

# **Regulations of the Centre of New Technologies - University of Warsaw**

## **General provisions**

### **§ 1**

1. The Centre of New Technologies - University of Warsaw, hereinafter referred to as the "CeNT UW", is a university-wide organizational unit within the meaning of § 23 section 1 subsection 2 of the Statute of the University of Warsaw, with the status of a basic organizational unit (§ 18 section 2 of the Statute of the University of Warsaw), conducting interrelated scientific research and educational activities.
2. The CeNT UW has its seat in the Ochota campus in Warsaw.
3. The Regulations of the CeNT UW lay down the tasks, internal organizational structure, the procedure for appointing bodies and the rules of operation of the CeNT UW.

### **§ 2**

Whenever the Regulations refer to:

- 1) Director – this shall be understood to mean the Director of the CeNT UW;
- 2) Group Leader – this shall be understood to mean the Research Group Leader;
- 3) Board – this shall be understood to mean the Board of Research Group Leaders;
- 4) Council – this shall be understood to mean the Council of the CeNT UW;
- 5) Regulations – this shall be understood to mean the Regulations of the CeNT UW;
- 6) Rector – this shall be understood to mean the Rector of the University of Warsaw;
- 7) Statute – this shall be understood to mean the Statute of the University of Warsaw;
- 8) UW – this shall be understood to mean the University of Warsaw;

## **Tasks of the CeNT UW**

### **§ 3**

The primary tasks of the CeNT UW shall be as follows:

- 1) conducting interdisciplinary scientific research of a cognitive or applicative nature in the area of mathematical and natural sciences in connection with educational activities;
- 2) participation in the training of students, primarily at the master's and doctoral level; whereby the principles and scope of cooperation between the CeNT UW and other units of the University of Warsaw in the field of education shall be governed by separate agreements;
- 3) provision of services for the benefit of educational, research and development projects, including doctoral studies;

- 4) cooperation with domestic and foreign centers with tasks similar to those of the CeNT UW;
- 5) organization and running of post-doctoral internships;
- 6) organization of post-graduate studies, courses and trainings in the field of specialist areas available at the CeNT UW.

#### **Organizational structure of the CeNT UW**

##### **§ 4**

1. The CeNT UW shall have the following bodies:
  - 1) the Director,
  - 2) the Council,
  - 3) the Board of Research Group Leaders.
2. The organizational structure of the CeNT UW shall consist of the following organizational units: research laboratories (research groups), specialist laboratories ("core facilities") and administrative support units.
3. Joint units of the University of Warsaw and external entities, established pursuant to § 24 of the Statute, may operate within the structure of the CeNT UW. The principles of operation of a joint unit shall be specified in the agreement on its establishment.

##### **Director**

##### **§ 5**

1. The Director shall be selected under the competition procedure from among the candidates who meet the conditions set forth in § 18 section 3 of the Statute.
2. The selection board for the selection of the Director shall be appointed by the Rector, who shall specify the board's composition, procedure and rules of work.
3. The term of office of the Director shall be four years and it shall begin on 1 January of the year following the election of the UW authorities and end on 31 December of the year of the election of the UW authorities
4. The Director may be dismissed by the Rector on the initiative of the Rector or at the request of the Council, adopted by an absolute majority of votes, with the participation of at least two thirds of the members of the Council.

##### **§ 6**

1. The Director shall in particular:
  - 1) manage the CeNT UW and be accountable to the Rector for the operation of the CeNT UW;
  - 2) represent the CeNT UW externally;
  - 3) establish, transform and liquidate the organizational units of the CeNT UW, after consultation of the Council;
  - 4) act as the superior with respect to the CeNT UW's employees;
  - 5) initiate and run competitions for the positions of Group Leaders;

- 6) decide on the acceptance of the projects to be realized at the CeNT UW;
  - 7) establish the rules governing the use of infrastructure of the CeNT UW;
  - 8) bear responsibility for the financial management of the CeNT UW;
  - 9) support activities promoting scientific excellence initiated by doctoral students and post-doctoral fellows;
  - 10) take other decisions resulting from the provisions or special regulations, not reserved for other authorities, necessary for the proper operation of the CeNT UW.
2. The Director shall present to the Rector an annual substantive and financial report on the CeNT UW's activities on which the Council has delivered an opinion.
  3. The Director shall present to the Council a project of a long-term programme of activities of the CeNT UW, together with the annual plans and activity reports.

### **Deputy Directors**

#### **§ 7**

1. A maximum of three Deputy Directors shall be appointed by the Rector acting on a proposal from the Director.
2. The term of office of the Deputy Directors shall expire at the end of the term of office of the Director.
3. The scope of duties of the Deputy Directors shall be determined by the Director.

### **Plenipotentiaries of the Director**

#### **§ 8**

The Director may appoint proxies entrusted with performing specific tasks and coordinators of selected areas of the CeNT UW's activity.

### **Council**

#### **§ 9**

1. The Council shall be composed of between 9 and 13 members, appointed by the Rector.
2. The Chair of the Council shall take part in the Council's deliberations in an advisory capacity
3. A member of the Council shall be appointed by the Rector and be a scientist with world-renowned achievements, or an entrepreneur who has proven experience in working with scientists in the field of research and development, or in the implementation of new technologies.
4. Membership of the Council may not be combined with holding a position of a Director, nor a head of the organizational unit of the CeNT UW.
5. At least half of the members of the Council shall be scientists.

6. At least half of the members of the Council shall be employees of foreign research institutions.
7. The members of the Council shall be appointed for a four-year joint term of office beginning and expiring with the term of office of the Director.
8. A member of the Council cannot serve more than two consecutive terms of office.
9. No more than half of the members of the Council serving a given term of office may be re-elected for a consecutive term.
10. For each consecutive term of office, the persons referred to in section 3 shall be designated jointly by the Council at the end of its term of office and the Director.
11. In the event of a vacancy in the Council resulting from the incapacity of a member to perform his duties, resignation or death, a new member may be appointed for the remainder of the term of office concerned. If, as a result of a vacancy, the number of members would fall below the minimum indicated in section 1, the appointment of a new member shall be compulsory.
12. The Rector may dismiss a Council member before the end of the term for which the member was appointed.
13. The official language of the Council shall be English.

## **§ 10**

1. The Council shall have the competences to:
  - 1) approve the requirements of the competition for Group Leaders;
  - 2) evaluate and recommend candidates for employment as Group Leaders to the Director;
  - 3) evaluate the achievements of the Group Leaders and the activities of their respective laboratories.
  - 4) perform a periodical review of the CeNT UW research activity programme, not less frequently than every four years.
  - 5) approve the annual CeNT UW work plans and activity reports prepared by the Director.
  - 6) express opinion on the draft long-term CeNT UW activity programme submitted by the Director;
  - 7) express opinion on draft amendments to the internal organizational structure of the CeNT UW;
  - 8) submit a motion to the Rector to dismiss the Director in the event of a negative evaluation of the CeNT UW's activities.
2. The Council, with the consent of the Rector, may delegate the powers specified in in § 10, section 1, subsections 1-4 concerning the selected fields of research to other entities of an international character, if such powers concern joint units established with other entities and operating within the organizational structure

of the CeNT UW, in accordance with the requirements of agreements establishing such units.

## **§ 11**

1. The Council elects and dismisses from among its members the Chair of the Council and the Vice-Chair of the Council.
2. The Chair shall be elected for the term of office of the Council.
3. The Chair of the Council shall:
  - 1) convene and chair meetings of the Council;
  - 2) direct the works of the Council;
  - 3) represent the Council in its external relations.
4. The Vice-Chair shall replace the Chair.

## **§ 12**

1. Meetings of the Council shall be convened by the Chair acting on his own initiative or at the written request of the Rector, the Director, or at least half of the members of the Council.
2. Meetings of the Council shall be convened as required, at least twice a calendar year.
3. Meetings may be held remotely by electronic means (teleconferencing and videoconferencing), provided that a meeting of the Council with the personal participation of its members is held at least once a calendar year.
4. Resolutions of the Council taken at meetings held remotely shall be adopted by way of electronic voting.
5. Resolutions of the Council shall be adopted by a simple majority of votes. In the case of personnel matters, the Council shall adopt resolutions by an absolute majority of votes cast by secret ballot, with the participation of at least half of its members, subject to § 5 section 4.
6. In matters referred to in § 10 section 1 subsection 1 and 4-8, it is permissible to organize a circular electronic voting without convening a meeting of the Council, unless any of the Council members shall decide to oppose the form of voting by circulation.
7. At the request of the Chair, the Director or the Rector, whenever required by another agreement binding on the CeNT UW, other invited persons may attend meetings of the Council without the right to vote.

**Board of Research Group Leaders**  
**§ 13**

1. The Board shall be composed of the CeNT UW's Group Leaders.
2. The Chair of the Board shall be elected at the first meeting of the Board and his/her term of office shall end at the end of the term of office of the Director.
3. The Board shall be a consultative and opinion-forming body entrusted with the task of discussing current and organizational issues at the CeNT UW.
4. Meetings of the Board shall be convened by the Chair at the request of the Director, on the Chair's own initiative or at the request of at least 50% of the members of the Board.
5. Other persons invited by the Chair may attend meetings of the Board without having the right to vote, as required.

**Personnel of the CeNT UW**  
**§ 14**

1. The following categories of personnel shall be employed at the CeNT UW:
  - 1) scientific and scientific-academic;
  - 2) scientific-technical and engineering-technical;
  - 3) specialist;
  - 4) administrative.
2. The basic method of employment for scientific and scientific-academic personnel is by means of a competition. The basic type of employment is full-time employment.
3. In the event of involvement in the implementation of projects in the CeNT UW of employees of other institutions, the determination of their scope of obligations, including in particular the affiliation for publishing purposes and the principles governing the payment of didactic remuneration, will in each case be the subject of an agreement to which the employee, the Dean or Head of the employee's parent unit and the Director will be a party.

**Selection boards**  
**§ 15**

For positions other than those of the Group Leaders, the Director shall appoint selection boards in accordance with the provisions of the Statute and, if the position is financed by external bodies, with the requirements of those bodies.

## **Research Group Leaders**

### **§ 16**

1. The Group Leader shall be an academic staff member who has been recommended by the Council from among the candidates selected through a competition.
2. The Group Leaders shall, upon recommendation of the Council, be appointed by the Director.
3. The appointment of an academic staff member to act as the Group Leader shall result in the establishment of a new research laboratory within the organizational structure of the CeNT UW.
4. The Group Leader shall:
  - 1) be accountable for the scientific programme realized by the research laboratory;
  - 2) form a research group;
  - 3) organize competitions for staff positions necessary to carry out tasks and projects realized by the laboratory;
  - 4) be accountable for the substantive aspects of the research projects underway and the quality of research and services carried out; commit to the development of the laboratory's and CeNT UW's infrastructure;
  - 5) be responsible for obtaining research funding;
  - 6) agree with the Director on the scope and conditions of using the CeNT UW's infrastructure;
  - 7) ensure proper conditions of scientific supervision and proper progress of internships, including doctoral and post-doctoral fellowships aimed at the acquisitions of advanced knowledge and skills;
  - 8) provide scientific supervision of research conducted as part of post-doctoral fellowships offered at the CeNT UW;
  - 9) act as the immediate supervisor of the laboratory staff;
  - 10) be responsible for organizing the work of the research laboratory and for fulfilling research commitments;
  - 11) be accountable for giving job induction training to the members of the research laboratory, occupational safety and observance of applicable regulations concerning research work in the laboratory;
  - 12) be accountable for compliance with the principles of scientific ethics; supervise the financial matters of the research laboratory, in accordance with the regulations of the University of Warsaw, the CeNT UW and the relevant grant agreements;
  - 13) oversee the entrusted property;
5. The dismissal of the Group Leader, cessation of function or termination of employment shall result in the liquidation of the respective research laboratory within a period enabling the payment of project liabilities and liabilities towards the members of the research laboratory.

## **§ 17**

1. Group Leaders other than those employed in the position of full or associate professor [profesor zwyczajny, profesor nadzwyczajny], shall be assessed by the Council in terms of:
  - 1) meeting the criteria of scientific excellence reflecting the performance of scientists conducting research in leading research institutions;
  - 2) fulfilling the duties specified in § 16 section 4.
2. The first evaluation shall take place no later than 5 years after the appointment of an academic staff member as Group Leader.
3. The next evaluation should precede the commencement of the procedure for taking up the position of associate professor.
4. The subsequent evaluations of the Group Leaders shall take place not less frequently than every 4 years, until the transition to the position of associate professor.
5. Negative evaluation shall result in the termination of employment contract between the Group Leader and the CeNT UW.
6. In justified cases, at the written request of the Rector or the Director, the Council shall evaluate the achievements of the Group Leader holding the position of associate professor.

## **Financial management of the CeNT UW**

### **§ 18**

1. The activity of the CeNT UW shall be financed from:
  - 1) targeted subsidies for the projects realized at the CeNT UW;
  - 2) special-purpose subsidies deriving from the state budget and extra-budgetary resources;
  - 3) research grants;
  - 4) funds received in connection with the services provided.
2. Financial control over the processes of accumulation and distribution of financial resources and management of the CeNT UW's assets shall be exercised in accordance with detailed regulations on procedures rules and forms of financial control applicable at the University of Warsaw.

## **Administration of the CeNT UW**

### **§ 19**

1. The administration of the CeNT UW shall be constituted by administrative support units appointed by the Director.
2. The tasks of the administrative support units shall include organizing support for the operation of research and specialist laboratories.



**Amendments to Regulations**  
**§ 20**

Amendments to the Regulations shall enter into force upon their approval by the Rector.

**Transitional provisions**  
**§ 21**

The provisions of the Regulations concerning Group Leaders shall apply to researchers who on the day of entry into force of the Regulations perform the function of the Group Leader as a result of the outcome of the competition.