

*Annex to the Resolution of the Student Council of Student Government of WSEI University
No. 4/2022/2023 dated 19/12/2022.*

RULES OF
the
STUDENT GOVERNMENT
at WSEI University

Lublin 2022

CHAPTER 1

GENERAL PROVISIONS

§ 1

1. The Rules of the Student Government shall determine the rules of organization and operation of the Student Government at the WSEI University of Lublin, hereinafter referred to as the Student Government, including the types and powers of sole and collegial bodies, as well as their method of selection and their mutual relations.
2. Students of the WSEI University of Lublin (hereinafter referred to as WSEI University) shall form the Student Government, which is the sole representative of all University students – Polish nationals and non-Polish nationals.
3. The Student Government shall operate on the premises of WSEI University and the Branch of WSEI University in Warsaw.
4. The Student Government of WSEI University shall operate pursuant to:
 - 1) the Law on Higher Education and Science of 20 July 2018 (Journal of Laws of 2022, item 574 as amended).
 - 2) the University Statute;
 - 3) the Rules of Study;
 - 4) the following Rules of the Student Government;
 - 5) other than those referred to in (2) to (4) by acts of internal law applicable at the University insofar as they relate to the activities of the Student Government and its bodies.

§ 2

1. The Student Government of WSEI University shall engage in activities connected with student affairs, including social-living and cultural matters on the premises of the University.
2. The tasks of the Student Government shall include, in particular:
 - 1) defending the rights of the University students;
 - 2) representing all University students through its bodies;
 - 3) selecting and participating, as student representatives, in the University collegial bodies where student participation is required;
 - 4) giving an opinion, where required by a legal provision or at the request of the University Authorities, on draft legal acts issued by University bodies, in particular on matters related to the educational process at the WSEI University of Lublin, including, e.g. the study programme, fees charged to students, the Rules of Study ;
 - 5) deciding on the distribution of financial resources allocated to student matters by the University;
 - 6) writing a report on the distribution of these funds and submitting financial statements on these funds at least twice per academic year, i.e. by 28 February and

- 30 June each academic year, submitting them to the WSEI University Chancellor and the Vice-Rector for Education and Student Affairs, and making them available in the Public Information Bulletin on the University website;
- 7) supporting scientific, cultural, sporting and other initiatives of the University students;
 - 8) representing WSEI University in student and youth organisations, in particular in the Parliament of Students of the Republic of Poland;
 - 9) stimulating student culture animation and integration of the student community life;
 - 10) making it easier for students to exercise their right of association.
3. The Rector shall repeal acts issued by the Student Government which do not comply with the provisions of universally applicable law, the University Statute, the Rules of Study or the following Rules of the Student Government. Within 30 days of its delivery, a complaint may be lodged to the administrative court against a decision on the repeal of an act. The provisions on lodging complaints of administrative decisions to an administrative court shall apply accordingly.

§ 3

The University shall provide the necessary conditions for the operation rules of the Student Government, including infrastructure, in particular the premises, multimedia, technical, communication and printing devices, and other equipment necessary for the daily operation, as well as the financial resources allocated to the Student Government for its activities.

CHAPTER 2 STUDENT GOVERNMENT BODIES AND THEIR COMPETENCES

§ 4

1. The Student Government of WSEI University shall act through its authorities in the interests of both students and WSEI University.
2. The bodies of the Student Government shall assist the University bodies in fulfilling their tasks, in particular in those related to the teaching process and the current WSEI University Development Strategy.
3. The bodies of the Student Government of WSEI shall include:
 - 1) Collegial bodies:
 - the Student Council;
 - 2) Sole bodies:
 - President of the Student Council;
 - Deputy Chairman of the Student Council;
 - Secretary of the Student Council.
4. A member of the Student Government bodies shall not be a person who:
 - 1) has lost their rights as a student;

- 2) has been suspended from the student rights with the lawful decision of the Disciplinary Board;
 - 3) has been removed from the list of students;
 - 4) has been deprived of their civil rights with the lawful decision of the Court;
 - 5) has been given a custodial sentence with the lawful decision of the Court;
 - 6) is taking a Dean's leave.
5. A member of the Student Government bodies shall be a person who demonstrates an ethical attitude and, in particular, shall:
- 1) behave consistently with the student oath and the Rules of Study;
 - 2) comply with the University's internal regulations and observe the rules of social coexistence at the University;
 - 3) protect the student's dignity;
 - 4) preserve the reputation and image of the University;
 - 5) behave honestly towards the academic community of the University.
6. Due to the fact that part of the academic community of WSEI University is composed of foreign students, members of the Student Government bodies shall demonstrate a conversational knowledge of English.
7. On completion of the first-cycle studies, the mandate of the Student Government shall be suspended until the beginning of the second-cycle studies in the following academic year. In case of failure to undertake studies, the mandate ends on 1 November of the year of the first –cycle studies completion.

§ 5

1. A member of the Student Government bodies shall comply with the provisions of the Rules and other internal applicable law at the University, and shall obey the generally accepted principles of social conduct and moral values in relation to the body meeting proceedings in which they shall participate.
2. In addition, a member of the Student Government bodies shall:
 - 1) participate actively in the performance of the tasks of the Student Government of WSEI University;
 - 2) attend the meetings of the Student Government;
 - 3) provide an excuse immediately to the President of the body in the event of absence from the body meeting proceedings.

§ 6

Student Council

1. The Student Council is the decision-making body of the Student Government of WSEI University.
2. The Student Council is composed of six to sixteen members chosen in elections conducted at the University faculties.
3. The Student Council shall elect, from among its members, the President of the Student Government, the Deputy and the Secretary.

4. The term of office for the members of the Student Council shall be two years from the date of their election.
5. In the event of termination of membership, the term in office for a member of the Council chosen in by-election shall continue until the end of the term in office for the Student Council.
6. Members of the Student Council whose term in office has expired shall remain in office until new members are elected.
7. The same person may be elected to the Student Council twice.
8. The term in office for a member of the Student Council shall end, as a result of the:
 - 1) loss of student rights
 - 2) dismissal by the Student Council;
 - 3) submission of a written resignation;
 - 4) suspension of the student rights with the lawful decision of the Disciplinary Board;
 - 5) removal from the list of students;
 - 6) taking a parental leave;
 - 7) loss of civil rights with the lawful decision of the Court;
 - 8) a custodial sentence with the lawful decision of the Court.
9. The expiration of the mandate by virtue of law shall be declared in writing by the Student Council at its subsequent meeting. If the Council fails to fulfil this obligation, the Vice-Rector for Education and Student Affairs shall declare the termination of the mandate in writing.
10. The term in office may be terminated in the event of:
 - 1) failure to perform the duties related to the function assigned;
 - 2) carrying out activities which damage the interests or reputation of the University or the Student Government;
 - 3) inability to act for more than three months on grounds of health;
 - 4) infringement of the rules of the Student Government, the Rules of Study and other internal applicable law at the University
11. At least 3 members of the Student Council shall request in writing the removal of a member of the Student Council.
12. Cessor of membership in the Student Council shall be stated in writing by the Student Council at the subsequent meeting.
13. In the event of dismissal or termination of membership in the Student Council, by-elections shall be held.
14. The tasks of the Student Council of WSEI University include, in particular:
 - 1) defining the main course of action of the Student Government bodies, supporting the process of its implementation and drawing up a plan of activities for the academic year;
 - 2) deciding on the distribution of financial resources allocated to student matters by the University;
 - 3) writing a report on the distribution of these funds and submitting financial statements on these funds at least twice per academic year, i.e. by 28 February and

30 June each academic year, submitting them to the WSEI University Chancellor and the Vice-Rector for Education and Student Affairs, as well as the Administration, Legal and Development Strategy Department with the intention of making the report available in the Public Information Bulletin on the University website.

- 4) adopting the Rules of the Student Government of WSEI University, which specifies the rules of organisation and operation of the Student Government of WSEI University and the appointment of student representatives to the bodies of WSEI University;
- 5) maintaining the current cooperation with the WSEI University Authorities;
- 6) representing all students of WSEI University both to the University bodies and the Authorities, and before third parties;
- 7) electing student representatives to the collegial bodies of WSEI University and the Board, in which the participation of students is required;
- 8) agreeing on the appointment of a person to be in charge of student matters at the University;
- 9) giving an opinion, where required by a legal provision or at the request of the University Authorities, on draft legal acts issued by University bodies, in particular on matters related to the educational process at the WSEI University of Lublin, including, e.g. the study programme, fees charged to students, the Rules of Study;
- 10) defending the rights of students of WSEI University;
- 11) engaging in activities connected with student affairs, including social-living and cultural matters;
- 12) filing motions and proposals to the University Authorities on student-related matters;
- 13) handling complaints and motions from the President of the Student Government and the students;
- 14) appointing the Board of the Student Council (on a regular and an interim basis), defining its competences, mode of work, supporting its activities and designating one of the members of the Board as its Chairman;
- 15) defending the interests of the University;
- 16) providing training on the student rights and obligations in cooperation with the Polish Student Parliament;
- 17) maintaining permanent contact with the chairpersons of the year for all fields of study at WSEI University;
- 18) taking measures to ensure that university students comply with the applicable law and the principles of student community life.

§ 7

1. The Council shall hold its meetings. The presence of a member of the Student Council at its meetings is mandatory and registered.

2. The six-month calendar of meetings shall be established during the first semester of the Council meeting.
3. The meetings of the Council shall be public. The information referred to in § 2 shall be published on the website of the Student Government.
4. The Vice-Rector for Education and Student Affairs and guests invited by the President of the Council may attend the meetings of the Council.
5. Meetings of the Student Council shall be chaired by the President of the Student Government or its Deputy.
6. The President of the Student Council shall ensure that meetings of the Student Council are conducted smoothly, the agenda of the meetings, with its dignity, is maintained, and that the applicable law, including the provisions of the following Rules of the Student Government, is respected during the meeting.
7. The decisions of the Student Council are taken in the form of resolutions on behalf of the Student Government.
8. Decisions of the Student Council shall be adopted by simple majority in the presence of at least half of its members.
9. In the event of a tied vote, the President of the Student Council shall have the deciding vote.
10. The Council meetings shall be recorded by the Secretary of the Council, and the resolutions adopted at the Council, both in Polish and English, are annexed to the minutes.
11. The resolutions of the Student Council shall be signed by the President of the Student Government and shall not be contrary to the legal provisions in force, in particular the Law on Higher Education and Science and the internal regulations of WSEI University.

§ 8

1. Meetings shall be held at least once a month, except for July and August.
2. The Council shall meet either in person or remotely.
3. The Chair shall hold the meetings of the Council by means of written information (including in electronic form) containing the date, time and venue of the meeting at least 7 days before the scheduled meeting.

§ 9

President of the Student Government at WSEI University

1. The President of the Student Council is the sole body of the Student Government of WSEI University.
2. The term in office for the Chairperson shall be two years.
3. The same person may be elected the President of the Student Council twice.
4. The President of the Student Council, whose term in office has expired, shall remain in office until a new Council is in office.

5. The President of the Student Council of WSEI University shall, in particular:
 - 1) chair the work of the Student Council;
 - 2) sign the resolutions of the Student Council;
 - 3) represent the Student Government before the University authorities and its bodies, between universities and before third parties;
 - 4) give an opinion on proposals received by the Student Council;
 - 5) implement resolutions adopted by the Student Council;
 - 6) entrust, coordinate and control the work of the individual members of the Student Council;
 - 7) coordinate and monitor the work of student commissions if established,
 - 8) report on the activities of the Student Government at each meeting of the Student Council;
 - 9) take decisions on matters not reserved to other bodies of the Student Government of WSEI University.
6. The President of the Student Council shall be responsible for the action of its Deputy to whom they have delegated the execution of particular duties.

§ 10

1. The term in office for the President of the Council shall cease automatically in the event of:
 - 1) loss of student rights
 - 2) dismissal by the Student Council;
 - 3) submission of a written resignation;
 - 7) suspension of the student rights with the lawful decision of the Disciplinary Board;
 - 4) removal from the list of students;
 - 5) taking a parental leave;
 - 6) loss of civil rights ruled with the lawful decision of the Court;
 - 7) a custodial sentence with the lawful decision of the Court.
2. The expiration of the mandate by virtue of law shall be declared in writing by the Student Council at its subsequent meeting. If the Council fails to fulfil this obligation, the Vice-Rector for Education and Student Affairs shall declare the termination of the mandate in writing.
3. The term in office may be terminated in the event of:
 - 1) failure to perform the duties related to the function adopted;
 - 2) carrying out activities which damage the interests or reputation of the University or the Student Government;
 - 3) inability to act for more than three months on grounds of health;
 - 4) infringement of the rules of the Student Government, the Rules of Study and other internal applicable law at the University

4. Dismissal may take place at the request of at least half + 1 out of the total number of the Council members. When appointing the President, the Council shall at the same time appoint a new person to that function.
5. If the President of the Student Council resigns, their powers shall be assumed by the Deputy Chairman of the Student Government until a new Chairperson is elected.

§ 11

Deputy Chairman of the Student Council at WSEI University

1. The term in office for the Deputy Chairperson shall be two years.
2. The same person may be elected the Deputy Chairman of the Student Council twice.
3. The duties of the Deputy Chairman of the Student Council of WSEI University shall include:
 - 1) representing the Student Government, the University authorities and its bodies between universities and before third parties;
 - 2) supporting the activities of the President of the Student Government;
 - 3) performing duties specified by the President of the Student Government;
 - 4) serving as the President of the Student Government, taking over their competences, rights and duties, in the event that the President is absent, unable to perform their duties or when they delegate their responsibility for a fixed period of time on their own initiative.

§ 12

Secretary of the Student Council at WSEI University

1. The term in office for the Secretary of the Student Council shall be two years.
2. The same person may be elected the Secretary of the Student Council twice.
3. The Secretary of the Student Council shall be responsible for:
 - 1) drawing up the minutes of Council meetings;
 - 2) organising Council meetings;
 - 3) drawing up the calendar of meetings;
 - 4) drawing up attendance lists from Council meetings;
 - 5) checking the quorum at Council meetings;
 - 6) supporting the Council in administrative and office matters;
 - 7) providing notification of meetings to the members of the Student Council.
4. Council resolutions shall be developed both in Polish and English.

CHAPTER III

ELECTION OF STUDENT GOVERNMENT BODIES

Elections to the Student Council at WSEI University

§ 13

1. The elections to the Student Council shall be divided into:
 - 1) elections resulting from the expiry of the Council's term in office;
 - (2) by-elections to the Council.
2. Elections to the Student Council are universal, equal, direct and by secret voting.
3. Elections shall be held electronically, i.e. via the Virtual Dean's Office Platform of WSEI University.
4. Elections to the Council shall be held separately by faculties.
5. The candidates who obtained the highest number of votes in turn shall be elected to the Council, with the provision that the representation of students studying in Polish to students studying in English is determined by the election procedure.
6. The legal adviser of the WSEI University of Lublin shall be responsible for the proper conduct of the elections from a formal point of view.

§ 14

Election committee

1. The election shall be conducted by the Election Committee, which is the only body competent to hold the elections.
2. The Election Committee shall be elected by the Student Council each time, with one person per faculty.
3. The Committee shall elect the Chairperson from among its members.
4. The Election Committee shall:
 - 1) establish and announce the election schedule;
 - 2) define the election procedure;
 - 3) conduct elections;
 - 4) resolve issues on matters related to the conduct of elections;
 - 5) acknowledge the validity of the elections in the form of a resolution;
 - 6) annul elections if irregularities are found;
 - 7) prepare ballot papers;
 - 8) secure election documentation – the securing process shall be carried out in the presence of the legal adviser of the WSEI University of Lublin;
 - 9) draw up the minutes of the elections held.
5. The candidates for the Election Committee may not be chosen in the elections referred to in § 13.

§ 15

Chairman of the Election Committee

1. The chairman of the Election Committee shall:
 - 1) be in charge of the work of the Election Committee and represent it before third parties;
 - 2) hold the first meeting of the newly elected Student Council;

- 3) draw up, on the basis of the post-election protocol, a report to be sent to the Council at its first meeting following the elections.

§16

Elections following the end of the term in office of the Student Council

1. The Student Council shall, in the event of elections resulting from the expiry of the Council's term in office, appoint the Election Committee by 30 June at the latest.
2. The Election Committee shall establish, by 15 September, a detailed election schedule.
3. The Student Council shall adopt a resolution to hold elections in faculties by 1 October at the latest.
4. The newly elected Student Council must be operational by 30 November of a given academic year.
5. The first meeting of the newly elected Student Council shall be held by the Chairman of the Election Committee within 7 days of the publication of the results.
6. The former Student Council is dissolved on the day of the constitution of the new Student Council.

§ 17

1. The resolution on elections shall fix the exact date and time at which the elections will be held, and shall specify all the relevant election processes to be carried out with the scheduled elections, in particular the time for the submission of nominations, campaign rules and election silence.
2. The elections shall be settled for a day ensuring the widest possible participation of students.
3. Elections may not take place on days when classes are not held or during an examination session.

§ 18

Nominations

1. The candidate shall submit their nominations to a sealed urn at the Administration Office of the WSEI University of Lublin, at the time specified in the resolution.
2. The candidate shall give their consent in writing to stand as a candidate.
3. Upon application, the candidate shall submit a list with the signatures of 15 students supporting the candidate. The students shall have the student status in the faculty from which the student is standing.

§ 19

By-elections to the Student Council

1. In the event of a decrease in the number of the members of the Student Council, the Council shall appoint an Election Committee at a meeting at which it shall determine the end of the term in office or the removal of a member.
2. The Election Committee shall establish, within 14 days, a detailed election schedule.
3. The Student Council shall decide on the holding of by-elections at the faculty and the field of study in which the number of the representatives has decreased.
4. The term in office of a member chosen in by-election shall continue until the end of the term in office of the Student Council.

§ 20

Active and passive voting rights

1. Every student of WSEI University shall have active voting rights.
2. Every student of WSEI University shall have passive voting rights, except for a student who:
 - a) has lost student rights;
 - b) has been suspended from the student rights with the lawful decision of the Disciplinary Board;
 - c) has been removed from the list of students;
 - d) has been deprived of civil rights with the lawful decision of the Court;
 - e) has been given a custodial sentence with the lawful decision of the Court;
 - f) is taking a Dean's leave;
3. A student undertaking studies in more than one field of study and having passive voting rights is required to select the leading field of study in the form of a declaration when standing as a candidate.
4. In the event of failure to submit the declaration referred to in § 3, the leading field of study shall be the one where the student has previously obtained the student status. In the case of undertaking studies at more than one field of study, the declaration referred to in § 3 must be submitted, the failure of which will result in losing the student's passive voting rights.

CHAPTER IV

ELECTION OF REPRESENTATIVES TO THE SENATE AND THE WSEI UNIVERSITY CONVENTION

§ 21

1. The elected representatives of students shall be part of the University Senate representing at least 20 % of its total number.
2. The representatives of students shall be elected to the Senate of WSEI University by the Student Council.
3. The representatives of students in the Senate shall be elected for a term in office of two years, which begins on 1 September of a given calendar year.

4. The elected representative of students shall be part of the WSEI University Convention acting as an extraordinary member with opinion-giving and advisory function.
5. The student representative for the WSEI University Convention shall be elected by the Student Council.
6. Representatives of students who are members of the Senate and the WSEI University Convention are required to attend all meetings of these bodies.

CHAPTER V

STUDENT GOVERNMENT FUNDS

§ 22

1. The Student Government shall be financed by the University. An additional source of funding may come from own resources of the Student Government.
2. The own resources of the Student Government shall comprise:
 - 1) funds collected from sponsors;
 - 2) grants, donations;
 - 3) money collected during fundraising events.
3. The Student Council may take measures to obtain material and financial resources for its activities from sources other than WSEI University.
4. The Student Government shall use the funds in compliance with:
 - 1) the decision on the distribution of funds shall be taken by the Student Council of WSEI University, subject to prior agreement with the WSEI University Authorities;
 - 2) the funds of the Student Government shall only be used in accordance with its statutory objectives, and for the implementation of projects included by the local government in the business plan for a given academic year.
 - 3) the activity plan for a given academic year must include a breakdown of the financial resources by faculty in proportion to the number of students in the fields of study conducted in Polish and English;
 - 4) the Chancellor of WSEI University shall oversee the financial activities of the Student Government.

FINAL PROVISIONS

§ 23

1. The Student Council shall take decisions, after a prior agreement with the Rector of the University, on matters concerning the Student Government of WSEI University not covered by the following Rules.
2. The Rules of the Student Government of WSEI University shall come into force once the Rector of the University has established its conformity with the Law on Higher Education and Science, within 30 days of its submission.