, are introduced.

**§ 2**

Order no. 33/14 of the Rector of the Medical University of Białystok dated 8.05.2014 on the introduction of the Organizational Regulations at the Medical University of Białystok, together with the Changing Orders number: 10/15, 47/15, 11/16, 32/16, 75/16, 8/2017, 43/2017, 3/2018, 16/2018, 65/2018, 2/2019 shall be repealed.

**§ 3**

The Order shall enter into force on 01.10.2019.

Rector

Adam Krętowski professor, Ph.D

**Order no. 72/2019 of the  
Rector of the Medical University of Bialystok  
dated 23.10.2019**

**on the incorporation of the Department of Instrumental Analysis  
to the Department of Pharmaceutical and Biopharmaceutical Analysis  
of the Medical University of Bialystok**

On the basis of § 8 section 5 of the Organizational Regulations of the Medical University of Bialystok, I order the following:

**§ 1**

1. The Department of Pharmaceutical and Biopharmaceutical Analysis (the taking over department) is transformed into the Department of Instrumental Analysis (the department being taken over) by incorporating the Department of Instrumental Analysis to the Department of Pharmaceutical and Biopharmaceutical Analysis.
2. On the day of acquisition, the employees of the Department of Instrumental Analysis become employees of the Department of Pharmaceutical and Biopharmaceutical Analysis.
3. Taking into account the above, in Appendix no. 2 to the Organizational Regulations (Order no. 58/2019 of the Rector of the Medical University of Bialystok dated 30.09.2019 on the introduction of the Organizational Regulations of the Medical University of Bialystok), the entry under item 2, the Instrumental Analysis Department, is deleted from the list of Departments of the Faculty of Pharmacy with the Division of Laboratory Medicine.

**§ 2**

The Order shall enter into force on 1 November 2019.

Rector

Adam Krętowski professor, Ph.D



**Order no. 88/2019  
of the Rector of the Medical University of Białystok  
dated 28.11.2019**

**on the introduction of amendments to the Organizational Regulations  
of the Medical University of Białystok, constituting an appendix to the Order  
no. 58/2019 of the Rector of the Medical University of Białystok dated 30.09.2019.**

On the basis of § 24 para. 1 of the Organizational Regulations of the Medical University of Białystok and § 98 para. 3 of the Statute of the Medical University of Białystok, I order the following:

**§ 1**

1. An administrative organizational unit is created at the Medical University of Białystok by the name of: The Development and Evaluation Department.
2. The Organisational Regulations of the Medical University of Białystok, constituting an appendix to the Rector's Order no. 58/2019 dated 30.09.2019, are amended as follows:
  - 1) The content of § 52 shall be amended to give it a new wording:

*“§ 52*

1. *The basic tasks of the Science Department include:*
  - 1) *Coordinating tasks related to the statutory activities of the University, including*
    - a) *administrative service of tasks in the scope of financing, implementation and settlement of scientific projects carried out by employees conducting scientific activity, who were included in the number N and doctoral students of the Medical University of Białystok from the funds coming from the subsidy of the Minister of Science and Higher Education in the part intended for conducting scientific activity: maintenance and development of research potential, including: call for applications, formal assessment of applications, calculation of project budgets, settlement of projects,*
    - b) *preparation of analyses and reports on the use of funds from subsidies in the scope of implemented scientific projects,*
    - c) *administrative handling of applications for the purchase and repair of research equipment financed by the subsidy,*
    - d) *administrative handling of requests for funding of scientific publication fees for external institutions from subsidies,*
    - e) *administrative service of tasks in the scope of financing, implementation and settlement of projects carried out by the employees conducting teaching activities and employees participating in the scientific activity of the Medical University of Białystok from the funds coming from the subsidy of the Minister of Science and Higher Education.*
  - 2) *coordinating tasks related to activities supporting science, including*

- a) *ongoing monitoring and informing the academic community about the possibilities of taking advantage of the offer of the Minister of Science and Higher Education with regard to the tasks concerning the promotion of science,*
  - b) *support for employees and doctoral students in preparing applications for funding projects involving the promotion of science,*
  - c) *administrative handling of projects involving the promotion of science that have received funding, including preparation of contracts and amendments to contracts, assistance in settling projects.*
- 3) *Coordination of activities related to handling applications for scientific scholarships and awards financed by external institutions, including*
- a) *assistance in developing applications for candidates applying for scholarships of the Minister of Science and Higher Education for outstanding young scientists,*
  - b) *assistance in the preparation of applications for scientific prizes for the employees of the MUB in competitions organised by external entities (e.g. prizes from the PAS (Polish Academy of Sciences), foundations and other entities),*
  - c) *the provision of information and promotion of the possibility to apply for scientific scholarships and awards financed from various external sources.*
- 4) *Coordinating tasks related to editing the journal entitled Advances in Medical Sciences, including:*
- a) *coordinating the work of the journal's editorial team,*
  - b) *cooperation with the international publisher of the journal,*
  - c) *cooperation with authors of scientific publications,*
  - d) *cooperation with reviewers of scientific publications,*
  - e) *data development and bibliometric analyses related to journal positioning and evaluation by ranking institutions of scientific journals worldwide,*
  - f) *promoting the journal among the widest possible range of potential authors.*
- 5) *Within the scope of other activities of the Department:*
- a) *administrative service of tasks related to obtaining and spending funds for the maintenance of the so-called special research device, i.e. scientific and research equipment, research station (SPUB) or special IT infrastructure (SPUBi), including assistance in preparing applications,*
  - b) *administrative service of tasks (without commercialisation assumptions) related to spending financial resources obtained outside the competition mode from external entities, other than those financing research,*
  - c) *preparing data for surveys and external reports on the Department's tasks,*
  - d) *preparing reports on the activities of the Vice-Rector for Science and Development within the scope of the Department,*
  - e) *updating information on the MUB's website to the extent that it covers the tasks of the Department,*
  - f) *archiving the documentation created in the Department in connection with the tasks performed,*

- g) *conducting cooperation with other higher education institutions and scientific units, public and local government administration units in carrying out the tasks of the Department,*
  - h) *conducting cooperation with other internal units in the implementation of the tasks of the Department,*
  - i) *servicing the Senate Committee for Science.*
2. *The Department is supervised in terms of substance by the Vice-Rector for Science and Development.”*

2) § 52a shall be inserted with the following wording:

*“§ 52a*

*THE DEVELOPMENT AND EVALUATION DEPARTMENT*

1. *The main tasks of the Development and Evaluation Department include*
- 1) *Administrative and office service of the Vice-Rector for Science and Development.*
  - 2) *Administrative service of the Scientific Council and the Boards of Scientific Colleges in the scope related to the evaluation of the University.*
  - 3) *Coordinating tasks related to the evaluation of the University, including*
    - a) *determining the type of data entered into the POL-on system and the scope of responsibility for the data entered by particular organisational units of the University,*
    - b) *cooperation with the Library of the MUB in the scope of establishing rules of submitting publications and monographs to the Library,*
    - c) *preparation of evaluation information for the Scientific Council and Boards of Scientific Colleges,*
    - d) *informing the academic community about the most important issues related to the university’s evaluation process,*
    - e) *consulting the Ministry of Science and Higher Education on problems arising during the evaluation process.*
  - 4) *Coordination of tasks related to scientific and research activities, including*
    - a) *ongoing monitoring and informing the academic community about the opportunities to participate in competitions for R&D projects,*
    - b) *support for employees conducting R&D activity and doctoral students in preparing applications for financing R&D projects in NCN and NCBR competitions and administrative service of projects that received funding,*
    - c) *support for employees conducting R&D activity and doctoral students in preparing applications for financing R&D projects with the use of funds from the European Union budget or non-refundable funds from aid granted by Member States of the European Free Trade Association (EFTA) or from other non-refundable funds from foreign sources, as well as administrative handling of projects that have received funding,*
    - d) *preparation of agreements and amendments to agreements in R&D projects,*

- e) *preparation of bilateral and multilateral cooperation agreements for the implementation of R&D projects.*
- 5) *Administrative service of the Biobank.*
- 6) *Within the scope of other activities of the Department:*
  - a) *conducting cooperation with other higher education institutions, research units and public and local government administration units in carrying out the tasks of the Department,*
  - b) *conducting cases related to the organization of internal and external audits of scientific projects,*
  - c) *preparing reports on the activities of the Vice-Rector for Science and Development within the scope of the Department,*
  - d) *preparing data for external surveys within the scope of the Department's tasks,*
  - e) *publishing current information related to the activities of the Department.*
- 2. *The Department is supervised in terms of substance by the Vice-Rector for Science and Development.”*
- 3) The content of the following Appendices shall be amended:
  - Appendix no. 2 – List of organisational units of the faculties,
  - Appendix no. 3 – Administration's organisation chart,
  - Appendix no. 4 – Symbols of administrative units.

## § 2

The Order shall enter into force on the date of signature, with effect from 1 December 2019.

Rector

Adam Krętowski professor, Ph.D

Appendix to the Order no 58/2019 of the Rector of the Medical University of Białystok dated 30.09.2019.

# **ORGANISATIONAL REGULATIONS AT THE MEDICAL UNIVERSITY OF BIALYSTOK**

## TABLE OF CONTENTS

<b>PART I THE ORGANISATIONAL STRUCTURE OF THE MEDICAL UNIVERSITY .....</b>	<b>143</b>
<b>Chapter I General Provisions .....</b>	<b>143</b>
<b>Chapter II The Organisational Structure of the University .....</b>	<b>144</b>
The University Bodies .....	144
Vice-Rectors’ Tasks .....	144
<b>Chapter III The University’s Organization .....</b>	<b>145</b>
Scientific Council, Boards Of Scientific Colleges and College Deans .....	145
Faculties and Deans of Faculties .....	146
University-Wide Units .....	147
<b>PART II ADMINISTRATION .....</b>	<b>155</b>
<b>Chapter I Creation of Administrative Units .....</b>	<b>155</b>
<b>Chapter II Rules on the Organisation of the Work of the Administration .....</b>	<b>155</b>
<b>Chapter III Replacement of Staff in Management Positions .....</b>	<b>156</b>
<b>Chapter IV Acceptance and Passing of Functions .....</b>	<b>157</b>
<b>Chapter V Control of University Administration Activities .....</b>	<b>157</b>
<b>PART III ORGANISATIONAL STRUCTURE OF THE ADMINISTRATION OF THE MEDICAL UNIVERSITY .....</b>	<b>158</b>
<b>Chapter I Administrative Powers of the Rector .....</b>	<b>158</b>
<b>Chapter II The Chancellor, Deputy Chancellors and Heads of Administrative Units .....</b>	<b>158</b>
Chancellor .....	158
Deputy Chancellor For Technical Affairs .....	159
Deputy Chancellor For Financial Affairs – Quaestor .....	160
The Scope of Duties, Powers and Responsibilities of Managers of Administrative Units .....	161

<b>PART IV FRAMEWORK FOR THE ACTIVITIES OF THE ADMINISTRATIVE UNITS OF A MEDICAL UNIVERSITY .....</b>	<b>163</b>
<b>Chapter I Rector’s Division .....</b>	<b>163</b>
Legal Counsel .....	163
Internal Auditor .....	163
Defense Specialist .....	164
Health and Safety Inspectorate .....	164
Fire Safety Specialist .....	165
Classified Information Protection Officer .....	166
Data Protection Officer .....	167
Press Officer .....	167
<b>Chapter II Chancellor’s Division .....</b>	<b>168</b>
Employee Affairs Department .....	168
Rector’s Office .....	169
Clinical Affairs and Vocational Training Department .....	170
Science Department .....	171
Technology Transfer Office .....	172
Student Affairs Department .....	173
Student Dormitories .....	175
Careers Office .....	176
Faculty Dean’s Offices .....	176
Public Procurement Department .....	178
Administration And Services Department .....	179
IT Department .....	180
Project Management Office .....	180
Chancellor’s Office .....	181
International Cooperation Office .....	182
Organisation and Control Department .....	183
Promotion and Recruitment Office .....	184
Section of the Integrated University Management System .....	185
Other Units .....	185
<b>Chapter III Deputy Chancellor’s for Technical Affairs Division .....</b>	<b>186</b>
Investment Department .....	186

Maintenance And Operations Department .....	187
Supply Department .....	188
<b>Chapter IV Deputy Chancellor’s for Financial Affairs – Quaestor Division .....</b>	<b>189</b>
Financial Administration .....	189
Deputy Quaestor .....	189
Finance and Accounting Department .....	191
Payroll Department .....	192
<b>PART V MANAGEMENT CONTROL OF THE UNIVERSITY AND REPORTING</b>	<b>194</b>
<b>PART VI ISSUING INTERNAL NORMATIVE ACTS AND GRANTING</b>	
<b>POWERS OF ATTORNEY .....</b>	<b>195</b>
<b>Chapter I Issue of Internal Normative Acts .....</b>	<b>195</b>
<b>Chapter II Granting Powers of Attorney and Authorisations .....</b>	<b>196</b>
<b>PART VIII SIGNING LETTERS, CONCLUDING CONTRACTS</b>	
<b>AND ARCHIVING DOCUMENTS .....</b>	<b>197</b>
<b>Chapter I Signing of Letters .....</b>	<b>197</b>
<b>Chapter II Conclusion of Contracts .....</b>	<b>197</b>
<b>Chapter III Archiving of Documents .....</b>	<b>198</b>
<b>PART VIII FINAL PROVISIONS .....</b>	<b>199</b>
<b>Appendixes .....</b>	<b>200</b>



# PART I THE ORGANISATIONAL STRUCTURE OF THE MEDICAL UNIVERSITY

## CHAPTER I GENERAL PROVISIONS

### § 1

The legal basis for the Organisational Regulations at the Medical University of Białystok are the following:

- 1) The act dated 20 July 2018. Law on Higher Education and Science,
- 2) The Statute of the Medical University of Białystok.

### § 2

The terms used in the Regulations have the following meanings:

- 1) Medical University or University – the Medical University of Białystok;
- 2) organisational unit of the faculty – a unit comprising the faculty;
- 3) an organizational administrative unit – a department, the dean’s office, section, of-fice, team, an independent position, a student dorm;
- 4) an organisational division – a group of several administrative units subordinated to joint management;
- 5) The Regulations – these Organizational Regulations;
- 6) The Act – Act of 20 July 2018 Law on Higher Education and Science;
- 7) The Statute – the Statute of the Medical University of Białystok;
- 8) The USK – University Clinical Hospital in Białystok;
- 9) The UDSK – L. Zamenhof’s University Children’s Clinical Hospital in Białystok.

### § 3

These Organisational Regulations shall specify:

- 1) the organisational structure of the University and the division of tasks within this structure,
- 2) the principles and procedure of creating, abolishing, reforming, changing the names of organisational units of the University,
- 3) the organization and rules of operation of the University’s administration.

## CHAPTER II THE ORGANISATIONAL STRUCTURE OF THE UNIVERSITY

### THE UNIVERSITY BODIES

#### § 4

1. The organizational structure of the Medical University consists of the following bodies of the University:
  - The University Council,
  - The Rector,
  - The Senate.
2. Detailed competences of the University Bodies are defined in the Statute.
3. The organizational chart of the University's management structure is presented in Appendix no. 1 to these Regulations.

#### § 5

1. The Rector manages the activity of the University and represents it outside, he is the superior of employees, students and doctoral students.
2. The Rector shall make decisions in all matters concerning the University, except for matters reserved in the Act or the Statute for the competence of other bodies of the University.
3. The Rector appoints three Vice-Rectors:
  - 1) The Vice-Rector for Science and Development,
  - 2) The Vice-Rector for Education,
  - 3) The Vice-Rector for Clinical Affairs and Vocational Training.
4. In the case of a Vice-Rector's absence, the duties of the Vice-Rector are taken over by the Rector, or by the Vice-Rector or other member of academic staff indicated by the Rector.

### VICE-RECTORS' TASKS

#### § 6

1. The primary tasks of the Vice-Rector for Science and Development include in particular:
  - 1) supervising the activities of scientific colleges and coordinating the work of the deans of the colleges,
  - 2) Implementing the scientific policy affecting the outcome of the University's evaluation,
  - 3) supervising the scientific and research as well as scientific and service-related activities of the University,
  - 4) conducting scientific supervision over the Doctoral School,
  - 5) conducting supervision of the Library,

- 6) supervising the activities aimed at the commercialisation of research, cooperation with the industry and implementation of the achievements for the sake of the society and economy.
2. The primary tasks of the Vice-Rector for Education include in particular:
  - 1) supervising the activities of the faculties and coordinating the work of the deans of the faculties,
  - 2) coordinating and supervising the entire didactic and educational process, including: the organization of studies, the development of new fields of study, cooperation with the self-government of students and doctoral students, financial assistance for students, doctoral students and health care,
  - 3) supervising the activities of the Doctoral School and doctoral studies,
  - 4) supervising the activities of postgraduate studies,
  - 5) supervising the quality of education.
3. The primary tasks of the Vice-Rector for Clinical Affairs and Vocational Training include in particular:
  - 1) supervising the clinical hospitals and other healthcare entities for which the Medical University of Białystok is the founding entity,
  - 2) coordinating the cooperation of managers of clinics, departments, plants, independent laboratories, centres with directors of clinical hospitals, management boards of companies belonging to the University, running healthcare entities and managers of healthcare entities providing the University with access to organisational units necessary to conduct undergraduate and post-graduate education in medical professions,
  - 3) supervising professional trainings.

## CHAPTER III THE UNIVERSITY'S ORGANIZATION

### SCIENTIFIC COUNCIL, BOARDS OF SCIENTIFIC COLLEGES AND COLLEGE DEANS

#### § 7

1. The Scientific Council shall be appointed to conduct the University's policy in the following areas: scientific activity, evaluation, commercialization, cooperation with the industry, implementation of scientific achievements, conducting proceedings for the award of the degree of doctor, the degree of doctor habilitatus, except for activities reserved for the Senate.
2. The Scientific Council consists of three Councils of Scientific Colleges, corresponding to the scientific disciplines in which the University is authorised to grant the degree of doctor and doctor habilitatus, i.e:
  - a) The Council of the College of Medical Sciences,
  - b) The Council of the College of Pharmaceutical Sciences,
  - c) The Council of the College of Health Sciences.

3. The work of the Collegiate Councils is managed by the Deans of the Colleges, supervised by the Vice-Rector for Science and Development.
4. The Dean of the College of Medical Sciences is the Dean of the Faculty of Medicine with the Division of Dentistry and the Division of Medical Education in English.
5. The Dean of the College of Pharmaceutical Sciences is the Dean of the Faculty of Pharmacy with the Division of Laboratory Medicine.
6. The Dean of the College of Health Sciences is the Dean of the Faculty of Health Sciences.
7. The Rector, at the request of the Dean of a College, appoints no more than two Deputy Deans.
8. In the absence of the President of the Scientific Council, he shall be replaced by the Dean of a College appointed by him, and in the absence of the Dean of the College, he shall be replaced by the Dean of the College appointed by him.
9. Detailed regulations concerning the Scientific Council have been regulated in the University's Statute.

## FACULTIES AND DEANS OF FACULTIES

### Faculty

#### § 8

1. The Faculty is the basic organisational unit for conducting didactic and educational activities at the University.
2. The following faculties exist at the University:
  - 1) The Faculty of Medicine with the Division of Dentistry and the Division of Medical Education in English.
  - 2) The Faculty of Pharmacy with the Division of Laboratory Medicine.
  - 3) The Faculty of Health Sciences.
3. The work of the faculties is managed by the Deans of the Faculties, who are supervised by the Vice-Rector for Education.
4. The organisational unit of the faculty is: a department, a clinic, a plant, an independent laboratory, established to organize and conduct didactic activities related to a specific subject or group of subjects, corresponding to the field or discipline of science implemented in the unit it is a part of.
5. The Rector creates, abolishes, reforms or changes the names of organisational units of a faculty.
6. The Rector transfers an organisational unit of a faculty to another faculty.
7. The list of organisational units of the faculties is specified in Appendix no. 2 to these Regulations.

## § 9

1. A Department may be established to organize and conduct didactic activities related to a specific specialization of studies or a group of subjects corresponding to the field or discipline pursued at the Faculty.
2. A department should consist of at least two organisational units managed by members of academic staff holding the title of professor or the academic degree of doctor habilitatus.
3. A department may be created as an inter-faculty unit.

### Dean of a Faculty

## § 10

1. The Dean of the Faculty is appointed by the Rector.
2. The Rector, at the request of the Faculty Dean, appoints no more than three Deputy Deans.
3. The Faculty Dean makes decisions concerning the functioning of a faculty which are not within the competences of the University bodies, the Vice-Rectors or Chancellor.
4. The Faculty Dean supervises the activities of the organisational units of the faculty, ensures that the law is observed and that the subordinate units of the faculty are safe and maintained in order.
5. The detailed scope of tasks of the Faculty Dean is defined in the University's Statute.

### UNIVERSITY-WIDE UNITS

## § 11

1. The University has its own university-wide units which perform separate scientific, didactic and service tasks. Unless otherwise provided for in these Regulations, the Rector is directly responsible for the university-wide units.
2. The university-wide units of the Medical University are:
  - 1) The library,
  - 2) The archive,
  - 3) The biobank,
  - 4) The Doctoral School,
  - 5) The Centre for Experimental Medicine,
  - 6) The Medical Simulation Centre,
  - 7) The Clinical Research Centre,
  - 8) The Centre for Bioinformatics and Data Analysis
  - 9) The Centre for Artificial Intelligence in Medicine,
  - 10) The Department of Foreign Languages
  - 11) The Department of Physical Education and Sport
  - 12) The Department of Philosophy and Human Psychology.

3. The university-wide units are headed by managers appointed by the Rector, unless the provisions of these Regulations provide otherwise.

## The Library

### § 12

1. The University has a library and information system, the basis of which is the Library.
2. The library is a unit with service, didactic and scientific tasks. It serves as a scientific centre for medical information and a generally accessible scientific library.
3. The resources of the University's library and information system can be used through:
  - a) making the resources available on the location in reading rooms,
  - b) individual lending outside the library,
  - c) interlibrary lending,
  - d) the academic computer network – according to the terms of the licence.
4. The library and information system can be used by:
  - a) students, doctoral students, post-graduate students, employees – in the scope of making the resources available on location and outside as well as through the academic computer network,
  - b) University pensioners as well as health care workers – in the scope of making the resources available on location and outside as well as electronic databases in the Library, unless the licenses provide otherwise,
  - c) other persons on site.
5. Detailed rules for the functioning of the library and information system, including the rules of making the collections of the University's library and information system available are set out in the Regulations for making the collection available, introduced by the Rector, at the request of the Director of the Library, and positively approved by the Vice-Rector for Science and Development.
6. The units being the part of the library and information system can be created, transformed and abolished by the Rector, at the request of the Director of the Library, with a positive opinion of the Vice-Rector for Science and Development.
7. In connection with the functioning of the library and information system, the University processes personal data of persons using this system, including: name, surname, PESEL, address of residence, correspondence address, e-mail, number of the library card or student ID card, field of study, organisational unit of the University, name and address of the workplace.
8. The library staff are among those who are not academic teachers.

### § 13

The Library's basic tasks include

- 1) organizing the scientific and didactic work workshop of the University by means of appropriate selection, collection, professional development and making library col-

- lections available, as well as by means of documentation and information activities, enabling the fastest possible access to the desired scientific sources,
- 2) bringing in collections from other national and foreign libraries as part of interlibrary loans,
  - 3) current registration of the published scientific achievements of the employees in the Bibliography of the University's staff,
  - 4) conducting didactic classes for doctoral students in the subject of scientific information,
  - 5) conducting library training for first year students,
  - 6) conducting internships for students of librarianship and scientific information and professional internships for employees of other academic libraries,
  - 7) the recording and control of library collections,
  - 8) making bibliometric analyses,
  - 9) confirmation of participation in scientific publications of physicians entering the qualification procedure for the specialisation,
  - 10) Editorial Office of Medyk Białostocki.

#### § 14

1. The Library at the Medical University of Białystok is managed by the Director of the Library.
2. The Director of the Library is appointed by the Rector on a proposal of the Vice-Rector for Science and Development.
3. The Director of the Library manages the library and information system of the Medical University, and in particular:
  - 1) represents the Library outside,
  - 2) is the superior of all employees of the Library,
  - 3) submits to the Chancellor applications for employment, promotions, awards and distinctions of employees of the library and information system,
  - 4) organises training for staff and students on how to use library and information resources,
  - 5) organizes and supervises work in the Library in a way that allows employees, students, doctoral students, post-graduate students and other eligible persons to have optimal access to library and information collections,
  - 6) manages the property, supervises the collections and has the financial resources of the Library,
  - 7) draws up a draft material and financial plan for the Library,
  - 8) submits to the Rector with proposals concerning the functioning of the library and information system.
4. Substantive supervision over the work of the Library is exercised by the Vice-Rector for Science and Development.

## Archive

### § 15

1. The Medical University has an archive, which is at the same time a link of the state archive network.
2. The Archive, in accordance with the applicable regulations, collects, stores and makes available archival materials produced by the University.
3. The basic tasks of the Archive include
  - 1) cooperation with organisational units of the University in the field of transferring files to the Archive,
  - 2) accepting files whose storage period in individual units has already expired,
  - 3) the storage and safeguarding of accepted files and their records,
  - 4) making files available to organisational units with the consent of the University's authorities,
  - 5) initiating the absence of category 'B' files, participating in the commission's absence of such files, and submitting the separated files for destruction, after prior approval of the local State Archive,
  - 6) providing the individual units with information on the organisation and storage of files,
  - 7) submitting annual reports on the entity's activities to the local State Archives.
4. Supervision over the Archive's activities and the detailed organizational scope is specified in the Archive Manual.

## Biobank

### § 16

1. Biobank's basic tasks include
  - 1) to harmonise the procedures for obtaining information on patients' clinical data,
  - 2) to harmonise procedures for the collection and preservation of biological material for scientific research,
  - 3) creating an integrated system for collecting, securing and sharing biological material and clinical data of the patient for research and development purposes,
  - 4) cooperation with leading institutions abroad (through a network of BBMRI biobanks),
  - 5) collecting and storing biological material and creating rules for making this material available for the needs of university employees and external entities both from Poland and abroad.
2. Biobank is a general government unit subordinate to the Vice-Rector for Science and Development.



## **Doctoral School**

### **§ 17**

1. The Doctoral School educates doctoral students, preparing them to obtain a degree.
2. The Doctoral School is headed by a Director appointed by the Rector on a proposal of the Vice Rector for Education.
3. The Doctoral School is a general unit subordinate to the Vice-Rector for Education.

## **Centre for Experimental Medicine**

### **§ 18**

1. The Centre for Experimental Medicine is a university-wide organizational unit.
2. Centre for Experimental Medicine, performs tasks both for the University's employees and external entities, in particular:
  - 1) keeps laboratory animals for scientific research,
  - 2) provides facilities for research in medical and pharmaceutical sciences and health sciences,
  - 3) is a training centre.
3. The Centre for Experimental Medicine performs scientific experiments in the field of medical, pharmaceutical and health sciences.

## **Medical Simulation Centre**

### **§ 19**

1. The Medical Simulation Centre of the Medical University of Białystok works for the development of medical education by teaching simulation techniques.
2. The Medical Simulation Centre carries out the following activities:
  - 1) developing innovative educational, research and quality education initiatives,
  - 2) practical classes in the form of simulated classes, teaching technical skills using simple and advanced trainers,
  - 3) learning and improving soft skills: teaching complex cognitive skills (such as: assessing the situation, making appropriate decisions, verbal and non-verbal communication with the patient and his family).
  - 4) conducting objective structural clinical examinations (OSCE),
  - 5) developing, promoting and creating initiatives to support the functioning of medical simulation,
  - 6) promoting professionalism, independent thinking by means of medical simulation,
  - 7) creation and support of activities promoting pro-healthy behaviour and medical education,
  - 8) integration of the medical community and institutions related to medical education,
  - 9) organizing and conducting training in medical simulation.

3. The Medical Simulation Centre is a general university unit subordinate to the Vice-Rector for Education.

## **Clinical Research Centre**

### **§ 20**

1. The Clinical Research Centre of the Medical University of Białystok acts for the scientific development of the University by conducting scientific research in the areas strategic for the University, organizing training in modern research methods including large-scale techniques and scientific cooperation with the University's units and foreign and domestic partners.
2. Within the Clinical Research Centre, the following units are distinguished:
  - 1) Metabolomics Laboratory,
  - 2) Genomics and Epigenomics Laboratory,
  - 3) The Proteomics Laboratory,
  - 4) Department of Nutriomics,
  - 5) Department for Personalized Medicine.
3. The Clinical Research Centre shall be headed by a Head of the Centre who shall supervise and coordinate the work of the Heads of units listed in paragraph 2.
4. The Head of the Centre and managers of individual units of the Clinical Research Centre are appointed by the Rector.
5. The Clinical Research Centre carries out the following activities:
  - 1) conducts scientific and research and development activities by implementing strategic projects for the University,
  - 2) conducts scientific cooperation with the University's units in the field of modern large-scale techniques,
  - 3) raises external funds for conducting scientific and research activities and cooperation with entrepreneurs,
  - 4) raises external funding for the development of research infrastructure and develops innovative research techniques,
  - 5) provides training on the research techniques used,
  - 6) promotes the idea of scientific research among the university and local community,
  - 7) cooperates scientifically with universities and scientific institutes and entrepreneurs interested in scientific research from Poland and abroad.

## **Centre for Bioinformatics and Data Analysis**

### **§ 21**

1. The Centre for Bioinformatics and Data Analysis carries out the following activities:
  - 1) conducts scientific and research and development activities by implementing strategic projects for the University,

- 2) conducts scientific cooperation with the University's units in the field of data analysis and bioinformatics,
  - 3) cooperates with the Centre for Clinical Research in the field of bioinformatic analyses in the research conducted at the Centre for Clinical Research,
  - 4) raises external funds for conducting scientific and research activities and cooperation with entrepreneurs,
  - 5) raises external funding for the development of research infrastructure and develops innovative methods of data analysis in bioinformatics,
  - 6) conducts training in data analysis and bioinformatics,
  - 7) cooperates scientifically with universities and scientific institutes and entrepreneurs interested in scientific research from Poland and abroad.
2. The Centre for Bioinformatics and Data Analyses is a university-wide scientific unit supervised by the Vice-Rector for Science and Development.

### **Centre for Artificial Intelligence in Medicine**

#### **§ 22**

1. The tasks of the Centre for Artificial Intelligence in Medicine include in particular:
  - 1) developing knowledge and competence at the Medical University of Białystok in the field of collecting and analysing so-called “big data” and conducting research using artificial intelligence (AI) in medicine,
  - 2) creation of original database formats based on unique medical and omic data (Polish HD Medicine Database) and creation of other structured high quality databases available for Polish SI researchers,
  - 3) creation of a system for making high quality biomedical data available to universities and SI analyst teams cooperating with the University, initiation of nationwide projects and implementations to the economy,
  - 4) creation of up-streams with the use of SI applications for new algorithms of therapy and early diagnosis of civilization diseases,
  - 5) increase the effectiveness of the therapy and better economic, i.e. more efficient spending of funds on health care in Poland,
  - 6) population medicine research – identification of early markers of civilization diseases,
  - 7) identification of new therapeutic targets for cancer therapies,
  - 8) use of SI in imaging diagnostics for prediction and automatic evaluation of test results,
  - 9) creating personalised therapy algorithms (high quality medicine, HD medicine),
  - 10) use of blockchain/smart application technology to keep patients' medical and life activities up to date,
  - 11) generation and processing of omic data (including: genomic, transcriptomic, epigenomic, proteomic, metabolic, immunomic, radiomic) diseases of civilization.

2. The Rector, on the proposal of the Vice-Rector for Science and Development, appoints the coordinator of the Center for Artificial Intelligence in Medicine and area coordinators of:
  - 1) biobanking and personalized oncology,
  - 2) population medicine,
  - 3) prevention of the diseases of civilization,
  - 4) database management and SI analysis.
3. The Center for Artificial Intelligence in Medicine is a university-wide scientific unit supervised by the Vice-Rector for Science and Development.

### **Study of Foreign Languages, Study of Physical Education and Sport and Study of Philosophy and Human Psychology**

#### **§ 23**

1. At the University, the general units created to organize and conduct teaching activities related to specific teaching subjects are:
  - 1) The Department of Foreign Languages
  - 2) The Department of Physical Education and Sport
  - 3) The Department of Philosophy and Human Psychology.
2. Each studio is headed by a manager.
3. The provisions of the Statutes of a higher education institution concerning faculty units and their managers shall apply accordingly to degree programmes and their managers.
4. The activities of degree programmes listed in section 1 shall be supervised by the Deputy Rector for Education and Training.

## PART II ADMINISTRATION

### CHAPTER I CREATION OF ADMINISTRATIVE UNITS

#### § 24

1. Administrative units shall be created, transformed and abolished by the Rector at the request of the Chancellor.
2. Administrative units are appointed to carry out tasks related to the proper functioning of the University.
3. The following conditions should be met when setting up an administrative unit:
  - a) to identify the tasks that make it necessary to create a unit,
  - b) the possibility of meeting the personnel and payroll conditions,
  - c) compliance with applicable regulations.

#### § 25

1. The administrative units are departments, sections, offices, teams and autonomous workstations. The organizational chart of the administration is included in Annex 3 to the Regulations.
2. Sections, offices, teams can also be created within departments.
3. The symbolism of the administrative units operating at the University is contained in Appendix no. 4 to the Regulations.

#### § 26

The administration ensures efficient performance of the tasks entrusted to the University.

### CHAPTER II RULES ON THE ORGANISATION OF THE WORK OF THE ADMINISTRATION

#### § 27

Rules of operation of administrative units:

1. The management of the University is governed by the principle of one-person management, which means that each employee has only one direct superior from whom he receives instructions and to whom he is responsible for their execution.
2. A staff member who has received an instruction directly from his immediate superior shall be required to carry it out, if possible before carrying it out. If an instruction cannot be carried out, the staff member shall inform the person who gave the instruction and his immediate superior.

3. Managers of organizational units, due to the handling of matters entrusted to them, bear official responsibility for:
  - 1) compliance of the handling of matters with applicable regulations,
  - 2) the substantive competence to deal with matters,
  - 3) the right form and timing to deal with the issues.

### § 28

1. Individual organizational units of the administration carry out tasks defined in their scopes of operation.
2. The cooperation between the administrative units takes place on the basis of close cooperation.
3. Cases which do not fall within the competence of an organisational unit shall be referred without delay to the competent or separating agency.
4. Decisions taken in lieu of competent administrative units (at the order of the immediate superior), e.g. in order to speed up the course of the matter or for other important reasons, should be immediately communicated to the units or employees concerned.
5. In the case of urgent cases, when keeping the business route could expose the University to damage, each employee is obliged to take the necessary measures to deal with the matter. The decision taken without going through the official channels shall be notified without delay to the head of the relevant unit of administration.
6. In the case of participation of several organizational units in the realization of a specific case, the Rector or the Chancellor shall appoint an organizational unit or a person responsible for coordination and completion of all materials and preparation of comprehensive information.

## CHAPTER III REPLACEMENT OF STAFF IN MANAGEMENT POSITIONS

### § 29

1. The Chancellor shall, in his absence, be replaced by a deputy appointed by him. In the absence of such a decision (random accident), this function shall be performed by the Deputy Chancellor appointed by the Rector.
2. The Deputy Chancellor, in his absence, shall be replaced by the Head of the relevant organisational unit appointed with the consent of the Chancellor.
3. The head of the organisational unit shall be replaced by a deputy head during his absence, and in the absence of the deputy or absence of the post of deputy head of the organisational unit by an employee appointed by the head. The deputy shall be subject to all rights and obligations of the manager under the general rules and these Regulations.
4. In the event that the Deputy Chancellor or the head of the administrative unit does not designate a replacement, such a member of staff shall be appointed by the Chancellor

or, in the case of administrative units subject to Deputy Chancellors, the Deputy Chancellor responsible.

## CHAPTER IV ACCEPTANCE AND PASSING OF FUNCTIONS

### § 30

1. Handing over and taking over the functions is based on the handover protocol.
2. The protocol shall include:
  - a) a list of passed – adopted acts,
  - b) the state of the issues that have been passed – accepted,
  - c) a list of unsettled cases,
  - d) with regard to materially responsible persons, the list of assets according to the natural census sheet, in accordance with the regulations in force in this respect.
3. Where the participation of the transferor is rendered impossible by sickness, accident, death or any other cause, the superior shall set up a committee to carry out a physical inventory and a record of the transfer of the agents and assets to the host.

## CHAPTER V CONTROL OF UNIVERSITY ADMINISTRATION ACTIVITIES

### § 31

1. Internal control is carried out by means of functional control, exercised by individual employees by virtue of their position.
2. The Rector of the University supervises the overall efficiency of the internal control system as well as the correct use of internal and external control signals.
3. Vice-Rectors, Deans, Chancellors, Deputy Chancellors and managers of individual organisational units of the University – within the scope of tasks assigned ex officio – exercise control and are responsible for its proper functioning.
4. The rules and procedures of control activities are regulated by the Rules of Internal Control of the Medical University.

## PART III ORGANISATIONAL STRUCTURE OF THE ADMINISTRATION OF THE MEDICAL UNIVERSITY

### CHAPTER I ADMINISTRATIVE POWERS OF THE RECTOR

#### § 32

The Rector makes decisions in all matters concerning the University, except for matters reserved by the Act, the Statute or these Regulations to the competence of other University bodies or employees.

#### § 33

They report directly to the Rector:

- 1) The Chancellor,
- 2) Counselor,
- 3) Internal Auditor,
- 4) Defence Specialist,
- 5) Health and Safety Inspectorate,
- 6) Fire Safety Specialist,
- 7) The Classified Information Protection Officer,
- 8) Data Protection Inspector,
- 9) Press Officer.

### CHAPTER II THE CHANCELLOR, DEPUTY CHANCELLORS AND HEADS OF ADMINISTRATIVE UNITS

#### CHANCELLOR

#### § 34

1. The Chancellor manages the administration and economy of the University and makes decisions concerning the property of the University within the scope of ordinary management with the exception of matters reserved in the Act, the Statute, these Regulations for the bodies of the University or employees.
2. The Chancellor performs the tasks specified in § 103 of the University's Statute.
3. The Chancellor shall perform activities within the scope of labour law for the employer with respect to employees subordinate to him.



### § 35

The Chancellor is entitled to:

- 1) take, in accordance with the applicable laws and internal normative acts, decisions concerning administrative and financial matters necessary for the proper functioning of the University,
- 2) make statements on behalf of the University within the limits of the powers of attorney received,
- 3) to issue internal normative acts.

### § 36

1. They are subordinate to the Chancellor:
  - 1) all administrative units of the University, except for positions indicated in § 33, including administrative units directly related to the organisation and service of Vice-Rectors, Faculties and Boards of Scientific Colleges,
  - 2) The library,
  - 3) The archive.
2. Organisational subordination of the units indicated in paragraph 1 to the Chancellor does not exclude the substantive subordination of these units to the Rector, Vice-Rectors, Deans or heads of organisational units of the departments in which they operate, if this is stated in these Regulations.

### § 37

1. The Chancellor shall perform his duties with the assistance of two deputies:
  - 1) Deputy Chancellor for Technical Affairs,
  - 2) Deputy Chancellor for Financial Affairs – the Quaestor.
2. Deputy Chancellors are hired by the Rector at the Chancellor's request.
3. The scope of duties of the Deputy Chancellors shall be determined by the Chancellor in consultation with the Rector.
4. The Chancellor, on the basis of a power of attorney granted by the Rector, employs and dismisses managers of administrative units subordinate to him and the Deputy Quaestor.

## **DEPUTY CHANCELLOR FOR TECHNICAL AFFAIRS**

### § 38

1. The basic tasks of the Deputy Chancellor for Technical Affairs include
  - 1) organising, supervising and controlling all work falling within the scope of its subordinate units,
  - 2) supervision and coordination of works in the field of renovation and construction management,
  - 3) supervision and coordination of investments made by the University,

- 4) supervision of the University's equipment and facilities,
- 5) supervision and coordination of work related to the operation and organisation of transport, ensuring the proper functioning of telephone communications.
2. The powers of the Deputy Chancellor for Technical Affairs include
  - 1) taking, on the basis of the applicable legislation, the necessary decisions to ensure the proper functioning of its subordinate department,
  - 2) making statements on behalf of the Medical University within the limits of the powers of attorney received,
  - 3) requesting the Chancellor to provide the resources necessary to carry out the tasks of the division,
  - 4) requesting personal matters concerning subordinate employees (admissions, dismissals, awards, penalties, etc.).
3. The Deputy Chancellor for Technical Affairs reports:
  - 1) Investment Department,
  - 2) Maintenance and Operations Department,
  - 3) Supply Department.

## **DEPUTY CHANCELLOR FOR FINANCIAL AFFAIRS – QUAESTOR**

### **§ 39**

1. Deputy Chancellor for Financial Affairs – The Quaestor is the chief accountant.
2. The main tasks of the Deputy Chancellor for Financial Affairs – the Quaestor are in particular:
  - 1) organizing and improving the internal economic settlement system of the Medical University, providing necessary data for planning activities and making correct decisions, exercising proper financial control and evaluating the performance of economic and financial tasks of the University;
  - 2) directing the accounts of the Medical University, consisting primarily of:
    - a) organise the preparation, reception, circulation and control of documents in such a way as to ensure that economic operations are properly documented, internal control and accounting are carried out efficiently,
    - b) organising and improving accounting and financial reporting in order to ensure their reliability and correctness using rational work organisation and data processing techniques,
    - c) current and correct preparation of financial statements,
    - d) proper storage and security of accounting documents, books of account and financial statements,
    - e) supervising all the accounting work carried out by the University's organizational units;
  - 3) managing the development of financial plans, their updating and preparation of financial reporting;

- 4) ensuring the correctness of financing and crediting of the Medical University and the settlement of accounts with the budget;
  - 5) securing compliance with public finance discipline;
  - 6) participation in the preparation of analyses concerning the activity of the University and conclusions resulting from these analyses;
  - 7) keep the Rector and the Chancellor informed about the financial situation of the University;
  - 8) submitting to the Rector and the Chancellor quarterly analyses of the financial activity of the University.
3. Deputy Chancellor for Financial Affairs – The Quaestor is entitled to:
- 1) sign with the Rector, the Chancellor or his Deputy for Technical Financial and Accounting Documents, in accordance with the applicable regulations, and sign the documents on his own within the limits of the power of attorney,
  - 2) to demand from all organizational units of the University:
    - a) information and explanations and making the source documents available for inspection,
    - b) the rectification within the prescribed period of time of irregularities concerning in particular the flow of internal accounting information, reporting, receipt, issue and circulation of accounting documents.
4. Deputy Chancellor for Financial Affairs – The Quaestor acting as Chief Accountant reports to the Quaestor :
- 1) Deputy Quaestor,
  - 2) Financial and Accounting Department,
  - 3) Payroll Department.

## THE SCOPE OF DUTIES, POWERS AND RESPONSIBILITIES OF MANAGERS OF ADMINISTRATIVE UNITS

### § 40

1. The basic tasks of a unit manager include
  - 1) exercising direct supervision over the proper performance of work by subordinate employees and control of the execution of issued orders,
  - 2) organising the work, drawing up and updating the areas of activity of employees' subordinates, and assigning ad-hoc work not provided for in these areas,
  - 3) development of drafts of normative acts in the scope concerning the implementation of tasks by the managed unit, which constitute the basis for requesting the introduction and updating of internal legal acts,
  - 4) representing the individual vis-à-vis the superior and the University's authorities,
  - 5) drafting letters concerning the scope of activity of the headed unit signed by the Rector, Vice-Rectors, Deans and their deputies and the Chancellor and his deputies, as well as other authorized persons,

- 6) to observe and ensure compliance with internal and generally applicable laws and regulations relating to the entity's activities,
  - 7) acquainting subordinate employees with current normative acts issued at the University and legal regulations concerning the functioning of the administrative unit and enforcing their application,
  - 8) supervising the maintenance of the required documentation and reporting,
  - 9) preparing and updating information to be placed on the University's website related to the functioning of the administrative unit or running and updating its own website,
  - 10) supervising and enforcing employees' compliance with professional secrecy, work discipline, health and safety, and personal data protection,
  - 11) taking care of improving professional qualifications of their and subordinate employees,
  - 12) informing employees about the occupational risks of the job,
  - 13) securing the property of the University at the disposal of the unit and its proper management.
2. Heads of units are entitled to:
- 1) making decisions in matters covered by the entity's activity,
  - 2) request, if necessary, other units and bodies of the University for necessary information, materials, explanations and supplements,
  - 3) to apply for promotions, awards and penalties for subordinate employees,
  - 4) applying for new employees, giving opinions on candidates for employees in their respective departments.
3. The heads of administrative units are responsible for:
- 1) organise the work and perform the tasks of the administrative units they manage,
  - 2) proper substantive and formal-legal preparation of matters presented for decision by the University authorities,
  - 3) performing internal (functional) control, taking into account the basic control criteria: efficiency of the organisation, purposefulness, economy, reliability and legality of operation, in accordance with applicable regulations,
  - 4) the work of subordinate personnel under supervision,
  - 5) timely submission to the Payroll Department of documents constituting the basis for drawing up and submitting to the Social Insurance Institution (ZUS) application documents of persons under concluded civil-law contracts,
  - 6) timely handling of matters in accordance with the applicable regulations, Orders of the Rector and the Chancellor,
  - 7) securing the entrusted assets of the University and operating it in accordance with the principles of proper management,
  - 8) compliance with internal legal acts and with health and safety, fire safety and security regulations. and data protection regulations.

# PART IV FRAMEWORK FOR THE ACTIVITIES OF THE ADMINISTRATIVE UNITS OF A MEDICAL UNIVERSITY

## CHAPTER I RECTOR'S DIVISION

### LEGAL COUNSEL

#### § 41

The basic tasks of a Legal Counsel are:

1. To provide legal opinions and advice and explanations on the application of the law, and in particular on the subject of:
  - 1) internal legal acts,
  - 2) individual, legally complex cases,
  - 3) concluding a long-term or untypical agreement or concerning an object of significant value,
  - 4) termination of employment relationships with employees,
  - 5) refusal to accept the claims made,
  - 6) cases related to proceedings before the Deciding Authorities,
  - 7) the conclusion and termination of the contract,
  - 8) settling property issues,
  - 9) debt forgiveness,
  - 10) preparing drafts of notifications to the authority appointed to prosecute crimes and offences about the possibility of committing a criminal act.
2. Participation in negotiations conducted by the University, the aim of which is to establish, change or terminate a legal relationship.
3. Appearing as a representative of the University in court, administrative proceedings and before other authorities.
4. Development of draft non-standard contracts.

### INTERNAL AUDITOR

#### § 42

The Internal Auditor's primary tasks include

1. Preparation of the annual internal audit plan on the basis of a risk analysis. The plan should include information on the areas of activity where audit tasks will be carried out during the year and information on the internal auditor's time budget. The plan should include information on the time planned for the implementation of individual tasks ensuring, the implementation of advisory activities, monitoring of the implementation of recommendations and the implementation of verification activities.

2. Carrying out an internal audit including a systematic assessment of management control and advisory activities, including an internal audit commissioned in accordance with the assumptions provided by the Minister of Finance or commissioned by the Head of the National Revenue Administration.
3. Monitoring the implementation of recommendations and carrying out checks.
4. Drawing up an internal audit report, including in particular: information on audit tasks, including those contracted, monitoring of the implementation of recommendations and follow-up activities, together with a reference to the audit plan, and other relevant information, including on the conduct of internal and external internal audit evaluation.

## **DEFENSE SPECIALIST**

### **§ 43**

The primary tasks of the Defense Officer are:

1. Planning and implementation of defensive tasks at the University resulting from the regulations of the Minister of Health, the Governor, the President of the City.
2. Determining the organisational structures to be used in specific situations.
3. Initiating and organizing all civil protection activities.
4. Running a secret materials office.
5. Dealing with issues related to the protection of state and professional secrecy.
6. Organizing the training of the management staff, functionaries and other employees of the University in the field of defence and civil protection.
7. Keeping military records of the University's employees.
8. Conducting organizational and mobilization matters at the University.
9. Managing the civil defence equipment at the University.
10. Coordination and supervision of defence and civil defence matters in subordinate units (USK, UDSK).
11. Permanent cooperation with superior units and cooperating in defence and civil defence tasks.
12. Participation in training, meetings and briefings organised by superior and co-operating units.

## **HEALTH AND SAFETY INSPECTORATE**

### **§ 44**

The basic tasks of the Health and Safety Inspectorate include

1. Checking the state of health and safety at work in all organizational units of the University within the scope:
  - 1) adequate protection of all types of equipment and apparatus in motion,
  - 2) to follow up on the recommendations of the inspection,
  - 3) the possession and application by organisational units of the University of the applicable regulations and instructions on health and safety.

2. Conducting general initial training (general instruction) for newly recruited employees.
3. Participation in the development of programmes and plans to improve working conditions at the University.
4. Participation in the annual social review of working conditions.
5. Analysing, assessing the causes of accidents at work and occupational diseases.
6. Completing the necessary documentation of accidents at work and occupational diseases, developing preventive applications.
7. Keeping records, completing and keeping records of accidents at work, on the way to and from work and occupational diseases.
8. Cooperation with the Occupational Medicine Clinic in the field of assessment of the health condition of employees and control of compliance with this obligation arising from the relevant legislation.
9. Commissioning of research by specialized units in the field of work environment research.
10. Participation in the work of the Accident Team in determining the circumstances and causes of accidents at work.
11. Control of the sanitary and hygienic condition of the premises of the University and the proper supply of medicines and dressing materials for the first-aid kit.
12. Cooperation with the Department of Labour Affairs and the Fire Safety Specialist in organizing trainings for the University's employees in the field of occupational health and safety and fire safety, including establishing the scope of training.
13. Initiating and developing various forms of popularisation of occupational health and safety issues.
14. Supervision over the proper provision of protective clothing, work clothes and personal protective equipment to the University's employees.
15. Providing opinions on detailed instructions developed by the managers of relevant organizational units of the University concerning health and safety at work at individual workstations.

## **FIRE SAFETY SPECIALIST**

### **§ 45**

To the basic tasks of the Fire Safety Specialist should:

1. Implementation of tasks in the field of fire protection in accordance with the applicable regulations and guidelines of the Ministry of Health and the relevant Headquarters (Municipal and Provincial) of the State Fire Service.
2. Conducting fire protection inspections based on the guidelines of the Minister of Health, Minister of Economy, Minister of Internal Affairs.
3. Submitting motions to superiors to improve the fire protection of administered facilities.
4. Participation in fire training of employees.
5. Participation in training courses conducted by the State Fire Service, supervising the deployment, efficiency and maintenance of firefighting equipment.

6. Supervising the marking and maintenance of escape routes and fire-fighting equipment and appliances.
7. Developing and updating the Fire Safety Manual.
8. Cooperation with the relevant organizational units in the scope of establishing fire safety requirements for conducting fire and hazardous works (e.g. welding, metal cutting, etc.) as well as repair, modernization, etc.
9. Cooperation with relevant organizational units in the preparation of plans for repairs, conversions, changes in the use of facilities or their parts, with particular emphasis on meeting the requirements of fire protection with current legal regulations.
10. Determining the needs for supplying the Medical University with the necessary fire-fighting equipment.
11. Participation in fire extinguishing actions on the premises of administered facilities and determining the reasons for their occurrence.
12. Record and analyse the causes of the fires and develop preventive conclusions.
13. Participation in inspections and exercises conducted by the Municipal Headquarters of the State Fire Service.
14. Participation in the annual social review of working conditions.
15. To give an opinion on detailed instructions developed by the managers of relevant organizational units of the University in the field of fire protection of individual workstations.
16. Initiating and developing various forms of popularization of fire protection issues.
17. Participation in committees evaluating investment projects related to construction, reconstruction, modernization, overhauls and changes in the use of facilities.
18. Preparation of opinions, evaluations, expert opinions and other studies on fire protection.
19. Requests for exemption from the use of machinery and equipment in danger of fire or explosion, including spaces and objects which endanger human health and life.
20. Requesting that employees and students who do not comply with fire protection regulations be punished.
21. Execution of other orders issued by the University Authorities.

## **CLASSIFIED INFORMATION PROTECTION OFFICER**

### **§ 46**

The main tasks of the Classified Information Protection Officer include

1. Ensure protection of classified information.
2. Cooperation with the system administrator and ICT security inspector.
3. Control of the protection of classified information and compliance with regulations on the protection of such information.
4. Periodic control of material records and document circulation.
5. Developing a security plan for the organisational unit and supervising its implementation.
6. Training of employees in information protection.



## **DATA PROTECTION OFFICER**

### **§ 47**

The main tasks of the Data Protection Supervisor include

1. Informing and advising employees who process personal data about their obligations under the General Regulation on Personal Data Protection (hereinafter referred to as GDR), national regulations on data protection and the Rector's orders concerning the protection of personal data at the Medical University of Białystok.
2. Monitoring of compliance with the ORD, national data protection regulations and the Rector's orders concerning the protection of personal data at the Medical University of Białystok, including the division of responsibilities, awareness-raising activities, training of employees participating in processing operations and related audits.
3. Make recommendations on data protection impact assessments upon request and monitor their implementation,
4. Cooperation with the supervisory authority, i.e. the President of the Office for Personal Data Protection.
5. To act as a contact point for the supervisory authority on matters relating to the processing of personal data, including prior consultation, and to consult on all other matters where appropriate.
6. Conducting matters related to requests for public information submitted to the University, cooperating with organizational units competent in the preparation of answers.

## **PRESS OFFICER**

### **§ 48**

The primary tasks of the Press Officer include

1. Shaping, coordinating and implementing information policy about the University's activity.
2. Creating a database of UMB experts and inspiring national and regional media.
3. Monitoring developments in the health and academic market. In relation to them, creating statements in the media based on UMB staff, monitoring the press.
4. Internal activation of the staff with the request to inform about awards, scientific, sporting, passionate, etc.
5. Coordinating the work of the team responsible for editing promotional and journalistic information (Medyk Białostocki, Promotion and Recruitment Office). He was the editor-in-chief of Medyk Białostocki.
6. Supervision of the website and social media (Facebook, Twitter, Linked-in).
7. Rapid response in crisis situations: issuing a communication, organising a press conference, crisis management.
8. Cooperation with the Rector, Vice-Rectors and members of the academic community in the field of media appearances.

## CHAPTER II CHANCELLOR'S DIVISION

### EMPLOYEE AFFAIRS DEPARTMENT

#### § 49

The main tasks of the Employee Affairs Department include

I. In terms of personal matters:

1. Implementation of the HR policy of the University Authorities.
2. Cooperation with direct superiors in the implementation of the HR policy of the University, including the recruitment of employees.
3. Preparation of documents related to the establishment, change or termination of employment relationship for the decision of the Rector or Chancellor.
4. Determining employee rights, e.g. to the traineeship allowance, jubilee award, additional annual remuneration, holidays and others.
5. Conducting cases related to the staffing of residents.
6. Conducting matters related to the conclusion, change and termination of employment relationships of employees employed to implement projects financed by EU funds and other external sources in consultation with the Science Department and the Project Management Office.
7. Keeping personal and other employee records in accordance with applicable regulations.
8. Conducting cases related to reporting and de-registration of employees and their family members in ZUS.
9. Preparation of documentation on employees' pension matters in consultation with the Payroll Department.
10. Establishing the entitlements and performing formal control of award applications of non-academic staff.
11. Issuing of missions and national travel assignments. Keeping records of domestic departures.
12. Preparation at the request of the Senate Committee for Awards, Decorations and Distinctions of applications (from the technical side) for awarding state and departmental distinctions to employees of the University. A substantive justification shall be prepared by the applicant.
13. Keeping a record of medals "For Merit to the Medical University".
14. Cooperation with relevant units in the field of employee evaluation:
  - a) in relation to academic teachers with relevant Dean's Offices and the Rector's Office,
  - b) for non-academic staff with unit managers.
15. Conducting health care matters for workers:
  - a) referral to the initial medical examination of newly recruited employees and check-ups of employees after long-term inability to work,

- b) transferring pregnant and breastfeeding women and other workers to appropriate work according to doctor's instructions.

16. Accepting stamps for compliance with your current position.

17. Archiving of the produced documentation.

II. In the social field:

1. Developing plans for the use of the WFZS.
2. Administration of the social benefits fund in accordance with proposals from the Social Committee and decisions of the authorising officers:
  - a) accepting applications for social security benefits,
  - b) setting income and income criteria for granting social benefits,
  - c) creating lists of persons entitled to benefits.
3. Conducting cases related to the financing of various forms of benefits for eligible persons, such as leisure, cultural and educational activities, sport and recreation and tourism, granting cash benefits and gift vouchers.
4. Handling cases related to the granting of non-refundable financial and material assistance to eligible persons.
5. Conducting matters related to granting loans for housing purposes to employees and former employees of the University, including preparation of loan agreements.
6. Organizing meetings of former employees of the University – pensioners.
7. Administrative service of the Social Committee.

## RECTOR'S OFFICE

### § 50

The basic tasks of the Rector's Office include

1. Preparation of University Council meetings:
  - a) record keeping: establishing and forwarding the agenda, taking the minutes,
  - b) submitting resolutions of the University Council for implementation (other than in electronic form) and their records.
2. Preparation of Senate meetings:
  - a) keeping records: establishing and submitting the agenda, maintaining and updating the website of the University Senate, taking minutes,
  - b) submitting Senate Resolutions for implementation (except in electronic form) and their records.
3. All matters – preparing documentation: establishing and forwarding the agenda, taking minutes related to the scope of activities of committees appointed by the Senate:
  - a) University Commission for Staff Assessment: cooperation with Departmental Commissions for Staff Assessment (apart from the activities listed in paragraph 2: keeping documentation related to the appeal procedure),
  - b) The Disciplinary Academic Teacher,
  - c) the following activities are also included in the list of the Minister of Health and the Rector's awards (apart from the activities listed in section 2: collecting

documentation, preparing letters for payment of the Minister of Health and the Rector's awards, preparing diplomas of recognition of the Rector), and other committees and teams set up by the Senate.

4. To conduct all matters related to the activities of the Disciplinary Ombudsman for Academic Teachers.
5. Running all matters related to the activities of the University Election Committee and cooperating with Faculty Election Committees and the Election Committee for Students and PhD Students.
6. Conducting all matters related to the scope of activity of other committees appointed by the Rector.
7. Organization of academic ceremonies organized by the Rector in cooperation with the Promotion and Recruitment Office.
8. Conducting cases for the awarding of the title of Doctor Honoris Causa.- preparing documentation.
9. Administrative handling of decisions of the Rector issued in an administrative mode.
10. Keeping a register of permits issued by the Rector to use the image of the emblem of the Medical University of Białystok and the University's flag.
11. Keeping records of the Rector's patronage.
12. Gathering documentation related to the University's participation in foreign collegiate bodies.
13. Conducting all matters related to the chairmanship of the Environmental College of Rectors of Higher Education Institutions in Białystok by the Rector.
14. Accepting correspondence via the e-PUAP platform and forwarding it to the relevant units via the IT system.
15. Conducting office and office matters of the Rector's Office.
16. Conducting all matters related to the activities of the Postgraduate School of Law, Organization and Management in Health Care.
17. The Rector's Office is subordinated to the Rector.

## **CLINICAL AFFAIRS AND VOCATIONAL TRAINING DEPARTMENT**

### **§ 51**

The main tasks of the Clinical Affairs and Vocational Training Department are:

1. Administrative and office matters of the Vice-Rector for Clinical Affairs and Vocational Training
2. Supervision of the content and conduct of all matters concerning post-graduate and specialist education in medical professions.
3. To conduct all matters related to the scope of the Bioethics Committee.
4. Tasks of control and supervision of clinical hospitals:
  - 1) control and evaluation of the activities of subordinate clinical hospitals and the work of their managers

- 2) supervision over the implementation of statutory tasks, availability and level of benefits provided,
- 3) supervision of the proper management of public property and funds,
- 4) supervision of the financial economy,
- 5) evaluation of the activity of clinical hospitals in the scope of statutory tasks, availability and level of provided services, proper property management and financial management,
- 6) conducting cases concerning changes in the statutes of clinical hospitals,
- 7) conducting cases concerning the appointment of Social Councils of Hospitals,
- 8) conducting cases concerning the sale, lease and rental of fixed assets of clinical hospitals, as well as those related to the purchase and acceptance of donations of medical equipment and devices,
- 9) accepting cases of patient complaints against subordinate clinical hospitals,
- 10) to conduct inspections in subordinate clinical hospitals,
- 11) drawing up an annual inspection plan for subordinate clinical hospitals,
- 12) drafting the post-control speech and the post-control speech from clinical hospital inspections,
- 13) keeping a record of the checks made.

The Clinical Affairs and Vocational Training Department reports to the Vice Rector for Clinical Affairs and Vocational Training.

## SCIENCE DEPARTMENT

### § 52

The basic tasks of the Science Department include

1. Administrative and office support for the Vice-Rector for Science and Development and the Scientific Council.
2. As far as science is concerned:
  - 1) receiving and registering applications for national funding for scientific projects, including
    - a) formal assessment of applications for national funding of scientific projects,
    - b) coordinating administrative matters related to the implementation of scientific projects, including confirming the financing of trips,
    - c) preparation of contracts for the implementation of scientific projects that have received funding and annexes to these contracts,
    - d) checking the correct preparation of reports on the implementation of scientific projects;
  - 2) participation in the administrative service of scientific projects co-financed from European funds and other aid measures, including:
    - a) taking actions aimed at obtaining funds from European funds and other aid for scientific projects,

- b) cooperation with external institutions involved in the process of granting and using European and other aid funds,
- c) administrative assistance to MUB units in preparing competition documentation necessary for applying for European funds and other aid;
- 3) Participation in the administrative service of scientific projects subsidised from the European Commission and other foreign institutions, including:
  - a) undertaking activities aimed at obtaining funds from the abovementioned funds for the implementation of scientific projects,
  - b) cooperation with external institutions involved in the research funding process,
  - c) administrative assistance to MUB units in preparing competition documentation;
- 4) conducting substantive tasks related to the implementation of research activities under the subsidy;
- 5) preparing consortium contracts for the implementation of scientific projects;
- 6) preparing data from the Department's tasks for the evaluation of the unit;
- 7) assistance in preparing applications for ministerial scholarships for outstanding young scientists, including doctoral students, for significant achievements in scientific activity;
- 8) assistance in preparing applications for scientific awards for employees of MUB (awards of PAN, foundations and other entities);
- 9) promotion of competitions for which MUB units can apply for funds for scientific research;
- 10) the Senate Science Committee.
- 3. Within the scope of other activities of the Department:
  - 1) service for the Advances in Medical Science editorial team,
  - 2) conducting cooperation with other higher education institutions, research units and public and local government administration units in carrying out the tasks of the Department,
  - 3) conducting matters related to the organization of internal and external audits of scientific projects,
  - 4) preparing reports on the activities of the Vice-Rector for Science and Development,
  - 5) preparing data for external surveys within the scope of the Department's tasks,
  - 6) entering information on the Department's website and information on science.
- 4. The Vice Rector for Science and Development supervises the Department of Science.

## TECHNOLOGY TRANSFER OFFICE

### § 53

- 1. The basic tasks of the Technology Transfer Office include
  - 1) verifying the possibility of commercialization of research results and patentability of innovations coming from the University,
  - 2) ensuring the greatest possible protection of intellectual property developed by the employees of the University,

- 3) providing the University's scientists with comprehensive assistance at the stage of commercialization in the form of, among others, assistance in assessing the market value of the received invention, advice related to the choice of the form of legal protection of the invention, assistance in assessing the solution in terms of patentability, cooperation in drawing up patent description,
  - 4) cooperation with patent offices and patent attorneys' offices in the process of intellectual property protection,
  - 5) representation of the University in domestic and foreign proceedings,
  - 6) conducting the process of direct commercialization (sale, licensing) of the University's intellectual property,
  - 7) disseminating knowledge about the possibilities of commercialisation and protection of intellectual property among inventors and potential investors,
  - 8) conducting training activities,
  - 9) conducting the research process and research services provided by the University as part of commercial orders.
2. Substantive supervision over the Technology Transfer Office is exercised by the Vice-Rector for Science and Development.

## STUDENT AFFAIRS DEPARTMENT

### § 54

The basic tasks of the Student Affairs Department include:

1. Administrative and office service of the Vice Rector for Education.
2. Service:
  - 1) The Committee on Education and Training,
  - 2) The Disciplinary Board for Students,
  - 3) The Disciplinary Committee on PhDs,
  - 4) Appeal of the Student Disciplinary Board,
  - 5) The Appeal of the Disciplinary Board for PhD students,
  - 6) Student Disciplinary Ombudsman,
  - 7) The Disciplinary Ombudsman for PhD students.
3. Service of the office of the Rector's Plenipotentiary for Disabled Persons.  
Allocate funds to tasks related to ensuring that persons with disabilities are able to participate fully in education at university and doctoral schools, including the conclusion of contracts for additional tasks related to the provision of training assistance.
4. Teaching base:
  - 1) preparing and registering contracts for didactics in connection with providing health care services with health care institutions, concerning the didactics implemented at three departments of the University. Checking the invoices in terms of their content for the above-mentioned agreements,
  - 2) preparation of financial information related to students' participation in teaching on a foreign basis.

5. In terms of student affairs:
  - 1) developing, in consultation with the Student Government, a plan for the division of the academic year,
  - 2) keeping a register and monitoring the activities of scientific circles associating students of the Medical University,
  - 3) cooperation with the Students' Council and the PhD Students' Council and student organisations and supervision of the spending of the funds allocated to them,
  - 4) supervising the financial affairs of student clubs,
  - 5) timely submission to the Payroll Department of the documents constituting the basis for preparing and submitting to the Social Insurance Institution (ZUS) the application documents of students and doctoral students for health insurance.
6. In terms of benefits and material assistance for students and doctoral students, including full-time and part-time studies, doctoral studies – division and ongoing analysis of the funds of the material aid fund, in particular the division of grants for material aid, i.e.:
  - 1) verification of documents submitted when applying for material aid,
  - 2) cooperation with scholarship committees,
  - 3) preparing lists of scholarship payments,
  - 4) preparation of decisions on material aid,
  - 5) conducting matters related to the granting of material aid in cases requiring the approval of the Vice Rector for Education,
  - 6) conducting matters related to the granting and payment of the Minister's scholarship for outstanding achievements,
  - 7) cooperation with Student Dormitory administration and Housing Committees,
  - 8) issuing certificates of material aid benefits.
7. Conducting matters related to domestic trips of students and doctoral students, including receipt and registration of applications and preparation of documentation for settlement.
8. The Vice Rector for Education supervises the Student Affairs Department.

## **Planning and Teaching Workload Accounting Section**

### **§ 55**

The primary tasks of the planning and teaching workload accounting section are:

1. In terms of didactic pensum:
  - 1) conducting all matters related to settling the annual burden of academic teachers with teaching classes on full-time and part-time studies and studies conducted in English:
    - a) recording and accounting for the teaching salary,
    - b) recording and accounting for overtime and commissioned hours;
  - 2) conducting matters related to concluding contracts of mandate with persons who are not teachers of the Medical University of Białystok and submitting application documents to the Payroll Department;



- 3) the Rector's teaching reserve:
  - a) recording expenditure from the didactic reserve of the Vice Rector,
  - b) recording and division of didactic limits of individual facilities and clinics;
- 4) preliminary analysis of the pensum;
2. In terms of planning the teaching load:
  - 1) preparation of course schedules for particular years and fields of study according to the study plans,
  - 2) cooperation with the organisational units of the University and supervisors of particular years of studies in the area of planning timetables and publishing them on the University's website,
  - 3) current schedule adjustment,
  - 4) cooperate in setting the framework year schedule.
3. In terms of providing and improving the quality of education:
  - 1) participation in the work related to the creation and improvement of a uniform School Education Quality Assurance and Improvement System,
  - 2) administrative support for the University's Quality Assurance and Training Development Team,
  - 3) coordinating work related to the University's information policy on the quality of education,
  - 4) obtain information related to the requirements, standards and guidelines for quality of education and inform the Education Quality Assurance and Improvement Officer about them,
  - 5) disseminating and providing information related to the issues of educational quality (including the procedures and principles of quality assurance applicable at the University).
  - 6) handling of a student survey on education quality assessment and other research.
4. The Vice Rector for Education oversees the content of the Section.

## STUDENT DORMITORIES

### § 56

1. The basic tasks of Student Dormitories include:
  - 1) conducting matters related to the accommodation and check-out of residents.
  - 2) concluding contracts of residence in the Student Dormitory.
  - 3) conducting all matters related to the existing base of guest rooms, including the payment for the rented rooms, running a cash auxiliary fund.
  - 4) management of the facilities and equipment of buildings.
  - 5) running warehouses containing equipment for Student Dormitories.-
  - 6) participation in the planning of funds allocated for the functioning of Student Dormitories.
  - 7) conducting matters relating to the settlement of porters' working time, including drawing up a duty roster.

- 8) records of the working time of the commissioned hours, including the issuance of an account of the completed hours.
  - 9) supervision over the premises of student organizations located on the premises of the Student Dormitory.
  - 10) cooperation with organisational units of the University within the scope of tasks performed.
2. The Vice Rector for Education supervises the Student Dormitories.

## CAREERS OFFICE

### § 57

1. The basic tasks of the Careers Office include
  - 1) providing students and graduates of the University with information about the labour market and possibilities of improving professional qualifications,
  - 2) collecting, classifying and making available job offers, internships and apprenticeships,
  - 3) keeping a database of students and graduates of the University interested in finding a job,
  - 4) assisting employers in attracting suitable candidates for work and work placements,
  - 5) providing students and graduates with comprehensive and professional assistance in entering and moving around the labour market in order to find suitable employment,
  - 6) taking actions for professional activation of students and graduates,
  - 7) helping students and graduates to choose their professional development paths,
  - 8) establishing permanent cooperation with employers.
2. The Vice Rector for Education supervises the Careers Office.

## FACULTY DEAN'S OFFICES

### § 58

1. The basic tasks of the Dean's offices include
  - 1) administrative support for the Dean and Vice-Deans in the activities of the Faculty and Council of the Scientific College,
  - 2) conducting all matters related to the course of full-time, part-time and postgraduate studies, personal records of students, graduates and students and documentation of the course of studies,
  - 3) conducting all matters related to the education of doctoral students at the Doctoral School and at doctoral studies,
  - 4) keeping all dossiers and all records relating to the awarding of degrees and degrees,
  - 5) conducting matters related to the development of study plans and programmes in cooperation with the Programme Board, the Faculty Commission and the Education Quality Assurance and Improvement Team,

- 6) preparing full student documentation in IT systems,
- 7) conducting matters related to the organization of internships included in the study programme,
- 8) organization and preparation of documentation for the “examination of professional preparation”,
- 9) keeping cases and preparing documentation concerning the performance of diploma theses and diploma exams,
- 10) preparing and publishing documentation related to the completion of studies and maintaining an electronic Book of Diplomas,
- 11) cooperation with organisational units of the University within the scope of tasks performed,
- 12) preparing documentation related to the transfer of students to or admission from another University,
- 13) submitting to the Student Affairs Department the documentation of students applying for the Minister’s scholarship and lists of students with average grades.
- 14) preparing and issuing a document of the course of study at the request of students, doctoral students, students and graduates of the University,
- 15) preparing, at the request of graduates, certificates for initial capital,
- 16) issuing certificates of average grades for the purposes of specialisation, pension, retirement, allowances, to obtain student bank credit, to defer military and other service at the request of a student, doctoral student, student or graduate,
- 17) cooperation with offices and other public administration institutions within the scope of the tasks performed,
- 18) conducting all matters related to the education in English of students/doctoral students,
- 19) conducting cases and developing documentation at the request of the Polish Accreditation Committee and other institutions in order to obtain accreditation for education in a given field of study,
- 20) conducting matters related to the awarding of prizes, scholarships and faculty distinctions,
- 21) dealing with the Master’s and PhD thesis contests,
- 22) conducting all matters related to the nostrification of diplomas of completion of studies and diplomas of awarding scientific degrees obtained abroad,
- 23) verification of documents confirming the period of study together with the course of studies of the University graduates for the purpose of nostrification of diplomas abroad,
- 24) conducting cases and preparing documentation concerning the application for the right to conduct studies and the right to award degrees,
- 25) conducting cases related to the conduct of competition proceedings for the positions of academic teachers,
- 26) conducting appraisal cases concerning the assessment of academic staff employed at the faculty of academic staff who are not professors or doctor habilitated,

- 27) administrative service of the Faculty and Council of the Scientific College,
  - 28) service of permanent and ad hoc departmental and dean committees,
  - 29) organizing celebrations at the faculty: matriculation, awarding diplomas,
  - 30) administrative and office services for doctoral scholarships.
2. Dean's offices are subject to substantive supervision accordingly:
    - 1) Dean of the Faculty of Medicine with the Dentistry and Teaching in English and Dean of the College of Medical Sciences,
    - 2) Dean of the Faculty of Pharmaceuticals with the Department of Laboratory Medicine and Dean of the College of Pharmaceutical Sciences,
    - 3) Dean of the Faculty of Health Sciences and Dean of the College of Health Sciences.

## **PUBLIC PROCUREMENT DEPARTMENT**

### **§ 59**

The main tasks of the Public Procurement Department include comprehensive implementation of supplies, services and works at the Medical University in accordance with the applicable public procurement rules, in particular:

1. Preparing, updating and supervising the implementation of the plan of public procurement contracts awarded at the University on the basis of lists drawn up by the substantially responsible organisational units.
2. Cooperation with the organizational units responsible for the content of the documentation concerning the awarded contracts, in particular:
  - 1) the estimated contract value,
  - 2) a precise description of the subject of the order,
  - 3) the deadlines for implementation,
  - 4) criteria for the evaluation of tenders,
  - 5) sources of financing and comprehensive and rational implementation of public procurement.
3. Determining the appropriate procedure for the award of public contracts.
4. Comprehensive conduct of public procurement procedures.
5. Informing the organizational units responsible in terms of content about the factual and legal status of conducted proceedings and concluded agreements.
6. Maintaining public procurement records in accordance with applicable regulations.
7. Transfer, after completion of the proceedings of the agreements concluded, to the organizational units responsible for the content.
8. Cooperation with the substantially responsible organisational units in terms of compliance with the agreements concluded.
9. Coordination of work and administrative support for the Tender Committee.
10. Checking and describing accounting documents for their compliance with applicable public procurement rules.

11. Drawing up registers, reports and statistical compilations on public procurement, as required by law and internal normative acts, and transmitting them to the competent authorities.
12. Development of analyses concerning the structure of public contracts awarded at the University.
13. To keep abreast of changes in the public procurement legislation and to provide information about them to the responsible organisational units.
14. Coordinating the proper performance of duties resulting from the regulations on public procurement, and in particular the duties specified in the internal normative acts of the University, by the organisational units responsible in terms of content.
15. Participation in training courses on public procurement and transfer of relevant information obtained during the training to the responsible organisational units.
16. Timely and in accordance with the applicable regulations, the publication of information on public procurement required by law.
17. Preparation, in cooperation with the organizational units responsible for the subject matter, of tenders in public procurement procedures in which the Medical University acts as the Economic Operator.

## **ADMINISTRATION AND SERVICES DEPARTMENT**

### **§ 60**

The main tasks of the Administration and Services Department include

1. Administration of own and leased land and facilities, maintenance of related documentation.
2. Repair and maintenance of laboratory, medical and office equipment, firefighting.
3. Domestic and foreign trips – tickets and hotel services, transport and courier services.
4. Linguistic and printing services.
5. Keeping records of stamps performed.
6. Catering services.
7. Audiovisual service.
8. Laundry and tailoring services.
9. Interior design.
10. Settlement of telecommunications charges.
11. Waste management.
12. Property insurance.
13. The management, sale and disposal of apparatus and equipment.
14. Registration of donation requests, preparation of contracts.
15. Conducting lease matters; preparing contracts, invoicing receivables, keeping a sales register.
16. Property tax – annual and monthly declarations.
17. Conducting outsourced research.

18. Keeping records of the use of the Magna Hall, the building of the Euroregional Pharmacy Centre.

## **IT DEPARTMENT**

### **§ 61**

The basic tasks of the IT Department include

1. Provision of technical information and advice on the purchase of modern computer equipment; selection of equipment configuration to individual user needs.
2. Ensuring full technical and usability of the computer equipment installed on the premises of the Medical University, through cooperation with appropriate technical services.
3. Ensure the security of the IT system, including implementation of the obligations under the Act on the National Cyber Security System.
4. Launching newly purchased computer hardware.
5. Technical acceptance of computer hardware, after repairs and overhauls.
6. Control of bills, invoices for repairs and renovations of computer equipment.
7. Keeping a register of hardware and software used at the Medical University.
8. Supervision of the observance of the copyright laws of the software you buy and use.
9. Substantive opinions on applications for the purchase of new computer hardware and software.
10. Preparation of issues related to the expansion of the computer network.
11. Cooperation with the University's organizational units in the field of investment and renovation projects concerning the structure of the University's ICT systems.
12. Administration of the University's computer network.
13. Cooperation within the BIAMAN intercollegiate computer network with IT centres in the field of sharing modern IT equipment.
14. Ensuring technical conditions for ICT systems when organizing events on the premises of the University and keeping records of the equipment provided.
15. Operation of transmission systems.
16. Technical support and user support for IT systems cooperating with central databases of government administration
17. Service and support for the users of the Integrated IT Management System in the area of didactic processes and recruitment for studies, including personalization of ELS/ELD cards/employee cards and keeping related documentation.
18. Application for and participation in liquidation (deletion) of waste computer equipment.

## **PROJECT MANAGEMENT OFFICE**

### **§ 62**

The basic tasks of the Project Management Office include

1. Monitoring sources of funding and disseminating information on the possibilities of using European funds by the University's organisational units

2. Providing the University's employees, doctoral students and students with consulting support on the possibilities of obtaining European funds for the implementation of their project ideas.
3. Administrative support for the originators in obtaining European funds for the implementation of projects contributing to the development of the Medical University of Białystok (excluding projects falling within the competence of the Science Department and the International Cooperation Office).
4. Administrative coordination of projects co-financed from European funds prepared in the Department, within the scope of tasks entrusted to members of the project team related to:
  - 1) coordination and supervision of the process of introducing changes in projects, including updating of grant applications in dedicated ICT systems,
  - 2) preparation and consultation of annexes to grant agreements and annexes to consortium agreements in consultation with the Legal Counsel and the Financial Administration,
  - 3) monitoring of the project implementation process,
  - 4) preparing payment applications, based on data received from the project team, in dedicated ICT systems,
  - 5) conducting correspondence on the projects administered, with relevant external entities,
  - 6) handling project control,
  - 7) preparation of reports during the sustainability period of projects,
  - 8) monitoring the maintenance of project output and result indicators after completion.
5. Gathering and processing information on ongoing projects for reporting purposes.
6. Coordination of tasks in the scope of monitoring de minimis aid granted by the Medical University of Białystok and public aid received by the Medical University of Białystok, in particular de minimis aid.
7. Cooperation with public administration units and with relevant European Commission directorates in the implementation of the Unit's tasks.

## CHANCELLOR'S OFFICE

### § 63

The primary tasks of the Chancellor's Office include

- a) To deal with the movement of stakeholders reporting to the Chancellor.
- b) Conducting administrative and office services for the Chancellor.
- c) Keeping a register of letters received by the Chancellor's Office.
- d) Keeping a record of external audits.

## INTERNATIONAL COOPERATION OFFICE

### § 64

The main tasks of the International Cooperation Office are

1. Coordination of processes related to the implementation of the Internationalisation Strategy of the Medical University of Białystok.
2. Organization and management of a place dedicated to the service of students and foreign staff, the so-called Welcome Centre.
3. Coordination and handling of various forms of international cooperation of the University concerning the implementation of international agreements and scientific cooperation of its staff, in particular:
  - 1) initiating the conclusion, and coordinating the process of implementation of the University's bilateral agreements, including the recording of these agreements,
  - 2) administrative service of individual scholarships for departing and arriving grantees,
  - 3) receiving and recording applications for financing international cooperation abroad,
  - 4) formal assessment of proposals for financing international cooperation with foreign countries,
  - 5) the service of the Senate Committee on International Cooperation.
4. In the field of international exchange and trips of foreign students, doctoral students and employees:
  - 1) conducting matters related to students' trips to study and practice abroad.
  - 2) implementation of the European Union educational programme ERASMUS;
  - 3) conducting matters related to students' trips abroad:
  - 4) conducting matters related to foreign trips of the University's employees, including accepting and recording applications for foreign trips.
5. In terms of cooperation with the National Agency for Academic Exchange:
  - 1) preparing grant applications in competitions organised by the National Agency for Academic Exchange,
  - 2) participation in the implementation, in cooperation with other substantive units, of projects co-financed by the National Agency for Academic Exchange,
  - 3) participation in other projects carried out by the National Agency for Academic Exchange, aimed at developing international cooperation.
6. Coordination of the procedures for applying for foreign accreditations by the University;
7. Coordination of cooperation with foreign graduates of English language studies conducted by the University;
8. Coordination of the international promotion of the University;
9. In respect of the implementation of other international cooperation activities:
  - 1) ongoing analysis and informing the University authorities about the possibilities of applying for funds from various sources in contests aimed at developing international cooperation,
  - 2) analysis of tools and scopes of internationalisation of universities in Poland and worldwide,
  - 3) conducting matters related to the reception of foreign guests,



- 4) conducting, in cooperation with the Employee Affairs Department, matters related to employment on the basis of a contract of mandate of visiting professors from abroad,
- 5) handling matters related to travel grants to various institutions,
- 6) other actions resulting from the initiation of new areas of international cooperation.

## ORGANISATION AND CONTROL DEPARTMENT

### § 65

The main tasks of the Organisation and Control Department include

1. In terms of organization:
  - 1) editorial preparation of internal normative acts, after receiving the substantive material from the head of the relevant organizational unit, which the above regulation is to concern,
  - 2) keeping records of internal normative acts,
  - 3) updating the Organizational Regulations and the Statutes of the Medical University,
  - 4) developing ranges of activities for managers of administration units and giving opinions on the ranges developed by managers of subordinate employees,
  - 5) giving an opinion on orders for headed stamps as regards their compliance with the organisational structure,
  - 6) keeping a register of powers of attorney and performing all legal and administrative activities related to granting powers of attorney by the Rector,
  - 7) keeping the Register of Complaints and Applications,
  - 8) drawing up an annual report on complaints and conclusions,
  - 9) maintaining and updating the website of the Public Information Bulletin of the Medical University of Białystok ([www.bip.umb.edu.pl](http://www.bip.umb.edu.pl)) and obtaining information from the units of the University to be published on the above mentioned website, including the publication of Senate Resolutions, Rector's and Chancellor's Orders,
  - 10) coordination of the process of preparing reports in the POL-on system with regard to correct, reliable and timely input and completion of data by process participants,
  - 11) preparation of tender documents for postal services.
2. In terms of internal control: carrying out controls on the order of the Rector and the Chancellor, taking into account the basic control criteria: efficiency of the organisation, purposefulness, economy, reliability and legality of operation.
3. In the scope of office services of the University (General Office):
  - 1) dealing with issues related to the movement of interested parties reporting to the Law Firm,
  - 2) running the Office, in particular:
    - a) the receipt, segregation and recording of incoming external and internal correspondence,
    - b) registration of incoming correspondence and outgoing correspondence using the IT system,

- c) sending correspondence from the administrative department,
- d) purchase and issue of public transport tickets for business purposes,
- e) ordering and distribution of official publications, professional magazines and daily newspapers,
- f) delivering the correspondence in accordance with the Office Manual,
- g) delivering correspondence outside of the University.

## PROMOTION AND RECRUITMENT OFFICE

### § 66

The basic tasks of the Promotion and Recruitment Office include

1. In terms of promotion:
  - 1) creating the University's visual identification system,
  - 2) cooperation with city and regional authorities,
  - 3) working with the media on issues such as:
    - a) obtaining professor degrees,
    - b) winning prestigious awards and distinctions,
    - c) scientific achievements of employees and students,
    - d) didactic achievements,
    - e) organising press conferences,
    - f) sharing materials related to the University's life.
  - 4) cooperation with student organisations and scientific societies operating at the University concerning the implementation of joint initiatives,
  - 5) co-creation of the [www.umb.edu.pl](http://www.umb.edu.pl) website and social media websites of the university, including:
    - a) creating an information service,
    - b) website monitoring.
  - 6) promotion of the educational offer:
    - a) advertising campaign of educational offer, new directions,
    - b) announcing and promoting new recruitments,
  - 7) research on the advertising market concerning the educational offer,
  - 8) creating promotional materials about the University,
  - 9) participation in fairs and educational meetings,
  - 10) cooperation with educational and advertising portals,
  - 11) organization and coordination of university events and celebrations.
2. In terms of recruitment:
  - 1) administrative and office services for Faculty Recruitment Commissions, University Recruitment Commission,
  - 2) completing and keeping records of admission exams.
  - 3) keeping an album book common to all departments,
  - 4) participation in fairs and preparation of information for bulletins in the field of promotion of the courses conducted by the University.

3. As far as recruitment is concerned, the Promotion and Recruitment Office reports to the Vice Rector for Education.

## **SECTION OF THE INTEGRATED UNIVERSITY MANAGEMENT SYSTEM**

### **§ 67**

The scope of activities of the Section includes applications operating within ZISZ – Integrated IT University Management System.

The basic tasks of the Section of the Integrated University Management System include

1. Maintain and ensure the continuity of the system by
  - 1) ongoing monitoring of changes resulting from the update,
  - 2) maintenance of the user support centre (telephone/email communication) support of existing solutions, support of users in their daily work in the system,
  - 3) organization of trainings, keeping training records, building a knowledge base.
2. Management of rights, record of requests for access to functions and collected data, withdrawal of rights in case of irregularities until the cause of the irregularity is explained.
3. Service repair management:
  - 1) accepting and confirming information reported by users about faults in the functioning of components,
  - 2) recording errors and monitoring of service requests,
  - 3) confirmation of the repair, after verifying the correct functioning of the functionality.
4. System development:
  - 1) analysis of reported user needs and identification of problems in order to optimize and implement them in IT systems,
  - 2) estimation of costs and conditions of implementation of existing and new functionalities and their submission for approval,
  - 3) managing the execution of orders (reporting, monitoring, implementation, billing).
5. Cooperation with suppliers and service.

## **OTHER UNITS**

### **§ 68**

The primary administrative tasks of other units include

1. Running administrative matters of the unit, including the service of unit employees, students and doctoral students.
2. Keeping records of assets, expenditure records, and financial documentation (checking the contents, making a description, and submitting them to the appropriate organisational unit of the University on time).
3. Current review of the normative acts issued at the University.
4. Keeping records of working time.

## CHAPTER III DEPUTY CHANCELLOR'S FOR TECHNICAL AFFAIRS DIVISION

### INVESTMENT DEPARTMENT

#### § 69

The basic tasks of the Investment Department include organizing all works related to the implementation and settlement of investment and repair tasks carried out by the University, both on the premises of the University and clinical hospitals, in particular:

1. Cooperation with organisational units in the preparation of the University's investment plans.
2. Preparation of Investment Plans and applications for financing of investment tasks from the state budget with a value of over EUR 30,000 (net).
3. Preparation of motions to the Public Procurement Department to initiate tender procedures in the scope of design and execution of investment tasks and purchase of scientific and research and teaching equipment and investment equipment, including preparation of conditions to the Terms of Reference.
4. Participation in the works of the tender committee in the procedures for design and execution of construction works and equipment supply.
5. Analysis and checking of the design documentation for completeness with regard to the commissioned development and required arrangements.
6. Coordination of the work of supervisory inspectors employed from outside to supervise the investment.
7. Preparation of applications, submissions, notifications to competent authorities on matters related to the preparation, implementation and completion of the investment process.
8. Handing over the construction sites to the contractors, coordinating the activities of the participants in the investment process, among others, through: ensuring authorship supervision where necessary, ongoing analysis of the progress of works, organizing and conducting coordination meetings, taking actions aimed at the timely implementation of contracts and schedules, keeping abreast of the occurrence of emergency situations on the tasks (suspension of works, redesign of certain elements, etc.).
9. Organizing the final acceptance of the investments.
10. Supervision of equipment supply and installation.
11. Preparation of materials for Steering Committee meetings.
12. Identify hazards and risks associated with the implementation of the tasks and inform the Deputy Chancellor for Technical Affairs about them immediately.
13. Records of costs of investment tasks and equipment deliveries, control and settlement of contracts with contractors and equipment suppliers, including control of compliance of invoices with material and financial schedules.
14. Cooperation with the funds manager in the scope of investment tasks implemented by the University.

15. Cooperation with USK and UDSK Hospitals in the scope of their investment tasks.
16. Cooperation with the Maintenance and Maintenance Department as regards arrangements for investment tasks.
17. Cooperation with the IT Department in the scope of investment projects, overhauls and investment equipment concerning the structure of the University's IT systems.
18. Cooperation with relevant organizational units in the preparation of plans for repairs, conversions, changes in the use of facilities or their parts, with particular emphasis on meeting the requirements of fire protection with current legal regulations.

## **MAINTENANCE AND OPERATIONS DEPARTMENT**

### **§ 70**

The main tasks of the Maintenance and Operations Department include

1. Maintaining the full operational capacity of the building, buildings and all premises of the University.
2. Performing annual reviews of facilities, carrying out analyses in the scope of renovation needs and performing tasks resulting from the reviews.
3. Preparation of annual and long-term maintenance and repair plans and investment tasks of less than EUR 30,000 (net).
4. Agreeing the detailed scope of planned construction and renovation works with the managers of individual organizational units of the University, where the renovation is planned.
5. Preparation of documentation for tenders for construction and renovation works and supply of construction and installation materials.
6. Supervising the course of repairs, acceptance of works, as well as settling accounts for the works performed.
7. Preparation of draft contracts for construction works related to maintenance, operation and repair of facilities.
8. Reviewing the warranty of investments made, asserting the rights under warranty and guarantee regulations and supervising the removal of defects reported by the user.
9. Keeping books of building structures of individual buildings based on reviews of their technical condition and performed repair works.
10. Keeping records of technical documentation of own objects.
11. Application for and participation in decommissioning (deletion) of used technical equipment.
12. Submission of materials and equipment required for repairs and maintenance.
13. Carrying out on its own the maintenance and repair works of construction, electrical and sanitary industries, including the removal of minor failures.
14. Managing materials intended for maintenance and repair, making settlements, keeping records and documentation.
15. Conducting constant, systematic maintenance of installations and equipment.
16. Making valuation of furniture made by a carpenter's workshop.

17. Cooperation with the relevant organizational units in the scope of the conducted repair tasks.
18. Cooperation with the IT Department in the scope of investment, repair and maintenance projects concerning the structure of the University's IT systems.
19. Cooperation with relevant organizational units in the scope of establishing fire safety requirements for conducting fire and hazardous works (e.g. welding, metal cutting, etc.) and repair, modernization, etc.
20. Cooperation with relevant organizational units in the preparation of plans for repairs, reconstruction, superstructure of changes in the use of facilities or their parts, with particular emphasis on meeting the requirements of fire protection with current legislation.

## SUPPLY DEPARTMENT

### § 71

The main tasks of the Procurement Department are:

1. In terms of supply :
  - 1) realization of orders for scientific and research equipment, didactic and other investment equipment, delivery of furniture, household appliances and electronics, photographic equipment, photographic materials, photocopiers and consumables, technical equipment, gases, experimental animals and feed, paper and office supplies, laboratory glass, small laboratory equipment, chemical reagents on the basis of the needs submitted by the University's organizational units.
  - 2) providing consultation and advice on the choice of equipment to purchase,
  - 3) preparation of technical specifications necessary for tendering procedures,
  - 4) execution of orders for the supply of work and protective clothing, cleaning products, in accordance with applicable regulations,
  - 5) control of the suppliers' compliance with delivery dates, quantity and quality of goods, enforcement of contractual penalties, submitting quantity and quality complaints on received deliveries and participation in the course of equipment installation,
  - 6) enforcing from the supplier the necessary documentation for the received apparatus and equipment,
  - 7) keeping records of orders, bills and invoices and issuing PZ, RW and OT documents,
  - 8) keeping records of orders for pressure cylinders with technical gases,
  - 9) developing information and analysis on delivery performance.
2. In the field of warehouse management: organization and maintenance of proper warehouse management on the premises of the University:
  - 1) conducting periodic analyses of stock levels,
  - 2) conducting actions of liquidating unnecessary and excessive stockpiles,
  - 3) protection of warehouses from theft and fire.

3. In terms of transport:

- 1) to dispose of the car fleet of the Medical University of Białystok and provide car transport for the needs of the University,
- 2) making the necessary purchases to enable the use and settlement of car transport,
- 3) protection of garages, vehicles against theft and fire.

## CHAPTER IV DEPUTY CHANCELLOR'S FOR FINANCIAL AFFAIRS – QUAESTOR DIVISION

### FINANCIAL ADMINISTRATION

#### DEPUTY QUAESTOR

##### § 72

1. The Deputy Quaestor shall be appointed by the Chancellor upon a request of the Deputy Chancellor for Financial Affairs – the Quaestor.
2. The Deputy Quaestor shall replace the Deputy Chancellor for Financial Affairs – the Quaestor in his absence.
3. The primary tasks of the Deputy Quaestor include
  - 1) drawing up an annual material and financial plan and monitoring its implementation,
  - 2) preparing reports on the implementation of material and financial plans,
  - 3) preparing materials and assumptions for the Budget Act and long-term plans,
  - 4) preparation of reports on the financial results of the entire University and the results of individual activities,
  - 5) reporting and monitoring the costs incurred by organisational units in terms of their sources of financing and revenues,
  - 6) preparation of cost calculations for all forms of education which are the basis for determining the fees charged by the University,
  - 7) preparation of valuations and calculations of products and services implemented for sale and verification of calculations made by other organisational units,
  - 8) developing analyses of the profitability of undertakings undertaken by the University and the availability of funds or possibilities of obtaining them for financing these undertakings,
  - 9) developing, in cooperation with the Head of the Finance and Accounting Department, the criteria for recording and accounting for costs in terms of division into types of activity, cost cells, sources of financing,
  - 10) supervision and coordination of works on proper settlement of projects by the Project Settlement Section,
  - 11) supervision over keeping correct records and inventory of the University's property,
  - 12) developing all economic and financial analyses,

4. Moreover, the Deputy Quaestor shall be entitled to sign all documents and letters during the absence of the Deputy Chancellor for Financial Affairs – Quaestor.
5. The Deputy Quaestors shall report to:
  - 1) Costs and Analysis Section,
  - 2) Project Settlement Section,
  - 3) Inventory and Property Register Section.

### **Costs and Analysis Section**

#### **§ 73**

The main tasks of the Costs and Analysis Section include

1. Preparation of material for material and financial plans and multiannual plans.
2. Preparation and verification of calculations of external services offered by the University.
3. To assist in the preparation of cost calculations of all forms of education, which are the basis for determining the fees charged by the University.
4. Preparation of reports on the planned and implemented teaching pence.
5. Preparing all economic and financial analyses necessary in the process of making decisions by the University management and being the basis for reporting.
6. Support in accounting for projects financed from external sources.
7. Preparation of the accounting closure of projects financed from external sources and their monthly analysis.
8. Financial settlement of conferences and specialization courses organized by the University.

### **Project Settlement Section**

#### **§ 74**

The basic tasks of the Project Settlement Section include

1. Preparation of payment requests, in terms of financial data, for projects financed from external funds.
2. Preparation of financial reports in cooperation with the project manager from the implemented stages of projects.
3. Financial supervision over the implementation of projects and analysis of expenses incurred in terms of their eligibility and compatibility of funding sources.
4. Control of the correctness of the recording of expenditure in projects and preparation of copies of source documents for submission to the financing, management and control institutions.
5. Support in creating and updating financial schedules of projects.
6. Checking the correctness of the financing schedules submitted to the contracts for the individual stages of the projects in terms of their correctness:
  - 1) the possibility of documenting and disbursing funds within the specified deadlines,



- 2) the possibility for the University to have or obtain its own pre-financing funds within the deadlines set in the schedules,
  - 3) the date of the final registration in the books of the University and the possibility of timely completion of project financing.
7. Financial settlement of specialization courses organized by the University.

## **Inventory and Property Register Section**

### **§ 75**

The basic tasks of Inventory and Property Register Section include

1. Drawing up plans for the inventory of the University's assets in accordance with the provisions of the Accounting Act.
2. Carrying out and accounting for the inventory of fixed assets and other property components in all units of the University in accordance with the inventory plan and outside the plan (stocktaking, ad hoc).
3. Co-keeping records of assets for all units of the University.
4. Giving inventory characteristics to new assets and filling in missing ones.
5. Records of the liquidation and change of place of use documents and responsible persons.
6. Verification of the correctness of the property cards kept in the integrated system.
7. Cooperation with the Finance and Accounting Department in terms of reconciling the auxiliary book of Fixed Assets with the general ledger of FK (in terms of balance sheet and off-balance sheet records).
8. Administrative support for the Central Inventory Commission.
9. Submitting information to the Chancellor in the scope of improper storage or storage of assets, lack of property security, occurrence of excessive and unnecessary assets.

## **FINANCE AND ACCOUNTING DEPARTMENT**

### **§ 76**

The basic tasks of the Finance and Accounting Department include

1. Keeping books of account in accordance with the Accounting Act in conjunction with the Act on Higher Education and the Regulation on the principles of financial management of the University.
2. Management of the University's financial resources on bank accounts and their placement in order to obtain financial benefits for the University.
3. Accepting for execution all financial trading documents (cash and non-cash) and controlling them from the formal and accounting point of view.
4. Financial and accounting services for bank accounts.
5. Organise and supervise the cash management and control and draw up cash documents.
6. Acceptance, recording and safekeeping of securities and securities marks and printed matter for monetary operations.

7. Keeping synthetic accounting records (general ledger accounts) and analytical records (auxiliary accounts).
8. Formal and accounting control of accounting evidence, its current decree, accounting.
9. Preparation of summary statements of turnover and balances at the end of each month and year.
10. Analytical records of the use of the didactic limit by plants and clinics.
11. Records on determining the cost of teaching and scientific activities.
12. Analysis of booked documents in terms of classification by type of costs and grouping by activity types.
13. Determining the financial result on particular types of activity.
14. Conducting material management in the scope of control of warehouse evidence in terms of formal and accounting, reconciling the recording levels with the stock levels and recording their results.
15. Keeping records of the quantity and value of fixed assets, intangible assets, low-value fixed assets, book collections, scientific and research equipment and other values, booking of accounting records, reconciliation of balances, keeping depreciation tables.
16. Collection of receivables, reconciliation of balances with contractors and preparation of documents concerning unpaid receivables to the Legal Advisor in order to refer them to court proceedings.
17. Preparation of the annual financial statement, i.e. balance sheet, profit and loss account, additional information, cash flow statement, information on changes in equity and periodical reports according to the models established by GUS and MZ.
18. Keeping accounting records of sales of goods and services and preparing VAT returns.
19. Keeping records and preparing CIT returns.
20. Preparation of all information for the needs of the University's bodies based on entries in the books of account.
21. Periodic and annual stocktaking of assets and liabilities using the balance verification method and drawing up a report at the end of each financial year.
22. Ongoing monitoring and informing relevant units about exceeding the so-called statistical thresholds of the value of goods exchange with the European Union countries, established and announced by the President of the Central Statistical Office, beyond which the Medical University of Białystok is obliged to prepare INTRASTAT declarations.

## PAYROLL DEPARTMENT

### § 77

The basic tasks of the Payroll Department include

1. Preparation and preparation of remuneration lists for University employees and persons who are not University employees under civil law contracts.
2. Making obligatory and voluntary deductions on the payroll.
3. Preparing data for transfers:
  - for the remuneration of employees,

- for deductions made on the payroll.
- 4. Calculation and payment of additional annual remuneration.
- 5. Notification to insurance and de-registration from insurance of persons on account of concluded civil-law contracts, students and doctoral students over 26 years of age and members of their families, specifying the amount of health premiums.
- 6. Running settlements with the Social Insurance Institution and the Tax Office.
- 7. Settlement in accordance with generally applicable social security and personal income tax regulations taking into account double taxation and exemption from the obligation to contribute to remuneration.
- 8. Calculating salaries for foreigners in foreign currencies.
- 9. Drawing up lists of refunds and payrolls for university staff working for EU programmes.
- 10. Full service for employees with resident status within the funds allocated by the Ministry of Health.
- 11. Drawing up annual information on the income obtained from the employment relationship from the use of copyright by academic staff in accordance with the applicable regulations.
- 12. Issuing to employees and former employees and to the pension authority of pay certificates and certificates of employment and remuneration of the so-called Rp7 necessary to establish the right to social security benefits.
- 13. Cooperation in calculation and settlement of remuneration with individual departments of the University.
- 14. Planning of a personal and non-personal payroll fund, as well as ongoing performance monitoring and analysis.

## PART V MANAGEMENT CONTROL OF THE UNIVERSITY AND REPORTING

### § 78

1. At the Medical University of Bialystok, a management control is carried out, which is the whole range of activities undertaken to ensure that the objectives and tasks are fulfilled in a lawful, effective, economical and timely manner.
2. The rules of management control are set out in the Rector's order.
3. Administrative entities are required to report on a fair and timely basis in accordance with applicable laws relating to the entity's operations.
4. The Organisation and Control Department coordinates and the Deputy Quaestor supervises the process of drawing up reports in the POL-on system in terms of correct, reliable and timely input and completion of data by process participants.
5. Detailed organization of the reporting process and division of tasks within the Integrated Information System on Science and Higher Education POL-on at the University is regulated by the Rector's order.

## PART VI ISSUING INTERNAL NORMATIVE ACTS AND GRANTING POWERS OF ATTORNEY

### CHAPTER I ISSUE OF INTERNAL NORMATIVE ACTS

#### § 79

1. The following internal normative acts are issued at the Medical University:
  - 1) Resolutions of the University Council,
  - 2) Senate resolutions,
  - 3) The Rector's orders,
  - 4) The Chancellor's orders.
2. Managers of organisational units of the University shall be obliged to prepare drafts of normative acts concerning tasks performed by their subordinate units and to present drafts of amendments to such acts, if such a need arises, including in particular when it results from the applicable legal regulations.
3. The draft internal legal act is submitted to the Organisation and Control Department in order to verify the draft in organisational terms.
4. The Organisation and Control Department shall forward the draft internal acts to the relevant administrations for consultation.
5. At the end of the consultation, the Organisation and Control Unit shall submit the agreed draft internal act for formal and legal evaluation to the Legal Adviser and, in the case of acts relating to financial matters, in addition to the approval of the Quaestor, and then forward it for the adoption of the relevant resolutions and orders.
6. It is not permissible to submit Orders of the Rector and the Chancellor directly to the Rector or the Chancellor without the above mentioned rules.
7. Signed originals of Resolutions of the University Council and the Senate are stored and archived by the Rector's Office.
8. The register of resolutions of the University Council and the Senate is kept by the Rector's Office
9. The originals of the Rector's and Chancellor's Orders signed by the Rector or the Chancellor shall be kept and archived by the Organisation and Control Department.
10. The Register of Orders of the Rector and the Chancellor is kept by the Organisation and Control Department.
11. The Organization and Control Department sends out the content of the Rector's and Chancellor's Ordinances to the relevant organizational units of the University in an electronic version, and publishes them on the website of the Public Information Bulletin [www.bip.umb.edu.pl](http://www.bip.umb.edu.pl).

## CHAPTER II GRANTING POWERS OF ATTORNEY AND AUTHORISATIONS

### § 80

1. The Rector is entitled to perform legal activities on behalf of the University on his own.
2. The Rector may grant power of attorney to certain persons to act on behalf of the University. The power of attorney shall be in writing on pain of invalidity.
3. The Organisation and Control Department keeps a register of powers of attorney and carries out all legal and administrative activities related to the granting of powers of attorney.

### § 81

1. Authorisation to act on his or her behalf to the extent permitted by the applicable regulations (within the limits of his or her competence and legal authority to grant it) may be granted by any manager of an organisational unit, by submitting a written statement detailing the type, scope and date of authorisation.
2. The authorised employee shall confirm acceptance of the authorisation with his own signature.
3. The authorisation shall be entered in the employee's personal file.

### § 82

1. The powers of attorney and authorisations granted are related exclusively to the authorised person and to the position held by him/her. In case of a change of person, the power of attorney or authorisation expires.
2. Powers of attorney or authorisations granted for a fixed period of time shall expire after the expiry of the period for which they were granted.
3. The manager is responsible for the ongoing updating of the powers of attorney and authorisations necessary for the proper operation of the organisational unit.

## PART VIII SIGNING LETTERS, CONCLUDING CONTRACTS AND ARCHIVING DOCUMENTS

### CHAPTER I SIGNING OF LETTERS

#### § 83

1. They are authorized to sign letters on behalf of the Medical University of Bialystok outside the Rector:
  - 1) Vice-Chancellors,
  - 2) Dean,
  - 3) The Chancellor or his deputies,
  - 4) other authorized personnel.
2. The letter shall be initialled by the head of the organisational unit preparing the draft of the letter before being signed by the person mentioned in paragraph 1.
3. The initial should be placed on the copy remaining in the files of the organizational unit, on the left-hand side at the bottom, as a sign of the substantive correctness of the matter and its compliance with applicable regulations.
4. If the signing of letters is for a position hierarchically higher, in case of:
  - 1) a one-off situation – a “z up” clause is placed next to the signature i.e. by authority,
  - 2) a situation where the signatory acts as a permanent substitute, then a ‘wz’ clause, i.e. by proxy, is placed next to the signature.
5. Letters concerning trading of funds shall require the approval of the Quaestor.

#### § 84

1. The employee who draws up the document or information concerned shall be required to sign it in such a way that it can be identified by name and position.
2. Heading stamps used at the Medical University may be ordered only after approval of the Organisation and Control Department, while the staffing stamps may be ordered only after approval of the Employee Affairs Department.
3. The register of stamps used at the University is kept by the Administration and Services Department.

### CHAPTER II CONCLUSION OF CONTRACTS

#### § 85

1. The agreement as a source of commitment is a consensual statement by the two parties seeking to establish a commitment relationship.
2. Each agreement should be initialled by the head of the organisational unit preparing the agreement.

3. Contracts outside of the used model contracts need to be initialled by the Legal Counsel.
4. Agreements the subject of which is related to entrusting or making personal data available by the University to other entities require consultation with the Data Protection Inspector before being initialled by the Legal Counsel.
5. Agreements concerning financial matters require the signature of the Quaestor, in accordance with the requirements of the Public Finance Act.
6. Agreements and annexes shall be signed by the Rector, the Chancellor or persons authorised to do so.
7. The annexes to the agreement should be signed by the person drawing up and the persons who are parties to the agreement.

## CHAPTER III ARCHIVING OF DOCUMENTS

### § 86

1. The method of storage of particular documents concerning the activities of the University shall be specified in the Office Manual and in the Manual concerning the organization and scope of the Archive.
2. All organizational units of the administration are obliged to archive the created documents on an ongoing basis.



## PART VIII FINAL PROVISIONS

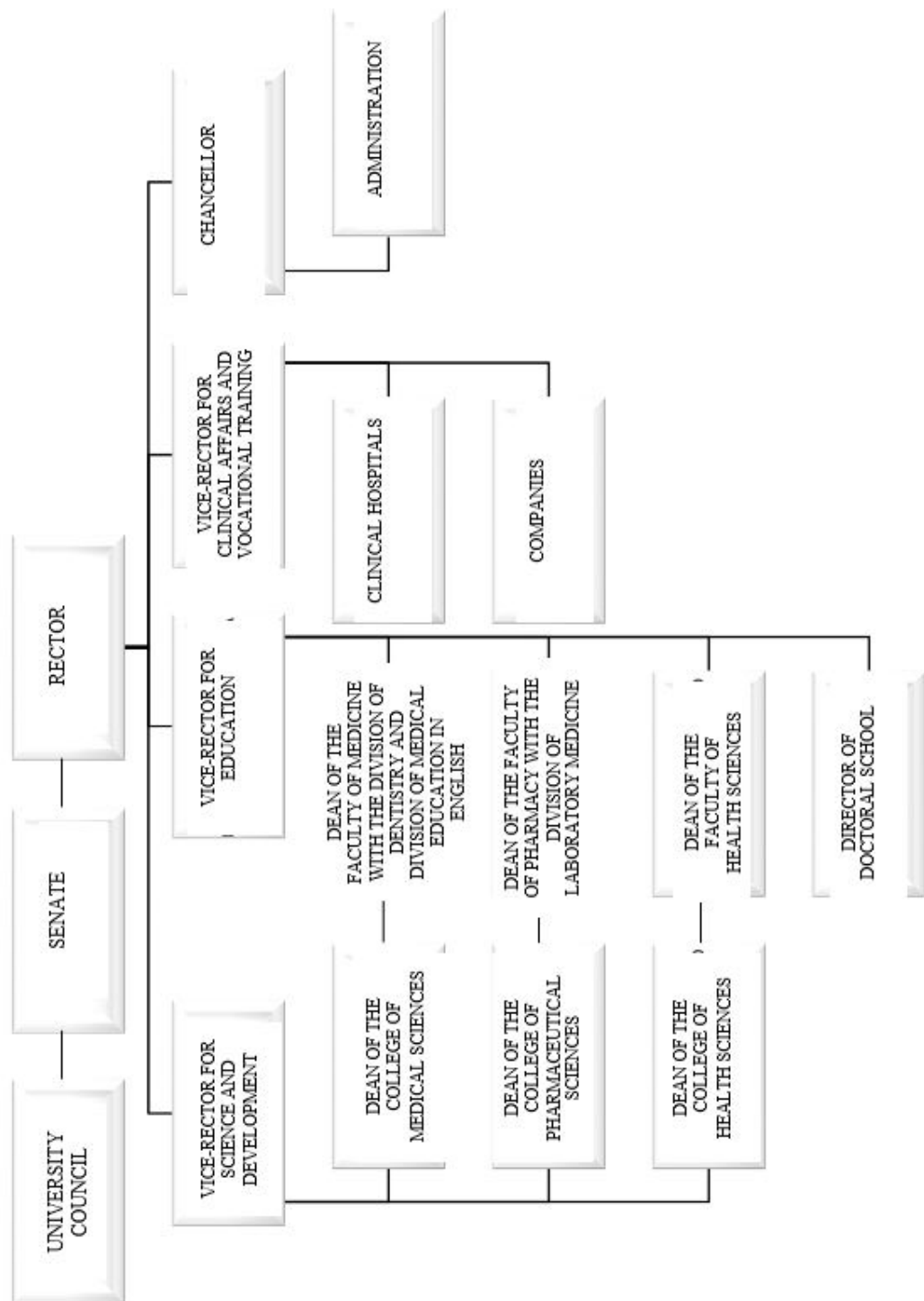
### § 87

Amendments to these Regulations are introduced by the Rector.

Rector

Adam Krętowski professor, Ph.D

Appendix 1 to the Organisational Regulations – Management structure of the University organisation scheme



Appendix 2 to the Organisational Regulations – List of organisational units of the departments

**FACULTY OF MEDICINE WITH THE DIVISION OF DENTISTRY  
AND DIVISION OF MEDICAL EDUCATION IN ENGLISH**

CHAIRS

Chair of Biostructure

1. Department of Histology and Embryology
2. Department of Medical Pathomorphology
3. Department of Regenerative Medicine and Immunoregulation

Chair of Prosthodontics

1. Department of Prosthodontics
2. Department of Dental Technology

Chair of Integrated Dentistry

1. Department of Integrated Dentistry
2. Department of Gerostomatology

DEPARTMENTS

1. Department of Allergology and Experimental Immunology
2. Department of Human Anatomy
3. Department of Medical Biochemistry
4. Department of Biophysics
5. Department of Medical Biology
6. Department of Dental Surgery
7. Department of Metabolic Diseases
8. Department of Periodontal and Oral Mucosa Diseases
9. Department of Neurodegenerative Disease Diagnostics
10. Department of Pharmacology
11. Department of Clinical Pharmacology
12. Department of Physiology
13. Department of Clinical Genetics
14. Department of Hygiene, Epidemiology and Metabolic Disorders
15. Department of Clinical Immunology
16. Department of Clinical Molecular Biology
17. Department of Nuclear Medicine
18. Department of Population Medicine and Civilization Disease Prevention
19. Department of Forensic Medicine
20. Department of Medical Microbiology and Nanobiomedical Engineering
21. Department of Orthodontics
22. Department of General and Experimental Pathology

23. Department of Dentistry Propaedeutics
24. Department of Radiology
25. Department of Pediatric Dentistry
26. Department of Restorative Dentistry
27. Department of Medical Simulation

#### CLINICAL DEPARTMENTS

1. Department of Anaesthesiology and Intensive Care
2. 1st Clinical Department of General and Endocrine Surgery
3. 2nd Clinical Department of General and Gastroenterological Surgery
4. Department of Pediatric Surgery and Urology
5. Department of Thoracic Surgery
6. Department of Vascular Surgery and Transplantation
7. Department of Maxillofacial and Plastic Surgery
8. 1st Department of Lung Diseases and Tuberculosis
9. 2nd Department of Lung Diseases and Tuberculosis
10. Department of Internal Medicine and Metabolic Diseases
11. Department of Infectious Diseases and Hepatology
12. Department of Infectious Diseases and Neuroinfection
13. Department of Dermatology and Venereology
14. Department of Endocrinology, Diabetology and Internal Medicine
15. Department of Gastroenterology and Internal Medicine
16. Clinic of Gynaecology and Oncological Gynaecology
17. Clinic of Haematology
18. Clinic of Cardiac Surgery
19. Clinic of Cardiology
20. Department of Invasive Cardiology
21. 1st Department of Nephrology and Hypertension with Dialysis Unit
22. 2nd Department of Nephrology and Hypertension with Dialysis Unit
23. Department of Neurosurgery
24. Department of Neurology
25. Department of Pediatric Infectious Diseases
26. Department of Ophthalmology
27. Department of Pediatric Ophthalmology with Strabismus Treatment Centre
28. Department of Oncology
29. Department of Pediatric Oncology and Haematology
30. Department of Orthopaedics and Traumatology
31. Department of Pediatric Orthopaedics and Traumatology
32. Department of Otolaryngology
33. Department of Pediatric Otolaryngology
34. Department of Pediatrics, Endocrinology, Diabetology with Cardiology Unit
35. Department of Pediatrics, Gastroenterology, Hepatology, Nutrition and Allergology

36. Department of Pediatrics and Nephrology
37. Department of Pediatrics, Rheumatology, Immunology and Metabolic Bone Diseases
38. Department of Perinatology
39. Department of Psychiatry
40. Department of Rheumatology and Internal Diseases
41. Department of Reproduction and Gynaecological Endocrinology
42. Department of Urology

#### LABORATORIES

1. Independent Department of History of Medicine and Pharmacy
2. Independent Laboratory of Molecular Imaging

### FACULTY OF PHARMACY WITH THE DIVISION OF LABORATORY MEDICINE

#### DEPARTMENTS

1. Department of Pharmaceutical and Biopharmaceutical Analysis
2. Department of Instrumental Analysis
3. Department of Pharmaceutical Biochemistry
4. Department of Biology
5. Department of Biopharmacy
6. Department of Biotechnology
7. Department of Bromatology
8. Department of Physical Chemistry
9. Department of Medicinal Chemistry
10. Department of Medical Chemistry
11. Department of Inorganic and Analytical Chemistry
12. Department of Organic Chemistry
13. Department of Biochemical Diagnostics
14. Department of Haematological Diagnostics
15. Department of Microbiological Diagnostics and Infectious Immunology
16. Department of Clinical Pharmacy
17. Department of Pharmaceutical Technology
18. Department of Pharmacodynamics
19. Department of Pharmacognosy
20. Department of Monitored Pharmacotherapy
21. Department of Experimental Physiology and Pathophysiology
22. Department of Histology and Cytophysiology
23. Department of Immunology
24. Department of Specialist Cosmetology
25. Department of Clinical Laboratory Diagnostics
26. Department of Paediatric Laboratory Diagnostics

27. Department of Esthetic Medicine
28. Department of Synthesis and Technology of Drugs
29. Department of Toxicology

#### LABORATORIES

1. Laboratory of Cosmetology

### FACULTY OF HEALTH SCIENCES

#### DEPARTMENTS

1. Department of Anaesthesiology and Intensive Therapy
2. Department of Food Biotechnology
3. Department of Dietetics and Clinical Nutrition
4. Department of Experimental Pharmacology
5. Department of Clinical Phonoaudiology and Speech Therapy
6. Department of Gynaecology and Obstetrics
7. Department of Hygiene, Epidemiology and Ergonomics
8. Department of Clinical Medicine
9. Department of Family Medicine
10. Department of Developmental Age Medicine and Paediatric Nursing
11. Department of Invasive Neurology
12. Department of General Pathomorphology
13. Department of Surgical Nursing
14. Department of Primary Health Care
15. Department of Medical Law and Medical Deontology
16. Department of Obstetrics, Gynaecology and Maternity Care
17. Department of Paediatric Radiology
18. Department of Statistics and Medical Informatics
19. Department of Public Health
20. Department of Integrated Medical Care

#### CLINICAL DEPARTMENT

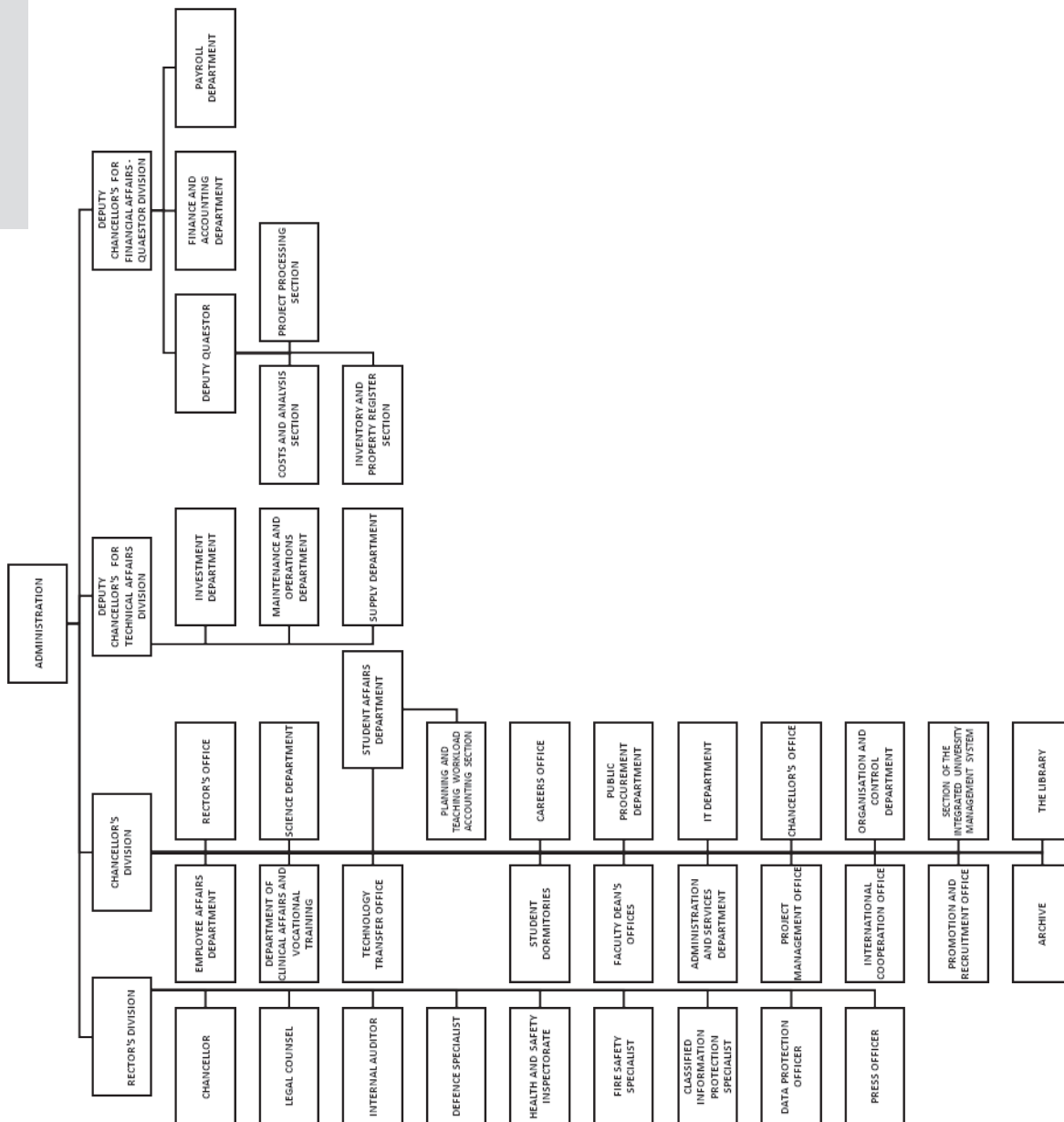
1. Department of Allergic and Internal Diseases
2. Department of Geriatrics
3. Department of Emergency Medicine
4. Department of Paediatric Emergency Medicine
5. Department of Neonatology and Newborn Intensive Care
6. Department of Paediatric Neurology and Rehabilitation
7. Department of Paediatrics and Pulmonary Diseases
8. Department of Rehabilitation

9. Department of Paediatric Rehabilitation and Center of Early Support for Handicapped Children “Give a Chance”

LABORATORIES

1. Laboratory of Respiratory Diagnostics and Bronchoscopy
2. Laboratory of Eye Rehabilitation

Appendix no. 3 to the Organisational Regulations – Organisational Scheme of the Administration





## SYMBOLISM OF ADMINISTRATIVE UNITS

### **Rector – R (Rector's Office)**

Internal Auditor – RAW

Defence Specialist – RO

Health and Safety Inspectorate – RBH

Fire Safety Specialist – RPOŻ

Classified Information Protection Specialist – RPN

Data Protection Inspector – RIOD

Legal counsel – RP

Press Officer – RRP

Centre for Experimental Medicine – RCMD

Medical Simulation Centre – RCSM

### **Chancellor – A**

Chancellor's Office – BK

Organisation and Control Department – AKO

Department of Employee Affairs – ASP

Science Department – ADN

Faculty of Medicine Dean's Office – DWL

Faculty of Pharmacy Dean's Office – DWF

Faculty of Health Sciences Dean's Office – DWNZ

Student Affairs Department – AD

– Planning and Settlement of Teaching Loads Section – ADS

Student Dormitories – ADS<sub>1</sub>, ADS<sub>2</sub>

Public Procurement Department – AZP

Administration and Services Department – AGU

IT Department – AI

Project Management Office – APP

International Cooperation Office – AWM

Department of Clinical Affairs and Vocational Training – APK

Promotion and Recruitment Office – APR

Careers Office – ABK

Technology Transfer Office – ABTT

Section of the Integrated University Management System – AZSZ

Archive – AA

Library – AB

**Deputy Chancellor for Technical Affairs – T**

Investment Department: – TIN

Maintenance and Operations Department – TKE

Supply Department – TZ

**Deputy Chancellor for Financial Affairs – Quaestor – K**

Deputy Quaestor – KZ

– Costs and Analysis Section – KKA

– Project Settlement Section – NRP

– Inventory and Property Register Section – KI

Financial and Accounting Department – KFK

Payroll Department – KP

**Order no. 54/2019 of the  
Rector of the Medical University of Białystok  
dated 13.09.2019**

**on the introduction of the Work Rules and Regulations  
at the Medical University of Białystok**

Pursuant to Article 126(1) of the Act dated 20 July 2018 Law on higher education and science (Journal of Laws of 2018, item 1668 as amended) I order as follows:

**§ 1**

I am introducing the Work Rules and Regulations at the Medical University of Białystok, constituting an appendix to this order.

**§ 2**

1. The Work Rules and Regulations at the Medical University of Białystok will be communicated to the employees by placing them on the [bip.umb.edu.pl](http://bip.umb.edu.pl) website and on the notice board at the Employee Affairs Department.
2. The Work Rules and Regulations at the Medical University of Białystok enter into force on 01.10.2019.

**§ 3**

Order no. 37/2018 of the Rector of the Medical University of Białystok dated 6.07.2018 on the introduction of a uniform text of the Work Rules and Regulations at the Medical University of Białystok expires.

Rector

Adam Krętowski professor, Ph.D

# WORK REGULATIONS AT THE MEDICAL UNIVERSITY OF BIALYSTOK

## INTRODUCTION

### CHAPTER I

#### General provisions

##### § 1

1. The Work Regulations of the Medical University of Białystok, hereinafter referred to as the Regulations, determine the organization and order of the work process at the University and the related rights and obligations of the employer and employees specified in Article 1041 of the Act – Labour Code and in the provisions of the Act – Law on Higher Education and Science.
2. Unless otherwise specified in specific provisions of the Regulations, they shall apply to all employees, regardless of the type of work performed, the position held and the scope of the full-time equivalent
3. The employees of the University shall also comply with internal regulations, i.e. regulations, resolutions of the Senate, resolutions of the University Council and orders of the Rector and the Chancellor. These regulations shall be communicated in electronic form to the University's employees and made available on the University's home page in the Public Information Bulletin.

##### § 2

Whenever the Rules of the Regulations refer to the following:

- 1) **The Act** – the term means the Act of 20 July 2018. Higher Education and Science Law;

- 2) **The Employer** – this should be understood as the Medical University of Białystok (hereinafter referred to as the University) represented in labour relations by:
  - a) the Rector or staff authorised by the Rector, in relation to academic staff or other staff directly subordinate to him/her;
  - b) the Chancellor or other employees authorised by the Chancellor, in relation to other employees;
- 3) **The Employee** – should be understood as a person employed at the University on the basis of an employment relationship, regardless of the type of this relationship (employment contract, appointment);
- 4) **Organisational unit** – shall be understood as an organisational unit of the University within the meaning of the University’s Organisational Regulations.

### § 3

The Work Regulations include the following regulations:

1. The Act of 26.06.1974. Labour Code (Journal of Laws of 2019 item 1040 with subsequent amendments)
2. The Act of 20 July 2018. Law on higher education and science ( Journal of Laws of 2018 item 1668 with subsequent amendments)
3. Trade Union Act of 23 May 1991 (i.e. Journal of Laws of 2019 item 263)
4. Ordinance of the Minister of Labour and Social Policy of 15 May 1996 on the manner of justifying absence from work and granting employees leaves from work ( Journal of Laws of 2014 item 1632)
5. Regulation of the Minister of Family, Labour and Social Policy of 10 December 2018. on employee records ( Journal of Laws of 2018, item 2369)
6. Regulations on remuneration for work and granting work-related benefits to employees employed at the Medical University of Białystok,
7. Ordinance of the Council of Ministers of 3 April 2017 on the list of works arduous, dangerous or harmful for the health of pregnant women and breastfeeding women (Journal of Laws of 2017, item 796).

### § 4

1. Prior to admission to work, the employer familiarises all employees with the Work Regulations. The employee shall confirm this circumstance by signing the relevant statement in the employment contract.
2. The employer, without the employee’s consent, may use his or her personal data for purposes closely related to the employee’s professional life and the performance of his or her duties, in the scope of the job: – placing personal data of employees, such as names, positions, company telephone numbers and company e-mail addresses on the University’s website, – placing names and surnames of employees and positions on doors in the premises of the University, on name stamps, – placing names and surnames, positions, company telephone numbers and company e-mail addresses in letters written in connection with work, and presenting them in the information about the University.

## § 5

1. There can be no relation of direct service relationship at the University between spouses and persons:
  - 1) running a joint household;
  - 2) having a relationship of kinship, affinity to the second degree or adoption, custody or guardianship.
2. The provision of section 1 shall not apply to the Rector.

## CHAPTER II

### Basic rights and obligations of the employer

## § 6

1. The employer is obliged to:
  - 1) allocate the work to the employee in accordance with the content of the concluded employment contract,
  - 2) acquaint the employee taking up employment with the scope of his duties, the manner he is supposed to perform his work and his basic rights,
  - 3) organise work in such a way as to ensure that working time is used properly and effectively and that employees, using their talents and qualifications, achieve quality work and high productivity,
  - 4) organise work in such a way as to reduce the nuisance of work, especially monotonous work and work at a predetermined pace,
  - 5) ensure safe and hygienic working conditions and train employees in occupational health and safety,
  - 6) pay remuneration in a timely and correct manner, respecting the principle that its type and amount cannot be disclosed without the employee's consent,
  - 7) help employees improve their skills,
  - 8) meet the social needs of the employees as far as possible,
  - 9) apply objective and fair criteria for evaluating employees and their performance,
  - 10) keep and maintain paper or electronic records of the employment relationship and personal files of employees,
  - 11) keep employee records in a manner that guarantees their confidentiality, integrity, completeness and availability under conditions that do not threaten to damage or destroy them during the period of employment and after the termination of employment under generally applicable law,
  - 12) direct employees to preliminary, periodic and follow-up medical examinations,
  - 13) provide protective and working clothing and the necessary materials and tools,
  - 14) combat discrimination in employment, in particular on the grounds of sex, age, disability, race, religion, nationality, political opinion, trade union membership, ethnic

- origin, religion, sexual orientation and on the grounds of fixed or indefinite duration or full-time or part-time employment,
- 15) make available the provisions concerning equal treatment of employees at the University, constituting Appendix 1 to these Regulations,
  - 16) prevent and counteract bullying,
  - 17) influence the shaping of the principles of social coexistence at the University.
2. The employer, as the controller of employees' personal data, is obliged to observe the regulations related to the protection of personal data, resulting from the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC and the Act of 10 May 2018 on the protection of personal data and internal legal acts in this respect.
  3. Employers have in particular the right to:
    - 1) issue binding work orders to employees in so far as these orders do not conflict with applicable laws and the employment contract,
    - 2) define the scope of duties of each employee, in accordance with the provisions of employment contracts and the law,
    - 3) use the results of the work performed by the employees, except for the work to which the employee's right results from separate legal regulations.

## CHAPTER III

### Basic rights and obligations of the University's employees

#### §7

All employees shall in particular have the right to

- 1) be employed in accordance with their contract of employment and the qualifications,
- 2) to be paid for work on time,
- 3) rest during days off work, at the end of working hours on working days and during holidays,
- 4) perform work in conditions consistent with regulations and rules of health and safety at work,
- 5) form and join organisations representing employees.

#### §8

1. The employee has the right to improve the qualifications connected with his or her position.
2. Upgrading of qualifications financed or co-financed by the Employer may take place on the basis of the Employer's consent in writing and an agreement on upgrading qualifications, specifying the obligations of the employee and the employer, in accordance with internal regulations in force at the University.

## §9

1. The employee is obliged to perform his work conscientiously and carefully, observe work discipline and follow the instructions of his superiors, which relate to the work, if they do not contradict the provisions of labour law or employment contract.
2. The staff member shall in particular be obliged to:
  - 1) observe the agreed working hours,
  - 2) observe the provisions of the Regulations and the order established therein as well as other internal normative acts in force at the University,
  - 3) observe the occupational health and safety regulations and fire safety regulations,
  - 4) keep confidential information the disclosure of which could expose the employer to harm,
  - 5) observe the confidentiality specified in separate regulations,
  - 6) not to disclose the information covered by the protection of personal data which he is entitled to obtain in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC and the Act of 10 May 2018 on the protection of personal data, and **to comply with** internal legal acts in this respect,
  - 7) to take care of the good of the University and its property,
  - 8) to keep his workspace clean and tidy,
  - 9) observe the principles of social coexistence and ethics of conduct towards students, superiors, subordinates and co-workers at the workplace,
  - 10) have a current medical certificate stating that there are no contraindications to perform the job at a given position,
  - 11) enable the employer to periodically assess the employee's suitability for his or her job,
  - 12) warn of the inability to attend work for reasons known in advance in time for the employer to prevent the consequences of the absence,
  - 13) immediately notify the employer of the reason for his absence from work and the expected duration of their absence,
  - 14) immediately notify the employer of a change in the data covered by the personal questionnaire,
  - 15) immediately inform superiors about the observed phenomenon of mobbing applied to both the employee himself and other employees.

## § 10

1. The basic duties of an academic teacher who is a:
  - 1) member of the teaching staff – include the duty to educate and raise students or participate in the training of doctoral students;
  - 2) research worker – include the duty to carry out scientific activities or participate in the training of doctoral students;
  - 3) teacher and researcher – it is necessary to conduct scientific activity, educate and raise students or participate in the training of doctoral students.



2. Academic staff shall be obliged to participate in organisational work for the benefit of the University and to continuously improve their professional competence.
3. The detailed scope of duties of an academic teacher shall be determined by the Rector.

### § 11

Academic staff shall participate in the provision of healthcare through the performance of teaching and research tasks in connection with the provision of healthcare services in organisational units made available to the University by an entity conducting therapeutic activity pursuant to the rules laid down in the legislation on therapeutic activity.

## CHAPTER IV

### Working time of the University's employees

### § 12

1. The time when an employee remains at the disposal of the employer at the University or other place designated for work is called working time.
2. Working time should be used by each employee to perform his or her duties.
3. The average working week of the University's employees is 5 days.

#### A. Academic teachers

### § 13

1. Academic staff shall be subject to a system of task-based working time within the meaning of Article 140 of the Labour Code.
2. The division of the working time of academic teachers shall be determined as follows:
  - 1) Research and teaching staff :
    - work related to the education and upbringing of students – up to 60%
    - work related to scientific activity or training at the doctoral school, including scientific work related to improving professional qualifications – not less than 30%
    - the University's organizational work – 10%,
  - 2) Teaching staff:
    - work related to the education and upbringing of students or education at a doctoral school – 80%,
    - work related to upgrading professional qualifications – 10%,
    - the University's organizational work – 10%,
  - 3) Research workers:
    - work related to scientific activity or training at a doctoral school, including scientific work related to the improvement of professional qualifications – 90%,
    - the University's organizational work – 10%.

## § 14

1. The Medical University of Białystok defines the obligatory one-year of teaching classes – teaching load, (1 teaching hour is 45 minutes):
  - 1) A group of research and teaching staff:
    - a) professor – 180 teaching hours
    - b) university professor – 240 teaching hours
    - c) assistant Professor – 240 teaching hours
    - d) assistant – 240 teaching hours.
  - 2) Group of teaching staff:
    - a) professor – 240 teaching hours
    - b) university professor – 360 didactic hours
    - c) assistant Professor – 360 teaching hours
    - d) assistant – 360 teaching hours, subject to point e
    - e) assistant in the first two years of work – 240 teaching hours
    - f) instructor – 540 teaching hours
    - g) language instructor – 540 teaching hours.
  - 3) Rector, Vice-Rectors, Deans, members of the University Council – 30 teaching hours
  - 4) Deans, Head of the Doctoral School – 60 teaching hours
2. An academic staff member acting as the head of an organisational unit upon a justified request may obtain permission from the Rector to reduce the teaching load each time before the beginning of the academic year:
  - 1) by a maximum of 30 teaching hours, in the case of a unit with more than 3 members of the academic staff and with a significant track record in scientific or teaching or clinical activities,
  - 2) by a maximum of 60 teaching hours, in the case of a unit employing more than 6 academic teachers and demonstrating significant achievements in scientific or didactic or clinical activities. An academic teacher acting as the Rector's Plenipotentiary may obtain the Rector's consent to reduce the teaching load, after submitting a justified application each time before the beginning of the academic year.
3. Permission to reduce the teaching load may be granted if the academic teacher has no overtime scheduled for the academic year. Employees referred to in paragraph 2(1) and 2(2) shall be paid for overtime after they have completed the teaching load applicable for their position. The teaching load reductions cannot be aggregated and are due for a given academic year.
4. In special cases justified by the need to implement a degree programme, academic staff may be required to teach overtime courses of a maximum duration of:
  - 1)  $\frac{1}{4}$  of a year's teaching hours- for a research and teaching employee,
  - 2)  $\frac{1}{2}$  year of teaching hours – for the teaching staff member.
5. An academic teacher, with his or her consent, confirmed by a signature in the planned personalised teaching load of an individual and a report on the personalised settlement of the individual's teaching load, may be entrusted with the teaching overtime in the scope of up to twice the duration of the teaching activities. An academic teacher who is

pregnant or bringing up a child until the age of 4 may not be employed overtime without his or her consent.

### § 15

1. The teaching load consists of teaching classes (in particular lectures, seminars, exercises, practical classes) in all fields of study, including classes for participants of doctoral studies and doctoral school, and supervising master's and bachelor's theses.
2. It is allowed to include in the one-year scope of teaching hours the classes carried out during training and further education courses and post-graduate studies conducted by the Medical University of Białystok without the participation of third parties, if the individual salary of a given academic teacher is not performed.
3. Research and teaching staff with a significant position in a given field of science and the academic degree of PhD obtained abroad who are employed in the position of a professor or university professor in a higher education institution may, with the consent of the Rector, include into the annual teaching hours classes in the form of consultations to be given to students or doctoral students.
4. Other works related to the didactic process, education and upbringing of students and education in doctoral schools not included in the teaching load include, in particular: consultations, class inspections, conducting exams, graded tests, pass/fail tests, supervising students' master's and bachelor's theses, supervising science clubs, acting as the guardian of the year, member of committees having didactic tasks.
5. The annual teaching hours include classes in the following order: classes conducted at full-time courses (including doctoral studies and doctoral school), followed by part-time courses and courses conducted in English.
6. The Dean of the Faculty is responsible for the distribution of teaching activities between the organisational units, ensuring the balance of the Faculty's teaching staff.
7. The head of the organisational unit shall be responsible for allocating courses to the staff of the organisational unit ensuring that the teaching hours in the unit are balanced, which means that individual academic staff cannot have their teaching hours planned and carried out in the unit, while the unit as a whole or any of the staff members of the unit do not carry out their teaching duties.
8. The Rector or the Vice-Rector for Education may transfer teaching activities between organisational units of different departments in order to spread the teaching hours evenly over the salary and to eliminate overtime. An employee who does not fulfil his/her salary in the home unit may be obliged by the Rector to teach at another unit of the University.

### § 16

1. In order to determine the applicable teaching load and the number of overtime hours, it shall be assumed that classes shall be conducted over the number of teaching weeks in an academic year as determined in the Rector's Order on the Organisation of the Academic Year, taking into account the rules:

- 1) to an academic staff member who is not scheduled to be charged with teaching duties due to his or her employment, after the beginning of the academic year, the scheduled absence from work due in particular to long-term illness exceeding four weeks, unpaid leave, military service, maternity leave, leave in accordance with the principles of maternity leave, additional maternity leave, additional leave in accordance with the principles of maternity leave, paternity leave, parental leave or termination of employment relationship before the end of the academic year, the hours of classes conducted, in proportion to the number of teaching weeks laid down in the Rector's Order referred to above and the annual teaching load determined for a given position for each week of absence attributable to the period in which the teaching activities are conducted at the University shall be included in the teaching hours,
  - 2) during an illness or other unforeseen, excused absence of an academic teacher exceeding four weeks, teaching hours which would fall within the period of such absence according to the timetable shall be counted as hours worked according to the timetable. The scope of overtime is determined on the basis of the settlement of hours actually worked,
  - 3) in the event of a change in the terms and conditions of employment or the occurrence of other circumstances affecting the amount of the applicable remuneration during an academic year, the amount of the obligation shall be determined in proportion to the number of teaching weeks, taking into account the date on which the changes occur, with the final decision concerning the amount of the obligation to teach being made by the Deputy Rector for Education.
2. If the calculated didactic obligation is not a full number, it is determined up to a full hour upwards.

## § 17

1. By 31 October of each academic year, the head of an organisational unit shall be required to submit the following documents: the planned unit's teaching load, the planned individual teaching load of academic staff and the planned personal teaching load within the unit, including other lecturers.
2. The change of the teacher's teaching duties and entrusting the teaching of classes to new staff, taking into account the number of students on the first day of teaching and on 15 February, require the adjustment of the submitted plans.
3. After the completion of classes in the summer semester, according to the framework schedule established by the Rector's order, but not later than on 31 July of a given academic year, the head of an organisational unit shall be obliged to submit a report on the performance of teaching assignments carried out in the unit, a report on the individual settlement of a teacher's teaching load and a report on the personal settlement of the teaching load within the unit, taking into account the rules for determining the teaching load.

## B. Other employees of the University

### § 18

1. The working time of employees employed at the University – excluding persons employed in equivalent working time – may not exceed 8 hours per day and on average 40 hours in a 5-day average working week in a one-month settlement period.
2. Employees are subject to the basic working time regime, except for those employees listed in this paragraph in para. 3.
3. Employees employed to guard the property have an equivalent system of working time.
4. The daily working time of the workers referred to in paragraph 3 may be extended to 16 hours and shall be counterbalanced by days off or shorter daily working hours on certain days.
5. Staff members, with the exception of those mentioned in paragraph 3 and employees of the Library, shall be scheduled as follows: working days: Monday to Friday from 7.30 to 15.30.
6. Changes in the schedule of working time, in particular additional days off from work, shall be determined annually before the beginning of the calendar year by order of the Rector.
7. In justified cases, the head of the organisational unit, in order to ensure proper organisation of the work of the subordinate unit, may request the establishment of a different work schedule other than that specified in paragraph 5, while observing the rules resulting from the provisions of the Labour Code. The Chancellor makes the final decision.
8. The distribution of working time of the Library's employees is determined by the Director of the Library.
9. At the written request of an employee, the employer may establish an individual or movable working time schedule within the working time system to which the employee is subject.

### § 19

1. An employee shall be entitled to at least 11 hours of uninterrupted rest each day and at least 35 hours of uninterrupted rest each week, which shall fall on a Sunday.
2. In the case of employees managing or participating in a rescue operation, the weekly period of uninterrupted rest may cover a smaller number of hours than that specified in paragraph 1, but may not be less than 24 hours.
3. An employee working on a Sunday with equivalent working time should benefit at least once every four weeks from a Sunday off.

### § 20

Employees with a daily working time of at least 6 hours benefit from a 15-minute break included in the working time. The start and end time of the breakfast break shall be determined by the head of the organisational unit in consultation with the employee.

## § 21

1. The night time is from 22.00 to 6.00.
2. For each hour worked at night, a supplement to the wage is payable in the amount of 20% of the basic hourly wage, but not less than the supplement determined pursuant to Article 151<sup>8</sup> §1 of the Labour Code.

## § 22

1. For each employee, there should be a record of working time in the organizational unit in which the employee is employed, which is attached as Appendix 2 to these Regulations.
2. For non-academic staff, the working time register shall include the number of hours worked and the hours of beginning and end of work, the number of hours worked during night time, the number of overtime, days off with an indication of their title, the type and size of dismissals, the type and size of other excused absences from work, the size of unjustified absences from work,
3. In the case of academic teachers, the working time register should include only absences from work – no working hours are recorded.
4. Work time sheets are kept individually for each employee in all organizational units of the University, approved at the end of the accounting period by the head of the unit, collected in individual files and stored in the unit.
5. The above-mentioned time sheets are kept in order to correctly determine the remuneration for work and other work-related benefits,
6. The employer is obliged to make working time records available upon request.

## § 23

1. Work performed above the working time standards binding the employee as well as work performed above the extended daily working time resulting from the system and working time schedule binding the employee constitutes overtime work.
2. The execution of an overtime work order is the responsibility of the employee, except for persons covered by the ban on overtime work
3. Overtime work is only permitted if it is done due to:
  - 1) the need to carry out a rescue operation to protect human life or health, to protect property or the environment or to remove a failure,
  - 2) the specific needs of the employer.
4. Overtime work may be carried out at the request of the immediate superior.
5. In exchange for time worked in excess of the employee's working time standards, at the employee's request, time off from work is granted in the same amount. In this case, the employee is not entitled to overtime bonus.
6. The granting of time off in exchange for time worked in excess of the set standards may also take place without the employee's request, in which case time off shall be granted at the latest by the end of the pay period at a rate of half the number of overtime hours worked. In this case, no overtime allowance is payable.

7. Overtime may be paid for in accordance with Article 151<sup>1</sup> of the Labour Code. The above shall apply at the University in the cases listed in section 3, subsection 1) and with regard to employees employed under an equivalent system of working time.

## CHAPTER V

### Leave and dismissal

#### § 24

University employees have the non-transferable right to annual and paid vacation leave.

#### § 25

1. A University employee taking up work for the first time, in the calendar year in which he or she took up work, shall be entitled to leave at the end of each month of work, amounting to 1/12th of the leave he or she is entitled to after working for a year, and to a second and further leave at the beginning of each subsequent calendar year.
2. An academic staff member shall be entitled to proportional leave in the cases referred to in Article 155<sup>1</sup> in Article 155<sup>2</sup> of the Labour Code.
3. When a holiday is divided into parts, at least one part of the holiday should last not less than 14 consecutive calendar days.
4. Holidays resulting from a five-day working week's work schedule are not included in the holiday entitlement.

#### § 26

##### A. Academic teachers

1. An academic teacher shall be entitled to a leave of 36 working days per calendar year.
2. Academic teachers should use their holiday days during the period free of classes (summer holidays, winter break, inter-semester break).
3. During the period of teaching, the head of the unit may agree to a leave if the absence of the employee does not interfere with the teaching process.
4. Academic staff shall be entitled to a holiday leave in proportion to their period of employment in cases:
  - 1) of employment during the calendar year,
  - 2) of the termination of the employment relationship within the calendar year.
5. Part-time academic staff shall be entitled to holiday leave in proportion to their employment.
6. Academic staff shall have the right to take leave at their request, on a date specified by them, up to a total of 4 days in each calendar year. The staff member shall request this leave at the latest on the day it begins.

## § 27

### B. Non-academic staff

1. An employee who is not an academic teacher shall be entitled to a leave of absence of:
  - 1) 20 days – if the employee is employed for less than 10 years,
  - 2) 26 days – if the employee is employed for at least 10 years.
2. Non-academic staff members shall have the right to take leave on request, at a date indicated by them, up to a total of four days in each calendar year.
3. Leave is granted for days which are working days for the employee, according to the employee's working schedule, on an hourly basis, corresponding to the daily working time of the day.
4. The employer is obliged to grant, at the employee's request and on the date indicated by the employee, not more than 4 days of leave in each calendar year. The staff member shall request this leave at the latest on the day it begins.

## § 28

1. The University has an annual holiday plan.
2. The holiday plan shall be drawn up in the system in an electronic form, taking into account suggestions and conclusions of employees and the need to ensure the teaching, research and teaching as well as organisational activities of the unit,
3. All University employees shall be obliged to draw up an annual holiday leave plan, which shall be subject to approval by their immediate superior.
4. Holiday plans should be drawn up in a thoughtful manner, taking into account the actual needs of employees and the employer,
5. If there is a holiday backlog, you must first plan the holiday backlog for the previous calendar year and then the amount of holiday due for that calendar year.
6. When planning holidays, 4 days of holiday, which the employer grants to the employee at his request and on a date indicated by him, must be excluded from the holiday balance.

## § 29

Heads of units are obliged to:

- 1) forward the approved unit plan (in the form of a printout from the Employee Portal) to the Employee Affairs Office by 15 February of each year,
- 2) submit their own holiday applications to the Employee Portal for approval by the Rector or the Chancellor respectively. The application should include an indication of a replacement.

## § 30

1. Leave should be granted in accordance with the holiday plan.
2. Postponement of leave is allowed due to the special needs of the employer if the absence of the employee would cause serious disruption in the course of work.



3. Important circumstances justifying not taking an annual leave in a given calendar year are in particular the following:
  - 1) temporary inability to work due to illness,
  - 2) maternity and paternity leave,
  - 3) performing military exercises or military training for up to 3 months or appearing for territorial military service on a rotating basis, for up to 3 months,
  - 4) isolation due to an infectious disease.

### § 31

Managers of organisational units are responsible for the implementation of the above provisions, and in particular for the use of holiday leave by subordinate employees.

### § 32

1. The rector, at the request of an academic staff member with an opinion of his/her immediate superior, may provide academic staff members:
  - 1) having at least the academic degree of PhD, during 7 years of employment at the University – paid scientific leaves of a total duration not exceeding one year in order to conduct research,
  - 2) preparing a doctoral thesis – paid scientific leave of up to 3 months,
  - 3) paid leave in order to obtain education, scientific or didactic training, internship, participate in a conference or participate in joint scientific research conducted with a foreign entity on the basis of a scientific cooperation agreement – pursuant to the rules laid down in the Resolution of the Senate.
2. Academic staff who are under 65 years of age and employed full-time after at least 10 years of employment at a higher education institution shall be entitled to paid health leave, which shall be granted pursuant to Articles 131 to 133 of this Act in accordance with the following rules and procedures:
  - 1) academic staff shall apply to the Rector for a referral to the competent doctor authorised to perform preventive examinations in order to obtain a health care leave,
  - 2) health care leave shall be granted on the basis of a medical certificate stating that the state of health requires abstinence from work and specifying the recommended treatment and the time needed for it.

### § 33

1. An unpaid leave may be granted to an employee, at his written reasoned request, if this does not disturb the normal course of work.
2. The decision to grant unpaid leave is made by the Rector or the Chancellor respectively.

### § 34

The employer grants unpaid leave to the employee under the terms of special provisions:

- 1) to take personal care of an employee's child (parental leave),

- 2) to enable the exercise of the mandate of a Member of Parliament or Senator,
- 3) to undertake school or extracurricular activities without a referral of the employer,
- 4) to an employee who is sent to work abroad, for the duration of the assignment,
- 5) for the duration of the trade union function outside the company performed by choice, if by choice the obligation to perform this function as an employee arises.

### § 35

An employee is entitled to be dismissed from work with the right to remuneration for a period of time including:

- 1) 2 days – in case of the employee’s wedding or the birth of his child or the death and funeral of the employee’s spouse or his child, father, mother, stepfather or stepmother,
- 2) 1 day – in the event of the marriage of a staff member’s child or the death and funeral of his sister, brother, brother-in-law, mother-in-law, father-in-law, grandmother, grandfather, or any other person in the staff member’s immediate care or dependency.

### § 36

The employer is obliged to release the employee from work if such an obligation results from the Labour Code or other legal regulations:

- 1) called upon to appear in person before the competent authority in respect of a general duty of defence,
- 2) to appear at the request of a government or local authority, court, prosecutor’s office, police, Labour Court Conciliation Commission, Supreme Audit Office,
- 3) in order to perform tasks and activities:
  - a) resulting from a union function if the activity cannot be carried out in their free time,
  - b) of a juror in court,
  - c) of a member of the Conciliation Committee,
  - d) of an expert in administrative, criminal preparatory and judicial proceedings – the total amount of exemptions on this account may not exceed 6 days per calendar year,
- 4) to carry out the medical examinations provided for in the provisions on compulsory medical examinations and preventive vaccination, on the control of infectious diseases, tuberculosis or health examinations at a specific workplace, if it is not possible to carry out the examinations during their time off work time,
- 5) in addition, the employer is obliged to dismiss the employee:
  - a) who is a member of the Voluntary Fire Brigade for the time necessary to participate in the rescue operation,
  - b) being a blood donor for a period of time specified by blood donation stations for the purpose of donating blood and carrying out the ordered medical examinations if they cannot be carried out during their free time.

### § 37

1. If an employee takes advantage of the dismissal referred to in § 36(3)(c), (4), (5)(b), the employee retains the right to remuneration.
2. In other cases, the employer shall issue a certificate specifying the amount of lost remuneration for the time of this dismissal in order for the employee to receive from the competent authority a financial compensation for this – in the amount and under the conditions provided for in separate regulations.

### § 38

An employee (on the principles set out in separate regulations) raising at least one child up to the age of 14 is entitled to 16 hours' or 2 days' leave from work per year, with the right to remuneration.

### § 39

1. An employee may be dismissed from work for the time necessary to deal with important personal or family matters that need to be dealt with during working hours.
2. The dismissal is granted by the head of the organisational unit where the employee is employed.
3. An employee is entitled to remuneration for the time of dismissal referred to in paragraph 1 if he/she has worked the time of dismissal. The working hours are not overtime.

## CHAPTER VI

### Payment of remuneration

### § 40

1. The remuneration is payable for work done. For the period of non-performance of work, the employee retains the right to remuneration only if the law so provides.
2. The principles of remuneration for work and granting other work-related benefits are set out in the Act, regulations and Rules of remuneration for work and granting work-related benefits to employees employed at the Medical University of Białystok, internal regulations in force at the Medical University of Białystok, as well as resolutions of the Senate and the Rector's Order.
3. Remuneration is paid to particular groups of the University's employees once a month on the following dates:
  - 1) to academic teachers – on the 1st of the month for a given month,
  - 2) non-academic staff remunerated at monthly rates – on the last day of the month for the month worked,
  - 3) employees working on the property's security staff – on the 10th of the month for the previous month,

- 4) remuneration for civil law contracts – contracts for a specific work and contracts of mandate – on the 15th of the month for the previous month,
  - 5) if the pay period falls on a public holiday, payment is made on a working day:
    - to academic teachers – after a day off,
    - to other employees on the day before the day off,
  - 6) the payment of the jubilee award is made in the month of acquisition of the right to it.
4. The remuneration is paid:
- 1) by transfer to the bank account indicated by the employee,
  - 2) in cash at the MUB cash desk to the employee or authorized person on fixed days and hours, after submitting a paper/electronic application for payment to the employee's hands.

## CHAPTER VII

### Organisation and order of work at the University

#### § 41

Every employee should be available for work at such a time that he or she is at his or her workplace at the start of work.

#### § 42

Employees are forbidden:

- 1) to enter and stay on the premises after drinking alcohol,
- 2) to bring in and consume alcohol on the premises,
- 3) to leave the workplace during work without the consent of the superior,
- 4) to operate machinery and equipment not directly related to the performance of the assigned duties and activities,
- 5) to arbitrarily disassemble the plant, machinery and tools and parts and repair them without
- 6) special authorization, to remove covers and protections of the above mentioned equipment, to clean and repair machines that are in motion or under voltage,
- 7) to smoke,
- 8) to perform private work at the place of employment and use for that purpose
- 9) the equipment belonging to the University.

#### § 43

1. Employees confirm their arrival at work with their handwritten signature on the attendance list – this also applies to heads of organizational units.
2. The obligation to confirm arrival at work with a signature on the attendance list shall not apply to academic staff employed in the positions of University professors for whom

the primary place of work is a foreign institution and teleworkers. The employment regulations in the form of teleworking at the Medical University of Białystok are attached as Appendix no. 3 to these Regulations.

#### § 44

Absence of the employee from work should be recorded in the attendance list. During the employee's absence, the immediate superior decides to which employee he or she will assign the work.

#### § 45

1. The employee should warn the employer of the cause and expected period of absence from work if the reason for this absence is known or foreseeable in advance.
2. The employee is obliged to justify his or her absence or delay in work.
3. In the case of no-show, the employee is obliged to notify the employer of the reason for the absence and its expected duration on the first day of absence, but not later than on the following day, in person, by other persons or by mail. In this case, the postmark shall be taken into consideration as the date of notification.

#### § 46

The documents justifying the absence are:

- 1) medical certificate referred to in Article 55(1) of the Act of 25 June 1999 on cash benefits from social insurance in case of sickness and maternity (Journal of Laws of 2019, item 645),
- 2) a decision of the competent national health inspector, issued in accordance with the provisions on the eradication of infectious diseases, in the event of the employee's isolation on the grounds provided for by those provisions;
- 3) a statement by the staff member – in case of circumstances justifying the need for the staff member to take personal care of a healthy child under 8 years of age due to the unforeseen closure of a crèche, children's club, kindergarten or school attended by the child;
- 4) a statement by the employee concerning the illness of the nanny or day carer and a copy of the medical certificate referred to in Article 55(1) of the Act of 25 June 1999. about cash benefits from social insurance in case of sickness and maternity, or a copy of a medical certificate issued in an ordinary form, stating the inability to work of a nanny or day carer, confirmed by the employee for conformity with the original – in case of a nanny's illness with which parents have concluded an activation agreement referred to in the Act of 4 February 2011 on care of children up to 3 years old (Journal of Laws of 2013, item 1457), or a day carer, taking care of a child;
- 5) a personal summons of an employee to appear in person, issued by an authority competent in matters of general duty of defence, a governmental or local government administration body, a court, a prosecutor's office, the police or a body con-

ducting proceedings in matters of misdemeanour – as a party or witness in proceedings before these bodies, containing a note confirming the employee's appearance on this summons;

- 6) a statement by the employee confirming that he or she has made a business trip during night time, completed in such a time that 8 hours have not elapsed before the start of work, in conditions which make night-time rest impossible.

#### § 47

It is up to the employer or the person authorised by the employer to consider the absence from work as excused or unjustified.

#### § 48

The rooms and tools are secured by the following after work:

- 1) disconnecting equipment, machines and apparatus from the mains,
- 2) placing tools, machines, apparatus, documentation, etc. in desks, cabinets, etc,
- 3) closing windows and doors carefully,
- 4) handing over the keys to the business premises to the concierges on duty or other persons authorised to hold keys.

#### § 49

Employees may stay at the premises of the University, outside working hours, only in justified cases, upon order or after obtaining the consent of their immediate superior.

#### § 50

1. In case of termination of the employment contract the employee is obliged:
  - 1) return the tools and equipment,
  - 2) settle the cash obligations with the department,
  - 3) account for protective clothing, workwear and personal protective equipment.
2. The Employees Affairs Department settles the employee on the basis of a checklist, on which the signatures of the superior and managers of the individual units concerned confirm the completion of a settlement by the outgoing employee.

## CHAPTER VIII

### Health and safety at work

#### § 51

1. The employer and the person in charge of the employees are obliged to know, to the extent necessary for the performance of their duties, the regulations on work protection, including the regulations and rules of health and safety at work.

2. The employer is obliged to protect the health and life of employees by ensuring safe and hygienic working conditions.

### § 52

The employer is obliged in particular to:

- 1) acquaint employees with health and safety regulations and rules,
- 2) provide systematic training of employees in occupational health and safety,
- 3) organise work in a way that ensures safe and hygienic working conditions,
- 4) refer workers to preventive medical examinations (preliminary, periodic and after a worker's illness lasting more than 30 days) and mandatory inoculations,
- 5) provide the employee with a properly secured place to store his or her work clothes and shoes, his or her own outerwear and assigned work tools,
- 6) establish the rules of reporting of the conducted experimental research which may pose a threat to human life and health by the University's organizational units,
- 7) assess and document the occupational risks associated with the work and apply the necessary preventive measures to reduce the risks.

### § 53

The employee is obliged to:

- 1) be familiar with health and safety regulations and rules, take part in training and instruction in this area and undergo the required examinations,
- 2) perform work in a manner consistent with health and safety regulations and rules and follow orders and instructions from superiors in this respect,
- 3) ensure that machines, devices, tools and equipment are in good condition and that the workplace is tidy and orderly,
- 4) use collective protection measures, as well as the assigned personal protective equipment and work clothes and footwear according to their intended use,
- 5) undergo initial, periodic and follow-up examinations and other prescribed medical examinations and follow the medical indications,
- 6) immediately notify your supervisor of any accidents at work that have been noticed or of any life or health hazards that have been identified,
- 7) cooperate with the employer in fulfilling his health and safety obligations.

### § 54

The person in charge of the employees is obliged to:

- 1) organise workstations in accordance with health and safety regulations and rules,
- 2) ensure that the personal protective equipment is efficient and used as intended,
- 3) organise, prepare and carry out works taking into consideration the protection of employees against accidents at work, occupational diseases and other diseases related to the working environment,

- 4) take care of the safe and hygienic condition of work rooms and technical equipment, as well as the efficiency of collective protection and their use as intended,
- 5) enforce employees' compliance with health and safety regulations and rules,
- 6) ensure that the recommendations of the doctor providing health care for employees are followed.

#### § 55

1. Before being admitted to work, every employee should be:
  - 1) trained in the scope of general rules and regulations of health and safety at work by an employee of the health and safety inspectorate,
  - 2) acquainted with the occupational risk at the workplace and instructed on the principles of protection against hazards by a direct superior (on-site training).
2. Undergoing a training shall be confirmed on an appropriate form, which after being signed by the employee, his direct superior and the health and safety inspector shall be included in the employee's personal file.

#### § 56

1. Employees shall be provided free of charge with working clothes and shoes and personal protective equipment to protect themselves against dangerous and harmful factors in the working environment and personal hygiene measures in accordance with the rules and standards laid down in a separate order.
2. Washing, maintenance, repair, dedusting, decontamination and replacement of worn out clothes is provided by the employer through the Administration and Services Department and the Procurement Department.

#### § 57

The employer's advisory and consultative body on health and safety matters is the Occupational Health and Safety Committee.

#### § 58

##### **Protection of pregnant and nursing women at work**

1. Pregnant and breastfeeding women must not be employed to perform particularly arduous or harmful works. The list of these works is contained in the survey on the employment of pregnant and nursing women, constituting Appendix no. 4 to these Regulations.
2. The state of pregnancy should be confirmed by a medical certificate, which constitutes the basis for the direct superior to complete the questionnaire.
3. Pregnant women may not be employed during overtime or at night and may not be posted outside their permanent workplace without their consent.



4. A woman caring for a child up to the age of four may not, without her consent, be employed during overtime or at night and may not be posted outside her permanent workplace.
5. A pregnant or breastfeeding woman should be transferred to another suitable job if:
  - 1) she is employed to perform jobs forbidden to pregnant or nursing women,
  - 2) she submits a certificate stating that she should not have to perform her previous work due to her condition of pregnancy.

## § 60

### Video surveillance

The objectives, scope and application of video surveillance at the Medical University of Bialystok are specified in Appendix no. 5 to these Regulations.

## CHAPTER IX

### Awards and distinctions

## § 61

1. The employees of the University may be awarded a prize or distinction for exemplary performance of their duties.
2. Academic teachers and non-academic staff may receive the Rector's awards for their achievements in professional work on the principles set out in the Rules for remuneration for work and awarding work-related benefits for staff employed at the Medical University of Bialystok and in a resolution of the Senate.
3. The School calculates funds for the Rector's awards in the amount of:
  - 1) 2% of the annual funds planned by the University for payroll of academic staff;
  - 2) 1% of the annual funds planned by the University for payroll of non-academic staff.
4. The honours include:
  - 1) a diploma,
  - 2) an application for the award of national medals.
5. The Rector decides whether to award a prize or distinction.

## CHAPTER X

### Disciplinary sanctions

## § 62

In relation to an employee who does not observe the applicable order, work regulations, health and safety and fire safety regulations, in particular if they:

- 1) perform their job negligently and carelessly,

- 2) are late for work, leave the workplace without an excuse,
- 3) appear at work under the influence of alcohol,
- 4) consume alcohol at work,
- 5) fail to carry out the orders of superiors or fail to carry them out in accordance with the instructions received,
- 6) show an offensive or disrespectful attitude towards the superior and colleagues,
- 7) fail to respect company information,

sanctions in the form of a warning and reprimand may be applied.

### § 63

A fine may also be applied for an employee's non-compliance with health and safety and fire safety regulations, leaving work without excuse, appearing at work under the influence of alcohol or drinking alcohol at work.

### § 64

The sanctions listed in § 62 shall apply at the request of the employee's immediate superior.

### § 65

1. A sanction may not be applied if two weeks have elapsed after learning of the misconduct and three months have elapsed since the breach was committed.
2. A sanction may be applied only after the employee has been heard.
3. The employer shall notify the employee in writing of the sanction applied. A copy of the letter shall be submitted to the employee's personal file.

### § 66

1. If a sanction was applied in violation of the law, the employee may object within 7 days of being notified of the sanction. Failure to reject an objection within 14 days of its submission shall be equivalent to taking the objection into account.
2. If the employer rejects the employee's objection, the employee may, within 14 days of being notified of the rejection of the objection, apply to the labour court to annul the sanction applied to them.
3. After a year of impeccable work, the sanction is deemed not to have occurred and the notification of the sanction is removed from the employee's personal file.

### § 67

1. Academic staff shall be subject to disciplinary responsibility for a disciplinary offence which constitutes an act which infringes the duties of an academic teacher or the dignity of the academic profession.
2. A termination of employment at the University shall not preclude disciplinary responsibility for any disciplinary offence committed during such employment.

## § 68

1. The disciplinary sanctions include:
  - 1) an admonition,
  - 2) a reprimand,
  - 3) a reprimand with a 10%-25% reduction in basic salary for a period from one month to 2 years,
  - 4) a deprivation of the right to perform the tasks of a thesis supervisor, reviewer and committee member in proceedings for the award of the degree of a PhD, the post-doctoral degree and the title of professor for the period from one to five years,
  - 5) a deprivation of the right to hold managerial positions in higher education institutions for a period from 6 months to 5 years,
  - 6) an expulsion from university,
  - 7) an expulsion from work in a higher education institution with a ban on working in such institutions for a period from 6 months to 5 years,
  - 8) a deprivation of the right to practice as an academic teacher for a period of 10 years.
2. For one disciplinary offence, one disciplinary sanction shall be imposed, and for several offences, one sanction shall be imposed, the harshest one.
3. Information regarding a final ruling on a disciplinary sanction referred to in para. 1 pt. 4-8 shall be published in the Integrated Information System on Science and Higher Education POL-on.

## CHAPTER XI

### Final provisions

## § 69

1. The Rector and the Chancellor shall see staff about complaints and motions each working day, after prior appointment.
2. Supervision over the observance of the Work Regulations is exercised by direct superiors of employees.
3. Managers of organizational units are obliged to familiarize employees with the content of these Regulations.
4. An employee starting work is obliged to read the Work Regulations before starting work.
5. The regulations are valid for an unlimited period of time.
6. The content of the Regulations may be changed in writing in accordance with the provisions of law.

## § 70

Academic teachers who have submitted questionnaires on their academic achievements for the period of 2017-2018 and received a positive assessment are required to teach 240 hours per year in the academic year 2019/2020.

**§ 71**

In matters not regulated by these Work Regulations, the provisions referred to in § 3 of the Regulations shall apply.

**§ 72**

The content of the Regulations was agreed upon with the trade unions operating at the University.

**§ 73**

The work regulations enter into force on 1 October 2019.

Rector

Adam Krętowski professor, Ph.D

### **THE AIMS, SCOPE AND APPLICATION OF VIDEO SURVEILLANCE AT THE MEDICAL UNIVERSITY OF BIALYSTOK**

1. Video monitoring at the Medical University of Bialystok is carried out in order to ensure safety and order on the premises of the University and protect people and property.
2. Video surveillance at the Medical University of Bialystok only records images, it does not record sound allowing for listening in on or recording conversations.
3. The rooms and the monitored area at the University are marked visibly and legibly with information boards.
4. The viewing of the image recorded in the video surveillance system or the possibility of obtaining a copy of the image recorded in the video surveillance system is available to entities authorized under the law and authorized persons.
5. The DVRs are located in rooms (server rooms, concierge rooms in structures) that can be accessed only by authorized persons.
6. The video recording is recorded on hard disks mounted in the recording equipment and is stored at the Medical University of Bialystok for 21 days, subject to point 7.
7. A recording of the surveillance image may be stored for more than 21 days if, during this period, authorised bodies request the protection of the recorded image in connection with their activities.
8. The procedure for using video surveillance at the Medical University of Bialystok is defined in the Rector's Orders.
9. At the University, the course of didactic activities carried out at the Medical Simulation Centre is documented by recording images and voice. The purpose, scope and manner of application of monitoring in the Medical Simulation Centre is regulated in the Regulations of the Medical Simulation Centre.

**Resolution no. 29/2019  
of the Senate of the Medical University of Białystok  
dated 25.04.2019**

**on the introduction of the Regulations of First Degree, Second Degree  
and Uniform Master's Studies at the Medical University of Białystok**

Based on Article 28 item 1.2 of the Act of 20 July 2018 – The law on higher education and science (i.e. Journal of Laws of 2018, item 1668, as amended) it is resolved as follows:

**§1**

The Regulations of the First Degree, Second degree and Uniform Master's Studies of the Medical University of Białystok are hereby introduced, constituting an appendix to this resolution.

**§2**

The resolution enters into force on the day of its adoption, with effect from the beginning of the academic year 2019/2020.

President of the Senate  
Rector

prof. dr hab. Adam Krętowski

**REGULATIONS  
OF FIRST DEGREE, SECOND  
DEGREE AND UNIFORM  
MASTER'S STUDIES  
AT THE MEDICAL UNIVERSITY  
OF BIALYSTOK**

Białystok, 2019

## TABLE OF CONTENTS

<b>I. General Provisions</b> .....	239
<b>II. Organization of Studies</b> .....	240
<b>III. Rights and Obligations of Students</b> .....	242
<b>IV. Transfers</b> .....	245
<b>V. Completion of a Year</b> .....	246
<b>VI. Awards and Distinctions</b> .....	253
<b>VII. Leaves, Absence Justification</b> .....	254
<b>VIII. Successful Completion Of Studies</b> .....	255
<b>IX. Scope And Method Of Documentation Of The Course Of Study</b> .....	259
<b>Regulations Of The Individual Course Of Studies (ITS)</b> .....	260



## I. GENERAL PROVISIONS

### § 1

1. These Regulations of Study hereinafter referred to as “the Regulations” define the rights and responsibilities of students attending the First Degree, Second Degree and the uniform Master’s studies at the Medical University of Białystok, in relation to the organization and course of studies. The Regulations have been developed pursuant to Article 75 of the Act of 20 July 2018 – Law on higher education and science, hereinafter referred to as “the Act”.
2. These Regulations shall also apply to the students of the Medical University of Białystok attending study programs conducted in English. The studies are fee-paying, and the amount of the fees shall be determined by the Rector. The students enrolled on the study programs conducted in English are required to take a preparatory course prior to the beginning of the first year of studies.
3. The Regulations shall be adopted by the University Senate, at least five months before the start of an academic year. The Regulations of study shall enter into force at the beginning of an academic year, with the approval of the Students’ Self-Government.
4. A candidate commences their studies and becomes a fully fledged student of the Medical University of Białystok, hereinafter referred to as the “University”, upon taking of a solemn oath. Students receive their student cards. The University provides students with access to the documentation of the course of studies held in an electronic form (the University IT system). Failure to take the solemn oath may be considered as a failure to commence studies.
5. The University shall make every effort to provide necessary conditions for people with disabilities to fully participate in the education process.
6. The students are obliged to behave in accordance with the solemn oath, follow the Regulations and other provisions in force at the University.
7. In cases of any infringement of the provisions in force at the University, and in the event of the acts transgressing the dignity of a student, the student shall render themselves liable to the disciplinary action in accordance with the rules set out in the act.
8. The University has applied the System of Providing and Improving the Quality of Education, the operation of which is governed by separate rules.
9. Students’ Self-Government bodies are representatives of all students.
10. The supervisor and mentor of the students at the Medical University is the Rector, and the supervisor and mentor of students of a Faculty is the Dean. The permanent deputy of the Rector, appointed for the supervision of students, is the Vice-Rector of Academic Affairs.
11. The instance of appeal in all matters covered by the Regulations is the Rector.

## II. ORGANIZATION OF STUDIES

### Organization of the academic year

#### § 2

1. The academic year runs from 1 October to 30 September and it is divided into 2 semesters.
2. Should the beginning of the academic year fall on a Saturday or on a public holiday, as well as in other justified cases, the Rector may decide to begin the academic year at the whole university or at one study course earlier or later.
3. The program of studies for a particular course, level or profile of studies may provide for the beginning of the classes to take place in the second semester of the academic year.

### Organization of classes

#### § 3

Studies take place according to programs of study enacted in accordance with the procedure laid down in the act.

#### § 4

1. A detailed program of studies, including a schedule of classes, shall be posted on the website of each faculty before the beginning of a semester.
2. The framework organization of the year, based on the provisions of the Statute, is determined by the Rector and communicated to all educational departments before the beginning of the academic year.
3. During an academic year the Rector may introduce changes to the framework and suspend classes for a specified period of time.
4. The Rector may establish days or hours free of classes at the university within an academic year.
5. A Dean may establish days or hours free of classes at the faculty, course or year of study within an academic year.
6. Based on a decision of the Rector, as referred to in item 7, a detailed schedule of classes shall be determined.
7. The arrangements referred to in item 11 should be notified to the students on the faculty website before the beginning of a semester or academic year.
8. All the educational departments are required to establish internal educational rules based on the provisions set out in the Regulations. The educational rules of a department shall at least define:
  - 1) manner of conducting classes,
  - 2) opportunities and forms of compensation resulting due to absences,
  - 3) forms of subject-related credits and examinations,
  - 4) conditions for the student's access to their written work, including in particular: tests, mid-term examinations, final and examination works within the time lim-

- it specified by the manager of the department or a person designated by them and in the presence of the manager of the department or a person designated by them,
- 5) the manner in which students are to be informed of examination results and credit grades, whereas the information process should be conducted with due respect for rules on the protection of personal data,
  - 6) information on health contraindications for students to participate in classes, if such contraindications occur,
  - 7) information on the requirements regarding personal protective equipment, wearing watches and jewelry and other things, if applicable.
9. The educational rules of a unit and syllabi of the implemented classes are communicated to the students before the beginning of classes by posting these on the website of a department or on the department's bulletin board.
  10. The educational regulations may be changed during an academic year, only after obtaining the opinion of the Year Prefect.
  11. The unit which conducts classes and students engaged in the class are required to comply with the educational regulations of a department involved.

## Fees

### § 5

1. The University may according to the provisions in force introduce charges for classes.
2. The University may charge a fee for the education services related to:
  - 1) teaching students of part-time studies,
  - 2) repeating courses due to unsatisfactory results in the education process,
  - 3) studies conducted in a foreign language,
  - 4) teaching extracurricular modules, including classes complementing educational outcomes needed to undertake studies on a certain course,
  - 5) educating foreigners at full-time studies in Polish,
  - 6) performing confirmation of educational outcomes,
  - 7) issuing a student ID and duplicates of this document,
  - 8) issuing a copy of a diploma confirming completion of studies and of a diploma supplement in a foreign language, other than those issued on the basis of the entry in the Act,
  - 9) issuing a diploma or diploma supplement duplicates,
  - 10) using student dormitories.
3. The amount of the fees at a given course of study shall be determined by the Rector at the request of the Dean, after consulting the Students' Self-Government.
4. The conditions of payment for the confirmation of the educational outcomes shall be determined in a separate agreement concluded by and between the University and the Applicant.
5. Payments for the educational services, mentioned in Item 2.1)-6) shall be made in semester fees.

6. In duly justified cases, the Dean of a faculty may agree to divide a semester fee into 2 installments.

### **The Year Tutor, the Year Prefect, the Teachers' Board**

#### **§ 6**

1. The Dean shall appoint a Year Tutor chosen from among the faculty's university teachers.
2. The Year Tutors take care of all the student matters, they co-work with the Year Prefect and help their students.
3. The Dean may convene the Teachers' Board meeting. The Teachers' Board works with the Dean in coordinating the educational process of a given year of study. The board automatically includes: Dean or Vice-Dean, Year Tutor, managers of educational departments or university teachers authorized by them, as well as the Year Prefect. The President of the Teachers' Board is the Year Tutor.

### **Practical Training**

#### **§ 7**

1. A student is required to do their practical training which is an integral part of their studies and should be carried out in accordance with the program of study, including the plan of study.
2. Practical training aims at improving the practical skills under conditions specific to the given scope of professional activity.
3. A student may do their practical training in Poland or abroad, provided that no separate provisions exclude this, under the conditions set out in the programs of study.
4. For the purpose of the proper implementation of practical training, the Dean of the faculty shall appoint tutors of student practical training chosen from among the university teachers.
5. The rules for doing and crediting student practical training shall be consistent with the regulations of the practical training in each of the courses of study.

## **III. RIGHTS AND OBLIGATIONS OF STUDENTS**

#### **§ 8**

A student has the right to:

- 1) develop their scientific interests, and to use for this purpose the educational rooms, the equipment and resources of the University and obtain the support of the University teachers and bodies,
- 2) join student associations and participate in the scientific, development and implementation work of the Medical University,
- 3) receive prizes and awards,

- 4) take up the Individual Course of Studies or Individual Organization of Studies in accordance with the principles set out in the Regulations of the individual studies which constitute an appendix to these Regulations,
- 5) join student organizations under the conditions set out in the Act,
- 6) receive material assistance in accordance with the principles laid down in the regulations concerning student benefits,
- 7) develop cultural, tourist and sporting interests, as well as to use for this purpose the devices and means of the University and obtain the support of the University teachers and authorities,
- 8) participate in open classes run by other study departments,
- 9) obtain support of the Careers Office, the Office for Ensuring and Improving the Quality of Education and the Office for Persons with Disabilities,
- 10) have their ECTS credits transferred and recognized,
- 11) justify absences from classes, leaves from classes and leaves from classes with the possibility of initiating the verification of the learning outcomes obtained, as specified in the study program,
- 12) transfer to full-time or part-time studies,
- 13) resit examinations before an external board with the participation of an observer indicated by the student
- 14) repeat specific classes due to unsatisfactory learning results
- 15) undergo training in the student's rights and duties

## § 9

1. The student should take full advantage of the possibilities afforded by the University, and behave in accordance with the solemn oath and the Regulations. The student bears full responsibility resulting from breaching the Regulations.
2. In particular, the student undertakes to:
  - 1) mandatorily participate in all forms of the classes resulting from the plan of studies at the course in question,
  - 2) fulfill the learning duties in accordance with the plan, study program and study regulations, including timely obtaining credit grades and taking examinations as well as practical training,
  - 3) comply with the provisions in force at the University, including the Code of Ethics of the Student and the PhD Student,
  - 4) show the employees of the University due respect and follow the rules of a friendly coexistence,
  - 5) take care of the student dignity and the good name of the University,
  - 6) study and apply in practice the ethical principles of their future profession,
  - 7) respect the property of the University,
  - 8) pay the fees due for the educational services, the amount of which shall be determined by the Rector,

- 9) submit a statement on non-receiving/receiving of material aid benefits for more than one course,
  - 10) submit the thesis to the anti-plagiarism procedures in accordance with the provisions in force at the University (where the given course requires submitting a thesis),
  - 11) comply with the personal data protection rules, in particular, keep confidential personal data acquired during studies, use them only for purposes related to the implementation of studies and protect them against unauthorized access, illegal disclosure, acquisition, loss and destruction
  - 12) take care to keep confidential passwords to the university IT systems,
  - 13) comply with the copyright and intellectual property rights,
  - 14) respect the rule prohibiting one to bring, use or distribute intoxicants within the University,
  - 15) immediately notify the Dean's Office at their faculty and the Department of Student Affairs of a new civil status, changing the name, the address and other data affecting the student's situation.
  - 16) possess a valid opinion issued by an occupational medicine doctor stating that there are no contraindications for the student to study at a chosen course, and in the case of health contraindications during the course of studies, immediately notify the person conducting the classes of such contraindications,
  - 17) have and use during classes an identification card with a photo, with the name and logo of the University, name, surname, Faculty and course name.
  - 18) in the case of students elected as members of collegiate bodies (the University Council, the Senate, the Faculty Council) and of the Electoral College and central-tier collegiate bodies (based on documents confirming participation in the meeting) – attend the meetings of such bodies, or the Electoral College, whereas any student's absence in classes due to attendance at such meetings is considered to be an absence justified without the obligation to attend classes on the same subject at a different time,
  - 19) comply with the ban on having or using unauthorized aids, including all electronic devices, accessories for such devices, during examinations, mid-term examinations, tests and other forms of checking knowledge.
3. In all matters dealt with by means of electronic correspondence concerning their studies, the student is obligated to use their University student account within the following domain: [student.umb.edu.pl](mailto:student.umb.edu.pl)

## § 10

In the case of infringement of the law or of the obligations referred to in Sections 8 – 9 of the Regulations, the student bears responsibility in accordance with the rules set out in the Act.

## IV. TRANSFERS

### § 11

1. A student of the Medical University may transfer to another university with the consent of the Dean of the relevant faculty of the receiving university, provided the student submits a routing slip confirming the lack of any commitments to the University. A person applying for the transfer ceases to be a student of the Medical University of Białystok as of the date of obtaining confirmation of enrollment from the receiving university.
2. A student of another university may transfer to the Medical University of Białystok, provided that they obtain the consent of the Dean of the relevant faculty of the University expressed in a decision, if they have fulfilled all obligations arising from the regulations in force at the university they are leaving. The possibility of transfer from another university exists only within the same course. A decision in this matter is made by the Dean, after reading the documentation of the course of the student's studies and after analyzing the organizational capabilities of the University. Students transferred from another university with a different education program are required to supplement the curriculum differences.
3. Detailed conditions and rules for a transfer of students from other universities to the Medical University of Białystok shall be determined by the Rector in an order.
4. Apart from the chosen course, a student may study other courses. Yet, it is only possible after taking part and fulfilling the conditions of the recruitment required at the time to be accepted on the course.
5. A student may be allowed to transfer to another course of study (change of course) conducted within the faculty or the University in accordance with the following principles:
  - 5.1. A course of study can be changed after completing the given year.
  - 5.2. The student changing a course must meet the current recruitment conditions required for admission to the new course of study.
  - 5.3. The student submits an application at the Dean's office to the Dean of the host Faculty to change the course of study.
  - 5.4. The Dean's consent to a change of course depends on the real possibilities of increasing the number of students at a given course.
  - 5.5. By accepting to admit the student, the Dean determines the differences resulting from the study plan and the educational program, following the educational outcomes obtained by the student.
  - 5.6. The convergence of the educational outcomes determined for the current course of study with the educational outcomes determined for the course to which the student be transferred should be at least 60% of the total sum of ECTS credits for a given year at the new course.
  - 5.7. A change of course is possible only within the same mode of study.
  - 5.8. It is not possible to change a course to a course with the education standards set out in the Regulation of the Ministry of Science and Higher Education.

6. A student studying in English may be transferred to part-time studies carried out in Polish, provided that the student's average grade for the last two years is not less than 4.5 in each academic year, calculated under the rules specified in Section 14 item 2 and only if the student proves that they have an adequate knowledge of Polish.
7. A student of part-time studies may be transferred to the full-time studies at the parent university if their average grade for the last two years is not less than 4.5 in each academic year. The transfer should be carried out within the limits allowed by the Minister of Health or approved by the Senate.
8. A student may change the form of studies and transfer from a full-time to a part-time course if approved by the Dean within the limit granted by the Minister of Health or approved by the Senate.
9. As part of the same course, students of part-time studies who have started recruitment again may apply for transfer to full-time studies within the limits of vacancies for a given year in the relevant course of study at full-time studies at the University. In the case of a number of applying candidates exceeding the limit of places, the average grades obtained in the course of studies previously shall be decisive for successful enrollment. An application along with the document confirming the admission to the first year of studies as a result of the recruitment process should be submitted to the Dean by 30 September.

## V. COMPLETION OF A YEAR

### ECTS credits

#### § 12

The University uses ECTS credits to express the student achievements in the learning process, in accordance with the European Credit Transfer and Accumulation System (ECTS), which consists of the following components:

- 1) credits are assigned to all the subjects included in the study program,
- 2) number of credits assigned to the individual subject reflects the average amount of work required for obtaining the planned learning outcomes, whereby the amount of work includes both the student work in classes at the University, and their individual work at home related to such classes.
- 3) in order to obtain the credits assigned to a subject, the student has to achieve the assumed learning outcomes, confirmed by completing a subject,
- 4) a student has achieved all the learning objectives and outcomes, if they have successfully implemented and completed the subjects covered by the study program,
- 5) the student obtains at least 60 ECTS credits per year,
- 6) credits earned by the student at the transferred courses completed at other universities than the parent one, can be considered instead of the credits resulting from the education programs, if there is a concurrence in the educational outcomes within the frameworks of these subjects at both universities,



- 7) ECTS credits are granted with a decision made by the Dean of the faculty where the education is carried out, after reading the documentation of study at another organizational unit of the parent university or outside the University and after obtaining the opinion of the head of the educational department which conducts education at the University,
- 8) Recognition of ECTS credits acquired outside the University is possible only for transfers from another university.

### Conditions for completing classes

#### § 13

1. A completion period is one academic year.
2. In order to complete a year, the student has to:
  - 1) obtain credits for all the classes and practical training provided for in the plan of study for the year,
  - 2) obtain at least a satisfactory grade in all the examinations provided for in the plan of study.
3. A student may implement a part of their studies at other universities (both domestic and foreign ones). The Dean makes a decision regarding the conditions of completion of a period of study at other universities than the parent one, taking into account the transfer and acknowledging of classes in accordance with the provisions in force.
4. A student has to complete the academic year no later than on 15 September.
5. In the event of outstanding modules caused by justified short-term absences of the student, the head of the educational department determines whether and how to make up for the absences.
6. Completing the obligatory classes is a confirmation of a proper preparation, presence, and active participation in classes as well as passing grades/credits for the work covered by these activities.
7. Completion of a subject ending with an examination is granted to a student who has successfully completed classes and received a passing grade during the examination.
8. Completion of a subject not ending with an examination shall be made on the basis of the class completion, by entering the words “credit awarded” in the University IT system, the student’s periodic achievement card and the protocol. Completing a subject must take place before the start of the examination session.
9. If a student is found to have or used an unauthorized form of aid, the student’s examination is terminated, and the Rector is notified of the above to initiate disciplinary proceedings and, in justified cases, also to notify law enforcement authorities about the suspicion of a crime.
10. Termination of the examination results in an unsatisfactory grade without the possibility of using any later form of getting their grades up (or a resit before an external board).
11. A student who has used an unauthorized form of aid while sitting a final test for a subject not ending with an exam, does not get credit for this subject (in the student’s periodic achievement card and the protocol, one enters the words “credit denied”).

12. A student who has not successfully completed all the required classes within a subject may not be admitted to the examination session for that subject. The decision on admission to a session in a given subject is taken by the head of the department in which the subject is implemented.
13. If a subject in one semester has a form of a theoretical course and in the second semester a form of a practical course and ends with a credit/examination in each of the parts separately, a student, who has not passed the first part, shall not be admitted to the courses in the second semester. Such a subject is treated as failed.
14. The head of the educational department or an authorized university teacher having classes shall give the credit for the given subject by an entry in the University IT system, in the student's periodic achievement card and the protocol. The authority, as referred to above, shall be given by head of the educational department, in agreement with the Dean, and, if not possible, the Dean of the Faculty themselves.
15. The students are entitled to improve their grades for class work, if they submit a request to that effect within 7 days after receiving a grade which they want to improve. The possibility of improvement does not apply to final tests for class work or final examinations.
16. Pregnant students who cannot participate in the classes for the reasons of health (harmfulness) can complete the subject/s in the following year. The subject is not treated as failed, but only postponed to the following year. Upon the student's written request and upon soliciting the opinions of relevant educational department heads, the Dean shall make a decision on postponing the subject/s to the following year.
17. The conditions for completing the classes can be adapted to the needs and capabilities of students with disabilities in order to provide them with equal opportunities for a full implementation of the educational process.

## Grade scale

### § 14

1. The following grades shall apply to examinations:
 

– very well	- 5.0
– more than well	- 4.5
– well	- 4.0
– fairly well	- 3.5
– satisfactorily	- 3.0
– unsatisfactorily	- 2.0
2. In the event of a student resitting the examination to obtain a scholarship granted by the Rector for the best students, the calculation of the average grade should take account of all the final grades obtained in other subjects and the arithmetic mean of the grades obtained in the given examination.
3. Should the university where students have finished the first degree studies (or from which they have transferred) apply a different grade scale than the University, the students' average grade shall be adapted to the scale of grades in force at the University and converted as follows:

- 1) one must calculate what percentage of the average highest possible grade at the previous university is the average student grade (to four decimal places).
  - 2) the same percentage should be counted from the highest possible average grade at the University which is the average of 5.00,
  - 3) the result of the calculation is the student's average grade as acknowledged by the University,
4. Students who have completed their first degree studies at other universities than the Medical University of Białystok, for the purpose of calculating their average grade, are required to submit their student record books (if any) and a transcript of records for all the subjects ending with an examination. The documents must be submitted to the Dean's Office until 10 October.
  5. In the case of students starting second degree studies and year 6 students of the course of Pharmacy, the average grade, set for the purposes of obtaining the Rector's scholarship for best students, is calculated excluding the grade for their Bachelor's or Master's thesis and their Bachelor's or Master's examinations.

### Conditions for passing an examination

#### § 15

1. A student has the obligation to sit the examinations on set dates.
2. Students who have successfully completed all the classes set for the subject, may, with the consent of the examiner, take the examination at any time of the academic year, but no later than during the examination session period in which the examination is scheduled.
3. Examination dates shall be determined by the examiner in consultation with the Year Prefect, and communicated to students, at least 4 weeks before the start of the examination session.
4. If a subject ends with an examination, the condition for being admitted to the examination is completing all classes and satisfying all the obligations set out in the department's educational regulations.
5. If the students have not been admitted to an examination due to the non-completion of classes, it means they have lost the right to sit the examination. In such a case, the entry in the University IT system, protocol and the student's periodic achievement card reads "not admitted", which means failing the subject without the right to improve the result.
6. An examination in each subject is taken separately and must be evaluated on a case.
7. The form of the examination and credits shall be determined by the head of the educational department, in which the subject is taught. Any information on the form of an examination and credit shall be notified to students on the notice board, before starting the classes.
8. At each examination a student is required to submit their periodic achievement card and produce their University ID or a proof of identity with a photo.
9. A student can take only one examination per day; on the same day the students may not participate in other forms of checking their education progress (final tests for class

work, mid-term examinations). However, this does not concern the resit examinations, also before the external board.

10. The examination may consist of several parts: theoretical and practical ones.
11. In the situation referred to in item 10, the student is required to obtain at least the satisfactory grade of each of the parts. The final grade should be a resultant of all the grades, and the way it is calculated must be included in the department's educational regulations.
12. If a student is found to possess or use illegal forms of aid, the provisions of §13 Items 9 -11 shall apply.
13. Non-appearance at an examination on the set date without a justification document leads to award of the unsatisfactory grade and shall result in the loss of the right to re-sit the examination. A justification document should be submitted to the examiner at the latest on the date of the examination, and in exceptional cases within 7 days after the due date of the examination. A justification document may be a medical certificate, or a statement of a random event certified by the Dean.
14. Should non-appearance at the examination be justified, the examiner sets a new examination date. This examination shall be treated as sat in due time.
15. Neither examination dates, as referred to in item 13, nor the dates of re-sits may be set to take place after the end of the re-sit session, i.e. after 15 September.
16. The examiner shall enter the grade for the examination in the University IT system, the student's periodic achievement card and the protocol.
17. It is not possible to extend the deadlines for examination admissions or to extend the examination sessions.

## § 16

1. Should a student be awarded the unsatisfactory grade for the examination, they shall be entitled to up to two re-sit examinations for every failed subject.
2. The re-sit examinations must be taken by the dates referred to in Section 4 item 6 hereof.
3. Non-appearance at the first re-sit examination without a justification leads to the unsatisfactory grade and shall result in the loss of the right to an examination on the second date. A justification document should be submitted to the examiner no later than on the date of the examination, and in exceptional cases within 3 days after the examination date, but not later than on 15 September. A justification document may be a medical certificate, or a statement of random event certified by the Dean.
4. Non-appearance at the second re-sit examination leads to award of the unsatisfactory grade.

## § 17

1. On a written request of a student undermining the objectivity of the examiner, submitted within 3 days from the date of announcing the failing grade in the second re-sit examination, the Dean may set a re-sit examination before the external board which should

be held within a period not exceeding 7 days from the date of notification of the results, but no later than on 15 September. The examination procedure shall be determined by the Dean.

2. The re-sit examination before the external board shall take place before a Board composed of the Dean or the Vice-Dean, as President of the Commission, an examiner designated by the Dean, another specialist in the field of the subject regarding the examination or related specialization and the Year Tutor. It has a form of an oral examination, with possible written explanations-(models, reactions, drawings). In the event of equal quantities of votes, the President shall have the casting vote.
3. At request of the student taking a re-sit examination, an observer they indicate may be member of the examination board, yet without the right to vote.
4. The grade received for the re-sit examination before the external board is final.

### **Expulsion from the University, conditional pass, year repetition**

#### **§ 18**

1. A student shall be expelled from the University in the case of:
  - 1) their failure to take up the studies,
  - 2) their resignation from studies,
  - 3) being punished as part of disciplinary proceedings with an expulsion from the University,
  - 4) their failure to hand in a thesis or take the thesis examination.
2. The Dean announces the candidate has failed to take up studies if they received the decision about being admitted and did not report to the Dean's Office in order to sign the text of the solemn oath (or refused to sign it) within 14 days or did not attend classes within a period of 14 days from the start of the academic year.
3. As a result of submitting the statement of resignation, the student resigns from the studies. The statement should be made in writing. The resignation date is the day of submitting the written statement to the relevant Dean's Office.
4. The managers of the educational departments are required to inform the Dean's Office about those students who do not take up the studies.

#### **§ 19**

1. The Dean may expel a student in the following cases:
  - 1) finding that a student does not attend compulsory classes,
  - 2) finding that a student demonstrates no progress in the learning process,
  - 3) failure to complete a semester or year within the specified period,
  - 4) non-payment of the study fees.
2. As non-attendance in compulsory classes one shall consider a student's unjustified absence in classes exceeding 14 days.
3. Heads of educational departments are obliged to immediately inform the Dean's office about students who do not attend classes for more than 14 days.

4. As no progress in the learning process one shall consider in particular:
  - a) non-completion of classes,
  - b) non-completion of practical training,
  - c) failing an examination
  - d) non-completion of a year,
  - e) circumstances resulting in repeating the year in the case of first-year students.
5. In the event of no progress in learning process and non-completion of a semester or year within the specified time period, the Dean may issue a decision:
  - 1) to conditionally allow the student to take up the next year of study if the student failed to complete not more than two subjects, including the non-completion of practical training – at the written request of the student, with the proviso that in the absence of organizational possibilities to arrange a study schedule, the Dean may deny the student taking up study conditionally; in such a case, the student repeats the year,
  - 2) to repeat the year, if the student has not completed more than two subjects – at the written request of the student (not applicable to first-year students)
  - 3) to expel a student from the University.
    - a) in the case of non-completion of a year for the second time,
    - b) in the event when it is not possible to repeat the year once again or there is no basis for that.
6. It is not possible to repeat year one of studies.
7. Non-progress in the learning process is stated by the Dean in writing on the basis of the data contained in the University IT system, a student's periodic achievement card and protocols of credits and examinations given.
8. The Dean's decision about expelling a student may be appealed against to the Rector, whose decision shall be final.
9. A student who does not complete the subjects in a given year shall be required to complete them no later than in the next academic year of their education. In the case of failure to pass conditional subjects, the student may not apply for repeating the year.
10. A student may be allowed to repeat one year but not more than once in the period of study, unless the cause of a repeated failure to complete was a long-term illness. Repeating a year due to a long-term illness is possible, but not more than once in the period of study.
11. In the case of doubts whether to grant a permission to repeat a year due to a long-term illness or not, the Dean may appoint a committee composed of doctors teaching at the University and seek their opinions.
12. A student who repeats a subject (being conditionally admitted or repeating the year) is required to attend and complete all the forms of such a subject.
13. Students who repeat a year of study do not need to get credits in the subjects in which they have received any of the passing grades.

## **Conditions and mode of highly talented school students' participation in the activities provided for in the course of study**

### **§ 20**

1. Highly talented school students may participate in classes covered by the courses of study at the University on the courses compatible with their talents.
2. The right to participate in the class for a talented school student is given on the basis of the Dean's decision on request of the principal of a school which the student attends; the Dean shall decide about it after having consulted the head of department conducting classes which the student would attend.
3. If a school student has received a permission to participate in university classes, a competent Dean shall determine the type of class, in which the school student has the right to participate and the rules for crediting such classes.
4. A school student permitted to participate in the class is required to comply with the rules of the department where classes are to take place, the health and safety rules and fire-fighting regulations and is also required to respect the University property.

## **VI. AWARDS AND DISTINCTIONS**

### **§ 21**

1. A student with outstanding results in the learning process or for other specific achievements, may receive the following:
  - 1) Minister of Health scholarships for outstanding achievements,
  - 2) Awards funded by the state institutions, scientific societies, social organizations and other entities, in accordance with the regulations in force in this regard,
  - 3) Awards granted by:
    - a) the Rector,
    - b) the Dean,
    - c) the Students' Self-Government
2. Scholarships and awards, as referred to in item 1.1-2 shall be granted in accordance with the provisions in force.
3. The Senate may establish other forms of rewarding outstanding students.

### **§ 22**

1. The Rector's Honorary Diploma is granted to graduates who meet all of the following conditions:
  - 1) they have completed studies within the period referred to in the plan of study, whereby the period of the so-called dean's leave shall not be included in the period of study,
  - 2) they have received an average grade in the examinations of not less than 4.75,

- 3) they have received very good grades for their Master's or Bachelor's theses or examinations – if required.
2. An application to grant an honorary diploma shall be submitted by the Deans.
3. The graduates, who have received the Rector's Honorary Diploma, are entered in the Golden Book of Graduates of the Medical University of Białystok.

## VII. LEAVES, ABSENCE JUSTIFICATION

### § 23

1. A student shall have the right to take a leave:
  - 1) in the case of a long-term illness, confirmed with the medical documentation,
  - 2) due to important random circumstances,
  - 3) in relation to being delegated to studies or practical training abroad,
  - 4) in the case of childbirth or caring for their child,
  - 5) in connection with national or foreign travels, organized by the University or student and youth organizations,
  - 6) without giving any reason, the student may be granted leave on the request submitted no later than by 15 September, upon successful completion of a year.
2. The request for a leave should be submitted to the Dean within 14 days since occurring of the circumstances which justify it, with the exception of the circumstances as referred to in item 1.6.
3. In the case of requesting a leave due to long-term illness, in justified cases, the Dean shall consult the University Committee consisting of university teachers, who are doctors; upon completion of a health leave, the student may be placed on the course after presenting the confirmation issued by the occupational medicine physician about their ability to continue learning,
4. A Student may be granted long-term leave for the period of one semester or one year.
5. A pregnant student and a student who is a parent can get a permit for a leave from classes with the possibility of initiating the verification of the learning outcomes obtained, as outlined in the study program.
  - 5.1. A student who is a parent applies for leave, referred to in item 5, within 1 year from the day of birth of the child.
  - 5.2. The leave referred to in item 5:
    - a) is granted to a pregnant student for the period of childbirth date,
    - b) is granted to a student who is a parent for the period of up to 1 year
      - with the exception that if the end of the leave falls during a semester, the leave may be extended until the end of the semester.
6. The long-term leave must be confirmed by the Dean in the form of an entry in the University IT system.
7. Throughout the whole period of study, the student may be granted a long-term leave twice only.



8. During the period of leave, the student still maintains student rights.
9. The student may, with the consent of the Dean and the head of the educational department, participate in classes of the selected subjects and access credits and examinations. In this case, the participation in classes and accession to credits and examinations is carried out in accordance with the rules applicable to the students in course of study.
10. The Dean may justify the absence from classes for the reasons given in item 1.2-6.
11. In the case of a student, who has been granted a long-term dean's leave during the academic year, all the previous examinations, and credits for this year or non-completion/non-admission to the examination/unsatisfactory grades, are included in the student's results of education in accordance with the rules applicable to the students in course of study.

## VIII. SUCCESSFUL COMPLETION OF STUDIES

### § 24

1. A graduate receives a diploma certifying the completion of studies, confirming achievement of the relevant professional title, along with a supplement and their 2 copies, including at the request of the graduate – their copy in a foreign language.
2. A model diploma shall be approved by the Senate.
3. The conditions for obtaining a diploma certifying the completion of studies and the relevant title are:
  - a) obtaining the learning outcomes specified in the study program,
  - b) completion of all the classes and practical training,
  - c) passing the examinations provided for in the plan of study,
  - d) passing the diploma examination – if it is provided for in the study program,
  - e) award of a passing grade for the thesis – if it is provided for in the study program
4. The date of completion of studies is:
  - 1) for the medical and dental courses – the date of obtaining the last credit or passing the last examination provided for in the study program,
  - 2) for the course of pharmacy – the date of completing the last practical training provided for in the study program,
  - 3) for the first degree, second degree and the uniform Master's studies at other courses – the date of passing the diploma examination.
5. A student must provide all the necessary documents to have their diploma issued within 14 days of completing the studies.
6. The diploma examination on the first degree studies consists of the Bachelor's examination and the defense of the Bachelor's thesis, if such a thesis is required at a given course; whereas a student of the second degree studies or the uniform Master's studies this examination consists of the Master's examination and Master's thesis defense.

**Bachelor's and Master's thesis****§ 25**

1. The students prepare their Master's thesis under the supervision of an authorized university teacher or a specialist from outside the University, holding at least the scientific degree of the PhD.
2. The students prepare their Bachelor's thesis under the supervision of an authorized university teacher or a specialist from outside the University, holding at least the scientific degree of a Master or a physician.
3. The subject and the place of preparing the Master's or Bachelor's thesis should be fixed during the penultimate year of study.
4. The determining of the scope of Master's or Bachelor's thesis is coordinated by the Dean, taking into account the didactic load of the departments, in which the work is carried out, and is approved by the Faculty Council.
5. A thesis created for/with a scientific circle of students may be considered as a Master's or Bachelor's thesis.
6. The assessment of the Master's or Bachelor's thesis is performed by the supervisor/promoter and one reviewer. In the event of any discrepancies in the assessment of a thesis, the Dean decides whether the student is to be admitted to the final examination. For this purpose, the Dean may consult another reviewer. To the reviewers shall apply the provisions of item 1 or item 2 respectively.
7. The Bachelor's and Master's theses written created at Faculties shall be subject to an anti-plagiarism procedure specified in separate provisions.

**§ 26**

1. If the given study course or specialization requires submitting a Master's or Bachelor's thesis, the student is obliged to defend their Master's or Bachelor's thesis by 10 July. The students have the obligation to submit their thesis, signed by the supervisor/promoter, no later than 2 weeks before the defense date.
2. The Dean, at the promoter's or student's request, may extend the deadline for the submission of the Master's or Bachelor's thesis in the following cases:
  - 1) the student has a long-term illness confirmed with a relevant medical certificate,
  - 2) it is impossible to prepare a Master's or Bachelor's thesis on time for reasons beyond the control of the student (e.g. breakdown/crash or lack of adequate testing equipment necessary to write the thesis, the lack of access to source materials).
  - 3) implementation of student's internship
3. The time limit for submission of a thesis in these cases may be postponed until 15 September of a given year at the latest.
4. In the event of a long absence of the promoter supervising the Master's or Bachelor's thesis, which could delay the submission of the thesis by the student, the Dean is obliged to designate a person who shall take responsibility of supervision of the work. Changing the promoter during the last 6 months before the date of graduation, may give rise to an

extension of the period in which to submit the Master's or Bachelor's thesis under the rules referred to in item 2.

### **Master's and Bachelor's examination**

#### **§ 27**

1. The condition for admission to the Master's or Bachelor's examination is:
  - 1) completion of all the subjects and practical training as provided for in the study program, including in the plan of study, and, in the case of the first degree studies at the Faculty of Health Sciences – passing an examination of vocational preparation,
  - 2) obtaining – at least – the satisfactory grade for the Master's or Bachelor's thesis.
2. The Master's or Bachelor's examination is carried out before a commission appointed by the Dean. The Commission shall be composed of the following members: the president, the thesis supervisor/promoter and the reviewer, acting also as the examiner. The President of the Commission may be the Dean, Deputy Dean or a university teacher designated by the Dean, with a PhD degree of at least.
3. The examination should take place no later than on 10 July.
4. In the case of extending the deadline for the submission of the Master's or Bachelor's thesis, as referred to in Section 26 item 2 hereof, or where a student is required to re-sit the session, the examination should take place until 30 September.

#### **§ 28**

1. The Master's or Bachelor's degree examination may be oral or written. The examination may consist of the theoretical and practical part.
2. When evaluating the results of an examination, the grades referred to in section 14 item 1 shall be applicable.

### **Master's and Bachelor's thesis defense**

#### **§ 29**

1. A condition for accepting a Master's or Bachelor's thesis is passing the Master's or Bachelor's examination.
2. A student shall present the arguments of their Master's or Bachelor's thesis before the commission referred to in Article 27 item 2 and persons interested in the given subject.

#### **§ 30**

At the request of a student or a thesis supervisor/promoter expressed within 7 days prior to the specified date of the examination and defending the thesis, the Dean establishes an open Master's or Bachelor's examination and thesis defense.

#### **§ 31**

1. In the case of achieving the unsatisfactory grade in the diploma examination (Master's or Bachelor's degree) or the defense of a Master's/Bachelor's thesis or an unjustified

- non-appearance at this examination or thesis defense on the set date, the Dean shall appoint another date as the final one. Such a new diploma examination or defense may not be held earlier than after one month and no later than on 30 September.
2. Should non-appearance at the diploma examination or Master's/Bachelor's thesis defense be justified, the Dean shall set a new date of the examination or defense of the thesis. The diploma examination and defense of the thesis are then treated as taken on due date. The justification should be submitted to the Dean's Office until 10 July. If the justification is accepted, the Dean shall set a new date of the diploma examination or defense of thesis. The diploma examination or defense of thesis is then treated as passed in good time.
  3. In the case of failing to pass the diploma examination or Master's/Bachelor's thesis defense at the second attempt, the Dean shall either:
    - a) allow the student to repeat the last year of studies, or
    - b) expel the student.

### The average grade for the studies

#### § 32

1. The bases for calculating the final result of studies which require submitting a Master's or Bachelor's thesis are the following:
  - A) the arithmetic mean of the final grades of all the subjects, in accordance with Section 14 item 1 hereof,
  - B) the Master's or Bachelor's thesis grade, including a defense of the thesis,
  - C) the grade for the Master's or Bachelor's examination.

The result of study is calculated according to the formula:  $\frac{A}{2} + \frac{B}{4} + \frac{C}{4}$
2. The final result of the studies at the Medical Faculty with the Division of Dentistry and Division of Medical Education in English in the framework of the courses which do not require submitting a Master's or Bachelor's thesis, is calculated as in item 1.A.
3. The final result of the studies at courses which do not require submitting a Bachelor's thesis is calculated in accordance with the formula:
 
$$\frac{A}{2} + \frac{B}{4}$$
4. The final result of study shall be determined by the rounding of the arithmetic mean in accordance with the principle:
  - up to 3.50      satisfactory (3)
  - 3.51 – 4.50    good (4)
  - 4.51 plus      very good (5)
5. The rounding up to the full grade applies only to the entry in the diploma, while in all the other certificates the actual result of studies as set out in item 1 shall apply.

## IX. SCOPE AND METHOD OF DOCUMENTATION OF THE COURSE OF STUDY

### § 33

The course of studies shall be documented in:

- 1) examination protocols,
- 2) student's periodic achievement cards
- 3) the University IT system

### § 34

The completion of studies shall be documented in:

- 1) the University IT system,
- 2) the register of student diplomas,
- 3) the diploma examination protocol
- 4) the register of students

President of the Parliament of Students

.....

President of the Senate  
Rector

prof. dr hab. Adam Krętowski

## REGULATIONS OF THE INDIVIDUAL OF STUDIES

### I. General remarks

1. Individual studies at the Medical University of Białystok (the University) are implemented in the form of the so-called Individual Course of Studies (Polish abbreviation: ITS) and Individual Organization of Studies (Polish abbreviation: IOS).
2. The Individual Course of Studies is a form of extended education of the particularly talented students within the scientific specializations and teaching skills chosen by these students.
3. The Individual Organization of Studies is a form of the individual basic education of the students, who due to random or other important reasons cannot implement the standard plan of study.
4. Individual studies are created in order to meet the needs and aspirations of the students for whom the standard study program, including the plan of studies, impedes the implementation of the basic skills or broadening of the knowledge in the specialization chosen.

### II. The organization and study program

1. The Individual Studies are organized and supervised by the Dean of a relevant Faculty. The Dean shall submit an annual report on the implementation of the Individual Course of Studies (ITS) and the Individual Organization of Studies (IOS) to the relevant Faculty Council.
2. The IOS can be implemented in all the years of studies. Consent for the implementation of IOS granted to a pregnant student, or a student who is a parent, is only possible in the case of full-time studies.
3. The ITS can be implemented: in the case of the uniform Master's studies from the third year of study, in the case first degree and second degree studies – starting from the second year of study, with the exception of the period of practical training. In specific cases, the ITS may be implemented earlier.
4. Apart from the classes provided for in the study programs, the ITS program also includes additional classes designed to:
  - a) extend the scope of theoretical knowledge and practical skills in the selected specializations,
  - b) teach the basic elements of methodology of research and teacher training.
5. The implementation of the study program as referred to in item 5 consists in involving the student in the research and teaching activities of the organizational unit of a faculty, the Student Science Society as well as the participation in the scientific societies' meetings but also training courses and other courses organized by the University.

6. The Dean allocates a tutor chosen from among the university teachers working in the discipline selected by the student for each student attending the Individual Course of Study. The tutor should at least have a doctoral degree and in clinical areas at least first degree of specialization. One tutor may not have under their care more than 2 students at the same time. Owing to fulfilling this role, the tutor taking care of a student attending the ITS, shall be entitled to 20 hours of the teaching load (care of two students – 40 hours).
7. The ITS and IOS may not affect the extension of study and increase the cost of course.
8. The students who study in the form of the ITS may shorten the time of classes provided that they have achieved the education effects and obtained the required ECTS credits.
9. The form and implementation of each of the individual subjects shall be defined by the head of the educational department in agreement with the tutor and the Dean.
10. The tutor shall draw up, and the Dean shall approve a detailed annual classes program for the student attending the ITS.
11. The tutors of students attending an individual study program, including a plan of study, are accountable for implementing the program to the Dean.
12. The tutor shall submit detailed information and assessment of progress achieved by an ITS student to the Dean by 15 September of each year.
13. A student implementing the ITS program has the right to attend the classes with any student group at any time (as agreed with the manager of the educational department), in so far as this does not contravene internal regulations on numbers of students in groups.
14. The ITS students should have the option of obtaining credits and taking examinations within the time limits agreed with the examiners (not necessarily in the examination session, but no later than during the examination session which is provided for the examination).
15. At the end of examination sessions, the Dean College shall analyze the results achieved by the ITS students. In duly justified cases, the Dean may deprive a student of the right to continue their studies in the ITS.
16. Giving credit for (completion of) individual studies takes place every year on the basis of the individual student's documentation, the opinion of the tutor and the opinion of the Dean College. The Dean shall declare the studies as completed.

### III. Recruitment for the ITS

1. The enrollment for the Individual Course of Studies (ITS) is performed at the end of the particular year of studies, taking into account the conditions listed in chapter II item 3.
2. The candidates for the ITS should meet the following conditions:
  - a) they should have good grades (the average of all grades obtained in examinations should amount to at least 4.50, calculated in accordance with the provisions set out in the Regulations; or laureates of the Diamond Grant),
  - b) active scientific research supported by the recommendation of the head of the educational department (included in the application submitted in writing).
3. The students shall submit applications for the ITS to the Dean's Office of their faculty.

4. The applications should be submitted by 5 September.
5. The qualifications for the ITS shall be carried out by the Dean College, who take into account the above mentioned requirements which the candidate should fulfill.
6. The Dean shall issue decisions about admitting or not admitting the student to the ITS.

#### **IV. Recruitment for the IOS**

1. The applicants may apply for the IOS on the basis of the following documents:
  - a) medical certificate which explains the lack of capability to study in the regular mode, in the case of pregnant students – a document confirming pregnancy, and in the case of students who are parents – a document confirming parenthood and age of the child
  - b) an application with a description of other important random causes along with the attached documentation confirming the lack of opportunity to study the ordinary mode
  - c) approving decision of the Faculty Commission for the Learning Effects confirming those learning effects,
  - d) medical certificate in the case of a student's pregnancy
  - e) the child's birth certificate
2. The students conditionally admitted to a year of study and those repeating a subject or year may not apply for the IOS in the given academic year.
3. The applicants shall submit applications for the IOS to the Dean of the appropriate faculty until September 15 of a given academic year. The term indicated in sentence 1 does not apply to pregnant students and applications of students who are parents of the child, submitted within 1 year from the day of child's birth.
4. The application should include a proposal to implement classes according to IOS for a given academic year.
5. The qualifications for the IOS shall be considered by the Dean College who take the above requirements for a candidate into account.
6. The Dean issues decisions on the acceptance or non-acceptance of a student at the IOS, specifying the conditions of the IOS.
7. In the case of an unintended event during the academic year, the provisions of points 4-6 shall be applicable. In particularly justified cases, it is possible to qualify for IOS during the academic year, applying the rules set out above, respectively. In this case, the candidate must additionally in the application justify the inability to comply with the date indicated in the first sentence of item 3.

#### **V. Final remarks**

In the last year of studies, the ITS students may participate in teaching classes as assistants-interns.



.....  
*date request received*

**REQUEST**  
**for a permission to study in the Individual Course of Studies (ITS)**

The Dean of the Faculty of .....  
at the Medical University of Bialystok

First name and surname: .....

Year of study: ..... course: ..... student no.: .....

Please, accept me at the ITS in the academic year: .....

**Substantiation:**

.....  
.....

I have attached the following documents:

1. Recommendation of the manager of the educational department
2. ITS program

.....  
*Date and signature of applicant*

**average grade confirmation**

Mr. /Ms. .... has acquired at the previous course of  
study the average grade: .....

.....  
*Signature and stamp of the Dean's Office employee*

**Opinion of the tutor**

.....  
.....

.....  
*signature*

**Decision of the Dean**

.....

.....  
*signature and stamp*

.....  
*date request received*

**REQUEST**  
**for a permission to study in the Individual Organization of Studies (IOS)**

The Dean of the Faculty of .....  
at the Medical University of Bialystok

First name and surname: .....

Year of study: ..... course: ..... student no.: .....

Please, accept me at the IOS in the academic year: .....

**Substantiation:**

.....  
.....

I have attached the following documents:

.....

.....  
*Date and signature of applicant*

**Decision of the Dean**

.....  
.....

.....  
*signature and stamp*

**Resolution no. 91/2019  
of the Senate of the Medical University of Białystok  
dated 24.10.2019**

**determining the procedure for awarding the degree of doctor  
and doctor habilitatus at the Medical University of Białystok**

Pursuant to art.192(2) and art. 219(14) of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2018, item 1668 as amended), it is resolved as follows:

**§1**

1. The procedure for awarding the degree of doctor for proceedings initiated from 1 October 2019 shall be established- appendix no. 1 to this resolution.
2. The procedure for awarding the doctor habilitatus degree for proceedings initiated as from 1 October 2019 shall be established - appendix no. 2 to this resolution.

**§2**

The resolution shall enter into force on the date of its adoption.

President of the Senate  
Rector

Adam Krętowski Professor, Ph.D.

# PROCEDURE FOR AWARDING A DEGREE OF DOCTOR (PH.D.) AT THE MEDICAL UNIVERSITY OF BIALYSTOK

## §1

### Legal basis:

Proceedings for granting the degree of doctor are conducted on the basis of the Act of 20 July 2018. Law on higher education and science (Journal of Laws of 2018, item 1668 as amended), hereinafter referred to as the “Act”, taking into account the provisions of this Resolution.

## §2

### Introduction:

1. The Medical University of Bialystok is authorized to confer a doctoral degree in the field of medical sciences and health sciences in the following disciplines: medical sciences, pharmaceutical sciences, health sciences.
2. At the Medical University of Bialystok (MUB), a doctorate is awarded by the Senate.
3. The procedure shall be conducted at the request of a person applying for the award of the academic degree of doctor, hereinafter referred to as “the candidate”.
4. The formal assessment of the application for appointing a dissertation supervisor (in the case of applicants for the doctoral degree under the extramural procedure) and the application for initiating the procedure for awarding the doctoral degree (in the case of doctoral students of the Doctoral School) shall be made by the Dean of the relevant College, hereinafter referred to as “the Dean”.
5. Resolutions of the Councils of Scientific Colleges, hereinafter referred to as “the Council”, and the committee referred to in Article 192 of the Act on matters concerning the award of the academic degree of doctor, hereinafter referred to as “the committee”, shall

be passed in a secret ballot by an absolute majority of validly cast votes in the presence of at least half of the total number of persons entitled to vote.

6. The rules of adopting resolutions by the Senate shall be laid down in the Statute.
7. Academic teachers employed at the Medical University of Białystok are obliged to conduct the procedure for awarding a doctoral degree at their home university. Submitting an application to another entity requires the consent of the Rector.

### §3

#### Conditions for awarding a doctorate

1. The candidate who applies for a doctoral degree can apply if he:
  - 1) holds the degree of Master of Arts or Master of Science and Engineer or an equivalent degree, or holds a diploma referred to in Article 326, section 2, subsection 2, or Article 327, section 2 of this Act, conferring the right to apply for the award of the academic degree of doctor in the country whose higher education system has a higher education institution which has awarded it;
  - 2) achieved learning outcomes for the qualification at level 8 of the PRK, where learning outcomes in the scope of knowledge of a modern foreign language are confirmed by a certificate (list of certificates is enclosed in Appendix 1a) or a diploma of graduation, certifying the knowledge of that language at the level of language proficiency of at least B2;
  - 3) has at least
    - a) 1 scientific article published in a scientific journal or in peer-reviewed material from an international conference which, in the year of publication of the article in its final form, was included in a list drawn up in accordance with the regulations issued under Article 267(2)(2)(b) of the Act, or
    - b) 1 scientific monograph published by a publishing house which in the year of publication of the monograph in its final form was included in a list drawn up in accordance with the regulations issued pursuant to Article 267(2)(2)(a) of the Act, or a chapter in such a monograph;
  - 4) in addition fulfills the following requirements:
    - for a doctorate in the discipline of medical and pharmaceutical sciences:
      - a) has at least 1 scientific article published in a scientific journal with a score of  $\geq 70$  points or
      - b) has articles published in scientific journals from the list of the Ministry of Science and Higher Education ( $\geq 20$  points) with a total score of 100 points;
    - for a doctorate in health sciences:
      - a) has at least 1 scientific article published in a scientific journal with a score of  $\geq 40$  points or
      - b) has articles published in scientific journals from the list of the Ministry of Science and Higher Education (i.e.  $\geq 20$  points) with a total score of 70 points or

- c) has a monograph/chapter in the monograph published in the publishing house from the Ministry of Science and Higher Education list;
  - for a dissertation in the form of a publication cycle:
    - a) in the discipline of medical or pharmaceutical sciences – at least 2 scientific articles published in scientific journals from the list of the Ministry of Science and Higher Education with a total score of  $\geq 140$  points (The value of an article included in the publication cycle shall not be less than 40 points),
    - b) in the discipline of health sciences – at least 2 scientific articles published in scientific journals from the list of the Ministry of Science and Higher Education with a total score of  $\geq 140$  points;
    - c) in all articles the candidate is the first author;
  - in other cases, a doctoral dissertation in the form of a monograph is obligatory;
  - 5) presented and defended his dissertation.
2. In exceptional cases justified by the highest quality of academic achievements, the degree of doctor may be conferred on a person who does not meet the requirements laid down in section 1, subsection 1, who is a graduate of a first-cycle programme or a student who has completed the third year of a uniform master's programme.

#### §4

##### **Application to appoint a dissertation supervisor**

1. Before initiating the procedure, in order to appoint a dissertation supervisor, a candidate applying for a doctorate under the extramural procedure shall submit the following documents to the Dean:
- a) an application for the appointment of a dissertation supervisor or dissertation supervisors with proposals from candidates,
  - b) documents confirming the knowledge of a modern foreign language at language proficiency level of at least B2 (certificate or diploma),
  - c) the original, or a certified copy of a document certifying the possession of the degree of Master of Arts or Master of Arts and Engineer or an equivalent degree, or a diploma referred to in Article 326, section 2, subsection 2, or Article 327, section 2 of this Act, giving the right to apply for the award of the academic degree of doctor in the country whose higher education institution has awarded it,
  - d) the proposed topic and assumptions of the dissertation, with an indication of the scientific field and discipline,
  - e) a statement that the candidate has not applied for a doctoral degree on the basis of a hearing on the proposed subject,
  - f) a list of the candidate's scientific output, including photocopies of the front pages,

- g) a certificate from the Library of the fulfilment of the requirements referred to in §3 section 1 item 3,
  - h) a resume,
  - i) the consent of the Bioethics Committee (or confirmation from the Bioethics Committee that such consent is not required),
  - j) the consent of the head of the unit to the use of the research material,
  - k) the opinion of the proposed dissertation supervisor about the candidate,
  - l) a declaration concerning the obligation to pay a fee for the conduct of the proceedings for the award of the academic degree of a doctor (applies to persons not listed in § 15 para. 2),
  - m) an application to write a dissertation in English, if applicable,
  - n) the application for appointing an auxiliary dissertation supervisor – if applicable (in this case the consent of the dissertation supervisor is also required).
2. If there are grounds for refusing to appoint a dissertation supervisor, the dean shall refer the application to the senate.

## §5

1. The doctoral programme may be supervised by a person holding the academic title of professor or the academic degree of doctor habilitatus, and an auxiliary supervisor may be a person holding the academic degree of doctor in a given or related scientific discipline.
2. A person who is an employee of a foreign higher education institution or scientific institution and who does not hold the Polish degree of doctor habilitatus or the title of professor may also be a dissertation supervisor of a doctoral dissertation if the Senate considers that the person has significant achievements in the area of scientific issues which the doctoral dissertation concerns.
3. The dissertation supervisor cannot be a person who in the last 5 years:
  - 1) has been the dissertation supervisor of 4 doctoral students who were struck off the list of doctoral students due to a negative result of the mid-term evaluation, or
  - 2) has taken care of the preparation of the dissertation by at least 2 applicants for the degree of doctor who did not receive positive reviews from at least two reviewers.
4. The application for the appointment of a dissertation supervisor should be accompanied by the candidate's consent for the dissertation supervisor and a statement confirming that the circumstances indicated in paragraph 3 do not occur.

## §6

### **Appointment of the committee and the dissertation supervisor**

1. An application for the appointment of a dissertation supervisor who meets the formal requirements shall be forwarded by the Dean to the competent council.
2. The Council shall examine the proposal and the documents attached thereto and recommend to the Senate:

- a) candidates for the committee, including the chairman of the committee, who is a member of the board, the dissertation supervisor and five other members of the committee from among academic staff belonging to the relevant Scientific College holding the title of professor or the degree of doctor habilitatus in a given or related scientific discipline,
  - b) an auxiliary dissertation supervisor, if they consider the candidate's application to this effect to be justified.
3. The Committee and possibly an auxiliary dissertation supervisor shall be appointed by the Senate.
  4. The appointment of an auxiliary dissertation supervisor, if any, shall take place at the same Senate meeting at which the dissertation supervisor is appointed.
  5. The chairman of the committee shall direct its work and set the dates of its meetings.
  6. The Committee may meet using technical devices enabling it to be conducted at a distance with simultaneous direct transmission of video and sound.
  7. Upon a reasoned request of a candidate or a dissertation supervisor, the Senate may change the Dissertation supervisor or Auxiliary Dissertation supervisor by applying the rules governing the appointment of the Dissertation supervisor accordingly.
  8. In the event of the death of a dissertation supervisor or the creation of a long-term obstacle for the performance of the dissertation supervisor's duties, the Dean, in consultation with the candidate, shall submit a proposal to the Senate:
    - a) to appoint a dissertation supervisor or
    - b) on the closure of the proceedings.

## §7

### Doctoral thesis

1. The dissertation, prepared under the supervision of a supervisor, should present the candidate's general theoretical knowledge in the discipline or disciplines and the ability to conduct scientific work independently.
2. The subject of the doctoral dissertation is an original solution to a scientific problem, an original solution for the application of the results of own scientific research in the economic or social sphere.
3. A dissertation may consist of a written thesis, including a scientific monograph, a collection of published and thematically related scientific articles, design, construction, technology, implementation or artistic work, as well as an independent and separate part of a collective work.
4. The Dean and, if a committee is appointed, the committee, agrees for the candidate to write their dissertation in English.
5. The dissertation is accompanied by a summary in Polish and English
6. Detailed criteria for a doctoral dissertation shall be laid down in a separate resolution of the Senate.



7. The candidate submits five copies of his/her dissertation to the dissertation supervisor as well as an electronic record of his/her dissertation on an electronic medium (word and pdf).
8. The Dissertation supervisor presents the dissertation to the Dean, together with his opinion. In order to continue the process of obtaining a doctorate, the dissertation supervisor's opinion must be positive.
9. A negative opinion of the dissertation supervisor is tantamount to a refusal to consider the submitted thesis as a doctoral dissertation and is the basis for refusal to initiate proceedings for awarding the degree of doctor.
10. The doctoral dissertation is subject to an anti-plagiarism procedure using the Uniform Antiplagiarism System, and a positive result of this control is a condition for allowing the work to be defended. The Dissertation supervisor accepts the outcome of the report and decides whether to admit the trial to the defence.

## § 8

### **The manner of verifying learning outcomes for a qualification at PRK level 8**

1. The candidate is obliged to prove that he or she obtained learning outcomes for qualifications at level 8 of PRK before submitting a doctoral dissertation.
2. A document confirming the receipt of discharge from the doctoral studies, or a doctoral school, or a document confirming the completion of doctoral studies, is considered to be the confirmation of obtaining the learning outcomes for qualifications at level 8 of PRK.
3. If a candidate does not present the document referred to in paragraph 2, he/she is obliged to take an examination confirming learning outcomes for qualifications at level 8 of PRK.
4. The examination confirming the achievement of learning outcomes for qualifications at level 8 of PRK is prepared and organized by the Headmaster of the Doctoral School.

## § 9

### **Multi-author publications**

1. In the case of multi-author publications, the requirements specified in § 1.1.3 are deemed to be met if the candidate is a co-author of the work listed in the place for authors (the candidate is required to attach copies of the first page of the publication to the application initiating the proceedings).
2. Where the dissertation is an independent and separate part of a collective work, the candidate shall submit statements from all co-authors specifying the individual contribution of each of them. An applicant shall be exempt from the obligation to submit a declaration if a co-author dies, is deemed to be deceased or has sustained damage to his or her health that makes it impossible to obtain the required declaration, or for any other serious reason beyond the applicant's control.

## §10

### **Initiation of the procedure for awarding the degree of doctor, appointment of reviewers and submitting the dissertation**

1. The proceedings for the conferment of the academic degree of doctor. shall be initiated at the request of a person meeting the requirements laid down in § 3, section 1, subsections 1 to 3 or section 2. The application shall be accompanied by a dissertation with a positive opinion of the dissertation supervisor or dissertation supervisors.
2. A candidate who is a doctoral student at a doctoral school shall attach to their application the documents listed in § 4, section 1, subsections (b), (c), (e-j) and (m), and in § 8, section 2. If the application meets the formal requirements, the Dean shall take steps to designate a committee. The committee consists of a doctoral student dissertation supervisor. The provisions of § 6 shall apply to the appointment of other members of the Committee and the work of the Committee.
3. If there are grounds for refusing to initiate the procedure for awarding the degree of doctor, the dean, and if a committee is appointed, the committee, shall direct the motion to the senate.
4. After reviewing the application for initiating the procedure for awarding the doctor's degree, the Commission presents to the Senate proposals of at least three candidates for reviewers of the dissertation, from outside the Medical University of Białystok and from outside the PAN institute, research institute, international institute, the Łukasiewicz Centre or the Łukasiewicz Network Institute, whose employee is a person applying for the doctor's degree.
5. A reviewer may be a person with degree of doctor habilitatus or a professor's title.
6. A reviewer may be a person who does not fulfil the conditions laid down in section 2 and who is an employee of a foreign higher education institution or research institution, if the Senate considers that such a person has significant achievements in the area of scientific issues covered by the dissertation.
7. A reviewer may not be a person in respect of whom there are reasonable doubts as to his or her impartiality.
8. The appointment of reviewers by the Senate is tantamount to submitting a dissertation.
9. The dean directs the dissertation to reviewers.
10. Reviewers are required to provide their opinions no later than two months after receiving the request. The review should be submitted to the committee in paper and electronic form.
11. If a review is not received within the deadline, the committee may adopt a resolution to recommend a new candidate for a reviewer.
12. Upon receipt of a review, the chairman of the committee or a member of the committee authorised by him may ask the reviewer to supplement the review, in particular if:
  - a) its content contradicts the conclusion,
  - b) the review does not contain the required assessment,
  - c) the review does not conclude that the statutory conditions are met or not met.

13. The chairman of the committee or a member of the committee authorised by him/her shall forward to the Dean a dissertation which is a written dissertation together with a summary thereof, or a description of the dissertation which is not a written dissertation together with reviews for publication in the BIP of the University without delay.

## §11

### Acceptance of the doctoral dissertation

1. The Committee, after reviewing the reviews, shall adopt a resolution on the acceptance of the doctoral dissertation and its admission to public defence.
2. A person who has received positive reviews from at least two reviewers and has fulfilled the requirements referred to in § 3, section 1, subsection 4 may be admitted to defend his/her thesis.
3. The decision to refuse to admit to the defence may be appealed to the Council of Scientific Excellence.

## §12

### Public defence of the doctoral dissertation

1. The date of public defence of the doctoral dissertation shall be determined in consultation with the candidate and the supervisor and reviewers.
2. The time limit for a defence may not be set earlier than 30 days after a doctoral dissertation which is a written dissertation together with a summary thereof or a description of the dissertation which is not a written dissertation and a review is made available at the BIP.
3. Reviewers and the candidate and the auxiliary dissertation supervisor, if appointed, shall be invited to the meeting of the committee for the defence of the doctoral dissertation.
4. The defence of the doctoral dissertation shall take place at an open committee meeting with the participation of at least two reviewers, a dissertation supervisor.
5. During the meeting:
  - a) the dissertation supervisor characterizes the candidate's silhouette, drawing attention to his previous scientific and didactic achievements,
  - b) the candidate presents the main assumptions of his doctoral dissertation,
  - c) reviewers present their opinions (in the absence of the reviewer, his opinion is read by the committee chairman),
  - d) then the chairman of the committee opens a public discussion, in which all those present may speak – the discussion ends with the candidate's statement,
  - e) following the completion of the public part of the defence of the doctoral dissertation, a meeting of the doctoral committee shall be held in camera and shall be attended only by its members,
  - f) a non-public committee meeting may be attended by reviewers and an auxiliary dissertation supervisor without the right to vote,
  - g) at a non-public meeting, the committee shall adopt resolutions on matters:
    - to accept the public defence of the dissertation,

- prepare a draft resolution on the awarding of the doctoral degree in order to present it to the Senate,
  - h) the chairman of the committee shall immediately notify the candidate and the persons participating in the public defence the result of the committee's deliberations,.
6. The Committee, after discussion, may request that the work be distinguished by the Senate.

### §13

#### A doctoral degree

A doctoral degree shall be awarded by the Senate after a favourable opinion of the committee confirming that the candidate meets the requirements for a doctoral degree.

### §14

#### Joint proceedings

1. The doctoral degree may be conferred jointly by universities, institutes of the Polish Academy of Sciences, research institutes or international institutes in a discipline in which each has the authority to confer the doctoral degree in which the degree is conferred. The rules of cooperation shall be specified in an agreement concluded in writing between the entities.
2. In the case of proceedings for the award of the academic degree of doctor. carried out jointly, the defence shall, unless the agreement provides otherwise, be held before a joint committee appointed by the senates or other competent bodies from among academic staff or research workers employed in organisational units which are parties to the agreement.
3. The committee shall be composed of at least nine persons holding the title of professor or the academic degree of doctor habilitatus or powers equivalent to those conferred by the academic degree of doctor habilitatus, and in the case of persons representing foreign organisational units, the academic degree of doctor and the status entitling them to act as dissertation supervisors of doctoral programmes, representing each of the parties to the agreement, in the number specified in the agreement.
4. A dissertation supervisor, an auxiliary dissertation supervisor, if appointed, reviewers and a candidate shall be invited to a meeting of the committee for the defence of the doctoral dissertation.
5. The defence of a doctoral dissertation shall take place at an open meeting of the committee with the participation of at least two reviewers, a dissertation supervisor, an assistant dissertation supervisor if appointed.

### §15

#### Fees

1. The procedure for the conferment of the academic degree of doctor shall be chargeable, subject to section 2.

2. In the case of academic teachers employed at the Medical University of Bialystok and persons who graduated from the Doctoral School of the Medical University of Bialystok, as well as doctoral students of doctoral studies conducted at the Medical University of Bialystok – the fee is paid by the University.
3. The amount of the fee corresponding to the costs of proceedings for the proceedings shall be determined by order of the Rector.
4. Upon a justified request of a candidate, the Rector, after consulting the Dean, may exempt the candidate from the fee in whole or in part. The candidate is obliged to attach to the application a statement of family status, income and sources of subsistence, a template of which is attached as Appendix 1b to this resolution.
5. The fees should be paid to the University's bank account or at the University's cash desk.
6. The fee for part of the administrative activities and the examination confirming the achievement of learning outcomes for qualifications at level 8 of the PRK (if applicable to the candidate) should be paid before the submission of the first application in the procedure for the award of the doctoral degree. The confirmation of payment of the fee in question is a mandatory annex to the said application. The rest of the fee should be paid once the Senate has appointed reviewers.

## § 16

### Appeals

1. The Senate's decision to refuse the award of the doctoral degree can be appealed to the Council of Scientific Excellence (RDN).
2. The period for lodging an appeal shall be 30 days from the date of delivery of the decision.
3. The Senate shall transmit the RDN appeal together with its opinion and the case files within 3 months since the day of submitting the appeal.
4. After examination of the appeal, within the period not longer than 6 months, the RDN shall either uphold the contested decision or revoke it and refer the case for reconsideration to the Senate or the competent authority of another doctoral entity.
5. If a doctoral dissertation is not allowed to be defended or if a decision is taken not to confer the academic degree of doctor., the same dissertation may not be the basis for re-applying for the award of the academic degree of doctor.

## §17

### Final and transitional provisions

1. The composition of a committee may be modified or supplemented at the request of the Dean in the same manner as its establishment. The Commission shall be dissolved as soon as the doctorate is awarded or the procedure is closed or terminated.
2. A reviewer can be changed in the same way as reviewers are appointed.
3. The Committee shall close the procedure at the candidate's request or in the event of the candidate's death, and shall inform the board and the dissertation supervisor and reviewers, if appointed.

4. For doctoral students who have not initiated a doctoral procedure on the basis of the provisions of the Act of 14 March 2003 on Academic Degrees and Academic Title and Degrees and Title in Art (Journal of Laws of 2017, item 1789), the procedure for awarding the degree of doctor is extramural – the procedure for awarding the degree of doctor shall be initiated by the submission of an application for the appointment of a dissertation supervisor or dissertation supervisors, with the proviso that the learning outcomes in terms of the knowledge of a modern foreign language are confirmed on the basis of the existing rules.
5. Proceedings for the award of a doctoral degree initiated after 30 September 2019 shall be carried out on the basis of the rules of 20 July 2018 – Law on higher education and science (Journal of Laws item 1668 as amended), except that in proceedings instituted until 31 December 2020 the achievements referred to in article 186(1)(3)(a) i article 219(1)(2)(b) of this law, also include:
  - 1) scientific articles published:
    - a) in scientific journals or peer-reviewed material from international conferences, listed in accordance with regulations issued on the basis of article 267(2)(2)(b) of this law, before the date of publication of this list,
    - b) before 1 January 2019 in scientific journals which were included in either Part A or Part C of the list of scientific journals established under the rules issued under article 44(2) act of 30 April 2010 on the principles of financing science (Journal of Laws of 2018, item 87) and announced in the communiqué of the Minister of Science and Higher Education of 25 January 2017, or were included in part B of that list, with scientific articles published in them being awarded at least 10 points;
  - 2) scientific monographs issued by:
    - a) a publishing house included in a list drawn up in accordance with the regulations issued on the basis of article 267(2)(2)(a) of this law, before the date of publication of this list,
    - b) an organisational unit of an entity whose publishing house is included in a list drawn up in accordance with regulations issued on the basis of article 267(2)(2)(a) of this law.
6. Templates of application forms for appointing a dissertation supervisor and initiating the procedure for awarding a doctoral degree will be available on the website of the Medical University of Białystok.
7. Members of the committee, deans, senate members, council members, reviewers, dissertation supervisors, and other persons participating in the proceedings for the award of the degree of doctor, shall process the personal data of the persons applying for the award of the degree of doctor on the instructions and authorisation of the controller, and undertake to keep confidential the personal data which they will have access during the proceedings for the award of the degree of doctor.

## LIST OF CERTIFICATES ATTESTING TO THE KNOWLEDGE OF A MODERN FOREIGN LANGUAGE

1. Certificate confirming the knowledge of a foreign language issued by the National School of Public Administration as a result of a linguistic verification procedure.
2. Certificates confirming at least B2 level of global language proficiency according to the “Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR)”:
  - 1) certificates issued by institutions associated in the Association of Language Testers in Europe (ALTE) – ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2), in particular:
    - a) First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage – at least Pass, Business English Certificate (BEC) Higher, Certificate in English for International Business and Trade (CEIBT),
    - b) Diplôme d’Étude en Langue Française (DELFB) (B2), Diplôme Approfondi de Langue Française (DALF) (C1), Diplôme Approfondi de Langue Française (DALF) (C2); Test de Connaissance du Français (TCF), levels 4 (B2), 5 (C1), 6 (C2); Diplôme de Langue Française (DL) (B2), Diplôme Supérieur Langue et Culture Françaises (DSLFCF), Diplôme Supérieur d’Études Françaises Modernes (DS) (C1), Diplôme de Hautes Études Françaises (DHEF) (C2),
    - c) Test Deutsch als Fremdsprache (TestDaF); Zertifikat Deutsch für den Beruf (ZDFB) (B2), Goethe-Zertifikat B2, Goethe-Zertifikat C1, Zentrale Mittelstufenprüfung (ZMP) (C1), Goethe-Zertifikat C1 (Zentrale Mittelstufenprüfung) (ZMP), Zentrale Oberstufenprüfung (ZOP) (C2), Goethe-Zertifikat C2 (Zentrale Oberstufenprüfung) (ZOP), Kleines Deutsches Sprachdiplom (KDS) (C2), Grosses Deutsches Sprachdiplom (GDS) (C2), Goethe-Zertifikat C2: Grosses Deutsches Sprachdiplom (GDS),
    - d) Certificato di Conoscenza della Lingua Italiana CELI 3 (B2), Certificato di Conoscenza della Lingua Italiana CELI 4 (C1), Certificato di Conoscenza della Lingua Italiana CELI 5 (C2); Certificato Italiano Commerciale CIC A (C1),
    - e) Los Diplomas de Español como Lengua Extranjera (DELE): El Diploma de Español Nivel B2 (Intermedio), El Diploma de Español Nivel C1, El Diploma de Español Nivel C2 (Superior),
    - f) Diploma Intermédio de Português Língua Estrangeira (DIPLE) (B2), Diploma Avançado de Português Língua Estrangeira (DAPLE) (C1), Diploma Universitário de Português Língua Estrangeira (DUPLE) (C2),

- g) Nederlands als Vreemde Taal/Dutch as a Foreign Language (CNaVT) – Profiel Professionele Taalvaardigheid (PPT) (B2)/Profile Professional Language Proficiency (PPT) (B2), Profiel Taalvaardigheid Hoger Onderwijs (PTHO) (B2)/Profile Language Proficiency Higher Education (PTHO) (B2), Profiel Academische Taalvaardigheid (PAT) (C1)/Profile Academic Language Proficiency (PAT) (C1); Nederlands als Tweede Taal II (NT2-II) (B2)/Dutch as a Second Language II (NT2-II) (B2),
  - h) Prøve and Dansk 3 (B2), Studieprøven (C1),
  - i) Certificate of proficiency in Slovene at intermediate level/Certificate of Slovene on the Intermediate Level (B2), Certificate of proficiency in Slovene at advanced level/Certificate of Slovene on the Advanced Level (C1);
- 2) certificates of the following institutions:
- a) Educational Testing Service (ETS) – in particular certificates: Test of English as a Foreign Language (TOEFL) – at least 87 points in the Internet-Based Test (iBT); Test of English as a Foreign Language (TOEFL) – at least 180 points in the Computer-Based Test (CBT) supplemented by at least 50 points from the Test of Spoken English (TSE); Test of English as a Foreign Language (TOEFL) – at least 510 points in Paper-Based Test (PBT) supplemented by at least 3.5 points from Test of Written English (TWE) and at least 50 points from Test of Spoken English (TSE); Test of English for International Communication (TOEIC) – at least 700 points; Test de Français International (TFI) – at least 605 points,
  - b) European Consortium for the Certificate of Attainment in Modern Languages (ECL),
  - c) City & Guilds, City & Guilds Pitman Qualifications, Pitman Qualifications Institute – in particular certificates: English for Speakers of Other Languages (ESOL) – First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level; International English for Speakers of Other Languages (IESOL) – Communicator level, Expert level, Mastery level; City & Guilds Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2) 500/1765/2; City & Guilds Level 2 Certificate in ESOL International (reading, writing and listening) Expert (C1) 500/1766/4; City & Guilds Level 3 Certificate in ESOL International (reading, writing and listening) Masters (C2) 500/1767/6; Spoken English Test (SET) for Business – Stage B level ‘Communicator’, Stage C level ‘Expert’, Stage C level ‘Mastery’; English for Business Communications (EBC) – Level 2, Level 3; English for Office Skills (EOS) – Level 2,
  - d) Edexcel, Pearson Language Tests, Pearson Language Assessments – in particular certificates: London Tests of English, Level 3 (Edexcel Level 1 Certificate in ESOL International); London Tests of English, Level 4 (Edexcel Level 2 Certificate in ESOL International); London Tests of English, Level 5 (Edexcel Level 3 Certificate in ESOL International),



- e) Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board – in particular certificates: London Chamber of Commerce and Industry Examinations (LCCI) – English for Business Level 2, English for Business Level 3, English for Business Level 4; London Chamber of Commerce and Industry Examinations (LCCI) – Foundation Certificate for Teachers of Business English (FTBE); London Chamber of Commerce and Industry Examinations (LCCI) – English for Tourism Level 2 – Pass with Credit, Pass with Distinction level,
- f) University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia – in particular certificates: International English Language Testing System IELTS – above 6 points,
- g) Chambre de commerce et d'industrie de Paris (CCIP) – in particular certificates: Diplôme de Français des Affaires 1er degré (DFA 1) (B2), Diplôme de Français Professionnel (DFP) Affaires B2, Diplôme de Français des Affaires 2ème degré (DFA 2) (C1), Diplôme de Français Professionnel (DFP) Affaires C1,
- h) Goethe-Institut, Deutscher Industrie und Handelskammertag (DIHK), Carl Duisberg Centren (CDC) – in particular the Prüfung Wirtschaftsdeutsch International (PWD) certificate (C1),
- i) Kultusministerkonferenz (KMK) – in particular certificate Deutsches Sprachdiplom II der Kultusministerkonferenz der Länder – KMK (B2/C1),
- j) Österreich Institut, Prüfungszentren des Österreichischen Sprachdiploms für Deutsch (ÖSD) – in particular certificates: Österreichisches Sprachdiplom für Deutsch als Fremdsprache (ÖSD) – B2 Mittelstufe Deutsch, Mittelstufe Deutsch (C1), C1 Oberstufe, Wirtschaftssprache Deutsch (C2),
- k) Hochschulrektorenkonferenz (HRK),
- l) Società Dante Alighieri – in particular certificates: FILE B2, FILE C1, FILE C2,
- m) Università degli Studi Roma Tre – in particular certificates: Int.It (B2), IT (C2),
- n) Università per Stranieri di Siena – in particular certificates: Certificazione d'Italiano come Lingua Straniera CILS Due B2, Certificazione d'Italiano come Lingua Straniera CILS Tre C1, Certificazione d'Italiano come Lingua Straniera CILS Quattro C2,
- o) The A.S. Pushkin State Institute of Russian Language
- p) Institute for Romanian Language, the Romanian Ministry of Education, Research and Innovation,
- q) Univerzita Karlova v Praha,
- r) Univerzita Komenského v Bratislave; Filozofická fakulta Studia Academica Slovaca – centrum pre slovenčinu ako cudzí jazyk,
- s) Univerzita Komenského v Bratislave; Centrum d'alšieho vzdelávania; Ústav jazykova a odbornej prípravy zahraničných študentov,
- t) the Coordination Council for the Certification of Proficiency in Languages of the University of Warsaw;

- 3) telc GmbH, WBT Weiterbildungs-Testsysteme GmbH – in particular certificates: B2 Certificate in English – advantage, B2 Certificate in English for Business Purposes – advantage, Certificate in English for Technical Purposes (B2), telc English B2, telc English B2 Business, telc English B2 Technical, telc English C1; Certificat Supérieur de Français (B2), telc Français B2; Zertifikat Deutsch Plus (B2), Zertifikat Deutsch für den Beruf (B2) (telc Deutsch B2 Beruf), telc Deutsch B2, telc Deutsch C1; Certificado de Español para Relaciones Profesionales (B2), telc Español B2; Certificato Superiore d’Italiano (B2), telc Italiano B2; telc Русский язык B2.
3. The Office of Chinese Language Council International: Hanyu Shuiping Kaoshi (HSK) – level HSK (Advance).
4. Japan Educational Exchanges and Services, The Japan Foundation: Japanese Language Proficiency Certificate – Level 1 (Advance).
5. Graduation certificates from:
  - 1) university studies in foreign philology or applied linguistics;
  - 2) a foreign language teaching college;
  - 3) National School of Public Administration.
6. A document confirming the acquisition of a degree or title in the field of arts issued abroad shall be recognised as the language of instruction of the institution providing the training.
7. A document confirming completion of higher education or postgraduate studies abroad or in the Republic of Poland – the language of instruction shall be recognised if the language of instruction was exclusively foreign.
8. A document issued abroad recognised as equivalent to the secondary school-leaving certificate – the language of instruction is recognised.
9. International Baccalaureate Diploma.
10. European Baccalaureate Diploma.
11. Certificate of passing the departmental exam in:
  - 1) the Ministry of Foreign Affairs;
  - 2) the office serving the minister in charge of economy, the Ministry of Foreign Economic Cooperation, the Ministry of Foreign Trade and the Ministry of Foreign Trade and Maritime Economy;
  - 3) the Ministry of National Defence – level 3333, level 4444 according to STANAG 6001.
12. A certificate issued by the National School of Public Administration confirming qualifications to work in a high state position.
13. A document confirming the entry in the list of sworn translators in the Republic of Poland or a document confirming that a sworn translator is qualified as a sworn translator in another Member State of the European Union, a Member State of the European Free Trade Association (EFTA) – a party to the Agreement on the European Economic Area or in the Swiss Confederation.
14. Other certificates than those mentioned above – after receiving a positive opinion of the Foreign Languages Study of the Medical University of Białystok.

**STATEMENT  
ABOUT FAMILY STATUS, INCOME AND LIVELIHOODS<sup>1</sup>**

1. Dean of the College to which the declaration is made:

.....

2. Name of the person making the declaration:

.....

3. Family status (data of persons in the same household):

First and last name	Date of birth	Type of relationship between the designated person and the declarant

4. Income and livelihoods of the declarant and the persons in the collective household: *(enter all income and livelihoods, e.g. from wages, pensions, civil law contracts, rent, alimony, etc.)*

First and last name	For what reason	Net monthly income (amount and settlement period)

<sup>1</sup> Applies only to candidates applying for exemption in whole or in part from the fee for carrying out the procedure for awarding the degree of doctor

Procedure for awarding a degree of doctor and doctor habilitatus

5. Commitments and standing expenses:

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6. Other data which the declarant considers relevant:

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7. Place and date:

.....

8. Signature of the declarant:

.....

I am aware of the responsibility for making a false statement.

.....  
*signature of the person making the declaration*

I accept that:

- 1) my personal data will be processed for the purpose of exempting me from the fee/ reduction of the fee for carrying out the procedure for obtaining a doctorate, for statistical and archival purposes pursuant to Article 6(1)(c)(e) of the General Data Protection Regulation of 27 April 2016:
  - article 6(1)(c) processing is necessary to fulfil the legal obligation of the controller under Article 327(6) of the Act of 20 July 2018. Law on higher education and science and archiving regulations,

- article 6(1)(e) processing is necessary for the performance of tasks carried out in the public interest and in the exercise of public authority vested in the controller, i.e. processing of contact and address data to contact the person applying for exemption from the fees for obtaining a doctorate,
- 2) my personal data will be disclosed only to persons authorized by the Data Administrator and entities under the law,
- 3) my personal data will be stored in accordance with archiving regulations,
- 4) I have the right of access to the content of my data, the right to rectify it,
- 5) I have the right to erase data, the right to restrict processing, the right to object when it is justified that the circumstances indicated in Articles 17, 18 and 21 of the GOP are present,
- 6) I have the right to lodge a complaint with the President of the Office for Personal Data Protection if it is justified that my personal data is processed by the Data Administrator in a manner inconsistent with the PDPA,
- 7) providing personal data is voluntary, but necessary for the proper implementation of the right to exemption from fees in the proceedings for the award of a doctorate at the Medical University of Bialystok

.....  
signature

# PROCEDURE FOR GRANTING A DOCTOR HABILITATUS DEGREE AT THE MEDICAL UNIVERSITY OF BIALYSTOK

## §1

### Legal basis

The legal basis for conducting habilitation proceedings at the Medical University of Bialystok Act of 20 July 2018. Law on higher education and science (Journal of Laws of 2018, item 1668 as amended), hereinafter referred to as the Act.

## §2

### Introduction

1. The Senate grants, by administrative decision, the degrees of doctor habilitatus in medical sciences and health sciences in the following disciplines: medical sciences, pharmaceutical sciences, health sciences.
2. Academic teachers employed at the Medical University of Bialystok (the University) are obliged to carry out the procedure for awarding the doctor habilitatus degree at their home university.
3. Submitting an application to another habilitating entity requires the consent of the Rector.

## §3

### General conditions required from the candidate

1. The doctor habilitatus degree is suitable for a person who:
  - 1) has a doctorate;

- 2) has a scientific body of work that makes a significant contribution to the development of the discipline concerned, including at least
  - a) 1 scientific monograph issued by a publishing house which, in the year of publication of the monograph in its final form, was included in a list drawn up in accordance with the provisions issued pursuant to Article 267 para. 2 pt. 2 letter a of the Act, or
  - b) 1 series of thematically related scientific articles published in scientific journals or peer-reviewed material from international conferences which, in the year of publication of the article in its final form, were included in a list drawn up in accordance with the regulations issued under Article 267 art. 2 pt. 2 letter b of the Act, or
  - c) 1 original project, construction, technological achievement achieved;
- 3) demonstrates significant scientific activity carried out in more than one higher education institution or scientific institution, in particular abroad.
2. The achievement referred to in section 1, subsection 2 may form a part of a collective work if the development of a separate subject is an individual contribution of the applicant for the academic degree of doctor habilitatus.
3. The obligation to publish shall not apply to achievements whose subject matter is protected as classified information.

#### **§4**

##### **Initiation of proceedings**

1. The procedure for awarding the doctor habilitatus degree shall be initiated upon an application submitted to the University through the Board of Scientific Excellence (hereinafter referred to as the RDN).
2. The proposal covers
  - 1) a career description;
  - 2) a list of achievements referred to in §3 section 1 point 2;
  - 3) a designation of the entity selected to conduct the procedure for conferring the academic degree of doctor habilitatus.
3. The proposal should meet the requirements set by the Board of Scientific Excellence.

#### **§5**

##### **Proceedings**

1. The RDN shall make a formal assessment of the application and transmit it to the University within 4 weeks from the date of its receipt.
2. On receipt of a proposal by the University, the competent College Board, hereinafter referred to as ‘the Board’, shall make an initial assessment of the proposal and forward it and its opinion to the Senate.
3. Within 4 weeks of the date of receipt of the application by the University, the Senate may refuse to consent to conduct the proceedings for the award of the academic degree of

doctor habilitatus if the criteria applicable at the University, as set out in Appendix no. 2a, are not met. In case when the Senate does not give its consent the application shall be returned to the RDN, which shall immediately appoint another habilitating entity and transfer the application to that entity.

4. Within 12 weeks of the date of receipt of an application, the RDN shall appoint 4 members of the habilitating committee, including the chairperson and 3 reviewers, from among persons holding the academic degree of doctor habilitatus or the title of professor as well as having current scientific achievements and recognised reputation, including international reputation, who are not employees of the habilitating entity or a university, an institute of the Polish Academy of Sciences, a research institute or an international institute, whose employee is a person applying for the doctor habilitatus degree.
5. The competent board, by secret ballot, shall appoint candidates for members of the habilitating committee and present them to the Senate for the appointment of the habilitating committee.
6. The Senate shall appoint a habilitating committee within 6 weeks from the date of receiving information about the members of the habilitating committee appointed by the RDN. The Committee shall consist of:
  - 1) 4 members appointed by the RDN;
  - 2) 3 members holding the academic degree of doctor habilitatus or the title of professor employed at the University, including the secretary;
  - 3) a reviewer holding the degree of a doctor habilitatus or the title of professor, as well as having current scientific achievements and recognised reputation, including international ones, who is not an employee of the University.
7. A reviewer may be a person who does not fulfil the conditions laid down in sections 4 and 6 and who is an employee of a foreign higher education institution or research institution if the RDN or higher education institution considers that the person has significant achievements in the field of issues related to the achievements of the candidate for the academic degree of doctor habilitatus.
8. A reviewer may not be a person who has failed twice in the last 5 years to meet the deadline referred to in paragraph 9.
9. Reviewers, within 8 weeks of the date of receiving the application, shall assess whether the academic achievements of an applicant for the academic degree of doctor habilitatus correspond to the requirements laid down in § 3section 1 item 2 and prepare reviews.
10. The resolution containing an opinion on the conferral of the academic degree of doctor habilitatus shall be adopted by the habilitating committee in an open vote. At the request of the candidate, the committee shall adopt a resolution in a secret ballot. The opinion cannot be positive if at least 2 reviews are negative.
11. The habilitating committee shall forward the resolution referred to in section 10 to the Senate within 6 weeks of the receipt of the review, together with the justification and documentation of the proceedings for the conferment of the academic degree of doctor habilitatus.



12. In case of a withdrawal of the application after the establishment of the habilitating committee:
  - 1) the same application may not be the basis for applying for the degree of doctor habilitatus in another habilitating entity;
  - 2) the applicant may not apply for the degree for a period of 2 years.
13. The habilitating committee may meet using technical devices enabling the meetings to be conducted at a distance with simultaneous direct transmission of video and sound.

## **§6**

### **Awarding the degree**

1. On the basis of the resolution referred to in §5 section 10, the senate shall confer the academic degree of doctor habilitatus or refuse to confer it within one month of its receipt. The Senate shall refuse to award a degree if the opinion referred to in §5 section 10 is negative.
2. The decision to refuse the degree may be appealed to the RDN.

## **§7**

### **Fees**

1. The proceedings for the conferment of the academic degree of doctor habilitatus shall be chargeable, subject to section 2.
2. In the case of academic teachers employed at the Medical University of Białystok, the fee is paid by the University.
3. The amount of the fee for proceedings shall be determined by an order of the Rector.
4. Upon a justified request of a candidate, the Rector, after consulting the Dean, may exempt the candidate from the fee in whole or in part. A candidate is obliged to attach to the application a statement of family status, income and sources of income, a template of which is attached as Appendix no. 2b.
5. The fee should be paid to the University's bank account or at the University's cash desk in two instalments
  - the fee in the part corresponding to the administrative costs after the application is received by the University,
  - the remainder of the fee – after the appointment of the habilitating committee.

## **§8**

### **Equivalent entitlements**

1. A person who has obtained the academic degree of doctor in the Republic of Poland or abroad may acquire rights equivalent to those conferred by the academic degree of doctor habilitatus in a given discipline if, while working in another country, he or she has managed research teams on his or her own for at least five years, has significant scientific achievements and is employed by the University in that discipline in the position of professor of the University.

2. The decision on the acquisition of rights shall be issued by the Rector.
3. The Rector shall forward the decision to the RDN together with a description of the professional career and a list of the person's achievements.
4. The acquisition of the privileges shall take place 4 months after the day of receiving the decision referred to in subparagraph 2 by the RDN, if within that period the RDN does not express its objection and does not revoke that decision by means of an administrative decision.

## § 9

### Transitional provisions

1. Proceedings for the award of the academic degree of doctor, the academic degree of doctor habilitatus and the title of professor instituted after 30 September 2019 shall be conducted on the basis of the provisions of this Act, with the exception that in proceedings instituted by 31 December 2020, the achievements referred to in article 186(1)(3) (a) and article 219(1)(2)(b) of the Act, also include:
  - 1) scientific articles published:
    - a) in scientific journals or peer-reviewed material from international conferences, listed in accordance with regulations issued on the basis of article 267(2)(2)(b) of the Act, before the date of publication of this list,
    - b) before 1 January 2019 in scientific journals which were included in either Part A or Part C of the list of scientific journals established under the rules issued under article 44(2) act of 30 April 2010 on the principles of financing science (Journal of Laws of 2018, item 87) and announced in the communication of the Minister of Science and Higher Education of 25 January 2017, or were included in Part B of that list, with scientific articles published in them being awarded at least 10 points;
  - 2) scientific monographs issued by:
    - a) a publishing house included in a list drawn up in accordance with the regulations issued on the basis of article 267(2)(2)(a) of the Act, before the date of publication of this list,
    - b) an organisational unit of an entity whose publishing house is included in a list drawn up in accordance with regulations issued on the basis of article 267(2)(2)(a) of the act.
2. Members of the habilitating committee, deans, senate members, board members, and other persons participating in the proceedings for the award of the academic degree of doctor habilitatus shall process personal data of persons applying for the award of the academic degree of doctor by order of and under the authority of the data controller and undertake to keep confidential the personal data to which they will have access during the proceedings for the award of the academic degree of doctor habilitatus.

**CRITERIA FOR ASSESSING THE ACHIEVEMENTS AND SCIENTIFIC OUTPUT  
OF THE APPLICANT FOR A DEGREE OF DOCTOR HABILITATUS FROM THE  
MEDICAL UNIVERSITY OF BIALYSTOK**

1. Demonstration of scientific achievement – with a cycle of original published works – the first author or an equal first author (the so-called “equal contribution”) or the last and at the same time correspondent author in scientific journals which were included as of the date of submission of the application for the degree in a list drawn up in accordance with the regulations issued under Article 267(2)(2)(b) of the Act (hereinafter the list of journals). The total value of the scores of the journals in which the above mentioned works are published should be at least 280 points according to the list referred to in the previous sentence (regardless of the year in which the work was published). Works published in journals whose current score is less than 40 points cannot be included in the achievement.

In the case of proceedings for the award of the academic degree of doctor habilitatus in the discipline of medical sciences or pharmaceutical sciences, at least one of the aforementioned papers should be published in a journal whose current score by the Ministry of Science and Higher Education is at least 100 points.

In the case of proceedings for the award of the academic degree of doctor habilitatus in the discipline of health sciences, at least three of the aforementioned papers should be published in journals whose current score is at least 70 points.

A single-author monograph with a score of 200 points of the Ministry of Science and Higher Education published by the publishing house included on the date of the application for the award of the academic degree of doctor habilitatus in the list of publications publishing peer-reviewed scientific monographs drawn up in accordance with the regulations issued on the basis of Article 267 section 2 item 2 letter a of the Act (hereinafter referred to as the list of publications) may also constitute an achievement.

2. Demonstrating a significant publishing output – beyond scientific achievement:
  - 1) Publishing original papers in peer-reviewed journals (listed journals) whose total IF value is  $\geq 10$  times the median of the IF for a given domain according to the Journal Citation Report and showing the Hirsch index value for the entire output (including the main achievement) of  $\geq 7$  (according to the Web of Science Core Collection database) for proceedings for granting the degree of doctor habilitatus in the discipline of medical sciences or pharmaceutical sciences and  $\geq 5$  (according to the Web of Science Core Collection database) for the application for the doctor habilitatus degree in the discipline of health sciences.

- 2) The condition of a minimum Hirsch Index listed under 2.1 does not apply if the work listed under 1 and 2.1 is published by the candidate as the first author or head of the research team in a journal with:
  - IF  $\geq$  20 (at least 1 work)
  - or IF  $\geq$  10 (at least 2 works)
  - or IF  $\geq$  5 (at least 4 works)
- 3) The condition set out in paragraph 2(1) shall not apply in full if the candidate proves to have been awarded (and at least to have started the implementation) as a head of a scientific grant financed in full or in substantial part by international institutions (e.g. ERC, Horizon 2020) of not less than PLN 500 000 (or equivalent in foreign currency)
  - or
  - a research grant financed in whole or in part by national institutions of not less than PLN 300 000 (or equivalent in foreign currency)
  - or
  - obtaining financial resources for the University from commercialization of at least PLN 100,000 (calculated as a unit share in the part per creator).
3. Documenting the submission of at least one grant application (as a manager) for national competitions (in particular NCN, NCBiR, RPO, ABM) or international competitions or submitting a patent application as a co-author.
4. Demonstrating involvement in national or international research projects confirmed by the Vice-Rector for Science and Development.
5. Demonstrating significant scientific activity outside the home entity (excluding participation in conferences and scientific conventions) confirmed by the Vice-Rector for Science and Development.

**STATEMENT  
ABOUT THE FAMILY STATUS, INCOME AND LIVELIHOODS<sup>1</sup>**

1. Dean of the College to which the declaration is made:

.....

2. Name of the person making the declaration:

.....

3. Family status (data of persons in the same household):

First and last name	Date of birth	Type of relationship between the designated person and the declarant

4. Income and livelihoods of the declarant and the persons in the collective household:  
*(enter all income and livelihoods, e.g. from wages, pensions, civil law contracts, rent, alimony, etc.)*

First and last name	For what reason	Net monthly income (amount and settlement period)

<sup>1</sup> Applicable only to candidates applying for exemption in whole or in part from the fee for carrying out the postdoctoral degree

Procedure for awarding a degree of doctor and doctor habilitatus

5. Commitments and standing expenses:

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6. Other data which the declarant considers relevant:

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7. Place and date:

.....

8. Signature of the declarant:

.....

I am aware of the responsibility for making a false statement.

.....

*signature of the person making the declaration*

I accept that:

- 1) my personal data will be processed for the purpose of exempting me from fees/reducing the fee for carrying out the procedure for obtaining the degree, for statistical and archival purposes pursuant to Article 6(1)(c)(e) of the General Data Protection Regulation of 27 April 2016:
  - article 6(1)(c) processing is necessary to fulfil the legal obligation of the controller under Article 327(6) of the Act of 20 July 2018. Law on higher education and science and archiving regulations,

- article 6(1)(e) processing is necessary for the performance of the tasks carried out in the public interest and in the exercise of public authority vested in the controller, i.e. processing of contact and address data to contact the person applying for exemption from the fees for the postdoctoral degree,
- 2) my personal data will be disclosed only to persons authorized by the Data Administrator and entities under the law,
- 3) my personal data will be stored in accordance with archiving regulations,
- 4) I have the right of access to the content of my data, the right to rectify it,
- 5) I have the right to erase data, the right to restrict processing, the right to object when it is justified that the circumstances indicated in Articles 17, 18 and 21 of the GOP are present,
- 6) I have the right to lodge a complaint with the President of the Office for Personal Data Protection if it is justified that my personal data is processed by the Data Administrator in a manner inconsistent with the GDPR,
- 7) providing personal data is voluntary, but necessary for the proper implementation of the right to exemption from fees in the proceedings for granting the degree of doctor habilitatus at the Medical University of Białystok

.....  
signature

**Resolution no. 48/2019 of the  
Senate of the Medical University of Białystok  
dated 29.05.2019**

**on the adoption of scoring rules for publications registered in the “Bibliography of publications of employees of the Medical University of Białystok” database**

Pursuant to §40 para. 2 pt. 26 of the Statute of the Medical University of Białystok, it is hereby resolved as follows:

**§1**

The Senate of the Medical University of Białystok adopts the Scoring rules for publications registered in the “Bibliography of publications of employees of the Medical University of Białystok” database, which constitute Appendix no. 1 to this resolution.

**§2**

Resolution no. 2/2015 of the Senate of the Medical University of Białystok dated 14.01.2015 on the adoption of the Scoring rules for publications registered in the “Bibliography of publications of employees of the Medical University of Białystok” database and Resolution no. 16/2015 dated 25.02.2015 on the amendment of Resolution no. 2/2015 on the adoption of the scoring rules for publications registered in the “Bibliography of publications of employees of the Medical University of Białystok” database hereby lapse.

**§3**

The resolution shall enter into force on the date of its adoption.

President of the Senate  
Rector

Adam Krętowski professor, Ph.D.



Appendix no. 1 to the Resolution of the Senate of the MUB no. 48/2019 dated 29.05.2019.

## SCORING RULES FOR PUBLICATIONS REGISTERED IN THE “BIBLIOGRAPHY OF PUBLICATIONS OF EMPLOYEES OF THE MEDICAL UNIVERSITY OF BIALYSTOK” DATABASE

IMNiSW points and the Impact Factor are awarded for publications with a MUB affiliation. The author is obliged to submit to the MUB Main Library a statement on including the publication in the MUB’s output and indicate the discipline if more than one affiliation is given in the publication or the publisher of the monograph does not provide the affiliation.

1. Articles in scientific journals from the ministry’s list. Articles published after 2016 shall receive a score according to the ministry’s list of 25 January 2017.
2. Review articles published in scientific journals included in the ministry’s list. This type of publication receives 25% of the points awarded for a scientific article published in a given scientific journal, but no IF factor is assigned.
3. Articles by multiple authors, in which the distribution of points was applied in accordance with the Appendix to the Resolution of the Senate of the MUB no. 2/2015 dated 14.01.2015 receive 100% of the points in accordance with the ministry’s lists in force in the years concerned. Articles published after 2016 shall receive a score according to the ministry’s list of 25 January 2017.
4. Articles published after 2018, in scientific journals not included in the ministry’s list and not indexed in the Scopus or Web of Science database receive 5 points.
5. Articles published between 2017 and 2018 in scientific journals not included in the ministry’s list of 25 January 2017 indexed in the Scopus or Web of Science database shall receive a number of points corresponding to the lowest-scoring journals in Part A of that list, namely 15 points.
6. Letters to the editorial office, provided that the author has made a statement in the MUB Library that the letter contains results of his own research not yet published.
7. Scientific articles in peer-reviewed materials from international conferences included in the Web of Science: Core Collection database, published before 2019. This type of publication receives as many points as possible for a Polish magazine without an Impact Factor (IF), according to the ministry’s list of 25 January 2017, i.e. 15 points.
8. Articles (published after 2018) indexed in the Scopus database presenting the results of multi-centre research in case an employee of MUB is listed in a research group and the work is searched for by his name.
9. Scientific monographs issued after 2018, placed on the ministry’s list – 80 points (for level I), 200 points (for level II).
10. Scientific monographs published in a publication not included in the ministry’s list shall receive 20 points.

11. An edition of a scientific monograph published in a publishing house included in the ministry's list – 20 points (for level I), 100 points (for level II).
12. An edition of a scientific monograph published in a publishing house not included in the ministry's list – 5 points.
13. Chapters published in scientific monographs included in the ministry's list – 20 points (for level I), 50 points (for level II).
14. Chapters published in scientific monographs not included in the ministry's list – 5 points.

II MNiSW points and the Impact Factor shall not be allocated for:

1. Abstracts, extended abstracts, erratas, editorial notes, reports, quizzes, etc.
2. Articles in magazines without MUB affiliation.
3. Letters to the editorial office which do not present the results of their own research not previously published.
4. Monograph reissues.
5. Monographs of a non-scientific nature, e.g. occasional publications.
6. Publications in conference materials (including those in peer-reviewed materials from international conferences included in the Web of Science published after 2018).
7. Articles (published after 2018) not indexed in the Scopus database, presenting the results of multi-centre studies in case an employee of the MUB is listed in a research group.
8. Articles (published after 2018) indexed in the Scopus database presenting the results of multi-centre research in case an employee of UMB is listed in a research group and the work is not searched for by his name.

**Order no. 3/2020  
of the Rector of the Medical University of Białystok  
dated 27.01.2020**

**on the introduction of a uniform text of the procedure for the use of video  
surveillance at the Medical University of Białystok**

Pursuant to Article 50(1) of the Act dated 20 July 2018. The Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended) I order the following:

**§ 1**

I am introducing the uniform text of the Procedure for the use of video surveillance at the Medical University of Białystok, which is attached as Appendix no. 1 to this order.

**§ 2**

The Order of the Rector no. 31/2017 dated 9 June 2017 and no. 45/2017 dated 19 July 2017 expire.

**§ 3**

The Order shall enter into force on the date of signature.

The Rector

Adam Krętowski professor, Ph.D.

## **PROCEDURE FOR USING VIDEO SURVEILLANCE AT THE MEDICAL UNIVERSITY OF BIALYSTOK**

### **§1**

The legal basis:

- 1) The act of 22 August 1997 on the protection of persons and property (Journal of Laws of 2018, item 2142, as amended),
- 2) The act of 10 May 2018 on personal data protection (Journal of Laws of 2019, item 1781 as amended),
- 3) The act of 26 June 1974 Labour Code (Journal of Laws of 2019, item 1040),
- 4) The act of 20 July 2018. Law on higher education and science (Journal of Laws of 2018 item 1668, as amended),
- 5) The Statute of the Medical University of Bialystok.

### **§2**

The procedure defines the rules of conducting video surveillance at the Medical University of Bialystok and the rules of providing access to the image recorded in the video surveillance systems and handing over a copy of the recorded image to authorized entities.

### **§3**

1. Video monitoring at the Medical University of Bialystok is carried out in order to ensure safety and order on the premises of the University and protect persons and property.
2. Video surveillance captures only the video, it does not record sound to listen to or record conversations.
3. The Administration and Services Department is obliged to place signs at the entrance to a given space or building under video surveillance by placing an information board.
4. The video surveillance image stored at the University constitutes personal data within the meaning of the regulations on personal data protection.-

### **§4**

1. The following employees of the Medical University of Bialystok are authorized to view the image recorded in the video surveillance system:
  - 1) The Chancellor,
  - 2) The Deputy Chancellor for Technical Matters,
  - 3) The Head of the Maintenance and Operations Department,
  - 4) The Head of Administration and Services Department or an authorised employee,
  - 5) The manager and employees of the technical service of the IT Department,

- 6) interested employees of the Medical University of Bialystok upon written request, after obtaining the Chancellor's consent and in the presence of authorized persons,
  - 7) employees of entities providing technical service of the video surveillance system on behalf of the Medical University of Bialystok.
2. The managers of the Student Dormitories are authorized to view the image recorded in the video surveillance system on the premises of Student Dormitory no. 1 and Student Dormitory no. 2.
  3. In cases where the monitoring recorders are located in the concierge's lodges of buildings, access to the image recorded in the monitoring system may be granted to the concierges, but only on the recommendation and in the presence of an authorized person.
  4. Access to the image recorded in the video surveillance system and the possibility of obtaining a copy of the image recorded in the video surveillance system are available to entities authorized under the law, including Courts, the Prosecutor's Office, Police, Border Guards, State Protection Service, Internal Security Agency, Central Anti-Corruption Bureau, Military Police, Military Counterintelligence Service and municipal guards.
  5. The access referred to in section 4 shall be granted immediately after the Medical University of Bialystok receives a request (written or oral).
  6. The authorized entities are designated employees of the Administration and Services Department, the IT Department and the managers of Student Dormitories.
  7. The Maintenance and Operations Department, the Administration and Services Department and Student Dormitories no. 1 and no. 2 keep electronic or paper monitoring logs in which they record:
    - a) ongoing maintenance and equipment failures,
    - b) the fact of accessing the monitoring record (date of access, who accessed it, to whom it was made available),
    - c) the fact of issuing a copy of the monitoring record (date of issue, who issued it, to whom).
  8. The IT Department shall transmit the information referred to in paragraph 7 of this paragraph to the Maintenance and Operations Department on an ongoing basis in order to record the monitoring in the operational logbook.
  9. The employees of the authorized entities referred to in paragraph 4 shall be obliged to give a receipt after accepting a copy of the image recorded in the video surveillance system in the following manner: " I have received the recording from the day of ....." and the date and legible signature of the recipient, the name of the entity.

## §5

1. The DVRs are located in rooms (server rooms, porter rooms in facilities) that can be accessed only by authorized persons.
2. Recordings are recorded on hard disks mounted in recording devices and stored at the Medical University of Bialystok for 21 days, subject to paragraph 3.
3. The recording of the surveillance image may be stored for more than 21 days if during this period the authorized bodies referred to in §4 para. 4 apply for the protection of the

recorded image in connection with the activities carried out. The recordings will be copied and stored on portable data carriers.

4. The recordings are destroyed by overwriting the image.
5. After destroying the recordings, technical recovery of video surveillance is prohibited.

The Rector

Adam Krętowski professor, Ph.D.

**Order no. 48/2017  
of the Rector of the Medical University of Bialystok  
dated 28.07.2017**

**on the rules for handling room keys in buildings  
at the Medical University of Bialystok**

Pursuant to §42 para. 15 point 5 of the Statute of the Medical University of Bialystok, in conjunction with Article 4 of the Act of 24 August 1991 on fire protection (i.e. Journal of Laws of 2017, item 736, as amended) and in connection with Article 36 of the Act of 29 August 1997 on personal data protection (i.e. Journal of Laws of 2016, item 922) I order the following:

**§1**

**The scope of application of the Order**

1. This order concerns the premises and buildings of the Medical University of Bialystok, for which the keys are taken from and handed over to the porters' offices, subject to paragraph 2.
2. The provisions of this Order shall also apply in cases where keys for the main entrances (corridors) are taken from the porters' offices and the keys to the rooms are deposited in other organisational units. In such cases, such units shall be required to carry out the activities set out in this Order applicable to the porters' offices, and the provisions relating to the porters shall apply mutatis mutandis to the persons designated to keep the keys.
3. In the case of buildings and rooms where an access control system (SKD) is in place, only the rules set out in §2 of this Order apply.

**§2**

**General principles for safe handling of keys**

1. It is forbidden to make and use individually copied keys to the University's rooms.
2. It is forbidden to bring the keys outside the premises of the University.
3. It is forbidden to make the keys to the University's premises available to unauthorized persons.
4. During working hours, the keys remain under the supervision of employees, who are obliged to secure them properly. It is forbidden to leave the keys unattended.

**§3**

**Storing, releasing and returning of keys**

1. Keys to the premises of the University are stored in the porters' offices and are released by the porter only to authorized persons indicated by the heads of organizational units in the list of authorized persons.

2. The list of persons authorised to retrieve keys located in the porter's office should include the name of the authorised person, the organisational unit where the employee is employed and the (mobile) contact number of the authorised person.
3. The porter shall be obliged to keep a book (register) of the keys released and returned to authorised persons together with a list of persons authorised to collect the keys appropriate for a given porter's office.
4. The persons authorised to collect keys to the premises of the University, apart from the University's employees, shall also be employees of cleaning companies and other persons indicated in the list of persons authorised to collect keys by the head of the Administration, Economic and Services Department or the Maintenance and Operation Department, and other persons indicated in the list of persons authorised to collect keys by heads of organisational units.
5. A general register of persons authorised to receive keys is maintained by the Administration, Economic and Services Department.

#### §4

##### **Rules for handling keys during working hours**

1. Employees leaving the premises during working hours are obliged to
  - 1) lock the door every time,
  - 2) not to leave the key in the door,  
if there are no persons authorised to supervise the documentation and its equipment in the room, subject to paragraph 2.
2. The key is only left in the door if an evacuation from the building is announced, to have the emergency services check the premises.

#### §5

##### **Rules for handling keys after work**

1. After finishing work, employees are obliged to lock the door and hand over the keys to the porter's desk.
2. If the rooms are being cleaned after work, it is allowed to hand over the key to the cleaners, who hand over the keys to the porter after their job is finished.
3. It is forbidden to stay in the premises of the University after working hours, subject to paragraph 4.
4. In necessary situations when an employee remains in a room after working hours with the consent of his superior, he is obliged to inform the porter about this fact, and upon completion of work he hands over the key to the porter.
5. It is prohibited to leave the premises at the end of work, leaving the key in the door or in any other place not designated for that purpose, without the supervision of authorised persons.



## §6

### **Releasing and returning spare keys**

1. Spare keys located in the porter's offices in emergencies and emergency situations are used for quick entry into the affected area.
2. Spare keys to the premises are stored in individual porter's offices of the University buildings, in bags intended for this purpose in a permanently installed metal cassette. Bags with inscriptions and numbers should be laced and sealed.
3. The issuing of spare keys to authorised personnel may only take place in emergencies and emergency situations, e.g. in case of a fire, flooding, water and sewage failure.
4. The Rector, Vice-Rectors, Deans, Vice-Deans, Chancellors, Deputy Chancellors, Heads of organisational units, the Health and Safety Inspector, the Fire Protection Specialist, the porter, security officer and maintenance officer on duty are authorised to use the spare keys. The room is to be entered in the presence of at least two persons.
5. If you lose your key, you should immediately report it to your superior and to the porter. Immediately after they are notified, the head of the unit is obliged to apply to the Economic and Service Department for a new key. Until new keys are available, the head of the organisational unit may use the spare key.
6. Each time the fact of using the spare keys shall be stated in a protocol, a template of which is attached as Appendix 1 to this Order.

## §7

### **Rules of conduct in case of changing the locks in doors and names or numbers of the rooms**

In case of changing the locks, names and numbers of rooms, heads of organizational units are obliged:

- 1) to immediately hand over the spare keys to the porter's office for replacement, noting this fact in the book of released keys,
- 2) inform the fire protection specialist about the locks, names or numbers of rooms being changed, in order for him to update evacuation plans and descriptions in the Fire Control Centres.

## §8

### **The responsibility of Heads of Organizational Units**

The heads of the organisational units of the University shall be responsible for the implementation of this Order, and in particular for the following:

- 1) subordinate employees' compliance with the rules set out in this Order,
- 2) losses and damages caused by failure to comply with the rules of this Order,
- 3) drawing up a list of persons authorised to retrieve the keys,
- 4) handing over the spare keys to the porter's office.

### §9

Order no. 3/05 of the Rector dated 14.02.2005 on the implementation of the rules of storing, recording, using keys and spare keys for the storage, administration, laboratory rooms, the cash register and the didactic units of the University shall be repealed.

### §10

The Order shall enter into force on the date of signature.

The Rector

Adam Krętowski professor, Ph.D.

Appendix to Order no 48/2017 of the Rector of the MUB dated 28.07.2017.

Bialystok, .....

### Protocol

On ..... the spare keys to room number ..... in the building of ..... were used by the following persons:

(list the names of those using the keys)

- 
- 

The spare keys were used to (describe the exact purpose of using the keys):

.....  
.....

.....  
.....  
.....  
signatures of the persons

**Order no. 22/2018  
of the Rector of the Medical University of Bialystok  
dated 17.05.2018**

**on the introduction of Personal Data Protection Policy  
at the Medical University of Bialystok**

Pursuant to Article 24(2) of Regulation (EU) 2016/679 of the European Parliament and of the Council dated 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (OJ EU L 119, 04.05.2016) I order the following:

**§1**

I am introducing the Personal Data Protection Policy at the Medical University of Bialystok, which constitutes an appendix to this Order.

**§2**

On the date of entry into force of this Order:

- 1) the current Proxy for Personal Data Protection – Information Security Administrator becomes the Data Protection Inspector,
- 2) all agreements, projects, processes, internal legal acts related to the processing of personal data should be consulted with the Data Protection Inspector.

**§3**

1. Authorisations to process personal data issued before 25.05.2018 remain valid.
2. The confidentiality statement signed before 25.05.2018 remains valid.
3. Consents to the processing of personal data collected before 25.05.2018 remain valid as long as they meet the requirements of the General Data Protection Regulation – GDPR.

**§4**

For matters not covered by this policy, Regulation (EU) 2016/679 of the European Parliament and of the Council dated 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC applies.

**§5**

As of the date of entry into force of this Order, Order no. 36/16 of the Rector of the Medical University of Bialystok dated 29.06.2016 on the introduction of Personal Data Security Policy at the Medical University of Bialystok, Order no. 49/15 of the Rector of the Medical University of Bialystok dated 10.11.2015 on the protection of personal data processed at

the Medical University of Białystok and Order no. 70/16 of the Rector of the Medical University of Białystok dated 2.12.2016 on the introduction of changes to Order no. 49/15 are no longer valid.

### §6

On the date of entry into force of this Order, to the extent not covered by this policy, Order no. 52/15 of the Rector of the Medical University of Białystok dated 25.11.2015 on the introduction of the Regulations on the Protection of Personal Data at the Medical University of Białystok remains valid.

### §7

The Order shall enter into force on the date of signature, with effect from 25.05.2018.

The Rector

Adam Krętowski professor, Ph.D.

Appendix to the Order no. 22/2018 of the Rector of MUB dated 17.05.2018.

## **PERSONAL DATA PROTECTION POLICY AT THE MEDICAL UNIVERSITY OF BIALYSTOK**

This Personal Data Protection Policy is a document describing the principles of personal data protection applied by the Medical University of Bialystok in order to meet the requirements of Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation – the so called “GDPR”).

The Policy constitutes one of the organisational measures aimed at demonstrating that the processing of personal data is carried out in accordance with the above Regulation.

### **1. DEFINITIONS**

1. Personal data is any information relating to an identified or identifiable natural person. A person is considered to be directly or indirectly identifiable by reference to an identifier, such as a name, identification number, location data, an internet identifier or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person,
2. Processing of personal data is any automated or non-automated operation or set of operations which is performed upon or in sets of personal data and includes the collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, deletion or destruction of personal data,
3. data subject – any natural person who is the subject of the data processing,
4. The Personal Data Controller (ADO) – the Medical University of Bialystok, represented by the Rector – alone or together with others determines the purposes and methods of personal data processing,
5. The supervisory body/UODO – the President of the Personal Data Protection Office, an independent public body established by a Member State in accordance with Article 51 of the GDPR, monitoring the application of the data protection legislation,
6. restriction of processing – means the marking of stored personal data in order to limit their future processing,
7. pseudonymisation – processing of personal data in such a manner that they can no longer be attributed to a specific data subject without the use of additional information, provided that such additional information is kept separately and is subject to technical and organisational measures which make it impossible to attribute it to an identified or identifiable natural person,

8. the processing entity (processor) – a natural or legal person, public authority, entity or other body which processes personal data on behalf of the controller,
9. the recipient – a natural or legal person, public authority, entity or other body to whom personal data are disclosed, whether or not a third party,
10. a third party – a natural or legal person, public authority, entity or body other than the data subject, the controller, the processor or persons who, under the authority of the controller or the processor, may process personal data,
11. consent – any specific, concrete, conscious and unambiguous demonstration of the data subject's willingness to consent to the processing of personal data concerning him or her by way of a statement or other explicit confirmatory action,
12. IT system (system) – a set of cooperating devices, programs, information processing procedures and software tools used for data processing,
13. a security incident – a single event or series of events that creates a significant probability of disruption to the University's operations or may result in a loss of resources, reputation, reliability of security systems, as well as deviations from applicable security procedures, even if they do not lead to the aforementioned consequences,
14. personal data protection breach – security breach leading to accidental or unlawful destruction, loss, modification, unauthorized disclosure or unauthorized access to personal data transmitted, stored or otherwise processed,
15. special categories of data – personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership and genetic, biometric, health, sexuality or sexual orientation of an individual,
16. health-related data – personal data about the physical or mental health of an individual – including the use of health care services – revealing information about his/her health,
17. an international organisation – an organisation or its subordinate bodies governed by public international law, or any other body set up by, or on the basis of, an agreement between two or more States,
18. data protection in the design phase – the principle in accordance with which it is necessary to integrate privacy protection into the design itself, into the operation of its components and into the management of information technologies and systems throughout the information life cycle. In the case of ICT systems, this means embedding privacy protection both in the system architecture and in the business processes the system supports, e.g. by pseudonymising the data as soon as possible or allowing the data subject to monitor the data processing,
19. data protection as a default option – a principle which should be understood as a postulate to include privacy safeguards as far-reaching as possible in the initial settings of each system. By default, i.e. without the necessity of any data subjects' activity – and at the crucial moment of the user joining the system. Moreover, by default, only those data which are necessary to achieve the purpose for which they were collected should be processed,
20. anonymisation – change of personal data, as a result of which the data lose its character of personal data,

21. assessment of the effects of data protection – is a process carried out by the Controller, if required by the applicable law, prior to the processing, where there is a likelihood of a high risk to the rights and freedoms of individuals as a type of processing of personal data and occurring with the use of new technologies, taking into account the nature, scope, context and purposes of the processing. This process must assess the impact of the planned processing operations on the protection of personal data,
22. profiling – is any form of automated processing of personal data which involves the use of personal data to evaluate certain personal factors of an individual, in particular to analyse or forecast aspects relating to that individual’s performance, economic situation, health, personal preferences, interests, reliability, behaviour, location or movement.

## **2. PROCESSING OPERATIONS REGISTER**

1. The register of processing operations is kept by the Inspector for Personal Data Protection pursuant to Article 30(1) of the GDPR.
2. The register takes into account all the activities of processing personal data by the University as a data controller.
3. The register of processing operations is updated on an ongoing basis on the basis of information provided to the Inspector for Personal Data Protection by managers of the organisational units of the University.
4. A template of the register of processing operations is attached as Appendix no. 1 to this policy.

## **3. REGISTER OF THE CATEGORIES OF PROCESSING OPERATIONS – THE PROCESSING ENTITY**

1. The register of categories of processing operations is kept by the Inspector for Personal Data Protection pursuant to Article 30(2) of the GDPR.
2. The register includes all categories of personal data processing operations carried out by the University as a processing entity, i.e. entrusted to the University for processing by other entities.
3. The register is updated on an ongoing basis on the basis of information provided to the Inspector for Personal Data Protection by the managers of the organisational units of the University.
4. A template for the register of categories of processing operations is attached as Appendix no. 2 to this policy.

## **4. INFORMATION TO BE PROVIDED WHEN DATA IS COLLECTED FROM THE DATA SUBJECT**

1. Pursuant to Article 13 of the GDPR, all persons from whom personal data are collected at a higher education institution, in particular employees, applicants for employment, students, doctoral students, applicants for admission to degree programmes, contractors,



counterparties who are natural persons and other persons from whom the University collects data shall be subject to the so-called information obligation.

2. A template for the information clause is attached as Appendix no. 3 to this policy.

## **5. AUTHORISATIONS TO PROCESS PERSONAL DATA**

1. Each person at the University processes data only on the instruction (authorization) of the controller.
2. Each authorised person should sign a declaration regarding keeping the personal data confidential.
3. Every person who has access to the premises when performing operations commissioned in the area of personal data processing (cleaning the premises, maintenance of infrastructure located in the area of personal data processing, equipment service) should sign a confidentiality statement.
4. The procedure for granting authorisations to process data, together with the templates of: the authorisation, declarations and records of authorised persons is attached as Appendix no. 4 to this Policy.
5. Every employee should be familiar with the rules for data protection. The training materials are attached as Appendix no. 5 to the policy.

## **6. PERSONAL DATA ENTRUSTMENT AGREEMENTS**

1. The University and the processing entities shall conclude agreements of entrustment in accordance with Article 28 of the GDPR.
2. In addition to contracts, agreements, etc. that are related to the entrustment of personal data to external entities, the head of the organizational unit prepares a personal data entrustment agreement.
3. A template of the entrustment agreement is attached as Appendix no. 6 to the Policy.
4. The list of processing entities is kept in Appendix no. 7 Register of entrustment agreements.
5. It is allowed not to conclude separate agreements of entrustment or confidentiality agreements if all necessary provisions concerning the issue of entrustment of personal data are included in the contract, agreement etc. with the entity.

## **7. INCIDENT HANDLING INSTRUCTIONS**

1. The instruction deals with vulnerabilities and incidents that threaten the security of personal data and describes how to respond to them. Its aim is to minimize the effects of security incidents and reduce the risk of future threats and incidents.
2. Each employee shall be required to report finding a vulnerability or incident to their superior and to the Inspector for Personal Data Protection.
3. Typical vulnerabilities to personal data security include:
  - a) inadequate physical protection of rooms, equipment and documents,

- b) inadequate protection of IT hardware and software against breach, theft and loss of personal data,
  - c) failure by employees to comply with data protection rules.
4. Typical personal data security incidents include:
- a) external random events (fire at the facility/room, flooding, loss of power supply, loss of communication),
  - b) internal random events (server, computer, hard drive, software failures, IT specialists' or users' errors, data loss / misplacement),
  - c) intentional incidents (hacking into an IT system or the premises, theft of data/equipment, information leakage, disclosure of data to unauthorised persons, deliberate destruction of documents/data, viruses and other malware).
5. If an incident is found to have occurred, the Inspector for Personal Data Protection shall conduct an investigation during which he shall:
- a) determine the scope and causes of the incident and its possible consequences,
  - b) initiate possible disciplinary action,
  - c) work to restore the organisation's operations after the incident has occurred,
  - d) recommend preventive actions aimed at eliminating similar incidents in the future or reducing losses when they occur.
6. The controller shall document breaches of personal data protection in the register, constituting Appendix no. 8 to the Policy.
7. In the case of a personal data breach resulting in a risk of infringement of the rights or freedoms of natural persons, the controller shall, without undue delay – as far as possible, not later than 72 hours after discovering the breach – report it to the Personal Data Protection Office.

## 8. AUDITS

1. According to Article 32 of the GDPR, the controller should regularly test, measure and evaluate the effectiveness of the technical and organisational measures to ensure the security of processing.
2. The purpose of the internal audits is to assess whether the personal data protection system is effectively implemented and functions in accordance with the requirements of the GDPR.
3. The IOD is responsible for planning and conducting internal audits.
4. The IOD draws up audit programmes taking into account the importance of processing operations and areas audited, as well as the results of previous audits. It shall specify the criteria for the audit, its purpose, scope and, possibly, methods.
5. The auditor carries out audit activities aimed at obtaining objective evidence confirming the correctness of the performed tasks, procedures, policies, safeguards, objectives and meeting the requirements of the GDPR.
6. If weaknesses are found which affect the effectiveness of the data protection system in accordance with the GDPR, the auditor shall identify the so-called weaknesses or observations.

7. The result of the audit is documented by the auditor and communicated to the Controller.
8. The IOD decides to initiate corrective action in the event of the occurrence of serious misconduct.

## **9. RISK ANALYSIS**

The risk analysis is carried out in order to secure personal data adequately to the identified threats resulting from accidental or unlawful destruction, loss, modification, unauthorized disclosure or unauthorized access to personal data. At the University, the risk analysis in the area of information security is carried out once a year using the principles set out in the Rector's Order no. 11/11 of 7.3.2011 on establishing the principles of managerial control in the MUB. Wherever the Controller decides to reduce the risk, he shall set a list of securities to be implemented, a deadline for implementation and responsible persons.

## **10. DATA PROTECTION EFFECTS ASSESSMENT AND PRIOR CONSULTATION**

1. The controller shall, prior to the start of data processing, assess the data effects of planned processing operations on data protection where a given type of processing – in particular one using new technologies – is likely, by its nature, its scope, its context and its purposes, to present a high risk of violating the rights or freedoms of the data subjects. For similar data processing operations involving similar high risks, a single assessment may be carried out.
2. When carrying out the data protection impact assessment, the controller shall consult the Inspector for Personal Data Protection.

## **11. LIST OF SECURITIES**

In order to protect personal data at the University, physical, organizational and technical safeguards are applied, which are specified in separate regulations.

**TEMPLATE OF THE DATA CONTROLLER’S REGISTER  
OF PROCESSING OPERATIONS pursuant to art. 30(1) of the GDPR**

**Name and contact details of the controller:**

Medical University of Białystok, ul. Kilińskiego 1, 15-089 Białystok, represented by the Rector

**Data Protection Officer’s contact details:**

.....

Description of categories of persons, who are data subjects	
Name of the processing operation	
Description of categories of personal data	
Processing objectives	
Categories of recipients to whom personal data have been or will be disclosed	
Categories of recipients in third countries or international organisations	
Name of the third country or international organisation where transfers of personal data occur	
Planned deadlines for deletion for individual data categories	
A general description of the technical and organisational security measures referred to in art. 32(1).	

**TEMPLATE OF THE REGISTER OF PROCESSING OPERATIONS  
HELD BY A PROCESSING ENTITY pursuant to Article 30(2) of the GDPR**

**Data Protection Officer’s contact details**

.....

Processing entity’s name and contact details	
Name and contact details of the controller on whose behalf the processing entity is acting	
Description of the categories of processing executed on behalf of the controller	
Categories of recipients in third countries or in international organisations	
Name of the third country or international organisation where transfers of personal data occur	
A general description of the technical and organisational security measures referred to in art. 32(1).	

## TEMPLATE OF INFORMATION CLAUSE

According to Article 13 of the General Data Protection Regulation of 27 April 2016. (OJ EU L 119 of 04.05.2016) I inform you that:

1. The controller of Personal Data is the Medical University of Białystok with its registered seat at ul. Kilińskiego 1, 15-089 Białystok, represented by the Rector,
2. Contact details for the Data Protection Inspector at the Medical University of Białystok – e-mail address: emilia.minasz@umb.edu.pl,
3. Your personal data will be processed for the purpose of */ enter the purpose/* based on
4. Article 6(1) ( *a*), ( *b*), ( *c*), ( *d*), ( *e*), ( *f*) */select as appropriate/\*-* of the General Data Protection Regulation of 27 April 2016.  
*\*\* where (f) is selected list the legitimate interests*  
*\*\*\* The recipients of your personal data will be (provide names of the recipients or category of recipients),*
5. Your personal data will be kept for a period of .... *days/years*,
6. you have the right to: demand access to your personal data from the Data Controller, the right to rectify, erase or limit their processing, the right to object to the processing, and the right to transfer the data
7. *you have the right to withdraw your consent at any time – /applies only if Article 6(1)(a) has been entered in point 3), i.e. when data is processed on the basis of the person's consent/*
8. *We intend to transfer your personal data to a third country or international organisation – /where applicable/,*
9. *\*\*\*\* Your personal data will be subject to automated decision making, including profiling /where applicable/,*
10. you have the right to lodge a complaint with the President of the Personal Data Protection Office if it is justified that your personal data is being processed by the Data Controller contrary to the General Data Protection Regulation of 27 April 2016.
11. the provision of personal data is *\*\*\*\*\*voluntary* but necessary to achieve the purpose of the processing */obligatory by law /provide the legal provision/.*

explanations:

*\*Art. 6(1) Processing is lawful only if, and to the extent that, one or more of the following conditions are met:*

*(a) the data subject has consented to the processing of his/her personal data for one or more specified purposes.*

*(b) processing is necessary for the performance of a contract to which the data subject is party or to take action at the request of the data subject before the contract is concluded;*

*(c) processing is necessary to fulfil a legal obligation on the controller;*

*(d) processing is necessary to protect the vital interests of the data subject or of another individual;*

*(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of public authority vested in the controller;*

*(f) processing is necessary for the purposes of legitimate interests pursued by the controller or by a third party, except where the interests or fundamental rights and freedoms of the data subject requiring the protection of personal data, in particular where the data subject is a child, override those interests. The first paragraph of letter f( shall not apply to processing carried out by public authorities in the performance of their tasks.*

*\*\* where (f) is selected list the legitimate interests*

*\*\*\* “recipient” means a natural or legal person, public authority, body or other entity to whom personal data are disclosed, whether or not a third party.*

*However, public bodies which may receive personal data in the framework of a specific lawful procedure are not considered as recipients; the processing of these data by these public bodies must comply with the data protection rules applicable to the purposes of the processing; “third party” means any natural or legal person, public authority, entity or body other than the data subject, the controller, the processor or persons who, under the authority of the controller or the processor, may process personal data;*

*\*\*\*\* “profiling” means any form of automated processing of personal data which involves the use of personal data to evaluate certain personal factors of an individual, in particular to analyse or forecast aspects relating to that individual’s performance, economic situation, health, personal preferences, interests, reliability, behaviour, location or movement;*

*\*\*\*\*\* choose correctly, if you choose by law, provide the provision*

## PROCEDURE FOR GRANTING AUTHORISATION TO PROCESS PERSONAL DATA AT THE MEDICAL UNIVERSITY OF BIALYSTOK

### §1

1. The process of granting authorisations shall take place in electronic form in the EZD system, subject to paragraph 2.
2. In cases where a printed version is required, the case may be dealt with in printed version.
3. The template of an authorization to process personal data is attached as Appendix no. 1 to the procedure, subject to §2 para. 5.
4. Authorisation to process personal data shall be granted in the following cases:
  - 1) hiring new employees,
  - 2) switching from one job to another, which is connected with a change in the scope of authorizations,
  - 3) changing the place of work to another organisational unit, which is connected with a change in the scope of authority,
  - 4) appointing an employee to join a project team/commission etc. whose work involves the processing of personal data.

### §2

1. Authorisations for administrative staff shall be prepared by their superiors.
2. Authorizations for employees of research and teaching units and employees employed in independent positions at the University shall be prepared by the Head of the Employee Affairs Department or a designated employee, on the basis of a motion by the superior of the employee being employed.
3. The scope of the authorisation must be consistent with the scope of the activities carried out by the employee.
4. Authorisations to process personal data within the framework of projects carried out by organisational units of the University shall be prepared by employees of such units.
5. Where the project specifies a template of authorisation, the authorisation shall be issued according to a specific template.
6. Authorization to process data for persons appointed at the University for committees, teams, etc., whose work is related to the processing of personal data are prepared by persons dealing with the organizational support of these committees, teams.
7. Authorisations to process personal data are accepted/signed by the Rector or a person authorised by the Rector.
8. Employees who prepare the authorizations, provide the authorization with a case number, submit for approval/signature of the Rector or authorized person, keep the authorizations and archive them.



9. The employees referred to in paragraphs 4 and 6 of this paragraph shall keep records of authorised persons.

### §3

The register of persons authorised to process personal data after 25.05.2018 shall be kept by the Inspector for Personal Data Protection, with the exception of registers within the framework of implemented projects and within the framework of commissions/teams appointed, which are located in relevant units.

### §4

1. Before starting to process the data, each employee shall acquaint themselves with the data protection regulations of the MUB. The training materials are made available to the employee in the Employee Affairs Department.
2. Every person authorized to process personal data at the time of signing an employment contract also signs a declaration of confidentiality of personal data (Appendix 2 or Appendix 3 to the procedure) in the Employee Affairs Department. The statement shall be kept in the employee's personal file.

### §5

1. Authorizations expire upon termination of employment at the Medical University of Białystok. The date of cessation of employment shall be communicated by the head of the Employee Affairs Department or an authorised person to the Inspector for Personal Data Protection or a competent unit in order for it to be noted in the register, subject to paragraph 2.
2. Authorizations are valid until the date of cancellation. The process for revoking authorisation is the same as for granting an authorisation.

### §6

1. Authorisations to process personal data granted before 25.05.2018 and declarations signed before 25.05.2018 shall remain valid and can be found at the Data Protection Inspector's Office.
2. The register of persons authorised to process personal data before 25.05.2018 is kept by the Inspector for Personal Data Protection.

Appendices to the procedure:

1. A template of the authorisation to process personal data
2. A Declaration of confidentiality - data processors
3. A Declaration of confidentiality - persons having access to the premises where the data are stored
4. A template of the register of authorised persons

**AGREEMENT OF ENTRUSTMENT OF PERSONAL DATA PROCESSING,  
HEREINAFTER REFERRED TO AS ‘THE AGREEMENT’  
CONCLUDED IN BIALYSTOK ON .....**

by and between:

The Medical University of Białystok, ul. Kilińskiego 1, 15 – 089 Białystok, hereinafter referred to as the „Data controller” represented by .....

and  
..... hereinafter referred to as „Processing entity”

## §1

### The subject matter, scope and purpose of data processing

1. The subject matter of the agreement is the entrusting of personal data for processing by the Medical University of Białystok to the Processing entity, pursuant to Article 28 of the General Data Protection Regulation of 27 April 2016. (hereinafter referred to as the “Regulation”) under the terms and for the purpose set out in this Agreement.
2. The Processing entity shall process the data entrusted based on the agreement solely for the purpose of ..... (*\*the aim for data processing is to be provided*) e.g. *the execution of the agreement dated ..... no. .... data entrusted based on an agreement*  
*\*employees, students or other to be listed*  
*\*ordinary data and/or special categories of data*  
*\*to the extent necessary for the performance of the agreement or to be listed e.g. name, surname, PESEL number, etc.)*  
in accordance with this agreement, the Regulation and other provisions of common law that protect the rights of data subjects.
3. The following processing activities may be carried out on entrusted personal data:  
*\*if you can specify, list particular actions*

## §2

### The processing entity’s obligations

1. The processing entity undertakes, when processing the entrusted personal data, to secure them by applying appropriate technical and organizational measures ensuring an adequate level of security corresponding to the risks associated with the processing of personal data referred to in art. 32 of the Regulation.
2. The processing entity undertakes to exercise due diligence in the processing the personal data entrusted to it.

3. The processing entity undertakes to authorise the processing of personal data to all persons who will process the entrusted data for the purpose of implementing this agreement.
4. The processing entity undertakes to ensure that the processed data are kept secret and to ensure the ways of securing them by persons who authorise the processing of personal data for the purpose of this agreement, both during their employment with the processing entity and after its termination.
5. The processing entity declares that due to the obligation to keep the data secret, the data shall not be used, disclosed or made available without the written consent of the Data Controller for any purpose other than the performance of the agreement, unless the necessity to disclose the information possessed results from the applicable law.
6. The processing entity undertakes to protect the entrusted data against unauthorised or unlawful processing (destruction, loss, modification, unauthorized disclosure or unauthorized access to personal data transmitted, stored or otherwise processed) by appropriate technical or organisational means.
7. The processing entity undertakes to assist the Controller to the extent necessary to fulfil the obligations of responding to the requests of the data subject and to fulfil the obligations set out in Articles 32-36 of the Regulation.

### §3

#### Notification of infringements

1. The processing entity undertakes to notify the data controller without undue delay, not later than within 24 hours, of any breach of personal data protection.
2. The information provided to the Data Controller should include at least:
  - a) a description of the nature of the breach and, as far as possible, an indication of the category and approximate number of persons whose data were breached and the quantity/type of data concerned,
  - b) a description of the possible consequences of the infringement,
  - c) a description of the measures taken or proposed to be taken by the processing entity to remedy the breach, including minimising its adverse effects.

### §4

#### Right to control

1. The data controller, in accordance with art. 28 (3) (h) of the Regulation, has the right to control whether the measures applied by the processing entity in processing and securing the entrusted personal data meet the provisions of the agreement.
2. The controller shall exercise the right of control during the processing entity's working hours and with a minimum of 7 days' notice to the processing entity.
3. The processing entity shall make available to the controller all information necessary to demonstrate compliance with the obligations set out in Article 28 of the Regulation and allow the controller or an auditor authorised by the controller to carry out audits.

4. The processing entity undertakes to rectify the deficiencies found during the inspection within a period indicated by the Controller not longer than 7 days.

## §5

### Further entrustment of data for processing

1. The processing entity may entrust personal data covered by this agreement to subcontractors for further processing only for the purpose of performing the agreement with the prior written consent of the Data Controller.
2. The transfer of entrusted data to a third country may only take place on written instructions from the controller, unless such an obligation is imposed on the processing entity by Union law or the law of the Member State to which the processing entity is subject. In such a case, prior to the start of processing, the processing entity shall inform the controller of this legal obligation, unless such information is prohibited by law for reasons of substantial public interest.
3. The subcontractors referred to in §5 para. 1 of the agreement shall fulfil the same guarantees and obligations as those imposed on the processing entity in this agreement.
4. The processing entity shall be fully liable to the Controller for failure to comply with the data protection obligations of the subcontractor.

## § 6

### Processing entity's responsibility

1. The processing entity shall be responsible for providing access to or using personal data contrary to the content of the agreement, and in particular for providing access to personal data entrusted for processing to unauthorised persons.
2. The Processing entity undertakes to immediately inform the Controller of any proceedings, in particular administrative or judicial proceedings, concerning the processing of personal data entrusted by the Controller, specified in the agreement, of any administrative decision or ruling concerning the processing of such data, addressed to the Processing entity, as well as of any planned, if known, or performed controls and inspections concerning the processing of such personal data at the Processing entity.

## §7

### Duration of the agreement

#### Termination of the agreement

1. This agreement is valid from the date of its conclusion for an *indefinite/finite period\* from .... to....* .
2. Either party may terminate this Agreement by giving one month's notice.
3. The controller may terminate this agreement with immediate effect when the processing entity:
  - a) despite his undertaking to remedy the deficiencies found during the audit, fails to remedy them within the time limit set;

- b) processes personal data in a manner inconsistent with the agreement;
  - c) entrusted the processing of personal data to another entity without the consent of the Data Controller.
4. The processing entity is entitled to process the entrusted data until the expiry or termination of the agreement.
  5. Within 14 days of the termination of the agreement, the processing entity is obliged to *\*remove/return* entrusted data, from all carriers, programs, applications, including copies, unless the obligation to further process them results from separate legal regulations.

## §8

### Final provisions

1. The Agreement has been drawn up in two identical copies, one for each party.
2. In matters not regulated herein, the provisions of generally applicable law, including the Regulation, shall apply.
3. Any changes to the agreement must be made in writing under pain of nullity.

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Data controller

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Processing entity

\* choose as applicable

**TEMPLATE OF THE ENTRUSTMENT CONTRACTS REGISTER**

No.	Name of the controller	Entrustment contract number	Category of data subjects	Scope of processing activities

**PERSONAL DATA BREACHES  
AND DATA SECURITY INCIDENTS REGISTER**

No.	Description	The source and date of notification	Corrective actions	The commencement and completion date for the activities	The person responsible for execution	Preventive actions for the future

**Order no. 67/2018 of the  
Rector of the Medical University of Bialystok  
dated 5 November 2018**

**on the introduction of risk assessment principles in personal data protection  
at the Medical University of Bialystok**

On the basis of Articles 24, 25, 32 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ EU L 119 dated 04.05.2016) hereinafter referred to as the 'GDPR', I order the following:

**§1**

1. I am introducing the principles of risk assessment in personal data protection at the Medical University of Bialystok.
2. Owners of processing processes, in particular managers of organizational units of administration, managers of tasks in projects, processing personal data, make an estimation of risk in the area of personal data processing.
3. Risk assessment in personal data protection is made at least once a year.

**§2**

These principles describe how to perform a risk analysis to secure personal data in accordance with the identified risks resulting from accidental or unlawful destruction, loss, modification, unauthorized disclosure or unauthorized access to personal data.

**§3**

1. Definitions:
  - 1) assets – are the resources used by the Medical University of Bialystok to process personal data,
  - 2) personal data breach (incident) – is a security breach leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure or unauthorized access to personal data transmitted, stored or otherwise processed,
  - 3) a threat – a potential breach (potential incident),
  - 4) probability – a chance for the occurrence of a threat,
  - 5) risk – the probability that a specific threat will occur and cause loss or destruction of resources,
  - 6) effect – undesirable effects on processed data as well as the rights and freedoms of data subjects,
  - 7) security – is a measure that modifies the risk of a security breach,



- 8) data confidentiality – property to ensure that data is not accessible to unauthorised persons/entities,
  - 9) data integrity – a property that ensures that data has not been altered or destroyed in an unauthorised manner,
  - 10) data availability – unlimited possibility of using the data by authorized persons.
2. The aim of risk assessment:
- 1) risk assessment shall be carried out to assess the risks for personal data processed and to safeguard personal data in accordance with identified risks resulting from accidental or unlawful destruction, loss, alteration, unauthorized disclosure or unauthorized access to personal data,
  - 2) the risk assessment shall be based on confidentiality, integrity and availability of data,
  - 3) when assessing data security risks, account shall be taken of the risks associated with the processing of personal data – such as accidental or unlawful destruction, loss, alteration, unauthorized disclosure or unauthorized access to personal data transmitted, stored or otherwise processed – and those which may, in particular, result in physical, material or non-material damage,
  - 4) the result of the risk analysis indicates what physical, IT and organisational measures should be taken to minimise the risk and ensure an appropriate level of security corresponding to the risk. Such measures should ensure an adequate level of security and take into account the condition of technical know-how and the costs of their implementation in relation to the risks and nature of the personal data to be protected. An adequate degree of security guarantees that the fundamental rights and freedoms of the individuals whose data we process are properly protected,
  - 5) risk assessment is made in relation to operations (processing activities) e.g. recruitment of staff, admission of students, provision of financial assistance to students, applying for funds from the ZFŚS, etc. or in relation to data sets e.g. data sets relating to students, doctoral students, etc,
  - 6) risk assessment is a cyclical and continuous process.

### 3. The method for risk analysis

The method of risk analysis is presented in the table below:

Type of data or data set processing operation	Assets (resources) Appendix no. 1	Security measures applied Appendix no. 5	Identified hazard Appendix no. 2	Effect of the infringement (E) Appendix no. 4	Probability (P) (from 1 to 4) Appendix no. 3	Risk level according to the risk map (R) $R = P * E$ Appendix no. 6 (from 1 to 16 – low to high)

- 1) we estimate the risk at the University taking into account the assets (resources) to be protected and the threats to the confidentiality, integrity and availability of these resources,
- 2) the catalogue of assets (resources) is attached as Appendix 1 to the Order,
- 3) the catalogue of potential risks is attached as Appendix 2 to the Order,
- 4) the catalogue of security measures is attached as Appendix 5 to the Order ,
- 5) the likelihood and seriousness of the risk of infringement of the rights or freedoms of the data subject should be determined by reference to the nature, scope, context and purposes of the processing,
- 6) the risk should be assessed on the basis of an objective assessment of whether the processing operations involve very high, high, medium or low risk,
- 7) the risk assessment should take into account:
  - a) the type of data (ordinary data or special categories of so-called sensitive data),
  - b) the scale of processed data (large resources, small resources),
  - c) the use of subcontractors' services,
  - d) the transfer of data to third countries.

The processing of special categories of data in large numbers and the transfer of data to third countries significantly increase the risk.
- 8) when assessing risks, it should be analysed whether breaches of the rights or freedoms of persons, with varying degrees of probability and seriousness of the risks, may result from the processing of personal data which may lead to physical harm or material or non-material damage, in particular: if the processing may result in discrimination, identity theft or fraud, financial loss, damage to reputation, violation of the confidentiality of personal data protected by professional secrecy, unauthorised reversal of pseudonymisation or any other substantial economic or social harm,
- 9) the risk calculation for hazards includes:

- a) determining the probability (P) of occurrence of particular hazards in the set or the processing process. The scale of probability of the occurrence of the threat is specified in Appendix 3 to the Order ,
  - b) determining the effects (E) of a breach, including financial loss, loss of reputation, sanctions/penal consequences. The level and description of possible effects is attached as Appendix no. 4 to the Order,
  - c) calculation of the Risk Level (R) according to the risk map for all hazards and their effects according to the formula:  $R = P * E$ . The risk map is attached as Appendix no. 6 to the Order,
- 10) further handling of the risks:
- If the level of risk is defined as high or very high, a risk management plan should be drawn up – securing measures should be defined. A template of the risk management plan is attached as Appendix 7 to the Order.
- The following steps can be taken to reduce the level of risk:
- risk avoidance – elimination of risky activities, e.g. by modifying procedures to eliminate potentially dangerous situations,
  - risk reduction – application of safeguards to reduce risk,
  - transfer of risk, e.g. by entrusting processing operations to external entities.
4. The risk analysis is carried out periodically, at least once a year or after significant changes in data processing (e.g. processing of new sets/categories of people, implementation of new processing processes, legal changes).

#### §4

The Order shall enter into force on the date of signature.

The Rector

Adam Krętowski professor, Ph.D.

## CATALOGUE OF ASSETS – resources

### INFORMATION

- personal data
- access data (logins, passwords, PIN numbers)
- security data (encryption keys, certificates)
- system logs
- technical documentation
- security policies
- replacement procedures
- contracts

### PROGRAMS AND OPERATING SYSTEMS - SOFTWARE

- operating systems
- utility software - e.g. office packages
- service servers (www, e-mail, file servers, databases)
- administrative software (inventory, monitoring, backup)
- drivers
- firmware
- websites and web applications
- self-developed software

### EQUIPMENT

- servers
- workstations
- laptops
- monitors
- tablets
- smartphones
- printers
- scanners
- shredders

### TELECOMMUNICATIONS

- call centres
- voip centers
- client devices (telephones, fax machines, modems)
- circuits (e.g. Internet)

## **DATA CARRIERS**

- electronic data storage carriers, e.g. a flash drive
- paperwork

## **THE NETWORK**

- networking services
- cables
- active devices (e.g. switches, routers)
- network systems (e.g. firewalls, proxies)

## **INFRASTRUCTURE - PROTECTED AREAS**

- server rooms
- network distribution points
- data storage and processing points (electronic and printed ones)
- communications channels
- switchboards
- monitoring stations

## **SUPPORTING EQUIPMENT**

- air conditioners
- emergency power supplies and generators
- environmental monitoring (temperature, flood, smoke, etc. monitoring)
- automatic extinguishing systems
- video surveillance (cameras, DVRs)
- alarm systems
- access control systems

## **EMPLOYEES AND ASSOCIATES - STAFF**

- competences
- experience
- know-how

## **SUPPLIERS**

- of software
- of cloud services
- of internet services (hosting, dns, e-mail)
- of circuits
- of maintenance and warranty services
- of technical support
- of staff

## CATALOGUE OF POTENTIAL RISKS

### PHYSICAL DAMAGE

- Fire
- Flooding
- Pollution
- A serious accident
- A construction disaster
- Destruction of devices or carriers
- An explosion of a bomb or an explosive
- Dust, corrosion, cooling

### NATURAL PHENOMENA

- Climatic phenomena - lightning discharges
- Climatic phenomena - storms, tempests
- Climatic phenomena - heat waves
- Climatic phenomena - low temperatures
- Flood

### LOSS OF ESSENTIAL SERVICES

- Failure of the air conditioning system or water supply system
- Power supply failure

### INFORMATION SECURITY BREACH

- The use of spyware
- Spying, bugging
- Terrorism
- Vandalism
- Theft of carriers, documents, devices
- Loss of devices, carriers or documents
- The use of wrongly destroyed carriers
- Disclosure
- Unauthorised access/insight
- Unauthorised copying of data
- Manipulating a device
- Software forgery

### **TECHNICAL FAILURES**

- Equipment failure
- Malfunction of equipment
- Software malfunctions

### **UNAUTHORIZED ACTIONS**

- Unauthorised use of equipment
- Unauthorised copying of software
- Use of a fake program, application
- Data distortion
- Illegal data processing

### **FUNCTIONAL SECURITY BREACH**

- User error
- Violation of rights
- Falsification of rights
- Refusal to act
- Violation of staff availability
- Disease of important persons

### **OTHER**

- ignorance of data protection regulations
- lack of procedures
- non-compliance with procedures by employees
- no password change forced
- lack of passwords
- easy, standard passwords
- no screensavers

Appendix no. 3 to Order no. 67/2018 dated 5.11.2018.

**SCALE OF THREAT PROBABILITY**

THE PROBABILITY	THE LEVEL	THE DESCRIPTION
VERY HIGH	4	Event almost certain
HIGH	3	Possible event
MEDIUM	2	The event is unlikely to occur
LOW	1	Event almost impossible



**DETERMINATION OF THE LEVEL AND DESCRIPTION OF EFFECTS**

EFFECT	LEVEL	DESCRIPTION
VERY HIGH	4	Continued operation endangered, drastically disrupts or prevents operation Serious legal liability Serious financial responsibility, including fines Negative national media coverage Substantial or irreversible consequences for the data subjects
HIGH	3	May significantly disrupt the work, having a serious impact on the operation Legal liability is possible Average financial responsibility, including fines Negative local media coverage Significant consequences for the data subjects but possible to be solved with many difficulties
MEDIUM	2	Short term, serious impact on the operation may disrupt the work, but the work can be restored with easily accessible means Low financial responsibility, no or very low financial penalties are likely to occur Minor consequences for data subjects and easy to resolve
LOW	1	No major impact on operation, tasks can still be carried out Data subjects are not affected

## SECURITY CATALOGUE

### Organizational and legal safeguards:

#### Internal regulations

Personal data protection policy, IT system management manual and others.

Persons employed in the processing of personal data are obliged to keep it secret. The persons employed in data processing are familiar with the data protection regulations and sign a relevant confidentiality statement.

#### Familiarising employees with data protection rules

Internal training, information on the website, sending information via e-mail, individual meetings.

#### Agreements

Entrustment agreements.

Repair procedures in external services: included in the IT System Management Manual.

#### Audits

Audits carried out by the Data Protection Inspector in the University's organizational units.

#### Penetration tests

Performing tests to detect vulnerabilities, e.g. through controlled attacks.

#### Restoration procedures in case of an incident

Operation continuity plan described in the IT System Management Manual.

### Physical security

#### Keys policy

Regulated by the Rector's Order on the principles of handling keys to premises in buildings at the Medical University of Białystok, in particular as regards the control of spare keys, prohibition of unauthorized access, control of the release of keys, control of key storage.

#### Access to equipment

Restricted access to computers, printers, photocopiers for unauthorised persons, unless in the presence of an authorised person.

Protection of access to office premises and archives

Access restriction: Lockable door.

Security of access to the server room: lockable door, coded entrance.

Documentation security in the rooms: closed non-metal cabinets, closed metal cabinets, lockable desks, safe, key boxes.

Alarm systems / intrusion protection: an alarm system, bars, shutters.

Physical protection of the facility / premises: self-protection, security company.

Access zones: Organisation of restricted access areas.

**Technical security**

Access control system: Entry card system, concierge's office.

Fire protection system: system in the facility, server room extinguishing system, fire extinguishers.

Environmental monitoring: in the archive – hygrometers, water sensor, air dehumidifier; in the server room – temperature sensor, notification of alerts via e-mail.

Air conditioning: air conditioning in the server room.

Video surveillance: Video surveillance within an facility and its surroundings.

UPS systems / power generators: A UPS system was used to support the server power supply, a UPS on key elements of the IT system.

**IT security**

- anti-virus and anti-spam systems,
- proxy servers and filter gates,
- firewall systems,
- encryption,
- system updates,
- backup and archiving,
- operation accountability,
- handling the carriers,
- securing users' work: Internet usage procedure, E-mail usage procedure, security: password-protected screensavers activated in case of user inactivity, confidential monitor settings,

- destruction of carriers: shredders,
- management of authorizations: Authorization management procedure,
- authentication: Password policy, security: password length, change frequency, forced change,
- sending personal data of special categories via e-mail outside the University in encrypted form (the decryption code should be provided separately),
- secure data carriers (laptops, USB flash drives) with personal data taken outside the University, e.g. encrypted.

**RISK MAP**

Risk value (R)

Probability of occurrence (P)

Effect (E)

$R = P * E$

			The result			
			Low (L)	Average (A)	High (H)	Very high (VH)
			1	2	3	4
Probability	Low (L)	1	L	L	A	H
	Average (A)	2	L	A	A	H
	High (H)	3	A	A	H	VH
	Very high (VH)	4	A	H	VH	VH

Low risk - acceptable

Medium risk - we can accept or reduce

High and very high risk - we do not accept, we reduce

Appendix no. 7 to Order no. 67/2018 dated 5.11.2018.

**RISK MANAGEMENT PLAN**

The threat (the risk to be reduced)	The determination of actions – the security to be implemented	The person responsible for executing the plan	The deadline for the execution of the plan

# **RULES FOR THE PROTECTION OF PERSONAL DATA IN SCIENTIFIC RESEARCH CONDUCTED AT THE MEDICAL UNIVERSITY OF BIALYSTOK**

The purpose of developing these rules is to ensure the proper application of the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (the so-called General Data Protection Regulation, hereinafter referred to as GDPR).

## **§1**

1. The Data Controller should be understood as the Medical University of Bialystok, represented by the Rector, who alone or jointly with others determines the purposes and means of processing personal data.
2. Specific categories of data shall be understood to mean genetic data, health data, biometric data, data concerning sexuality or sexual orientation, personal data revealing an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs.
3. The principle of data minimisation means processing only data which are adequate, relevant and limited to what is necessary for the purposes of the processing.
4. Pseudonymisation means processing personal data in such a way that they can no longer be attributed to a particular data subject without the use of additional information, provided that such additional information is kept separately and is subject to technical and organisational measures which make it impossible for them to be attributed to an identified or identifiable natural person.

## §2

1. These rules apply to the processing of personal data obtained in scientific research conducted by the Medical University of Białystok, the controller of which is the Medical University of Białystok.
2. To the extent necessary for the conduct of scientific research by the University it is allowed to process personal data of special categories.
3. These data protection principles do not apply to anonymous information, i.e. information which does not relate to an identified or identifiable natural person, or to personal data anonymised in such a way that the data subjects are not or are no longer identifiable at all.

## §3

1. In case of obtaining personal data for the purposes of scientific research, the University is obliged to fulfil the information obligation towards the research participant. A template of the information clause is attached as Appendix 1 to these rules.
2. The research participant signs a consent to the processing of his or her personal data for the purpose of the research, a template of which is attached as Appendix 2 to these rules.
3. The processing of personal data for the purpose of scientific research shall be subject to adequate safeguards for the rights and freedoms of the data subject. These safeguards consist in the implementation of technical and organisational measures to ensure respect for the principle of data minimisation.
4. These measures may also include pseudonymisation of data, in so far as it allows for the above purposes.
5. If these purposes can be achieved by further processing the data in such a way that the data subject cannot be identified, the purposes must be achieved in this way.
6. At the University, scientific research should be carried out as early as possible:
  - pseudonymisation of data by encrypting it, e.g. by giving participants a code number which is used during the research instead of the participant's personal data, or
  - anonymisation in such a way that the person cannot be identified at all.
7. The full personal database with a code to identify participants should be accessible to as few people as possible and stored in a way that prevents unauthorised access.
8. The publication of the results shall be made in such a way as to make it impossible to identify the natural persons whose data have been processed.
9. The university shall inform the research participant that the part of the research documentation which would allow for the identification of the participant has been kept confidential and that the publication of the results is executed in a manner that does not allow for the identification of the individual whose data has been processed.
10. In the case of the University's cooperation with other entities in the implementation of the research, the issues of personal data protection should be regulated in the agreement with these entities.
11. In case it is necessary to entrust the personal data to other entities (i.e. the performance of tasks or part of tasks and therefore the processing of personal data by another enti-



ty on behalf of the controller), the transfer of the data shall take place on the basis of a personal data entrustment agreement, the template of which is attached as Appendix 3 to these rules.

12. Where the transmission of personal data of special categories, including research results, is necessary, transfers between entities shall only take place in pseudonymised or anonymised form.

#### §4

1. Every person processing personal data of research participants does so at the express instruction of the Controller through an authorization granted by the Data Controller to process personal data and a signed commitment to keep personal data confidential.
2. A template of the authorisation and declaration is attached to the Rector's order concerning the protection of personal data.
3. The University keeps a register of persons authorized to process personal data.

Appendix no. 1 to the Rules for the Protection of Personal Data Protection  
in Scientific Research at the Medical University of Białystok

According to Article 13 of the General Data Protection Regulation of 27 April 2016. (GDPR) the Medical University of Białystok informs that:

1. The controller of your Personal Data is the Medical University of Białystok with its registered seat at ul. Kilińskiego 1, 15-089 Białystok, represented by the Rector,
2. Contact details of the Data Protection Inspector at the Medical University of Białystok, e-mail address: iod@umb.edu.pl,
3. Your personal data will be processed for the purpose of carrying out the research (*indicate the title of the research/project*) at the University on the basis of Article 6(1)(a) and Article 9(2)(j) of the GDPR,
4. The recipients of your personal data may be entities authorized by law,
5. Your personal data will be stored only for the period necessary to conduct the research, the data enabling identification will be available only to authorized persons and stored in a way that prevents access by unauthorized persons, the publication of research results is done in an anonymous manner,
6. you have the right of access to your data, the right to a rectification, deletion, restriction of processing, and the right to transfer the data,
7. you have the right to revoke your consent to the processing of personal data at any time,
8. you have the right to lodge a complaint with the President of the Office for Personal Data Protection, ul. Stawki 2, 00-193 Warsaw, when it is justified that your personal data is processed by the controller contrary to the PDO,
9. providing personal data is voluntary, however necessary for the implementation of the research.

.....  
Date and legible signature  
of the participant of the research

Appendix no. 2 to the Rules for the Protection of Personal Data Protection  
in Scientific Research at the Medical University of Bialystok

**CONSENT TO THE PROCESSING OF PERSONAL DATA  
FOR RESEARCH PARTICIPANTS**

**Statement**

I agree to the processing of my personal data collected for the purpose of the research (*indicate the title of the research/project*) by the Medical University of Bialystok.

I accept that my consent may be revoked at any time by submitting a declaration of intent in this regard to the Medical University of Bialystok.

.....  
*Date and legible signature of the participant*

Appendix no. 3 to the Rules for the Protection of Personal Data Protection  
in Scientific Research at the Medical University of Bialystok

Agreement of entrustment of personal data processing,  
hereinafter referred to as ‘the Agreement’  
concluded in Bialystok on .....

by and between:

The Medical University of Bialystok, ul. Kilińskiego 1, 15 – 089 Bialystok, hereinafter referred to  
as the „Data Controller” represented by .....  
and  
.....hereinafter referred to as the “Processing Entity”

## §1

### Subject matter, scope and purpose of data processing

1. The subject matter of the agreement is the entrusting of personal data for processing by the Medical University of Bialystok to the Processor, pursuant to Article 28 of the General Data Protection Regulation of 27 April 2016. (hereinafter referred to as the “Regulation”) under the terms and for the purpose set out in this Agreement.
2. The Processing Entity shall process the data entrusted based on the agreement (\*provide the type of data)..... e.g. ordinary data or data of special categories..... (\**determine the category of data subjects*) e.g. *employees, students, etc. e.g. names, last names, address, PESEL numbers, etc.* in accordance with this agreement, the Regulation and other provisions of common law which protect the rights of the data subjects.
3. The personal data entrusted by the Data Controller shall be processed by the Processing Entity only for the purpose of ..... (\**the aim for data processing is to be provided*) e.g. *the execution of the agreement dated* ..... no. ....
4. The following processing activities will be performed on the entrusted data:  
–  
–

## §2

### The Processing Entity’s obligations

1. The Processing Entity undertakes, when processing the entrusted personal data, to secure them by applying appropriate technical and organizational measures ensuring an adequate level of security corresponding to the risks associated with the processing of personal data referred to in Article 32 of the Regulation.
2. The Processing Entity undertakes to exercise due diligence in processing the personal data entrusted to it.

3. The Processing Entity undertakes to authorise the processing of personal data to all persons who will process the entrusted data for the purpose of implementing this agreement.
4. The Processing Entity undertakes to ensure that the processed data and the ways of securing them are kept secret by persons who authorise the processing of personal data for the purpose of this agreement, both during their employment with the Processing Entity and after its termination.
5. The Processing Entity declares that due to the obligation to keep the data secret, the data shall not be used, disclosed or made available without the written consent of the Data Controller for any purpose other than the performance of the agreement, unless the necessity to disclose the information possessed results from the applicable law.
6. The Processing Entity undertakes to protect the entrusted data against unauthorised or unlawful processing (destruction, loss, modification, unauthorized disclosure or unauthorized access to personal data transmitted, stored or otherwise processed) by means of appropriate technical or organisational means.
7. The Processing Entity undertakes to assist the Controller to the extent necessary to fulfil the obligations of responding to the requests of the data subject and to fulfil the obligations set out in Articles 32-36 of the Regulation.

### §3

#### Notification of infringements

1. The Processing Entity undertakes to notify the Data Controller without undue delay, not later than within 24 hours, of any breach of personal data protection.
2. The information provided to the Data Controller should include at least:
  - a) a description of the nature of the breach and, as far as possible, an indication of the category and approximate number of persons whose data were breached and the quantity/type of data concerned,
  - b) a description of the possible consequences of the infringement,
  - c) a description of the measures taken or proposed to be taken by the processor to remedy the breach, including minimising its adverse effects.

### §4

#### Right to control

1. The Controller, in accordance with Art. 28 (3) (h) of the Regulation, has the right to control whether the measures applied by the Processing Entity in processing and securing the entrusted personal data meet the provisions of the agreement.
2. The Controller shall exercise the right to control during the Processing Entity's working hours and with a minimum of 7 days' notice to the Processing Entity.
3. The Processing Entity shall make available to the Controller all information necessary to demonstrate compliance with the obligations set out in Article 28 of the Regulation and allow the Controller or an auditor authorised by the Controller to carry out audits.

4. The Processing Entity undertakes to rectify the deficiencies found during the inspection within a period indicated by the Controller not longer than 7 days.

## §5

### Further entrustment of data for processing

1. The Processing Entity may entrust personal data covered by this agreement to subcontractors for further processing only for the purpose of performing the agreement with the prior written consent of the Data Controller.
2. The transfer of entrusted data to a third country may only take place on written instructions from the Controller, unless such an obligation is imposed on the Processing Entity by Union law or the law of the Member State to which the Processing Entity is subject. In such a case, prior to the start of processing, the Processing Entity shall inform the Controller of this legal obligation, unless such information is prohibited by law for reasons of substantial public interest.
3. The subcontractor referred to in §5.1 of the agreement shall fulfil the same guarantees and obligations as those imposed on the Processing Entity in this agreement.
4. The Processing Entity shall be fully liable to the Data Controller for failure to comply with the data protection obligations which are the responsibility of the subcontractor.

## § 6

### The Processing Entity 's responsibility

1. The Processing Entity shall be responsible for providing access to or using personal data contrary to the content of the agreement, and in particular for providing access to personal data entrusted for processing to unauthorised persons.
2. The Processing Entity undertakes to immediately inform the Controller of any proceedings, in particular administrative or judicial proceedings, concerning the processing of personal data entrusted by the Controller, specified in the agreement, of any administrative decision or ruling concerning the processing of such data, addressed to the Processing Entity , as well as of any planned, if known, or performed controls and inspections concerning the processing of such personal data at the Processing Entity.

## §7

### Duration of the agreement

#### Termination of the agreement

1. This agreement is valid from the date of its conclusion for an *indefinite/finite period\* from .... to....* .
2. Either party may terminate this Agreement by giving one month's notice.
3. The Controller may terminate this agreement with immediate effect when the Processing Entity:
  - a) despite being obliged to remedy the deficiencies found during the audit, will not remedy them within the time limit set;

- b) processes personal data in a manner inconsistent with the agreement;
  - c) entrusted the processing of personal data to another entity without the consent of the Data Controller.
4. The Processing Entity is entitled to process the entrusted data until the expiry or termination of the agreement.
  5. Within 14 days of the termination of the agreement, the Processing Entity is obliged to *\*delete/return* the entrusted data, from all media carriers, programs, applications, including copies, unless the obligation to further process them results from separate legal regulations.

## §8

### Final provisions

1. The agreement has been drawn up in duplicate, one copy for each party.
2. In matters not regulated, the provisions of generally applicable law, including the Regulation, shall apply.
3. Any changes to the agreement must be made in writing under the pain of nullity.

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The Data Controller

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The Processing Entity

\* Choose as applicable

**Order no. 51/2019  
of the Rector of the Medical University of Białystok  
dated 28.08.2019**

**on the introduction of the principles for the protection of personal data  
processed in printed form at the Medical University of Białystok**

Pursuant to Article 24(2) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repealing of Directive 95/46/EC (OJ. EU L 119 dated 04.05.2016) I order the following:

**§1**

I am introducing the Principles for the protection of personal data processed in printed form at the Medical University of Białystok, which constitute an appendix to this Order.

**§2**

As of the date of entry into force of this Order, Order no. 52/15 of the Rector of the Medical University of Białystok dated 25.11.2015 on the introduction of the Regulations for the Protection of Personal Data in the Medical University of Białystok (in the scope in which it was in force after the introduction of Order no. 22/2018 dated 17.05.2019) shall cease to apply.

**§3**

The Order shall enter into force on the date of signature.

The Rector

Adam Krętowski professor, Ph.D.



Appendix to the Order no. 51/2019 of the Rector of the MUB dated 28.08.2019.

## **PRINCIPLES FOR THE PROTECTION OF PERSONAL DATA PROCESSED IN PRINTED FORM AT THE MEDICAL UNIVERSITY OF BIALYSTOK**

### **§1**

1. These Regulations shall lay down rules for the handling of printed documents containing personal data.
2. The paper form of data is data in personal files, binders, archives, contracts, invoices and others.
3. The terms used in these rules mean:
  - 1) The GDPR – Regulation (EU) no. 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (OJ EU L 119 of 04.05.2016),
  - 2) Data Controller – the Medical University of Bialystok, represented by the Rector,
  - 3) Processing – any operation performed on personal data such as: collection, recording, storage, processing, modification, insight, deletion, destruction, anonymisation,
  - 4) Data protection policy – Data protection policy constituting an Appendix to the Order no. 22/2018 of the Rector of the MUB dated 17.05.2018,
  - 5) A data breach/incident is an event that leads or may lead to the accidental or unlawful destruction, loss, alteration, unauthorized access to personal data transmitted, stored or otherwise processed,
4. Each employee processes personal data in accordance with the rules of the GDPR, including the principle of data minimisation, which consists in processing only data that are necessary and adequate for the purpose of processing.
5. The principle of minimising data processed in paper form is implemented, among others, by not storing unnecessary documents with data, not storing documents with data “in stock”, not printing unnecessary documents with data, performing periodic reviews of paper documents to verify their necessity and to submit documents to the archive.

### **§2**

1. Every employee of the University undertakes to
  - 1) process personal data only to the extent and for the purpose related to the official tasks,
  - 2) keep secret the personal data to which he or she has or will have access in connection with the performance of his or her tasks, both during and after his or her employment,
  - 3) not to use personal data for purposes incompatible with the scope and purpose of the tasks entrusted,

- 4) keep the means of securing personal data confidential,
- 5) protect personal data against accidental or unlawful processing, including destruction, loss, modification, unauthorized access or disclosure.
2. Each staff member shall be made aware of the rules on the protection of personal data, in particular the General Data Protection Regulation of 27 April 2016. (GDPR) and internal legal acts in force at the University in this respect.
3. Every person who processes personal data does so on the basis of the data controller's recommendation, on the basis of an authorisation to process personal data. The procedure for granting authorisations is defined in a separate order, i.e. in the Personal Data Protection Policy.
4. Conduct contrary to the obligations referred to in point 1 may be considered a breach of the EU Data Protection Regulation of 27 April 2016.
5. The managers of the relevant organisational units are responsible for the security of documents with personal data in the organisational units.
6. If a data protection breach/incident is noticed, it should be reported to the Data Protection Inspector in accordance with the Incident Handling Manual specified in a separate order, i.e. the Personal Data Protection Policy.

### §3

1. Each employee is obliged to apply the so-called clean desk policy, which consists in securing (locking) documents e.g. in cabinets, desks, rooms against theft or against the insight of unauthorized persons after working hours or during absence during working hours.
2. After work, documents with personal data cannot be left in plain view, they must be stored in a lockable cabinet, desk, safe.
3. Keys from workstations and office cabinets cannot be left in sight.
4. During work, you should keep your documents so that no one else can see them. Documents are not to be left unattended.
5. Documents containing personal data shall be stored in premises physically protected against unauthorised access.
6. It is forbidden to leave documents with personal data outside the secured premises, e.g. in corridors, on photocopiers, printers, in conference rooms.
7. In the case of printing on public devices, e.g. in corridors, printouts must be picked up immediately.
8. The rules of handling keys to premises in buildings are defined in a separate order.
9. Employees shall transport, carry and hand over documents in such a way as to prevent their theft, loss, misplacement and access by unauthorised persons.
10. Users are obliged to destroy unnecessary documents in shredders on an ongoing basis. If you need to destroy a significant amount of documents, you should report the need to the Administration and Services Department.
11. It is forbidden to throw non-shredded documents in the bin or drop them outside, e.g. in public areas.

12. After the period of storage in an organisational unit has ended, the documents shall be forwarded to the institutional archives of the higher education institution in accordance with the internal regulations applicable in this respect.
13. It is forbidden to transfer personal data directly or over the phone to unauthorized persons (including other employees if it is not certain that they are entitled to have it).
14. The access to personal data to entities entitled to do so under the law, e.g. police, courts, prosecutor's office may be granted upon written request of these institutions indicating the legal basis for the right to have information.
15. Services such as the Internal Security Agency and the Intelligence Agency may approach organisational units in person without prior request or notification to consult the documentation. Such services should be given access to the documents after confirming their identity and reporting this fact to their immediate superior. Cases of access to documents should be noted.



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