

REGULATIONS OF THE FOREIGN LANGUAGE CENTRE OF JAN KOCHANOWSKI UNIVERSITY IN KIELCE

GENERAL PROVISIONS

§ 1

1. Whenever reference is made in the Regulations of the Foreign Language Centre of Jan Kochanowski University in Kielce to:
 - 1) the Act – this shall mean the Act of 20 July 2018 – Law on Higher Education and Science (Polish Journal of Laws of 2020, item 85),
 - 2) the University – this shall mean Jan Kochanowski University in Kielce,
 - 3) the Statute – this shall mean the Statute of Jan Kochanowski University in Kielce,
 - 4) the Ordinance – this shall mean Ordinance No. 97/2017 of the Rector of Jan Kochanowski University in Kielce of 29 September 2017 on the organisation of foreign language teaching at Jan Kochanowski University in Kielce,
 - 5) the Regulations – this shall mean the Regulations of the Foreign Language Centre of Jan Kochanowski University in Kielce,
 - 6) the Centre – this shall mean the Foreign Language Centre of Jan Kochanowski University in Kielce,
 - 7) the Council – this shall mean the Council of the Foreign Language Centre of Jan Kochanowski University in Kielce,
 - 8) the Rector – this shall mean the Rector of Jan Kochanowski University in Kielce,
 - 9) the Head, unless otherwise specified – this shall mean the Head of the Foreign Language Centre of Jan Kochanowski University in Kielce,
 - 10) the CEFR – this shall mean the Common European Framework of Reference for Languages developed by the Council of Europe,
 - 11) the language course – this shall mean the study of a foreign language as part of language classes.
2. The Centre is an interfaculty organisational unit of the University.
3. These Regulations define the tasks, scope of activities, and organisational structure of the Centre.

SCOPE OF CENTRE'S ACTIVITIES

§ 2

1. The Centre is the University unit responsible for implementing the foreign language teaching strategy at all levels of language education within the University. The Centre conducts teaching activities and provides educational services, including fee-based services.
2. In particular, the Centre shall be responsible for:
 - 1) implementing the University's foreign language teaching strategy,
 - 2) providing language courses and foreign language programmes at levels defined by the CEFR,
 - 3) delivering study programmes in the field of general and specialised foreign language instruction across all forms of education in accordance with the CEFR,

- 4) providing and coordinating Latin language courses in degree programmes for which such courses are required,
 - 5) conducting examinations certifying foreign language proficiency required for participation in parts of study programmes, internships, and placements abroad,
 - 6) administering internal and external foreign language examinations in accordance with the authorisations held by the Centre (e.g. licences),
 - 7) issuing certificates and other documents confirming foreign language proficiency,
 - 8) organising and providing educational services in the field of foreign language teaching,
 - 9) organising initiatives aimed at promoting multilingualism and multiculturalism within the academic community,
 - 10) participating in national and international projects,
 - 11) exercising academic supervision over the University Branch in Piotrków Trybunalski and the University Branch in Sandomierz with regard to language courses, including the preparation and maintenance of the required documentation,
 - 12) performing other tasks arising from generally applicable legal regulations and the University's internal acts.
3. The organisation of foreign language teaching shall be governed in detail by the Ordinance.

§ 3

Within the scope of its teaching activities, the Centre provides foreign language courses in accordance with the principles set out in the Ordinance.

§ 4

Within the scope of its service activities, the Centre provides:

- 1) language courses,
- 2) foreign language examinations for:
 - a) candidates applying for international internships and scholarships, in accordance with the applicable regulations,
 - b) candidates for doctoral studies,
 - c) doctoral students, in accordance with the regulations governing doctoral examinations,
 - d) physicians and other specialists in connection with their professional specialisation, in cooperation with the University's organisational unit responsible for activities in the fields of medical and health sciences, in accordance with separate regulations,
- 3) foreign language examinations conducted under authorisations or licences granted by external institutions,
- 4) other educational services in the field of language education.

§ 5

The fees for educational services shall be determined by separate regulations.

CENTRE'S STAFF

§ 6

The Centre employs academic teachers and administrative staff.

§ 7

1. The duties and rights of the Centre staff are specified in the Act, the Statute, the University Work Regulations, and other internal regulations.
2. Academic staff of the Centre shall be obliged to participate actively in teaching and organisational activities carried out for the benefit of the Centre and the University.

§ 8

1. The working time of an academic staff member of the Centre shall be determined by the scope of their teaching and organisational duties.
2. The Head shall determine the workload and scope of duties of academic staff of the Centre
3. In exceptional cases, where required for the implementation of the teaching programme, an academic staff member of the Centre may be required by the Head to conduct teaching activities in excess of their regular teaching load, in accordance with the principles and within the limits specified in separate regulations.
4. Academic staff of the Centre shall be subject to periodic evaluation in accordance with the principles set out in the Statute and other internal regulations.

§ 9

The Head shall determine the detailed duties and scope of responsibilities of the administrative staff.

CENTRE'S ORGANISATIONAL STRUCTURE

§ 10

1. The Head of the Centre shall be appointed and dismissed by the Rector.
2. The Head may be an academic staff member employed by the University on a full-time basis.

§ 11

1. The Head manages the Centre and is the direct superior of all Centre staff.
2. Appeals against decisions of the Head may be lodged with the Rector.

§ 12

1. The responsibilities of the Head shall include, in particular:
 - 1) planning expenditure levels within the financial limits allocated to the Centre,
 - 2) ensuring the proper and timely performance of tasks by the Centre,
 - 3) organising the work of the Centre, assigning tasks among employees, and supervising their execution,
 - 4) submitting proposals concerning the employment, promotion, and rewarding of Centre staff,
 - 5) supervising and monitoring compliance with work discipline and confidentiality obligations by subordinate employees,
 - 6) submitting motions to the Rector on all matters concerning the Centre,
 - 7) performing other duties provided for by legal regulations, the provisions of the Statute, Senate resolutions, and the Rector's ordinances,
 - 8) making decisions on all matters concerning the Centre that are not reserved to the competence of the University authorities,
 - 9) maintaining close cooperation with other organisational units of the University in shaping and

implementing the University's language policy and in developing educational programme proposals.

2. Apart from the responsibilities referred to in paragraph 1, the Head of the Centre shall be responsible for:
 - 1) representing the Centre externally and within the University;
 - 2) establishing language course groups in accordance with separate regulations;
 - 3) approving study programmes;
 - 4) overseeing the development and implementation of the Centre's strategy for foreign language teaching;
 - 5) ensuring the continuous enhancement of the quality of language instruction provided through language courses;
 - 6) evaluating the performance of Centre staff in accordance with the applicable regulations;
 - 7) conducting observations of teaching sessions and discussing their outcomes;
 - 8) overseeing the professional development of subordinate teaching staff through training, conferences and methodology workshops;
 - 9) appointing ad hoc and standing advisory and consultative working groups for a given term of office;
 - 10) determining in detail the scope and workload of teaching staff and other employees of the Centre;
 - 11) convening meetings of the Council and presenting matters requiring the Council's opinion;
 - 12) ensuring the availability of financial resources for the Centre's activities and for the development of its technical infrastructure;
 - 13) submitting annual reports on the activities of the Centre to the Council.

§ 13

1. The Deputy Head shall assist the Head in managing the Centre.
2. The Deputy Head shall be appointed and dismissed by the Rector at the request of the Head of the Centre.
3. In the absence of the Head, their duties shall be performed by the Deputy Head.
4. The Head shall determine the detailed scope of the Deputy Head's responsibilities and may delegate to them specific duties and powers.
5. The responsibilities of the Deputy Head shall include, in particular:
 - 1) ensuring the proper and effective delivery of foreign language teaching;
 - 2) overseeing the implementation of language education content and methods, as well as the organisation and proper conduct of assessments and examinations;
 - 3) conducting observations of teaching sessions;
 - 4) approving study programmes;
 - 5) organising and supervising the service activities of the Centre in the field of foreign language teaching and language proficiency development;
 - 6) making decisions concerning students and doctoral candidates in matters related to the educational duties carried out by the Centre;
 - 7) being responsible for the information published on the Centre's website and for keeping it up to date;
 - 8) overseeing the organisation of recurring and one-off events promoting the Centre and the idea of language education, such as open days, competitions and workshops;
 - 9) establishing cooperation with other units within the University and with external organisations

- in matters relating to teaching and learning;
 - 10) coordinating the work of language teams;
 - 11) carrying out other tasks related to the activities of the Centre as assigned by the Head, provided that such tasks are not contrary to the Statute, the University's Organisational Regulations, or applicable law.
6. Appeals against decisions of the Deputy Head may be lodged with the Head.
 7. The Head may revoke or amend a decision of the Deputy Head if that decision is contrary to the Act, the Statute or these Regulations, or if it infringes an important interest of the Centre or the University.

§ 14

The Council of the Centre shall serve as an advisory and consultative body supporting the Head in the performance of their duties. The Head shall seek the opinion of the Council on all matters of significant importance to the Centre. The Council's term of office shall coincide with that of the University's elected bodies.

§ 15

The Council shall comprise:

- 1) the Head of the Centre, serving as Chair of the Council;
- 2) the Deputy Head of the Centre;
- 3) the heads of the language teams;
- 4) three representatives of the Centre staff, elected by the staff of the Centre by vote for a four-year term of office.

§ 16

The role of the Council shall be to express opinions on matters referred to it for consideration by the Head.

§ 17

1. The Head shall convene a meeting of the Council:
 - 1) on their own initiative, as required by the needs of the Centre, but not less frequently than once per semester, taking into account periods when no teaching activities are scheduled;
 - 2) in exceptional circumstances;
 - 3) upon a written request from the Rector or at least three members of the Council; such request shall specify the subject matter of the meeting. The meeting shall be convened within seven days of the submission of the request.
2. In exceptional circumstances, a meeting of the Council may be convened by the Deputy Head acting under the authority of the Head.
3. Resolutions, motions and opinions of the Council shall be adopted by a simple majority of votes in the presence of at least half of the Council's members.
4. Votes on personnel matters shall be conducted by secret ballot. All other votes shall be conducted by open ballot.
5. Attendance at meetings of the Council shall be mandatory. If a member is unable to attend a meeting, they shall submit a written explanation to the Head.
6. Minutes shall be taken of the Council's meetings, and the minutes shall be kept in the records

of the Centre.

7. A representative of each trade union operating within the Centre may attend meetings of the Council in an advisory capacity. The Head may, on their own initiative or at the request of the Council, invite other persons to attend a meeting of the Council in an advisory capacity.

§ 18

1. A member's mandate on the Council shall expire before the end of the term of office in the event of:
 - 1) termination of employment;
 - 2) written resignation from membership of the Council;
 - 3) being granted leave for a period exceeding one year;
 - 4) an unexcused absence from three consecutive meetings of the Council, or inability to attend meetings of the Council for a period exceeding six months;
 - 5) the death of the member of the Council.
3. The expiry of a member's mandate on the Council shall be confirmed by a resolution of the Council.
4. In the cases of expiry of a mandate referred to in paragraph 1, the Head shall order a by-election if more than six months remain until the end of the term of office of the Council member whose mandate has expired.
5. By-elections shall be held without delay if the number of Council members falls below two-thirds of its membership.

LANGUAGE TEAMS

§ 19

1. The Centre conducts its activities through language teams comprising teachers of modern foreign languages.
2. A language team shall consist of all academic staff members of the Centre teaching a given foreign language who are employed by the University on a full-time basis and for whom the University constitutes their primary place of employment.
3. The Head may, for the purpose of carrying out the duties provided for in these Regulations, establish other teams within the structure of the Centre and determine their responsibilities and membership.

§ 20

The Head of a language team shall be appointed by the Head of the Centre, subject to the approval of the members of the respective language team, for a term of one academic year and shall be eligible for reappointment.

§ 21

The responsibilities of the Head of a language team shall include:

- 1) coordinating activities related to the performance of teaching and organisational duties within the language team;
- 2) cooperating with members of the language team and the management of the Centre in order to enhance the teaching process;
- 3) conducting teaching observations and evaluating the work of lecturers within the team;

- 4) submitting to the Head of the Centre, for each academic year, a schedule of the language team's activities together with a report on its implementation;
- 5) initiating and coordinating cooperation with external institutions.

TEACHING SESSION OBSERVATIONS

§ 22

Teaching observations of classes conducted by staff employed by the Centre shall be carried out in accordance with the internal teaching observation procedure in force within the Centre.

CENTRE'S OFFICE

§ 23

The Centre's Office shall provide administrative, financial and technical support to the Centre.

CENTRE'S FINANCIAL MATTERS

§ 24

The Head shall plan the Centre's expenditure for each financial year.

FINAL PROVISIONS

§ 25

1. These Regulations shall enter into force upon approval by the Rector.
2. Amendments to these Regulations shall be made in accordance with the procedure prescribed for their adoption.
3. In matters not governed by these Regulations, the provisions of the Statute, the Ordinances and the Act shall apply.