

**Directive No. 107/2022
of December 1st, 2022
of the Rector of the Medical University of Lodz**

on the registration of the University student organizations and doctoral student organizations and the conditions of their functioning at the Medical University of Lodz

Based on art. 111 and 216 of the Act of July 20th, 2018 - Law on Higher Education and Science (Journal of Laws of 2022, item 574, as amended), § 12 item 2 and item 3, § 13 item 2 and § 83-85 of the Statute of the Medical University in Lodz of June 27th, 2019, as amended, it is ordered as follows:

General Regulations

§ 1

1. The directive specifies the rules for registration, conducting activity and dissolution of the University student organizations and the University doctoral student organizations, including student and doctoral student associations, hereinafter referred to as "organizations".
2. The terms used in the directive mean:
 - 1) **Doctoral student** – a participant of doctoral studies undertaken before 2019 or a person educated at the doctoral student school;
 - 2) **DRE** – Department of Recruitment and Education;
 - 3) **Organization** – a University student organization operating at the University, a doctoral student organization, including an association, operating under the Act of April 7th, 1989 – Law on Associations;
 - 4) **Vice-Rector** – Vice-Rector for Organizational and Student Affairs, acting under the authority of the Rector;
 - 5) **Student** - a person studying at higher education-long-cycle master studies, first or second cycle, full-time or part-time;
 - 6) **University** – Medical University of Lodz;
 - 7) **Act** - Act of July 20th, 2018, Law on Higher Education and Science.
3. Students and doctoral students have the right to associate in the University student organizations and organizations of doctoral students of the University, including scientific, artistic and sports societies and associations referred to in item 2 point 3.
4. To associations operating at the University, consisting exclusively of students or of students, doctoral students and employees of the University, the provisions of the directive apply appropriately.

Registration rules of the Organization

§ 2

1. The establishment of a new Organization must be reported to the Vice-Rector. The reporting of the establishment of an Organization, hereinafter referred to as the "notification", shall be submitted immediately by the competent Organization authority in writing, via DRE. The application form is provided in Annex No. 1 to the directive.
2. The application should include:
 - 1) indication of the name of the Organization;
 - 2) contact details of the Organization;
 - 3) details of the person authorized to represent the Organization;
 - 4) details of the head of the organizational unit where the Organization operates;
 - 5) list of members of the Organization (student organizations - min. 10 people, doctoral student organizations min. 5 people), including a list of the management board members;
 - 6) details of the Organization Supervisor, along with their contact details and consent to take care of the Organization.
3. Conducting technical and administrative matters related to the notification of the newly established organization is entrusted to DRE.

§ 3

1. The entity competent to represent the Organization is obliged to submit the following documents:
 - 1) minutes of the meeting, along with the founding resolution;
 - 2) regulations of the Organization, hereinafter referred to as the regulations;
 - 3) consent of the authorities of an organization operating outside the University in the event of establishment of a branch of that organization at the University.
2. The regulations referred to in item 1 point 3, should specify in particular:
 - 1) name of the Organization;
 - 2) type of the Organization (student or doctoral student organization);
 - 3) indication of the organizational unit where the organization operates;
 - 4) goals and tasks of the Organization;
 - 5) rules for acquiring and causes of loss of membership as well as the rights and obligations of members;
 - 6) bodies of the Organization, including the management board (the body acting as the executive body);
 - 7) procedure for appointing and duration of the term of office of the Organization bodies, supplementing the composition, competences of the bodies, as well as the procedure for adopting resolutions and issuing decisions, including adopting regulations and their changes;
 - 8) method of representing the organization;
 - 9) method of managing financial resources and other property at the disposal of the organization;
 - 10) principles of taking care of the Organization by the Organization Supervisor;
 - 11) conditions and method of dissolving the organization.

3. The documents referred to in item 1-2 should be submitted to the Vice-Rector, via DRE, within 14 days from the date of adoption of the founding resolution.
4. The regulations referred to in item 2 are subject to verification by DRE and an opinion on formal and legal aspects by a legal advisor or lawyer.
5. The Vice-Rector approves the regulations referred to in item 2, in terms of its compliance with the provisions of generally applicable law, the University statute, the Rules and Regulations of Studies or the Regulations of the doctoral student school or the regulations of that organization.

§ 4

1. After confirming the compliance of the submitted documents referred to in § 3 item 1 with the provisions of generally applicable law, the University statute, the Rules and Regulations of Studies or the Regulations of the doctoral student school or the regulations of that organization, the Vice-Rector enters the Organization in the Register of Organizations, no later than within 30 days from the date of the application delivery.
2. The Register of Organizations, kept for record-keeping purposes, is public and contains:
 - 1) full name of the organization;
 - 2) type of organization (student or doctoral student organization);
 - 3) date of entry in the register;
 - 4) registration number;
 - 5) the name of the organizational unit of the University where the Organization operates;
 - 6) data regarding the Organization Supervisor:
 - a) name and surname, academic title or degree, position held, business telephone number and e-mail address of the Organization Supervisor,
 - b) the name of the organizational unit of the University where the Supervisor is employed;
 - 7) date and basis for dissolution of the Organization;
 - 8) information on changes to the data contained in the Register of Organizations;
 - 9) information on submitted reports on the Organization activities, including financial reports of resources granted by the University for the Organization activities.
3. If any deficiencies are found in the documentation, the Chairperson of the Organization is summoned to complete them.
4. The Register of Organizations is kept by the Rector's Office.
5. After the Organization has been registered in the Register the DRE employee shall immediately notify:
 - 1) Chairperson of the Organization;
 - 2) Organization Supervisor and the head of the organizational unit where the Organization operates;
 - 3) director of the Study Service Office (BOS);
 - 4) director of the Promotion Office;
 - 5) Bursar-Chief Accountant of the University.

§ 5

1. Organizations are obliged to inform the Vice-Rector about the acts taken by their bodies, in particular, changes to the regulations and the composition of the management board (or other body acting as executive body) and submitting them to the Vice-Rector, along with the relevant documents constituting the legal basis for the changes made, via DRE.
2. The Rector repeals an act of the Organization body that is inconsistent with the provisions of generally applicable law, the University Statute, the Rules and Regulations of Studies or Regulations of doctoral student school or the regulations of that organization;
3. The Rector's decision on the repeal of the act of the Organization body is delivered to the Organization by the Rector's Office in writing.
4. The Rector's decision on repealing the act of the Organization body shall be subject to a complaint to the administrative court within 30 days from the decision delivery.

§ 6

1. It is recommended that the Organization reporting its establishment include in its name the abbreviation: "UMED Lodz".
2. The logo of the newly established Organization should be graphically or in color related to the University logo.
3. The logo should be submitted to the Promotion Office for verification and approval.

Material resources for conducting activities

§ 7

1. The organization has the right to apply for financial resources for its activities.
2. Material resources mean, in particular, financial resources, premises and the office, scientific and teaching equipment, including computers, landline phones and other resources.
3. The condition for granting material resources by the University for the Organization activities is that the Organization consists exclusively of students, doctoral students and employees of the University.
4. Detailed rules of granting material resources to conduct the activities of the Organization and the rules for their settlement are specified by the Rector in a separate directive.
5. After granting resources to conduct the activities of the newly established Organization, DRE submits an application to the Bursar-Chief Accountant of the University to grant a budget and to assign a sub-account number to the Organization.

Activities of the Organization

§ 8

1. The Organization does not have legal personality, with the exception of associations registered in the National Court Register, cannot conduct commercial activity or conclude contracts and incur financial obligations.

2. The organization is not a separate unit of the University.

Responsibilities of the Organization

§ 9

1. The organization is obliged to:
 - 1) represent the University with dignity;
 - 2) immediately inform the Vice-Rector, via DRE, about any formal and organizational changes related to the conducted activities, including: each change in the personal composition of the Organization, in particular the composition of the Management Board, change of the Organization Supervisor, changes in the Organization regulations; a template of the form updating the Organization data is attached as Annex no. 2;
 - 3) comply with the provisions of generally applicable law and internal regulations at the University, including the University Statute, the Rules and Regulations of Studies or the Regulations of the doctoral student school and the provisions of the regulations of that Organization;
 - 4) know and apply the procedures regarding the functioning of the Organization at the University;
 - 5) timely submit budget plans and financial reports in accordance with the rules specified by the Rector.
2. The organization is also obliged to:
 - 1) develop scientific, cultural or sports interests of students and doctoral students of the University;
 - 2) strive for integration within the student and doctoral student community;
 - 3) conduct and promote health education activities;
 - 4) closely cooperate with DRE.

Organization Supervisor

§ 10

1. Only a University employee, hereinafter referred to as the "Supervisor" may become the Organization Supervisor.
2. In the case of a newly established Organization, the Supervisor agrees to perform this function in the application.
3. Representatives of the Organization may nominate more than one Supervisor, provided that each of them expresses their consent to jointly perform that function.
4. The duties of the Supervisor include:
 - 1) direct supervision over the Organization activities, in particular compliance of its activities with the goals and tasks established in the regulations of the Organization and with the provisions of generally applicable law and the University Statute, the Rules and Regulations of studies or the Regulations of doctoral student school, the regulations of the Organization and the provisions of this directive;
 - 2) exercising control over the financial activity of the Organization and its correctness;
 - 3) supervision over the expenditure of financial resources obtained by the Organization;

- 4) supervision over the preparation as well as verification and approval of documents which require the Supervisor's signature.
5. The Supervisor is changed in the event of their written resignation or upon written request of the Organization sent to the Vice-Rector via DRE.

Dissolution of the Organization

§ 11

1. The Vice-Rector dissolves an Organization that grossly or persistently violates the generally applicable law, the University Statute, the Rules and Regulations of Studies or the Regulations of doctoral student school or the regulations of the Organization. The Organization is dissolved by an administrative decision.
2. The Vice-Rector, initiating administrative proceedings to dissolve the Organization, is obliged to inform its chairperson, thus enabling submission of explanations and reading the case files.
3. A decision to dissolve the Organization may be subject to a request for reconsideration of the case, submitted within 30 days from the date of its delivery, via DRE.
4. The Organization may also be dissolved based on the decision of its members in the form of a resolution in accordance with the procedure specified in its regulations.
5. The Organization is obliged to submit the resolution on the dissolution of the Organization adopted by its body via DRE - to the Vice-Rector. The Organization is dissolved after settling the financial resources granted to it.

Data processing

§ 12

Due to the applicable provisions of the Regulation of the European Parliament and of the Council (EU) 2016/679 of April 27th, 2016 on the protection of natural persons in connection with the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation "GDPR"):

- 1) The Medical University of Lodz is the administrator of personal data of members and supervisors of the Organizations, al. Kościuszki 4, postal code: 90-419 Lodz, tel.: 42 2725803, NIP: 7251843739, REGON: 473073308. Contact with the Administrator is possible via the above contact details and via e-mail, at: umed@umed.lodz.pl;
- 2) The Administrator has appointed a Data Protection Inspector with whom contact is possible via e-mail at: iod@umed.lodz.pl;
- 3) personal data referred to in point 1 are processed for the purpose of:
 - a) registration of the Organization, updating of data contained in the Register of Organizations and providing support, including for purposes related to financing the activities of the Organization - based on art. 6 item 1 letter c of GDPR in connection with art. 111 of the Act of July 20th, 2018 - Law on higher education and science and art. 6 item 1 letter e of GDPR,
 - b) archiving documentation in accordance with the procedures applicable at the Administrator and legal obligations regarding archiving – pursuant to art. 6 item 1 letter c, e of GDPR,

- c) performing statistical, accounting and reporting obligations of the Administrator - pursuant to art. 6 item 1 letter c of GDPR;
- 4) personal data will be made available only to entities authorized on the basis of legal provisions, and to entities providing to the Administrator the servicing of systems or to other entities based on contracts concluded to entrust the processing of personal data;
- 5) personal data will be stored for the period of cooperation with the Organization, and also for the period necessary to fulfill archiving obligations;
- 6) on the terms and in the manner specified in applicable regulations, the data subjects have the right to request access to the data content and rectification thereof (art. 15 and 16 of GDPR), data deletion (art. 17 of GDPR), processing restrictions (art. 18 of GDPR), they can object to the data processing (art. 21 of GDPR), data transfer (art. 20 of GDPR) and can withdraw consent at any time;
- 7) the data subjects have the right to lodge a complaint with the supervisory authority - President of the Office for Personal Data Protection - in case of suspicion that personal data are processed by the Administrator in violation of the law;
- 8) providing personal data is voluntary. Failure to provide the data will prevent implementation of the registration and service of the Organization;
- 9) personal data is not subject to automated decision-making, including profiling;
- 10) personal data will not be transferred to a third country or international organization, unless required by applicable law. In this case, however, the data Administrator will ensure that there is a legal basis and an appropriate level of data security, ensuring compliance with the conditions set out in Chapter V of GDPR.

Final provisions

§ 13

1. Student scientific groups operating at the University are exempt from applying the provisions of this directive.
2. Supervision of the activities of student scientific groups is entrusted to the Student Scientific Society acting at the University, which is obliged to submit to the Rector all information regarding the functioning of scientific groups at the University.

§ 14

1. Organizations operating at the University are obliged to update their regulations or statutes and appointing the Organization Supervisor - if they have not been designated yet – by February 10th, 2023.
2. Repealed is the directive No. 73/2017 of November 16th, 2017 of the Rector of the Medical University in Lodz on detailed rules and mode of registration and suspension of activities and dissolution of student and doctoral student organizations at the Medical University of Lodz.
3. The directive enters into force on the day of its signing.

RECTOR: *prof. Radziław Kordek MD, PhD*

Announcement of the legal act: intranet/BIP

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/location, date/

**VICE-RECTOR
FOR ORGANIZATIONAL AND STUDENT AFFAIRS**

**NOTIFICATION
ON ESTABLISHMENT OF STUDENT ORGANIZATION / DOCTORAL STUDENT
ORGANIZATION ***

I hereby report the establishment at the Medical University of Lodz of the organization described below:

Name of the Organization:

.....
.....

Contact data of the Organization:

Headquarters of the Organization:.....

Telephone number:.....

Person authorized to represent the Organization:

Name and surname:.....

Contact telephone number:.....

E-mail address:.....

Data of the head of the organizational unit where the Organization operates:

Name and surname/title/academic degree:

Function/position held:

Employing organizational unit

Business contact telephone number:

Business e-mail

LIST OF THE ORGANIZATION MEMBERS

No.	Name and surname	Function	e-mail address	Contact phone no.
1.		Chairperson		
2.		Deputy chairperson		
3.		Secretary		
4.		Treasurer		

5.		Member		
6.		Member		
7.		Member		
8.		Member		
9.		Member		
10.		Member		

Data of the Supervisor/Supervisors:

Name and surname/title/academic degree:

Function/position held:

Employing organizational unit

Business contact telephone number:

Business e-mail

I agree to function as the Organization Supervisor:.....
/date and signature/

Name and surname/title/academic degree:

Function/position held:

Employing organizational unit

Business contact telephone number:

Business e-mail

I agree to function as the Organization Supervisor:.....
/date and signature/

.....
/date and signature of the Chairperson of the Organization/

Attachments:

1. The Organization Regulations.
2. Founding resolution, along with minutes of the meeting.
3.
4.

* delete unnecessary

.....
/location, date/

**VICE-RECTOR
FOR ORGANIZATIONAL AND STUDENT AFFAIRS**

**DATA UPDATE FORM
OF THE STUDENT/DOCTORAL STUDENT ORGANIZATION ***

Name of the Organization:

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Contact data of the Organization:

Headquarters of the Organization:.....

Telephone number:.....

Person authorized to represent the Organization:

Name and surname:.....

Contact telephone number:.....

E-mail address:.....

Data of the head of the organizational unit where the Organization operates:

Name and surname/title/academic degree:

Function/position held:

Employing organizational unit

Business contact telephone number:

Business e-mail

Data of the Supervisor/Supervisors:

Name and surname/title/academic degree:

Function/position held:

Employing organizational unit

Business contact telephone number:

Business e-mail

Name and surname/title/academic degree:

Function/position held:

Employing organizational unit

Business contact telephone number:

Business e-mail

I hereby report organizational changes of:

1) composition of the Organization management board:

No.	Name and surname	Function	e-mail address	Contact phone no.
1.				
2.				
3.				
4.				
5.				
6.				

Due to changes of the personal composition of the management board of the Organization, attached to this form are:

1. The resolution, along with minutes of the meeting.
2.
3.

2) content of the Organization regulations:

Due to changes of the content of the Organization regulations, attached to this form are:

1. The Organization Regulations.
2. The resolution, along with minutes of the meeting.
3.

3) change of the Organization Supervisor:

Name and surname/title/academic degree:.....
Function/position held:
Employing organizational unit
Business contact telephone number:
Business e-mail

I agree to function as the Organization Supervisor:.....
/date and signature/

4) other organizational changes:

.....
.....

.....
/date and signature of the Chairperson of the Organization/

* delete unnecessary