

REGULATIONS OF THE JAGIELLONIAN LANGUAGE CENTRE

§ 1

The Jagiellonian Language Centre, hereafter referred to as the Centre, is an interfaculty organisational unit of the Jagiellonian University, conducting teaching, academic-didactic and service operations within the area of foreign language teaching and training.

§ 2

Supervision of the Centre's activities lies with the Jagiellonian University's Vice-rector for didactic affairs.

§ 3

The specific tasks of the Centre are:

- 1) the conducting of teaching activities in the form of courses for Jagiellonian University students;
- 2) the conducting of language courses for PhD students and the academic staff of the university;
- 3) paid services in the field of foreign language teaching;
- 4) the conducting of professional training activities for teachers of foreign languages;
- 5) publishing activities.

§ 4

1. The Centre's organs comprise the Centre Director and the Centre's Council.
2. The Centre's internal structure is defined by the Jagiellonian University's Rector by way of directives.

§ 5

1. The Centre Director is appointed and dismissed by the Rector of the Jagiellonian University. The appointment of the centre Director occurs after a recruitment process, the criteria for which are defined by the vice-rector for didactic affairs.
2. The term of office of the Centre Director is 4 years and commences from the 1st of October of the first year and terminates with the 30th of September of the last year of the given term of office for the University authorities. Following the passing of the term office the Centre Director fulfils their functions until such time that a new director is appointed.
3. The Centre Director directs the Centre's activities and in particular:
 - 1) represents the Centre in external engagements, within the limits of the authorisation invested;
 - 2) constitutes the superior for all those employed at the Centre;
 - 3) conducts employee evaluations in accordance with the regulations in force;
 - 4) organises and supervises the work of the Centre;
 - 5) devises the timetabling for teaching activities, training sessions, publishing and financial undertakings presenting these to the vice-rector for didactic affairs;
 - 6) presents to the Centre Council and the vice-rector for didactic affairs an annual report on the Centre's activities;
 - 7) presents to the vice-rector for didactic affairs proposals for the recruitment, staffing reductions, promotions, awards, and disciplinary procedures for the employees of the Centre;
 - 8) carries out the resolutions of the Centre Council;
 - 9) carries out other matters authorised by the Jagiellonian University's Rector or the Vice-rector for didactic affairs.

§ 6

1. The Centre Director carries out their duties with the help of the Centre vice-director for teaching and the Centre vice-director for administration and finance.
2. The vice-directors are appointed or relieved of their duties on the decision of the Jagiellonian University's Rector on the basis of the recommendation of the Centre Director for a period corresponding to the term of office for the Centre Director.

3. The scope and range of duties and responsibilities for the director's assistants is stated by the Centre Director in consultation with the Vice-rector for didactic affairs.

§ 7

1. The Centre Council comprises:

- 1) the Centre director;
- 2) the Centre director's assistants;
- 3) the heads of the language sections;
- 4) five faculty representatives appointed by the vice-rector for didactic affairs.

2. The Members of the Centre Council are appointed by the Jagiellonian University's Rector on the recommendation of the Vice-rector for didactic affairs.

3. The term of office for the Centre Council is 4 years and commences from the 1st of October of the first year and terminates with the 30th of September of the last year of the given term of office for the University authorities.

4. The Centre Council selects from amongst its members a Chair.

5. The sittings of the Centre Council are attended by non-voting parties:

- 1) one representative of the Jagiellonian University Student Governing Body and the Association of PhD Students;
- 2) third parties invited by the Chair of the Centre Council.

6. The Centre Council meets not less frequently than once a semester.

7. A sitting of the Centre Council is called by the Chair. A sitting may equally be called on the resolution of no less than half of the Council members.

§ 8

1. The Centre Council is the advisory and opinion-giving organ of the Centre Director. The competencies of the Centre Council involve in particular:

- 1) passing judgment on the Centre's annual plan and development directions;
- 2) passing judgment on Centre Director's report on plan realisation;
- 3) the calling into being of permanent and temporary commissions to perform specific tasks and the evaluation of their completion;
- 4) passing judgment on personal resolutions;
- 5) passing judgment on plans for service operations.

2. The Centre Council calls into being, in accordance with § 156 of the Jagiellonian University's 2 Statute, a commission for recruitment, as referred to in article 110 of the act of the 27th of July 2005 on the Law on Polish Higher Education.

§ 9

The regulations come into effect with their ratification by the University Senate.