

**PROCEDURAL GUIDELINES FOR CIVIL LAW CONTRACTS RELATING TO WORK CARRIED OUT
FOR THE PURPOSES OF SCIENTIFIC RESEARCH AND ARTISTIC CREATION**

RESPONSIBLE PARTIES	TASKS
INITIATING EMPLOYEE (ACADEMIC STAFF MEMBER/PHD STUDENT ENROLLED IN THE DOCTORAL SCHOOL AT THE JAN KICHANOWSKI UNIVERSITY) ADMINISTRATIVE STAFF MEMBER AT THE INSTITUTE/DEPARTMENT	Submitting a request for the allocation of funds via the SIMPLE system.
INITIATING EMPLOYEE (ACADEMIC STAFF)	Providing the designated administrative staff member at the institute/department with the information required to draft the contract, including details of the contractor, the funds allocated in the project budget for remuneration under the contract, a description of the work to be carried out, and the duration of the project.
ADMINISTRATIVE STAFF MEMBER AT THE INSTITUTE/DEPARTMENT	Drafting the contract. Submission of the draft contract to the initiating employee for approval.
INITIATING EMPLOYEE (ACADEMIC STAFF)	Approval of the draft contract; making amendments where necessary. Returning the approved draft contract to the administrative staff member at the institute/department.
ADMINISTRATIVE STAFF MEMBER AT THE INSTITUTE/DEPARTMENT	Preparation of a hard copy of the contract, together with its appendices, in two identical copies, accompanied by the relevant declaration from the contractor (in one copy). Registration of the contract in accordance with the UJK office guidelines and assigning it a unique number. Forwarding two identical copies of the contract to the Science Department, together with the appendices (one copy of each), bearing the contractor's signature.
SCIENCE DEPARTMENT	Forwarding the contracts for signature to the University representatives named in the preamble.
THE RECTOR OR THE APPROPRIATE VICE-RECTOR AND BURSAR	Signing of contracts.
SCIENCE DEPARTMENT	Forwarding the signed contracts to the Payroll Department for registration with the Social Insurance Institution (ZUS).
PAYROLL DEPARTMENT	Completing the registration procedures with ZUS.
SCIENCE DEPARTMENT	Forwarding the contracts to the relevant institute/department.
ADMINISTRATIVE STAFF MEMBER AT THE INSTITUTE/DEPARTMENT	Registration of the contract in the University Contract Register using the WEBCON application. In the case of contracts for specific work or contracts for specific work involving the simultaneous transfer of author's economic rights, the 'Contractor Registration Form' must be submitted to the Human Resources and Social Affairs Department within 7 days of the date on which the contract was concluded. Forwarding one copy of the contract to the contractor. Keeping a copy of the contract until the bill is received.

HUMAN RESOURCES AND SOCIAL AFFAIRS DEPARTMENT	Completing registration procedures with ZUS in the case of contracts for specific work or contracts for specific work involving the simultaneous transfer of author's economic rights.
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SETTLEMENT OF THE CONTRACT	
CONTRACTOR	Performance of the work in accordance with the contract. Providing the initiating employee with a correctly issued and signed bill, and in the case of a contract for specific work or a contract for specific work involving the simultaneous transfer of author's economic rights – the bill accompanied by the work acceptance report.
INITIATING EMPLOYEE (ACADEMIC STAFF)	Confirming acceptance of the work covered by the contract by signing the bill; in the case of a contract for specific work or a contract for specific work involving the simultaneous transfer of author's economic rights, by signing the bill accompanied by the work acceptance report. Submitting to the Science Department of the bill, together with the contract and the work acceptance report – in the case of the contracts referred to above.
SCIENCE DEPARTMENT	Submitting the invoice to the authorised persons for signature.
THE RECTOR OR THE APPROPRIATE VICE-RECTOR AND BURSAR	Signing the bill.
SCIENCE DEPARTMENT	Submitting the bill, together with the contract (and the work acceptance report in the case of contracts for specific work) to the Payroll Department or, in the case of a contract of mandate with a self-employed person, to the Finance Department for the payment of remuneration in respect of the performance of the contract.
PAYROLL DEPARTMENT / FINANCE DEPARTMENT	Payment of remuneration in accordance with the contract.
PAYROLL DEPARTMENT	Submitting the confirmation of the payment of remuneration to the Science Department. Archiving a single copy of the contract together with the bill in accordance with the UJK's office and archiving regulations.
SCIENCE DEPARTMENT	Changing the status of the contract in the University Contract Register using the WEBCON application, based on confirmation that the remuneration has been paid.