

Annex to Resolution No. 4/2025
of the PhD Students' Self-Government
of the Institute of Oceanology
of the Polish Academy of Sciences
dated 30.10.2025

BY-LAWS
OF THE PHD STUDENTS' SELF-GOVERNMENT
OF THE INSTITUTE OF OCEANOLOGY
OF THE POLISH ACADEMY OF SCIENCES
dated 30.10.2025

Approved by Head of
the Institute of Oceanology of the Polish Academy of Sciences
on

§1

The PhD Students' Self-Government of the Institute of Oceanology of the Polish Academy of Sciences (hereinafter also called the "Self-Government") comprises all PhD students of the doctoral schools run by the Institute.

§2

The acts pursuant to the Act of 20 July 2018 – The Law on Higher Education and Science, Act of 3 July 2018 – Implementing Provisions for the Law on Higher Education and Science, these By-Laws of the PhD Students' Self-Government of the Institute of Oceanology of the Polish Academy of Sciences, hereinafter called the "By-Laws" and other legislation internally binding within the Institute in the scope in which it refers to actions of the PhD Student 'Self-Government and its bodies, as well as to rights and duties of its members.

§3

The PhD Students' Self-Government may cooperate with Polish and foreign organizations whose objectives are similar to its objectives or overlap with them.

§4

Pursuant to the rules specified in the By-Laws and in decisions of other bodies, the PhD Students' Self Government's members have:

- 1) active and passive votes rights for the bodies of PhD Students' Self-Government,
- 2) the right to file opinions and motions to PhD Students' Self-Governmental bodies,
- 3) the right to participate in sessions of the PhD Students' Council,
- 4) the right to participate in activities of the PhD Students' Self-Government,
- 5) the right to use the Self-Government's instruments and financial resources.

§5

Members of the PhD Students' Self-Government are obliged to comply with the Law on Higher Education and Science, the provisions By-Laws, and the resolutions of the PhD Students' Self-Government.

§6

Membership in the PhD Students' Self-Government ceases when the member:

- 1) graduates from a doctoral school coordinated in part by the Institute of Oceanology PAN
- 2) resigns from the doctoral school,
- 3) is removed from the list of the doctoral school's members,
- 4) dies.

§7

1. Active and passive voting rights shall be granted only to members of the PhD Students' Self-Government.
2. Passive voting rights shall not be granted to a PhD student who:
 - 1) lawfully punished by a disciplinary commission,
 - 2) lawfully sentenced for a deliberate crime,
 - 3) deprived of public or electoral rights pursuant to a final court decision.

§8

1. If any collective dispute appears in the Institute on significant PhD matters, the PhD Students' Self-Government may organize a protest action provided that:
 - 1) the resolution on the protest action and its form has been adopted by the PhD Students' Council by an absolute majority of votes,
 - 2) the PhD Students' Council informs the Head of the Institute of Oceanology PAN about the resolution on the protest action not later than 3 days before starting the action,
 - 3) the PhD Students' Self-Government assures that the protest action will not endanger anybody's health or life, the property of the Institute or of other persons, and does not violate the rights of the employees of the Institute of Oceanology PAN or of PhD students not participating in the strike.
2. A PhD students' strike, consisting of refraining from participation in classes and research activities related to the completion of the doctoral work, while allowing students to remain at the Institute of Oceanology PAN may be organized by the PhD Students' Self-Government only if the protest action has not resulted in the resolution of the dispute. The PhD Students' Council shall ensure that the conduct of the strike does not endanger human health or life, the property of the Institute or of other persons, and does not violate the rights

of the employees of the Institute of Oceanology PAN or of PhD students not participating in the strike.

§9

1. The PhD Students' Self-Government acts via its bodies.
2. The PhD Students' Self-Government's bodies are:
 - 1) the PhD Students' Council,
 - 2) the President of the PhD Students' Self-Government,
 - 3) Deputy of the President of the PhD Students' Self-Government,
3. Bodies of the PhD Students' Self Government keep their powers until new bodies are appointed.

§10

The PhD Students' Self-Government and the PhD Students' Council represent the collective body of all PhD students of the Institute of Oceanology of the Polish Academy of Sciences.

§11

1. The PhD Students' Council comprises of minimum of 3 and a maximum of 7 members. The PhD Students' Council includes the President of the PhD Students' Self-Government and his/her Deputy.
2. The remaining members of the Council are elected from among PhD students representing individual doctoral schools, with at least one representative from each represented doctoral school.
3. The President of the PhD Students' Self-Government acts also as the President of the PhD Students' Council.

§12

1. At least two months before the new PhD Students' Council starts its new term, the President of the PhD Students' Self-Government of office organizes and runs election for the PhD Students' Council.
2. Members of the PhD Students' Council are elected in the result of votes cast by PhD students from the doctoral schools. The results in every doctoral school are binding if the number of valid votes is equal to at least two-thirds of the total number of PhD students of the relevant doctoral school.

3. Every member of the PhD Students' Self-Government, subject to §7 subsec. 2 of the By-Laws, may apply for the position of a PhD Students' Council's member or may propose another person for such position in his or her doctoral school. The candidate must express his or her approval to apply for the position of a PhD Students' Council's member in a written form or by email (email declaration to studentgov@iopan.pl).
4. The candidates who received respectively the highest number of votes among the candidates of the relevant doctoral school become members of the PhD Students' Council.
5. If two or more candidates for the PhD Students' Council receive the same number of votes and it is not possible to fill all the mandates for the doctoral school, supplementary-elections are run between those candidates.

§13

Elections for the PhD Students' Council's members may be held by voting during a meeting of PhD students of the doctoral schools, or by e-mail voting:

- 1) the President of the PhD Students' Self-Government decides on the form of voting,
- 2) if the elections are held during a meeting of all PhD students of the doctoral schools, the President informs about the meeting at least 1 week before the agreed elections date,
- 3) if the elections are run by e-mail, the President sends a request to PhD students of the doctoral schools to vote for the candidates who are applying for the position of a PhD Students' Council member within the doctoral school. The result is binding if the valid vote count amounts to at least two-thirds of the total number of PhD students of the relevant doctoral school,
- 4) elections by e-mail must not take longer than 14 days from the day when the President sent the information on starting the elections to all the persons entitled to vote.

§14

1. Supplementary-elections for the PhD Students' Council are run if:
 - 1) some of the positions are still vacant after the first elections round,
 - 2) the mandate of the PhD Students' Council member has expired during the term of office.
2. Supplementary-elections are governed by §7 and §11-12 of the By-Laws.

3. The positions that are still vacant after supplementary-elections specified in §14 subsec. 1 point 1 remain vacant until the term of office expires, unless the PhD Students' Council decides to run further supplementary-elections.

§15

1. Any member of the PhD Students' Council may be dismissed by an absolute majority of votes in a referendum participated by all PhD students of the doctoral school for which the candidate was elected.
2. The referendum is run by the President upon a motion submitted by at least two-thirds of the total number of PhD students of the relevant doctoral school, not later than 14 days from the day when the application was received.
3. The referendum result is binding if the valid vote count amounts to at least two-thirds of the total number of PhD students of the relevant doctoral school.

§16

1. Sessions of the PhD Students' Council are ordinary or extraordinary.
2. Meetings of the PhD Students' Council may be held either in person or online, with the decision on the form of the meeting made by the President.
3. Ordinary sessions are convened by the President of the PhD Students' Self-Government at least twice a year. The President of the PhD Students' Self-Government e-mails the information about a PhD Students' Council's meeting at least 14 days before the meeting.
4. The President of the PhD Students' Self-Government may convene an extraordinary session on his or her own initiative, on application of one-thirds of the PhD Students' Council's members or on application of the Head of the Institute of Oceanology of the Polish Academy of Sciences. An extraordinary session must be convened within 7 days from the day of submitting the application.
5. The first session of a newly elected PhD Students' Council is convened for the day that is not later than 28 days from the day when the term of office of the PhD Students' Council starts.
6. Sessions of the PhD Students' Council are run by the President. The President may appoint another member of the Council to run the session.
7. Sessions of the PhD Students' Council are open, unless the President submits a justified motion to close part of the session.

8. All members of the PhD Student's Self-Government, as well as invited guests, particularly coordinators of the PhD schools may participate in sessions of the PhD Students' Council with advisory votes.
9. A report shall be prepared from the meeting of the PhD Students' Council.
10. Members of the PhD Students' Council are obliged by their mandates to participate in the Council's work, including its sessions.

§17

1. The PhD Students' Council makes decisions and issues its opinions in the form of resolutions or formal documents.
2. If the By-Laws do not state otherwise, the PhD Students' Council adopts resolutions by a simple majority of votes provided that at least a half of the total number of members are present. If the number of votes is equal, the vote of the President of the PhD Students' Council is decisive.
3. The PhD Students' Council adopts resolutions in open voting.
4. Secret voting is run in personal matters and if a PhD Students' Council's member submit such motion.

§18

1. The PhD Students' Council is entitled to pass resolutions in a circular mode, including the electronic mode.
2. Voting must be conducted in such a way as to allow only members of the PhD Students' Council to cast their votes and to ensure the appropriate transparency or secrecy of the voting process. Members of the PhD Students' Council shall receive the draft resolution no less than 5 days prior to the end of the voting period.
3. The day of passing a resolution in a circular mode is the day of closing the voting.
4. Information on voting in a circular mode together with the results is presented at the next session of the PhD Students' Council and included in the minutes.

§19

1. Actions of the PhD Students' Council particularly cover:
 - 1) setting principles and directions of activities taken by the PhD Students' Self Government in the Institute of Oceanology in the Polish Academy of Sciences,

- 2) passing by-laws of the PhD Students' Self-Government or changing them,
- 3) passing regulations for the management of financial resources of the PhD Students' Self-Government or amendments to the regulations,
- 4) adopting resolutions on activities taken by the PhD Students' Self-Government,
- 5) agreeing or formulating opinions on the content of the by-laws or changes to the bylaws of the doctoral schools, as well as other by-laws or acts,
- 6) supervising activities taken by representatives of the PhD Students' Self-Government in the Institute's collective bodies and commissions appointed by the Institute of Oceanology PAN,
- 7) determining the allocation of financial resources designated for PhD students' affairs.

§20

The PhD Students' Council of IO PAN shall:

- 1) represent the interests of the PhD students of the Institute,
- 2) protect PhD students' rights,
- 3) express PhD students' opinions, both on its own initiative and upon request of the Institute's authorities,
- 4) submit motions to the authorities of IO PAN,
- 5) conduct activities at IO PAN related to PhD students' affairs, including social, developmental, and community matters,
- 6) participate, through its representatives, in the work of collegial bodies of IO PAN (such as the Scientific Council) and committees appointed by the Institute,
- 7) cooperate with IO PAN authorities and bodies on matters concerning education process of PhD students,
- 8) co-decide on the allocation of the doctoral scholarship fund for PhD students,
- 9) decide on the allocation of financial resources dedicated to PhD students' affairs,
- 10) prepare annual financial statements on the allocation and use of financial resources, at least once per academic year, and provide the report to the Head of IO PAN and for publication in the Institute's Public Information Bulletin (BIP).

§21

The representative of the PhD students, elected from among the members of the PhD Students' Council in accordance with the Statute of the Institute of Oceanology of the Polish

Academy of Sciences, represents the PhD Students' Self-Government in the Scientific Council of the Institute of Oceanology of the Polish Academy of Sciences.

§22

The term of office of the PhD Students' Council shall last one year. The term shall begin on February 1st of the academic year in which the elections to the Council are held and shall end on January 31st of the academic year in which the term of the new Council begins.

§23

Elections for the President and the Deputy of the PhD Students' Self-Government for the new term of office are convened and run by the outgoing President at least two months before the new term of office starts.

§24

Elections for the President and the Deputy can be run in the form of voting at a session attended by all members of the PhD Students' Self-Government, or by electronic voting:

- 1) the decision on choosing the form of voting is made by the President,
- 2) any PhD student may candidate for the position of the President and/or the Deputy, but may be elected only for one of the positions. A nomination for a specific position shall be submitted in writing or electronically (an e-mail declaration to: studentgov@iopan.pl),
- 3) if the elections are run during a meeting of all members of the PhD Students' Self-Government, the President informs all the participants of the doctoral schools about the meeting at least one week before the scheduled elections date,
- 4) if the elections are run electronically, the President sends a request to every member of the PhD Students' Self-Government to vote for the persons who proposed themselves as candidates for the position of the President or Deputy for the next term of office. The elections result is binding if the number of all the votes cast within 2 weeks from the moment of distributing the request is not less than two-thirds of the total number of the PhD students,
- 5) the time for electronical voting must not exceed 14 days from the day on which the President sent the information of starting the elections to all members of the PhD Students' Self-Government.

§25

1. The person who received the highest number of votes in the elections is appointed President of the PhD Students' Self-Government. Other person with the highest number of votes is appointed Deputy of the President.
2. In the event that two or more candidates receive the same number of votes for the same position, a run-off vote shall be held between those candidates.
3. If the same person running for more than one position received the highest number of votes for both or all the positions, the person chooses the position and the next person with the highest number of votes is appointed for the vacated position.

§26

1. Supplementary-elections for the position of the President and Deputy are run if:
 - 1) the positions of the President or Deputy are still vacant after the first elections;
 - 2) the mandate of the President or Deputy expires during the term of office.
2. Supplementary-elections for the position of the President and Deputy are governed by the provisions of §25 and §26 of the By-Laws.

§27

1. The President of the PhD Students' Self-Government sends to all member of the PhD Students' Self-Government the information on the results of elections for the PhD Students' Council, as well as for the President and Deputy within 7 days from the end of the voting.
2. The outgoing President informs the Head of the Institute of Oceanology PAN, coordinators of the doctoral schools, member of the Team for PhD Students' Education and the Institute's Secretary about electing the new President and Deputy within 7 days as of the conclusion of the elections.

§28

1. The President of the PhD Students' Self-Government is obliged to:
 - 1) run the PhD Students' Self-Government activities, subject to the matters reserved for the PhD Students' Council,
 - 2) run the Council's work as the President of the PhD Students' Council,

- 3) represent the PhD Students' Self-Government before the bodies and authorities of the Institute of Oceanology of the Polish Academy of Sciences, as well as before other authorities, institutions and bodies,
 - 4) enact the Council's resolutions,
 - 5) manage and distribute the PhD Students' Self-Government's financial resources,
 - 6) prepare and send for publication the reports and settlements of financial resources,
 - 7) act for the benefit of the PhD students' rights,
 - 8) make sure that bodies and authorities of the PhD Students' Self-Government abide by these By-Laws, resolutions and binding legal provisions.
2. The President's Deputy is obliged to support the President in his or her tasks, as well as to replace the President while he or she is absent with full authority.

§29

- 1) The President and the President's Deputy of the PhD Students' Self-Government shall serve as delegates to the meetings of the Polish Academy of Science Doctoral Candidates' Agreement and Polish National Association of Doctoral Candidates (KRD)
- 2) The President may delegate another member of the PhD Students' Council to attend meetings of the of the Polish Academy of Science Doctoral Candidates' Agreement and Polish National Association of Doctoral Candidates (KRD) as an observer.

§30

1. The President or Deputy may be dismissed by an absolute majority of votes in a referendum participated by PhD students of all the doctoral schools.
2. The referendum is run by a member of the PhD Students' Council who is not the President or Deputy, followed by a motion submitted by at least two-thirds of the total numbers of PhD Students' Self-Government, not more than 14 days from the day of receiving the motion.
3. The result of the referendum is binding if the number of the valid votes cast constitutes at least two-thirds of the total numbers of PhD Students' Self-Government.

§31

The term of office of the President of the PhD Students' Self-Government and his or her Deputy is one year and is equal to the term of office of the PhD Students' Council. The term

of office starts on February 1st of the academic year in which the elections for the President and the Deputy are held, and expires on January 31st of the academic year in which the term of office of the newly elected President and Deputy of the PhD Students' Self-Government starts.

§32

The mandate of a member of the PhD Students' Council, President or Deputy of the PhD Students' Self-Government expires due to:

- 1) resigning from the position in writing,
- 2) absence longer than six months,
- 3) losing membership in the PhD Students' Self-Government because of the circumstances specified in §6 of the By-Laws,
- 4) the circumstances specified in §7 subsec.2 of the By-Laws,
- 5) dismissal in the cases specified in the By-Laws.

§33

1. The By-Laws of the PhD Students' Self-Government may be adopted or changed by the PhD Students' Council following a motion submitted by the President or by one-third of the total numbers of the PhD Students' Self-Government of the Institute of Oceanology of the Polish Academy of Sciences, by an absolute majority of votes, provided that at least two-thirds of all the members of the PhD Students' Council are present.
2. The By-Laws of the PhD Students' Self-Government or changes to the By-Laws of the PhD Students' Self-Government adopted by the PhD Students' Council shall enter into force after the Head of the Institute of Oceanology of the Polish Academy of Sciences confirm that the By-Laws or their change are compliant with the Law on Higher Education and Science and with the Statute of the Institute of Oceanology of the Polish Academy of Sciences.

§34

The President is obliged to inform all the members of the PhD Students' Self-Government, the Head of the Institute of oceanology PAN, coordinators of the doctoral schools and the member of the Team for PhD Students' Education about every change in the By-Laws.

§35

The Head of the Institute of Oceanology PAN shall repeal a resolution adopted by the PhD Students' Council that infringes legal provisions of law, including these By-Laws.

§36

Any cases not specified in the By-Laws are resolved by the binding law provisions, including the Law on Higher Education and Science.

§37

In order to settle a given matter the President of the PhD Students' Self-Government may convene a meeting of all PhD students of the doctoral schools.

§38

The By-Laws of the PhD Students' Self-Government of the Institute of Oceanology of the Polish Academy of Sciences adopted on November 5th and approved on November 6th 2025 are hereby repealed.