

**Resolution No. 11 of the Scientific Council
of the InLife Institute of Animal Reproduction and Food Research of the
Polish Academy of Sciences dated 11 June 2026**

*on the adoption of the Rules of Procedure of the Doctoral Students' Council of
InLife, the Institute of Animal Reproduction and Food Research of the Polish
Academy of Sciences*

Pursuant to Article 215(2) in conjunction with Article 110(6) and (7) of the Act of 20 July 2018 on Higher Education and Science (Journal of Laws 2024.1571, consolidated text of 24 October 2024), §18(2)(6) of the Statutes of InLife – the Institute of Animal Reproduction and Food Research of the Polish Academy of Sciences, consolidated text of 13 November 2025, approved by the President of the Polish Academy of Sciences on 13 November 2025; and §3(6) of the Rules of Procedure of the Scientific Council of the IRZiBŻ of the Polish Academy of Sciences in Olsztyn for the 2023–2026 term, dated 16 March 2023.

The InLife Scientific Council hereby resolves as follows:

§ 1

Following an open vote, the InLife Scientific Council hereby adopts the Rules of Procedure of the InLife Doctoral Students' Council of the Institute of Animal Reproduction and Food Research of the Polish Academy of Sciences.

§ 2

Resolution No. 10 of the Scientific Council of the Institute of Animal Reproduction and Food Research of the Polish Academy of Sciences (IRZiBŻ PAN) dated 2 December 2014 on the approval of the Rules of Procedure of the IRZiBŻ PAN Doctoral Students' Council in Olsztyn is hereby repealed.

§ 3

This resolution shall enter into force on the date of its adoption.

**Rules of Procedure of the Doctoral Students' Council
InLife Institute of Animal Reproduction and Food Research, Polish Academy of
Sciences**

**Chapter I General
Provisions**

§ 1

1. The InLife Doctoral Students' Council of the Institute of Animal Reproduction and Food Research of the Polish Academy of Sciences, hereinafter referred to as the "Council", represents the doctoral students of the InLife Institute of Animal Reproduction and Food Research of the Polish Academy of Sciences, hereinafter referred to as the "Institute".
2. The Council operates in accordance with the Statutes of the Polish Academy of Sciences and these Rules of Procedure of the Institute's Doctoral Students' Council, hereinafter referred to as the "Rules of Procedure".
3. The activities of the Council are based on cooperation with the Institute's management.
4. The Institute's Doctoral Students' Council is composed of participants in the Institute's doctoral programme, hereinafter referred to as "doctoral programme participants".
5. Doctoral programme participants have the right to:
 - a) participate in the work of the Council,
 - b) submit opinions and proposals to the Doctoral Students' Council,
 - c) the right to stand for election and to vote in elections to the Student Union's bodies.
6. Doctoral programme participants are obliged to comply with these Rules and Regulations, the resolutions of the Council of the Doctoral Students' Council, the Doctoral Student Code of Ethics and the internal regulations in force at the Institute.
7. The Student Council operates through its governing bodies.
8. The bodies of the Student Council are: the Doctoral Student Council and the Chair of the Doctoral Student Council.
9. The bodies of the Student Council are the sole representatives of all participants in the doctoral programme run by the Institute.
10. Acting through its bodies, the Student Council:
 - a) defends the rights of doctoral students,

- b) represents the interests of doctoral students within and outside the Institute,
- c) expresses the views of the doctoral student community on its own initiative and at the request of the Institute's authorities,
- d) submits proposals to the Institute's authorities,
- e) participates, through its representatives, with the consent of the Chair of the Scientific Council, in meetings of the Scientific Council, and with the consent of the Director of the Doctoral School, in meetings of the Doctoral School Council,
- f) may organise social, cultural, educational, academic and sporting activities.

Chapter II

Doctoral Students' Council

§ 2

1. The Doctoral Students' Council, hereinafter referred to as "the Council", is the legislative body of the Students' Union.
2. The Council comprises the Chair of the Doctoral Students' Council and eight elected members of the doctoral programme: two from each year group of the doctoral programme currently in existence at the Institute.
3. The Council's term of office lasts one year, beginning on 1 November and ending on 30 October.
4. Elections to the Council for the next term of office are announced by the outgoing Council of the current term.
5. To conduct the voting for the election of the Council for the next term of office, the current Council shall appoint an Electoral Committee from amongst the doctoral programme students, no later than four weeks before the end of the Council's current term of office.
6. The Electoral Commission shall consist of at least four members. The Electoral Commission should include at least one member from each year group of the doctoral programme.
7. Within one week of its appointment, the Electoral Commission shall announce the date and format of the elections, as well as a period of at least 7 days for the nomination of candidates.
8. The Committee shall make public the date of the elections, their format and the names of the candidates for the Council no later than 7 days before the elections.
9. Delegates to the Council shall be elected by the doctoral programme students of the Institute by a simple majority of votes, in the presence of at least half of the total number of doctoral programme students.
10. The elections shall be concluded no later than four weeks before the end of the current term of office of the present Council.
11. All members of the Institute's doctoral programme have the right to vote and to stand for election.

12. Every member of the Institute's doctoral programme has the right to nominate delegates to the Council. The candidate's consent to stand for election is required.
13. The election of delegates to the Council shall be conducted by secret ballot for individual candidates.
14. Each voter may cast a vote for one candidate from their own year group within the doctoral programme or abstain from voting.
15. The results of all votes shall be announced by the Electoral Commission within two working days of the date of the vote. The election results shall be sent by email to all doctoral students, the Director of the Doctoral School and the Director of the Institute.
16. Those candidates who receive the highest number of votes cast shall be deemed elected to the relevant body. If, in the second round of voting, two or more candidates receive an equal number of votes entitling them to sit on the Council and there are more such candidates than seats on the Council, priority shall be determined by a draw conducted by three members of the Electoral Commission, with the option for the candidates concerned to be present. The conduct of the draw shall be recorded in the election minutes.
17. If, as a result of the elections, at least one seat on the Council remains unfilled, then, within a period not exceeding 14 days from the start of the new Council's term of office, a by-election procedure shall commence to fill the vacant seat or seats. The provisions of paragraphs 1-14 above shall apply mutatis mutandis to by-elections.
11. Membership of the Council shall cease in the event of:
 - 1) the resignation of a 'Council member';
 - 2) the expiry of the 'Council's' term of office;
 - 3) removal from the list of doctoral students;
 - 4) submission of documents for the defence of a doctoral thesis.
18. In the event of a vacancy on the Council arising before the end of the term, the vacancy shall be filled by the next candidate with the highest number of votes obtained in the most recent election.
19. If there is no person as referred to in paragraph 17 above, a by-election procedure shall be initiated within the relevant year group in accordance with the procedure set out in paragraphs 1-14 above.
20. In the performance of their duties, Council members are required to take an active part in the Council's work.
12. The Council deliberates at its meetings.
21. Sessions proceed in accordance with the agenda proposed by the Chair.
22. Any member of the Council may add an issue they have raised to the agenda during the meeting.
23. Council meetings shall be held at least once every three months, except during the summer holidays as provided for by the Institute.
24. A Council meeting is convened by the Chair of the Student Union:

- a) on his or her own initiative,
 - b) at the request of Council members or at least 50 per cent of the doctoral school's participants,
 - c) at the request of the Director of the Doctoral School or the Director of the Institute.
25. The outgoing Chair of the Student Council shall convene the first meeting of the newly elected Council no later than 15 November.
26. The Chair of the Student Council is required to notify all Council members of the date, venue and proposed agenda no later than 3 days before the date of the meeting. The date of the meeting shall be made public by email, sending a message notifying recipients of the date and venue of the meeting.
27. In exceptional cases, where circumstances require the Council to be convened immediately, it is possible to deviate from the three-day notice period prior to the date of the meeting.
28. Council meetings are open to the public, unless the Council decides otherwise.
29. In addition to Council members, other members of the Institute's doctoral programme and guests invited by Council members are entitled to attend meetings in an advisory capacity.
30. In Council votes, only Council members and the Chair of the Student Council are entitled to vote.
31. The meeting of the Council is chaired by the Chair of the Student Council.
32. If necessary, a Council meeting may be chaired by another Council member designated by the Chair of the Student Council or by a person appointed by the Council to perform this function by a simple majority of votes.
33. Minutes of the Council meeting shall be taken by a person appointed by the chair of the meeting.
34. The minutes are subject to approval by the Chair or the person acting as Chair and are sent electronically to all members of the Council.
35. The approved minutes shall be signed by the Chair and the minute-taker.
36. Resolutions of the Council shall be adopted by open ballot, by a simple majority of votes, in the presence of at least three-quarters of the Council's members.
37. At the request of at least two delegates, the chair of the meeting shall order a secret ballot on a specific matter.
38. In personnel matters, the Council adopts resolutions by secret ballot.
39. The Council's powers include determining the direction of the Student Union's activities, and in particular:
- 1) dismissing the Chair of the Student Union,
 - 2) considering and approving the Student Union's reports,
 - 3) amending the Rules of Procedure,
 - 4) organising the work of the Student Council,
 - 5) cooperating with the Institute's bodies on matters falling within the scope of the Student Council's activities, the right to obtain information and express

- opinions on decisions relating to doctoral programme participants.
- 6) taking action to bring about positive changes in the situation of doctoral students and to ensure their rights are upheld,
 - 7) undertaking initiatives that foster the integration of the doctoral student community and the development of collegial cooperation within the Institute and beyond.

Chapter III: Chair of the Student Council

§ 3

1. The duties of the Chair of the Student Council shall include, in particular:
 - 1) chairing the Council's proceedings,
 - 2) representing the doctoral school community, in particular vis-à-vis the Institute's authorities and other bodies within the Institute's community, as well as vis-à-vis local government authorities, state administrative bodies and business entities,
 - 3) receiving complaints from doctoral programme participants concerning conflicts between academic supervisors and doctoral programme participants and referring them to the Director of the Doctoral Programme or, in his or her absence, to the Director of the Institute,
 - 4) ensuring that the bodies of the Student Council comply with the provisions of these Regulations and other legal provisions,
 - 5) appointing persons to implement the Council's resolutions and supervising them,
 - 6) ensuring that the Student Council bodies are provided with appropriate conditions for their activities,
 - 7) appointing a deputy to act as Chair of the Student Council in the Chair's absence.
2. The Chair of the Student Council acts in accordance with the resolutions adopted by the Council within the scope of its powers and is accountable to the Council for their work.
3. The Chair of the Student Council is appointed by the participants of the Institute's doctoral programme.
4. All members of the Institute's doctoral programme have the right to nominate candidates for the Chair of the Student Council. The candidate's consent to stand for election is required.
5. Elections for the Chair of the Student Council are held by secret ballot for individual candidates. Each doctoral programme student may vote for one candidate or abstain from voting.
6. The election of the Chair of the Student Council takes place alongside the election to the Student Council.
7. The candidate who receives the most votes, but not fewer than half of the valid votes, is elected, provided that at least three-quarters of the doctoral school's members are

present. If none of the candidates receives the required majority of votes in the first round, a second round is held, in which the candidates who received the first and second highest numbers of votes, respectively, take part. If no candidate is elected in the second round, the election procedure for the Chair of the Student Council is repeated from the beginning.

8. The Council may remove the Chair of the Student Council by a majority vote.
9. Should the Council's term of office come to an end, the Chair of the Student Council shall continue in office until a new Chair of the Student Council is appointed.
10. In the event of:
 - 1) the Chairperson is dismissed,
 - 2) the Chair of the Student Council tendering their resignation,
 - 3) the submission of documents for the defence of a doctoral thesis,- the duties of the Chair of the Student Council until the end of the Council's term of office shall be assumed by the Deputy Chair elected by the Chair.

Chapter IV Final Provisions

§ 4

1. These Rules of Procedure may be amended by a resolution of the Council adopted unanimously by a vote, in the presence of all members of the Council.
2. Matters not covered by these Rules shall be decided by the Chair of the Student Council on the basis of generally applicable laws and internal regulations in force at the Institute.
3. In order to resolve a matter, the Chair of the Student Council may convene a meeting of the Council.
4. These Rules were approved at the General Assembly of PhD students, attended by at least three-quarters of the doctoral programme's participants, and approved by the Scientific Council on 11 June 2026.