



LEGAL BULLETIN

NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ

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ORDER No. 239

of the Rector of the Nicolaus Copernicus University in Toruń

of 2 November 2020

Regulations for the organization and management of the "Excellence Initiative - Research University" programme at the Nicolaus Copernicus University in Toruń

Pursuant to art. 52. 3 and art. 57.1 of the Resolution no. 37 of the Senate of the NCU of 16 April 2019 of Statutes of the Nicolaus Copernicus University in Toruń (Biuletyn Prawny UMK of 2019, item 120 as amended).

i t i s o r d e r e d as follows:

Chapter 1 **General provisions**

Article 1

Regulations for organization shall establish rules of organization and management under the Excellence Initiative - Research University" programme at the Nicolaus Copernicus University in Toruń, hereinafter referred as the "Programme", in particular:

- 1) organizational structure specifying entities involved in realization of the programme and their mutual connections, including rules of cooperation and communication;
- 2) scope of activities specifying responsibility of each entity for realization of activities in the programme;
- 3) rules of expenditure on realization of the programme objectives.

Article 2

1. University authorities referred to in art. 56.1 point 1 of the Resolution no. 37 of the Senate of the NCU of 16 April 2019 of Statutes of the Nicolaus Copernicus University in Toruń shall make strategic decisions and exercise general supervision over realization of the programme.

2. The chairman of the coordinating team referred to in Art. 7.1 shall present the University authorities:
 - 1) a verbal report on planned activities for the following month and realization of the programme at the end of each month;
 - 2) a written report on planned activities for the following year and realization of the programme at the end of each calendar year.

Chapter 2

Organizational structure

Article 3

Organizational structure shall consist of:

- 1) University Centers of Excellence based on priority research areas;
- 2) scientific councils of University Centers of Excellence;
- 3) research teams of the Emerging Fields;
- 4) field councils;
- 5) coordinating team;
- 6) secretariat;
- 7) working groups.

Article 4

1. Under the programme, University Centers of Excellence shall operate as priority research areas, which include academic teacher conducting interdisciplinary research:

- 1) “Astrophysics and astrochemistry”;
- 2) “From fundamental optics to bio-photonics”;
- 3) “Dynamics, mathematical analysis and artificial intelligence”;
- 4) “Towards personalised medicine”;
- 5) “Interaction - mind, society, environment”.

2. The personal composition of the University Centres of Excellence shall not exceed 60 employees of the University and shall be approved by the coordinating team at the request of the director with the opinion of the centre’s research council by 31 January of each year. Additionally, the University Centre of Excellence shall include doctoral students supervised by employees of the centre.

3. Each member of the University Centre of Excellence shall be included in one of the research groups. The number of research groups shall be specified in organizational regulations of the centre referred to in art. 4.9.

4. The University Centre of Excellence shall be headed by a director appointed and dismissed by the rector at the request of the coordinating team.

5. The tasks of the director of the University Centre of Excellence shall include in particular:

- 1) day-to-day management of the centre's scientific activities;
- 2) disposal of the funds made available for direct use by the centre;
- 3) implementation of scientific and personal policy at the centre in consultation with heads of the organizational units in which members of the centre are employed.

6. The scientific council, which shall include the director of the University Centre of Excellence and not more than 7 members, shall be appointed by the Rector at the request of the director of the centre who is the chairman of the council.

7. The scientific council of the University Centre of Excellence shall establish directions of scientific development of the centre and provide its opinion on organizational matters and financial and personal policy. In particular, the scientific council of the centre shall:

- 1) provide its opinion on the requests submitted by the director for establishing or disbanding a research team at the centre;
- 2) provide its opinion on the requests submitted by the director for the inclusion into or exclusion from the composition of the centre of a university employee;
- 3) provide its opinion on the annual activity report submitted by the director of the centre;
- 4) monitor indicators relevant to evaluation of the centre activity.

8. The director of the University Centre of Excellence shall convene meetings of the scientific council at least once every six months.

9. Specific tasks, organization and regulations and mode of the activity of the University Centre of Excellence shall be specified in its organizational regulations provided by the rector at the request of the director of the University Centre of Excellence after consulting the Rector's Council.

Article 4

1. The research team, which includes academic teachers conducting scientific research and doctoral students, shall operate under the programme of the Emerging Field selected by means of a competition.
2. The personal composition of the Emerging Field research team shall be made up of 10 to 30 academic employees and shall be approved by the coordinating team at the request of the chairman with the opinion of the field council. Additionally, the team shall include doctoral students supervised by employees of the centre.

Article 5

1. The research team shall be headed by the chairperson appointed and dismissed by the rector at the request of the coordinating team.
2. The tasks of the chairman of the Emerging Field research team shall include:
 - 1) day-to-day management of the team activity;
 - 2) disposal of the funds made available for direct use by the research team.

Article 6

1. The research university shall have the field councils which shall perform consultative and advisory functions and supervise the implementation of tasks specified in the programme:
 - 1) Council for the Field of Humanities, Social Sciences, and the Arts;
 - 2) Council for the Field of Natural Sciences and Technology;
 - 3) Council for the Field of Life Sciences.
2. The councils for fields of science shall be made up of 4 to 8 academic staff, at least half of whom are not employed at the University and shall be appointed by the rector at the request of the coordinating team.
3. The works of the council for the field of science shall be managed by an academic teacher who shall act as its chairman and be appointed and dismissed by the rector at the request of the coordinating team.

Article 7

1. The implementation of the programme shall be coordinated by the coordinating team consisting of:
 - 1) Vice-Rector for the implementation of the research university strategy as its chairperson;
 - 2) Sustainable Development Coordinator in the Toruń part of the University;
 - 3) Sustainable Development Coordinator in the Bydgoszcz part of the University;
 - 4) leader of working groups referred to in art. 9.
2. Members of the coordinating team referred to in art.7. 1 points 2 and 3 shall be appointed and dismissed by the rector at the request of its chairperson.
3. The chairman of the coordinating team shall make use of resources not allocated for the direct use of the University Centres of Excellence and emerging fields research teams.

Article 8

1. Administrative and office support for the programme shall be provided by an office with at least two employees.
2. Secretariat shall be a university administrative unit subordinate directly to the Vice Rector for Research and International Cooperation.

Article 9

Working groups are the executive body for substantive tasks as specified in the programme plan involving:

- 1) impact of the university activity on the development of world science and research collaboration with renowned universities;
- 2) quality of education provided to students and doctoral students;
- 3) professional development of the University employees and quality of management of the University;
- 4) innovation and collaboration with business environment;

shall be appointed and dismissed by the rector and made up of the University employees including their chairpersons.

Chapter 3 **Scope of tasks**

Article 10

The tasks of the University Centres of Excellence within priority research areas and of the research teams within emerging fields shall include conducting high quality research aimed at improving the international standing of the university bearing in mind the indicators defined by the Minister of Science and Higher Education in the competition announcement and the indicators selected when making the University's application proposal in the above mentioned competition.

Article 11

The tasks of the councils for the fields of science shall include in particular:

- 1) monitoring scientific activities of emerging fields research teams;
- 2) preparing a ranked list in the competitions for emerging fields research teams;
- 3) preparing a ranked list in the competitions addressed to emerging fields research teams and in the competitions financed from funds for the sustainable development of the University;
- 4) providing an opinion on the requests of the head of the research team to include an employee of the University in the team or to exclude them from the team composition.

Article 12

The tasks of the coordinating team shall include in particular:

- 1) organizational and substantive supervision over the whole programme;
- 2) development and coordination of the drafting of documents relating to the operation of the programme, including in particular mid-term evaluation;
- 3) preparation of the three-year project (on a year-by-year basis) of budget for the programme (by the date of mid-term evaluation), taking into account the distribution of funds for the University Centres of Excellence, emerging fields research teams, and funds for the sustainable development of the University;
- 4) providing opinions on decisions in the competitions announced within the research university unless specific provisions provide otherwise.

Chapter 4 **Rules for expenditure**

Article 13

1. Funds earmarked for the implementation of the programme shall be divided into general programme funds and between the University Centres of Excellence, emerging fields research teams, and funds for the sustainable development of the University.

2. In the course of the implementation of the programme, the University Centres of Excellence and emerging fields shall earmark not less than 8% of the funds made available to them to finance the activities of University staff who are not members of the centres or teams.

Article 14

1. The budget project referred to in art. 12 point 3 shall be approved by the rector.
2. In accordance with the approved budget, the coordinating team shall place funds for the implementation of tasks by the University Centres of Excellence and emerging fields research teams and for the sustainable development of the University.
3. Directors of the University Centres of Excellence and heads of research teams shall prepare a budget setting out the annual breakdown for the whole grant period, which shall be approved by the coordinating team.
4. The coordinating team shall monitor the implementation of the programme and, if necessary, send a proposal to the rector for amending the programme budget in order to ensure the most effective use of funds in a given period.

Article 15

1. The University shall spend public funds within the framework of the research university pursuant to public finance legislation and internal regulations.
2. The University may earmark funds only for the eligible costs of the programme, i.e. costs that fulfil the following cumulative conditions:
 - 1) the costs were incurred in the period from the start date of the implementation to the end date of the programme and are directly related to the activities carried out under the programme;
 - 2) the costs are necessary for the implementation of the programme and the achievement of its outcomes;
 - 3) the costs are directly linked to the activities set out in the application;
 - 4) the costs meet the requirements of effective finance management;
 - 5) the costs meet the requirements resulting from separate legal provisions, in particular those on public finance, tax law and social security.
3. Funds earmarked for the implementation of the programme may be spent in particular on:
 - 1) employing academic staff in research and teaching positions, and in research positions (the Statutes of the Nicolaus Copernicus University in Toruń provided that members of a call selection board referred to in art.102.2.3 are appointed from among members of the relevant University Centre of Excellence that operates within the priority research area and members of a call selection board referred to in art.102.2.4 are appointed from among members of the relevant council for the field of science);
 - 2) employing academic staff in teaching positions in order to reduce the workload of other scientifically active staff (Resolution No. 37 of the Senate of the Nicolaus Copernicus University in Toruń of 16 April 2019 of the Statutes of the Nicolaus Copernicus University in Toruń) provided that the request to employ should designate staff from the University Centre of Excellence that operates within a priority research team, or employees who are part of an emerging field research team and whose workload has been reduced to the workload that justifies employment pursuant to art.5 of order No. 166 of the NCU Rector of 4 November 2019 –Work Rules of the Nicolaus Copernicus University in Toruń);
 - 3) employing administrative or engineering and technical staff necessary for the implementation of the programme or its objectives (art. 16);
 - 4) periodic payment increase, Rector's allowances, task-based allowances (the director of the University Centre of Excellence or head of emerging fields research team shall submit a request to the rector);

- 5) funding of contracts for specific tasks and contracts of mandate for persons who are not employees of the University (order No. 208 of the NCU Rector of 30 September 2020 on the procedure of concluding contracts of mandate and contracts for specific work, templates of contract forms and bills, and the place and dates of submitting documents);
- 6) reimbursement of travel expenses incurred by the employees and non-employees of the Nicolaus Copernicus University (order No. 15 of the NCU Rector of 12 February 2019 on mobility abroad of employee, doctoral candidates, and students of the Nicolaus Copernicus University in Toruń, order No. 90 of the NCU Rector of 30 April 2020 on the principles of settling costs related to domestic business trips of employees and non-employees of the Nicolaus Copernicus University in Toruń, order No. 16 of the NCU Rector of 12 February 2019 on organizing and financing visits of guests from abroad at the Nicolaus Copernicus University in Toruń; order No. 14 of the NCU Rector of 12 February 2019 on the procedure for the purchase of air, rail, and coach tickets for employees, doctoral students, students, and guests from abroad of the Nicolaus Copernicus University in Toruń in the Toruń campus);
- 7) University grants for researchers from abroad (order No. 29 of the NCU Rector of 9 March 2020 on awarding NCU grants to researchers from abroad at the Nicolaus Copernicus University in Toruń);
- 8) internship mobility of University employees (order No. 30 of the NCU Rector of 9 March 2020–Rules for internship mobility);
- 9) doctoral scholarships financed from the funds of the programme (Order No. 161 of the NCU Rector of 19 August 2020 on the award to doctoral students of scholarships funded from the resources of the Emerging Fields research teams under the "Initiative of Excellence -Research University" programme and Order No.162 of the NCU Rector of 19 August 2020 on the award to doctoral students of scholarships funded from the resources of Centers of Excellence under the "Initiative of Excellence -Research University" programme);
- 10) increasing the amount of doctoral scholarships from the funds of the programme (Order No. 163 of the NCU Rector of 19 August 2020 on the award of an amount increasing scholarships for doctoral students funded under the "Initiative of Excellence -Research University" programme); (art.18);
- 11) scientific activities (including conference and internship mobility) of students of doctoral schools and doctoral students of the University (art.17);
- 12) scholarships for first-year students in the fields of study within priority research areas (order No. 5 of the Rector of the Nicolaus Copernicus University in Toruń of 23 January 2020 on awarding scholarships to first-year students in the fields of study within priority research areas);
- 13) purchase of apparatus, other fixed assets, materials, and services provided by external entities necessary to implement the programme (order No. 81 of the Rector of the Nicolaus Copernicus University in Toruń of 25 June 2019 -Rules for Public Procurement in the Toruń campus, order No. 167 of the Rector of the Nicolaus Copernicus University in Toruń of 19 August 2014 on the implementation of "Rules for Public Procurement of Collegium Medicum NCU" in the Nicolaus Copernicus University in the Bydgoszcz campus);
- 14) co-financing of faculty renovation tasks up to 5% of the annual budget of the University Centre of Excellence or an emerging fields research team;
- 15) funding of publications(in particular translation, adjustment, and Open Access fees);
- 16) funding the organization of and participation in international conferences;
- 17) funding dissemination and implementation of research;
- 18) training and summer schools;
- 19) expense account (University Centres of Excellence -PLN 12 000 and a research team within emerging field–PLN 6 000 annually);

- 20) membership fees in scientific organizations and networks of the University; membership fees of members of University Centres of Excellence within priority research areas ,of research teams within emerging fields, and of their individual employees;
- 21) payment for the directors of the University Centres of Excellence in the gross amount of PLN 2 200 per month;
- 22) payment for the heads of research teams within emerging fields in the gross amount of PLN 1 000 per month.

Article 16

1. Directors of the University Centres of Excellence, heads of research teams within emerging fields and a project coordinator shall submit a substantiated request to approve the employment of a staff member and to set out the procedure to be followed. The request shall be submitted to the rector in case of engineering and technical staff and to the chancellor in case of administrative staff (competition or non-competition procedure).
2. A candidate for employment shall be selected either by way of a competition announced by the rector or the chancellor respectively or by following other recruitment procedure. The announcement of a competition or recruitment under any other procedure shall state the requirements for candidates, the list of documents required, the deadline for submitting the required documents and the expected date for the outcome of the competition or recruitment under this procedure.
3. Directors of the university centres of excellence and heads of research teams within emerging fields shall submit a request to employ a candidate selected under the procedure referred to in art. 16.2 on an applicable form. The request shall be submitted to the rector in case of engineering and technical staff and to the chancellor in case of administrative staff.
4. Department of Human Resources shall refer the candidate approved by the rector or the chancellor respectively for medical examinations and health and safety training and shall prepare employment documents.

Article 17

1. Students of doctoral schools and doctoral students of the University may obtain, by way of a call for proposals, funding for scientific activities under emerging fields and sustainable development budgets in the form of:
 - 1) mobility programme;
 - 2) training programmes and courses delivered in English;
 - 3) funding of publications, including costs of linguistic proofreading, translations, publications in Open Access journals.
2. The relevant council for the field of science shall be the coordinating unit for the programmes related to the development of research activities of doctoral students referred to in art. 17.1.
3. At the request of the relevant council for the field of science, the rector shall announce the calls for proposals referred to in art. 17.1 and the rules prepared by a relevant working group.

Chapter 5

Final provisions

Article 18

The coordinating team shall review the functioning of this order after each year of the programme implementation and shall request the Rector to make the necessary changes.

Article 19

The Budget for 2021-2022 shall be prepared by the directors of the University Centres of Excellence and heads of research teams by 30 November 2020.

Article 20

The Order No. 6 of the NCU Rector of 23 January 2020 Organizational and management rules of the "Excellence Initiative -Research University" programme at the Nicolaus Copernicus University in Toruń (Biuletyn Prawny UMK of 2020, item 19 as amended) shall be repealed.

Article 21

Persons appointed to perform functions based on the rules of the order referred to in art. 20 shall perform their functions until the expiry of the period for which they were appointed, except for persons appointed for the coordinating team and working groups whose appointments shall expire on the effective date of the order.

Article 22

The order becomes effective as of 2 November 2020 with effect from 1 November 2020.

R E C T O R

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