

*"Consolidated text of the Organisational
Regulations of the Jan Kochanowski University
in Kielce".*

ORGANISATIONAL REGULATIONS OF THE JAN KOCHANOWSKI UNIVERSITY IN KIELCE

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CHAPTER I GENERAL PROVISIONS

§ 1

The organisational regulations, hereinafter referred to as the Regulations, define the organisational structure of the University, the division of tasks within this structure, the organisation and principles of operation of the University's administration, its units, the duties of managers, as well as the reporting lines.

§ 2

The following terms used herein shall have the following meanings:

- 1) Act - the Act of 20 July 2018 - Law on higher education and science (Journal of Laws of 2023, item 742 as amended);
- 2) Statutes - the Statutes of the Jan Kochanowski University in Kielce;
- 3) Senate - the Senate of Jan Kochanowski University in Kielce;
- 4) University Council - the University Council of the Jan Kochanowski University in Kielce;
- 5) rector - the rector of the Jan Kochanowski University in Kielce;
- 6) chancellor - the chancellor of the Jan Kochanowski University in Kielce;
- 7) bursar - the bursar of the Jan Kochanowski University in Kielce;
- 8) dean - the dean of the faculty and the dean of the branch;
- 9) minister - the minister responsible for higher education and science;
- 10) University - the Jan Kochanowski University in Kielce;
- 11) organisational unit of the core business - a faculty or branch, which may include the units defined in the Statutes;
- 12) head of a core business unit - the dean, director or head of another core business unit;
- 13) administration - a set of organisational units performing support tasks for the implementation of tasks by the core business units and the staff employed in them;
- 14) administrative unit - an organisational unit of administration;
- 15) head of an administrative unit - the head of an organisational unit other than the core business unit;
- 16) central administration - a set of administrative units reporting directly to the rector, deputy rectors, chancellor or bursar, as well as the staff of these units;
- 17) administration of organisational units of the core business (faculty administration) – a set of administrative units subordinate to the dean;
- 18) office - another unit of an administrative nature which may comprise the organisational units defined in the Statutes, excluding the units of the core business;
- 19) POL-on system - Integrated Information System for Science and Higher Education.

§ 3

The legal basis for the University's activities are:

- 1) the Act;
- 2) the Statutes;
- 3) the Regulations.

§ 4

1. A diagram showing the organisational structure of the University is set out in Annex No. 1 to the Regulations.
2. The list of organisational units of the core business, together with their internal structure and symbols are set out in Annex No. 2 to the Regulations.
3. The list of university-wide and other units, together with their symbols, is set out in Annex No. 3 to the Regulations.
4. The list of inter-faculty and non-faculty units, together with their symbols, is set out in Annex No. 4 to the Regulations.
5. The list of central administration units , together with their symbols, is set out in the Annex No. 5 to the Regulations.
6. The scope of tasks and competences of the central administration is specified in Annex No. 6 to the Regulations.
7. The powers and duties of the University's officers, the bursar and the head of the department, the head of the clinical department, the head of the division, the head of a university-wide unit, the head of an inter-faculty unit and the head of a faculty unit are set out in Annex No. 7 to the Regulations.
8. The framework for the faculty's activities is set out in Annex No. 8 to the Regulations.

§ 5

The following are in force at the University:

- 1) normative acts of general application;
- 2) intra-university acts.

§ 6

1. Intra-university acts are issued in writing by the Senate, the Rector or, with his/her authority, by other persons, as well as on the basis of specific authorisations arising from legislation or within the Rector's competence to govern the University.
2. The internal normative acts are:
 - 1) resolutions;
 - 2) ordinances;
 - 3) decisions;
 - 4) circular letters;
 - 5) announcements.
3. Intra-university normative acts may implement legal provisions, in particular in the form of regulations and instructions. The regulations set out the tasks and operating principles of the core business units and the procedures for dealing with specific matters. The instructions shall lay down in detail uniform rules and formulas for the handling of cases involving a narrower scope than that covered by the regulations.

§ 7

1. Resolutions are issued by the collegiate bodies (Senate, University Council, scientific council of the institute) and by the collegiate bodies functioning in the University. The resolutions referred to in the preceding sentence shall regulate matters falling within the scope of action of these bodies or collegiate bodies arising from the Act, the Statutes and the intra-university regulations.

2. Resolutions of the Senate are adopted on matters that require a decision of the Senate. They regulate in particular the matters referred to in § 47 of the Statutes.
3. The resolutions of the Senate are binding on the rector and other bodies of the University and on all members of the academic community.
4. The ordinances regulate essential matters for the University that require permanent standardisation.
5. The rector's ordinances regulate matters of the University that require standardisation and are not reserved to the competence of other bodies.
6. The chancellor's ordinances regulate matters relating to the University's property within the scope of ordinary management as determined by the chancellor or the Regulations.
7. The dean's ordinances regulate matters concerning the organisational unit he or she heads.
8. Decisions are made on matters of an individual nature or those whose duration is strictly limited.
9. Circular letters give notice of matters which do not fall within the scope of the orders or decisions in question, but are important for the smooth running of the University. They may also include an interpretation of the University's existing legislation or guidelines aimed at standardising the rules of procedure and the handling of cases.
10. Announcements are used to inform staff, students, doctoral students about the University, employees, students and doctoral students, in particular about the current activities of the University.

§ 8

1. The collection and records of resolutions of the Senate, resolutions of the University Council, ordinances, circular letters and announcements of the rector and ordinances of the chancellor are maintained by the Organisational and Legal Department, which promulgates legal acts, circular letters and announcements by posting them on the University's website in accordance with the principles of digital accessibility regulated by separate regulations.
2. The posting of an internal normative act on the University's website is equivalent to its official publication.
3. A collection and record of intra-university regulations issued in organisational units shall be kept and published, in the usual manner, by the head of the unit concerned.
4. The University's organisational units are obliged to collect normative acts of general applicability, departmental acts of law and intra-university legal acts pertaining to the scope of the unit's activities.
5. The units referred to in section 4, are obliged to post on their websites the intra-university legal acts pertaining to the scope of the respective unit's activities and to cooperate with the Organisational and Legal Department in establishing their currency.
6. A central register and dissemination of internal legal acts is kept and numbered by the Organisational and Legal Department.

§ 9

1. All organisational units are required to substantively draft intra-university acts within the scope of their activities.
2. Where the act referred to in section 1, in its content also applies to the activities of another unit, the approval of the head of that unit must be obtained before its final issue.

§ 10

1. The right to initiate internal normative acts in the University is vested in: the rector, the Senate, the University Council, Senate committees, persons holding managerial positions in the University within the meaning of the Statutes, the bursar and heads of organisational units of the University.
2. Draft internal normative acts are drawn up - in cooperation with the Organisational and Legal Unit, which carries out the formal, legal and editorial preparation - by the administrative unit whose scope of activity includes the matter requiring regulation.
3. Draft internal legal acts are signed by the head of the organisational unit or the heads of the organisational units concerned.
4. In matters falling within the scope of several administrative units, a draft internal normative act is prepared by the unit designated by the rector or the competent deputy rector.
5. The draft internal normative act shall be subject to opinions of the units concerned and trade union organisations within the scope arising from separate regulations.
6. The final editing of internal normative acts of the Senate, the rector, the University Council and the chancellor rests with the Organisational and Legal Department.
7. Drafts of internal normative acts are presented by the Organisational and Legal Department to a legal adviser for an opinion, and once this opinion is obtained, they are submitted to the relevant body of the University for adoption or signature, and are then promulgated and distributed.

CHAPTER II ORGANISATION OF THE ADMINISTRATION

§ 11

1. The administration works:
 - 1) at the university-wide level as units of central administration;
 - 2) in units:
 - a) of faculty administration,
 - b) of university-wide and other units,
 - c) inter-faculty and non-faculty.
2. The lists of individual units are set out in the annexes referred to in § 4.

§ 12

1. The task of the administration is to ensure that the tasks of the University under the provisions of the Act are carried out, in particular:
 - 1) the activities of an administrative, financial, economic, technical and service nature to create the conditions for the best possible performance of the University's teaching, research and research and teaching activities;
 - 2) participating in the management of the University's property;
 - 3) organising social activities for staff, students and doctoral students;
 - 4) performing other tasks necessary for the proper functioning of the University.
2. As part of the performance of tasks, the organisational units of the University are obliged, in particular, to:
 - 1) prepare requests, opinions and draft documents;

- 2) prepare materials and information for the University authorities;
 - 3) draft assumptions and draft intra-university normative acts, decisions, contracts, agreements and speeches;
 - 4) implement, supervise and control the tasks;
 - 5) report on the tasks of the unit;
 - 6) prepare and transfer the unit's files to the archives;
 - 7) handle and settle applications, complaints and requests, taking into account professional dependence;
 - 8) perform the tasks assigned by the rector, the deputy rectors, the chancellor or his/her deputies, the bursar or his/her deputies and the heads of the organisational units of the University within the scope of the unit in question, as provided for in the applicable provisions of the Statutes, the Regulations and other applicable normative acts.
3. The organisational unit of the administration entrusted with the handling of a particular case is responsible for the full implementation of the task and for providing information on how and when the case will be handled.
 4. If the proper execution of the task requires cooperation with other organisational units of the administration, the unit receiving the task shall itself undertake and organise this cooperation, which shall be supervised by the head of the unit receiving the task.
 5. An organisational unit of the administration which has undertaken a task which does not fall within the scope of its competence is obliged to refer the matter to the competent unit for handling.
 6. In carrying out their tasks, the organisational units of the administration are obliged to cooperate closely, to agree and consult, and to make available the materials and data necessary for the proper performance of the task.
 7. The organisational units of the faculty administration and the administration of the other organisational units of the University carry out their tasks in accordance with the recommendations of the relevant central administration organisational units.

§ 13

1. Employees working in administrative and service positions in administrative units are responsible for carrying out the tasks of these units.
2. All employees are obliged and entitled to:
 - 1) carry out independently the work falling within the scope of the activities individually assigned to them by their supervisor;
 - 2) be familiar with, and strictly comply with, all applicable laws, resolutions, orders and instructions relating to the work to be performed;
 - 3) carry out instructions received from superiors, seek information and advice from them on work-related matters;
 - 4) make proposals for improving the work;
 - 5) comply with the provisions of the applicable work Regulations.
3. Each employee, by virtue of editing letters and drafting documents, is responsible for:
 - 1) agreeing their content;
 - 2) the correct form;
 - 3) timely handling of the case.

§ 14

1. Rules of work organisation, internal order and mutual obligations of employees and employer shall be laid down in the University's work Regulations.
2. A detailed list of powers and duties for individual positions is set out in individual job descriptions.

§ 15

1. The administrative unit can be:
 - 1) an office - when it includes not less than 2 other administrative units as mentioned below;
 - 2) a department - with at least 4 employees;
 - 3) a section - with at least 2 employees;
 - 4) an independent position - occupied by 1 person with the possibility to give a name resulting from the scope of the tasks performed;
 - 5) another administrative unit acting to carry out a specific task of the University, appointed by the rector with a number of employees determined by the rector.
2. In offices, centres and departments with a significant number of positions or a wide range of activities, sections and independent positions can be created.
3. An office, department or section is managed by a head, director or deputy chancellor.
4. A deputy head may also be appointed in a department or office if the unit in question is managed by a director or deputy chancellor.
5. The director or manager may be a person employed at least as a specialist.

§ 16

1. In order to perform important tasks for the University, task forces may be established in the central administration, which do not constitute organisational units specified in the Regulations.
2. Employees appointed to these teams report to the team's appointing officer in the performance of the tasks assigned to the team.
3. The teams referred to in section 1, are appointed by:
 - 1) the rector, if the team is appointed from different units, faculties or inter-faculty, non-faculty, university-wide units;
 - 2) the relevant deputy rector, chancellor, bursar, if the team includes staff from units reporting to them.

§ 17

1. The framework for faculty administration, set out in Annex No. 8 to the Regulations, is the basis for determining the detailed scope of the division of tasks in the faculty regulations, introduced by an ordinance of the dean, following the approval of the rector.
2. The framework for the faculty administration referred to in section 1, is also the basis for establishing the detailed division of tasks in the branch's regulations. Branch regulations are introduced by ordinance of the branch dean after approval by the rector.

CHAPTER III

PRINCIPLES OF ADMINISTRATIVE MANAGEMENT

§ 18

1. Administration is supervised by the rector. The rector is the superior of all employees of the University.
2. The rector determines the responsibilities and competencies of the deputy rectors and the responsibilities and competencies of the chancellor in the area of administrative affairs within their subordinate units.
3. The deputy rectors and the chancellor are the administrators of a part of the University's budget to the extent defined by the rector.
4. The deputy rectors and the chancellor are in charge of the administration in the administrative units subordinate to them and carry out the tasks delegated to them by the rector.

§ 19

1. The University applies the principle of one-person management, whereby each organisational unit is managed by a single head and each employee receives his/her work instructions from a single supervisor and is accountable to him/her for their execution.
2. The head of the administrative organisational unit is the direct official superior of the unit's employees.

§ 20

1. The head of an administrative unit is responsible for the performance of its tasks, in particular:
 - 1) ensuring the proper functioning of the unit with regard to the tasks assigned;
 - 2) efficient organisation of work and timely completion of tasks;
 - 3) defining terms of reference for subordinate staff;
 - 4) making proposals on hiring, remuneration, bonuses and rewards, controlling the observance of work discipline by employees in subordinate administrative units and proposing the punishment of employees;
 - 5) safeguarding of state and professional secrecy;
 - 6) compliance with health and safety and fire protection regulations;
 - 7) securing the University's property;
 - 8) ensuring cooperation and collaboration with other organisational units of the administration;
 - 9) maintaining a collection of legal acts relating to the unit's activities;
 - 10) the correct application of the relevant legislation.
2. The head of the administrative organisational unit shall also be entitled to other powers under the applicable regulations or intra-university acts related to his/her function.
3. The head of an administrative organisational unit is obliged to keep the scopes of activities of employees and, where necessary, the scope of the unit's activities up to date, by applying to the rector for amendments to the University's Organisational Regulations.
4. The head of the unit is responsible for keeping the central online contact database of subordinate staff up to date.
5. The head of the organisational unit is obliged to receive complaints and requests concerning the subordinate unit.

6. In the absence of the head of the administrative unit, he or she is replaced by the deputy or a designated employee.

§ 21

1. The central administrative units report to the rector directly and through the deputy rectors, the chancellor or the bursar.
2. Administrative units in faculties, branches, non-faculty, inter-faculty and university-wide units are subordinate to the relevant deans or heads of these units, who are authorised to issue decisions and instructions within the scope of the unit's activities.
3. Auxiliary units report to the chancellor, unless the Regulations state otherwise.

§ 22

1. The rector, persons holding managerial positions at the University within the meaning of the Statutes, the bursar and the heads of organisational units, within the scope of their competence, take decisions on their own initiative or after the relevant organisational unit has presented a case.
2. When proceedings are initiated in a case, employees of the organisational units may not request that interested parties provide or return documents in the possession of another administrative unit of the University.

§ 23

1. Decisions and orders may be issued to the organisational units of the central administration only by the rector, the deputy rectors, the chancellor and deputy chancellors, the bursar and deputy bursars - according to their respective competences.
2. The rector may authorise the heads of organisational units of the central administration to take certain decisions or give instructions on his behalf.

CHAPTER IV PRINCIPLES OF DOCUMENT SIGNING

§ 24

1. Letters, documents, information and reports going out of the University shall be signed by the rector.
2. Signing of documents, information and reports is done by one person, except in cases arising from special provisions.
3. In the absence of the rector, letters and documents are signed by the deputy rector.
4. The chancellor, deputy rectors and the director of the Doctoral School sign letters according to the scope of their jurisdiction or by power of attorney, in place of the chancellor.
5. Letters and documents submitted to the rector or members of the University authorities for signature should be endorsed with the signature of the employee substantively responsible for the preparation of the letter and the head of the organisational unit preparing the letter or document.
6. Documents submitted for signature to the rector, deputy rectors and chancellor should be initialled in advance under the contents on the left-hand side by:
 - 1) the employee (case clerk) or head of the administrative unit of the issuer of the document or by another person responsible for the task;

- 2) heads of administrative units with whom the content of the document has been agreed (insofar as agreement was necessary).
7. Contracts, documents of monetary turnover as well as documents of a settling nature constituting the basis for the receipt and disbursement of funds shall be signed by the rector, the chancellor or the deputy rector within the scope of their powers or by a person authorised by the rector or the chancellor, acting jointly with the bursar.
8. Certain documents are absolutely subject to the approval of a legal advisor before they are signed, in particular:
 - 1) non-standard contracts and model contracts, draft orders, instructions and other internal normative acts;
 - 2) documents relating to the establishment or termination of legal and property relationships to which the University is or is to be a party;
 - 3) documents addressed to law enforcement agencies and courts or other adjudicatory bodies;
 - 4) documents relating to termination of employment without notice;
 - 5) documents relating to the write-off or write-down of claims;
 - 6) decisions to transfer or sell fixed assets free of charge;
 - 7) documents relating to the disposal or acquisition of immovable property.
9. Evidence of acceptance of the file as to form and substance is provided by the signature on the document or a written opinion.
10. Formal-legal control of the legal advisor, with regard to matters not mentioned in section 8, is optional.
11. One copy of the document remaining at the University shall be initialled.

§ 25

1. The responsibilities for signing, initialling or drafting letters and documents are defined in section 2.
2. Persons signing or initialling letters and documents on their own behalf and in their stead or under the authority of the rector shall be responsible for:
 - 1) the factual and timely handling of the matter in accordance with the social and economic interest;
 - 2) compliance with current legislation;
 - 3) the substantive content of the matter being dealt with;
 - 4) proper form and style of writing.

§ 26

The dean is entitled to sign documents concerning the faculty
or branch, not reserved for signature by the rector, chancellor or deputy rector.

CHAPTER 5

PRINCIPLES OF UNIVERSITY REPRESENTATION

§ 27

1. The rector is authorised to represent the University independently.
2. The chancellor is authorised to represent the University independently within the limits of ordinary management and may make decisions independently concerning property of a value not

exceeding

one (1) million PLN at a time, with the exception of matters reserved by law or the Statutes for the bodies of the University.

3. The rector grants powers of attorney to the deputy rectors, the chancellor and the deputy chancellors to perform actions and carry out legal acts on behalf of the University within the framework of the tasks performed.
4. The rector may appoint proxies to perform particular acts or acts of a particular kind, also for persons other than those referred to in section 3.
5. The rector grants powers of attorney for a period not exceeding the duration of his or her term of office.
6. The power of attorney should include the number of the power of attorney, the scope of the power of attorney, the maximum amount to be committed or disposed of, the period for which the power of attorney is granted and an indication of whether the attorney is acting alone or jointly with another person.
7. Banking and other documents constituting the basis for the receipt and disbursement of funds, subject to section 2 shall be signed by the rector or a person authorised by the rector, together with the bursar or the deputy bursar.
8. The Organisational and Legal Unit keeps a register of powers of attorney granted.

Diagram indicating the organisational structure of the University

**List of organisational units of the core business with their internal structure, English
translation of the names and symbols**

1. Collegium Medicum - CM:

- 1) Institute of Medical Sciences - CMM,
- 2) Institute of Health Sciences - CMZ.

2. Faculty of Humanities - WH:

- 1) Institute of History - HH,
- 2) Institute of Linguistics and Literary Studies -
HL,
- 3) Institute of Media, Journalism and Social Communication - HD.

3. Faculty of Natural Sciences - WSP:

- 1) Institute of Biology - SPB,
- 2) Institute of Chemistry - SPC,
- 3) Institute of Physics - SPF,
- 4) Institute of Geography and Environmental Sciences -
SPG,
- 5) Department of Mathematics - SPM.

4. Faculty of Education and Psychology - WPP:

- 1) Institute of Education - PPI,
- 2) Department of Psychology - PPS.

5. Faculty of Law and Social Sciences - WPN:

- 1) Institute of Security Studies - PNB,
- 2) Institute of Law - PNP,
- 3) Institute of International Relations and Public Policies - PNS,
- 4) Institute of Management - PNZ,
- 5) Department of Economics and Finance - PNE.

6. Faculty of Arts - WS:

- 1) Institute of Music - SSM,
- 2) Institute of Visual Arts - SSW.

7. University Branch in Sandomierz - FS.

List of university-wide and other units with their symbols

- 1. Academic Career Office - MBK.**
- 2. Academic Business Incubator - BI.**
- 3. University Archives - NA.**
- 4. University Library - NBU.**
- 5. Science and Culture Centre - MK.**
- 6. Medical Simulation Centre - LS.**
- 7. Support Centre for People with Disabilities - MO.**
- 8. Centre for Psychological Support and Psychoeducation - LW.**
- 9. Centre for the Study of Pancreatic Diseases - LB.**
- 10. Medical Staff Training Centre - LK.**
- 11. Doctoral School - ND.**
- 12. Open University - RO.**
- 13. University Press - NW.**

List of inter-faculty and non-faculty units and their symbols

- 1. Centre for Teacher Education - MCN.**
- 2. Foreign Languages Centre - RJ.**
- 3. University Sports Centre - RCS.**

List of central government units with their symbols

The administrative units operating within the central administration, reporting to the RECTOR (R), are:

- 1) Office of the Rector - RR:
 - a) Organisation and Legal Department - RRO,
 - b) Law firm - RKK,
 - c) Administrative Services Section of the Rector and Deputy Rectors - RRS,
 - d) Promotion Section - RRP,
- 2) Legal Advisors Team - RP,
- 3) HR Department - ROK,
- 4) Data Protection Officer - RI,
- 5) Position for Internal Audit - RD,
- 6) Position for Protection of Classified Information - RT,
- 7) Position for Management Control - RZ,
- 8) Position for defence Affairs - RC,
- 9) Position for Electronic Document Management - RE,
- 10) Position for Central Register of Contracts - RU.

The administrative units operating within the central administration, reporting to the DEPUTY RECTOR FOR DEVELOPMENT AND FINANCE (RB) are:

- 1) Project Management Centre - BP,
- 2) Position for the Implementation of the Development Strategy - BR.

The administrative units operating within the central administration, reporting to the DEPUTY RECTOR FOR EDUCATION (RM), are:

- 1) Education Department - MMK:
 - a) Education Quality Section - MKJ,
 - b) Teaching Internships and Contracts Section - MKP,
 - c) Recruitment Section - MKR,
 - d) Teaching Accounts Section - MKD.
- 2) Student Affairs Department - MS:
 - a) Student Dormitories Services Section - MDS,
 - b) Benefits and Course of Study Services Section - MSS.
- 3) Exchange and International Cooperation Department - MWW.

**The administrative unit, operating within the central administration, reporting to the
DEPUTY RECTOR FOR SCIENCE (RN),
is:**

- 1) Science Department - NN.

**The administrative units operating within the central administration, reporting to the
DEPUTY RECTOR FOR MEDICAL AFFAIRS (RL), are:**

- 1) Medical Infrastructure Department - LM,
- 2) Medical Projects Section - LP.

**The administrative units, operating within the central administration, reporting to the
CHANCELLOR (KA), are:**

- 1) Property Services Department - ABN,
- 2) Property Services Department of the "Student Village" - ABM,
- 3) Technical and Construction Department - ABB,
- 4) IT Centre - AI:
 - a) Applications and IT Support Section - AIW;
 - b) Server Infrastructure Section - AIS,
 - c) ICT Infrastructure Section - AIJ,
 - d) Departmental ICT Infrastructure Maintenance Section - AIU,
- 5) Logistics Department - AT,
- 6) Procurement Department - ADP;
- 7) Health, Safety and Fire Section - AH,
- 8) Inventory Section - AR,
- 9) Chancellor's Secretariat - AS,
- 10) Position for ICT Security - AL,
- 11) Position for Social Affairs - AW.

**The administrative units, operating within the central administration, reporting to the BURSAR
(KF) are:**

- 1) Finance Department - FF,
 - a) Finance Section - FFF,
 - b) Verification and Control Section - FFK,
- 2) Accounting Department - FK,
- 3) Payroll Department - FC,
- 4) Property Records Section - FEM,
- 5) Planning and Analysis Section - FPA.

The scope of tasks and competences of the central administration

Chapter I

UNITS REPORTING TO THE RECTOR

§ 1

1. The following university-wide units report to the **Rector** :
 - 1) Open University.
2. The following inter-faculty units report to the **Rector** :
 - 1) Foreign Languages Centre,
 - 2) University Sports Centre.
3. The following administrative units report to the **Rector** :
 - 1) Office of the Rector:
 - a) Organisation and Legal Department,
 - b) Law firm,
 - c) Administrative Services Section of the Rector and Deputy Rectors,
 - d) Promotion Section,
 - 2) Legal Advisors Team ,
 - 3) HR Department,
 - 4) Data Protection Officer,
 - 5) Position for Internal Audit,
 - 6) Position for Protection of Classified Information,
 - 7) Position for Management Control,
 - 8) Position for defence Affairs,
 - 9) Position for Electronic Documentation Management,
 - 10) Position for Central Register of Contracts.

§ 2

Open University

1. **The Open University** is the unit responsible for the dissemination of learning within the framework of open education for children, young people and adults and, in particular, for providing students with opportunities for lifelong learning at university level in cooperation with the social environment.
2. The Open University is headed by a manager.
3. The tasks of the Open University include, in particular:
 - 1) designing scientific and educational events to popularise scientific knowledge in cooperation with the social environment, i.e. educational, local government and business entities, as well as with other bodies promoting science and culture;
 - 2) cooperation - within the University - with individuals, teams and organisational units initiating activities for the dissemination of science and culture within and outside the University;
 - 3) promotion of knowledge dissemination events in the local environment as part of the initiatives of educational and scientific teams set up to carry out specific tasks initiated by employees of the University's scientific and organisational units;

- 4) conducting information and reporting activities in traditional and electronic media regarding the University's social impact in popularising science.
4. The structure and governance of the Open University is determined by the regulations of this unit approved by the rector.

§ 3

Foreign Languages Centre

1. **The Foreign Languages Centre** is the unit responsible for implementing the University's foreign language teaching strategy, organising and conducting service activities in the field of foreign language teaching.
2. The Foreign Languages Centre is headed by a manager.
3. The tasks of the Foreign Languages Centre include, in particular:
 - 1) implementing the University's language teaching strategy;
 - 2) the provision of language classes and courses at the levels specified by the standards of the Common European Framework of Reference for Languages - CEFR;
 - 3) implementation of study programmes for the teaching of a general and specialised foreign language for all forms of education in accordance with the CEFR;
 - 4) conducting and coordinating Latin language classes in courses of study that require it;
 - 5) conducting examinations confirming knowledge of a foreign language required for parts of studies, apprenticeships and internships abroad;
 - 6) conducting internal and external examinations in foreign languages in accordance with with the qualifications held (e.g. licenses);
 - 7) issuing certificates and other documents certifying knowledge of foreign languages;
 - 8) organising and carrying out service activities in the field of language teaching;
 - 9) organising events to promote multilingualism and multiculturalism among the academic community;
 - 10) cooperation in the organisation of the University's events that require language support;
 - 11) participation in national and international projects;
 - 12) substantive supervision of the Sandomierz Branch with regard to language teaching, including the development and maintenance of the necessary documentation;
 - 13) performing other tasks resulting from generally applicable regulations and internal acts of the University.
4. The structure and management of the Foreign Languages Centre are laid down in the regulations of this unit approved by the rector.

§ 4

University Sports Centre

1. **The University Sports Centre** is a unit competent for the implementation of teaching, sport and recreational activities and the provision of educational services, the scope of which is determined by its teaching potential and the financial resources at its disposal.
2. The University Sports Centre is headed by a manager.
3. The tasks of the University Sports Centre include, in particular:

- 1) implementation of the University strategy in the field of physical education, sport, tourism and recreation;
 - 2) Development of documentation and implementation of compulsory physical education classes and other classes provided for in the implementation schedules of the study programmes related to physical culture;
 - 3) substantive supervision of the Sandomierz Branch in terms of conducting physical education classes and other classes provided for in the schedule of study programmes related to physical culture, including the development and maintenance of the necessary documentation;
 - 4) conducting a sports aptitude test for physical education fields of study;
 - 5) ensuring, in the ongoing teaching process at the University, qualified teaching and coaching staff;
 - 6) initiating the development and multiplication of the material base necessary for the implementation of the university's physical education, sport and tourism programme;
 - 7) organising and supporting mass sports events and activities organised for students, doctoral students and employees of the University;
 - 8) running sports sections and optional activities as part of students' interests;
 - 9) cooperation with the Academic Club and the Main Board of the Academic Sports Association;
 - 10) conducting postgraduate studies in physical education, instructor courses, further education courses and others in the training of physical culture staff;
 - 11) organising ski camps, summer camps and sailing trips;
 - 12) performing other commissioned educational and research services on the basis of contracts concluded by the University with other entities.
4. The structure and management of the University Sports Centre are defined in the regulations of this unit approved by the rector.

§ 5

Rector's Office

1. **The Rector's Office** is the organisational unit competent to provide administrative and organisational services to the Rector, the Senate and University ceremonies, the University Council, the deputy rectors, the rector's plenipotentiaries, the committees appointed by the rector and the legal and chancellery services of the University.
2. The **Rector's Office** comprises the following organisational units:
 - 1) Organisation and Legal Department,
 - 2) Chancellery,
 - 3) Administrative Services Section of the Rector and Deputy Rectors,
 - 4) Promotion Section.
3. The Director of the Rector's Office shall head the unit referred to in section 2(3), and coordinates the activities of the Office.
4. The Director of the Rector's Office is the superior of the staff employed in the Rector's Office.
5. The unit referred to in section 2(1), shall be headed by a manager.
6. The unit referred to in section 2(4), may be headed by a manager.

7. The tasks of **the Organisational and Legal Department** include, in particular:
 - 1) coordinating the drafting of intra-university legislation, in particular the organisational rules and regulations of the University's organisational units;

- 2) analysing the functioning of the organisational structure, in particular the administrative structure of the University and its units, and formulating proposals to improve their work;
- 3) keeping, recording and making available titles to real estate of the University;
- 4) preparing and drafting, in cooperation with the substantive units, internal normative acts and their registration and dissemination;
- 5) giving an opinion on the content of the stamps of the organisational and administrative units in accordance with the approved structure of the University and internal normative acts;
- 6) ordering of stamps and seals, keeping records of them, disposal of stamps;
- 7) service to the Senate and University ceremonies, the University Council and meetings convened by the rector, in particular:
 - a) organisational support for Senate meetings and university ceremonies,
 - b) organisational handling of meetings convened by the rector,
 - c) keeping a register of Senate meetings and records,
 - d) preparing materials for meetings of the Senate, the University Council, the Rector's College,
 - e) keeping a register and records of meetings convened by the rector,
 - f) promulgation of resolutions of the bodies of the University, ordinances of the rector and the chancellor, circular letters, announcements, positions, as well as keeping a record of them and their dissemination,
 - g) organisation and service of meetings of Senate and University committees,
 - h) organisational and chancellery support for the University Council;
- 8) maintaining the Public Information Bulletin and supervising the correctness and timeliness of its updating by authorised units of the University, in particular:
 - a) timely publication of up-to-date information on the BIP website,
 - b) ensuring that authors of content posted on the BIP are identified,
 - c) monitoring the accessibility of the BIP pages and, in the event of non-availability, notifying the administrator of the BIP website,
 - d) receiving and analysing comments on the BIP website,
 - e) archiving and storing copies of the information entered,
 - f) receiving, recording requests for public information,
 - g) preparation of draft responses to requests for public information in consultation with the University's substantive units, provision and recording of responses;
- 9) (repealed);
- 10) preparing powers of attorney granted by the rector and the chancellor and keeping a register of powers of attorney granted;
- 11) handling and supervising the correct and timely updating of the information sent into the POL-on system by authorised units of the University;
- 12) recording of complaints and requests addressed to the University, legal support for the drafting of responses in consultation with the substantive units;
- 13) cooperation with the legal advisory team;
- 14) compiling summary statements on the number, subject matter and manner of handling complaints and requests received by the University and reporting on these to the Minister;
- 15) administrative handling of the qualified signature;

- 16) compiling data for rankings, completing ranking surveys and analysing the results;
 - 17) ongoing monitoring of changes in legislation relating to the scope of activities of the University and informing the Rector of these changes;
 - 18) preparing requests for information on the University's and the rector's criminal record when requested by organisational units;
 - 19) certifying internal legal acts as originals, except where certification by the rector, the chancellor, the legal advisor or other authorised employee is required.
8. The **Chancellery's** tasks include, in particular:
- 1) reception, distribution and dispatch of external and internal correspondence;
 - 2) receiving and sending correspondence via the e-PUAP platform;
 - 3) dispatch and collection of parcels;
 - 4) keeping a register of correspondence;
 - 5) records management (including electronic records);
 - 6) providing information to the public on the organisational and administrative structure of the University and the contact details of the units;
 - 7) carrying out tasks in accordance with the chancellery instructions.
9. The tasks of the **Administrative Service Section of the Rector and Deputy Rectors** include, in particular:
- 1) secretarial and chancellery support for the rector and deputy rectors, including correspondence between the rector and deputy rectors;
 - 2) handling the external and internal correspondence of the rector and deputy rectors;
 - 3) recording complaints, requests and letters addressed to the rector and deputy rectors, coordinating, organising and servicing meetings, gatherings and business trips of the rector and deputy rectors;
 - 4) keeping records signed by the electronic signature of the rector and the deputy rectors;
 - 5) planning and monitoring the budget of the rector and deputy rectors;
 - 6) coordinating and organising university ceremonies;
 - 7) preparation of public procurement proposals related to the section's area of activity;
 - 8) the day-to-day handling of the financial documents of the rector and deputy rectors with regard to purchases, services and materials, business trips and membership fees of external organisations;
 - 9) taking custody of the assets of the relevant secretariats;
 - 10) taking care of the seals, insignia and symbols of the University.
10. The tasks of the **Promotion Section** include, in particular:
- 1) planning and implementation of university-wide promotional campaigns;
 - 2) coordinating the University's promotional activities in cooperation with the organisational units of the University;
 - 3) preparing and updating information about the University's activities in the media;
 - 4) providing an up-to-date service on websites, social profiles and internal information media;
 - 5) development and dissemination of promotional and information material;
 - 6) participation in the organisation of university-wide celebrations;
 - 7) keeping a register and handling applications for the use of the University's marks and emblem and patronages of honour;

- 8) providing photographic and audiovisual documentation of life events of the University;
- 9) performing the tasks of the rector's press officer, in particular:
 - a) editing, in consultation with the content units, the content of speeches, statements and information for the rector and deputy rectors,
 - b) inspiring the media to address topics of particular relevance to the promotion of the achievements of the University,
 - c) development, collection, media dissemination of information on the activities of the University, preparing and conducting press conferences.

§ 6

The Team of Legal Advisors

The tasks of **the Team of Legal Advisors** include the provision of legal assistance, in particular:

- 1) providing the University bodies, the chancellor and heads of University units with consultations and legal advice
as well as explanations on the application of the law;
- 2) preparing, at the written request of the University bodies, the chancellor or heads of University units,
legal opinions;
- 3) acting as an agent in judicial and administrative proceedings
and before other adjudicating authorities;
- 4) informing the University's bodies of failures to comply with the law and the consequences of these shortcomings;
- 5) participating in negotiations aimed at establishing, amending or terminating a legal relationship, including in particular long-term or atypical contracts concluded by the University or involving an object of significant value;
- 6) legal opinion:
 - a) internal normative acts issued,
 - b) individual, legally complex cases,
 - c) terminating the employment relationship with the employee without notice,
 - d) denial of the claims made,
 - e) the conclusion and termination of a contract with a foreign counterparty,
 - f) to reach a settlement in property matters,
 - g) debt write-off,
 - h) notification to the authority responsible for the prosecution of offences that an offence prosecuted ex officio has been committed,
 - i) contracts concluded by the University with regard to investments made, renovations, modernisations, leases and rental of premises,
 - j) long-term or atypical contracts concluded or involving an object of significant value;
- 7) representing the University before common courts, administrative courts and other judicial authorities and in proceedings: administrative, enforcement, arbitration, conciliation, public procurement law - before other adjudicating bodies;
- 8) securing the University's claims against debtors by taking legal action and pursuing claims to which it is entitled;

- 9) supervising the enforcement proceedings initiated in respect of validly adjudicated debts owed to the University;
- 10) providing legal assistance on the management of intellectual property;
- 11) the formal and legal preparation of other matters assigned by the rector.

§ 7

HR Department

1. **The Human Resources Department** is the organisational unit responsible for the administrative and organisational support of the personnel matters.
2. The HR Department is headed by a manager. A deputy manager may be appointed in the Human Resources Department.
3. The tasks of **the Human Resources Department** include, in particular:
 - 1) on matters relating to the establishment and course of employment relationships:
 - a) overseeing compliance with the recruitment procedure,
 - b) completion of employment-related documents,
 - c) preparing documents for the establishment of the employment relationship and other documents setting out the terms and conditions of employment and any changes to the terms and conditions of employment, as well as acts of appointment of academic staff to posts at the University,
 - d) keeping documentation related to the employment of employees (personal files),
 - e) preparing referrals, draft agreements defining the mutual rights and obligations of the workplace and the employee, and other documents related to the development of qualifications by employees,
 - f) organising the initial and periodic examinations of the University's employees;
 - 2) on matters relating to the termination of the employment relationship, in particular:
 - a) supervising compliance with the procedure applicable to termination of employment relationship,
 - b) preparing termination of employment documents and documents stating that the employment relationship has ended,
 - c) the establishment of rights connected with the termination of the employment relationship of employees, to: severance payments, indemnities, allowances and others under the applicable legislation;
 - 3) on matters relating to employment policy:
 - a) implementing the University's human resources policy, in particular with regard to the status and structure of employment and the selection of candidates, in close cooperation with the entities authorised to take the initiative in human resources matters, taking steps to announce competitions for certain non-teaching positions,
 - b) the creation of a computer database on employees and the maintenance of other registers and records to ensure reliable information on personnel matters,
 - c) carrying out the University's reporting obligations in relation to employment;
 - 4) on matters relating to remuneration and personal salary fund planning:
 - a) cooperation in the preparation of rules on staff remuneration and the implementation of these rules,
 - b) determining the entitlement of employees to seniority and other allowances under current legislation and determining their amount, keeping records in this regard,

c) planning of employment and remuneration including derivatives by source of funding,

- d) establishing a list of persons entitled to receive an additional annual remuneration,
- e) substantive payroll checks;
- 5) in matters relating to the assessment, reward and punishment of employees:
 - a) collection of assessment results,
 - b) overseeing the preparation of applications for the awarding of State Orders and Medals of the Commission for National Education to staff,
 - c) handling matters related to the minister's, rector's and jubilee awards,
 - d) conducting matters relating to the granting of punishments to employees who are not academic teachers,
 - e) administrative support for the Disciplinary Committee for Academic Staff,
 - f) administrative support for disciplinary ombudsmen for academic staff;
- 6) in matters relating to personnel:
 - a) determining employees' entitlement to annual leave (determination of its duration), leave for health reasons, maternity and parental entitlements and keeping records in this regard,
 - b) collecting documentation related to granting study leaves for academic teachers,
 - c) issuing cards to employees as provided for by separate regulations,
 - d) issuing, at the request of employees, all certificates of employment;
- 7) performing work falling within the scope of the employer's duties, as defined in the pension and disability pension regulations,
 - in particular:
 - a) providing employees and their family members with information on their benefits,
 - b) assistance in the preparation of applications for pensions;
- 8) entering and updating data in the POL-on system in the scope defined by a separate order of the rector.

§ 8

Data Protection Officer

1. The tasks of the **Data Protection Officer** include in particular:
 - 1) informing the controller, the entity to which the controller has entrusted the processing of personal data and employees who process personal data about their obligations under the GDPR and other Union or Member State data protection legislation;
 - 2) monitoring compliance with the GDPR, other relevant provisions of the European Union or Member States on the protection of personal data;
 - 3) monitoring compliance with the data protection policies of the controller or of the entity to which the controller has entrusted the processing of personal data;
 - 4) advice on the division of responsibilities (e.g. between the controller and the entity to which the controller has entrusted the processing of personal data or between the staff members of these entities);
 - 5) carrying out activities to raise staff awareness of their obligations under the GDPR or adopted policies;

- 6) providing or arranging training for personnel involved in data processing operations;
 - 7) conducting audits on the compliance of the controller or the entity to which the controller has entrusted the processing of personal data and their staff with the GDPR and policies;
 - 8) making recommendations on data protection impact assessments at the request of the controller,
 - 9) monitoring the implementation of the data protection impact assessment,
 - 10) cooperation with the supervisory authority;
 - 11) acting as a contact point for the supervisory authority on matters related to processing and, where appropriate, conducting consultations on any other matters,
 - 12) acting as a contact point for data subjects in all matters related to the processing of their personal data and the exercise of their rights under the law;
 - 13) participating in all matters related to the protection of personal data, in particular participating in consultations on issues in the field of personal data protection;
 - 14) as part of the internal policy of reporting violations of the law at the University, including:
 - a) reception of notifications,
 - b) recording of notifications,
 - c) overseeing the mechanisms for ensuring the confidentiality of notifications;
 - 15) performing other tasks and duties, provided that such tasks and duties do not give rise to a conflict of interest.
2. The Data Protection Officer is obliged to take into account, in each case, elements such as:
 - 1) the risks involved in processing personal data;
 - 2) the nature, scope, context and purposes of the processing of personal data.

§ 9

Position for Internal Audit

1. The tasks of the person employed at **the Position for Internal Audits** include issues and matters relating to the implementation of internal audit tasks at the University, as defined in the provisions of the Public Finance Act.
2. The tasks of the person employed at the Position for Internal Audit include, in particular:
 - 1) preparation of an annual internal audit plan in agreement with the rector;
 - 2) carrying out an internal audit on the basis of an audit plan and, in justified cases - outside the plan;
 - 3) carrying out advisory activities and submit proposals to improve the functioning of the University;
 - 4) maintenance of current and permanent audit files;
 - 5) carrying out follow-up activities to assess the adjustment of the entity's activities to the comments and requests made;
 - 6) submission of reports in accordance with the applicable legislation;
 - 7) developing and updating procedures, organisational principles, specific objectives and scope of internal audit in the Internal Audit Charter.

§ 10

Position for the Protection of Classified Information

1. The tasks of the person employed at **the Position for the Protection of Classified Information** include
 , in particular:
 - 1) organising and supervising the protection of classified information in the University in accordance with
 the applicable regulations;
 - 2) supervising the operation of the secret office;
 - 3) cooperation with relevant state and local government organisational units
 on defence activities, civil protection and general self-defence.
2. In matters not covered by the Regulations, the tasks related to the protection of classified information
 of a person employed in the Position for the Protection of Classified Information are laid down in separate regulations.

§ 11

Position for Management Control

1. **The Position for Management Control** is the unit responsible for risk management and self-assessment of the Management Control System.
2. The tasks of the person employed at the Position for Management Control include, in particular:
 - 1) organising and coordinating management control in the University;
 - 2) administrative support for the Team for Management Control;
 - 3) development, updating and maintenance of documentation relating to management control at the University;
 - 4) preparing a statement on the state of management control;
 - 5) coordinating and preparing reports on the implementation of management control;
 - 6) cooperation with the employee employed in the position for monitoring the development strategy;
 - 7) on matters relating to risk management:
 - a) organising and coordinating the University's risk management process,
 - b) coordinating the process of identifying risks associated with the achievement of the University's stated aims and objectives,
 - c) development, standardisation and maintenance of a comprehensive risk register covering the University's identified risks,
 - d) collecting partial risk registers from deans, heads of university-wide units, heads of inter-faculty units and the chancellor,
 - e) preparing periodic risk management reports and summaries,
 - f) annual review of risk management procedures in order to update them,
 - g) overseeing the completeness and legality of risk management documentation,
 - h) preparation of draft legislation on risk management,
 - i) preparation and presentation to the Management Control Team of the annual risk management report;
 - 8) on matters relating to the self-assessment of the Management Control System:
 - a) coordinating the Management Control System self-assessment process
 - b) collecting self-assessment surveys and partial statements from deans, heads of

university-wide units, heads of inter-faculty units, the chancellor and forwarding them to the rector,

- c) providing answers and explanations in relation to the self-assessment of management control.

§ 12

Position for Defence Affairs

1. The tasks of the person employed at **the Position for defence Affairs** include, in particular:
 - 1) planning activities in the field of defence tasks, civil protection and general self-defence;
 - 2) preparing ordinances and guidelines for the tasks to be carried out;
 - 3) organising and coordinating activities related to the preparation of the University's organisational units for defence tasks, civil protection and general self-defence;
 - 4) organisation of the University's defence preparedness projects;
 - 5) carrying out information and training activities, taking into account tasks in the field of defence, civil protection and general self-defence;
 - 6) keeping a register of employees subject to compulsory defence.
2. In matters not covered by the Regulations, the tasks in the field of civil defence of a person employed at the Position for Defence Affairs are specified in separate regulations.

12a

Position for Electronic Documentation Management,

The tasks of the person employed at **the Position for Electronic Documentation Management** include

, in particular:

- 1) planning of document circulation and initiating, consulting and giving an opinion on changes to internal procedures as regards documentation management;
- 2) participation in the development of norms for the chancellery and archives and the processing of documents;
- 3) coordinating the design and implementation of electronic documentation management solutions;
- 4) coordinating the implementation of e-delivery solutions;
- 5) overseeing the correct implementation of the chancellery activities resulting from the internal normative acts;
- 6) training and information for University staff on electronic documentation management.

12b

Position for Central Register of Contracts

The tasks of the person employed at **the Position for the Central Register of Contracts** include , in particular:

- 1) operation of the central contract register;
- 2) supervision of the entry of information into the central register of contracts by authorised units of the University;
- 3) training and information for University staff on the rules and how to introduce data to the central contract register;
- 4) participation in consultations and preparation of draft internal normative acts for the registration of contracts concluded by the University;
- 5) administrative support for the teams and committees appointed by the rector on matters relating to the registration of contracts concluded by the University.

Chapter II

UNITS REPORTING TO THE DEPUTY RECTORS

UNITS REPORTING TO THE DEPUTY RECTOR FOR DEVELOPMENT AND FINANCE

§ 13

1. The following university-wide units report to the Deputy Rector for Development and Finance:
 - 1) Academic Business Incubator.
2. The following administrative units report to the Deputy Rector for Development and Finance:
 - 1) Project Management Centre,
 - 2) Position for Monitoring the Implementation of the Development Strategy.

§ 14

Academic Business Incubator

1. The Academic Business Incubator is a unit set up to support the business activities of university staff, doctoral students and students.
2. The structure, tasks and rules for the operation and management of the Academic Business Incubator are laid down in the Act and in the regulations of this unit approved by the Senate.

§ 15

Project Management Centre

1. The Project Management Centre is the unit responsible for ensuring implementation:
 - 1) of projects whose source of financing is, in particular, money from external funding bodies;
 - 2) implementation projects.
2. The Project Management Centre is headed by a manager.
3. The tasks of the Project Management Centre include, in particular:
 - 1) on matters relating to the implementation of projects whose source of funding is, in particular, money from external funding bodies:
 - a) informing the University's organisational units about the possibilities of obtaining external funding, including current competitions and guidelines,
 - b) providing advice on proposals for research, teaching, education and infrastructure projects financed or co-financed from external funds,
 - c) cooperation with the University's organisational units preparing projects financed or co-financed from external sources,
 - d) coordinating activities relating to the conclusion of project funding contracts from external funding,
 - e) coordinating the preparation of applications for external funding,

- f) monitoring the process of formal and content-related (substantive-technical) assessment submitted applications pending a funding/financing decision for the project,
 - g) gathering information on all projects, tasks and activities carried out at the University and externally funded initiatives,
 - h) preparation of project data for the material and financial plan,
 - i) handling the implementation of projects for which funding has been obtained, in the scope of tasks not reserved to the competence of other units of the University, in particular preparing applications for payment, pre-financing and confirming the eligibility of expenditure, preparing reports to the relevant managing institutions,
 - j) carrying out other activities related to the implementation of the projects due to their specific nature,
 - k) monitoring the material and financial implementation of projects and the maintenance of outcome indicators during the sustainability period of projects in cooperation with other units of the University,
 - l) informing the relevant deputy rector immediately of risks to projects,
 - m) keeping records of each project to enable full monitoring and control of its implementation to the extent not reserved to the competence of other units of the University,
 - n) handling inspections and providing any necessary assistance with regard to the correctness of project implementation,
 - o) analysing project reports, constructing and presenting conclusions of the analysis to the responsible deputy rector,
 - p) cooperation with managing, intermediary and paying authorities in the implementation and settlement of projects,
 - q) storing and archiving documentation of implemented projects in accordance with the grant agreement, to the extent not reserved to the competence of other units of the University;
- 2) on matters relating to the execution of implementation projects:
- a) advising and cooperation with the University's research staff on the possibilities and principles of obtaining external funding to finance implementation research projects,
 - b) assistance in the preparation of proposals for research and implementation projects in terms of budget and documentation required to apply for funding,
 - c) preparing documentation and coordinating cooperation with external economic entities cooperating with the University in the field of implementation research,
 - d) initiating cooperation between the University and the external environment in the implementation of research and implementation joint ventures,
 - e) dissemination of the University's commercial offer in the area of research and implementation,
 - f) administrative support for commercial services provided by the University to external parties,
 - g) monitoring the result indicators of implementation projects,
 - h) cooperation with the Organisational and Legal Department in updating internal legal acts in the area of research and implementation and commercial activities of the University,

- i) cooperation with other units on cooperation activities with the economy,
 - j) keeping records of the commercialisation of research and the performance of contracted work, including in particular: civil law contracts and the issuing of invoices,
 - k) providing support and maintaining documentation related to the filing of an invention project, including, inter alia, directing the filed project to be evaluated and filing the project with the Polish Patent Office and other patent offices,
 - l) archiving of documentation on projects and contracted work handled by the Project Management Centre;
- 3) entering and updating data in the POL-on system in the scope defined by a separate order of the rector.

§ 16

Position for Monitoring the Implementation of the Development Strategy.

The tasks of the person employed at the **Position for Monitoring of the Implementation of the Development Strategy** include, in particular:

- 1) coordinating the drawing up of task plans for the strategy by the organisational units;
- 2) coordinating reports on the implementation of task plans and analysing them;
- 3) coordinating and producing reports on the implementation of the University's mission and strategy;
- 4) preparation of annual reports on the implementation of the strategy for submission to the competent bodies;
- 5) cooperation with the person employed in the position for management control.

UNITS REPORTING TO THE DEPUTY RECTOR FOR EDUCATION

§ 17

- 1. The following university-wide units report to the **Deputy Rector for Education** :
 - 1) Academic Career Office,
 - 2) Science and Culture Centre,
 - 3) Support Centre for People with Disabilities.
- 2. The following inter-faculty units report to the **Deputy Rector for Education** :
 - 1) Teacher Education Centre.
- 3. The following administrative units report to the **Deputy Rector for Education** :
 - 1) Education Department:
 - a) Education Quality Section,
 - b) Teaching Internships and Contracts Section,
 - c) Recruitment Section,
 - d) Teaching Accounts Section,
 - 2) Student Affairs Department:
 - a) Student Dormitories Services Section,
 - b) Benefits and Course of Study Services Section,
 - 3) Exchange and International Cooperation Department.

§ 18

Academic Career Office

1. **The Academic Career Office** is the unit responsible for organising tasks related to supporting and preparing students for activity in the labour market, monitoring the careers of graduates and cooperating with employers.
2. The Academic Career Office is headed by a manager.
3. The tasks of the Academic Career Office include, in particular:
 - 1) providing individual career counselling aimed at students and graduates;
 - 2) conducting group counselling meetings on topics related to active job search, assisting students and graduates in planning and realising their career path, including the possibility of improving their professional qualifications;
 - 3) analysing the needs of students in the context of current labour market trends and organising training and workshops taking into account the diagnosed expectations;
 - 4) maintaining contact with employers, carrying out joint projects to develop the professional competences of students and graduates;
 - 5) collecting databases of students and graduates to assist employers in sourcing candidates for reported internship, apprenticeship and job vacancies;
 - 6) organising/participating in job fairs and collecting and making available information on regional and national job fairs;
 - 7) cooperation with faculties and the branch in external accreditations in monitoring the careers of graduates;
 - 8) carrying out tasks related to the career monitoring process of graduates of the University;
 - 9) administering the website of the Academic Career Office.
4. The structure and management of the Academic Career Office are set out in the regulations of the unit approved by the rector.

§ 19

Science and Culture Centre

1. **The Science and Culture Centre** is the unit responsible for organising student activities in the area of culture and science, as well as activating students to promote the University through their scientific and cultural activities.
2. The Science and Culture Centre is headed by a manager.
3. The tasks of the Science and Culture Centre include, in particular:
 - 1) in the area of the student research movement:
 - a) organisation of conferences and scientific sessions,
 - b) co-organisation of scientific events (tours, symposia, materials),
 - c) supporting the development of publications of the Student Scientific Movement,
 - d) interacting to create a positive image of the young scientist,
 - e) keeping a register of Student Research Groups,
 - f) preparation of reports of the Student Research Groups;
 - 2) in the area of interaction with the University's Student Council:
 - a) conducting social campaigns aimed at the student community,

- b) organisation of cultural special events,
 - c) coordinating information campaigns for students starting their studies,
 - d) organisation of camps and workshops for Year '0' students,
 - e) organisation, with the support of the University Sports Centre, of student events and sporting events;
- 3) on the activities of the Wspak student club:
- a) integration of the University's academic community at the Wspak club,
 - b) arranging cultural life in an academic environment,
 - c) creative activation of students,
 - d) centralisation of cultural life around the club,
 - e) posting and updating information on the club's website;
- 4) with regard to security tasks:
- a) keeping a register of events organised or co-organised in the area of the University by the Science and Culture Centre,
 - b) coordinating the measures taken to ensure safety at events organised or co-organised on the University's premises by the Science and Culture Centre;
- 5) for tasks common to all areas of the Science and Culture Centre:
- a) preparing draft civil-law contracts related to the activities of the Science and Culture Centre,
 - b) drafting internal normative acts and requesting updates to existing ones, in the areas of responsibility of the Science and Culture Centre,
 - c) drawing up tender specifications and participating in tender committees for the activities of the Science and Culture Centre,
 - d) day-to-day handling of financial documents for budgeting, purchasing, services and materials, delegations,
 - e) taking custody of the assets entrusted,
 - f) substantive description of invoices and notes relating to the Science and Culture Centre,
 - g) planning renovations and purchases,
 - h) other work related to the areas of activity of the Science and Culture Centre.
4. Whenever the wording of this paragraph refers to students and student affairs, it shall be understood to mean doctoral students and doctoral affairs respectively.
5. The structure and management of the Science and Culture Centre are defined in its regulations approved by the rector.

§ 20

Support Centre for People with Disabilities.

1. **The Support Centre for People with Disabilities** is the unit competent to carry out and coordinate various forms of activities in the field of equal opportunities in access to higher education and research for people with disabilities.
2. The Support Centre for People with Disabilities is headed by a manager.
3. The tasks of the Support Centre for People with Disabilities include, in particular:

- 1) consulting and giving opinions on individual adaptations and alternatives in studying that are necessary to meet the teaching standard for people with disabilities;
 - 2) adaptation of teaching materials resulting from the special needs of students with disabilities;
 - 3) organising an assistance service and specialised support in studying for people with disabilities;
 - 4) advising the University's organisational units and supporting academic staff in preparing and delivering teaching activities taking into account the needs of people with disabilities and people with specific learning difficulties;
 - 5) supporting people with chronic illnesses or temporary inability to participate fully in activities due to sudden illness or due to random events;
 - 6) providing support to people without a disability certificate, including those with specific learning difficulties;
 - 7) organising/co-organising training, workshops and conferences for employees of the University in terms of equalising opportunities in studying for people with disabilities;
 - 8) implementation of measures for social inclusion and professional activation of people with disabilities;
 - 9) consulting and monitoring the University's architectural, digital and ICT accessibility solutions for the needs of people with disabilities as well as those with special needs;
 - 10) consulting and monitoring solutions arising from the University's obligations in relation to the employment of people with disabilities;
 - 11) lending University assets to students with disabilities.
4. The structure and management of the Support Centre for Persons with Disabilities is determined by the regulations of this unit approved by the rector.

§ 21

Centre for Teacher Education

1. **The Centre for Teacher Education** is the unit competent to carry out the activities of substantive support, coordination, monitoring and review of teacher education at the University.
2. The Teacher Education Centre is headed by a manager.
3. The tasks of the Teacher Education Centre include, in particular:
 - 1) preparing materials to assist University staff in the development of teacher education programmes;
 - 2) monitoring of teacher preparation training in psychological-pedagogical and general didactics, including psychological-pedagogical internships;
 - 3) development of documentation and management of postgraduate studies in the field of pedagogical preparation for the teaching profession;
 - 4) development of a framework programme of training in preparation for the teaching profession and the monitoring of its implementation by the various units of the University;

- 5) continuous cooperation with other units of the University that develop and implement a training programme preparing for the teaching profession in the field of subject methodology, including methodological practice;
 - 6) entering and monitoring data related to the delivery of teacher preparation training into the IT system supporting the course of study;
 - 7) development of a general record of the qualifications for the teaching profession in the diploma supplement, verification of the records made by the various units of the University;
 - 8) the ongoing maintenance and archiving of the university's register of students participating in teacher preparation training;
 - 9) making proposals to the bodies of the University on all matters relating to teacher preparation training;
 - 10) cooperation with the University's organisational units and external educational institutions in organising training, conferences and workshops to improve the education process in preparation for the teaching profession.
4. The structure and management of the Centre for Teacher Education are defined in the regulations of this unit approved by the rector.

§ 22

Education Department

1. **The Education Department** is the unit competent to provide administrative support for the organisation, monitoring and accounting of the educational process and activities related to the quality of education at the University. The tasks of the Education Department also include entering and updating data in the POL-on system to the extent defined by a separate order of the rector.
2. The Education Department comprises the following organisational units:
 - 1) Education Quality Section,
 - 2) Teaching Internships and Contracts Section,
 - 3) Recruitment Section,
 - 4) Teaching Settlement Section.
3. The Head of the Education Department shall head the units referred to in section 2 points 1-4, and coordinates the activities of the Unit.
4. The tasks of the **Education Quality Section** include, in particular:
 - 1) performing tasks related to ensuring and improving the quality of education and administrative support for the Internal System for Quality Assurance of Education (ISQA) at the university level;
 - 2) administrative support for the University Teaching Committee:
 - a) drafting internal legislation related to the quality of education and updating existing legislation,
 - b) preparing model documents related to the quality of education,
 - c) maintaining and updating information on the quality of education on the website of the University;
 - 3) administrative/informational support in the development of proposals for the launch of new courses and postgraduate studies by the University;

- 4) administrative/informational support for programme modifications and the preparation of self-assessment reports for external accreditation;
 - 5) preparation of reports on the evaluation of the quality of education, including survey reports at university level.
5. The tasks of **the Teaching Internships and Contracts Section** include, in particular:
- 1) administrative handling of teaching internships and contracts;
 - 2) preparing draft internal normative acts on student professional internships and apprenticeships and updating existing ones;
 - 3) maintaining a register of student internships and teaching contracts;
 - 4) drawing up lists of programme-related internship supervisors;
 - 5) preparation of documents related to the appointment of programme-related internship supervisors;
 - 6) preparation of a list of persons conducting internships and settlement of accounts;
 - 7) supervision of civil law contracts in the field of education;
 - 8) cooperation with the School of Medicine internships team;
 - 9) entering detailed data on internships into the IT system supporting the course of study;
 - 10) maintenance of the internships website;
 - 11) verification of the number of hours of supervision of mid-year internships;
 - 12) verification of civil law teaching contracts in terms of formality;
 - 13) keeping statistics on the apprenticeships carried out.
6. The tasks of the **Recruitment Section** include, in particular:
- 1) performing tasks related to the promotion of the University's educational offer, including the verification of materials for guidebooks and brochures for candidates for studies and providing information on detailed recruitment rules to the unit responsible for the promotion of the University;
 - 2) performing tasks related to the recruitment of students, i.e.:
 - a) providing information to applicants for study (e.g. by e-mail, telephone),
 - b) ensuring that recruitment is carried out in accordance with the Senate's resolution on the terms and conditions of recruitment for studies,
 - c) cooperation with recruitment committees,
 - d) receiving the minutes of the recruitment committees and analysing their compliance with the set quota and the internal rules,
 - e) drafting of recruitment reports;
 - 3) carrying out tasks related to the provision of postgraduate studies/further training courses in:
 - a) providing information to candidates for postgraduate studies/training courses (e.g. by e-mail, telephone),
 - b) verifying the documentation of postgraduate studies/training courses,
 - c) cooperation with recruitment committees and postgraduate/professional course managers,
 - d) preparation of reports on postgraduate studies (S-12);
 - 4) production of summary statistical reports;
 - 5) drafting internal legal acts related to the process of recruitment and updating existing ones.
7. The tasks of **the Teaching Settlement Section** include, in particular:

- 1) settlement of teaching activities carried out by academic staff:
 - a) receiving the teaching load sheets of academic staff and analysing their compliance with the teaching arrangements and applicable regulations,
 - b) keeping records within the organisational units of outsourced activities,
 - c) monitoring changes in teaching loads,
 - d) preparation of payment orders for overtime hours,
 - e) drawing up payment orders for conversion hours for other academic teachers' activities;
- 2) settlement of teaching activities carried out under civil law contracts:
 - a) checking contracts against the organisation of activities,
 - b) registration of contracts,
 - c) drawing up, within the organisational units, a record of the activities commissioned,
 - d) keeping a record each month of the number of teaching hours carried out by persons employed under civil law contracts and to verify their compliance with the contract,
 - e) drawing up a list of payments each month for persons employed under civil law contracts;
- 3) ordering and keeping an account of the printed matter intended for the documentation of the course of study.

§ 23

Student Affairs Department

1. **The Student Affairs Department** is the unit responsible for administrative services in the area of material assistance benefits, disciplinary matters and student dormitories services.
2. The Student Affairs Department comprises the following organisational units:
 - 1) Student Dormitories Services Section,
 - 2) Benefits and Study Course Services Section.
3. The Head of Student Affairs Department shall head the unit referred to in section 2 point 2, and coordinates the activities of the Department.
4. The unit referred to in section 2 point 1, shall be headed by a manager.
5. The tasks of the Student Dormitories Service Section include, in particular:
 - 1) supervising the proper functioning of student dormitories in terms of distribution and use of places in student dormitories;
 - 2) receiving applications from students and doctoral students for a place in a student dormitory and accommodating students, doctoral students and others, including those from outside the University, in student dormitories;
 - 3) organisation of meetings of the committee for the allocation of places in student dormitories;
 - 4) maintaining residents' records and the visitors' book, and securing them;
 - 5) assisting residents in all matters relating to their stay in the student dormitory;
 - 6) cooperation with the Residents' Council on matters set out in the Student Dormitory Regulations;
 - 7) dealing with cases of violation of rules of order, as defined in the Student Dormitory Rules;
 - 8) notifying the person in charge of the student dormitories of any emergencies and failures without delay;

- 9) submitting proposals to the deputy rector for education to deprive a student/doctoral student of a place in the student dormitory;
- 10) in terms of settlements of student dormitories:
 - a) calculating and monitoring payment for a place in a student dormitory,
 - b) drawing up and recording contracts for renting rooms in the student dormitory to persons and entities from outside the JKU,
 - c) drawing up reports for internal purposes,
 - d) issuing invoices for the rental of rooms and space in student dormitories,
 - e) collection of student fees (calls for payment, monitoring of debtors' payments, requests for court recovery, reports on ongoing court cases),
 - f) preparation of reports on debts of students and doctoral students, persons removed from the list of students/doctoral students, individuals,
 - g) substantive handling of documents relating to the reimbursement of fees for places in student dormitories and deposits of persons accommodated in student dormitories.
6. In particular, the tasks of the Benefits and Course of Study Service Section include:
 - 1) cooperation with the relevant deputy director for education on the management of the Scholarship Fund;
 - 2) preparing draft internal normative acts relating to the unit's activities and, where necessary, requesting that they be updated;
 - 3) handling of student benefits;
 - 4) participation in the work of the Student Scholarship Appeal Committee;
 - 5) handling of projects commissioned by the minister and aimed at students;
 - 6) administrative support for student disciplinary ombudsmen and student disciplinary committees, including the appeals committee;
 - 7) cooperation with the National Agency for Academic Exchange (NAWA) on scholarship programmes;
 - 8) handling matters related to reporting and deregistering students for health insurance;
 - 9) scholarship reporting;
 - 10) carrying out activities related to the awarding of ministerial scholarships to students;
 - 11) handling student loan forgiveness cases;
 - 12) carrying out administrative work related to students' appeals against the dean's/rector's administrative decisions regarding the course of studies, preparing drafts of the rector's administrative decisions in this respect;
 - 13) carrying out administrative work related to students' requests for fee waivers for educational services.

§ 24

Exchange and International Cooperation Department

1. **The Exchange and International Cooperation Department** is the unit responsible for the administrative handling of the Erasmus+ programme, international academic exchange programmes and learning mobility projects.
2. The Exchange and International Cooperation Department is headed by a manager.
3. The tasks of the Exchange and International Cooperation Department include, in particular:

- 1) coordinating international exchange programmes for academic, students, doctoral students and staff of the University;
- 2) handling academic exchanges of students, doctoral students and staff of the University within the framework of international educational programmes:
 - a) coordinating trips to foreign universities and institutions,
 - b) preparation of documents and financial settlements related to foreign trips of students, doctoral students and employees of the University,
 - c) recruitment of students and doctoral students for foreign studies and internships as part of academic exchange programs,
 - d) recruitment of University employees for didactic and training trips to foreign universities and institutions;
- 3) handling the academic exchange of foreign students doing studies or internships at the University:
 - a) coordinating arrivals and organising stays at the University,
 - b) preparation of documents and financial settlements related to foreign student arrivals,
 - c) administrative services for foreign students;
- 4) coordination and organization of the stay and support for the academic exchange of employees of partner universities under the Erasmus+ programme:
 - a) coordinating the arrival and arranging the stay of staff from partner universities at the University,
 - b) preparing documents and financial accounts related to the arrival of staff from partner universities;
- 5) drafting internal normative acts in the area of exchange of students, doctoral students and employees of the University and to update existing ones;
- 6) compiling statistics and reports on the participation of students, doctoral students and staff in international exchanges, for internal purposes, for the European Commission, the Minister, the National Agency for the Erasmus+ Programme, rankings, etc.;
- 7) running the Erasmus+ JKU website and social media, including an English-language version;
- 8) coordinating the Erasmus+ Programme:
 - a) management of learning mobility projects, i.e. the submission of applications, administrative, organisational, legal and financial support, reporting and clearing of projects, promotion and dissemination of the results of Erasmus+ projects,
 - b) developing, concluding and maintaining a register of Erasmus+ contracts;
- 9) organisation of integration activities for students, doctoral students and employees of foreign institutions as well as students and employees of the University;
- 10) coordinating and drafting cooperation agreements with foreign institutions and maintaining a register of international agreements;
- 11) coordinating and organising the stay of official foreign delegations;
- 12) coordinating the MOST programme, handling and organising student departures and arrivals;
- 13) cooperation with local government units, organisations and institutions on international cooperation;

- 14) coordinating NAWA's projects for international cooperation programmes;
- 15) implementation of the project budget under the Erasmus+ Programme.

UNITS REPORTING TO THE DEPUTY RECTOR FOR SCIENCE

§ 25

1. **The Doctoral School** reports to the Deputy Rector for Science.
2. The following university-wide units report to the Deputy Rector for Science:
 - 1) **University Archives;**
 - 2) **University Library;**
 - 3) **University Press.**
3. The following administrative units report to the Deputy Rector for Science:
 - 1) **Science Department.**

§ 26

Doctoral School

1. The structure and tasks of the Doctoral School to the extent not regulated by the Statutes and Regulations are defined in the Regulations of the Doctoral School.
2. Within the Doctoral School, there is a Section for Doctoral Students, whose tasks include in particular:
 - 1) secretarial and clerical support for the director of the Doctoral School and the handling of external and internal correspondence;
 - 2) keeping the calendar of the director of the Doctoral School;
 - 3) providing candidates with information on recruitment to the Doctoral School;
 - 4) coordinating the recruitment process for the Doctoral School and the mid-term evaluation of doctoral students;
 - 5) preparation of the timetable and maintenance of the records of doctoral students undergoing education at the Doctoral School;
 - 6) support for doctoral students in matters relating to their education at the Doctoral School;
 - 7) providing services to the Scientific Council of the Doctoral School, the Commission for the Quality of Education at the Doctoral School
and the University Team for Supplementing Learning Outcomes at PQF Level 8;
 - 8) preparing a draft material and financial plan for the functioning of the Doctoral School;
 - 9) timely preparation of scholarship payrolls for doctoral students undergoing education at the Doctoral School;
 - 10) preparing draft legislation, agreements with external bodies on scientific cooperation, as well as reports and other statistical studies in the area of the Doctoral School and doctoral studies;
 - 11) entering data on the Doctoral School, including doctoral students undergoing education, into the POL-on system;
 - 12) administrative support for doctoral student disciplinary ombudsmen and doctoral student disciplinary committees, including the Appeals Committee;
 - 13) carrying out activities related to the award of the Minister's scholarship to doctoral students;

- 14) handling matters related to the notification and de-registration of doctoral students for social and health insurance;
- 15) carrying out other work assigned by the director of the Doctoral School.

§ 27

University Archives

The structure and tasks of the University Archives to the extent not regulated by the Statutes and the Regulations shall be laid down in an instruction approved by the rector.

§ 28

University Library

The structure and tasks of the University Library to the extent not regulated by the Statutes and Regulations shall be laid down in the University Library Regulations approved by the rector.

§ 29

University Press

The structure and tasks of the University Press to the extent not regulated by the Statutes and Regulations are defined by the Regulations of the University Press approved by the rector.

§ 30

Science Department

1. The tasks of **the Science Department** include, in particular:
 - 1) in terms of funding research activities:
 - a) preparing data for the material and financial plan as regards measures allocated to science funding,
 - b) keeping a record in the computer system of research projects carried out at the University, financed from the funds allocated for the financing of research activities,
 - c) formal and accounting confirmation of financial documents relating to expenditure during project implementation,
 - d) advice on the possibilities and principles of obtaining external funding for research projects, including conducting information meetings, training courses and one-to-one consultations,
 - e) assistance in the preparation of research project proposals in terms of budget and documentation required to apply for funding,
 - f) formal verification of project applications,
 - g) assistance at the contracting stage, including the preparation of university-wide documentation as a condition for receiving funding,
 - h) cooperation with project managers in preparing the financial part of project reports,
 - i) formal verification of project implementation reports,
 - j) archiving the documentation of research projects handled by the Department (proposals, contracts, reports),
 - k) compiling statistical data on research projects carried out at the University and financed from external sources;

- 2) in terms of development of scientific staff:
 - a) preparation of data for the material and financial plan for the fund for staff development,
 - b) preparing decisions on study leaves.
2. The tasks of the Science Department further include:
 - 1) coordinating work on reporting to the POL-on system in the area of science;
 - 2) entering and updating data in the POL-on system in the scope defined by a separate order of the rector;
 - 3) in terms of foreign study trips and international cooperation:
 - a) developing draft agreements on international cooperation of a scientific and research nature at the university level,
 - b) keeping a register of international cooperation agreements of a scientific and research nature at university level,
 - c) providing administrative and financial support for foreign trips of the JKU employees, doctoral students and students, including:
 - receiving trips applications and their verification,
 - development of departure and settlement procedures,
 - providing information on the rules for calculating trips abroad,
 - preparation of advances for withdrawal of funds from banks,
 - keeping records of foreign trips,
 - cooperation with the bursar's subordinate units regarding foreign trips arrangements,
 - settlement of completed foreign trips;
 - 4) records of requests to organise scientific conferences at the University;
 - 5) cooperation with the Organisational and Legal Unit in updating internal legal acts in the area of science;
 - 6) carrying out other work assigned by the deputy rector for science.
3. The Science Department is headed by a manager.

UNITS REPORTING TO THE DEPUTY RECTOR FOR MEDICAL AFFAIRS

§ 31

1. The following university-wide units report to the deputy rector for medical affairs:
 - 1) Medical Simulation Centre;
 - 2) Centre for Psychological Support and Psychoeducation;
 - 3) Centre for the Study of Pancreatic Diseases;
 - 4) Medical Staff Training Centre.
2. The following administrative units report to the deputy rector for medical affairs:
 - 1) Medical Infrastructure Department;
 - 2) Medical Projects Section.

§ 32

Medical Simulation Centre

1. The tasks of the Medical Simulation Centre include, in particular:

- 1) conducting and organising teaching activities using, inter alia, high-fidelity simulation, low-fidelity simulation, hybrid simulation, standardised patient, e-learning and virtual reality;
 - 2) improving teaching staff and preparing academic staff to conduct classes at the Medical Simulation Centre;
 - 3) conducting examinations, including OSCE (Objective Structured Clinical Examination);
 - 4) implementing research and teaching projects and carrying out research activities;
 - 5) establishing and carrying out cooperation with external entities in pursuit of the objectives of the Medical Simulation Centre, in particular healthcare providers;
 - 6) organising training, courses and promotional activities.
2. The Medical Simulation Centre provides services to the academic community, including, in particular, cooperation with the organisational units of the core business and the administrative units of the University, as well as with other entities in accordance with the scope of its activities.
 3. The Medical Simulation Centre is headed by a manager.
 4. The structure and management of the Medical Simulation Centre are defined in its regulations approved by the rector.

§ 33

Centre for Psychological Support and Psychoeducation

1. The tasks of the Centre for Psychological Support and Psychoeducation include, in particular:
 - 1) providing free help and support to students, doctoral students and staff who find themselves in difficult life situations or who otherwise need support and specialist consultation;
 - 2) intervening in the mental health crises of students, doctoral students and staff;
 - 3) support in adaptation disorders of students, doctoral students and staff;
 - 4) mental health promotion and psychoeducation;
 - 5) prevention in terms of sexual health, including HIV/AIDS and other sexually transmitted diseases;
 - 6) assistance in seeking psychiatric and psychotherapeutic care.
2. The Centre for Psychological Support and Psychoeducation provides services to the academic community, including, in particular, cooperation with the organisational units of the University's core activities and administrative units, as well as with other entities in accordance with its scope of action.
3. The Centre for Psychological Support and Psychoeducation is headed by a manager. A deputy manager may be appointed at the Centre.
4. The structure and management of the Centre for Psychological Support and Psychoeducation are determined by the regulations of this unit approved by the rector.

§ 34

Centre for the Study of Pancreatic Diseases;

1. The tasks of the Centre for the Study of Pancreatic Diseases include, in particular:
 - 1) conducting epidemiological studies of acute and chronic inflammation and pancreatic cancer;
 - 2) performing a comprehensive analysis of etiological factors and pathomechanisms of pancreatic diseases;

- 3) analysing the genetic determinants of pancreatic cancer and pancreatitis to select groups at increased risk of developing the disease;
 - 4) searching for complex correlations of pancreatic cancer development and pancreatitis with germ line and somatic mutations, personal characteristics, lifestyle and environmental parameters and ancestry;
 - 5) use of advanced molecular biology methods in genetic research - NGS (Illumina, MiSeq) and Sanger sequencing (SeqStudio, ThermoFisher), nucleic acid amplification (Droplet Digital PCR - Bio-Rad, Rotor Gene Q - Qiagen, LightCycler - Roche, Gradient Mastercycler, Eppendorf), gene expression analysis by Western Blot (Bio-Rad);
 - 6) conducting genetic research, in particular analysis of mutations and polymorphisms in genes;
 - 7) conducting interdisciplinary research to identify groups at risk of developing pancreatic diseases;
 - 8) application measures to reduce the risk of diseases and their early recognition;
 - 9) scientific cooperation with national and international centres for research on pancreatic diseases.
2. The Centre for the Study of Pancreatic Diseases provides services to the academic community, including, in particular, cooperation with the organisational units of the University's core activities and administrative units, as well as with other entities in accordance with its scope of action.
 3. The Centre for the Study of Pancreatic Diseases is headed by a manager.
 4. The structure and management of the Centre for the Study of Pancreatic Diseases are laid down in the regulations of this unit approved by the rector.

§ 35

Medical Staff Training Centre.

1. The tasks of the Medical Staff Training Centre include, in particular:
 - 1) organisation of the postgraduate training process for medical staff;
 - 2) implementation of courses and training based on programmes approved by the minister responsible for health, as well as activities aiming at continuous education and improvement of professional qualifications of health care workers;
 - 3) implementation of courses and training based on original educational programmes;
 - 4) promotion of postgraduate medical education in medical sciences and health sciences;
 - 5) the proper collection, storage and safeguarding of all documentation relating to the postgraduate education provided at the Centre.
2. The Medical Staff Training Centre provides services to the academic community, including, in particular, cooperation with the organisational units of the University's core activities and administrative units, as well as with other entities in accordance with the scope of its activities.
3. The Medical Staff Training Centre is headed by a manager.
4. The structure and management of the Medical Staff Training Centre are defined in the regulations of this unit approved by the rector.

§ 36

Medical Infrastructure Department

1. **The Medical Infrastructure Department** is the unit responsible for ensuring that tasks relating to the purchase and operation of specialised equipment at the School of Medicine are carried out.
2. The tasks of the Medical Infrastructure Department include, in particular:
 - 1) planning and carrying out tasks related to the maintenance and development of the research and teaching equipment of the School of Medicine;
 - 2) coordinating, planning and accounting for tasks carried out by external service providers for the operation of the School of Medicine's specialised equipment, including the provision of medical gas operation;
 - 3) agreeing the technical and project documentation as implemented by the Department;
 - 4) securing the proper functioning of the laboratories of the School of Medicine;
 - 5) handling matters related to the overall management of research equipment and teaching aids of the School of Medicine;
 - 6) ensuring servicing and proper technical condition of research equipment and teaching aids of the School of Medicine;
 - 7) organisation and management of matters relating to the servicing of research equipment and teaching aids at the School of Medicine;
 - 8) keeping records of the School of Medicine's research equipment and teaching aids;
 - 9) development and updating of technical documentation of the activities carried out;
 - 10) administrative and technical support to the deputy rector for medical affairs in carrying out the tasks within his competence.
3. The Medical Infrastructure Department is headed by a manager.

§ 37

Medical Projects Section

1. **The Medical Projects Section** is the unit responsible for the implementation of externally funded scientific projects and infrastructure projects in the medical and health sciences.
2. The tasks of the Medical Projects Section include, in particular:
 - 1) settlement of infrastructural projects carried out at the School of Medicine and cooperation with other units of the University in accounting for externally funded research projects in the field of medical and health sciences;
 - 2) entering resource reservation requests for ongoing projects and description of accounting documents;
 - 3) preparing purchasing plans and budgets for ongoing projects;
 - 4) participation in the execution of public procurement contracts through the preparation of contract descriptions, participation in the preparation of contract specifications and in tender procedures;
 - 5) technical acceptance of equipment supplied as part of ongoing projects;
 - 6) providing support to research and teaching staff on the procedural, formal and administrative aspects of carrying out research projects;
 - 7) contact with external institutions to ensure that projects are implemented correctly, participation in inspections;

- 8) information and promotion activities for the projects implemented.

CHAPTER III

UNITS REPORTING TO THE CHANCELLOR

§ 38

1. The following administrative units report to the **Chancellor** :
 - 1) Property Services Department;
 - 2) Property Services Department of the "Student Village";
 - 3) Technical and Construction Department;
 - 4) (repealed);
 - 5) IT Centre:
 - a) Applications and IT Support Section,
 - b) Server Infrastructure Section,
 - c) ICT Infrastructure Section,
 - d) Departmental ICT Infrastructure Maintenance Section;
 - 6) Logistics Department;
 - 7) Procurement Department,
 - a) (repealed),
 - 8) Health, Safety and Fire Section;
 - 9) Inventory Section;
 - 10) Chancellor's Secretariat;
 - 11) Position for ICT Security;
 - 12) Position for Social Affairs.
2. **The Deputy Chancellor** shall head the unit referred to in section 1 point 1, and supervise and coordinate the activities of the units referred to in section 1 points 2-3. The Deputy Chancellor deputises for the Chancellor and performs the Chancellor's duties in his/her absence.

§ 39

Property Services Department

The tasks of **the Property Services Department** include, in particular:

- 1) ensuring the proper functioning of the property (in particular, ordering ongoing repairs and maintenance of equipment, ensuring the proper functioning of technical equipment for the operation of the facility;
- 2) provision of utilities (water, electricity, gas), sewage disposal, waste disposal;
- 3) keeping records of the use of utilities, sewage and waste disposal at the properties (including keeping records of contracts and invoices);
- 4) preparing and agreeing leases and tenancy agreements and dealing with related matters, as well as maintaining relevant documentation;
- 5) maintenance of building books;
- 6) recording and inventorying of property assets and their equipment;
- 7) planning and monitoring the implementation of the budget for renovations and construction projects;
- 8) providing security for the facilities, including:

- a) supervising the operation of the specialised building and grounds security services, controlling the security of the premises,
- b) monitoring the performance of electronic surveillance and monitoring systems,
- c) keeping traffic routes clear,
- d) equipping the premises with fire-fighting appliances and equipment,
- e) supervising the maintenance of order and cleanliness in the administered facilities and in the areas adjacent to the facilities,
- f) commissioning periodic inspections of the technical condition of the facilities,
- g) ensuring proper health and safety and fire safety conditions,;
- 9) timely implementation of the recommendations of the control bodies;
- 10) provision of cleaning supplies and keeping records and accounts of these supplies;
- 11) overseeing the fulfilment of obligations arising from the rental and lease of the University's assets and taking action to enforce the amounts due under these titles;
- 12) handling matters related to the issue of working and protective clothing to employees and personal protective equipment;
- 13) supervising the proper safeguarding of property on the premises, reporting damage to the insurer;
- 14) supervising the performance of the security and cleaning staff of the site and the performance of their duties by subordinate service staff, accounting for their working time and drawing up the necessary documents;
- 15) issuing invoices for the rental of premises and the sale of assets;
- 16) preparing a statement of leased space;
- 17) carrying out procedures for the liquidation of the University's assets;
- 18) carrying out debt collection and preparing monthly debt collection reports;
- 19) preparation of declarations and property cards for refuse collection and the breakdown of these costs by building;
- 20) preparation of annual procurement and budget plans for buildings;
- 21) planning of refurbishments in consultation with the Technical and Construction Department and ongoing repairs and maintenance of equipment.

§ 40

Property Services Department of the "Student Village"

1. The tasks of **the Property Services Department of the "Student Village"** include, in particular:
 - 1) ensuring the proper functioning of the properties located on the , "Student Village" and staff housing, in particular commissioning ongoing repairs and maintenance of equipment, ensuring the proper functioning of technical equipment for the operation of the facilities;
 - 2) coordinating the supply of cleaning products to the student dormitories;
 - 3) overseeing the fulfilment of obligations arising from the rental and lease of the University's assets and taking action to enforce the amounts due under these titles;

- 4) recording and inventorying of property assets and their equipment;
 - 5) handling the documentation of the use of utilities in the properties (including contracts, invoices);
 - 6) maintenance of building books;
 - 7) planning and monitoring of the budget for renovations and construction projects;
 - 8) providing security for the facilities, including:
 - a) supervising the operation of the specialised building and grounds security services, controlling the security of the premises,
 - b) monitoring the performance of electronic surveillance and monitoring systems,
 - c) keeping traffic routes clear (external and internal) eliminating fire and occupational safety hazards,
 - d) equipping the premises with fire-fighting appliances and equipment,
 - 9) supervising the maintenance of order and cleanliness in the administered facilities and in the areas around the facilities, as well as on the roofs, pavements and yards adjacent to the facilities;
 - 10) commissioning periodic inspections of the technical condition of the facilities;
 - 11) ensuring proper health and safety and fire safety conditions,;
 - 12) ensuring the proper functioning of the property (in particular, ordering ongoing repairs and maintenance of equipment, ensuring the proper functioning of technical equipment for the operation of the facility;
 - 13) timely implementation of the recommendations of the control bodies;
 - 14) handling matters related to the issuance of working clothes, protective clothing and personal protective equipment to employees;
 - 15) running matters relating to the issue of bedding to accommodated students, doctoral students;
 - 16) handling matters relating to the provision of equipment in rooms intended for rent (for the JKU academics, non-JKU staff);
 - 17) preparing requisitions for the purchase of materials, equipment or services for the student dormitories;
 - 18) preparing proposals for fees for renting places in student dormitories;
 - 19) supervising the proper safeguarding of property on the premises, reporting damage to the insurer;
 - 20) supervising the performance of the security and cleaning companies of the facility and the performance of the duties of the subordinate service staff, accounting for their working time and drawing up the necessary documents.
2. The Property Services Department of the "Student Village" is headed by a manager.

§ 41

Technical and Construction Department

1. The tasks of **the Technical and Construction Department** include, in particular:
 - 1) maintaining regular contact with facility administrators, the H&S inspector and the fire inspector with regard to the tasks performed;
 - 2) ensuring compliance, in the execution of the work, with health and safety and fire regulations and with the regulations within the university;
 - 3) drawing up, in conjunction with the users and staff administering the individual facilities, plans for expenditure on tangible fixed assets (construction projects),

- refurbishments and adaptations on the basis of reviews and needs analyses and presenting them to the chancellor, drawing up and agreeing the required documentation relating to the implementation of plans for building and refurbishment projects;
- 4) preparation of preliminary assumptions for implementation concepts for construction, equipment maintenance and renovation projects;
 - 5) preparing tender specifications for construction projects, maintenance of equipment and repairs, in accordance with the expenditure plan for tangible fixed assets and renovation plan, and participating in tender and other committees related to the scope of activities;
 - 6) organising the planned processes of construction implementation in accordance with the relevant legal regulations;
 - 7) cooperation with institutions and bodies participating in the preparation and implementation of the construction and renovation projects;
 - 8) overseeing the implementation of construction and renovation project plans using the in-house or contracted system, in accordance with the contracts concluded and full tender documentation;
 - 9) participating in committees for the acceptance of buildings, structures and renovations and ensuring that the documentation of construction projects is complete and properly accounted for;
 - 10) completion and archiving of technical project documentation for the University's facilities, in consultation and cooperation with facility administrators;
 - 11) completing and archiving documents, building log books, correspondence, decisions of the building supervision, fire brigade, the State Sanitary Inspection, related to the implementation of construction projects and renovation of the facilities in use, documentation covering the current technical condition of the University's buildings resulting from periodic building inspections;
 - 12) conducting periodic inspections of the technical condition of the buildings and requesting repair, maintenance works, together with the submission of a cost analysis of the works;
 - 13) carrying out technical and partial acceptance of construction, renovation, maintenance projects carried out, which form the basis for payment in accordance with the terms of the contracts with the contractors;
 - 14) submitting requisitions for the purchase of building and maintenance materials, etc.;
 - 15) carrying out building supervision in accordance with the building licence and building regulations;
 - 16) participating in periodic technical and warranty inspections of commissioned facilities, enforcing the rectification of construction defects;
 - 17) preparing applications, information and other necessary documents for construction and renovation projects for the minister;
 - 18) periodic inspections of the building books of facilities, maintained by facility administrators, and the formulation of conclusions and recommendations;
 - 19) cooperation with the bursar and his subordinates regarding the settlement of subsidies for building projects, in accordance with the regulations in force in this area;

- 20) ensuring that the monitoring of the University's properties is operational;
- 21) ensuring the proper functioning of the facilities in terms of building automation;
- 22) preparation of the University's reports on the content of the department, in accordance with the applicable requirements;
- 23) substantive supervision of the University's construction projects;
- 24) in terms of the tasks associated with the operation of the property:
 - a) carrying out repairs, minor construction, renovation and maintenance work on sanitary, electrical and building installations;
 - b) reviewing the technical condition of building facilities and equipment;
 - c) undertaking troubleshooting work on central heating, sanitary, electrical, water and sewage systems in the University's buildings;
 - d) maintaining regular contact with facility administrators, the H&S inspector and the fire inspector with regard to the tasks performed;
- 2. The Technical and Construction Department is headed by a manager. A deputy manager may be appointed in the Technical and Construction Department.

§ 42

(repealed)

§ 43

IT Centre

1. **The IT Centre** is the unit responsible for ensuring ICT security at the University and for ensuring the operation and development of ICT communications, network services and the integrated IT system and applications supporting the University's statutory processes. The Centre's tasks include, in particular:
 - 1) planning the expansion of the ICT infrastructure on the basis of the needs analysis carried out, presenting it to the chancellor and preparing data for the planning processes;
 - 2) preparation of the initial conceptual framework for the planned ICT tasks;
 - 3) preparation of the description of the subject of the contract for tenders for ICT tasks and participation in tender committees and others related to the field of activity;
 - 4) organising the implementation process for the planned ICT tasks in cooperation with the relevant organisational units;
 - 5) overseeing the implementation of ICT tasks and its proper accounting.
2. The **IT Centre** comprises the following organisational units:
 - 1) Applications and IT Support Section;
 - 2) Server Infrastructure Section;
 - 3) ICT Infrastructure Section;
 - 4) The Departments' ICT Infrastructure Maintenance Section.
3. The IT Centre is headed by a manager who coordinates the activities of the units referred to in section 2.
4. The units referred to in section 2 points 1-4, shall be headed by managers.
5. The scope of activities in the area of the **Applications and IT Support Section** includes ensuring the operation and development of the integrated IT system through administration,

maintenance, service and supervision of application servers and software. The tasks of the Section include, in particular:

- 1) developing and updating procedures for data application security;
 - 2) administration of servers and applications of the integrated information system;
 - 3) administration of the data processing area as regards backup systems;
 - 4) administering the security information and incident management system and developing and updating application, data and backup system security procedures;
 - 5) administration of the anti-virus protection system;
 - 6) support of IT staff in the University's organisational units in solving problems with application systems;
 - 7) preparation of data summaries for public law settlements from the application;
 - 8) printing of the Electronic Student Card, the Electronic Doctoral Card and the Electronic Staff Card;
 - 9) multimedia support for central university-wide ceremonies, Senate meetings and Senate committees;
 - 10) inventory and distribution of IT central administration hardware resources, together with user support;
 - 11) inventory and maintenance of central administration hardware media resources;
 - 12) distribution and inventory of central software and licences;
 - 13) technical support and administration of the rights of the JKU employees in the POL-on system;
 - 14) conducting information and training activities on the substantive tasks of the unit and their compliance with current legislation.
6. The scope of activities in the area of the **Server Infrastructure Section** includes ensuring the operation and development of network services through the administration and supervision of network servers, application servers, operating systems and network services and their copy system. The tasks of the Section include, in particular:
- 1) administration of server resources and arrays;
 - 2) administration of virtualisation systems, backups and network services;
 - 3) administration of operating systems and network services, e.g. web, e-mail, directory services, databases;
 - 4) management of the anomaly detection system related to server, system resources and network services;
 - 5) management of load-balancing systems for server systems;
 - 6) technical support and administration of the rights of the JKU employees in external systems;
 - 7) technical support in the maintenance of the JKU BIP in external systems;
 - 8) administering a system for managing information and events related to the security of servers, network services and data, and developing and updating security procedures in the aforementioned area;
 - 9) developing and updating security procedures for servers, operating systems and network services;
 - 10) creation, administration and development of web services for university-wide needs, including those supporting the teaching process (e.g. electronic recruitment system);
 - 11) structure design, construction and implementation of information services;

- 12) multimedia support for central university-wide ceremonies, Senate meetings and Senate committees;
 - 13) conducting information and training activities on the substantive tasks of the unit and their compliance with current legislation.
7. The scope of activities in the area of the **ICT Infrastructure Section** includes ensuring the operation and development of the University's IT and phone communications by administering, supervising and extending the network and active equipment and cooperation with external service providers in this area. The tasks of the Section include, in particular:
- 1) determining the principles for establishing connections and data transmission;
 - 2) supervising the construction or compilation of physical, external connections to the University's Computer Network;
 - 3) verification of the operation of the fibre optic infrastructure, analysis of the possibility of link multiplication;
 - 4) coordination of the ICT network parameters, configuration of the routes to be set up and control of the parameters specified by the supplier;
 - 5) monitoring structured cabling installations, carrying out diagnostics and cooperation with external contractors during construction and upgrades;
 - 6) monitoring the power, cooling, ventilation and air-conditioning systems of the server rooms in the computer network backbone nodes, reporting problems to the Technical and Construction Department;
 - 7) management of backbone network equipment and organisation of physical network segments and virtual networks;
 - 8) address range and network traffic management including:
 - a) management of public IP addresses provided by the operator,
 - b) management of private IP addresses: creation of classes and sharing with individuals of the University,
 - c) management of virtual local area networks,
 - d) configuration of network traffic management devices (routing and switching traffic);
 - 9) wireless network administration and maintenance of access points to the wireless network;
 - 10) management of the network traffic anomaly detection system;
 - 11) administration of the integrated phone communications system;
 - 12) management of the digital content distribution system;
 - 13) multimedia support for central university-wide ceremonies;
 - 14) administering the security information and incident management system and developing and updating procedures for network and network equipment security;
 - 15) developing and updating procedures for ICT security of the server rooms in the backbone nodes of the computer network;
 - 16) overseeing ICT projects under way at the University and agreeing relevant documentation;
 - 17) conducting information and training activities on the substantive tasks of the unit and their compliance with current legislation.

8. **The tasks of the Departments' ICT Infrastructure Maintenance Section** include in particular:

- 1) recording and inventorying of ICT infrastructure assets, i.e. the University's backbone, structured and wireless networks, as well as IT hardware and software at the disposal of the faculties in such a way that an up-to-date inventory can be prepared;
- 2) diagnosing existing problems in the operation of IT equipment and software and assistance in their removal;
- 3) maintaining the continuity of application programmes;
- 4) commissioning and supervising the repair of equipment and technical infrastructure in the department;
- 5) assistance in the operation and participation in the implementation of applications to support teaching, scientific and administrative processes;
- 6) participation in the distribution and installation of centrally managed software (e.g. anti-virus, statistics, Microsoft 365, Zoom, GLPI);
- 7) technical assistance for reporting to the POL-on system;
- 8) handling the distribution of telecommunications equipment;
- 9) receiving reports of problems with the local network from users;
- 10) operating the ICT infrastructure, coordinating the ongoing repair and maintenance of equipment within the IT and multimedia infrastructure;
- 11) running websites of the faculty/organizational units in accordance with the rules applicable at the University;
- 12) participation in tender committees, technical acceptance of IT and multimedia equipment and participation in training on the use of this equipment;
- 13) giving opinion on requests for the disposal of equipment held by the faculty;
- 14) verification of the correct safeguarding of ICT infrastructure assets, reporting of claims to the insurer and overseeing their processing, handling the distribution of telecommunications equipment;
- 15) accounting for charges for the operation of the ICT systems used at the University, in accordance with the adopted connection and data transmission rules, and describing the invoices according to where the costs arise;
- 16) taking care of the correct circulation of IT documentation, its proper protection, storage and archiving in accordance with the applicable office instructions;
- 17) participating in the preparation of the procurement plan and the material and financial plan by obtaining financial data from the relevant departmental staff;
- 18) handling the insurance process for IT, multimedia and software equipment, as well as reporting damage and overseeing compensation payments in this regard.

§ 44

Logistics Department

1. **The Logistics Department** is the unit competent to provide transport for persons and property and ensure continuity of supply at the University.
2. The Logistics Department is headed by a manager.
3. The tasks of the Logistics Department include, in particular:
 - 1) organising and securing the transportation of persons (staff and students), materials, equipment and apparatus of the University;

- 2) safeguarding the proper operation of motor vehicles;
- 3) developing material and spare parts requirements plans for vehicles in operation;
- 4) organising and accounting for drivers' working time;
- 5) accounting for drivers' fuel, in accordance with current consumption standards;
- 6) keeping the applicable records, reporting and settlements related to the vehicles in use;
- 7) handling matters related to registration, technical inspections of vehicles and their insurance;
- 8) requesting the purchase and sale of tangible and intangible assets related with transport;
- 9) making purchases in accordance with approved requisitions;
- 10) managing returnable and reusable packaging;
- 11) proper storage of purchased and stored materials and protecting them from theft and damage;
- 12) carrying out planned stock management, including stock analysis and stock liquidation;
- 13) conducting the necessary correspondence with the University's contractors and organisational units on matters of procurement and transport.

§ 45

Public Procurement Department

1. **The Public Procurement Department** is the unit responsible for organising public procurement and ensuring the implementation of procurement procedures at the University.
2. The Procurement Department is headed by a manager.
3. The tasks-of the Procurement Department include, in particular:
 - 1) drawing up the University's procurement plan on the basis of the procurement plans of the various units, prepared by the budgeting units;
 - 2) drawing up a plan for public procurement procedures;
 - 3) setting up procurement procedures;
 - 4) posting and forwarding procurement notices to the Public Procurement Office and the Publications Office of the European Union;
 - 5) participation in tender committees;
 - 6) conducting public procurement procedures;
 - 7) the preparation, collection and storage of documentation relating to proceedings, with the exception of documentation which is prepared, collected and stored by other substantive organisational units;
 - 8) conducting procurement reporting;
 - 9) keeping the University's Central Register of Public Procurement;
 - 10) drafting internal legislation related to the scope of the Department's work and keeping them up to date;
 - 11) monitoring amendments in public procurement legislation,
 - 12) conducting the necessary correspondence with contractors and organisational units of the University with regard to the tasks carried out by the Department.
4. (repealed).

5. (repealed).
6. To the extent not covered by the Regulations, the tasks of the Procurement Department are defined by the Regulations of the Procurement Department approved by the rector.

§ 46

Health, Safety and Fire Section

1. **The Health, Safety and Fire Section** is the unit responsible for ensuring the proper functioning of the University in terms of health, safety and security.
2. The tasks of **the Health, Safety and Fire Section** include, in particular:
 - 1) carrying out inspections of working conditions and compliance with rules and regulations concerning health and safety at work and fire safety;
 - 2) initiating and coordinating the implementation of health and safety and fire protection tasks;
 - 3) drawing up, in conjunction with the organisational units concerned, draft multi-annual programmes and annual plans for the improvement of health and safety and fire safety conditions, and to analyse their implementation and submit periodic reports;
 - 4) participation in the establishment of design assumptions with regard to H&S and fire safety of newly constructed facilities and participation in the handover for use of newly constructed or reconstructed facilities and equipment, as well as equipment affecting working and fire conditions;
 - 5) cooperation with the labour service, social labour inspection and other control institutions;
 - 6) planning, organising and conducting H&S and fire safety training among employees of the University;
 - 7) handling all matters relating to accidents on the way to and from work, in particular drawing up accident sheets, completing accident-related documents, submitting applications to the Social Insurance Institution;
 - 8) giving opinions on applications for granting special allowances for working conditions and keeping their register;
 - 9) drafting the rector's ordinances in matters of health and safety, protective and working clothing and other matters relating to employees' health and safety and fire protection rights and duties, ensuring that they are implemented;
 - 10) participating in the development of the staff's terms of reference for H&S and fire safety;
 - 11) the day-to-day maintenance of registers, records and documentation of occupational accidents, recognised occupational diseases and the storage of results of work environment surveys;
 - 12) handling all matters relating to protective clothing;
 - 13) handling all matters relating to the reimbursement of corrective lenses for employees of the University.

§ 47

Inventory Section

1. **The Inventory Section** is the unit responsible for ensuring the inventory of assets of the University.
2. The tasks of the Inventory Section include, in particular:
 - 1) drawing up a perpetual inventory plan, in accordance with current legislation;

- 2) agreeing with the heads of the organisational units the dates for carrying out inventory;
- 3) conducting continuous, annual and ad hoc inventories;
- 4) instructing and directing the work of the census teams, if appointed;
- 5) random control of the correctness of the inventory carried out by appointed census teams;
- 6) keeping records of the census;
- 7) forwarding the inventory material - after it has been formally checked - to the Property Records Section for accounting clearance of the inventory;
- 8) keeping records of the inventories carried out;
- 9) informing the chancellor about existing irregularities in the management of the University's property;
- 10) drawing up a report on the implementation of the perpetual inventory plan;
- 11) preparing drafts of the chancellor's ordinances on physical inventories.

§ 48

Chancellor's Secretariat

The tasks of **the Chancellor's Secretariat** include, in particular:

- 1) secretarial and clerical support for the chancellor, including the chancellor's correspondence;
- 2) handling the chancellor's external and internal correspondence;
- 3) recording complaints, requests and letters addressed to the chancellor, coordinating, organising and handling the chancellor's meetings, gatherings and business trips;
- 4) keeping records signed with the chancellor's electronic signature;
- 5) planning and monitoring of the chancellor's budget;
- 6) coordinating and organising university ceremonies;
- 7) preparation of procurement proposals related to the chancellor's area of activity;
- 8) the day-to-day handling of the chancellor's financial documents for purchases, services and materials, business trips and membership fees of external organisations;
- 9) taking custody of the secretariat's assets.

§ 49

Position for ICT Security;

1. **The Position for ICT Security** is the appropriate position to verify the security of electronic information and data flow at the University.
2. The tasks of a person employed at the Position for ICT Security include in particular:
 - 1) conducting security audits of processes and IT systems and coordinating changes;
 - 2) analysis of IT safeguards to ensure confidentiality, data integrity, availability and resilience of processing systems and services;
 - 3) analysis of the capacity to quickly restore the availability of and access to data processed in information systems in the event of a physical or technical incident;
 - 4) analysis of data security risks, including in particular those processed in information systems;

- 5) testing, measuring and evaluating the effectiveness of IT measures to ensure the security of data processing in ICT systems;
- 6) advisory activities and recommending changes to information systems and processes in operation, in accordance with the standards and procedures set out in internal and external regulations;
- 7) defining requirements and supporting organisational units with regard to ICT security;
- 8) cooperation with the Data Protection Officer;
- 9) maintaining cooperation with national cyber-security system entities, as authorised by the rector, taking into account the requirements of the national cyber-security system.

§ 50

Position for Social Affairs

1. **The Position for Social Affairs** is the unit competent to ensure action with regard to the implementation of the employer's obligations towards employees in the area of the Company Social Benefits Fund (ZFŚS) at the University.
2. The tasks of the person employed at the Position for Social Affairs include, in particular:
 - 1) drawing up programmes and plans for social and welfare activities within the limits of the funds
for this purpose, in accordance with the rules and regulations of the Social Benefits Fund;
 - 2) implementing the decisions of the administrator of the Social Benefits Fund with regard to the distribution of the fund;
 - 3) organising care and various forms of assistance for employees and their families, former employees (pensioners) and their families, as well as the families of deceased employees, in difficult living conditions, from the resources of the Social Benefits Fund by accepting applications, presenting them to the Social Commission and the Social Benefits Fund administrator, drawing up lists for the payment of funds for:
 - a) random aid,
 - b) subsidising childcare in nurseries and kindergartens;
 - 4) performing tasks relating to the granting of housing loans from the company housing fund: receiving applications, presenting them at meetings of the Social Committee, drawing up contracts, drawing up lists of loan payments;
 - 5) organising and managing all matters relating to various forms of leisure activities during the year related to:
 - a) subsidising domestic and foreign holidays for employees and their families, pensioners and their families,
 - b) subsidising holidays for employees' children at summer camps and camps and in forms organised by parents themselves,
 - c) organising excursions, sports, artistic and cultural events
for employees, former employees of the University and their family members,
 - d) organising events for employees' children;
 - 6) keeping records of the Social Benefits Fund and the Social Commission.
3. The detailed rules for the allocation of the University's Company Social Benefits Fund for specific purposes, types and forms of social activities, as well as the principles and conditions for the granting of financial benefits from this fund are laid down in the Social Benefits Fund Regulations.

CHAPTER IV

UNITS REPORTING TO THE BURSAR

§ 51

1. The following administrative units report to the **Bursar**:
 - 1) Finance Department;
 - a) Finance Section;
 - b) Verification and Control Section;
 - 2) Accounting Department;
 - 3) Payroll Department;
 - 4) Property Records Section;
 - 5) Planning and Analysis Section.
2. The units referred to in section 1 points 1-2 shall be headed by unit managers who shall report directly to the deputy bursar for accounting and finance.
3. The tasks of **Deputy Bursar for Accounting and Finance** include, in particular:
 - 1) overseeing the University's bookkeeping;
 - 2) accounting for the University's income over time and indirect costs;
 - 3) preparing reports within the scope of substantive competence and in accordance with the applicable regulations;
 - 4) preparing statements, reports, lists based on the accounts for the University's internal purposes;
 - 5) supervision and control of the use of subsidies, budget grants and earmarked funds;
 - 6) storage and safeguarding of financial statements;
 - 7) opening and closing of accounts;
 - 8) the creation of write-downs and financial provisions;
 - 9) recording of the financial result;
 - 10) deputising for the bursar in his/her absence;
 - 11) supervision of the Accounting Department, Finance Department;
 - 12) managing the range of matters delegated by the bursar.
4. **The Planning and Analysis Section** reports to the deputy bursar for budgeting, planning and analysis. The tasks of **Deputy Bursar for Budgeting, Planning and Analysis** include, in particular:
 - 1) coordinating the drafting of the University's physical and financial plan;
 - 2) drawing up a material and financial plan for remuneration on the basis of data from the IT system and information from the substantive units;
 - 3) formal and accounting control of the costing of full-time, part-time, postgraduate studies, courses and other forms of paid education;
 - 4) preparing the implementation of the remuneration plan;
 - 5) preparation of statements regarding the degree of use of statutory funds;
 - 6) preparing summary plans for budgeting units;
 - 7) preparing the collective execution of the plans of the budget units;
 - 8) developing costing forms;
 - 9) preparation of financial simulations on the basis of the Minister's algorithm for the distribution of subsidies for the University's internal needs;

- 10) preparing analyses, reports, simulations and summaries ordered by superiors;
- 11) seeking and initiating systemic solutions to improve the economy of the University;
- 12) input of financial and accounting reports into the POL-on system;
- 13) preparing documents for the audit of the annual accounts and liaising with the audit firm in this regard;
- 14) generating budgets in the system for the University's internally separated units;
- 15) supervision of the Planning and Analysis Section;
- 16) collecting, storing, safeguarding and archiving records in accordance with external and internal legislation;
- 17) managing the range of matters delegated by the bursar.

§ 52

Finance Department

1. The tasks of the **Finance Department** include, in particular:
 - 1) as part of the tasks of **the Finance Section**:
 - a) making payments on the basis of approved documents in non-cash form from the relevant bank accounts,
 - b) cooperation with the banks holding the University's bank accounts, including, inter alia, opening and closing accounts, monitoring the implementation of concluded agreements, filing complaints;
 - c) handling of the University's loan agreements,
 - d) the financial settlement of staff national business trips,
 - e) documentation and payment of salaries and other entitlements not collected on time;
 - f) collection of non-cash advances given to the University's employees and other financial charges on employees,
 - g) providing information to employees and former employees regarding the settlement of their obligations to the University,
 - h) non-cash handling of funds held at the University, the Loan Guarantee Fund and projects implemented with European Union funding, excluding non-cash payment of salaries and their derivatives,
 - i) the execution of orders for the repayment of monies unduly and excessively collected and interest,
 - j) monitoring the timing of payment of obligations to protect against the Statutes of limitations or the accrual of penalties for late payment, settling penalties accrued by counterparties, determining and explaining the reasons for penalties,
 - k) ongoing monitoring of the University's liquidity and reporting the results to the bursar,
 - l) making the refund of the deposit together with any bank interest due,
 - m) the timely payment of credit and public-law liabilities resulting from instructions received from the business units,
 - n) keeping a record of completed requests for pre-financing from the University's account for projects with European Union funding,
 - o) coordinating debt collection work (completing reports, verifying documentation submitted by debt collection staff in the

- organisational units of the university, transfer of verified documentation to the legal advisor),
- p) updating of notifications to the Tax Office regarding bank account numbers of the University,
 - q) preparing documents for the audit of the annual accounts and cooperation with the audit firm in this regard,
 - r) participation in the preparation of the material and financial plan,
 - s) collecting, storing, safeguarding and archiving financial records in accordance with external and internal legislation,
 - t) carrying out information and training activities on the substantive tasks of the unit and their compliance with current legislation,
 - u) initiating new and preparing updates to internal legislation relating to the tasks carried out by the section,
- 2) as part of the tasks of the **Verification and Control Section**:
- a) receipt of financial documents from the employees of individual units of the University and their formal and accounting control,
 - b) control of documents in terms of the correctness of description and content approval,
 - c) checking the documents initially entered in the computer system for the possession and correctness of the required descriptive elements,
 - d) presentation of verified documents for approval, in accordance with the University's Financial and Accounting Document Circulation Manual,
 - e) cooperation with the University's units on the accuracy of the documents provided,
 - f) describing invoices for purchased goods, services and construction works, consisting in indicating the legal basis for awarding the contract,
 - g) carrying out a preliminary check on the completeness and accuracy of the documents relating to the economic and financial operations performed.
2. The Finance Department is headed by a manager.

§ 53

Accounting Department

1. The tasks of **the Accounting Department** include, in particular:
- 1) checking the completeness and correctness of the documentation accepted for entry in the accounts and decreeing the accounting documents;
 - 2) keeping the accounting records and accounts for the Funds established at the University;
 - 3) keeping accounting records and accounts of the various types and activities of the University and of the projects carried out;
 - 4) keeping of accounting records and settlement of accounts;
 - 5) keeping cost and revenue accounting records;
 - 6) issuing and recording debit, credit and interest notes;
 - 7) keeping a VAT sales register and a VAT purchase register;
 - 8) preparation of VAT declarations and the Single Control File for the Tax Office;

- 9) calculation of the ratio for the proportional deduction of VAT;
 - 10) keeping records of tax and public law settlements;
 - 11) periodically establishing and checking by means of inventories and verifying the actual status of assets and liabilities, as well as valuing assets and liabilities;
 - 12) periodic issuing and sending of balance confirmations to counterparties;
 - 13) reconciliation of accounting records with records in other modules of the University's integrated IT system;
 - 14) keeping off-balance-sheet records, including the Loan Guarantee Fund;
 - 15) preparing reports on the content of the department in accordance with the applicable provisions;
 - 16) updating the financial and accounting programme to current legislation;
 - 17) collecting, storing, safeguarding and archiving accounting records in accordance with external and internal legislation;
 - 18) preparing documents for the audit of the annual accounts and cooperation with the audit firm in this regard;
 - 19) conducting information and training activities on the substantive tasks of the unit and their compliance with current legislation;
 - 20) initiating the creation of new and preparing updates of internal legal regulations regarding the tasks performed by the department.
2. The Accounting Department is headed by a manager.

§ 54

Payroll Department

1. The tasks of **the Payroll Department** include, in particular:
 - 1) on payroll matters:
 - a) calculation of salaries and other work-related benefits of the University's employees and maintenance of the employees' payroll service on the basis of payroll documents, in accordance with the applicable regulations;
 - b) preparation of payrolls and transfer instructions to employees' personal accounts;
 - c) maintaining employee payroll records and updating them on a monthly basis;
 - d) calculation of benefits during employees' temporary incapacity for work and maintenance of benefit cards;
 - e) determining the right to and calculating monetary benefits from social insurance in the event of sickness and maternity and calculating benefits for accidents at work and occupational diseases, as well as keeping the documentation required by the Social Insurance Institution in this respect;
 - f) preparing and sending monthly declarations to the Social Insurance Institution and preparing transfer instructions to this Institution;
 - g) reporting for health insurance of students, doctoral participants, doctoral students studying at the Doctoral School, calculation of premiums;
 - h) preparing monthly information for each employee on income and contributions paid to social security and health insurance;
 - i) preparation of summary statements to determine the amount of the advance payment for income tax;

- j) preparing the annual information on earned income and withholding tax and making the annual tax return of employees who have submitted the required statement;
 - k) issuing certificates of remuneration of University employees and contractors of civil law contracts;
 - l) issuing forms to the Social Insurance Institution of the University's employees in the part concerning remuneration and other work-related cash benefits;
 - m) drawing up of reports in the remuneration section;
 - n) entering and updating payroll data in the HR and payroll system;
 - o) collecting the current payroll records of the University's employees;
 - p) keeping the IT personnel and payroll system in terms of substantive administration, in particular making modifications, current changes and changes resulting from legislation and organisational changes at the University; drawing up accounts for the salary costs of employees implementing EU projects at the University,
 - q) the timely fulfilment of public-law obligations in the amount resulting from a correct calculation;
 - r) operation of the Employee Loan and Benefit Fund;
- 2) on matters relating to the non-personnel fund:
- a) calculating and preparing payrolls based on bills for concluded civil law contracts;
 - b) registration and deregistration from social insurance of civil law contracts from these insurances;
 - c) handling of student apprenticeship contracts in terms of payroll preparation;
 - d) calculating the social and health insurance contributions of the students of the Doctoral School;
 - e) calculation of health insurance premiums for students and participants of doctoral studies;
 - f) issuing remuneration and insurance certificates for contractors of civil law contracts.
2. The Payroll Department is headed by a manager.

§ 55

Property Records Section

The tasks of the **Property Records Section** include, in particular:

- 1) keeping balance sheet and off-balance sheet records of fixed assets and intangible assets;
- 2) calculation of depreciation of the University's fixed assets;
- 3) accounting for the inventory of assets and keeping accounting records of warehouse turnover;
- 4) issuing OT receipts (receipt of the asset) documenting the acceptance of assets onto the property of the University;
- 5) keeping off-balance sheet records of liquidated fixed assets;
- 6) preparation of property tax declarations and settlements;
- 7) decreeing and posting documents for the acquisition or creation of fixed assets;
- 8) accounting records and analysis of changes to the basic fund;

- 9) periodic reconciliation of fixed asset records with persons materially responsible;
- 10) maintenance of accounting records and analysis of commitments for the acquisition or production of fixed assets;
- 11) maintaining accounting records and analysis of stock settlements, depreciation income, and insurance of the University's assets;
- 12) inventory of assets and liabilities;
- 13) posting debit notes documenting mutual settlements of the University's internal units;
- 14) drawing up asset reports;
- 15) preparing documents for the audit of the annual accounts and cooperation with the audit firm in this regard;
- 16) collecting, storing, safeguarding and archiving accounting records in accordance with external and internal legislation;
- 17) conducting information and training activities on the substantive tasks of the unit and their compliance with current legislation;
- 18) initiating new and preparing updates to internal legislation relating to the tasks carried out by the section.

§ 56

Planning and Analysis Section

The tasks of **the Planning and Analysis Section** include, in particular:

- 1) drafting the University's material and financial plan;
- 2) drawing up reports on the implementation of the University's material and financial plan;
- 3) cooperation with substantive units in the preparation of material and financial plans of budgeting units;
- 4) drawing up plans for budgeting units on the basis of information received from them;
- 5) preparing reports on the merits of the section in accordance with applicable provisions;
- 6) entering requests for reservations from the Tangible Fixed Asset Expenditure Plan into the system;
- 7) monitoring of the implementation of the Tangible Fixed Asset Expenditure Plan and the material and financial plans of the budgeting units;
- 8) preparing ongoing economic analyses for external and internal purposes;
- 9) participation in the preparation of the procurement plan;
- 10) collecting, storing, safeguarding and archiving records in accordance with external and internal legislation;
- 11) preparing documents for the audit of the annual accounts and cooperation with the audit firm in this regard;

Scope of powers and duties of persons holding managerial positions at the University, bursar and head of the clinical department, head of a division, head of a university unit, head of an inter-faculty unit and head of a faculty unit

§ 1

Rector

1. **The Rector** governs the University on a one-person basis, except for matters reserved by the Act and the Statutes to the competence of other bodies.
2. The **Rector** manages the University with the assistance of:
 - 1) **the deputy rector for development and finance;**
 - 2) **deputy rector for education;**
 - 3) **deputy rector for science;**
 - 4) **deputy rector for medical affairs;**
 - 5) **chancellor;**
 - 6) **bursar.**
3. **The Rector** supervises the tasks performed by the deputy rectors, the chancellor and the bursar.
4. **The Rector** resolves disputes of competence that arise in the University.

§ 2

Deputy rector for development and finance

1. The deputy rector for development and finance supervises the work of subordinate organisational units.
2. The deputy rector for development and finance is responsible to the rector for the proper organisation of the work of the subordinate organisational units and for the efficient performance of the tasks assigned.
3. The tasks and competences of the deputy rector for development and finance include, in particular:
 - 1) supervising the preparation and implementation of the University's material and financial plan;
 - 2) overseeing the proper functioning of the University's finances and investments;
 - 3) supervision of projects carried out with EU funds;
 - 4) conducting ongoing budget analyses and informing the rector of the resulting conclusions;
 - 5) cooperation with the chancellor, deans and heads of inter-faculty and university-wide units in the development and implementation of the budget;
 - 6) cooperation with the bursar and the chancellor in establishing the financial policies of the University and supervision of its implementation;
 - 7) supervising the conformity of proposals for the establishment of programmes of study or modules of study with the principles of business accounting and the objectives of the University's development strategy;
 - 8) supervising the compatibility of faculty development strategies with the University's strategy

- and monitoring their implementation;
- 9) shaping and strengthening the entrepreneurial behaviour of students, doctoral students and employees of the University;
- 10) cooperation with the senate committees relevant to its field of activity;
- 11) managing the work of the Committee for Awards and Distinctions;

- 12) supervising the correctness and timeliness of the updates sent to the POL-on system by subordinate organisational units;
- 13) supervising the entry of information into the central register of contracts by subordinate organisational units;
- 14) carrying out other tasks assigned by the rector.

§ 3

Deputy rector for education

1. The Deputy rector for education supervises the work of subordinate organisational units.
2. The Deputy rector for education is responsible to the rector for the proper organisation of the work of the subordinate organisational units and for the efficient performance of the tasks assigned.
3. The tasks and powers of the Deputy rector for education include, in particular:
 - 1) supervision of activities related to the educational process at the University, in particular:
 - a) substantive supervision of proposals for the creation of new study programmes, including requests addressed to the minister,
 - b) overseeing the development and modification of study programmes,
 - c) ensuring the compliance of the organisation of didactic classes with the schedule of the implementation study programme,
 - d) supervising the educational quality system on the basis of the applicable regulations, including the University's internal regulations,
 - e) overseeing the organisation and conduct of student professional internships and apprenticeships,
 - f) concluding contracts related to the teaching process,
 - g) organising and supervising the process of enrolling students;
 - 2) providing oversight of student benefits;
 - 3) overseeing the implementation of national and international academic exchange programmes and learning mobility projects;
 - 4) cooperation with the student and doctoral student council as well as the student and doctoral cultural and scientific movement;
 - 5) overseeing matters relating to disciplinary proceedings of students and doctoral students;
 - 6) giving opinion on applications for the rector's awards for students and doctoral students;
 - 7) requesting the rector to dissolve a student or doctoral student organisation in the cases provided for by law;
 - 8) supervision of student and doctoral organisations and keeping a register of these organisations;
 - 9) coordinating action on equal opportunities in access to higher education and research for people with disabilities and on support and specialist consultation in difficult life situations;
 - 10) overseeing tasks related to the support and preparation of students for activity in the labour market, the monitoring of graduates' careers and cooperation with employers;
 - 11) supervising the correctness and timeliness of the updates sent to the POL-on system by subordinate organisational units;
 - 12) supervising the entry of information into the central register of contracts by subordinate organisational units;
 - 13) cooperation with the senate committees relevant to its field of activity;

14) carrying out other tasks assigned by the rector.

§ 4

Deputy rector for science

1. The Deputy rector for science supervises the work of subordinate organisational units.
2. The Deputy rector for science is responsible to the rector for the proper organisation of the work of the subordinate organisational units and for the efficient performance of the tasks assigned.
3. The Deputy rector for science is authorised to represent the University and to sign on its behalf contracts related to the awarding of degrees and titles, contracts for research activities, contracts for the activities of the University Press, the University Library and the University Archives.
4. The tasks and competences of the Deputy rector for science include in particular:
 - 1) initiating and supervising the implementation of scientific, research and artistic activities at the University;
 - 2) overseeing the correct use of subsidies for maintenance and development of research potential and staff development;
 - 3) coordinating and supervising the implementation of research, development projects;
 - 4) substantive supervision of the financing and settlement of research work carried out at the University;
 - 5) overseeing the effective use and development of the University's research infrastructure;
 - 6) initiating and supervising international and national cooperation in the field of research activity;
 - 7) coordinating the international exchange of employees and doctoral students of the University in the scope related to conducting research activities;
 - 8) developing proposals for criteria and methods for the internal evaluation of scientific research;
 - 9) coordinating the work of evaluating the scientific activity of the disciplines in which the scientific activities are carried out at the University;
 - 10) developing proposals for systemic solutions to enhance the quality of research conducted at the University;
 - 11) coordinating the work of carrying out the evaluation of academic staff;
 - 12) overseeing matters relating to the rector's awards;
 - 13) supervising the correctness and timeliness of the updates sent to the system POL-on system by subordinate organisational units;
 - 14) supervising the entry of information into the central register of contracts by subordinate organisational units;
 - 15) overseeing the implementation of the HR Excellence in Research strategy at the University;
 - 16) overseeing the implementation and execution of the University's "open access" policy to scientific publications and research data;
 - 17) supervising the functioning of the Doctoral School, including the internal quality assurance system for education in the Doctoral School;
 - 18) cooperation with the senate committees relevant to its field of activity;
 - 19) coordinating the work of the Scientific Excellence Group related to the activation of scientific activity;
 - 20) carrying out other tasks assigned by the rector.

§ 5

Deputy rector for medical affairs

1. The Deputy rector for medicine oversees the work of subordinate organisational units.
2. The Deputy rector for medical affairs is responsible to the rector for the proper organisation of the work of the subordinate organisational units and for the efficient performance of the tasks assigned.
3. The tasks and powers of the Deputy rector for medical affairs include, in particular:
 - 1) supervising the activities of clinics and clinical departments;
 - 2) monitoring of regulations concerning the operation of subordinate units in the field of medical activities and initiating internal regulations - regulating and improving the teaching process at the School of Medicine;
 - 3) initiating and preparing contracts and documents relating to the implementation by the School of Medicine of projects within the framework of international programmes financed or co-financed from European Union and/or extra-budgetary funds;
 - 4) initiating cooperation agreements and arrangements with foreign entities in the field of the activities of the School of Medicine;
 - 5) initiating contracts and cooperation agreements with national medical centres, scientific institutions and other entities as far as the activities of the School of Medicine are concerned;
 - 6) giving opinion on proposals for the creation of new study programmes and specialisations at the School of Medicine;
 - 7) giving an opinion on proposals for launching new study programmes at the School of Medicine;
 - 8) giving opinion on the curricula of the School of Medicine;
 - 9) giving opinion on proposals to launch postgraduate studies and courses at the School of Medicine;
 - 10) coordinating the activities of the Bioethics Committee of the University and the work of the editorial board of the journal "Medical Studies";
 - 11) cooperation with the senate committees relevant to its field of activity;
 - 12) representing the rector at meetings of the Conference of Academic Rectors of Medical Universities;
 - 13) supervision of postgraduate education in medical and health sciences;
 - 14) supervising the correctness and timeliness of the updates sent to the system POL-on system by subordinate organisational units;
 - 15) supervision of the entry of information into the central register of contracts by subordinate organisational units;
 - 16) carrying out other tasks assigned by the rector.

§ 6

Director of the Doctoral School

1. The Director of the Doctoral School manages **the Doctoral School** and is responsible for the implemented educational process.
2. The tasks and powers of the Director of the Doctoral School include, in particular:
 - 1) to defining the powers of the deputy director of the Doctoral School and the heads of the sections functioning within it;
 - 2) proper organisation of the work of academic teachers and non-academic staff employed at the Doctoral School;
 - 3) the proper selection of academic staff carrying out the educational process at the Doctoral School;
 - 4) adherence to discipline and work order at the Doctoral School.
3. In addition to the tasks referred to in § 184 section 4 of the Statutes, the powers of the Director of the Doctoral School include, in particular:
 - 1) supervising the correctness and timeliness of the updates sent to the POL-on system, concerning the Doctoral School and related to the doctoral education process;
 - 2) cooperation with the deputy rectors, institute directors and senate committees on matters relating to the doctoral education process;
 - 3) carrying out other tasks assigned by the rector.
4. The Director of the Doctoral School is in direct charge of the Section for Doctoral students.

§ 7

Dean

1. The **dean** is in charge of the faculty/branch.
2. The tasks and powers of **the dean** include in particular:
 - 1) preparation and implementation of the faculty/branch development strategy and submission to the rector of reports on its implementation;
 - 2) defining the responsibilities and competences of the deputy deans and supervising their implementation;
 - 3) defining the responsibilities and competences of the staff of the faculty/branch administration and supervising their implementation;
 - 4) developing and proposing to the rector the approval of faculty/branch regulations that take into account its organisational structure.
3. The Dean is responsible for:
 - 1) convening and chairing meetings of the faculty/branch council;
 - 2) taking care of the property assigned to the faculty/branch;
 - 3) coordinating interdisciplinary research activities within the disciplines for which the faculty/branch is competent;
 - 4) proper organisation of the work of academic teachers and non-academic staff employed at the faculty;
 - 5) observing the law, discipline, safety and working order in the faculty/branch;
 - 6) organising and supervising the reporting of the tasks carried out at the faculty;

- 7) supervision of the correctness and timeliness of the updating of information from the area of the educational process, concerning the faculty/ branch, sent to the POL-on system;
- 8) performing the tasks provided for in the Statutes or as authorised by the rector,

- 9) supervision of the entry of information into the central register of contracts by subordinate organisational units.
4. The dean is responsible for the education process implemented at the faculty in the study programmes, post-graduate studies and other forms of education, in particular for:
 - 1) organising and conducting the educational process in the faculty/ branch, the compliance of study programmes and their implementation with the applicable regulations and the observance of the study regulations, including:
 - a) overseeing the preparation of class schedules and their implementation,
 - b) submitting to the rector, after obtaining the opinion of the faculty/branch council, a request for permission to establish a new study programme, postgraduate studies or other forms of education,
 - c) overseeing the preparation of new study programmes and their modifications, postgraduate programmes and other forms of education,
 - d) approving, after obtaining the opinion of the faculty/branch council, the offer of optional courses and their programmes,
 - e) supervising the course of professional internships and apprenticeships of faculty/branch students;
 - 2) exercising supervision over the quality of education, including for:
 - a) organising and supervising the functioning of the quality system of education in the faculty/branch and the evaluation of the teaching activities of academic staff,
 - b) developing a schedule for supervising classes and supervising its implementation,
 - c) organisation of training courses on the functioning and improvement of the educational quality system,
 - d) overseeing the preparation of documentation for internal assessment and external accreditation,
 - e) appointing, with the approval of the deputy rector for education, committees and teams to carry out tasks related to the quality of education in the faculty/ branch and supervising their work;
 - 3) the appropriate staffing of teaching assignments, in consultation with the directors of institutes and heads of departments, as well as applying for contracts for teaching assignments with persons employed outside the University;
 - 4) preparation of materials for the evaluation and accreditation of study programmes;
 - 5) preparation of documentation related to the periodic evaluation of staff in the field of teaching and organisational activities;
 - 6) receiving and dealing with student complaints and requests concerning the organisation of the teaching process
;
 - 7) making proposals to the rector on student disciplinary matters;
 - 8) making decisions on student affairs;
 - 9) supervising the graduation process in the faculty/ branch;
 - 10) entrusting, in agreement with the directors of institutes and heads of departments, the functions of year supervisors and supervising their work;
 - 11) overseeing the documentation of the course of study, postgraduate studies and courses run by the faculty/branch.

5. The dean is the immediate official supervisor of academic teachers and administration staff employed at the department/branch.

§ 8

Director of the institute

1. **The director of the institute** organises and directs the activities of the institute.
2. The director of the institute is responsible for the preparation and implementation of the institute's development strategy, the implementation of the HR policy, the organisation of scientific activities at the institute and the supervision of the implementation of the objectives and directions of research activities at the institute.
3. The director of the institute cooperates with the scientific council of the institute in the scope of its competence, including
awarding academic degrees or degrees in the field of art.
4. The tasks and powers of the director of the institute include, in particular:
 - 1) organizing scientific, artistic and development activities;
 - 2) monitoring programmes and competitions related to the funding of scientific and artistic activities within the scope of the relevant activities of the institute, coordinating the institute's involvement in obtaining funds from grant competitions, submitting proposals and reports on the institute's activities;
 - 3) overseeing the implementation of research and artistic tasks and intellectual property rights arising from the scientific and artistic activities carried out at the institute;
 - 4) managing the research infrastructure and specialised studios of the institute, including assessing the need for and submitting proposals for investment related to the scientific and artistic activities carried out at the institute;
 - 5) developing and implementing a staff policy in accordance with the institute's scientific development strategy and the teaching needs of the faculties assigned to the institute's discipline, in particular:
 - a) initiating, in agreement with the appropriate dean, the organisation of the employment of academic staff at the institute within the scientific discipline(s) for which the institute is competent,
 - b) giving opinions on the motions of the relevant dean regarding the establishment or termination
of an employment relationship with an academic teacher,
 - c) submitting a request for study leave,
 - d) preparation of materials for the periodic evaluation of employees,
 - e) preparing applications for scholarships and awards from the rector, the minister and the Prime Minister;
 - 6) supervising the conduct of research and artistic activities and the dissemination of their results, in particular by:
 - a) supervising the timely communication of the results of research and artistic activities,
 - b) supervising the timely entry of information on scientific and artistic achievements into databases,
 - c) supervising the timely submission of declarations required by the Act,
 - d) preparing the institute to carry out an evaluation of scientific and artistic activities within the discipline of the institute;
 - 7) interacting with the authorities of the Doctoral School within the scope of the Statutes and Regulations
of the Doctoral School;

- 8) cooperating with the deans in the allocation of teaching hours to academic staff employed at the institute in subjects related to the scientific discipline proper to the institute, in particular:
 - a) giving opinion on the assignment of didactic tasks made by the dean to the employees of the institute,
 - b) requesting the creation or modification of a study programme in fields of study linked to the institute's discipline;
- 9) supervising the correctness and timeliness of the updating of research activity information concerning the institute, sent to the POL-on system.

§ 9

Head of a department

1. **The head of a department** organises and directs the activities of the department.
2. The head of a department is responsible for the preparation and implementation of the department's development strategy, the implementation of the HR policy, the organisation of scientific activities in the department and the supervision of the implementation of the objectives and directions of research activities in the department.
3. The head of a department interacts with the department council in its area of responsibility.
4. The tasks and powers of the head of a department include, in particular:
 - 1) organising scientific, artistic and developmental activities;
 - 2) monitoring programmes and competitions related to the funding of scientific and artistic activities within the scope of the department's relevant activities, coordinating efforts to involve the department in obtaining funds from grant competitions, submitting proposals and reports on the department's activities;
 - 3) overseeing the implementation of research and artistic tasks and intellectual property rights arising from scientific and artistic activities carried out in the department;
 - 4) managing the research infrastructure and specialised studios of the department, including assessing the need for and submitting proposals for investments related to the scientific and artistic activities carried out in the department;
 - 5) developing and implementing a staffing policy in accordance with the Department's scientific development strategy and the teaching needs of the programmes assigned to the discipline of the department, in particular:
 - a) initiating, in agreement with the appropriate dean, the organisation of the employment of academic staff in the department within the academic discipline(s) for which the department is responsible,
 - b) giving opinions on the motions of the relevant dean regarding the establishment or termination of an employment relationship with an academic teacher,
 - c) submitting a request for study leave,
 - d) preparation of materials for the periodic evaluation of employees,
 - e) preparing applications for scholarships and awards from the rector, the minister and the Prime Minister;
 - 6) supervising the conduct of research and artistic activities and the dissemination of their results, in particular by:
 - a) supervising the timely communication of the results of research and artistic activities,

- b) supervising the timely entry of information on scientific and artistic achievements into databases,
- c) supervising the timely submission of declarations required by the Act,
- d) preparation of the department to carry out an evaluation of scientific and artistic activity within the discipline appropriate to the department,
- e) cooperating with deans in the allocation of teaching hours to academic staff working in the department in fields related to the academic discipline proper to the department, in particular:
 - giving opinion on the dean's allocation of teaching assignments to department members,
 - making proposals for the creation or modification of a study programme in fields of study related to the discipline of the department;
- 7) overseeing the correctness and timeliness of the updating of research activity information relating to the department sent to the POL-on system.

§ 10

Head of the clinical department

1. **The head of the clinical department** directs the work of the clinical department.
2. The tasks and competences of the head of the clinical department include, in particular:
 - 1) organising activities, scientific, clinical and developmental within the clinical department;
 - 2) management of the department's research infrastructure, including assessing the need for, and submitting proposals for, investments related to the research activities carried out in the department;
 - 3) monitoring programmes and competitions related to the funding of research activities within the scope of the relevant activities of the clinical department;
 - 4) coordinating efforts to involve the clinical department in obtaining funds from grant competitions, submitting proposals and reports on the activities of the clinical department;
 - 5) making staffing requests to the institute's director (head of department) with regard to clinical department staff;
 - 6) giving opinion on proposals for granting leave to staff in the clinical department;
 - 7) supervising the work and discipline of academic teachers and non-academic staff in the clinical department;
 - 8) ensuring that the law is observed and that there is safety and order in the clinical department.

§ 11

Head of a division

1. The **Head of a division** directs the work of the division.
2. The tasks and powers of the Head of a division include, in particular:
 - 1) organising scientific, artistic and developmental activities within the division;
 - 2) monitoring programmes and competitions related to the funding of scientific and artistic activities within the scope of the relevant activities of the division;
 - 3) coordinating efforts to involve the division in raising funds from grant competitions, submitting proposals and reports on the division's activities;
 - 4) making staffing requests to the institute's director (head of department) in so far as they relate to the division's staff;
 - 5) giving opinion on proposals for the granting of leave to division employees;

- 6) supervising the work and discipline of academic and non-academic staff in the division;
- 7) ensuring compliance with the law and safety and order on the division.

§ 12

Heads of university-wide units

1. The tasks and powers of the Director of the University Library are defined in the University Library Regulations approved by the rector.
2. The tasks and powers of the Head of the University Press are defined in the Regulations of the University Press approved by the rector.
3. The tasks and competences of the head of the University Archives are defined in the instruction on the organisation and scope of the University Archives approved by the rector.

§ 13

Head of an inter-faculty unit

The tasks and powers of the head of an inter-faculty unit are defined in the unit's regulations approved by the rector.

§ 14

Head of a faculty unit

The tasks and powers of the head of a faculty unit are defined in the unit's regulations approved by the rector.

§ 15

Chancellor

1. **The Chancellor** reports directly to the rector.
2. The Chancellor manages the administration and economy of the University, makes decisions on property within the scope of ordinary management, with the exception of matters reserved by law or the Statutes for the bodies of the University and other persons exercising managerial functions, and supervises subordinate administrative staff.
3. The Chancellor represents the University alone within the scope of ordinary management.
4. Ordinary management includes activities concerning property necessary for the proper functioning of the University. This scope includes, in particular, activities related to the day-to-day operation of the University's assets and keeping them in a state of disrepair and the collection of benefits from these assets, as well as the conduct of the affairs that are necessary to carry out these activities.
5. Within the scope of ordinary management activities referred to in section 2-4, the Chancellor is authorised to acquire and dispose of items of property and to perform actions, including incurring liabilities, whose value does not exceed PLN 1 million (one million zlotys).
6. The Rector may grant the Chancellor a power of attorney to perform certain legal acts concerning the rights and obligations of the University's property which exceed the acts of ordinary management.
7. The Chancellor ensures the proper functioning of the University in handling the teaching and research process by maintaining an efficient and safe technical infrastructure.

8. The Chancellor oversees the University's compliance with current health and safety and fire regulations.
9. The Chancellor is responsible for:
 - 1) organising and coordinating administrative, technical and economic activities;
 - 2) implementing a rational personnel and pay policy of the University in relation to subordinate staff;
 - 3) determining the rules concerning the management of the University's assets;
 - 4) supervising the correctness and timeliness of the updates sent to the system POL-on system by subordinate organisational units;
 - 5) supervising the entry of information into the central register of contracts by subordinate organisational units.
10. The Chancellor acts as an official superior in relation to non-academic staff not subordinate to the heads of the core business units, and in particular to administrative staff subordinate to him.
11. The Chancellor performs his functions with the assistance of:
 - 1) the deputy chancellor,
 - 2) (repealed);
 - 3) heads of directly subordinate administrative units.
12. The tasks and powers of the chancellor include in particular:
 - 1) in terms of organising the work of the administration:
 - a) organising and coordinating the work of the University's subordinate administration,
 - b) issuing ordinances, announcements, regulations and instructions regulating activities of the chancellor, including economic and administrative functions,
 - c) supervising the activities of administrative units and subordinate staff,
 - d) making proposals to the rector on matters of the organisational structure of the University's administration;
 - 2) in terms of staff matters:
 - a) proposing to the rector on the recruitment, transfer, dismissal, promotion, reward or punishment of staff in subordinate administrative units,
 - b) ensuring adequate health and safety conditions for employees,
 - c) dealing with complaints, grievances and requests concerning matters falling within its sphere of action,
 - d) defining the responsibilities of his deputies,
 - e) drawing up employees recruitment plans for administrative and support staff, presenting them to the rector for approval;
 - 3) in terms of property management:
 - a) taking actions and decisions to ensure the preservation of the University's assets, its proper use and its expansion and development,
 - b) monitoring the activities in the field of assets management in terms of compliance with the material and financial plan and the assumed strategic plans,
 - c) deciding on and contracting construction and renovation projects,
 - d) concluding contracts for the operation of buildings,
 - e) ensuring that the University's equipment, installations and facilities are inspected as required by the relevant State regulations,

- f) concluding contracts for the lease and rental of premises and land,
 - g) setting rent rates for the rental and lease of premises and land, and payment for the use of parking spaces,
 - h) carrying out the activities assigned by the rector in relation to the administration of the Benefit Fund,
 - i) contracting when making purchases for administrative and business purposes,
 - j) approving invoices and bills, after their substantive and formal and accounting verification, by responsible employees,
 - k) deciding on the liquidation and discounting of fixed assets and materials,
 - l) deciding on the sale of redundant fixed assets, items and materials,
 - m) approving the minutes of the liquidation committee and approving settlements and charges for inventory discrepancies,
 - n) overseeing matters relating to the conduct of public procurement,
 - o) overseeing all matters relating to the University's insurance,
 - p) overseeing the proper provision of equipment, apparatus and materials to the University (excluding scientific research equipment),
 - q) overseeing the operation of the University's facilities and equipment,
 - r) approving orders when making purchases of materials and services in accordance with the procurement procedure.
13. The Chancellor is authorised to make decisions on business trips of subordinate staff.
14. The Chancellor draws up the budget in his area of responsibility and coordinates its implementation.
15. For matters not mentioned in the Regulations, the powers of the Chancellor are determined by the Statutes.

§ 16

Bursar

1. **The Bursar** reports directly to the rector.
2. The Bursar acts as the chief accountant. The duties and powers - as the University's chief accountant - derive from separate regulations, including in particular accounting and public finance regulations.
3. The bursar's tasks and powers include, in particular:
 - 1) carrying out cash instructions;
 - 2) carrying out an initial control of the compliance of economic and financial operations with the material and financial plan;
 - 3) drafting accounting rules (policies) and organising the accounting system of the University;
 - 4) overseeing the inventory and valuation of assets and liabilities;
 - 5) determining the financial result;
 - 6) overseeing the accounting recording of events on the basis of duly issued accounting records;
 - 7) archiving financial and accounting records;
 - 8) opening and closing of the accounts for the reporting periods;
 - 9) preparing financial statements, having them audited by an audit firm and publishing them where provided for by external legislation;
 - 10) overseeing tax records and settlements with the tax office;

- 11) coordinating the preparation, in consultation with the substantive units, of the draft material and financial plan of the University and submitting it to the rector;
 - 12) developing, preparing and controlling the financial and accounting workflow process in a way that ensures the timely provision of accurate economic information;
 - 13) calculation of the allowance for the Company Social Fund;
 - 14) conducting an analysis of the use of the University's financial resources;
 - 15) monitoring the University's financial liquidity;
 - 16) coordinating the substantive tasks of subordinate units and positions;
 - 17) overseeing internal and external financial reporting;
 - 18) coordinating the revision of internal normative acts;
 - 19) coordinating the planning and implementation of new organisational and IT solutions;
 - 20) supervising the correctness and timeliness of the updates sent to the POL-on system by subordinate organisational units;
 - 21) supervision of the entry of information into the central register of contracts by subordinate organisational units.
4. In order to fulfil the tasks set, the bursar has the right to request explanations from all units and employees of the University, to make available documents and calculations in the scope related to the management of the property and finances of the University and to address appropriate requests to the rector in the event of irregularities. The bursar may request the rector to determine the procedure in which the University's organisational units are to carry out the work necessary to ensure the regularity of financial management and accounting records, costing and financial reporting.
 5. If the bursar is absent or temporarily unable to fulfil his duties, he shall be replaced by a deputy designated by the bursar.

Framework for the faculty's activities
Scope of faculty administration activities

§ 1

The deanery service tasks include:

- 1) receiving and verifying the documentation of persons admitted to studies;
- 2) creating and completing a database for the needs and course of study, social and living affairs of students and doctoral students, and all fees related to the course of study, including for projects carried out in the faculty;
- 3) keeping records of the course of study for students of all types and forms of studies conducted (handling the course of study, completing the year of study, registration for the next academic year, making decisions on individual student matters);
- 4) keeping records of students and doctoral students;
- 5) comprehensive handling of documentation relating to the awarding of student benefits (participation in the work of the scholarship committee);
- 6) issuing student cards, certificates, diplomas, diploma supplements to students;
- 7) issuing cards, certificates and diplomas to doctoral students;
- 8) preparing documentation for diploma examinations:
 - a) calculation of grade point averages,
 - b) preparation of protocols for examinations,
 - c) drawing up diplomas with supplements,
 - d) preparing and issuing certificates of studies, diplomas and supplements, including foreign language ones, and extracts from credit books to graduates;
- 9) receiving applications from students and doctoral students, preparing materials for the dean necessary for his/her decision;
- 10) providing information on matters arising from the study regulations;
- 11) issuing certificates to students for student loan banks;
- 12) keeping a register of complaints and requests received by the dean;
- 13) archiving records in accordance with the regulations;
- 14) keeping records of and accounting for printouts;
- 15) entering data into the POL-on system and verifying them;
- 16) keeping records of the course of study for foreign students;
- 17) cooperation with the coordinators of the ERASMUS+ programme, the MOST programme, the tutors of foreign students and the Exchange and International Cooperation Department in terms of keeping records of the course of study of foreign students;
- 18) handling visiting students of the University under bilateral agreements and other programmes.

§ 2

Tasks in the service of education include, in particular:

- 1) handling the preparation of the teaching schedule;
- 2) drawing up load sheets;

- 3) preparing documents for the settlement of teaching classes;
- 4) preparing documents on internships resulting from the study programme;
- 5) preparing civil law contracts for persons conducting classes who are not academic teachers;
- 6) forwarding the signed contracts to the relevant unit for handling student internships and apprenticeships;
- 7) preparing documents for the settlement of the implementation of civil law contracts (invoice, control of the performance of teaching duties);
- 8) service for verification of programme differences;
- 9) compiling a list of supervisors and thesis topics (bachelor and master theses);
- 10) administrative support for the implementation and evaluation of the education quality system in the faculty;
- 11) cooperation with the ERASMUS+ coordinators on documentation and handling of academic staff and incoming and outgoing students under this programme;
- 12) cooperation with the MOST programme coordinators in dealing with incoming and outgoing students under this programme;
- 13) handling visitors to the University under bilateral agreements and other programmes.

§ 3

Tasks in the field of scientific research activities include, in particular:

- 1) administrative support in the field of procedures related to the award of academic degrees and the title of doctor honoris causa;
- 2) administrative support for the evaluation of disciplines;
- 3) entering and updating data in the POL-on system;
- 4) keeping records of the evaluation of disciplines;
- 5) information and support services for the implementation and accounting of research activities.

§ 4

Tasks for handling projects co-financed from external sources include, in particular:

- 1) providing information on opportunities to apply for funding;
- 2) formal assistance in drawing up a funding application (scientific, teaching, implementation projects);
- 3) participation in the recruitment of project participants;
- 4) entering participant data into the relevant IT system;
- 5) permanent cooperation with the Project Management Centre and the Science Department.

§ 5

The secretarial and clerical tasks include, in particular:

- 1) secretarial and clerical support for the dean and deputy deans, institute directors, heads of department;
- 2) maintaining the unit's external and internal correspondence;

- 3) keeping records of complaints, requests and letters addressed to the dean, institute directors and heads of department;
- 4) coordinating, organizing and handling meetings, meetings of the faculty council, the institute's scientific council, the department council, the faculty recruitment committee, the faculty education committee and the programme-related quality of education teams;
- 5) keeping records signed with the electronic signature of the dean;
- 6) preparing requests for public procurement related to the scope of activity of the faculty and its constituent units;
- 7) taking custody of the assets of the faculty, institute and its constituent units;
- 8) Running day-to-day matters related to the functioning of the department/institute/chair;
- 9) compiling, maintaining and archiving the unit's files;
- 10) preparing statistical and other statements and reports as instructed by the faculty authorities.