



LEGAL BULLETIN

NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ

Year 2020; item 19

ORDER No. 6

of the Rector of the Nicolaus Copernicus University in Toruń
of 23 January 2020

Organizational and management rules of the "Excellence Initiative - Research University" programme at the Nicolaus Copernicus University in Toruń

Pursuant to art. 57.1 and art. 57.2 of Resolution No. 37 of the Senate of the Nicolaus Copernicus University in Toruń of 16 April 2019 - the Statutes of the Nicolaus Copernicus University in Toruń (Biuletyn Prawny UMK of 2019, item 120) in connection with the conclusion by the Nicolaus Copernicus University in Toruń of an agreement with the Minister of Science and Higher Education following the result of the competition under the "Excellence Initiative - Research University" programme referred to in art. 387.1 of the Act of 20 July 2018 – Law on Higher Education and Science (Dz. U. of 2018, item 1668 as amended) aimed at increasing the international significance of activities conducted by the University.

it is ordered as follows:

Chapter 1 General provisions

Article 1

These rules lay down the organisation and management principles under the "Excellence Initiative - Research University" programme at the Nicolaus Copernicus University in Toruń, in particular:

- 1) organisational structure that specifies entities involved in the implementation of the programme and their mutual relations, including the rules for collaboration and communication;
- 2) scopes of tasks that define responsibility of individual entities for the implementation of tasks in the programme;
- 3) principles for spending funds to achieve the programme objectives.

Article 2

1. The college of rectors referred to in art. 56.1.1 of resolution No. 37 of the Senate of the Nicolaus Copernicus University in Toruń of 16 April 2019 – the Statutes of the Nicolaus Copernicus University in Toruń (Biuletyn Prawny UMK of 2019, item 120) shall adopt decisions of a strategic nature and exercise overall supervision over the implementation of the programme.
2. The chairperson of the coordinating party referred to in art. 7.1 shall submit to the college of rectors:
 - 1) at the end of each month - an oral report on the implementation of the programme and a list of planned activities for the following month;

- 2) at the end of each calendar year - a written report on the implementation of the programme in a given calendar year and a list of planned activities for the following year.

Chapter 2

Organizational structure

Article 3

The organisational structure of the research university shall be made up of:

- 1) university centres of excellence within priority research areas;
- 2) scientific councils of the university centres of excellence;
- 3) research teams within emerging fields;
- 4) councils for fields of science;
- 5) coordinating party;
- 6) office;
- 7) working parties.

Article 4

1. The research university shall have university centres of excellence within the framework of priority research areas; the university centres of excellence shall be made up of academic staff conducting interdisciplinary scientific research:
 - 1) "Astrophysics and Astrochemistry";
 - 2) "From Fundamental Optics to Applied Biophonetics";
 - 3) "Dynamics, Mathematical Analysis and Artificial Intelligence";
 - 4) "Towards Personalized Medicine";
 - 5) "Interacting Minds, Societies, Environments".
2. The composition of a centre shall include not more than 60 persons and be approved by the coordinating party at the request of the director with the opinion of the centre's council on it.
3. The University Centre of Excellence shall be headed by a director appointed and dismissed by the rector at the request of the coordinating party.
4. 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.
5. The Scientific Council, chaired by the director of the university centre of excellence, shall be appointed by the rector at the request of the director of the centre. The director of the university centre of excellence shall convene meetings of the council at least once every six months.
6. The tasks of the scientific council of the university centre of excellence shall include in particular:
 - 1) setting strategic directions for the scientific development of the centre;
 - 2) providing its opinion on the requests submitted by the director of the university centre of excellence for the inclusion into or exclusion from the composition of the centre of a university staff member;
 - 3) providing its opinions on spending of the centre's funds on the activities carried out by non-member staff of the centre.

Article 5

1. The research university shall have a research team selected by way of an emerging field contest. The team shall be made up of academic staff conducting scientific research.
2. The composition of the emerging field research team in the number of 10 to 30 persons shall be approved by the coordinating party at the request of the head with the opinion of the council for the field of science on it.
3. The research team shall be run by the head appointed and dismissed by the rector at the request of the coordinating party.

4. The tasks of the head of the emerging field research team shall include:
 - 1) day-to-day management of the team's activities;
 - 2) disposal of the funds made available for direct use to the emerging field research team.

Article 6

1. The research university shall have councils for the fields of science 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 party.
3. The works of the Council for the Field of Science shall be headed by the chairperson who shall be academic staff of the University appointed and dismissed by the rector at the request of the coordinating party.

Article 7

1. The implementation of the programme shall be coordinated by the coordinating party consisting of:
 - 1) rector's deputy for the implementation of the research university strategy as its chairperson;
 - 2) representative of Collegium Medicum; 3) coordinator for science;
 - 4) coordinator for management and finance; 5) coordinator for monitoring and evaluation.
2. Members of the coordinating party shall be appointed and dismissed by the rector at the request of its chairperson.

Article 8

Administrative and office support for the programme shall be provided by an office with at least two employees.

Article 9

Working parties 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;
- 2) research collaboration with renowned universities;
- 3) quality of education provided to students and doctoral students;
- 4) professional development of the University staff;
- 5) quality of management of the University;
- 6) innovation and collaboration with business environment; shall be appointed and dismissed by the rector and made up of the University staff including their chairpersons.

Chapter 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 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 calls for emerging fields research teams;
- 3) preparing a ranked list in the calls addressed to emerging fields research teams and in the calls 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) organisational 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 annual budget for the programme, 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) use of resources not allocated for the direct use of the university centres of excellence and emerging fields research teams;
- 5) providing opinions on decisions in the calls for proposals announced within the research university unless specific provisions provide otherwise.

Chapter 4 **Principles for spending funds**

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 of the programme for each year of its implementation shall be determined by the rector.
2. 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. Subject to art. 14.4, directors of the university centres of excellence and heads of research teams shall prepare by 30 November a budget for the following calendar year which shall bear an opinion of the coordination team and shall be approved by the rector.
4. The budget for 2020 shall be prepared by directors of the university centres of excellence and heads of research teams by 31 January 2020.

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 (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 (the coordinating team shall submit a request to the rector upon a proposal from the director of the university centre of excellence or head of emerging fields research team with the opinion of the scientific council of the university centre of excellence or the council for the field of science on it);
 - 5) funding of contracts for specific tasks and contracts of mandate for persons who are not employees of the University (order No. 199 of the NCU Rector of 13 December 2016 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 University staff and persons other than the University staff (order No. 15 of the NCU Rector of 12 February 2019 on mobility abroad of employee, doctoral students, and students of the Nicolaus Copernicus University in Toruń, order No. 57 of the NCU Rector of 17 May 2013 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 organising 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. 3 of the Rector of the Nicolaus Copernicus University in Toruń of 23 January 2020 on awarding NCU grants to researchers from abroad at the Nicolaus Copernicus University in Toruń);
 - 8) internship mobility of University staff (order No. 4 of the Rector of Nicolaus Copernicus University in Toruń of 23 January 2020 – Rules for internship mobility);
 - 9) doctoral scholarships for doctoral students entering doctoral school financed from the funds of the research university (art. 17);
 - 10) increasing the amount of doctoral scholarships from the funds of the research university (art. 18);
 - 11) scientific activities (including conference and internship mobility) of students of doctoral schools and doctoral students of the University (art.19);

- 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 organisation 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 organisations and networks the University is a member of; membership fees of members of university centres of excellence within priority research areas, of research teams within emerging fields, and of their individual staff members;
- 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. Applicants to doctoral schools at the University, in particular applicants from abroad, may apply for doctoral scholarships funded by the research university.
2. Candidates shall be selected under an internal procedure or an open competition announced by the rector and conducted by the council of the relevant university centre of excellence or by way of a competition organised by the team for the quality of education provided to students and doctoral

students, with the opinion of the relevant council for the field of science, addressed to candidates interested in pursuing doctorates related to research teams within emerging fields.

3. Scholarships shall be awarded for the duration of learning in a doctoral school and shall be funded by the university centres of excellence or by research teams within emerging fields respectively.
4. Admission to a doctoral school shall take place pursuant to the rules and procedures in force in a given doctoral school.

Article 18

1. Students of doctoral schools with outstanding academic achievements, in particular doctoral students from abroad, may apply for an increase in the doctoral scholarship for the period of up to 12 months.
2. Scholarship shall be increased at the request of the supervisor of the doctoral student upon a positive opinion of the respective director of the university centre of excellence or the head of the emerging field research team. The request shall be submitted to the director of the doctoral school and shall contain the necessary information concerning the scientific profile of the doctoral student and the amount of the increase in the scholarship, which may not be higher than half the minimum amount of the doctoral scholarship.
3. The decision on increasing the doctoral scholarship shall be taken by the director of the doctoral school after consultation with the doctoral school council. The decision of the director of the doctoral school shall be final.
4. The increase in the scholarship shall be funded by university centres of excellence or by research teams within emerging fields respectively.

Article 19

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) programme of trainings 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. 19.1.
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. 19.1 and the rules prepared by a relevant working party.

Chapter 5

Final provisions

Article 20

The coordinating party 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 21

The order becomes effective as of 23 January 2020.

R E C T O R

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