

Appendix No. 1 to Resolution No. 1/09/25  
Society for Economic and Environmental Education Ltd.  
headquartered in Kwidzyn, dated September 24, 2025.

**STATUTES**  
Powiślańska Academy of Applied Sciences

Kwidzyn, 24 September 2025

## Chapter 1 General provisions

### § 1

1. The Powiślańska Academy of Applied Sciences, hereinafter referred to as the "academy", is a non-public academy established by the Society for Economic and Ecological Education Ltd. with its seat in Kwidzyn, hereinafter referred to as the "founder".
2. The academy operates on the basis of the Law of July 20, 2018. Law on higher education and science and Science (Journal of Laws of 2024, item 1571, as amended), hereinafter referred to as the 'Act', and this Statute.
3. The headquarters of the academy is the city of Kwidzyn.
4. The academy conducts its activities at its headquarters or off-site - in its branches.
5. The academy has legal personality.
6. The academy is autonomous under the terms of the law.
7. The academy provides studies in at least one field of study.
8. The Powiślańska Academy of Applied Sciences is a vocational academy providing education on studies with a practical profile and a general academic profile, taking into account the needs of the socio-economic environment.
9. The academy may use an abbreviated name by using the name "PAAS - Powiślańska Academy of Applied Sciences and AP – Academy Powiślańska". In relations with foreign countries, the academy may use the name " Powiślańska Academy of Applied Sciences".
10. The academy has an emblem and a banner. The design of the emblem and banner, as well as the rules of storage and use and use shall be established by the Senate.

### § 2

Supervision of the academy, to the extent established by law, is exercised by the minister responsible for higher education.

### § 3

The basic tasks of the academy are defined by the law and these statutes.

### § 4

The academy carries out its tasks through:

1. Conducting higher education in accordance with its authorizations and provisions of the in the law.
2. Conducting postgraduate studies or other forms of training.
3. Providing specialized education including continuing education courses and professional training.
4. Education and promotion of academy personnel.

5. Create conditions for people with disabilities to participate fully in:
  - a) the process of admission to the academy for education,
  - b) education.
6. To educate students with a sense of responsibility for the Polish state, national tradition, as well as strengthening democratic principles and respect for human rights.
7. Creating conditions for the development of students' physical culture.
8. Disseminate and multiply the achievements of science and culture, including by collecting and making available library, information and archival collections.
9. Community and regional activities.
10. Running Medical Simulation Centers.
11. Running a scientific and development institute, including scientific and scientific and development activities.
12. Running a student dormitory and student canteen, as well as a Day Care Facility, a Toddler Club and a Preschool Facility as part of the Foundation of the Powiślańska Academy of Applied Sciences.

#### § 5

1. A academy may conduct business activities, with the consent of the founder, separate organizationally and financially from the core activities of the academy, as referred to in Article 11 of the Law.
2. The business activities referred to in paragraph 1 may be carried out in the form of establishments, created, transformed and liquidated by the rector with the approval of the founder.
3. The department is headed by a manager, appointed and dismissed by the Rector.
4. Business activities may be conducted in the field of trade and services. The scope must not conflict with the tasks and mission of the academy.
5. The rules for conducting business activities are set by regulations established by the Quaestor/ Director of Documentation and approved by the Program and Finance Council.

#### § 6

The founder's exclusive competence includes:

1. Granting and amending the statutes of the academy.
2. Applying for a change in the name of the academy to the minister in charge of higher education.
3. Appointment of the Quaestor and Managing Director.

#### § 7

1. The academy may establish foundations whose statutory purpose will be to support the activities of the academy or to establish new educational initiatives.
2. The founder of the academy appoints the Foundation's Board of Directors, which develops the foundation's charter.

3. The academy may finance the activities of the foundation only from the profit made.

## Chapter 2

### Organization of the academy

#### § 8

1. The basic teaching organizational unit of the academy is the department.
2. The department conducts at least one course of study.
3. The department is created, transformed and abolished by the rector, after receiving a favorable opinion from the Senate.
4. The substantive work of the academy department is the responsibility of the vice-rector for teaching.

#### § 9

1. The department organizational units may also be created: departments, establishments, institutes, centers and colleges.
2. A prerequisite for the establishment of a department and a plant is the full-time employment of at least one academic staff member with a doctoral degree.
3. In order to perform tasks common to the entire academy, academy-wide units - studios and institutes - may be created. A studio can be established if it employs full-time at least one person with a master's degree. An institute may be established if it will employ full-time at least one person with a doctoral degree.
4. The units referred to in paragraphs 1 and 3 are created, transformed and liquidated by the rector, after consultation with the Senate. The heads of these units are appointed and dismissed by the rector.
5. The detailed organizational structure of the academy is defined by the organizational regulations, issued by the rector.

#### § 10

1. The academy has a library-information system, which includes the main library and the branch libraries with reading rooms. The library is a academy-wide information unit, whose task is to collect, develop and make available collections, including electronic collections, as well as to conduct scientific information. The library is headed by a person designated by the rector.
2. The detailed organization and rules of operation of libraries are determined by the rector.
3. The library may be used, free of charge, by employees, students, participants in postgraduate studies and courses conducted by the academy.
4. The library provides access to its collections during the time when classes are in session, during the examination session and on the basis of the established schedule during free periods.
5. Within the limits of the available possibilities, within the scope that does not interfere with the use of the library by the persons referred to in paragraph 3, the collections made available

in the reading room may be used by persons who are not employees and students of the academy, who, in accordance with the provisions of the in the Rules and Regulations for the use of the library (lending and reading rooms) of the Powiślańska Academy of Applied Sciences, shall obtain such right on the basis of a separate order of the Rector.

6. In connection with the operation of the library and information system, the academy may process the following personal data: name, surname, effective mailing address and student ID card number or series and number of the identity document held with a photograph.
7. Detailed rules for the use of the library and information system are set forth in the regulations, given by the rector after consultation with the library council.
8. The academy has a library council as a consultative body of the rector in matters of the library and information system of the academy.
9. The library board consists of:
  - 1) Library manager/employee,
  - 2) Vice-rector for teaching / Vice-rector for practical education,
  - 3) Vice-rector for scientific and student affairs,
  - 4) Manager/employee of the Institute of Science and Development,
  - 5) Library service workers,
  - 6) Representatives of academic teachers with at least a doctoral degree - one from each department,
  - 7) Representatives of students in each field of study delegated by the relevant student government bodies.
10. The chairman of the library council is elected by the library council from among its members, listed in paragraph 9 items. 1,2 i 4.
11. The scope of the library board includes:
  - 1) to give an opinion on the rules submitted by the library staff for collecting, developing, storing, providing access to and preserving the collections of the academy's library and information system;
  - 2) to give an opinion on the draft regulations specified in paragraph 7;
  - 3) opinion on reports on the operation of the academy's library and information system;
  - 4) formulating opinions and proposals on matters of structure and operation of the library and information system of the academy.
12. The library board also considers other matters referred to it by the rector concerning the library and information system of the academy.

### Chapter 3 Bodies of the academy

#### § 11

1. The collegiate bodies of the academy are:

- 1) Program and Finance Council,
- 2) Senate.
2. The single-member bodies of the academy are:
  - 1) Rector,
  - 2) Vice-rectors,
  - 3) Senate Plenipotentiaries,
  - 4) Rector Plenipotentiaries,
  - 5) The honorary body of the academy is the President.

#### § 12

1. A seven-member Program and Finance Council (Council) is created, consisting ex officio of the rector, vice-rectors, quaestor and three permanent members designated by the founder.
2. The Council is chaired by the rector, or in his absence by the vice-rector designated by him.
3. The Founder has the right to change the permanent members of the Council designated by him.
4. The Council's vote is taken by a simple majority.
5. In addition to the matters further specified in the statute, the Council's powers include:
  - 1) approval of the academy's financial statements for the previous calendar year,
  - 2) approval of salary regulations,
  - 3) approval of employment plans.

#### § 13

1. The Senate consists of:
  - 1) Rector as chairman;
  - 2) Vice-rectors;
  - 3) Senate Plenipotentiaries;
  - 4) Rector Plenipotentiaries;
  - 5) Quaestor / Employee Affairs Manager;
  - 6) Managing Director;
  - 7) Director of Documentation;
  - 8) Representatives of academic teachers, at least one for each course being taught;
  - 9) six representatives of academic administration staff;
  - 10) student representatives in a number that ensures them twenty percent of the Senate.
2. The Rector may invite other persons to Senate meetings, in an advisory capacity.

#### § 14

1. Elections of representatives of academic teachers and representatives of academic administration staff of the academy to the senate are held according to the following principles:
  - 1) the active and passive electoral rights of representatives of academic teachers are granted to persons employed at the academy on the basis of an employment contract and/or a civil

- law contract; the right to nominate candidates is granted to every voter;
- 2) the active and passive voting rights of representatives of academic administration employees are granted to persons employed at the academy on a full-time basis, the right to nominate candidates is granted to every voter;
  - 3) elections are conducted by election committees appointed by the rector;
  - 4) the time and place of holding and the detailed procedure for elections shall be determined by the rector and announced no later than 14 days before the election day;
  - 5) academy teachers make the choice as a separate group;
  - 6) the candidates with the most votes are elected.
2. The procedure for the election of student representatives is determined by the rules of the student government.

#### § 15

1. The term of office of the senate is four years, subject to paragraph 3.
2. The term of office of the senate begins on September 1 of the year in which the Senate is appointed, and ends on August 31 in the year in which the term expires.
3. The term of office of student representatives in the senate is determined by the rules of the student government.
4. The mandate of a member of the senate expires in the event of:
  - 1) written resignation of the mandate or function,
  - 2) death,
  - 3) termination or expiration of the employment relationship,
  - 4) graduation or removal from the list of students.
5. The senate may suspend a member of the senate before the expiration of his or her term in the event of:
  - 1) unexcused absence from three meetings,
  - 2) long-term illness that prevents participation in the work of the senate,
  - 3) conviction by final judgment for committing a crime,
  - 4) conduct by him of activities incompatible with the interests of the academy.

#### § 16

The powers of the senate include:

- 1) appointment of the Election Committee to conduct the election of the Rector;
- 2) adoption of study rules and regulations for postgraduate studies;
- 3) adoption of the academy's strategy and approval of the report on its implementation;
- 4) conducting a performance evaluation of the academy;
- 5) formulating recommendations to the rector on the tasks performed by him;
- 6) determining the conditions, procedure and date of commencement and termination of enrollment in studies and for specialized education;

- 7) adopting, after consultation with the competent body of the student government, study programs and schedules for its implementation, taking into account the learning outcomes in accordance with the Polish Qualifications Framework for Higher Education;
- 8) adoption of plans and programs for specialized education;
- 9) determining how to confirm learning outcomes;
- 10) performing tasks related to:
  - a) assigning levels of the Polish Qualification Framework, to qualifications awarded after completing postgraduate studies,
  - b) inclusion in the Integrated Qualifications System - qualifications awarded upon completion of postgraduate studies and other forms of education, in accordance with the in accordance with the Act of December 22, 2015 on the Integrated Qualifications System (Journal of Laws of 2020, item 226);
- 11) opinion on the planned size of education;
- 12) to give an opinion on the principles of studying according to an individual study plan and program of study;
- 13) opinion on candidates for rector, vice-rector;
- 14) to give an opinion on proposals for the establishment of branches and the creation or liquidation of a field of study;
- 15) creation of specializations within the framework of the study fields conducted;
- 16) determining the rules for determining the scope of duties of academic teachers, the type of teaching activities covered by these duties, including the size of teaching tasks for individual positions and the rules for calculating teaching hours;
- 17) opinion on plans for cooperation with foreign countries;
- 18) to make proposals to the founder on amendments to the statutes of the academy;
- 19) determining the compliance of the regulations of the student government with the law and the statute;
- 20) expressing the opinion of the academic community of the academy and expressing opinions on matters submitted by the rector or at least 3 members of the senate; giving an opinion on the financial statements of the academy;
- 21) adoption of regulations:
  - a) management of copyright and related rights and industrial property rights, as well as commercialization rules,
  - b) use of the academy's research and teaching infrastructure.

## § 17

1. The senate meets in regular or special sessions.
2. Ordinary meetings of the senate are convened by the rector as needed, but at least once per semester, except during the summer break.
3. Extraordinary meetings are convened by the rector on his own initiative, at the request

of the founder or a written request of at least 1/3 of the statutory number of members of the Senate. The request for an extraordinary meeting should specify the subject of the meeting. An extraordinary meeting should be convened no later than 14 days from the date of the request.

#### § 18

1. The senate adopts rules of procedure for its deliberations.
2. The senate may appoint standing and ad hoc committees, determining their composition and scope of activity.
3. Voting during senate deliberations is open unless:
  - 1) concerns personnel matters,
  - 2) a request for a secret ballot will be submitted by at least three members of the senate.
4. The senate passes resolutions in the presence of at least half of the statutory number of members except for matters for which higher requirements are stipulated by law.
5. Resolutions of the Senate are binding on all academy bodies and members of the academic community.
6. In the event that the senate adopts a resolution that is inconsistent with statutory provisions, the Articles of Association or that violates an important interest of the academy, the rector, in consultation with the founder, shall suspend its implementation and submit it to the senate for reconsideration. If the senate does not repeal or amend the resolution, the founder makes the final decision.
7. The proceedings of the senate are minuted.
8. The senate, by majority vote, may appoint Senate Plenipotentiaries for separate tasks of the academy.

#### § 19

1. The president is appointed and dismissed by the academy founder.
2. The appointment of the president is for an indefinite period of time.
3. The president serves in an honorary capacity.

#### § 20

1. The rector is elected by the Senate, from among the designated candidates. The rector is elected by an absolute majority of votes.
2. The term of office of the rector is four years, with the possibility of reappointment. The term begins on September 1 of the year in which the rector is appointed, and ends on August 31 in the year in which the term expires.
3. The rector directs the research and teaching activities of the academy and represents it externally. The Rector is the supervisor of all employees and students.

## § 21

1. The rector's responsibilities include:
  - 1) exercising supervision over the teaching activities of the academy;
  - 2) exercising supervision over the proper functioning of the academy;
  - 3) preparation of draft statutes and draft strategy of the academy;
  - 4) reporting on the implementation of the academy strategy;
  - 5) applying to the minister responsible for higher education with requests to launch new faculties and branches of the academy in the institution;
  - 6) establishing employment relationships with academic teachers, other persons conducting classes and academic administration employees;
  - 7) performing labor law activities;
  - 8) appointment and dismissal of persons to hold leadership positions in the academy;
  - 9) determining the responsibilities of vice-rectors and proxies of the rector;
  - 10) creation, transformation and liquidation of organizational units, after consultation with the senate, subject to §9.4 of the statute;
  - 11) granting, after an opinion of the senate, awards to academic teachers and academic administration staff;
  - 12) convening and presiding over meetings of the senate;
  - 13) ensuring compliance with the law and ensuring security at the academy;
  - 14) developing the organization of the academic year;
  - 15) deciding on the creation or liquidation of a field of study after consultation with the senate;
  - 16) conducting financial management of the academy, making decisions regarding the property and finances of the academy, including the disposal or encumbrance of property, incurring liabilities and signing financial agreements;
  - 17) ensuring the implementation of the academy regulations.
2. As the superior of all students, the rector:
  - 1) considers appeals against decisions of vice-rectors,
  - 2) maintains a register of academy student organizations,
  - 3) undertakes the activities specified in the provisions of the law with regard to discipline and responsibility of students, including the appointment of a disciplinary ombudsman.
3. The rector submits an annual report on the activities of the academy and the implementation of the academy strategy.
4. The Rector gives organizational regulations, which specify:
  - a) the organizational structure of the academy and the distribution of tasks within this structure,
  - b) organization and rules of operation of the academy administration.

## § 22

1. The rector acts with the assistance of no more than four vice-rectors, appointed and dismissed by himself after consultation with the senate.
2. The detailed responsibilities of vice-rectors are determined by the rector.
3. The rector, with the approval of the council, may appoint the rector's plenipotentiaries for separate tasks of the academy.

## § 23

1. Vice-rectors are appointed and dismissed by the rector, after consultation with the senate. However, to appoint a vice-rector whose responsibilities include student affairs, an opinion of the student government is required.
2. The term of office of the vice-rector is four years, with the possibility of reappointment. The term of office begins on September 1 of the year in which the vice-rector is appointed and ends on August 31 in the year in which the term expires.
3. The Vice-Rector for Teaching heads the department and represents it externally. The responsibilities of the vice-rector for teaching include:
  - 1) directing the faculty and subordinate academics;
  - 2) supervision of the teaching activities of the academy's organizational units;
  - 3) faculty representation outside the academy;
  - 4) monitoring and accountability for the quality of education in the fields of study;
  - 5) hospitalizing classes;
  - 6) developing a faculty department strategy consistent with the academy development strategy;
  - 7) supervision over the documentation of the course of studies;
  - 8) issuing administrative decisions regarding students;
  - 9) organization and coordination of diploma examinations;
  - 10) supervision of the individual study plan, educational concept and curriculum;
  - 11) supervision of transfers and admissions of new students and transfers of student achievements;
  - 12) didactic supervision of students' repetition of unscored subjects;
  - 13) making deletions from the list of students;
  - 14) didactic supervision of practical training of students;
  - 15) passing semesters and making enrollment in subsequent semesters of students;
  - 16) substantive supervision of thesis evaluations in the Unified Anti-plagiarism System;
  - 17) taking care of the academy's image;
  - 18) carrying out other official orders of the academy authorities.
4. The scope of competence of the Vice-Rector for Scientific and Student Affairs includes all matters entrusted by the rector, those arising from the resolutions of the senate of the academy, as well as those resulting from internal acts and the overall activity of the academy.

The vice-rector also plays a key role in fostering a supportive environment for students and alumni within the academy and in ensuring appropriate assistance for them. Furthermore, the responsibilities of the vice-rector for scientific and student affairs shall include:

- a) In the field of science and education (beyond the study programme):
  1. organizing cooperation between the academy's units in the scope of scientific, project-based and educational activities (beyond the study programme);
  2. participation in the promotion and development of a positive image of the academy's "extra-curricular" educational activities, including the promotion and implementation of academic entrepreneurship arising from the research and development activities of academy Staff;
  3. organization of academy-wide and faculty events, as well as other initiatives co-organized with the socio-economic environment within the relevant scope;
  4. substantive supervision of the activities of the academy's organizational units: the Library, the Publishing House, the Research and Development Institute, and Student Scientific Societies;
  5. acting as Advisor for the Academy's Social Responsibility, including the performance of duties in the field of:
    - a. implementation of tasks resulting from the work of the Team for Social Responsibility of Universities at the Ministry of Funds and Regional Policy (participation in the Team's work),
    - b. promoting appropriate ethical and moral attitudes,
    - c. providing assistance to academy staff in resolving ethical dilemmas and doubts, as well as supporting them in compliance with general and specific ethical principles, including those set out in the academy's Code of Ethics for Employees.
- b) In the field of science and education (first- and second-cycle studies / long-cycle studies):
  1. coordinating activities related to the establishment of the academy's foreign branch;
  2. coordinating cooperation between the academy and entities of the healthcare system in order to develop core activities in the areas of research, education, and social engagement;
  3. coordinating cooperation between the academy's teaching and research-and-teaching staff and employees of medical entities;
  4. organizing and initiating own projects in the field of health education, health-related events, and public health campaigns;
  5. organizing academy-wide and faculty events, as well as other initiatives co-organized with and by the academy's socio-economic environment;
  6. participation in the implementation of new solutions in the didactic process (new fields of study, interdisciplinary education, expansion of the teaching offer, e-learning, development of educational offers for foreign students, education in foreign languages);

7. substantive supervision of the anti-plagiarism system for the purposes of the academy's publishing activity.
- c) In the field of postgraduate and continuing education:
1. coordination of activities related to the establishment and implementation of postgraduate and lifelong learning education at the academy (postgraduate programmes, qualification and specialist courses, industry workshops and courses, specialization and professional development courses, language courses, University of the First Age, University for Secondary School Students, etc.);
  2. developing forms of postgraduate and lifelong learning at the academy, in line with the academy's capacities and societal needs;
  3. coordinating the process of improving postgraduate didactics, including stimulating teaching innovation;
  4. establishing and maintaining cooperation in the field of education with entities providing educational services, as well as with institutions, bodies, etc. related to postgraduate education.
- d) In the field of student affairs:
1. managing matters related to the academy's activities concerning students and alumni, including:
    - a. creating and supervising information directed to students and alumni,
    - b. overseeing and monitoring the reception of information, including analysis of feedback,
    - c. integration of students and alumni, including planning and implementing integration events in cooperation with other academy units, also for international students,
    - d. ongoing contact with students, in particular with the Student Government, group leaders; organizing meetings with students regarding the study programme and other areas of significance for the academy's activity and quality, as well as involving students and alumni in the academy's public activity for the benefit of various stakeholder groups - school pupils, seniors, etc.,
    - e. supervising the system of motivating and supporting students and alumni, particularly in the context of scientific, sporting, and other extra-curricular activities,
    - f. supervision and control of the Student Initiative Fund Powiślańska Academy - dissemination of information, allocation of funds, monitoring implementation, reporting,
    - g. supervision over the functioning and development of the student scientific movement, including Student Scientific Societies, participation of students and alumni in conferences, workshops, and other forms of scientific activity,
    - h. supervision and encouragement of students and alumni in sports activities, including establishing and maintaining relations with sports clubs / associations of athletes,

etc., and working on the establishment of the Powiślański Academic Sports Association,

- i. supervision, control, and organization of the Office for Students with Disabilities in matters concerning students and alumni,
  - j. supervision, control, and organization of the Career Office for students and alumni, including work on the establishment of the Students' and Alumni's Entrepreneurship Accelerator,
  - k. supervision of the Academy's Honor Guard.
2. participation in and substantive supervision as well as control of the circulation of documents related to student affairs, including:
    - a. issues concerning students with disabilities,
    - b. the Student Government and student organizations,
    - c. the student scientific, cultural and sporting movement,
    - d. students' social and living matters,
    - e. student scholarships and financial aid.
  3. stimulating innovation in teaching at the academy in the context of the needs and initiatives of students and alumni;
  4. substantive participation in the process of programme evaluation, accreditation of study programmes, and analysis of staff resources of faculties/programmes in accordance with applicable standards,
  5. participation in national and international conferences, meetings and working groups related to student and alumni affairs at academy,
  6. performing other duties as assigned by the Rector.
5. The responsibilities of the Vice-Rector for Practical Education include all matters assigned by the Rector, developed as a result of meetings of the academy senate, and arising from the from the scope of responsibilities in accordance with the applicable regulations and orders. In addition, the responsibilities of the vice-rector for practical education include:
- 6.1 Organization / coordination of practical training:
- 1) Control and update of contracts / agreements for practical training at the academy - individual locations / individual fields of study; including the conclusion of new contracts for the implementation of practical classes / apprenticeships.
  - 2) Taking care of up-to-date descriptions of the practical training facilities with which the academy has entered into contracts / agreements, including ongoing contact with the facilities.
  - 3) Development / control of documentation of the implementation of practical classes / apprenticeship.
  - 4) Develop organizational documents for practical classes / apprenticeships.
  - 5) Exercise substantive supervision over the course of practical classes / apprenticeship.

- 6) Preparation of schedules of practical classes, taking into account each semester and year of study.
  - 7) Keeping full documentation of practical training (starting from the documentation before the start of practical training to the end of the process with the including accounting for the completion of all practical training).
  - 8) Preparation of lists of students related to practical training (enrollment in to groups, lists to medical facilities).
  - 9) control / submission of semester summaries to the bursar's office of the performance of practical classes at Faculty of Health Sciences and Faculty of Medical Sciences.
  - 10) control/co-authoring of applications to the National Accreditation Council for Nursing and Midwifery Schools for an opinion on the credit of documented work experience for practical classes and work experience in studies for nurses who have a high school diploma and have graduated from a medical high school or a post-secondary school or post-secondary school training in the nursing profession.
- 6.2 Control and supervision of the administrative handling of student affairs in the field of practical training.
6. The vice-rector may be a person with at least a doctoral degree.

## Chapter 4 Academy employees

### § 24

1. The academy employs academic teachers, other persons conducting classes and academic administration staff.
2. Academy employees who are academic teachers are employed in the following groups of employees:
  - 1) didactic,
  - 2) research and didactic, in the following positions:
    - a) professor;
    - b) academy professor;
    - c) assistant professor;
    - d) assistant;
    - e) instructor.
3. Among the basic duties of an academic teacher who is an employee:
  - 1) didactic - includes the education and education of students;
  - 2) research and didactic - includes conducting scientific activities, educating and educating students.
4. A detailed list of duties of an academic teacher is determined by the rector.
5. The duties of an academic teacher may also be performed outside the academy

under the rules and in the units specified in the work regulations.

6. An academic teacher is obliged to participate in organizational work for the benefit of the academy and continuously improve professional competence.

#### § 25

1. The required documents for the employment of academic teachers are determined by law, the Labor Code and the academy's internal documentation.
2. A person holding the title of professor is hired for the position of professor.
3. A person who does not hold the title of professor or a postdoctoral degree may be employed as a professor at the academy if he or she has a doctoral degree and significant achievements in teaching and professional work.
4. The position of assistant professor is filled by a person with at least a doctoral degree.
5. The position of assistant shall be filled by a person with at least a master's degree, a master's degree in engineering.
6. The remaining requirements necessary for the employment of an academic teacher in a given position are contained in the Law on Higher Education and Science, the Remuneration regulations, the Procedure for selecting and ensuring the quality of teaching and research staff and the Work regulations.

#### § 26

1. The employment relationship with an academic teacher is established on the basis of an employment contract.
2. The first contract of employment of an academic teacher in a academy is for a period of time:
  - a) indefinite or,
  - b) determined for a period of up to 4 years (Article 117, paragraph 2, item 2 of the Act)
3. An application for the employment of an academic teacher is submitted to the rector by the relevant vice-rectors. The rector may employ an academic teacher on his own initiative, after consultation with the relevant vice-rector.
4. The employment contract is concluded and terminated by the rector.
5. The employment contract indicates whether the academy is the primary place of work. The condition for indicating the academy as the primary place of work is full-time employment there.
6. A academic teacher can have only one primary workplace at a time.
7. An academic teacher member for whom the academy is the primary place of work shall inform the rector of the business activity he conducts.
8. Termination of the employment relationship with academic staff for other important reasons other than those specified in the Law, may take place after obtaining the consent of the senate.

## § 27

1. The working time of an academic teacher is determined by the scope of his teaching, research and organizational duties.
2. Remuneration for work and detailed duties of an academic teacher are determined by the rector, the duties are indicated in the current employment contract and/or civil contract.
3. The rules for determining the scope of duties of academic teachers, the types of teaching tasks, research tasks included in the scope of these duties, including the size of teaching, research and other duties for individual positions, and the rules for calculating teaching hours are specified in the work regulations.
4. The annual teaching load is:
  - 1) up to 240 teaching hours for research and teaching staff, Subject to point 3,
  - 2) up to 180 teaching hours - for a research and teaching employee employed as a professor,
  - 3) up to 360 teaching hours for teaching staff, subject to point. 3,
  - 4) up to 540 teaching hours for teaching staff employed as in the position of lecturer and instructor- with one teaching hour being 45 minutes.
5. Teaching activities may also be performed outside the academy under the terms of the work regulations.
6. In special cases, justified by the necessity to implement the study program, an academic teacher may be obliged to teach classes in overtime hours, in the amount not exceeding:
  - 1) 1/4 of the annual teaching load - for a research and teaching employee;
  - 2) 1/2 of the annual teaching load - for a teaching employee.
7. Academic teacher, with their consent, may be assigned to teach overtime, not exceeding twice the annual teaching load.

## § 28

1. An academic teacher is subject to disciplinary liability under the rules set forth in the Law. in the law.
2. The members of the disciplinary committee who are academicians and its chairman are elected by the senate.
3. Members of the disciplinary committee who are student representatives are elected by the student government body, as indicated in the student government bylaws.

## § 29

1. Academic teachers are entitled to leave of absence as provided by law.
2. The time of use of vacation leave must not interfere with teaching activities.
3. The procedure for granting a leave of absence is determined by the rector.
4. Other types of leave, as provided by the Law, may be granted by the rector in accordance with the provisions of the Law.

### § 30

1. All academic teachers, with the exception of the rector, are subject to periodic evaluation.
2. The evaluation is carried out at least once every four years or at the request of the rector.
3. The criteria for periodic evaluation for different groups of employees and types of positions, as well as the procedure for periodic evaluation, are determined by the rector after consultation with the senate.
4. Periodic evaluation can be positive or negative.
5. For the periodic evaluation of academic teachers, the Senate appoints:
  - 1) Academic Evaluation Committee.
4. The term of office of the evaluation committee is four years and begins at the beginning of the term of the academy bodies.

### § 31

1. The Academic Evaluation Committee, chaired by the Vice-Rector for Teaching and composed of one representative from each faculty (other organizational units), is appointed by the senate.
2. The Academic Evaluation Committee evaluates all academic teachers, as well as pro-rectors, heads of other units and members of the Evaluation Committee.

### § 32

1. The basis for the evaluation of teaching and research and teaching staff is:
  - 1) written opinion of the head of the organizational unit (department), including an assessment of scientific activity, research activity, teaching activity, including the level and quality of transmitted knowledge and organizational activity,
  - 2) the result of a survey conducted after the teaching cycle among students, as a supplementary element to the opinion of the head of the basic organizational unit.
2. In addition, in the course of evaluating the heads of organizational units (departments) should be taken into account:
  - 1) the effects of young staff development,
  - 2) the degree of participation in nationwide research (e.g., the number of grants obtained),
  - 3) participation in the organization of scientific life (seminars, symposia, scientific conferences),
  - 4) participation in the Erasmus+ program, including giving lectures in a foreign language at the academy's headquarters, a branch of the academy or outside the academy.

### § 33

1. The result of the periodic evaluation referred to in § 30 may be appealed to the rector.
2. In the event that an academic teacher member receives a negative evaluation, a re-evaluation shall be carried out one year after the end of the evaluation procedure, calculated from

the validity of the type of act issued by the committee.

3. Receipt by an academic teacher member, within a period of not less than one year, of two consecutive negative evaluations shall be grounds for termination of the academic teacher member's employment.

## Chapter 5 Studies and students

### § 34

1. The terms and conditions of recruitment and the forms of study in each field of study are determined by the senate.
2. Studies at the academy are paid.
3. The terms and conditions for the collection of fees are determined by an agreement between the academy and the student.
4. The model contract, as well as the rules for charging and the amount of fees, shall be determined by the senate after approval by the council and consultation with the student government.
5. Lectures at the academy are open. Detailed rules for participation are determined by separate regulations of the academy.

### § 35

1. Admission to the academy is made by:
  - 1) recruitment according to the recruitment rules in effect for the academic year adopted by the senate,
  - 2) confirmation of learning outcomes,
  - 3) transfer from another academy.
2. Recruitment for studies is carried out by the Recruitment Office and Dean's Offices under the supervision of the vice-rector for teaching.
3. The results of the recruitment proceedings are public.
4. The result of the recruitment procedure is understood as a ranking list.
5. Admission is by enrollment for candidates with Polish citizenship .
6. Enrollment is by administrative decision of the rector for candidates without Polish citizenship.
7. Refusal of admission to study for candidates with Polish citizenship takes place by means of an administrative decision. The decision is issued by the vice-rector for teaching.
8. Refusal of admission to study for candidates who do not have Polish citizenship is made by administrative decision. The decision is issued by the Rector. The Rector's decision is final.
9. The decision referred to in paragraph 7 of this section may be appealed within 14 days from the date of its delivery, to the rector.

### § 36

1. Admission as a student occurs upon matriculation and taking the following oath:  
"I solemnly swear that as a student of Powiślańska Academy of Applied Sciences I will persistently gain knowledge and acquire qualifications worthy of a academy graduate. I also vow that during my studies I will take care of the good name of the academy, respect its rules and customs".
2. The student is obliged to act in accordance with the oath and the study regulations.

### § 37

1. Academy students form a student government.
2. The student government operates through its bodies, including:
  - 1) Collegiate bodies:
    - a) Academy Student Government Council;
    - b) Directional Student Government Council,
    - c) English Division Student Consil.
  - 2) Single-member bodies:
    - a) PAAS Student Government President,
    - b) Deputy Chairman of the PAAS Student Government,
    - c) Chairman of the Directional Council of the PAAS Student Government,
    - d) Deputy Chairman of the Directional Council of the PAAS Student Government,
    - e) Treasurer of the PAAS Student Government,
    - f) Starosts of each group.
3. The self-government operates on the basis of the rules and regulations it has adopted, which come into force after the rector determines their compliance with the law and the statute within 30 days of the date of transmission.
4. The student government is the exclusive representative of all students of the academy.
5. The organs of the self-government decide on matters specified in the law and these statutes.
6. The student government is active in student affairs at the academy, including cultural and social welfare.
7. The student government makes decisions on the distribution of funds allocated by the academy for student affairs. The student government prepares a report on the distribution of funds and an accounting of these funds at least once per academic year and makes them available in the Public Information Bulletin on the academy's subject page.

### § 38

1. Students have the right to associate in academy student organizations.
2. Detailed regulations specifying the procedure for establishment, principles of operation and scope of activities are specified in the study regulations and the regulations of the student government.

### § 39

1. For conduct detrimental to the dignity of the student and for violation of the regulations of the academy, the student is liable to the disciplinary committee and the disciplinary appeals committee.
2. Disciplinary responsibility of the student is determined on the basis of the provisions of the Act and the study regulations.
3. Each commission referred to in paragraph 1 is composed of:
  - 1) appointed by the rector, the chairman, who is always an academician;
  - 2) one representative of academic teachers, appointed by the rector,
  - 3) one student representative, appointed by the rector from among those designated by the student government.
4. The committees referred to in paragraph 1 are appointed for two-year terms. The term of office begins on September 1 of the year of appointment and lasts until August 31 in the year in which the term expires.
5. The mandate of a member of the commission referred to in paragraph 1 who is an academic teacher member expires upon termination of employment, and who is a student upon graduation or removal from the student list.
6. At the request of the chairman of the commission, the rector may dismiss a member of the commission referred to in paragraph 1 who has failed to attend three consecutive meetings.
7. In the cases referred to in paragraphs 4 and 5, the rector shall appoint another person in his place, according to the procedure applicable to the appointment of the commission.
8. Proceedings before the commissions referred to in paragraph 1 shall be conducted in accordance with the rules and procedure set forth in the Law.

## Chapter 6

### Property and finances of the academy

#### § 40

The academy's economy, understood as its assets, is managed by the bursar/managing director and/or rector/director of strategic affairs.

#### § 41

1. The mobile infrastructure of the PAAS is managed by the managing director to the extent prescribed by law, the Statute and the organizational regulations.
2. The managing director performs the following tasks and duties:
  - 1) directing the administration and material and financial management of the PAAS (at all locations of the academy within the scope of administrative competence, excluding matters reserved for other bodies of the academy in the Statute of the PAAS and the Law on Higher Education and Science;

- 2) management of academy property in conjunction with the Academy's Quaestor, under the supervision of the Rector or the Rector's designee; in cooperation with the Director of Strategic Affairs;
- 3) organizing the work of organizational units of an administrative nature under the supervision of the administrative head (work stations, ensuring for compliance with the law and for safety and order in the academy (all locations); etc.);
- 4) overseeing, updating the emergence of position and area procedures in the academy and all its locations, supervising their proper implementation;
- 5) administrative and technical safeguarding of the academy's assets at all its sites; control of fixed assets in cooperation with the Quaestor and the Director of Stategical Affairs;
- 6) convening monthly meetings of the team, in cooperation with the Rector / Vice- Rectors - planning the schedule of administrative work and its control;
- 7) electronically sign documents requiring an electronic signature for mailing;
- 8) representing the PAAS in external contacts in administrative matters and economic matters, as defined in Art.3.1 of the Labor Code;
- 9) supervise the timely circulation of documents and information in accordance with in accordance with applicable regulations, in cooperation with the Director of Documentation;
- 10) overseeing the operation of the academy's premises in all of its locations, as well as renovation and modernization work, ensuring proper health, safety and fire safety conditions;
- 11) responsibility to the Rector for the implementation of the assigned scope of activities;
- 12) participation in inventories and inventory;
- 13) taking care of the workplace and the entrusted property of the academy with official and material responsibility as stipulated in the Labor Code and general regulations;
- 14) implementation of other tasks / activities assigned by the Rector (immediate supervisor);
- 15) maintain professional secrecy, especially data on the financial performance of the academy and salaries of employees.

## § 42

1. The Quaestor is appointed and dismissed by the founder.
2. The quaestor's responsibilities include:
  - 1) Keeping the academy's accounts in accordance with applicable regulations and orders, including the development and updating of the academy's accounting policy.
  - 2) Development of annual material and financial plans of the academy, in cooperation with vice-rectors, as well as directors / heads of individual departments.
  - 3) Directing the material and financial management of the academy.
  - 4) Cooperation in the development and investment plans of the academy.

- 5) Making operational financial decisions, for which he is responsible to the academy's founder, the rector, the senate and the academy's program and finance council.
- 6) Execution of disposition of funds.
- 7) Leading, organizing and controlling the staff team performing the financial and accounting tasks of the Quaestor 's Office, including representing it externally.
- 8) Distribution of material aid funds for incoming tranches and in determining the amounts paid to students.
- 9) Prepare and submit periodic written reports and analysis on the implementation of the financial plan to the academy authorities.
- 10) Managing financial resources allocated for non-repayable financial assistance for students, derived from the Ministry's subsidy, including preparing the annual settlement and report.

#### § 43

1. Supervision of the academy's strategic real and movable infrastructure of the PAAS is directed by the Director of Strategic Affairs to the extent prescribed by law, the Statute and the organizational regulations.
2. The director of strategic affairs performs the following tasks and duties:
  - 1) Carries out the day-to-day activities of investment management at the academy and its sites in consultation with the Managing Director and the Quaestor.
  - 2) Supervises construction / renovation / modernization / other infrastructure investments implemented by the academy.
  - 3) Develops investment plans within the scope of its own competence and in consultation with the Quaestor / Managing Director.
  - 4) Prepares, implements and settles investment projects within the framework of projects co-financed by the European Union, own funds and other sources.
  - 5) It works with managing, implementing, intermediary and financing institutions.
  - 6) Prepares assumptions, guidelines and user agreements for the development of design and cost estimate documentation for the academy's investments at all sites.
  - 7) Together with the Director of Documentation, he shall receive, record, collect and make available the technical documentation of existing facilities and the documentation of projects referred to in paragraph 4.
  - 8) Participates in the technical acceptance of facilities and supervises the preparation of documentation for their incorporation into the academy's assets.
  - 9) Conducts, together with the Managing Director / economic and organizational managers, committee inspections of the academy's facilities / equipment to determine their technical condition - once a year before the start of the academic year (September).
  - 10) Organizes, together with the managing director / economic and organizational managers, cooperation with entities that provide opportunities for the implementation of investment, repair needs within the framework of contracted performance.

- 11) Maintains, together with the quaestor, a record of fixed assets, including movable equipment, used for teaching purposes, along with updating it at each location.
- 12) Carries out, together with the managing director / economic and organizational managers, the supervision of the equipment of the Medical Simulation Center in Gdabńsk, Kościerzyna and Toruń in terms of technical efficiency.
- 13) Prepares, implements and supervises the procurement processes of PAAS infrastructure, including teaching equipment, including procurement processes (if applicable) of teaching equipment. Handles purchases in domestic and foreign markets based on annual analysis of demand. Conducts correspondence related to the implementation of purchases, negotiating prices, deadlines and other commercial terms with key contractors.
- 14) Shapes and implements, together with the quaestor, the financial strategy of the academy.
- 15) Collaborates and contributes to financial statements and financial reports.
- 16) Co-designs the annual budget and multi-year plans and controls their implementation.
- 17) Is responsible for optimizing the cost structure and the level of current assets, and evaluating investment projects.

#### § 44

1. The academy may obtain funds from:
  - 1) fees paid by students and participants in other forms of education,
  - 2) business activities referred to in § 5,
  - 3) donations, inheritances and bequests,
  - 4) subsidies from the state budget and budgets of local government units,
  - 5) other sources.
2. The basis of the financial management of the academy is the annual material and financial plan.
3. Detailed rules for the financial management of the academy are determined by separate regulations.

### Chapter 7

#### Maintaining order, security and organizing assemblies on academy premises

#### § 45

1. The rector ensures that order and security are maintained on the premises of the academy.
2. The rector ensures safe and hygienic working and educational conditions, in particular, by providing adequate infrastructure and training.
3. The provision of the conditions referred to in paragraph 2 is carried out on the basis of the relevant regulations of the minister of higher education.
4. Academy employees and students have the right to hold assemblies on academy premises. To hold an assembly on the academy's premises, the approval of the rector is required.
5. The organizers shall notify the rector, or in his absence the vice-rector, of their intention to hold

an assembly at least 24 hours before the assembly, stating its purpose, place, agenda, date and time of commencement, specifying the technical means to be used and indicating the persons responsible for the conduct of the assembly. The rector may request additional information. In cases justified by the urgency of the matter, the rector may accept a notice submitted within a shorter period.

6. The rector shall refuse to grant the consent referred to in paragraph 4, or prohibit the assembly if its purpose or program violates the law.
7. When organizing assemblies, the following rules of order apply;
  - 1) the assembly may be attended by students employees of the academy and persons invited by the rector, the assembly may not be attended by persons who are intoxicated or in possession of weapons or other dangerous instruments or materials;
  - 2) the assembly must have a chairman who directs its proceedings;
  - 3) the organizers of the assembly have the right to demand that a person who by his behavior violates the law or generally accepted rules of behavior in public places or attempts to thwart the holding of the assembly leave the assembly;
  - 4) participants of the assembly after its closure or dissolution are obliged to immediately leave the place of the assembly;
  - 5) the rector may delegate his representative to the assembly, the rector and his representative may speak outside the established order of speakers;
  - 6) if the conduct of the assembly violates the law, the rector or his representative, after notifying the organizers, shall dissolve the assembly.

## Chapter 8

### Method of liquidation of the academy

#### § 46

1. The decision to liquidate a higher education institution shall be made by the founder, with the consent of the minister responsible for higher education, in the event of a permanent shortage of funds, making it impossible to continue operations or a lack of candidates for studies.
2. The condition for issuing the consent referred to in paragraph 1 is to ensure that students are able to continue their education.
3. An institution of higher education may also be liquidated if the minister revokes the authorization for the establishment of an institution of higher education, pursuant to article 23a of the Law.
4. Within 3 months of the date of delivery of the consent (para.1), the founder shall submit to the minister a an act confirming the placing of the higher education institution in liquidation.
5. In the event that the act referred to in paragraph 4 is not submitted by the specified deadline, the obligation to place the higher education institution in liquidation shall be enforced

in the manner specified in the provisions of the Act of June 17, 1966 on Enforcement Proceedings in Administration (Journal of Laws of 2023, item 2505).

#### § 47

1. The liquidation of the academy is intended to end its operations.
2. Liquidation is carried out by the founder.
3. The founder shall enter liquidation no later than 30 days from the date of placing the academy in liquidation.
4. A academy placed in liquidation uses the name with the addition of the designation "in liquidation."
5. The founder shall immediately notify the minister of the commencement of liquidation.
6. The minister shall amend the entry in the register by adding to the name of the higher education institution the designation "in liquidation".
7. In the event of the founder's failure to proceed with liquidation within the period specified in paragraph 3 or failure to conduct liquidation, the execution of the obligation of liquidation, its conduct or termination shall be carried out in the manner prescribed by the provisions of the Act of June 17, 1966 on Enforcement Proceedings in Administration.
8. The founder shall immediately notify the minister of the completion of the liquidation.
9. The minister, within 3 months from the date of receipt of the notice referred to in in section 8, by means of an administrative decision, removes the academy from the register.
10. The property of the academy in the event of its liquidation becomes the property of the founder of the academy after payment of all liabilities.
11. The costs of liquidating the academy are paid from its assets, with priority over the claims of creditors.
12. If the costs of liquidating the academy exceed the value of its assets, the liquidation costs shall be paid from the founder's assets.
13. In the event of liquidation of a higher education institution, the founder shall transfer the records of the course of studies and the personnel and payroll records for safekeeping to the entity performing the activity, referred to in Article 51a (1) of the Act of July 14, 1983 on the national archival resource and archives, providing funds for this purpose. The archival materials of the academy are transferred by the founder in accordance with the provisions of the aforementioned law.

#### § 48

1. In the case of placing the academy in liquidation as of the date, indicated in the act referred to in § 46 paragraph 4:
  - a) the founder assumes the powers of the bodies;
  - b) the term of office of academy bodies expires;

- c) the academy does not conduct admissions to degree programs, postgraduate studies, specialized training and other forms of education;
- d) the academy loses the right to receive funds referred to in Article 365 items. 2, 6, 7 and 8 of the Law;
- e) the funds referred to in Article 365 item. 3, shall be transferred to the academy to the extent necessary;
- f) conducted training may be continued no longer than until the end of the academic year,
- g) employment relations of academic teachers expire at the end of the academic year in which the academy was put into liquidation.

## Chapter 9 Final Provisions

### § 49

In the event of liquidation of the founder, his functions will be performed by the person holding the highest number of shares in the founding company at the time of the resolution of the founder into liquidation.

### § 50

1. This statute comes into effect on October 1, 2025.
2. As of September 30, 2025, the charter of May 24, 2025 is repealed.

Katarzyna Strzała-Osuch, PhD, Professor of PAAS

Rector