



UNIwersytet
Warszawski



Rules of Operation for the Centre of Excellence in Social Sciences (CESS)

Section 1 General provisions

§ 1

1. The Rules of Operation for the Centre of Excellence in Social Sciences (CESS) relate to the "Excellence Initiative - Research University" (IDUB) Programme.
2. These rules define how the Centre operates.

§ 2

Wherever reference is made in these Rules to:

- 1) The Centre - it should be understood as Centre of Excellence in Social Sciences (CESS);
- 2) The Action - it should be understood as a specific Action, within the meaning of the IDUB Ordinance, i.e., Action I.3.3. "Establishing a Centre of Excellence in Social Sciences (CESS)";
- 3) IDUB - it should be understood as the "Excellence Initiative - Research University" Programme, which is being implemented at the University of Warsaw on the basis of Ordinance No. 115 of the Rector of the University of Warsaw from 1 June 2020, on the implementation of the "Excellence Initiative - Research University" Programme at the University of Warsaw (Monitor UW of 2020, item 246 as amended);
- 4) Manager - this should be understood as the Manager of Action I.3.3. within the meaning of the IDUB Ordinance;
- 5) IDUB Manager, Programme Manager - these should be understood as the IDUB Programme Manager;
- 6) The Centre MR - it should be understood as the Centre for Migration Research at the University of Warsaw;
- 7) employees - this should be understood as employees of the University of Warsaw who are performing their duties at the Centre or delegated to work at the Centre, in accordance with the regulations in force at the University of Warsaw;
- 8) Chairperson of the Council - this should be understood as the Chairperson of the Scientific Council of the Centre;
- 9) The Council - it should be understood as the Scientific Council of the Centre;
- 10) The Rector - it should be understood as the Rector of the University of Warsaw;
- 11) The Statute - this should be understood as the Statute of the University of Warsaw;

- 12) The University, UW - these should be understood as the University of Warsaw;
- 13) IDUB Ordinance - this should be understood as Ordinance No. 115 of the Rector of the University of Warsaw of 1 June 2020, on the implementation of the "Excellence Initiative - Research University" Programme at the University of Warsaw;
- 14) Rules - this should be understood as the rules for the operation of the Centre of Excellence in Social Sciences (CESS).

§ 3

The rules shall specify in particular:

- 1) the tasks of the Centre;
- 2) the rules of operation for the Manager and the Council;
- 3) the rules for financing the activities of the Centre.

§ 4

The organisational structure of the Centre consists of:

- 1) the Manager;
- 2) the Council;
- 3) employees who are not academic teachers;
- 4) research workers performing their tasks at the Centre.

Section 2 Tasks of the Centre

§ 5

1. The Centre carries out tasks related to Action I.3.3 of the "Excellence Initiative - Research University" Programme, including in particular:
 - 1) providing support and coordination for research activities related to the social, political and economic challenges of a global nature, such as increased mobility, social and economic inequalities, the demographic crisis, and digital transformation;
 - 2) stimulating interdisciplinary and multidisciplinary social research at the University;
 - 3) providing a platform for the exchange of knowledge and skills between research teams who are working in various disciplines and scientific fields; in particular, it enables the efficient exchange of knowledge and experience in the area of applying for prestigious grants and functioning within international scientific networks.
2. The tasks referred to in para. 1 are carried out by the Centre through:
 - 1) ensuring financing and coordination for interdisciplinary research projects, the results of which have breakthrough potential, in particular by organising competitions;
 - 2) supporting the scientific activity of social researchers (employees of the University of Warsaw, as well as students and doctoral candidates at the University of Warsaw) so that the results of their research work are internationally recognised and contribute to the improvement of IDUB indicators, as defined in Annex 3 to the IDUB Ordinance;

- 3) cooperating with domestic and foreign research units;
- 4) organising interdisciplinary and multidisciplinary scientific seminars;
- 5) promoting research supported by the Centre on the national and international forum.

Chapter 3 The Manager of the Centre

§ 6

1. The work of the Centre is organised by the Coordinator of Action I.3.3, who is appointed by the IDUB Programme Manager.
2. The Manager may be a person with at least a doctoral degree, recognised scientific achievements, and organisational experience.
3. The term of office for the Manager is the same as the period of implementation of the IDUB Programme.
4. In the event that the Manager cannot perform his/her function, his/her duties are taken over by a person appointed by the Programme Manager.

§ 7 The tasks and responsibilities of the Manager

The tasks of the Manager include coordinating the ongoing activities of the Centre, such as:

- 1) acting on behalf of the Centre;
- 2) cooperating with the Programme Manager and the Program Coordinator, within the meaning of the IDUB Ordinance;
- 3) developing and updating the strategy for the Centre, in consultation with the Centre Council, and in accordance with the strategy of the University;
- 4) setting priorities and preparing the work schedule for the Centre;
- 5) creating favourable conditions for conducting scientific research and carrying out other tasks entrusted to the Centre, including the development of interdisciplinary and multidisciplinary research cooperation;
- 6) announcing competitions for research projects and defining the detailed rules and criteria for the evaluation of applications;
- 7) initiating interdisciplinary and multidisciplinary scientific seminars;
- 8) planning and organising cooperation with other organisational units at the University as well as external entities;
- 9) implementing the Centre's strategy, work schedule, and ongoing research projects, as well as other tasks carried out in the Centre in terms of their substantive, financial, and organisational aspects, in cooperation with the administration of the Centre;
- 10) managing the distribution of the results of scientific research carried out with the participation of the Centre, and appropriate communication with the media and the external environment;
- 11) ensuring the implementation of the budget of the Action, in accordance with its intended purpose;

- 12) preparing an annual report on the Centre's activities, containing a report on the implementation of the annual plan, and subsequently presenting it to the Council and the Rector.

Section 4 The Council

§ 8 Council structure

1. The Council consists of at least seven members, including the Manager. At least two members of the Council must be employed in research centres other than the University. Members of the Council should represent various social sciences disciplines and have recognised scientific achievements.
2. The Programme Manager appoints the members of the Council, at the request of the Centre Manager.
3. The Council elects the Chairperson of the Council from among its members.
4. The Manager convenes the first meeting of the Council.
5. The Programme Manager may dismiss a member of the Council at the request of the Manager, on the basis of a written resignation, or at the request of the Chairperson of the Council, with the opinion of the Manager.
6. In the event of a vacancy in the Council, the Chairperson of the Council may request that the Programme Manager appoint a new member of the Council to serve for the remainder of the term of office. The submission of an application is compulsory if there are fewer than five Council members.

§ 9 The term of office of the Council

1. The term of office of the Council is consistent with the IDUB Programme implementation schedule, i.e., it lasts until 31 December 2025.
2. In the event of an extension or shortening of the implementation schedule for IDUB, the term of the Council shall be extended or shortened for the same time, until the end of the implementation of IDUB.

§ 10 Tasks of the Council

Tasks of the Council include:

- 1) monitoring the scientific activities of the Centre;
- 2) approving the Centre's strategy and the annual action plan developed by the Manager;
- 3) carrying out an annual evaluation of the research activities of the Centre;

- 4) recommending research projects carried out at the Centre for financing, whereby the Council may appoint evaluation panels for that purpose, which may include persons from outside the Council;
- 5) approving the principles and substantive criteria for recruiting researchers under post-doc internships, developed by the Manager in consultation with the Programme Coordinator, within the meaning of the IDUB Ordinance;
- 6) supporting the day-to-day activities of the Centre;
- 7) issuing opinions on the annual report on the Centre's activities, presented by the Manager.

§ 11 The organisation and operation of the Council

1. The Chairperson of the Council manages the work of the Council.
2. During the absence of the Chairperson of the Council, the Deputy Chairperson manages the work of the Council.
3. The Chairperson of the Council and the Deputy Chairperson of the Council are elected at the beginning of the term of the Council, by a simple majority of votes taken in the presence of at least half of the members of the Council.
4. The Manager may not become the Chairperson of the Council.
5. Meetings of the Council are held at least once every 6 months. Members of the Council may participate in meetings remotely via teleconference tools.
6. The meetings of the Council are convened by the Chairperson of the Council at his/her initiative or at the request of at least two members of the Council.
7. The first meeting of the Council in a new term is convened by the Manager and chaired by the Manager, until a Chairperson of the Council is elected.
8. The Chairperson of the Council shall notify the members of the date and proposed agenda for a Council meeting by electronic means, at least seven days prior to the meeting. Materials related to a given meeting of the Council are delivered at least five days prior to the date of the meeting.
9. In extraordinary situations, if it was not possible to submit a request to supplement the agenda in advance, the members of the Council may, prior to its approval, submit requests to supplement or amend the agenda.
10. Persons from outside the Council may participate in the meeting of the Council at the invitation of the Manager or the Chairperson of the Council, in an advisory capacity.
11. The Council makes decisions by means of resolutions. The Chairperson of the Council sign the resolutions.
12. Resolutions are adopted by the Council by a simple majority of votes with the participation of at least half of the members of the Council. In the event of a tied vote, the Chairperson shall cast the decisive vote.
13. Resolutions may be adopted by the Council in the form of electronic voting.
14. In urgent matters, in the period between the meetings of the Council, voting may also take place by circulation.

Section 5 Rules for competitions organised by the Centre

§ 12

1. The purpose of the competitions organised as part of the Centre may be co-financing:
 - 1) research projects,
 - 2) conferences,
 - 3) congresses,
 - 4) seminars,
 - 5) workshops

- and other activities which are thematically related to Action I.3.3.

2. The funded projects should contribute as much as possible to the objectives and indicators of IDUB.
3. The detailed rules of individual competitions are placed each time in the competition announcement, which is posted along with the competition schedule on the IDUB website (inicjatywadoskonalosci.uw.edu.pl), the Centre's website, and in other customary forms.
4. Cost estimates included in applications submitted to competitions for projects implemented in the Centre may not include expenditures financed from other sources.
5. Applications submitted before or after the set dates of the competition will not be accepted.
6. Applications are evaluated according to the criteria set out in the competition announcement.

§ 13

1. The evaluation of applications in the call for proposals for project co-financing is carried out by a selection committee.
2. The Selection Committee and its Chairperson are chosen by the Programme Director of IDUB.
3. The composition of the Selection Committee is transparent and publicly available to the public, along with the competition announcement.
4. The committee consists of at least five members, including:
 - 1) The Manager as the Chairperson of the committee,
 - 2) at least 5 members of the Council, indicated by the Manager,
5. the chairperson of the committee may exclude any member of said committee, in the event of reasonable doubts concerning his or her impartiality and objectivity, with respect to an applicant who is participating in the competition, and particularly if:
 - 1) the committee member is a spouse, relative, or in-law to the second degree of the applicant;
 - 2) the committee member is related to an applicant through adoption, custody, or guardianship;
 - 3) remains with the applicant in a professional relationship;

- 4) the committee member has an existing legal or factual relationship with an applicant which may give rise to justifiable doubts as to the committee member's impartiality.
6. A committee member will inform the committee of any special circumstances such as those referred to in the point above.
7. A committee member who has been excluded from the evaluation process of a given applicant will not take part in scoring that person's application and will leave the room during the deliberations of the committee. The exclusion of a committee member during the scoring of a particular applicant will be noted in the minutes from the meeting, along with a statement of the reason for that member's exclusion.
8. The Chairperson of the committee calls committee meetings.
9. The committee shall be composed of at least 2/3 of its non-excluded members.
10. In justified cases, the Chairperson allows for members of the committee to take part in the committee meetings using electronic means of communication.
11. A detailed evaluation procedure for applications is included each time in the competition announcement.
12. The committee may refer applications in a given competition for review by an expert or experts, including those from outside of the University of Warsaw. The rules and deadline for the preparation of the review are determined by the committee, in order to ensure the procedural efficiency of the competition.
13. In the event of an equal number of points between applications, the Chairperson of the committee decides on the order for granting funds.
14. The function of the secretary of the committee, without the right to vote, is fulfilled by a person appointed by the Manager.
15. Minutes of the committee meetings are prepared by the secretary to the committee.
16. The minutes of the committee meetings may be signed with signatures obtained by circulation, as well as electronic signatures. A confirmation made through University email is also considered a signature (pursuant to Ordinance No. 279 of the Rector of the University of Warsaw of 10 December 2020, on email at the University of Warsaw, UW Monitor of 2020, item 496).
15. A copy of the minutes, signed by the Chairperson and the remaining members of the committee who took part in the meeting, is forwarded to the Coordinating Office of IDUB for archiving, within 14 days of the closing date of the competition.
16. The decision on granting funding is made by the Programme Manager at the request of the Manager, acting on the recommendations of the committee and the Council.
17. Until the date of publication of the list of people who have been awarded co-financing, the Programme Manager reserves the right to cancel the competition without stating the reason. Information about the cancellation of the competition will be posted on the websites of IDUB and the Centre.
18. The committee will close the competition procedure in the event that there are no applications which meet the formal requirements of the competition, there is a lack of funds to finance the Action, or due to force majeure.
19. The list of projects that will receive funding is published immediately on the websites of IDUB and the Centre.

20. Written information about granting or not granting funding is sent to the applicant by email to the email address provided in the application for funding, and it is sent to the head of the organisational unit of the University in which the applicant is employed.
21. The applicant may submit an appeal against the decision to the IDUB Programme Manager by email, to the email address provided in the competition announcement. The appeal is admissible in the event of formal deficiencies in the competition procedure, within 7 days from the date of sending the decision. The request is to be resolved by the Programme Manager within 30 days of the date of receipt. The IDUB Programme Manager's decision is final.
22. The applicant is obliged to spend the funds in accordance with the principle of economy, i.e., in a purposeful and economical manner, which also leads to obtaining optimal results from the given outlays, and in compliance with the laws, regulations, and financial procedures in force at the University of Warsaw.
23. The applicant shall submit a substantive and financial report to the Manager concerning the implementation of the project within 30 days from the date of its completion.
24. The substantive and financial report should be sent in electronic form to the address indicated in the competition announcement.
25. The settlement includes a substantive report signed by the applicant and the head of the organisational unit of the University of Warsaw where the project was implemented, and a statement of costs incurred during the implementation of tasks, signed by the Bursar's representative at the organisational unit of the University of Warsaw where the project was implemented.
26. The template for the settlement of the awarded co-financing will be included in the competition announcement.
27. Funds received which are not used or properly settled must be returned.
28. Personal data provided for the competition procedure are processed and stored for the purposes of this procedure, in accordance with applicable regulations, and are protected.

Section 6 Centre administration

§ 14

1. The Centre MR provides administrative services for the Centre (CESS).
2. The administration of the Centre is subordinate to the Director of the Centre MR.
3. Detailed rules for the functioning of the administration of the Centre are defined by the Director of the Centre MR.

§ 15

1. The administration of the Centre provides support in the following areas:
 - 1) servicing the activities of the Council;
 - 2) handling competition procedures for projects implemented at the Centre;

- 3) handling competition procedures for the position of an academic teacher performing tasks at the Centre;
 - 4) handling individual activities of the Centre;
 - 5) handling the financial settlement process for the Centre's activities.
2. The tasks related to the financial services of the Centre are carried out by the Bursar's representative at the Centre, in cooperation with the Bursary.
 3. The Bursar's representative at the Centre provides support for the Manager and the Council.

Section 6 The finances of the Centre

§ 16

The activities of the Centre (CESS) are financed by the Centre MR from IDUB funds, subsidies from the central budget of the University, projects and grants, other grants or subsidies, and other sources.

Section 7: Final Provisions

§ 17

1. The first evaluation of the Centre's activities will take place by 31 December 2022.
2. In matters not included in the Rules, the Regulations of the Senate of the University of Warsaw, constituting Annex 2 to the Statute of the University of Warsaw, attached to Resolution No. 443 of the Senate of the University of Warsaw from 26 June 2019, on the adoption of the Statute of the University of Warsaw (UW Monitor of 2019, item 190), shall apply.
3. These rules come into force on 1 December 2021.