ORGANISATIONAL REGULATIONS OF THE JAN KOCHANOWSKI UNIVERSITY OF KIELCE

(Consolidated text of 18 December 2025. Comes into force on 1 January 2026)

Kielce 2025

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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 operating principles of the University administration and its units, the duties of managers, and the principles of professional subordination.

§ 2

The terms used in the Regulations shall have the following meanings:

1) Act – the Act of 20 July 2018 – Law on higher education and science (Journal of laws of 2024, item 1571, as amended);
2) Statute – the Statute of the Jan Kochanowski University of Kielce;
3) Senate – the Senate of the Jan Kochanowski University of Kielce;
4) University Council – the University Council of the Jan Kochanowski University of Kielce;
5) Rector – the Rector of the Jan Kochanowski University of Kielce;
6) Chancellor – the Chancellor of the Jan Kochanowski University of Kielce;
7) Bursar – the Bursar (Quaestor) of the Jan Kochanowski University of Kielce;
8) Dean – the Dean of a Faculty or Dean of a Branch at the Jan Kochanowski University of Kielce;
9) Minister – the Minister responsible for higher education and science;
10) University or Higher Education Institution – Jan Kochanowski University of Kielce;
11) core activity organisational unit – Collegium Medicum, Faculty or Branch, which may include units specified in the Statute;
12) head of the core activity organisational unit – Dean, Director or Head of another core activity organisational unit;
13) administration – a group of organisational units performing auxiliary tasks supporting the tasks of the core activity organisational units and the employees working in them;
14) administration unit – an organisational unit of the administration;
15) head of an administration unit – the head of an organisational unit other than the core activity organisational unit;
16) central administration – a group of administration units reporting directly to the Rector, Vice-Rectors, Chancellor or Bursar, as well as the employees of these units;
17) administration of core activity organisational units (Collegium Medicum administration, faculty administration, branch administration) – a group of administration units reporting to the head of the Collegium Medicum, specified in a separate order of the Rector, or to the Dean;
18) office – another administration unit, which may include organisational units specified in the Statute, with the exception of core activity organisational units;
19) POL-on system – the Integrated System of Information on Science and Higher Education;

20) CSBF – Company Social Benefits Fund (ZFŚS).

§ 3

The legal basis for the University's activities is provided by:
1) the Act,
2) the Statute,
3) the Regulations.

§ 4

1. The organisational structure of the University is presented in Annex 1 to the Regulations.

2. The list of core activity organisational units, together with their internal structure and symbols, is set out in Annex 2 to the Regulations.

3. The list of university-wide units and other units, together with their symbols, is specified in Annex 3 to the Regulations.

4. The list of intra-faculty and extra-faculty units, together with their symbols, is specified in Annex 4 to the Regulations.

5. The list of central administration units, together with their symbols, is specified in Annex 5 to the Regulations.

6. The scope of tasks and competences of the central administration is specified in Annex 6 to the Regulations.

7. The scope of powers and duties of persons holding managerial positions at the University, the Bursar and the Head of Department, the Head of Clinical Department, the Head of Unit, the Head of University-wide Unit, the Head of Intra-faculty Unit and the Head of Collegium Medical/Faculty/Branch Unit is specified in Annex 7 to the Regulations.

8. The framework scope of activities of the administration of the Collegium Medicum/Faculty and Branch is specified in Annex 8 to the Regulations.

§ 5

The following apply at the University:
1) generally applicable normative acts;
2) internal normative acts.

§6

1. Internal normative acts are issued in writing by the Senate, the Rector or, with his/her authorisation, by other persons, as well as on the basis of specific authorisations resulting from legal provisions or within the scope of the Rector's competence to manage the University.

2. Internal normative acts include:
1) resolutions;
2) orders;
3) decisions;

4) circular letters;

5) announcements.

3. Internal normative acts may establish legal regulations, in particular in the form of regulations and instructions. Regulations set out the tasks and operating principles of core activity organisational units and the procedures for handling specific matters. Instructions set out in detail uniform rules and models of conduct for handling matters that are narrower in scope than those covered by the regulations.

§ 7.

1. Resolutions are issued by collegial authorities (Senate, University Council, Scientific Council of the Institute) and by collegial bodies operating at the University. The resolutions referred to in the previous sentence regulate matters falling within the scope of activity of these authorities or collegial bodies, resulting from the Act, the Statute and internal university regulations.

2. Senate resolutions are adopted on matters which require a decision by the Senate. In particular, they regulate the matters referred to in § 45 of the Statute.

3. Senate resolutions are binding on the Rector and other University bodies, as well as on all members of the academic community.

4. Orders are issued by the Rector, the Chancellor, the Director of the Doctoral School and the Dean.

5. Orders regulate matters of fundamental importance to the University which require permanent regulation.

6. The Rector's orders regulate University matters requiring regulation that are not reserved for the competence of other bodies.

7. The Chancellor's orders regulate matters concerning the University's property within the scope of ordinary management, as defined by the Rector or the Regulations.

8. The Director of the Doctoral School's orders regulate matters concerning the organisational unit he/she manages, i.e. the Doctoral School.

9. The Dean's orders regulate matters concerning the organisational unit he/she manages, i.e. the Faculty or Branch.

10. Decisions are used to resolve matters of an individual nature or those whose duration is strictly defined.

11. Circular letters notify about matters that do not fall within the scope of orders or decisions but are important for the efficient functioning of the University. They may also contain interpretations of legal provisions applicable at the University or guidelines aimed at standardising rules of conduct and procedures for handling matters.

12. Announcements provide the academic community with information about the University, employees, students and doctoral students, in particular about the current activities of the University.

§ 8

1. The collection and record of Senate resolutions, University Council resolutions, orders,

circular letters and announcements of the Rector, as well as orders of the Chancellor, shall be maintained by the Organisational and Legal Division, which shall promulgate 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 provisions.

2. The posting of an internal normative act on the University's website is tantamount to its official publication.

3. The University's organisational units are obliged to collect generally applicable normative acts and internal normative acts relating to the scope of activity of a given unit.

4. The Organisational and Legal Division maintains a central register of internal normative acts, disseminates them and assigns them appropriate numbers.

§ 9

1. All organisational units are obliged to prepare substantive drafts of internal normative acts within the scope of their activities.

2. Organisational units are obliged to prepare drafts of internal normative acts in accordance with the principles of digital accessibility regulated by separate provisions.

3. If the content of an internal normative act also concerns the activities of another unit, the approval of the head of that unit must be obtained before its final issuance.

§ 10

1. The following persons have the right to initiate internal normative acts at the University: the Rector, the Senate, the University Council, Senate committees, persons performing managerial functions at the University within the meaning of the Statute, the Bursar, and the heads of the University's organisational units.

2. Drafts of internal normative acts shall be prepared (in cooperation with the Organisational and Legal Division, which shall prepare them in terms of formal, legal and editorial aspects) by the administration unit whose scope of activity covers the matter requiring regulation.

3. Drafts of internal normative acts shall be 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 administration units, the draft internal normative act shall be prepared by a unit designated by the Rector or the relevant Vice-Rector.

5. The draft internal normative act shall be reviewed by the units concerned and trade unions within the scope resulting from separate regulations.

6. The final editing of internal normative acts of the Senate, the Rector, the University Council and the Chancellor is the responsibility of the Organisational and Legal Division.

7. Draft internal normative acts are submitted by the Organisational and Legal Division to the legal advisor for review, and after obtaining the review, they are submitted to the competent University body for adoption or signing and then promulgated and distributed.

CHAPTER II

ORGANISATION OF THE ADMINISTRATION

§ 11

1. The administration operates:
    1) at the university level as a central administration unit;
    2) in the following units:
        a) Collegium Medicum, faculties, branches,
        b) university-wide and other units,
        c) intra-faculty and extra-faculty units.
2. The lists of individual units are specified in the annexes referred to in § 4.

§ 12

1. The administration ensures the implementation of the University's tasks resulting from the provisions of the Act, in particular:
    1) implementation of administrative, financial, economic, technical and service activities to create conditions for the best possible performance of the University's tasks in the field of teaching, research and research and teaching;
    2) participation in the management of the University's property;
    3) organisation of social activities for employees, students and doctoral students;
    4) performance of other tasks necessary for the proper functioning of the University.
2. In the course of performing their tasks, the University's organisational units are obliged in particular to:
    1) prepare applications, opinions and draft documents;
    2) develop materials and information for the University authorities;
    3) develop guidelines and draft internal normative acts, decisions, agreements, arrangements and statements;
    4) implement, supervise and control the performance of tasks;
    5) prepare and transfer the unit's files to the archive;
    6) consider and deal with applications, complaints and requests, taking into account the official relationship;
    7) perform tasks assigned by the Rector, Vice-Rectors, Chancellor or his/her deputies, Bursar or his/her deputies, and heads of organisational units of the University within the scope of the unit's activities, as provided for in the applicable provisions of the Statute, Regulations and other applicable normative acts.
3. The organisational unit of the administration entrusted with handling a specific matter is responsible for the full implementation of the task and for providing information on the manner and date of its completion.
4. If the proper performance of the task requires cooperation with other administration organisational units, the unit accepting the task shall undertake and organise such cooperation on its own, which shall be supervised by the head of the unit accepting the

task.

5. An administration organisational unit that has undertaken to perform a task that does not fall within its remit is obliged to refer the matter to the appropriate unit for handling.

6. When performing tasks, administration organisational units are obliged to cooperate closely, consult and agree on matters, and share materials and data necessary for the proper performance of the task.

7. The organisational units of the administration of the Collegium Medicum, the faculty and branches, as well as the administration of other organisational units of the University, shall perform their tasks in accordance with the recommendations of the relevant organisational units of the central administration.

§ 13

1. Employees working on administrative and service positions in administration organisational units are responsible for performing the tasks of those units.

2. All employees are obliged and entitled to:
   1) independently perform work within the scope of duties assigned to them individually by their supervisor;
   2) become familiar with the applicable laws, resolutions, orders and instructions relating to their work and to comply with them strictly;
   3) follow orders received from their superiors, seek information and advice from them on matters related to their work;
   4) submit proposals for improving work;
   5) comply with the provisions of the applicable Work Regulations.

3. Every employee who edits and prepares documents is responsible for:
   1) agreeing on their content in terms of substance;
   2) ensuring their proper form;
   3) handling the matter in a timely manner.

§ 14

1. The principles of work organisation, internal order and mutual obligations of employees and the employer are laid down in the University's Work Regulations.

2. A detailed list of powers and duties for individual jobs is set out in individual job descriptions.

§ 15

1. The administration unit can be:
   1) an office – when it includes not less than 2 other administration units as mentioned below;
   2) a division – 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 administration unit acting to perform specific tasks of the University, appointed by the Rector with a number of employees determined by him/her.

2. In the offices, divisions or units referred to in paragraph 1(5), with a significant number of workstations or a wide range of activities, sections and independent workstations may be created.
3. The office, division, section or unit referred to in paragraph 1(5) may be headed by a manager, director, Vice-Bursar or Vice-Chancellor.
4. In the office, division or unit referred to in paragraph 1, point. 5, a deputy manager or deputy director may be appointed.
5. The director or manager may be a person employed at least as a specialist.

§ 16

1. To carry out important tasks for the University, task forces may be appointed in the central administration, which do not constitute organisational units as defined in the Organisational Regulations.
2. Employees appointed to these teams are subordinate to the person appointing the team in the scope of carrying out the tasks entrusted to the team.
3. The teams referred to in paragraph 1 may be appointed by:
    1) the Rector, if the team is appointed from various units, the Collegium Medicum, faculties, branches or intra-faculty, extra-faculty and university-wide units;
    2) the relevant Vice-Rector, Chancellor or Bursar, if the team includes employees from units subordinate to them.

§ 17

The framework scope of activities of the administration of the Collegium Medicum, faculty or branch, specified in Annex 8 to the Regulations, shall constitute the basis for determining the detailed scope of the division of tasks in the regulations of the Collegium Medicum, faculty or branch.

CHAPTER III

PRINCIPLES OF MANAGING THE ADMINISTRATION

§ 18

1. Supervision over administration is exercised by the Rector. The Rector is the superior of all University employees.
2. The Rector determines the scope of duties and competences of the Vice-Rectors, the Chancellor and the Bursar in the area of administration within their subordinate units. The scope of duties and competences of the Vice-Rectors, the Chancellor and the Bursar in the area of administration within their subordinate units is specified in the Regulations.
3. The Vice-Rectors, the Chancellor and the Bursar manage the administration in their subordinate administration units and perform the tasks assigned to them by the Rector.
4. The Vice-Rectors and the Chancellor are the administrators of part of the University's budget within the scope specified by the Rector.

§ 19

The head of an administration organisational unit is the superior of the unit's employees.

§ 20

1. The head of an administration organisational unit shall be responsible for the performance of the unit's tasks, in particular for:
    1) ensuring the proper functioning of the unit in the scope of the tasks assigned to it;
    2) efficient organisation of work and timely performance of tasks;
    3) defining the scope of duties of subordinate employees;
    4) making proposals regarding employment, remuneration and rewards, monitoring compliance with work discipline by employees of subordinate administration units and making proposals regarding the punishment of employees;
    5) safeguarding state and official secrets;
    6) complying with occupational health and safety and fire safety regulations;
    7) safeguarding the University's property;
    8) ensuring cooperation and collaboration with other administration organisational units;
    9) maintaining a collection of legal acts relating to the unit's activities;
    10) correctly applying the relevant legal provisions.
2. The head of the administration organisational unit shall also have other powers resulting from applicable regulations or internal legal acts of the University, related to the performance of their duties.
3. The head of the administration organisational unit is obliged to keep the scope of activities of employees and the scope of activities of the unit up to date by requesting the Rector to make changes to the Regulations.
4. The head of the organisational unit is responsible for updating the central online database of contact details of subordinate employees.
5. The head of the organisational unit is obliged to accept complaints and requests concerning the subordinate unit.
6. During the absence of the head of the administration organisational unit, he or she is replaced by a deputy or a designated employee.

§ 21

1. Central administration units report to the Rector directly and through Vice-Rectors, the Chancellor or the Bursar.
2. Administration units at the Collegium Medicum, faculties, branches, and extra-faculty, intra-faculty, and university-wide units report 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 are subordinate to the Chancellor unless the Regulations provide otherwise.

§ 22

1. The Rector, persons performing managerial functions at the University within the meaning of the Statute, the Bursar and the heads of organisational units, within the scope of their competences, shall take decisions on their own initiative or after the matter has been

presented by the relevant organisational unit.

2. In the event of proceedings being initiated in a given case, employees of organisational units may not require interested parties to provide or return documents in the possession of another University administration unit.

§ 23

1. Decisions and instructions to central administration organisational units may only be issued by the Rector, Vice-Rectors, Chancellor and Vice-Chancellors, Bursar and Vice-Bursars, in accordance with their competences.

2. The Rector may authorise the heads of central administration organisational units to take specific decisions or issue instructions on his/her behalf.

CHAPTER IV

RULES FOR SIGNING DOCUMENTS

§ 24

1. Letters, documents, information and reports sent outside the University shall be signed by the Rector.

2. Documents, information and reports shall be signed by one person, except in cases specified in special regulations.

3. In the absence of the Rector, letters and documents are signed by the Vice-Rector acting on his/her behalf.

4. Vice-Rectors, the Chancellor and the Director of the Doctoral School sign letters according to their area of competence or by virtue of a power of attorney, acting on behalf of the Rector.

5. Documents submitted to the Rector, Vice-Rectors, Chancellor and Deans for signature shall be confirmed by the signature of the employee responsible for preparing the document or the head of the relevant unit preparing the document.

6. Contracts, cash transaction documents, as well as settlement documents constituting the basis for receiving and spending funds shall be signed by the Rector, Chancellor or Vice-Rector within the scope of their competences or by a person authorised by the Rector or Chancellor, with the countersignature of the Bursar.

7. Certain documents, before being signed, are subject to the unconditional approval of the legal advisor, in particular:

    1) non-standard contracts and contract templates, draft orders, instructions and other internal normative acts;

    2) documents concerning the establishment or termination of legal and property relations to which the University is or will be a party;

    3) documents addressed to law enforcement authorities and courts or other adjudicating bodies;

    4) documents concerning the termination of an employment contract without notice;

    5) documents concerning the cancellation of debts or writing them off as losses;

6) decisions on the free transfer or sale of fixed assets;

7) documents concerning the sale or purchase of real estate.

8. Proof of acceptance of the case file in terms of form and substance shall be a signature on the document or a written opinion.

9. Formal and legal review by a legal adviser in matters not listed in paragraph 7 shall be optional.

10. 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 paragraph 2.

2. Persons signing or initialling letters and documents on their own behalf and on behalf of or with the authorisation of the Rector are responsible for:

1) the substantive and timely handling of the matter in accordance with social and economic interests;

2) compliance with applicable regulations;

3) the substantive content of the matter being dealt with;

4) proper form and style of writing.

§ 26

The Dean is authorised to sign documents concerning the Faculty or Branch, which are not reserved for signature by the Rector, Vice-Rectors and Chancellor.

CHAPTER V

RULES FOR REPRESENTING THE UNIVERSITY

§ 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 independently make decisions concerning property with a value not exceeding PLN 1 (one) million at a time, with the exception of matters reserved in the Act or the Statute for the University's bodies.

3. The Rector grants powers of attorney to perform legal acts on behalf of the University and to represent it externally. These powers of attorney may be granted in particular to Vice-Rectors (in accordance with § 29 of the Statute) and to representatives appointed by the Rector (in accordance with paragraph 30(1) of the Statute).

4. The Rector may appoint coordinators to perform tasks related to the internal functioning of the University (in accordance with paragraph 30(2) of the Statute) and grant University employees authorisations to handle specific matters on his/her behalf within a specified scope, including the issuance of administrative decisions.

5. The Rector grants powers of attorney and authorisations for a period not exceeding the term

of his/her office, with the exception of powers of attorney to represent the University in court, administrative and administrative court proceedings.

6. The power of attorney and authorisation should specify, in particular: the number, scope of the authorisation, the maximum amount to be incurred or disposed of (if applicable), the period of validity and an indication of whether the authorised person acts alone or jointly with another person.

7. Bank documents and other documents constituting the basis for receiving and disbursing funds require the countersignature of the Bursar or deputy Bursar.

8. The Organisational and Legal Division keeps a register of powers of attorney and authorisations granted.

Diagram showing the organisational structure of the University

List of core activity organisational units, including their internal structure, English translations of their names, and symbols

1. Collegium Medicum – CM:

    1) Wydział Lekarski – Faculty of Medicine – CML:

        a) Instytut Nauk Medycznych – Institute of Medical Sciences **–** CMM;

    2) Wydział Nauk o Zdrowiu – Faculty of Health Sciences – CMN:

        a) Instytut Nauk o Zdrowiu – Institute of Health Sciences **–** CMZ,

        b) Katedra Nauk Farmaceutycznych – Department of Pharmaceutical Sciences – CMF.

2. Wydział Humanistyczny – Faculty of Humanities – WH:

    1) Instytut Historii – Institute of History **–** HH;

    2) Instytut Literaturoznawstwa i Językoznawstwa – Institute of Literary Studies and Linguistics – HL;

    3) Instytut Mediów, Dziennikarstwa i Komunikacji Społecznej – Institute of Media, Journalism and Social Communication **–** HD.

3. Wydział Nauk Ścisłych i Przyrodniczych – Faculty of Natural Sciences – WSP:

    1) Instytut Biologii – Institute of Biology **–** SPB;

    2) Instytut Chemii – Institute of Chemistry **–** SPC;

    3) Instytut Fizyki – Institute of Physics **–** SPF;

    4) Instytut Geografii i Nauk o Środowisku – Institute of Geography and Environmental Sciences **–** SPG;

    5) Katedra Matematyki – Department of Mathematics **–** SPM.

4. Wydział Pedagogiki i Psychologii – Faculty of Education and Psychology – WPP:

    1) Instytut Pedagogiki – Institute of Education **–** PPI;

    2) Katedra Psychologii – Department of Psychology **–** PPS.

5. Wydział Prawa i Nauk Społecznych – Faculty of Law and Social Sciences – WPN:

    1) Instytut Nauk o Bezpieczeństwie – Institute of Security Studies **–** PNB;

    2) Instytut Nauk Prawnych – Institute of Law **–** PNP;

    3) Instytut Stosunków Międzynarodowych i Polityk Publicznych – Institute of International Relations and Public Policies **–** PNS;

    4) Instytut Zarządzania – Institute of Management **–** PNZ;

    5) Katedra Ekonomii i Finansów – Department of Economics and Finance **–** PNE.

6. Wydział Sztuki – Faculty of Arts – WS:

    1) Instytut Muzyki – Institute of Music **–** SSM;

    2) Instytut Sztuk Wizualnych – Institute of Visual Arts **–** SSW.

7. Filia w Sandomierzu – University Branch in Sandomierz – FS.

List of university-wide units and other units with their symbols

1. **Academic Career Office – MBK.**
2. **University Archives – NA.**
3. **University Library – NBU.**
4. **University Centre for Science and Culture – MK.**
5. **University Support Centre for People with Disabilities – MO.**
6. **University Centre for Psychological Support and Psychoeducation – MW.**
7. **Doctoral School – ND.**
8. **University Medical Simulation Centre – LS.**
9. **University Medical Staff Training Centre – LK.**
10. **Open University – RO.**
11. **University Publishing House – NW.**

List of intra-faculty and extra-faculty units with their symbols

1. University Centre for Teacher Education – MCN.
2. University Sports Centre – MCS.
3. University Foreign Language Centre – MJ.

List of central administration units and their symbols

Administrative units operating within the central administration and reporting to the RECTOR (R) are as follows:

1) Rector's Office – RR:
   a) Organisational and Legal Division – RRO,
   b) Chancellery – RRK,
   c) Administration Support Section for the Rector and Vice-Rectors – RRS;
2) Attorney-at-law – LA;
3) Media and Promotion Centre – MP:
   a) Promotion Section – MPS,
   b) Media Section – MMS,
   c) Press Spokesperson – PPS;
4) Human Resources and Social Affairs Division – HRSD;
5) Internal Audit Position – RD;
6) Security Team – RX:
   a) Cybersecurity Officer – RXC,
   b) Data Protection Officer - RXD;
   c) Classified Information Protection Officer – RXN;
   d) Defence Position – RXO.

The following administration units, operating within the central administration, report to the Vice-Rector for Development and Finance (RB):

1) Innovation and Technology Transfer Division – BT;
2) Development Projects Division – BP;

The following administration units, operating within the central administration, report to the Vice-Rector for Education (RM):

1) Education Division – MMK:
   a) Education Quality Section – MKJ,
   b) Internships and Teaching Agreements Section – MKP,
   c) Recruitment Section – MKR,
   d) Teaching Accounts Section - MKD;
2) Student Affairs Division – MS:
   a) Student Residence Services Section – MDS,

      b) Benefits and Study Progress Services Section – MSS.

The following administration unit, operating within the central administration, reports to the Vice-Rector for Science (RN):

1) Science Division – NN.

The following administration units, operating within the central administration, report to the Vice-Rector for International Cooperation (RW)

1) Academic Exchange and Erasmus+ Projects Division – WM;
2) Welcome Centre – WW;
3) International Activity Settlement Section – WR;
4) International Cooperation Position – WK;
5) Internationalisation Development Position – WU.

The following administration units, operating within the central administration, report to the Vice-Rector for Medical Affairs (RL):

1) Medical Infrastructure Division – LM;
2) Medical Projects Division – LP;
3) Medical Practice Section – LZ.

The following administration units, operating within the central administration, report to the Chancellor (K), who performs his/her duties with the assistance of the Vice-Chancellor for General Affairs (KO) and the Vice-Chancellor for Telecommunications and Information Technology (KT):

1) Property Management Division – KON;
2) Property Management Division for the 'Student Town' – KOM;
3) Technical and Construction Division – KOT;
4) IT Centre – KTI:
    a) IT Applications and Support Section – KTIA,
    b) Server Infrastructure Section – KTIS,
    c) ICT Infrastructure Section – KTIT,
    d) Section for Faculty IT Infrastructure Maintenance – KTIU;
5) Logistics Division – KL;
6) Public Procurement Division – KU;
7) OHS and Fire Prevention Section – KB;
8) Inventory Section – KI;
9) Chancellor's Secretariat – KS;
10) Electronic Document Management Section – KTE.

The following administration units, operating within the central administration, report to the Bursar (E), who performs his/her duties with the assistance of the Vice-Bursar for

Accounting and Finance (ER) and the Vice-Bursar for Budgeting, Planning and Analysis (EB):

1) Finance Division – ERF;
    a) Finance Section – ERFF,
    b) Verification and Control Section – ERFW;
2) Accounting Division – ERK;
3) Payroll Division – EP;
4) Property Records Section – EE;
5) Planning and Analysis Section – EBP.

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. 2. The following administration units report to the Rector:

 1) Rector's Office

 a) Organisational and Legal Division,

 b) Chancellery,

 c) Administration Support Section for the Rector and Vice-Rectors;

 2) Attorney-at-law;

 3) Media and Promotion Centre:

 a) Promotion Section,

 b) Media Section,

 c) Press Spokesperson;

 4) Human Resources and Social Affairs Division;

 5) (repealed);

 Position for the Internal Audit

 7) (repealed);

 8) (repealed);

 9) (repealed);

 10) Security Team:

 a) Cybersecurity Officer,

 b) Data Protection Officer,

 c) Classified Information Protection Officer,

 d) Defence Position.

§ 2
Open University

1. The Open University is the unit responsible for promoting science within the framework of open education for children, young people and adults, and in particular for providing students with opportunities for continuing education at the academic level in cooperation with the social environment.

2. The Open University is managed by a director.

3. The tasks of the Open University include, in particular:

1) designing scientific and educational events that popularise scientific knowledge in cooperation with the social environment, i.e. educational, local government and economic entities, as well as other units 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) promoting events that disseminate knowledge in the local community as part of initiatives by 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 concerning the social impact of the University in the field of science popularisation.

4. The structure and rules of management of the Open University are specified in the regulations of this unit approved by the Rector.

§ 3
Rector's Office

1. The Rector's Office is an organisational unit responsible for the administrative and organisational support of the Rector, the Senate and university ceremonies, the University Council, Vice-Rectors, Rector's representatives, committees appointed by the Rector, as well as legal and office support for the University.

2. The Rector's Office includes the following organisational units:
    1) Organisational and Legal Division;
    2) Chancellery;
    3) Administration Support Section for the Rector and Vice-Rectors.

3. The Director of the Rector's Office manages the unit referred to in paragraph 2(3) and coordinates the activities of the Office.

4. The Director of the Rector's Office supervises the employees of the Rector's Office.

5. The unit referred to in paragraph 2(1) is managed by the Director of the Organisational and Legal Division.

6. The unit referred to in paragraph 2(2) is managed by the manager.

7. The tasks of the Organisational and Legal Division include the following:
    1) coordinating work related to the development of internal university legal acts, in particular the Organisational Regulations 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) storing, recording and making available legal titles to the University's properties;

    4) preparing and editing, in cooperation with relevant units, internal normative acts, as well as recording and disseminating them;

    5) issuing opinions on the content of stamps of organisational and administrative units according to the approved structure of the University and internal normative acts;

    6) ordering seals and stamps, keeping records of them, and destroying them;

    7) servicing 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 support for meetings convened by the Rector,

c) keeping a register of Senate meetings and documentation,

d) preparing materials for meetings of the Senate, University Council and Rector's College,

e) keeping a register and documentation of meetings convened by the Rector,

f) promulgating resolutions of University bodies, orders of the Rector and Chancellor, circular letters, announcements, positions, as well as keeping records of them and disseminating them,

g) organising and servicing meetings of Senate and University committees,

h) organisational and office support for the University Council;

8) maintaining the Public Information Bulletin (PIB) and supervising the correctness and timeliness of its updates by authorised University units, in particular:

a) timely publication of current information on the PIB website,

b) ensuring the identification of the authors of content posted on the PIB,

c) supervising the availability of the PIB website and, in the event of its unavailability, notifying the website administrator,

d) receiving and analysing comments on the PIB website,

e) archiving and storing copies of the information entered,

f) receiving and recording requests for access to public information,

g) preparing draft responses to requests for access to public information in consultation with the relevant University units, providing and recording responses;

9) preparing powers of attorney granted by the Rector and Chancellor and keeping their register;

10) operating the POL-on system within the scope indicated by the Rector;

11) recording complaints and requests addressed to the University, providing legal support in preparing responses in consultation with the relevant units;

12) cooperating with the Attorney-at-law;

13) preparing summary reports on the number, subject matter and manner of handling complaints and requests received by the University and submitting reports in this regard to the Minister;

14) ongoing monitoring of changes in legislation concerning the scope of the University's activities and informing the Rector of these changes;

15) preparing requests for information on the absence of criminal convictions of the University and the Rector, if such a need is reported by organisational units;

16) certifying the conformity of internal legal acts with the original, except in situations where certification by the Rector, Chancellor, Attorney-at-law or other authorised employee is required;

17) in the area of management control and monitoring of the University's development strategy:

a) developing, reviewing and updating internal procedures, instructions and guidelines on management control,

b) organising and coordinating the risk management process at the University,

c) coordinating the self-assessment process within the management control system,

d) coordinating the preparation of an action plan resulting from the University's development strategy and preparing a report on its implementation,

e) preparing a draft statement on the state of management control,

f) providing administrative support to the Management Control Team.

8. The tasks of the Chancellery include the following:

1) receiving, distributing and sending external and internal correspondence;

2) receiving and sending correspondence via the ePUAP platform, the e-Doręczenia service and the EZD (e-services) system;

3) dispatching and receiving parcels;

4) keeping records of incoming and outgoing correspondence;

5) managing documentation, including electronic documentation, in accordance with the applicable office instructions and the uniform list of files;

6) providing information to interested parties regarding the organisational and administrative structure of the University and its units' contact details;

7) performing office tasks in accordance with applicable laws and internal University regulations;

8) with reference to the Central Register of Contracts, the following tasks are performed:

a) maintaining the Central Register of Contracts, including ensuring that it is up to date and complete,

b) supervising the entry of information into the Central Register of Contracts by authorised University units,

c) training and informing University employees on the rules and methods of entering data into the Central Register of Contracts,

d) participating in consultations and preparing draft internal normative acts concerning the rules for registering contracts concluded by the University,

e) providing administrative support to teams and committees appointed by the Rector in matters related to the registration of contracts.

9. The tasks of the Administration Support Section for the Rector and Vice-Rectors include the following:

1) providing secretarial and office support for the Rector and Vice-Rectors, including handling their correspondence;

2) handling external and internal correspondence for the Rector and Vice-Rectors;

3) recording complaints, requests and letters addressed to the Rector and Vice-Rectors, coordinating, organising and servicing meetings, gatherings and business trips of the Rector and Vice-Rectors;

4) keeping records signed using the electronic signature by the Rector and Vice-Rectors;

5) planning and monitoring the budget of the Rector and Vice-Rectors;

6) coordinating and organising University ceremonies;

7) preparing applications for public procurement related to the scope of the section's activities;

8) ongoing handling of the Rector's and Vice-Rectors' financial documents in the area of purchases, services and materials, business trips and membership fees for external organisations;

9) taking care of the assets of the relevant secretariats;

10) taking care of the University's stamps, insignia and symbols.

§ 4
Attorney-at-law

1. The tasks of the Legal Adviser include the provision of legal assistance, in particular:

1) providing the University authorities, the Chancellor and the heads of University units with legal consultations and advice, as well as explanations regarding the application of law;

2) preparing legal opinions at the written request of University authorities, the Chancellor or heads of University units;

3) acting as a representative in court and administrative proceedings and before other adjudicating bodies;

4) informing University authorities of violations of the law and the consequences of such violations;

5) participating in negotiations aimed at establishing, changing or terminating a legal relationship, including long-term or unusual contracts concluded by the University or contracts concerning items of significant value;

6) providing legal opinions on:
   a) internal normative acts issued,
   b) individual cases that are legally complex,
   c) termination of an employment relationship with an employee without notice,
   d) refusal to recognise reported claims,
   e) conclusion and termination of contracts with foreign contractors,
   f) conclusion of settlements in property matters,
   g) remission of debts,
   h) notification of the law enforcement authority of the commission of an offence prosecuted *ex officio*,
   i) contracts concluded by the University for investments, renovations, modernisations, leases and rentals of rooms,
   j) long-term or unusual contracts or contracts concerning items of significant value;

7) representing the University before common courts, administrative courts and other judicial authorities, as well as in administrative, enforcement, arbitration, conciliation and public procurement proceedings before other adjudicating authorities;

8) securing the University's claims against debtors by initiating court proceedings and pursuing the amounts due to it;

9) supervising enforcement proceedings initiated in respect of legally binding claims in favour of the University;

10) providing legal assistance in the field of intellectual property management;

11) preparing other matters entrusted by the Rector in terms of formal and legal aspects.

2. The Attorney-at-law performs tasks related to legal assistance in the areas of the University's activities assigned to him/her, in accordance with the scope of his/her official duties, and also performs other tasks assigned by the Rector, regardless of the assigned area.

3. If several Attorney-at-laws are employed, they are required to provide mutual cover and be present at the University's headquarters in order to maintain continuity of legal services and take into account the good and interests of the University.

§ 5

1. The Media and Promotion Centre is the unit responsible for implementing image and communication activities benefiting the University.

2. The Media and Promotion Centre is managed by a director.

3. The Media and Promotion Centre consists of:
   1) Promotion Section;
   2) Media Section;
   3) Press Spokesperson.

4. The tasks of the Promotion Section include the following:
   1) planning, coordinating and implementing university-wide promotional and image-building activities in cooperation with the University's organisational units;
   2) preparing and updating information about the University's activities in the media;
   3) ensuring that the content published on the University's home page, social media profiles and internal information media is up to date;
   4) developing and disseminating promotional and informational materials;
   5) compiling data for rankings, completing ranking surveys and analysing their results;
   6) co-organising university-wide celebrations;
   7) keeping a register and handling applications for the use of the University's symbols and emblem, as well as honorary patronages;
   8) ensuring the photographic documentation of events in the life of the University;

   9) preparing the University's participation in education fairs;
   10) keeping a register of the University's social media accounts;
   11) handling matters related to the granting of the Rector's honorary patronage.

5. 5. The tasks of the Media Section include the following:
   1) reporting and broadcasting university events on the Internet in a format adapted to the media in which they will be located;
   2) creating audiovisual promotional and educational materials in the radio and television studio and outside them;
   3) providing media support for project activities financed in particular by funds from external financing institutions;
   4) performing tasks related to the maintenance of equipment and software in the TV studio.

6. The tasks of the Press Spokesperson include the following:
   1) editing, in consultation with relevant units, the content of speeches, statements and information for the Rector and Vice-Rectors;
   2) inspiring the media to take up topics that are particularly important for promoting the

University's achievements;
3) developing, collecting and disseminating information about the University's activities in the media;
4) preparing and conducting press conferences.

§6
Human Resources and Social Affairs Division

1. The Human Resources and Social Affairs Division is the organisational unit responsible for the administrative and organisational handling of human resources and social affairs.
2. The Human Resources and Social Affairs Division is headed by a manager. A deputy manager may be appointed in the Human Resources and Social Affairs Division.
3. The tasks of the Human Resources and Social Affairs Division include the following:

in matters related to the establishment and course of employment relations:
   a) supervising compliance with the procedures applicable to recruitment,
   b) completing documents related to employment,
   c) preparing documents for establishing employment relationships and other documents specifying the terms and conditions of employment and any changes in these terms and conditions, as well as acts appointing academic teachers to perform functions at the University,
   d) maintaining documentation related to the employment of workers (personal files),
   e) preparing referrals, draft agreements specifying the mutual rights and obligations of the unit and the employee, and other documents related to the improvement of employees' qualifications,
   f) organising initial and periodic medical examinations of University employees;

2) in matters related to the termination of employment:
   a) supervising compliance with the procedure applicable to the termination of employment,
   b) preparing documents on the termination of employment and confirming the expiry of employment,
   c) determining the rights related to the termination of employment of workers to severance pay, compensation, equivalents and other benefits resulting from applicable regulations;

3) in the area of employment policy:
   a) implementing the University's human resources policy, in particular in the area of employment status and structure and the selection of candidates, in close cooperation with entities authorised to take initiatives in human resources matters, undertaking activities related to announcing competitions for specific non-teaching positions,
   b) creating a computer database of employees and maintaining other registers and records ensuring reliable information on personal matters,
   c) fulfilling the University's reporting obligations in the field of employment;

4) in the area of remuneration and payroll planning:
   a) participating in the preparation of employee remuneration rules and implementing

these rules,

b) determining employees' entitlement to seniority allowances and other allowances resulting from applicable regulations and specifying their amounts, keeping records in this respect,

c) employment planning,

d) preparing the list of persons entitled to receive additional annual remuneration,

e) substantive control of the payroll;

5) in the area of employee assessment, rewards and penalties:

a) collecting assessment results,

b) supervising the preparation of applications for the awarding of state orders and decorations to employees and medals of the Commission of National Education,

c) handling matters related to Ministerial and Rector's awards and jubilee gifts,

d) handling matters related to the imposition of penalties on employees who are not academic teachers,

e) administrative support for the Disciplinary Committee for Academic Teachers,

f) administrative support for disciplinary prosecutors for academic teachers;

6) in the area of personnel matters:

a) determining employees' rights to holiday leave (specifying its duration), sick leave, maternity and parental leave, and maintaining documentation in this respect,

b) collecting documentation related to the granting of sabbaticals to academic teachers,

c) issuing employee ID cards as provided for in separate regulations,

d) issuing, at the request of employees, all certificates of employment;

7) in the area of social affairs:

a) developing programmes and plans for social and welfare activities within the limits of the CSBF resources available for this purpose, in accordance with the CSBF Regulations,

b) implementing the decisions of the CSBF administrator regarding the distribution of the fund's resources,

c) organising care and various forms of assistance for employees and their families, former employees (pensioners and disability pensioners) and their families, as well as families of deceased employees, who are in difficult life circumstances, from the CSBF by accepting applications, submitting them to the Social Committee and the CSBF administrator, and drawing up lists for the payment of funds for:
   – emergency assistance,
   – subsidising childcare in nurseries and kindergartens,

d) performing tasks related to granting housing loans from the company housing fund: accepting applications, presenting them at meetings of the Social Committee, drawing up agreements, drawing up lists of loan payments,

e) organising and conducting all matters related to various forms of recreation throughout the year related to:
   – subsidising domestic and foreign recreation for employees and their families, pensioners and their families,

– subsidising recreation for employees' children at summer camps and camps organised by parents on their own,
– organising trips, sporting, artistic and cultural events for employees, former employees of the University and their family members,
– organising events for employees' children,
– keeping records of the CSBF and the Social Committee,

with the proviso that the detailed rules for allocating the University's CSBF to specific purposes, types and forms of social activities, as well as the rules and conditions for granting financial benefits from this fund, are set out in the CSBF Regulations;

8) performing work within the scope of the unit's responsibilities, as specified in the pension regulations, in particular:
   a) providing employees and their family members with information about the benefits to which they are entitled,
   b) assisting in the preparation of applications for pensions;
9) entering and updating data in the POL-on system within the scope specified in the separate Rector's order.

§ 7

(repealed)

§ 7a

1. The Security Team includes the following organisational units:
   1) Cybersecurity Officer;
   2) Data Protection Officer;
   3) Classified Information Protection Officer,
   4) Defence Position.
2. The tasks of the Cybersecurity Officer include:
   1) supervising cybersecurity documentation at the stage of its development, verification, updating, sharing and storage;
   2) supervising internal audits and the implementation of audit findings and corrective and preventive measures;
   3) supervising the identification, analysis and assessment of information security risks, including coordinating work related to the preparation and implementation of a data loss risk management plan;
   4) supervising actions taken in response to reported cybersecurity incidents;
   5) analysing IT security measures designed to ensure the confidentiality, integrity, availability and resilience of systems and processing services;
   6) verifying the security of data and electronic information flows at the University;
   7) maintaining contacts with entities of the National Cybersecurity System (KSC);
   8) planning and organising training related to maintaining and developing the level of cybersecurity in cooperation with the Vice-Chancellor for ICT.

3. In performing their duties, the Cybersecurity Officer cooperates with the University's organisational units to ensure proper supervision of cybersecurity, in particular in the legal, organisational and technical areas.

4. The tasks of the Data Protection Officer include:

1) informing the Controller, the entity entrusted by the Controller with the processing of personal data, and employees who process personal data about their obligations under the GDPR and other European Union or Member State data protection regulations, and advising them in this regard;

2) monitoring compliance with the GDPR, other relevant European Union or Member State data protection laws;

3) monitoring compliance with the data protection policies by the Controller or the entity to which the Controller has entrusted the processing of personal data;

4) advising on the allocation of responsibilities (e.g., between the Controller and the entity to which the Controller has entrusted the processing of personal data or between members of the staff of these entities);

5) conducting activities to raise staff awareness of their responsibilities under the GDPR or adopted policies;

6) conducting or organising training for staff involved in data processing operations;

7) conducting audits on compliance with the GDPR and policies by the Controller or the entity to which the Controller has entrusted the processing of personal data and their staff;

8) providing, at the request of the Controller, recommendations on data protection impact assessments;

9) monitoring the implementation of data protection impact assessments;

10) cooperating with the supervisory authority;

11) acting as a contact point for the supervisory authority on issues related to processing and, where appropriate, consulting on any other matters;

12) acting as a contact point for data subjects on all issues related to the processing of their personal data and the exercise of their rights under the law;

13) participating in all matters relating to the protection of personal data, in particular taking part in consultations on issues relating to the protection of personal data;

14) performing other tasks and duties, provided that such tasks and duties do not give rise to a conflict of interest.

5. The Data Protection Officer is obliged to take into account, in each case, within the scope of his/her tasks the following elements:

1) the risk associated with the processing of personal data;

2) the nature, scope, context and purposes of the processing of personal data.

6. The tasks of the person employed as the Classified Information Protection Officer include:

1) organising and supervising the protection of classified information at the University in accordance with applicable regulations;

2) supervising the operation of the Chancellery;

3) cooperating with relevant state and local government organisational units in the field of

defence, civil protection and universal self-defence.

7. In matters not covered by the Regulations, the tasks of the Classified Information Protection Officer are defined by separate regulations.

8. The tasks of the person employed in the Defence Position include, in particular:
    1) planning activities in the field of defence, civil protection and universal self-defence;
    2) preparing orders and guidelines for the tasks to be performed;
    3) organising and coordinating activities related to the preparation of the University's organisational units for the implementation of defence, civil protection and universal self-defence tasks;
    4) organising projects related to the University's defence readiness;
    5) conducting information activities and training, taking into account tasks in the field of defence, civil protection and universal self-defence;
    6) keeping records of employees subject to universal defence duty.

9. In matters not covered by the Regulations, the civil defence tasks of persons employed in the Defence Position shall be determined by separate provisions.

10. Persons employed on the positions referred to in paragraph 1(1)-(4) may replace each other during their absence from the Security Team, provided that they have the qualifications and authorisations required by law to perform the tasks of the position in question and that this is not contrary to separate legal provisions, in particular in the field of personal data protection, classified information protection, cyber security and defence, and does not give rise to a conflict of interest.
    The scope and form of substitution shall be determined by the Rector in the form of a written authorisation.

§ 8
Internal Audit Position

1. The tasks of the person employed in the Internal Audit Position include issues and matters related to the performance of internal audit tasks at the University, as specified in the provisions of the Act on Public Finance.

2. The tasks of the person employed in the Internal Audit Position include:
    1) preparing an annual internal audit plan in consultation with the Rector;
    2) conducting internal audits based on the audit plan and, in justified cases, outside the plan;
    3) performing advisory activities and submitting proposals to improve the functioning of the University;
    4) maintaining current and permanent audit files;
    5) performing verification activities to assess the adaptation of the unit's activities to the comments and proposals submitted;
    6) submitting reports as required by applicable regulations;
    7) developing and updating procedures, organisational rules, specific objectives and the scope of internal audit in the Internal Audit Charter.

§ 9
(repealed)

§ 10
(repealed)

§ 11
(repealed)

Chapter II

UNITS REPORTING TO THE VICE-RECTORS

UNITS REPORTING TO THE VICE-RECTOR FOR DEVELOPMENT AND FINANCE

§ 12
The following administration units report to the Vice-Rector for Development and Finance:
    1) Innovation and Technology Transfer Division;
    2) Development Projects Division;
    3) (repealed);

§ 13
Innovation and Technology Transfer Division
1. The Innovation and Technology Transfer Division is the unit responsible for cooperation with the socio-economic environment and ensuring the implementation of research, development and implementation projects financed by external private and public funding institutions, in particular those from the European Union.
2. The Innovation and Technology Transfer Division is headed by a manager.
3. The tasks of the Innovation and Technology Transfer Division include:
    1) advising and cooperating with the University's research staff on the possibilities and rules for obtaining external funding for research implementation projects;
    2) assisting in the preparation of applications for research and development projects in terms of the budget and documentation required for submitting a funding application;
    3) coordinating cooperation with external economic entities cooperating with the University in the field of implementation research;
    4) initiating cooperation between the University and the external environment in the field of joint scientific projects of a research and development nature;
    5) administrative support for commercial services provided by the University to external entities;
    6) monitoring the performance indicators of R&D projects coordinated by the Division;
    7) cooperating with the Organisational and Legal Division in updating internal legal acts in the area of the University's research and development and commercial activities;

8) keeping records in the field of commercialisation of scientific research and the implementation of commissioned works, including in particular: civil law contracts and issuing invoices;

9) providing administrative support and maintaining documentation related to the submission of invention projects, including, among others, referring submitted projects for evaluation and submitting projects to the Patent Office of the Republic of Poland;

10) archiving documentation of projects and commissioned work handled by the Division;

11) preparing project data for the material and financial plan;

12) entering and updating data in the POL-on system within the scope specified in the separate Rector's order;

13) immediately informing the relevant Vice-Rector about threats to the implementation of projects coordinated by the Division;

14) participating in the work of the University Commission for the Commercialisation of Intellectual Property.

§ 14
Development Projects Division

1. The Development Projects Division is the unit responsible for ensuring the implementation of projects financed by external public funding institutions, in particular those from the European Union.

2. The Development Projects Division is headed by a manager.

3. The tasks of the Development Projects Division include:

1) informing the University's organisational units about the possibilities of obtaining funding from European Union funds for teaching, educational and infrastructure projects;

2) providing advice on the preparation of teaching, educational and infrastructure projects financed or co-financed by the European Union in areas not reserved for the competence of other University units;

3) cooperating with organisational units of the University to prepare projects financed or co-financed by the European Union in the field of teaching, educational and infrastructure projects;

4) coordinating activities related to the preparation of applications for European Union funding in the field of teaching, educational and infrastructure projects;

5) coordinating activities related to the conclusion of agreements for co-financing projects from European Union funds in the field of teaching, educational and infrastructure projects;

6) monitoring the formal and substantive evaluation process of submitted applications until a decision on the financing/co-financing of a teaching, educational and infrastructure project is obtained;

7) collecting information on all projects implemented in the Division, preparing project data for the material and financial plan in the field of teaching, educational and infrastructure projects;

8) handling the implementation of teaching, educational and infrastructure projects for which funding has been obtained, in particular confirming the eligibility of expenditure and

preparing reports for the relevant managing institutions;

9) monitoring the material and financial implementation of teaching, educational and infrastructure projects and maintaining indicators and effects during the project lifetime in cooperation with other University units;

10) immediately informing the relevant Vice-Rector about threats to the implementation of teaching, educational and infrastructure projects;

11) keeping records of each project coordinated by the Division, enabling full monitoring and control of its implementation;

12) handling inspections and providing all necessary assistance in the proper implementation of projects coordinated by the Division;

13) cooperating with managing and intermediary institutions in the implementation and settlement of projects coordinated by the Division;

14) storing and archiving documentation of projects implemented by the Division in accordance with the grant agreement.

§ 15
(repealed)

UNITS REPORTING TO THE VICE-RECTOR FOR EDUCATION

§ 16

1. The following university-wide units report to the Vice-Rector for Education:
   1) Academic Career Office;
   2) University Centre for Science and Culture;
   3) University Support Centre for People with Disabilities;
   4) University Centre for Psychological Support and Psychoeducation.
2. The following intra-faculty units report to the Vice-Rector for Education:
   1) University Centre for Teacher Education;
   2) University Foreign Language Centre;
   3) University Sports Centre.
3. The following administration units report to the Vice-Rector for Education:
   1) Education Division:
      a) Education Quality Section,
      b) Internships and Teaching Agreements Section,
      c) Recruitment Section,
      d) Teaching Accounts Section;
   2) Student Affairs Division:
      a) Student Residence Services Section,
      b) Benefits and Study Progress Services Section.

§ 17
Academic Career Office

1. The Academic Career Office is the unit responsible for organising tasks related to supporting and preparing students for activity on 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:
    1) providing individual and group career counselling in the field of career planning, career path selection and improving qualifications;
    2) organising and conducting training courses/workshops on the labour market and the development of soft skills;
    3) providing information about the labour market and opportunities for improving professional qualifications;
    4) collecting, classifying and making available job offers, work placements and internships;
    5) maintaining contact with employers and implementing joint initiatives to increase the employability and competence development of students/graduates;
    6) supporting employers in recruiting candidates for job vacancies, internships and work placements;
    7) maintaining a database of students/graduates interested in finding jobs, internships and work placements;
    8) organising Academic Job Fairs to present job offers, apprenticeships, internships and establish contacts between students/graduates and employers;
    9) cooperating with labour market institutions and career offices in the exchange of information and implementation of joint initiatives;
    10) performing tasks related to the process of monitoring the professional careers of graduates;
    11) administering the Academic Career Office website and maintaining social media accounts.
4. The structure and rules of management of the Academic Career Office are specified in the regulations for this unit, approved by the Rector.

§ 18
University Centre for Science and Culture

1. The University Centre for Science and Culture is the unit responsible for organising student projects in the field of culture and science, as well as encouraging students to promote the University through scientific and cultural activities.
2. The University Centre for Science and Culture is headed by a manager.
3. The tasks of the University Centre for Science and Culture include:
    1) in the area of student scientific activity:
        a) organising conferences and scientific sessions,
        b) co-organising scientific projects (tours, symposia, materials),
        c) supporting the development of publications by the Student Scientific Movement,

d) cooperating in the creation of a positive image of young scientists,

e) keeping a register of student scientific circles,

f) preparing reports on student scientific circles;

2) in the area of cooperation with the University Self-Government Council:

a) conducting social campaigns aimed at the student community,

b) organising cultural events,

c) coordinating information campaigns for students starting their studies,

d) organising camps and workshops for first-year students,

e) organising student events and sporting events with the support of the University Sports Centre;

3) in the scope of the activities of the 'WSPAK' student club:

a) integrating the academic community of the University in the 'WSPAK' club,

b) arranging cultural life of the academic community,

c) stimulating the creative activity of students,

d) centralising cultural life around the Club,

e) posting and updating information on the Club's website;

4) in the scope of safety-related tasks:

a) keeping a register of events organised or co-organised on the University premises by the University Centre for Science and Culture,

b) coordinating activities undertaken to ensure safety during events organised or co-organised on the University premises by the University Centre for Science and Culture;

5) for tasks common to all areas of the University Centre for Science and Culture:

a) preparing draft civil law agreements related to the activities of the University Centre for Science and Culture,

b) preparing draft internal normative acts and requesting updates to existing ones in the areas of the University Centre for Science and Culture's tasks,

c) preparing tender specifications and participating in tender committees in the scope of the activities of the University Centre for Science and Culture,

d) ongoing handling of financial documents in the scope of budgeting, purchases, services and materials, business trips,

e) taking care of entrusted assets,

f) describing the content of invoices and notes relating to the University Centre for Science and Culture,

g) planning renovations and purchases,

h) other work related to the areas of activity of the University Centre for Science and Culture.

4. Whenever this paragraph refers to students and student affairs, it shall be understood as referring also to doctoral students and doctoral affairs.

5. The structure and management principles of the University Centre for Science and Culture are set out in the regulations for this unit, approved by the Rector.

§ 19
University Support Centre for People with Disabilities

1. The University Support Centre for People with Disabilities is the unit responsible for conducting and coordinating various activities in the field of equal opportunities in access to higher education and scientific research for people with disabilities.
2. The University Support Centre for People with Disabilities is headed by a manager.
3. The tasks of the University Support Centre for People with Disabilities include:
    1) consulting and issuing opinions on individual adjustments and alternative solutions in studying, necessary for the implementation of teaching standards by people with disabilities;
    2) adapting teaching materials to the special needs of students with disabilities;
    3) organising assistance and specialist support services for students with disabilities;
    4) advising University organisational units and supporting academic teachers in preparing and conducting 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 fully participate in classes due to sudden illness or unforeseen circumstances;
    6) providing support to people without a disability certificate, including people with specific learning difficulties;
    7) organising/co-organising training courses, workshops and conferences for University staff on equal opportunities in education for people with disabilities;
    8) implementing measures for the social inclusion and professional activation of people with disabilities;
    9) consulting and monitoring solutions in the field of architectural, digital and information and communication accessibility of the University for the needs of people with disabilities, as well as people with special needs;
    10) consulting and monitoring solutions resulting 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 principles of the University Support Centre for People with Disabilities are set out in the regulations for this unit, approved by the Rector.

§ 20
University Centre for Psychological Support and Psychoeducation

1. The tasks of the University Centre for Psychological Support and Psychoeducation include:
    1) providing free assistance and support to students, doctoral students and employees who find themselves in difficult life situations or who, for other reasons, need support and consultation from specialists;
    2) intervening in mental health crises affecting students, doctoral students and employees;
    3) providing support in cases of adaptation disorders affecting students, doctoral students and employees;
    4) promoting mental health and psychoeducation;
    5) sexual health prevention, including HIV/AIDS and other sexually transmitted diseases;

6) assisting in seeking psychiatric and psychotherapeutic care.

2. The University Centre for Psychological Support and Psychoeducation provides services to the academic community, in particular cooperating with core activity organisational units and University administration organisational units, as well as other entities within the scope of its activities.

3. The University Centre for Psychological Support and Psychoeducation is headed by a manager. A deputy manager may be appointed at the Centre.

4. The structure and rules of management of the University Centre for Psychological Support and Psychoeducation are specified in the regulations for this unit, approved by the Rector.

§ 21

University Centre for Teacher Education

1. The University Centre for Teacher Education is the unit responsible for providing substantive support, coordination, monitoring and verification of teacher education at the University.

2. The University Centre for Teacher Education is headed by a manager.

3. The tasks of the University Centre for Teacher Education include:

1) preparing materials to assist University staff in developing teacher training programmes;

2) monitoring teacher training in the field of psychology, pedagogy and general didactics, including psychological and pedagogical practice;

3) providing substantive support in the development of documentation and the conduct of postgraduate studies in the field of pedagogical preparation for the teaching profession;

4) developing a framework programme for the training path preparing for the teaching profession and monitoring its implementation by individual units of the University;

5) ongoing cooperation with other University units that develop and implement the teacher training programme in the field of subject methodologies, including methodological practice;

6) monitoring data related to the implementation of teacher training in the IT system supporting the course of study;

7) preparing internal courses and training in the field of teaching improvement for academic teachers at the University;

8) developing a general record of qualifications for the teaching profession in the supplement to the diploma, verifying the records made by individual units of the University;

9) keeping an up-to-date register of certificates of pedagogical preparation issued to graduates who apply for them, after verifying that they have obtained such qualifications;

10) submitting applications to the University authorities in all matters relating to teacher training;

11) cooperating with organisational units of the University and external educational institutions in organising training courses, conferences and workshops aimed at improving the process of education preparing for the teaching profession.

4. The structure and management principles of the University Centre for Teacher Education are set out in the regulations for this unit, approved by the Rector.

§ 22
University Foreign Language Centre

1. The University Foreign Language Centre is the unit responsible for implementing the foreign language teaching strategy at the University, organising and conducting activities related to foreign language teaching.
2. The University Foreign Language Centre is headed by a manager.
3. The tasks of the University Foreign Language Centre include:
    1) implementing the foreign language teaching strategy at the University;
    2) conducting foreign language classes and courses at levels specified by the standards of the Common European Framework of Reference for Languages (CEFR);
    3) implementing study programmes in the field of general and specialised foreign language teaching in relation to all forms of education, in accordance with the CEFR;
    4) conducting and coordinating Latin language courses in fields of study that require it;
    5) conducting examinations confirming foreign language proficiency necessary to complete part of studies, internships and work placements abroad;
    6) conducting internal and external foreign language examinations in accordance with the authorisations held (e.g., licences);
    7) issuing certificates and other documents confirming foreign language proficiency;
    8) organising and conducting services in the field of foreign language teaching;
    9) organising projects aimed at promoting multilingualism and multiculturalism among the academic community;
    10) cooperating in the organisation of University projects that require language support;
    11) participating in national and international projects;
    12) performing other tasks resulting from generally applicable regulations and internal acts of the University.
4. The structure and management principles of the University Foreign Language Centre are specified in the regulations for this unit, approved by the Rector.

§ 23
University Sports Centre

1. The University Sports Centre is the unit responsible for teaching, sports and recreational activities, and the provision of educational services.
2. The University Sports Centre is headed by a manager.
3. The tasks of the University Sports Centre include:
    1) implementing the University's strategy in the field of physical education, sport, tourism and recreation;
    2) preparing documentation and conducting compulsory physical education classes and other classes provided for in the schedules of study programmes related to physical culture;
    3) conducting sports skills tests for the physical education programme;
    4) ensuring that the University has qualified teaching, coaching and instructional staff for the ongoing teaching process;
    5) initiating the development and expansion of the material base necessary for the implementation of the University's physical education, sports and tourism programme;

6) organising and supporting mass sporting events and activities organised for students, doctoral students and University staff;

7) running sports sections and optional classes in line with students' interests;

8) cooperating with the University Club and the Main Board of the Academic Sports Association;

9) conducting postgraduate studies in physical education, instructor courses, further education courses and other courses in the field of physical culture education;

10) organising ski camps, summer camps and sailing trips;

11) performing other commissioned educational and research services based on agreements concluded by the University with other entities.

4. The structure and management principles of the University Sports Centre are specified in the regulations for this unit, approved by the Rector.

§ 24
Education Division

1. The Education Division is the unit responsible for administrative support in the organisation, monitoring and accounting of the education process and activities related to the quality of education at the University. The tasks of the Education Division also include entering and updating data in the POL-on system within the scope specified in a separate Rector's order.

2. The Education Division consists of the following organisational units:
   1) Education Quality Section;
   2) Internships and Teaching Agreements Section;
   3) Recruitment Section;
   4) Teaching Accounts Section.

3. The Head of the Education Division manages the units referred to in paragraph 2 points 1-4 and coordinates the activities of the Division.

4. The tasks of the Education Quality Section include:

   1) performing tasks related to ensuring and improving the quality of education and providing administrative support for the Internal Quality Assurance System (IQAS) for Education at the university level;

   2) providing administrative support to the University Education Committee:
      a) preparing draft internal legal acts related to the quality of education and updating existing ones,
      b) preparing templates for documents related to the quality of education,
      c) maintaining and updating information on the quality of education on the University's website;

   3) providing administrative/informational support in the preparation of applications for the launch of new fields of study and postgraduate studies by the University;

   4) providing administrative/informational support in the introduction of modifications to study programmes and the preparation of self-assessment reports for external accreditation;

   5) preparing reports on the evaluation of the quality of education, including reports on

surveys conducted at the university level.

5. The tasks of the Internships and Teaching Agreements Section include:

1) administrative support for internships and teaching agreements;

2) preparing draft internal regulations concerning student internships and work placements, and updating existing ones;

3) maintaining a register of student internship agreements and teaching agreements;

4) compiling lists of internship supervisors;

5) preparing documents related to the appointment of internship supervisors;

6) preparing a list of internship supervisors and settling accounts;

7) supervising civil law agreements in the field of education;

8) entering detailed data on internships into the IT system supporting the course of study;

9) maintaining a website on internships;

10) verifying the number of hours of mid-year internship observations;

11) verifying civil law teaching agreements in terms of form;

12) maintaining statistics on completed internships.

6. The tasks of the Recruitment Section include:

1) performing tasks related to recruitment for studies, i.e.:

a) providing information to candidates for studies (e.g., by e-mail, telephone),

b) ensuring that the recruitment process complies with the Senate's resolution on the conditions and procedure for recruitment for studies,

c) verifying the documents of foreign applicants,

d) cooperating with admissions committees,

e) accepting the reports of admissions committees and analysing their compliance with the established admission limits and internal regulations,

f) preparing recruitment reports;

2) performing tasks related to the conduct of postgraduate studies/further education courses in the following areas:

a) providing information to candidates for postgraduate studies/further education courses (e.g., by email or telephone),

b) verifying the documentation of postgraduate studies/further education courses,

c) cooperating with admissions committees and managers of postgraduate studies/further education courses,

d) preparing reports on postgraduate studies (S-12);

3) preparing summary statistical reports;

4) preparing draft internal legal acts related to the recruitment process and updating existing ones.

7. The tasks of the Teaching Accounts Section include:

1) accounting for teaching activities conducted by academic teachers:

a) accepting academic teachers' workload cards and analysing their compliance with class schedules and applicable regulations,

b) keeping records of commissioned classes within organisational units,

c) monitoring changes in teaching workloads,

d) preparing payment orders for overtime hours,

e) preparing payment orders for conversion hours for other classes taught by academic teachers;

2) accounting for teaching activities carried out under civil law contracts:
   a) checking contracts for compliance with the organisation of classes,
   b) registering contracts,
   c) preparing records of commissioned classes within organisational units,
   d) recording the number of teaching hours completed each month by persons employed under civil law contracts and verifying their compliance with the contract,
   e) preparing a monthly payment list for persons employed under civil law contracts;

3) ordering and keeping records of strictly accountable forms intended for documenting the course of studies.

§ 25
Student Affairs Division

1. The Student Affairs Division is the unit responsible for administrative services in the area of financial aid, disciplinary matters and student housing.
2. The Student Affairs Division includes the following organisational units:
   1) Student Residence Services Section;
   2) Benefits and Study Progress Service Section.
3. The Head of the Student Affairs Division manages the unit referred to in paragraph 2(2) and coordinates the activities of the Division.
4. The unit referred to in paragraph 2(1) is headed by a manager.
5. The tasks of the Student Residence Services Section include:
   1) supervising the proper functioning of student residences (dormitories) in terms of the allocation and use of places in the halls of residence;
   2) accepting applications from students and doctoral students for places in student residences and accommodating students, doctoral students and other persons, including those from outside the University, in dormitories;
   3) organising meetings of the committee for the allocation of places in student residences;
   4) keeping records of residents and a guest book, as well as securing them;
   5) assisting residents in all matters related to their stay in the student residence;
   6) handling matters related to the issuance of bedding to accommodate students and doctoral students;
   7) preparing, in cooperation with the Property Management Division for the 'Student Town', proposals for fees for renting places in student halls of residence;
   8) cooperating with the Residents' Council on matters specified in the Student Hall of Residence Regulations;
   9) handling matters related to violations of the rules of order specified in the Student Hall of Residence Regulations;
   10) immediately notifying the person administering the student residences of any breakdowns and faults;
   11) submitting requests to the relevant Vice-Rector to deprive a student/doctoral student of

his/her place in a student residence;

    12) in the area of student residence settlements:

        a) calculating and monitoring payments for places in student residences,

        b) drawing up and recording rental agreements for rooms in student residences for persons and entities outside UJK,

        c) preparing reports for internal purposes,

        d) issuing invoices for the rental of rooms and space in student halls of residence,

        e) debt collection for student hall of residence fees (payment reminders, monitoring of debtors' payments, applications for court debt collection),

        f) preparing reports on the debts of students and doctoral students, persons removed from the list of students/doctoral students, natural persons,

        g) substantive handling of documents concerning the refund of fees for places in student residences and deposits of persons accommodated in student residences.

6. The tasks of the Benefits and Study Progress Service Section include:

    1) cooperating with the relevant Vice-Rector in the management of the Scholarship Fund's financial resources;

    2) preparing draft internal normative acts concerning the unit's activities and, if necessary, requesting their updating;

    3) handling benefits for students;

    4) participating in the work of the Student Scholarship Appeals Committee;

    5) handling projects commissioned by the Minister and addressed to students;

    6) providing administrative support to disciplinary prosecutors for student affairs and disciplinary committees for students, including the appeals committee;

    7) cooperating with the Polish National Agency for Academic Exchange (NAWA) in the field of scholarship programmes;

    8) handling matters related to the registration and de-registration of students for health insurance;

    9) preparing scholarship reports;

    10) performing activities related to the awarding of ministerial scholarships to students;

    11) handling matters related to the cancellation of student loans;

    12) performing administrative work related to student appeals against administrative decisions/rulings of the Dean/Rector regarding the course of study, preparing draft administrative decisions/rulings of the Rector in this respect;

    13) performing administrative work related to student applications for exemptions from educational service fees.

UNITS REPORTING TO THE VICE-RECTOR FOR SCIENCE

§ 26

1. The Vice-Rector for Science is in charge of the Doctoral School.

2. The following university-wide units report to the Vice-Rector for Science:

    1) University Archives;

2) University Library;

3) University Publishing House.

3. The following administration units report to the Vice-Rector for Science:

1) Science Division.

§ 27

Doctoral School

1. The structure and tasks of the Doctoral School in matters not regulated by the Statute and Regulations are specified in the Doctoral School Regulations.

2. The tasks of the administrative staff at the Doctoral School include:

1) providing secretarial and office services to the Director of the Doctoral School and his/her deputy, as well as handling external and internal correspondence;

2) maintaining the calendar of the Director of the Doctoral School and his/her deputy;

3) providing candidates with information on recruitment to the Doctoral School;

4) coordinating the recruitment process to the Doctoral School and the mid-term evaluation of doctoral students;

5) preparing the class schedule and maintaining the documentation of doctoral students studying at the Doctoral School;

6) providing support to doctoral students in matters related to their education at the Doctoral School;

7) providing support to the Scientific Council of the Doctoral School, the Committee for the Quality of Education at the Doctoral School and the University Team for the Completion of Learning Outcomes at Level 8 of the Polish Qualifications Framework (PQF/PRK);

8) developing a draft material and financial plan for the functioning of the Doctoral School;

9) timely preparation of scholarship payrolls for doctoral students enrolled in the Doctoral School;

10) preparing draft legal acts, agreements with external entities concerning scientific cooperation, as well as reports and other statistical studies in the area of the Doctoral School;

11) entering data concerning the Doctoral School, including doctoral students undergoing education, into the POL-on system;

12) providing administrative support to disciplinary prosecutors for doctoral students, as well as disciplinary committees for doctoral students, including the appeals committee;

13) performing activities related to awarding doctoral students with the Minister's scholarship;

14) handling matters related to the registration and de-registration of doctoral students for social and health insurance;

15) performing other tasks assigned by the Director of the Doctoral School or his/her deputy.

§ 28

University Archives

The structure and tasks of the University Archives in matters not regulated by the Statute and

Regulations are specified in the instructions approved by the Rector.

§ 29
University Library

The structure and tasks of the University Library in matters not regulated by the Statute and Regulations are specified in the University Library Regulations approved by the Rector.

§ 30
University Publishing House

The structure and tasks of the University Publishing House in matters not regulated by the Statute and Regulations are specified in the University Publishing House Regulations approved by the Rector.

§ 31
Science Division

1. The tasks of the Science Division include:

   1) in the field of research financing:

      a) preparing data for the material and financial plan in the field of funds allocated for science financing,

      b) keeping records in the IT system of research projects carried out at the University, financed from funds allocated for research financing,

      c) confirming, in formal and accounting terms, financial documents relating to expenditure during the implementation of projects,

      d) advising on the possibilities and rules for obtaining external funds for financing research projects, including conducting information meetings, training sessions and individual consultations,

      e) assisting in the preparation of applications for research projects in terms of the budget and documentation required for submitting a funding application,

      f) formal verification of project funding applications,

      g) assisting in the signing of agreements, including the preparation of university-wide documentation required to obtain funding,

      h) cooperating with project managers in the preparation of the financial part of project implementation reports,

      i) formal verification of project implementation reports,

      j) archiving of documentation for research projects handled by the division (applications, contracts, reports),

      k) compiling statistical data on research projects carried out at the University and financed from external sources,

      l) administrative support for applications for scientific and research conferences, keeping records of conferences held at the University in the IT system and confirming the formal and accounting aspects of financial documents relating to expenses during their implementation;

2) in the field of academic staff development:
- a) preparing data for the material and financial plan in the area of funds allocated for staff development,
- b) administrative support for documents related to obtaining degrees and titles, in cooperation with the faculty administration,
- c) preparing decisions regarding sabbaticals.

2. The tasks of the Science Division also include:
- 1) coordinating work related to reporting to the POL-on system in the field of science;
- 2) entering and updating data in the POL-on system within the scope specified in a separate Rector's order;
- 3) recording applications for the organisation of scientific conferences at the University;
- 4) cooperating with the Organisational and Legal Division in updating internal legal acts in the field of science;
- 5) performing other tasks assigned by the Vice-Rector for Science.

3. The Science Division is headed by a manager.

UNITS REPORTING TO THE VICE-RECTOR FOR INTERNATIONAL COOPERATION

§ 32

The following administration units report to the Vice-Rector for International Cooperation:
- 1) Academic Exchange and Erasmus+ Projects Division;
- 2) Welcome Centre;
- 3) International Activity Settlement Section;
- 4) International Cooperation Position;
- 5) Internationalisation Development Position.

§ 33
Academic Exchange and Erasmus+ Projects Division

1. The Academic Exchange and Erasmus+ Projects Division is the unit responsible for the administrative management of the Erasmus+ programme, international academic exchange programmes, projects in the area of cooperation between educational institutions for innovation and the exchange of good practices, educational mobility projects and other international cooperation initiatives.

2. The Academic Exchange and Erasmus+ Projects Division is headed by a manager.

3. The tasks of the Academic Exchange and Erasmus+ Projects Division include:
- 1) coordinating international academic exchange programmes for students, doctoral students and University staff;
- 2) handling academic exchanges for students, doctoral students and University staff under the Erasmus+ programme, as well as other academic exchange programmes:

  a) coordinating trips to foreign universities and institutions,

  b) recruiting students and doctoral students for foreign studies and internships within the

framework of academic exchange programmes,

c) recruiting University staff for teaching and training trips to foreign universities and institutions,

d) accepting and verifying trip applications,

e) developing travel and settlement procedures,

f) cooperating with units subordinate to the Bursar in the settlement of foreign trips,

g) keeping records of foreign arrivals and departures,

h) preparing documents and financial settlements related to foreign trips of students, doctoral students and University employees;

3) handling academic exchanges of foreign students coming to study or do internships at the University under the Erasmus+ programme and other student exchange programmes:

a) coordinating arrivals and organising stays at the University,

b) preparing documents and financial settlements related to foreign student arrivals,

c) providing administrative services to foreign students;

4) coordinating and providing services for academic exchanges of staff from partner universities under the Erasmus+ programme and other academic exchange programmes:

a) organising stays of staff from partner universities at the University,

b) preparing documents and financial settlements related to the arrivals of staff from partner universities;

5) preparing draft internal regulations in the area of student, doctoral student and staff exchanges at the University and updating existing ones;

6) compiling statistical data and reports on the participation of students, doctoral students and staff in international exchanges for internal purposes, POL-on, the European Commission, the Minister, the National Agency for the Erasmus+ Programme, rankings, etc.;

7) maintaining the Erasmus+ UJK website and social media accounts, including the English version;

8) managing Erasmus+ projects:

a) managing educational mobility projects, i.e. submitting applications, administrative, organisational, legal and financial support, reporting and settling projects,

b) administrative support in managing projects in the area of cooperation between educational institutions for innovation and exchange of good practices,

c) developing, concluding and maintaining a register of agreements under the Erasmus+ programme,

d) implementing the budget for projects under the Erasmus+ programme,

e) organising integration activities for students, doctoral students and employees of foreign institutions as well as students and employees of the University,

f) promoting the Erasmus+ programme and disseminating the results of Erasmus+ projects;

9) developing and coordinating draft cooperation agreements with foreign institutions under the Erasmus+ programme;

10) maintaining a register of international agreements concluded under the Erasmus+ programme;

11) coordinating the MOST and MOSTUM programmes, handling and organising student trips and arrivals;

12) cooperating with the Welcome Centre, the Euraxess point and other University units in the area of internationalisation, as well as with local government units and institutions in the area of international cooperation.

§ 34

Welcome Centre

The tasks of the Welcome Centre include:

1) providing information on undertaking studies for foreign students;

2) supporting foreign students, doctoral students and employees in matters related to the education process, social and organisational issues;

3) assisting in the allocation of places in UJK Student Halls of Residence for foreign students, doctoral students and employees;

4) conducting information and promotional activities related to initiatives undertaken within the framework of the Welcome Centre;

5) participating in initiatives promoting the University's English-language offer;

6) organising integration activities for foreign students, doctoral students and employees;

7) cooperating with the Academic Exchange and Erasmus+ Projects Division and other University divisions, local government units, organisations and institutions in the field of international cooperation.

§ 35

International Activity Settlement Section

The tasks of the International Activity Settlement Section include, in particular, administrative and financial support for foreign trips of employees, doctoral students, students, and other participants in projects carried out at the University, including:

1) developing travel and settlement procedures;

2) providing information on the rules for calculating foreign trips;

3) processing and verifying trip applications;

4) keeping records of foreign trips;

5) cooperating with units subordinate to the Bursar in the field of foreign trip settlements;

6) providing financial services for international cooperation projects;

7) coordinating the material and financial plan for funds allocated to the development of internationalisation.

§ 36

International Cooperation Position

The tasks of the person employed in the International Cooperation Position include:

1) establishing cooperation and acquiring foreign partners for the University;

2) coordinating visits by foreign guests;

3) coordinating the conclusion and keeping records of cooperation agreements with foreign

institutions;

    4) initiating projects related to international cooperation;

    5) monitoring the University's international cooperation;

    6) other tasks assigned by the Vice-Rector for International Cooperation.

§ 37
Internationalisation Development Position

The tasks of the person employed in the Internationalisation Development Position include:

    1) establishing cooperation and acquiring domestic partners in the field of internationalisation;

    2) initiating agreements and projects with domestic partners in the field of international cooperation;

    3) keeping records of cooperation agreements in the field of internationalisation with domestic partners;

    4) coordinating visits of domestic delegations concerning the development of internationalisation;

    5) initiating activities in the field of obtaining accreditation, re-accreditation and international certificates;

    6) other tasks assigned by the Vice-Rector for International Cooperation.

UNITS REPORTING TO THE VICE-RECTOR FOR MEDICAL AFFAIRS

§ 38

1. The following university-wide units report to the Vice-Rector for Medical Affairs:

    1) University Medical Simulation Centre;

    2) University Medical Staff Training Centre.

2. The following administration units report to the Vice-Rector for Medical Affairs:

    1) Medical Infrastructure Division;

    2) Medical Projects Division;

    3) Medical Practice Section.

§ 39
University Medical Simulation Centre

1. The tasks of the University Medical Simulation Centre include:

    1) conducting and organising teaching activities using, among others, high-fidelity simulation, low-fidelity simulation, hybrid simulation, standardised patients, e-learning and virtual reality;

    2) improving the teaching staff and preparing academic teachers to conduct classes at the University Medical Simulation Centre;

    3) conducting examinations, including OSCE (Objective Structured Clinical Examination);

    4) implementing research, teaching projects, and conducting research activities;

    5) establishing and maintaining cooperation with external entities for the purposes of the

University Medical Simulation Centre, in particular with healthcare providers;

    6) organising training courses and promotional activities.

2. The University Medical Simulation Centre provides services to the academic community, in particular cooperating with core activity organisational units and administration organisational units of the University, as well as with other entities in accordance with the scope of its activities.

3. The University Medical Simulation Centre is headed by a manager.

4. The structure and management principles of the University Medical Simulation Centre are set out in the regulations for this unit, approved by the Rector.

§ 40
University Medical Staff Training Centre

1. The tasks of the University Medical Staff Training Centre include:

    1) organising postgraduate training for medical staff;

    2) conducting courses and training based on programmes approved by the minister responsible for health, as well as activities aimed at continuing education and improving the professional qualifications of healthcare workers;

    3) conducting courses and training based on proprietary education programmes;

    4) promoting postgraduate education for medical personnel in the field of medical sciences and health sciences;

    5) properly collecting, storing and securing all documentation related to postgraduate education conducted at the Centre.

2. The University Medical Staff Training Centre provides services to the academic community, in particular cooperating with core activity organisational units and administration organisational units of the University, as well as with other entities in accordance with the scope of its activities.

3. The University Medical Staff Training Centre is headed by a manager.

4. The structure and rules of management of the University Centre for Medical Staff Training are specified in the regulations for this unit, approved by the Rector.

§ 41
Medical Infrastructure Division

1. The Medical Infrastructure Division is the unit responsible for ensuring the implementation of tasks related to the purchase and operation of specialist equipment at Collegium Medicum.

2. The tasks of the Medical Infrastructure Division include:

    1) planning and implementing tasks related to the maintenance and development of research and teaching equipment at Collegium Medicum;

    2) coordinating, planning and accounting for tasks performed by external entities providing services related to the maintenance of specialist equipment at Collegium Medicum, including ensuring the supply of medical gases;

    3) agreeing technical and design documentation within the scope of the Division's activities;

4) ensuring the proper functioning of Collegium Medicum laboratories;

5) handling matters related to the comprehensive management of research equipment and teaching aids of the Collegium Medicum;

6) ensuring the servicing and proper technical condition of research equipment and teaching aids of the Collegium Medicum;

7) organising and handling matters related to the servicing of research equipment and teaching aids of the Collegium Medicum;

8) keeping records of research equipment and teaching aids of the Collegium Medicum;

9) developing and updating technical documentation on the activities carried out.

3. The Medical Infrastructure Division is headed by a manager.

§ 42
Medical Projects Division

1. The Medical Projects Division is the unit responsible for activities related to the implementation of projects aimed at the development of staff, infrastructure, and teaching and research activities of the Collegium Medicum, which are financed by funds from external financing institutions.

2. The Medical Projects Division is headed by a manager.

3. The tasks of the Medical Projects Division include:

1) advising and cooperating with the staff of the Faculty of Medicine and the Faculty of Health Sciences in the analysis of possibilities for applying for external project funding and ongoing monitoring of announced calls for proposals;

2) providing support to research and teaching staff in the procedural, formal and administrative aspects of project implementation, in particular projects involving medical experiments, scientific research involving human subjects or non-commercial clinical trials, and projects involving the development of specialised research and teaching infrastructure;

3) participating in the preparation of grant applications in terms of administrative activities and the creation of a project budget and schedule;

4) administrative support for orders carried out as part of projects in terms of submitting requests for the reservation of funds and describing accounting documents; cooperating with academic staff in the correct preparation of documentation for requested orders;

5) preparing purchase plans for ongoing projects;

6) initiating and coordinating cooperation with universities and scientific institutions in the area of joint project implementation;

7) cooperating with the Development Projects Division in the implementation of infrastructure, teaching and educational projects, in particular participation in the preparation of grant applications for activities carried out by employees of the Faculty of Medicine and the Faculty of Health Sciences or the infrastructure of these faculties, submitting applications for the reservation of funds, performing administrative tasks in projects supervised by the Development Projects Division in the area of the activities of the Collegium Medicum;

8) cooperation with the Innovation and Technology Transfer Division in the implementation of research in the field of health sciences and medical sciences, in particular participation in the preparation of applications for funding for activities carried out by employees of the Faculty of Medicine and the Faculty of Health Sciences, administrative support for substantive activities and ongoing cooperation with the project team;

9) performing administrative activities related to the implementation of projects at the Collegium Medicum, excluding their settlement;

10) monitoring the process of evaluating applications submitted by the Division and coordinating activities related to the signing of grant agreements;

11) informing the relevant Vice-Rector about the risks and threats related to the implementation of projects.

§ 43
Medical Practice Section

1. The tasks of the Medical Practice Section include:

1) preparing documentation concerning practical training resulting from the study programme at Collegium Medicum;

2) preparing documentation for the settlement of teaching activities in the field of practical training;

3) providing administrative support in the process of implementing and evaluating the quality assurance system at the Collegium Medicum in the field of practical training.

2. The Medical Practice Section is headed by a manager.

CHAPTER III

UNITS REPORTING TO THE CHANCELLOR

§ 44

1. The following administration units report to the Chancellor:
    1) Property Management Division;
    2) Property Management Division for the 'Student Town';
    3) Technical and Construction Division;
    4) IT Centre:
        a) IT Applications and Support Section,
        b) Server Infrastructure Section,
        c) ICT Infrastructure Section,
        d) Section for Faculty IT Infrastructure Maintenance;
    5) Logistics Division;
    6) Public Procurement Division;
    7) OHS and Fire Prevention Section;
    8) Inventory Section;

9) Chancellor's Secretariat;

10) Electronic Document Management Section.

2. The Vice-Chancellor for General Affairs is responsible for:

1) supervising the management and administration of the University's property and building infrastructure, including ensuring the proper maintenance of teaching and student facilities for the performance of the University's tasks;

2) coordinating work related to the preparation of budgets and purchasing plans for building infrastructure and monitoring their implementation;

3) supervising the preparation and monitoring the implementation of the renovation and construction plan;

4) supervising the implementation of the process of maintaining proper sanitary and orderly conditions in the University's facilities and on its premises;

5) replacing the Chancellor during his/her absence.

3. The Vice-Chancellor for General Affairs manages the unit referred to in paragraph 1(1) and supervises and coordinates the activities of the units referred to in paragraph 1(2)-(3).

4. The tasks of the Vice-Chancellor for ICT include:

1) planning, organising and supervising the process of developing the University's ICT infrastructure;

2) supervising the functioning and technical support of IT systems within the integrated IT system;

3) coordinating work related to the creation of a material and financial plan for the maintenance, development and modernisation of the University's central ICT infrastructure;

4) supervising the implementation of ICT tasks and their proper accounting;

5) supervising the implementation, functioning and compliance with the law of procedures related to ICT security;

6) initiating and coordinating new ICT solutions at the University;

7) initiating and coordinating training in the field of ICT security at the University;

8) initiating analyses and external audits in the field of ICT security and preparing reports for the Rector on the basis thereof.

2. The Vice-Chancellor for ICT supervises and coordinates the activities of the units referred to in paragraph 1(4) and (10).

§ 45
Property Management Division

The tasks of the Property Management Division include:

1) ensuring the proper functioning of the property/real estate (in particular, commissioning ongoing repairs and maintenance of equipment, ensuring the proper functioning of technical devices used to operate the facility;

2) ensuring the supply of utilities (water, electricity, gas), sewage disposal and waste collection;

3) keeping records on the use of utilities, sewage disposal and waste collection in the properties (including keeping records of contracts and invoices);

4) preparing and agreeing lease and tenancy agreements and handling related matters, as

well as keeping relevant records;

5) keeping building logbooks;

6) recording and inventorying property assets and their equipment;

7) planning and monitoring the implementation of the budget for renovations and construction projects;

8) ensuring the protection of facilities, including:

    a) supervising the operation of specialised building and site security services, controlling the security of facilities,

    b) monitoring the efficiency of electronic surveillance and monitoring systems,

    c) maintaining the passability of communication routes,

    d) equipping rooms/premises with fire-fighting devices 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 technical inspections of the facilities,

    g) ensuring proper OHS and fire prevention conditions;

9) timely implementation of the recommendations of control authorities;

10) supervising the fulfilment of obligations arising from the lease and rental of the University's assets and taking measures to enforce the collection of receivables in this respect;

11) handling matters related to the issuance of work and protective clothing and personal protective equipment to employees;

12) supervising the proper security of property located in the facility, reporting damage to the insurer;

13) supervising the performance of duties by entities protecting and cleaning the facility and the performance of official duties by subordinate service employees, accounting for their working time and preparing the necessary documents;

14) issuing invoices for the rental of rooms/premises and the sale of assets;

15) preparing a list of rented rooms/premises;

16) carrying out procedures for the termination of the University's assets;

17) carrying out debt collection and preparing monthly debt collection reports;

18) preparing declarations and property cards concerning waste disposal and the distribution of these costs by building;

19) preparing annual public procurement plans and budget plans for buildings;

20) planning renovations in consultation with the Technical and Construction Division, as well as ongoing repairs and maintenance of equipment.

§ 46
Property Management Division for the 'Student Town'

1. The tasks of the Property Management Division for the 'Student Town' include:

1) ensuring the proper functioning of the properties located within the Student Town and staff accommodation, in particular commissioning ongoing repairs and maintenance of equipment, ensuring the proper functioning of technical devices used to operate the facilities;

2) coordinating the supply of cleaning products to student residences;

3) supervising the fulfilment of obligations arising from the lease and rental of the University's assets and taking measures to enforce the collection of receivables in this respect;

4) recording and inventorying property assets and their equipment;

5) handling documentation related to the use of utilities in properties (including contracts and invoices);

6) keeping building logbooks;

7) planning and monitoring the budget for renovations and construction projects;

8) ensuring the protection of facilities, including:

    a) supervising the operation of specialised building and site security services, controlling the security of facilities,

    b) monitoring the efficiency of electronic surveillance and monitoring systems,

    c) maintaining the passability of communication routes (external and internal) to eliminate fire and occupational safety hazards,

    d) equipping rooms/premises with fire-fighting devices 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 roofs, pavements and squares adjacent to the facilities;

10) commissioning periodic technical inspections of the facilities;

11) ensuring proper OHS and fire prevention conditions;

12) ensuring the proper functioning of the property/real estate (in particular, commissioning ongoing repairs and maintenance of equipment, ensuring the proper functioning of technical devices used to operate the facility;

13) timely implementation of the recommendations of control authorities;

14) handling matters related to the issuance of work and protective clothing and personal protective equipment to employees;

15) handling matters related to the provision of equipment for rooms intended for rent (for academic teachers of the UJK and persons from outside the University);

16) preparing requests for the purchase of materials, equipment or services for the needs of student residences;

17) preparing, in cooperation with the Student Residence Services Section, proposals for fees for renting places in student residences, taking into account the actual costs of maintaining the buildings;

18) supervising the proper security of property located in the facility, reporting damage to the insurer;

19) supervising the performance of duties by security and cleaning companies and the performance of official duties by subordinate service employees, accounting for their working time and preparing the necessary documents.

2. The Property Management Division for the 'Student Town' is headed by a manager.

§ 47
Technical and Construction Division

1. The tasks of the Technical and Construction Division include:

1) maintaining constant contact with facility administrators and the OHS and fire safety inspector regarding the tasks performed;
2) ensuring compliance with OHS and fire prevention regulations and internal university regulations during the performance of work;
3) developing, together with users and administrative staff of individual facilities, plans for expenditure on tangible fixed assets (construction projects), renovations and adaptations based on reviews and needs analyses, and presenting them to the Chancellor, preparing and agreeing on the required documentation related to the implementation of construction and renovation plans;
4) preparing preliminary assumptions regarding the implementation concepts for construction projects, equipment maintenance and renovations;
5) preparing a description of the subject of the contract for tenders for construction projects, equipment maintenance and renovations, in accordance with the fixed asset expenditure plan and the renovation plan, and participating in tender committees and other committees related to the scope of activity;
6) organising planned construction processes in accordance with the relevant legal provisions;
7) cooperating with institutions and entities involved in the preparation and implementation of construction projects and renovations;
8) supervising the implementation of construction and renovation plans using an internal system or a commissioned system, in accordance with the concluded contracts and complete tender documentation;
9) participating in committees for the acceptance of buildings, structures and renovations, and supervising the completion of construction project documentation and its proper settlement;
10) completing and archiving technical design documentation for University facilities, in consultation and cooperation with facility administrators;
11) completing and archiving documents, construction logs, correspondence, decisions of the building supervision authority, fire brigade, sanitary and epidemiological station, related to the implementation of construction projects and renovations of used facilities, 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 buildings and requesting renovation and maintenance work, together with the submission of work cost analyses;
13) performing technical and partial acceptance of completed construction projects, renovations and maintenance, which constitute the basis for payment in accordance with the terms and conditions specified in agreements with contractors;
14) submitting requests for the purchase of construction and maintenance materials, etc.;
15) exercising construction supervision in accordance with construction licences and construction law;
16) participating in periodic technical and warranty inspections of facilities put into use, enforcing the removal of construction defects;

17) preparing applications, information and other necessary documents concerning construction projects and renovations for the Minister;

18) conducting periodic inspections of building logbooks kept by facility administrators and formulating conclusions and recommendations;

19) cooperating with the Bursar and his/her subordinates in the settlement of subsidies for construction projects, in accordance with the applicable legal regulations;

20) ensuring the functioning of the University's property monitoring system;

21) ensuring the proper functioning of facilities in the field of building automation;

22) preparing reports for the University in the substantive scope of the Division, in accordance with applicable requirements;

23) substantive supervision of the University's construction projects;

24) as part of tasks related to property management:

    a) carrying out repairs, minor construction, renovation and maintenance work in the field of sanitary, electrical and construction installations;

    b) reviewing the technical condition of building equipment and facilities;

    c) undertaking work related to the repair of central heating, sanitary, electrical, water and sewage systems in the University's buildings;

    d) maintaining permanent contact with facility administrators and the OHS and fire safety inspector in relation to the tasks performed.

2. The Technical and Construction Division is headed by a manager. A deputy manager may also be appointed.

§ 48
IT Centre

1. The IT Centre is the unit responsible for ensuring ICT security at the University and for ensuring the functioning and development of ICT communications, network services and an integrated IT system and applications supporting the University's statutory processes. The Centre's tasks include:

1) planning the expansion of the ICT infrastructure based on an analysis of needs, presenting it to the Chancellor and preparing data for planning processes;

2) preparing preliminary conceptual assumptions for planned ICT tasks;

3) preparing a description of the subject of the procurement for tenders involving ICT tasks and participating in tender committees and other committees related to the scope of its activities;

4) organising the implementation process for planned ICT tasks in cooperation with the relevant organisational units;

5) supervising the implementation of ICT tasks and ensuring their proper settlement.

2. The IT Centre consists of the following organisational units:

1) IT Applications and Support Section;

2) Server Infrastructure Section;

3) ICT Infrastructure Section;

4) Section for Faculty IT Infrastructure Maintenance.

3. The IT Centre is headed by a manager who coordinates the activities of the units referred to in paragraph 2.

4. The units referred to in paragraph 2(1)-(4) are headed by managers.

5. The scope of the IT Applications and Support Section's activities includes ensuring the functioning and development of an integrated IT system through the administration, maintenance, servicing and supervision of application servers and software. The Section's tasks include:

1) developing and updating procedures for data application security;

2) administering servers and applications of the integrated IT system;

3) administering the data processing area in the field of backup systems;

4) administering the information and security event management system, developing and updating procedures for application, data and backup system security;

5) administering the anti-virus protection system;

6) supporting IT specialists in the University's organisational units in solving problems with application systems;

7) developing data summaries for public law settlements from applications;

8) printing Electronic Student ID Cards, Doctoral Student ID Cards and Electronic Employee Cards;

9) multimedia support for central university ceremonies, Senate meetings and Senate committees;

10) inventory and distribution of IT hardware resources of the central administration, including user support;

11) inventory and maintenance of media hardware resources of the central administration;

12) distribution and inventory of central software and licences;

13) technical support and administration of UJK employee rights in the POL-on system;

14) conducting information and training activities in the scope of the unit's substantive tasks and their compliance with current regulations.

6. The scope of the Server Infrastructure Section's activities includes ensuring the functioning and development of network services through the administration and supervision of network servers, application servers, operating systems, network services and their backup systems. The Section's tasks include:

1) administering server resources and arrays;

2) administering virtualisation, backup and network services systems;

3) administering operating systems and network services, including www, e-mail, directory services, databases;

4) managing the system for detecting anomalies related to server, system and network service resources;

5) ordering server load balancing systems;

6) providing technical support and administering the rights of UJK employees in external systems;

7) technical support in running the UJK PIB in external systems;

8) administering the information and event management system related to the security of servers, network services and data, as well as developing and updating security

procedures in the above-mentioned area;

9) developing and updating procedures for the security of servers, operating systems and network services;

10) creating, administering and developing network services for university-wide needs, including those supporting the teaching process (e.g., the electronic recruitment system);

11) designing the structure, building and implementing information services;

12) providing multimedia support for central university-wide ceremonies, Senate meetings and Senate committees;

13) conducting information and training activities in the scope of the unit's substantive tasks and their compliance with current regulations.

7. The scope of the ICT Infrastructure Section's activities includes ensuring the functioning and development of the University's IT and telephone communications through the administration, supervision and expansion of networks and active devices, as well as cooperation with external service providers in this area. The Section's tasks include:

1) agreeing on the rules for creating connections and data transmission;

2) supervising the construction or assembly of physical, external connections to the University's Computer Network;

3) verifying the functioning of the fibre-optic infrastructure, analysing the possibility of multiplying connections;

4) coordinating the parameters of the ICT network, configuring the assembled routes and controlling the parameters specified by the provider;

5) monitoring the installation of structured cabling, conducting diagnostics and cooperating with external contractors during construction and modernisation;

6) monitoring the power supply, cooling, ventilation and air conditioning systems of server rooms in the backbone nodes of the computer network, reporting problems to the Technical and Construction Division;

7) managing backbone network devices and the organisation of physical network segments and virtual networks;

8) managing the address range and network traffic, including:
   a) management of public IP addresses provided by the operator,
   b) management of private IP addresses: creating classes and making them available to University units,
   c) management of virtual local area networks,
   d) configuration of network traffic management devices (traffic routing and switching);

9) administering the wireless network and servicing wireless network access points;

10) managing the network traffic anomaly detection system;

11) administering the integrated telephone communication system;

12) managing the digital content distribution system;

13) providing multimedia support for central university-wide ceremonies;

14) administering the security information and event management system and developing and updating procedures for network and network device security;

15) developing and updating procedures for the ICT security of server rooms in computer network backbone nodes;

16) supervising ICT projects implemented at the University and agreeing on the relevant documentation;

17) conducting information and training activities in the scope of the unit's substantive tasks and their compliance with current regulations.

8. The tasks of the Section for Faculty IT Infrastructure Maintenance include:

1) recording and inventorying assets related to ICT infrastructure, i.e. the University's backbone, structural and wireless networks, as well as IT equipment and software at the disposal of the faculties in a manner enabling the preparation of an up-to-date list;

2) diagnosing problems in the operation of IT equipment and software and assisting in their removal;

3) maintaining the continuity of application programmes;

4) commissioning and supervising repairs of equipment and technical infrastructure at the faculty;

5) assisting in the operation and participating in the implementation of applications supporting teaching, research and administrative processes;

6) participating in the distribution and installation of centrally managed software (e.g., antivirus, statistical, Microsoft 365, Zoom, GLPI);

7) providing technical support for reporting to the POL-on system;

8) handling the distribution of telecommunications equipment;

9) receiving reports from users regarding problems with the local network;

10) maintaining the ICT infrastructure, coordinating ongoing repairs and maintenance of equipment within the IT and multimedia environment;

11) maintaining the websites of the faculty and organisational units in accordance with the rules in force at the University;

12) participation in tender committees, technical acceptance of IT and multimedia equipment, and participation in training courses on the use of this equipment;

13) issuing opinions on requests for the termination of equipment at the disposal of the faculty;

14) verifying the correctness of the security of assets in the field of ICT infrastructure, reporting damage to the insurer and supervising their processing, handling the distribution of telecommunications equipment;

15) settling fees for the operation of ICT systems used at the University in accordance with the accepted rules for connections and data transmission, and describing invoices in accordance with the place where the costs were incurred;

16) ensuring the proper circulation of ICT documentation, its proper security, storage and archiving in accordance with the applicable office instructions;

17) participating in the preparation of the public procurement plan and the material and financial plan by obtaining financial data from the relevant division staff;

18) handling the process of insuring IT and multimedia equipment and software, reporting damage and supervising the payment of compensation in this respect.

§ 49

Logistics Division

1. The Logistics Division is responsible for ensuring the transport of persons, property and continuity of supplies at the University.
2. The Logistics Division is headed by a manager.
3. The tasks of the Logistics Division include:

    1) organising and securing the transport of persons (employees and students), materials, University equipment and apparatus;

    2) ensuring the proper operation of motor vehicles;

    3) developing plans for material and spare part requirements for the vehicles in use;

    4) organising and accounting for drivers' working time;

    5) accounting for drivers' fuel consumption in accordance with applicable consumption standards;

    6) keeping the required records, reports and accounts related to the vehicles in operation;

    7) handling matters related to the registration, technical inspections and insurance of vehicles;

    8) applying for the purchase and sale of fixed assets and non-durable items related to transport;

    9) making purchases in accordance with approved requirements;

    10) managing returnable and reusable packaging;

    11) proper storage of purchased and stored materials and securing them against theft and damage;

    12) conducting planned warehouse management, including analysis of warehouse stocks and liquidation of inventories;

    13) conducting necessary correspondence with contractors and organisational units of the University in matters of supply and transport.

§ 50

Public Procurement Division

1. The Public Procurement Division is the unit responsible for organising public procurement and ensuring the implementation of procedures related to public procurement at the University.
2. The Public Procurement Division is headed by a manager.
3. The tasks of the Public Procurement Division include:

    1) drawing up the University's public procurement plan based on the procurement plans of individual units, prepared by the budgeting units;

    2) developing a plan for public procurement procedures;

    3) establishing procedures for awarding public contracts;

    4) publishing and submitting public procurement notices to the Public Procurement Office and the Publications Office of the European Union;

    5) participating in the work of tender committees;

    6) conducting public procurement procedures;

    7) preparing, collecting and storing documentation related to the procedures, with the

exception of documentation prepared, collected and stored by other relevant organisational units;

8) reporting on public procurement;

9) maintaining the Central Register of Public Procurement at the University;

10) developing internal legal acts related to the scope of work of the Division and updating them;

11) monitoring changes in public procurement regulations;

12) conducting necessary correspondence with contractors and organisational units of the University within the scope of tasks performed by the Division.

4. In matters not covered by these Regulations, the tasks of the Public Procurement Division are specified in the Public Procurement Division Regulations, approved by the Rector.\

§ 51
OHS and Fire Prevention Section

1. The OHS and Fire Prevention Section is the unit responsible for ensuring the proper functioning of the University in the field of occupational health and safety (OHS) and fire prevention.

2. The tasks of the OHS and Fire Prevention Section include:

1) inspecting working conditions and compliance with OHS and fire prevention rules and regulations;

2) initiating and coordinating the implementation of tasks in the field of OHS and fire safety;

3) developing, in cooperation with the relevant organisational units, draft multi-annual programmes and annual plans for improving OHS and fire safety conditions, as well as analysing their implementation and submitting periodic reports;

4) participating in establishing design assumptions in the field of OHS and fire safety for newly constructed facilities and participating in the commissioning of newly constructed or reconstructed facilities and equipment, as well as equipment affecting working conditions and fire safety;

5) cooperating with the employee service, social labour inspection and other control institutions;

6) planning, organising and conducting OHS and fire safety trainings for the University's employees;

7) handling all matters related to accidents on the way to and from work, in particular preparing accident reports, completing accident-related documents, and submitting applications to the Social Insurance Institution (ZUS);

8) issuing opinions on applications for special allowances for working conditions and keeping a register of such allowances;

9) drafting Rector's orders on occupational health and safety, protective and work clothing, and other matters related to the rights and obligations of employees in the field of OHS and fire safety, and supervising their implementation;

10) participating in the development of the scope of duties and responsibilities of employees in the field of OHS and fire safety;

11) keeping up-to-date registers and records and preparing documentation on accidents at work and confirmed occupational diseases, as well as storing the results of workplace

environment tests;

12) handling all matters related to protective clothing;

13) handling all matters related to the reimbursement of corrective lenses for University employees.

§ 52
Inventory Section

1. The Inventory Section is the unit responsible for performing inventory of the University's assets.

2. The tasks of the Inventory Section include:

1) preparing a continuous inventory plan in accordance with applicable regulations;

2) agreeing with the heads of organisational units on the dates of conducting the inventory;

3) conducting continuous, annual and ad hoc inventories;

4) providing instruction and managing the work of inventory teams, if appointed;

5) randomly checking the correctness of the inventory carried out by the appointed inventory teams;

6) keeping records related to the inventory;

7) forwarding inventory materials, after prior formal verification, to the Property Records Section for accounting settlement of the inventory;

8) keeping records of inventories carried out;

9) informing the Chancellor of any irregularities in the management of the University's property;

10) preparing reports on the implementation of the continuous inventory plan;

11) preparing draft orders of the Chancellor concerning physical inventories.

§ 53
Chancellor's Secretariat

The tasks of the Chancellor's Secretariat include:

1) providing secretarial and administrative services to the Chancellor, including handling 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 servicing the Chancellor's meetings, gatherings and business trips;

4) keeping records signed with the Chancellor's electronic signature;

5) planning and monitoring the Chancellor's budget;

6) cooperating with the Rector's Office in organising university ceremonies;

7) preparing public procurement applications related to the scope of the Chancellor's activities;

8) ongoing handling of the Chancellor's financial documents in the area of purchases, services and materials, business trips and membership fees for external organisations;

9) taking care of the Secretariat's assets.

§ 54

The tasks of the Electronic Document Management Section include:

1) coordinating the design and implementation of solutions related to document management in the Electronic Document Management (EZD) system;

2) coordinating the implementation of solutions related to e-Delivery services;

3) administering electronic paths/processes in the EZD system;

4) planning document circulation and initiating and consulting on changes to internal procedures for document management;

5) participating in the creation of office and archival standards and document processing;

6) participating in the process of collecting, archiving and making available various types of paper and electronic documentation, in accordance with the legal requirements for document management;

7) supervising the correct performance of office activities resulting from internal normative acts, including the Office Instructions and the Uniform Subject Index of Files;

8) training and informing University employees in the field of document management, including electronic document management;

9) administrative support for qualified signatures.

CHAPTER IV

UNITS REPORTING TO THE BURSAR (QUAESTOR)

§ 55

1. The following administration units report to the Bursar:

1) Finance Division:
   a) Finance Section,
   b) Verification and Control Section;

2) Accounting Division;

3) Payroll Division;

4) Property Records Section;

5) Planning and Analysis Section.

2. The units referred to in paragraph 1(1)-(2) shall be managed by division heads, who shall report directly to the Vice-Bursar for Accounting and Finance.

3. The tasks of the Vice-Bursar for Accounting and Finance include:

1) supervising the University's accounting;

2) settling the University's revenues in a timely manner, as well as indirect costs;

3) preparing reports within the scope of substantive competences and in accordance with applicable regulations;

4) preparing statements, reports and lists based on accounting books for the University's internal needs;

5) supervising and controlling the use of subsidies, budget grants and special-purpose funds;

6) storing and securing financial statements;

7) opening and closing accounting records;

8) recording financial results;

9) replacing the Bursar during his/her absence;

10) supervising the Accounting Division and the Finance Division;

11) managing the scope of matters entrusted by the Bursar.

4. The Planning and Analysis Section reports to the Vice-Bursar for Budgeting, Planning and Analysis.

5. The tasks of the Vice-Bursar for Budgeting, Planning and Analysis include:

1) coordinating the process of preparing draft material and financial plans for the University;

2) developing draft material and financial plans for the University;

3) preparing reports on the implementation of the University's material and financial plans;

4) preparing the material and financial plan for remuneration based on data from the IT system and information from the relevant departments;

5) preparing the implementation of the remuneration plan;

6) formal and accounting control of the calculation of costs for full-time, part-time and postgraduate studies, courses and other paid forms of education;

7) preparing summary plans for budgetary units;

8) preparing summary implementation of plans for budgetary units;

9) developing forms for cost calculation;

10) preparing financial simulations based on the Minister's algorithm for the distribution of subsidies for the University's internal needs;

11) preparing analyses, reports, simulations and statements commissioned by superiors;

12) searching for and initiating systemic solutions aimed at improving the University's financial management;

13) entering financial and accounting reports into the POL-on system;

14) preparing documents for the audit of the annual financial statements and cooperating with the auditing company in this respect;

15) generating budgets in the system for internally separated units of the University;

16) monitoring the implementation of the plan of expenditure on tangible fixed assets and the material and financial plans of budgetary units;

17) supervising the Planning and Analysis Section;

18) collecting, storing, securing and archiving documentation in accordance with external and internal legal acts;

19) managing the scope of matters entrusted by the Bursar.

§ 56
Finance Division

1. The tasks of the Finance Division include:

1) within the Finance Section:

a) making cashless payments based on approved documents from the relevant bank accounts,

b) cooperating with banks maintaining the University's bank accounts, including opening and closing accounts, monitoring the implementation of concluded agreements,

submitting complaints,

c) handling the University's loan agreements,

d) financial settlements of domestic business trips of employees,

e) analysing and paying salaries and other receivables not collected on time,

f) collecting cashless advances granted 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 towards the University,

h) cashless handling of funds managed by the University, the Benefit and Loan Fund and implemented projects, including those financed from external sources, with the exception of cashless payments of salaries and their derivatives,

i) executing instructions for the return of undue and excessively collected funds and interest,

j) monitoring the deadlines for settling liabilities in order to protect against expiry or the imposition of penalties for late payment, settling financial penalties imposed by contractors, determining and explaining the reasons for the imposition of penalties,

k) ongoing monitoring of the University's financial liquidity and informing the Bursar of the results,

l) refunding deposits together with due bank interest,

m) timely settlement of credit liabilities and public law liabilities resulting from instructions received from relevant departments,

n) keeping records of completed applications for pre-financing from the University's account of projects co-financed by the European Union and other external sources,

o) coordinating debt collection activities (completing reports, verifying documentation provided by employees responsible for debt collection in the University's organisational units, forwarding verified documentation to the Attorney-at-law),

p) updating notifications to the Tax Office regarding the University's bank account numbers,

q) preparing documents for the audit of the annual financial statements and cooperating with the audit firm in this respect,

r) participating in the preparation of the material and financial plan,

s) collecting, storing, securing and archiving financial documentation in accordance with external and internal legal acts,

t) conducting information activities regarding the substantive tasks of the unit and their compliance with current regulations,

u) initiating the creation of new and preparing updates to internal legal regulations concerning the tasks performed by the section;

2) within the Verification and Control Section:

a) accepting financial documents from employees of individual University units and performing formal and accounting checks on them,

b) checking documents for correctness of description and substantive approval,

c) checking documents initially entered into the IT system for the presence and correctness of the required description elements,

d) submitting verified documents for approval, in accordance with the University's Financial and Accounting Document Circulation Instructions,

e) cooperating with University units in terms of the correctness of the documents provided,

f) performing preliminary checks of the completeness and accuracy of documents relating to economic and financial operations.

2. The Finance Division is headed by a manager.

§ 57
Accounting Division

1. The tasks of the Accounting Division include:

1) checking the completeness and correctness of documentation accepted for accounting and assigning accounting documents;

2) keeping accounting records and settlements for funds created at the University;

3) keeping accounting records and settlements for individual types and categories of the University's activities and projects implemented;

4) keeping accounting records and settling accounts;

5) keeping accounting records of costs and revenues;

6) creating and resolving write-downs on receivables;

7) issuing and recording debit, credit and interest accounting notes;

8) keeping a VAT sales register and a VAT goods and services purchase register;

9) preparing VAT returns and the Uniform Control File (JPK) for the Tax Office;

10) calculating the ratio for proportional VAT deduction;

11) operating the National e-Invoice System (KSeF) in accordance with applicable regulations;

12) keeping tax records and public law settlements;

13) periodically determining and checking the actual status of assets and liabilities through inventory and verification, as well as valuing assets and liabilities;

14) periodically issuing and sending balance confirmations to contractors;

15) reconciling entries in the accounting records with entries in other modules of the University's integrated IT system;

16) keeping off-balance sheet records, including the Benefit and Loan Fund;

17) preparing reports on the Division's activities in accordance with applicable regulations;

18) initiating the adaptation of the financial and accounting programme to applicable law by the software provider;

19) updating the financial and accounting programme to comply with applicable legal regulations;

20) collecting, storing, securing and archiving accounting documentation in accordance with external and internal legal acts;

21) preparing documents for the audit of the annual financial statements and cooperating with the auditing company in this respect;

22) conducting information activities regarding the substantive tasks of the unit and their compliance with current regulations,

23) initiating the creation of new and preparing updates to internal legal regulations concerning the tasks performed by the Division.

2. The Accounting Division is headed by a manager.

§ 58
Payroll Division

1. The tasks of the Payroll Division include:

1) calculating salaries and other benefits related to the work of University employees and providing payroll services for employees on the basis of payroll documents, in accordance with applicable regulations;

2) preparing payrolls with separate sources of financing and transfer orders to personal accounts;

3) maintaining employee remuneration files and updating them on a monthly basis;

4) calculating benefits for periods of temporary incapacity for work;

5) calculating social security cash benefits in the event of sickness and maternity, as well as calculating benefits for accidents at work and occupational diseases, and maintaining the documentation required by the Social Insurance Institution (ZUS) in this respect;

6) preparing and sending monthly ZUS declarations and preparing transfer orders to ZUS;

7) cooperating with relevant units in the field of social and health insurance registration for doctoral students studying at the Doctoral School and health insurance for students;

8) preparing monthly information for each employee on income and social security and health insurance contributions paid;

9) preparing summary statements to determine the amount of income tax advance payments;

10) preparing annual information on income earned and income tax advances collected;

11) issuing certificates of remuneration for University employees and contractors;

12) issuing certificates to the Social Insurance Institution (ZUS) for University employees and contractors in the part concerning remuneration and other work-related cash benefits;

13) preparing reports in the part concerning remuneration;

14) entering and updating payroll data in the HR and payroll system;

15) collecting current payroll documentation of University employees;

16) operating the HR and payroll IT system in terms of substantive administration, in particular initiating the adaptation of the programme to the applicable legal regulations by the software provider;

17) timely fulfilment of public law obligations in the amount resulting from correct calculation;

18) operating the Employee Benefit and Loan Fund;

19) calculating and preparing payrolls based on invoices for civil law contracts;

20) registering civil law contracts for social insurance and deregistering them from such

insurance;

    21) servicing student internship contracts in terms of preparing payrolls and registering them for social insurance and deregistering them from such insurance;

    22) paying scholarships and calculating social security and health insurance contributions for doctoral students at the Doctoral School.

2. Preparing documents for the annual financial statement audit and cooperating with the auditing company in this respect.

3. The Payroll Division is headed by a manager.

§ 59
Property Records Section

The tasks of the Property Records Section include:

1) keeping balance sheet and off-balance sheet records of fixed and intangible assets;

2) calculating, assigning and reconciling depreciation of the University's fixed assets;

3) settling the inventory of assets and keeping accounting records of warehouse turnover;

4) issuing and assigning OT documents, documenting the acceptance of assets into the University's assets;

5) keeping off-balance sheet records of liquidated fixed assets;

6) preparing declarations and settlements in the field of property tax;

7) accounting records and analysis of changes in the basic fund;

8) periodic reconciliation of fixed asset records with persons materially responsible;

9) printing asset tags in the form of QR codes and cooperating with persons materially responsible in this matter;

10) keeping accounting records and analysing settlements of inventories, depreciation income and insurance of the University's assets;

11) inventory of assets and liabilities within the scope of the section;

12) accounting for debit notes documenting mutual settlements between internal units of the University;

13) preparing external and internal reports on assets;

14) preparing documents for the audit of the annual financial statements and cooperating with the auditing company in this respect;

15) collecting, storing, securing and archiving accounting documentation in accordance with external and internal legal acts;

16) conducting information activities regarding the substantive tasks of the unit and their compliance with current regulations,

17) initiating the creation of new and preparing updates to internal legal regulations concerning the tasks performed by the Section.

§ 60
Planning and Analysis Section

The tasks of the Planning and Analysis Section include:

1) cooperating with relevant units in preparing material and financial plans for budgetary units;

2) preparing plans for budgetary units based on information received from them;

3) analysing the cost budgets of budgetary units in terms of implementation and reservations;

4) preparing reports on matters within the section's remit in accordance with applicable regulations;

5) entering requests for reservations from the plans of units subordinate to the Bursar into the system;

6) preparing ongoing economic analyses for external and internal purposes;

7) participating in the preparation of the public procurement plan for units subordinate to the Bursar;

8) collecting, storing, securing and archiving documentation in accordance with external and internal legal acts;

9) preparing documents for the audit of the annual financial statements and cooperating with the auditing company in this respect;

The scope of powers and duties of persons holding managerial positions at the University, the Bursar and the Head of Department, the Head of Clinical Department, the Head of Unit, the Head of University-wide Unit, the Head of Intra-faculty Unit and the Head of Collegium Medical/Faculty/Branch Unit

§ 1
Rector

1. The Rector manages the University on a single-person basis, except for matters reserved by law and the Statute to the competence of other bodies.
2. The Rector governs the University with the assistance of:
    1) the Vice-Rector for Development and Finance;
    2) the Vice-Rector for Education;
    3) the Vice-Rector for Science;
    4) the Vice-Rector for International Cooperation;
    5) the Vice-Rector for Medical Affairs;
    6) the Chancellor;
    7) the Bursar (Quaestor).
3. The Rector supervises the performance of tasks carried out by the Vice-Rectors, the Chancellor and the Bursar.
4. The Rector settles any disputes over competences arising at the University.

§ 2
Vice-Rector for Development and Finance

1. The Vice-Rector for Development and Finance supervises the work of subordinate organisational units.
2. The Vice-Rector for Development and Finance is accountable to the Rector for the proper organisation of the work of subordinate organisational units and the efficient performance of assigned tasks.
3. The tasks and competences of the Vice-Rector for Development and Finance include:
    1) supervising the preparation and implementation of the University's material and financial plan;
    2) supervising the proper functioning of the University's finances and the implementation of its investments;
    3) supervising projects implemented with the use of funds from the European Union;
    4) performing ongoing budget analyses and informing the Rector of the resulting conclusions;
    5) cooperating with the Chancellor, Deans and heads of intra-faculty and university-wide units in the preparation and implementation of the budget;
    6) cooperating with the Bursar and the Chancellor in establishing the University's financial policy and supervising its implementation;

7) supervising the compliance of applications for the creation of fields of study or educational modules with the principles of economic accounting and the objectives of the University's development strategy;

8) supervising the compliance of action plans with the University's strategy and monitoring their implementation;

9) shaping and strengthening entrepreneurial initiatives of students, doctoral students and University employees;

10) managing the work of the Awards and Distinctions Committee;

11) supervising the accuracy and timeliness of updates to information 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) performing other tasks assigned by the Rector.

§ 3
Vice-Rector for Education

1. The Vice-Rector for Education supervises the work of subordinate organisational units.

2. The Vice-Rector for Education is accountable to the Rector for the proper organisation of the work of subordinate organisational units and the efficient performance of assigned tasks.

3. The tasks and competences of the Vice-Rector for Education include:

1) supervising activities related to the educational process at the University, in particular:

a) supervising the substance of proposals for the creation of new fields of study, including proposals submitted to the minister,

b) supervising the development and modification of study programmes,

c) ensuring that the organisation of classes is in line with the study programme schedule,

d) supervising the education quality system in accordance with applicable regulations, including the University's internal regulations,

e) supervising the organisation and conduct of student internships and work placements,

f) concluding agreements related to the teaching process,

g) organising and supervising the course of the student recruitment process;

2) supervising student benefits;

3) cooperating with the student self-government and the student cultural and scientific movement;

4) supervising matters related to disciplinary proceedings against students;

5) issuing opinions on applications for the Rector's awards for students;

6) submitting motions to the Rector to dissolve a student organisation in cases provided for by law;

7) supervising student organisations and keeping a register of these organisations;

8) coordinating activities in the field of equal opportunities in access to higher education and scientific research for persons with disabilities, as well as providing support and

specialist consultation in difficult life situations;

9) overseeing tasks related to support and preparation of students for activity in the labour market, monitoring of graduates' careers and cooperation with employers;

10) supervising the accuracy and timeliness of updates to information sent to the POL-on system by subordinate organisational units;

11) supervising the entry of information into the Central Register of Contracts by subordinate organisational units;

12) performing other tasks assigned by the Rector.

§ 4
Vice-Rector for Science

1. The Vice-Rector for Science supervises the work of subordinate organisational units.

2. The Vice-Rector for Science is accountable to the Rector for the proper organisation of the work of subordinate organisational units and the efficient performance of assigned tasks.

3. The Vice-Rector for Science is authorised to represent the University and sign agreements on its behalf related to the awarding of academic degrees and titles, agreements in the field of research, agreements in the field of activities of the University Publishing House, the University Library and the University Archives.

4. The tasks and competences of the Vice-Rector for Science include:

1) initiating and supervising the implementation of scientific, research and artistic activities at the University;

2) supervising the proper use of subsidies for the maintenance and development of research potential and staff development;

3) coordinating and supervising the implementation of research and development projects;

4) substantive supervision of the financing and accounting for research work carried out at the University;

5) supervising the effective use and development of the University's research infrastructure;

6) supporting the Vice-Rector for International Cooperation in coordinating the international exchange of University staff and doctoral students in the field of research;

7) developing proposals concerning the criteria and methods of internal evaluation of scientific research;

8) coordinating work related to the evaluation of scientific activity in disciplines in which such activity is conducted at the University;

9) developing proposals for systemic solutions aimed at improving the quality of scientific research conducted at the University;

10) coordinating work in the field of academic staff evaluation;

11) supervising matters related to the granting of the Rector's awards;

12) supervising the accuracy and timeliness of updates to information 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) supervising the implementation of the HR Excellence in Research strategy at the University;

15) supervising the implementation and execution of the 'open access' policy to scientific publications and research data at the University;

16) supervising the functioning of the Doctoral School, including the internal quality assurance system for education at the Doctoral School;

17) supervising benefits for doctoral students;

18) supervising matters relating to disciplinary proceedings against doctoral students;

19) issuing opinions on applications for the Rector's awards for doctoral students;

20) supervising doctoral organisations and maintaining a register of these organisations;

21) submitting motions to the Rector to dissolve a doctoral organisation in cases provided for by law;

22) cooperating with the doctoral student self-government and the doctoral cultural and scientific movement;

23) performing other tasks assigned by the Rector.

§ 5
Vice-Rector for International Cooperation

1. The Vice-Rector for International Cooperation supervises the work of subordinate organisational units.

2. The Vice-Rector for International Cooperation is accountable to the Rector for the proper organisation of the work of subordinate organisational units and the efficient performance of assigned tasks.

3. The tasks and competences of the Vice-Rector for International Cooperation include:

1) coordinating and supervising work related to exchanges under the Erasmus+ Programme;

2) coordinating and supervising student visits, internships and work placements abroad in cooperation with the Vice-Rector for Education;

3) cooperating with the Vice-Rector for Education in the recruitment of foreign students;

4) supervising international exchanges of students, doctoral students and staff within the framework of cooperation between universities;

5) promoting the University's activities within the European Research Area;

6) coordinating, in cooperation with the Vice-Rector for Science, the international activities of academic staff (internships, study trips, conferences, grants, projects, bilateral agreements, research trips, etc.);

7) supervising the formal aspects of University staff trips abroad;

8) initiating cooperation with academic teachers from foreign research centres;

9) coordinating the arrivals and departures of visiting professors;

10) supervising matters related to the arrival of guests from abroad;

11) initiating, monitoring and advising on international cooperation (grants, internships, etc.);

12) undertaking activities at the national and international level to promote internationalisation;

13) managing the work of the University Commission for Internationalisation at the Jan Kochanowski University of Kielce;

14) preparing annual reports on international cooperation for the Ministry responsible for higher education and science;

15) supervising the accuracy and timeliness of updates to information sent to the POL-on system by subordinate organisational units;

16) supervising the entry of information into the Central Register of Contracts by subordinate organisational units;

17) performing other tasks assigned by the Rector.

§6
Vice-Rector for Medical Affairs

1. The Vice-Rector for Medical Affairs is accountable to the Rector for the proper organisation of the work of subordinate organisational units and the efficient performance of assigned tasks.

2. The Vice-Rector for Medical Affairs supervises the work of the university's non-commercial healthcare entity, if established, and other subordinate organisational units.

3. The tasks and competences of the Vice-Rector for Medical Affairs include:

   1) monitoring regulations concerning the functioning of subordinate units in the field of medical activity and initiating internal regulations governing and improving the teaching process at the faculties operating within the Collegium Medicum;

   2) initiating agreements and cooperation agreements with national medical centres, scientific institutions and other entities in the scope of the activities of the Collegium Medicum;

   3) concluding agreements related to the teaching process at the Collegium Medicum;

   4) concluding agreements related to internships and traineeships at the Collegium Medicum;

   5) supervising the organisation and course of student professional practices and internships;

   6) supervising the activities of the University Bioethics Committee;

   7) supervising the work of the editorial office of the journal 'Studia Medyczne/Medical Studies';

   8) representing the Rector at meetings of the Conference of Rectors of Academic Medical Universities;

   9) supervising the accuracy and timeliness of updates to information sent to the POL-on system by subordinate organisational units;

   10) supervising the entry of information into the Central Register of Contracts by subordinate organisational units;

   11) in matters concerning non-commercial healthcare entities:
       a) supervising the university non-commercial healthcare entity,
       b) controlling and evaluating the activities of the university non-commercial healthcare

entity, in accordance with the scope of his/her powers and subject to the relevant provisions of law,

    c) cooperating with the university healthcare entity being an entrepreneur,

    d) supervising the teaching and research activities of clinics and clinical departments established in healthcare units other than the university healthcare entity,

13) performing other tasks assigned by the Rector.

§ 7.
Director of the Doctoral School

1. The Director of the Doctoral School manages the Doctoral School and is responsible for the educational process carried out there.

2. The tasks and competences of the Director of the Doctoral School include:

    1) defining the competences of the Deputy Director of the Doctoral School and the heads of sections operating within it;

    2) properly organising the work of academic teachers and non-academic staff employed at the Doctoral School;

    3) selecting appropriate academic teachers to carry out the educational process at the Doctoral School;

    4) ensuring discipline and order at the Doctoral School.

3. In addition to the tasks referred to in paragraph 188(4) of the Statute, the Director of the Doctoral School is responsible in particular for:

    1) supervising the accuracy and timeliness of updates to information sent to the POL-on system concerning the Doctoral School and related to the doctoral education process;

    2) cooperating with Vice-Rectors, institute directors and senate committees on matters related to the process of educating doctoral students;

    3) performing other tasks assigned by the Rector.

§ 8
Dean

1. The Dean manages the faculty/branch and represents this unit externally.

2. The Dean's tasks and competences include:

    1) defining the scope of duties and competences of the Vice-Deans and supervising their implementation;

    2) defining the scope of duties and competences of the faculty/branch administration staff and supervising their implementation;

    3) developing and submitting to the Rector for approval the regulations of the faculty/branch, which 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 allocated to the faculty/branch;

    3) coordinating interdisciplinary scientific activities within the disciplines for which the faculty/branch is responsible;

    4) the proper organisation of the work of academic teachers and non-academic staff

employed at the faculty/branch;

5) compliance with the law, discipline, safety and order at work at the faculty/branch;

6) organising and supervising reporting on tasks carried out at the faculty/branch;

7) supervising the correctness and timeliness of updates to information from the area of the education process concerning the faculty/branch, sent to the POL-on system;

8) performing tasks provided for in the Statute or resulting from the Rector's authorisation;

9) supervising the entry of information into the Central Register of Agreements by subordinate organisational units.

4. The Dean is responsible for supervising scientific activity at the faculty/branch, in particular for coordinating:

1) scientific research and/or artistic activity at the faculty/branch;

2) interdisciplinary scientific activity and international cooperation at the faculty/branch;

3) the dissemination of the results of scientific research and artistic creation carried out at the faculty/branch;

4) the evaluation of scientific research and artistic creation within the disciplines assigned to the institutes and departments operating at the faculty/branch.

5. The Dean is responsible for the educational process carried out at the faculty/branch in the fields of study, postgraduate studies and other forms of education, in particular for:

1) organising and conducting the educational process at the faculty/branch, ensuring that study programmes and their implementation comply with applicable regulations and that study regulations are observed, including:

   a) supervising 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 approval to create a new field of study, postgraduate studies or other forms of education,

   c) supervising the process of preparing 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 classes and their programmes,

   e) supervising the course of professional internships and work placements for students of the faculty/branch;

2) supervising the quality of education, including:

   a) organising and supervising the functioning of the education quality system at the faculty/branch and evaluating the teaching activities of academic teachers,

   b) developing a schedule for classroom observations and supervising its implementation,

   c) organising training on the functioning and improvement of the education quality system,

   d) supervising the preparation of documentation for internal evaluation and external accreditation,

   e) appointing, after approval by the Vice-Rector for Education, committees and teams to carry out tasks related to the quality of education at the faculty/branch and

supervising their work;

3) appropriate staffing of teaching activities, in consultation with the directors of institutes and heads of departments, as well as submitting applications for the conclusion of agreements on teaching activities with persons employed outside the University;

4) preparing materials for the assessment and accreditation of study programmes;

5) preparing documentation related to the periodic evaluation of employees in the field of teaching and organisational activities;

6) receiving and considering student complaints and requests regarding the organisation of the teaching process;

7) submitting motions to the Rector in disciplinary matters concerning students;

8) making decisions in student matters;

9) supervising the graduation process at the faculty/branch;

10) assigning, in consultation with the directors of institutes and heads of departments, the role of year tutors and supervising their work;

11) supervising the documentation of the course of studies, postgraduate studies and courses conducted by the faculty/branch.

6. The Dean is responsible for coordinating activities for the socio-economic environment carried out by the faculty/branch.

7. The Dean is the superior of academic teachers and administrative staff employed at the faculty/branch.

§ 9
Director of the institute

1. The Director of the Institute organises and manages the activities of the institute.

2. The Director of the Institute is responsible for preparing and implementing the institute's development strategy, implementing human resources policy, organising scientific activities at the Institute, and supervising the implementation of the objectives and directions of research and artistic creation at the Institute.

3. The Director of the Institute cooperates with the Scientific Council of the Institute within the scope of its competences, including the awarding of academic degrees or degrees in the arts.

4. The tasks and competences of the Director of the Institute include:

1) organising scientific, artistic and development activities;

2) monitoring programmes and competitions related to the financing of scientific research, development work and artistic creation within the scope of the institute's activities, coordinating activities aimed at involving the institute in obtaining funds from grant competitions, submitting applications and reports on the institute's activities;

3) supervising the implementation of research and artistic tasks and intellectual property rights arising from scientific and artistic activities carried out at the institute;

4) managing the research infrastructure and specialist studios of the institute, including assessing the need for and submitting applications for investments related to scientific research, development work and artistic creation carried out at the institute;

5) planning and implementing, in consultation with the Dean, human resources policy in

accordance with the institute's scientific development strategy and the teaching needs of the fields assigned to the discipline relevant to the institute, in particular:

    a) initiating, in consultation with the Dean, the organisation of the employment of academic teachers at the institute within the scientific or artistic discipline(s) for which the institute is responsible,

    b) issuing opinions on the Dean's proposals regarding the establishment or termination of employment relationships with academic teachers,

    c) submitting proposals for academic leave,

    d) preparing materials for the periodic evaluation of employees,

    e) preparing proposals for scholarships and awards from the Rector, Minister and Prime Minister;

6) supervising research and artistic activities and the dissemination of their results, in particular by:

    a) supervising the timely submission of information on 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 statements required by law, d) preparing the institute to conduct evaluations of scientific and artistic activities within the discipline relevant to the institute;

7) cooperating with the authorities of the Doctoral School within the scope specified in the Statute and Regulations of the Doctoral School;

8) cooperating with deans in the allocation of teaching hours to academic teachers employed at the institute in fields related to the scientific or artistic discipline relevant to the institute, in particular:

    a) issuing opinions on the dean's allocation of teaching tasks to institute employees,

    b) submitting proposals for the creation or modification of study programmes in fields related to the discipline specific to the institute;

9) supervising the accuracy and timeliness of updates to information on the institute's research activities sent to the POL-on system.

§ 10
Head of the Department

1. The Head of the Department organises and manages the activities of the department.

2. The Head of the Department is responsible for preparing and implementing the department's development strategy, implementing human resources policy, organising scientific activities in the department and supervising the implementation of the objectives and directions of research activities in the department.

3. The Head of the Department cooperates with the Department Council within the scope of its competence.

4. The tasks and competences of the Head of the Department include:

    1) organising scientific, artistic and development activities;

2) monitoring programmes and competitions related to the financing of scientific and artistic activities within the scope of the department's activities, coordinating activities aimed at involving the department in obtaining funds from grant competitions, submitting applications and reports on the department's activities;

3) supervising 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 specialist studios of the department, including assessing the need for and submitting applications for investments related to scientific and artistic activities carried out in the department;

5) planning and implementing, in consultation with the dean, a personnel policy in accordance with the scientific development strategy of the department and the teaching needs of the fields assigned to the discipline relevant to the department, in particular:

   a) initiating, in consultation with the Dean, the organisation of the employment of academic teachers in the department within the scientific or artistic discipline(s) for which the department is responsible,

   b) issuing opinions on the Dean's proposals regarding the establishment or termination of employment relationships with academic teachers,

   c) submitting proposals for academic leave,

   d) preparing materials for the periodic evaluation of employees,

   e) preparing proposals for scholarships and awards from the Rector, Minister and Prime Minister;

6) supervising research and artistic activities and the dissemination of their results, in particular by:

   a) supervising the timely submission of information on 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 statements required by the Act,

   d) preparing the department to evaluate scientific and artistic activities within the discipline relevant to the department,

   e) cooperating with deans in the allocation of teaching hours to academic teachers employed in the department in fields related to the scientific discipline specific to the department, in particular:

      – issuing opinions on the allocation of teaching tasks to department staff by the Dean,

      – submitting proposals for the creation or modification of study programmes in fields related to the discipline relevant to the department;

7) supervising the accuracy and timeliness of updates to information on research activities concerning the department, sent to the POL-on system.

§ 11
Head of Clinical Department

1. The Head of Clinical Department manages the work of the clinical department.

2. The tasks and competences of the Head of Clinical Department include:

    1) organising scientific, clinical and development activities within the clinical department;

    2) managing the department's research infrastructure, including assessing needs and submitting applications for investments related to scientific activities carried out in the department;

    3) monitoring programmes and competitions related to the financing of scientific activities within the scope of the department's clinical activities;

    4) coordinating activities aimed at involving the clinical department in obtaining funds from grant competitions, submitting applications and reports on the activities of the clinical department;

    5) submitting personnel proposals to the Director of the Institute (Head of the Department) in matters relating to the employees of the clinical department;

    6) issuing opinions on applications for leave for employees of the clinical department;

    7) supervising the work and discipline of academic teachers and non-academic staff in the clinical department;

    8) ensuring compliance with the law and safety and order in the clinical department.

§ 12
Head of the Unit

1. The Head of the Unit manages the work of the unit.

2. The tasks and competences of the Head of the Unit include:

    1) organising scientific, artistic and development activities within the unit;

    2) monitoring programmes and competitions related to the financing of scientific and artistic activities within the scope of the unit's activities;

    3) coordinating activities aimed at involving the unit in obtaining funds from grant competitions, submitting applications and reports on the unit's activities;

    4) submitting personnel proposals to the director of the institute (head of the department) in matters relating to the unit's employees;

    5) issuing opinions on applications for leave of absence for unit employees;

    6) supervising the work and discipline of academic teachers and non-academic employees in the unit;

    7) ensuring compliance with the law and safety and order on the premises of the unit.

§ 13
Heads of university-wide units

1. The duties and competences of the director of the University Library are specified in the University Library Regulations approved by the Rector.

2. The duties and competences of the head of the University Publishing House are specified in the University Publishing House Regulations approved by the Rector.

3. The tasks and competences of the Head of the University Archives are specified in the

instructions approved by the Rector on the organisation and scope of activities of the University Archives.

4. The tasks and competences of the head of a university unit other than those listed in paragraphs 1-3 are specified in the regulations of that unit, approved by the Rector.

§ 14

Head of an intra-faculty unit

The tasks and competences of the Head of an intra-faculty unit are specified in the regulations of that unit, approved by the Rector.

§ 15

Head of a Collegium Medicum/faculty/branch unit

The tasks and competences of the head of a Collegium Medicum/faculty/branch unit are specified in the regulations of that unit, approved by the Rector.

§ 16

Chancellor

1. The Chancellor reports directly to the Rector.

2. The Chancellor manages the administration and economy of the University, makes decisions regarding property within the scope of ordinary management, with the exception of matters reserved in the Act or the Statute for University bodies and other persons performing managerial functions, and supervises subordinate administrative staff.

3. The Chancellor independently represents the University in matters of ordinary management.

4. Ordinary management includes activities related to 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 property and maintaining it in good condition, as well as deriving benefits from this property, and conducting matters necessary to perform these activities.

5. 5. Within the scope of ordinary management referred to in paragraphs 2-4, the Chancellor is authorised to acquire and dispose of property and to perform activities, including incurring liabilities, with a value not exceeding PLN 1 million (one million PLN).

6. The Rector may grant the Chancellor power of attorney to perform specific legal activities relating to the property rights and obligations of the University, exceeding the scope of ordinary management.

7. The Chancellor shall ensure the proper functioning of the University in terms of teaching and research by maintaining an efficient and safe technical infrastructure.

8. The Chancellor shall supervise compliance with the OHS and fire prevention regulations in force at the University.

9. The Chancellor is responsible for:

   1) organising and coordinating administrative, technical and economic activities;

   2) implementing a rational personnel and remuneration policy at the University in relation to subordinate employees;

3) determining the rules for managing the University's assets;

4) supervising the accuracy and timeliness of updates to information sent to the POL-on system by subordinate organisational units;

5) supervising the entry of information into the Central Register of Agreements by subordinate organisational units.

10. The Chancellor acts as the superior of employees who are not academic teachers and who are not subordinate to the heads of core activity units, in particular subordinate administrative staff.

11. The Chancellor performs his/her tasks with the assistance of:

1) the Vice-Chancellor for General Affairs;

2) the Vice-Chancellor for ICT;

3) the heads of directly subordinate administrative units.

12. The tasks and competences of the Chancellor include:

1) in the field of administration organisation:

a) organising and coordinating the work of the University's subordinate administration,

b) issuing orders, announcements, regulations and instructions governing the activities of the Chancellor, including economic and administrative activities,

c) supervising the activities of administrative units and subordinate employees,

d) submitting proposals to the Rector on matters relating to the organisational structure of the University's administration;

2) in the field of employee matters:

a) submitting motions to the Rector regarding the employment, transfer, dismissal, promotion, rewarding or punishing of employees in subordinate administrative units,

b) ensuring appropriate occupational health and safety (OHS) conditions for employees,

c) dealing with complaints, grievances and requests concerning matters within their scope of activity,

d) determining the scope of duties of his/her deputies,

e) developing plans for the employment of administrative and service staff, submitting them to the Rector for approval;

3) in the field of property management:

a) taking actions and decisions to ensure the preservation of the University's property, its proper use, expansion and development, University, its proper use and its expansion and development,

b) monitoring the property management activities under his/her supervision in terms of compliance with the material and financial plan and the established strategic plans,

c) deciding on and concluding contracts for the performance of construction and renovation projects,

d) concluding contracts for the operation of buildings,

e) ensuring the inspection of the University's equipment, installations and facilities in accordance with the requirements of the relevant state regulations,

f) concluding contracts for the rental and lease of rooms/premises and land,

g) determining rent rates for the lease and tenancy of rooms and land, as well as fees for the use of parking spaces,

h) performing activities commissioned by the Rector in the field of administering the CSBF,

i) concluding contracts for purchases for administrative and economic purposes,

j) approving invoices and bills, after they have been checked in terms of content and formal and accounting aspects by the responsible employees,

k) making decisions on the termination and revaluation of fixed assets and materials,

l) making decisions on the sale of redundant fixed assets, items and materials,

m) approving the reports of the liquidation committee and approving settlements and charges for resulting inventory differences,

n) supervising matters related to public procurement,

o) supervising all matters related to the University's insurance,

p) supervising the proper supply of equipment, apparatus and materials to the University (excluding scientific and research apparatus),

q) supervising the operation of the University's facilities and equipment,

r) approving orders for the purchase of materials and services in accordance with the public procurement procedure.

13. The Chancellor determines the detailed scope of duties and competences of the Deputy Chancellor for General Affairs and the Deputy Chancellor for ICT.

14. The Chancellor is authorised to make decisions on business trips of employees subordinate to him/her.

§15 The Chancellor draws up the budget within the scope of his/her competence and coordinates its implementation.

16. In matters not covered by the Regulations, the Chancellor's competences are specified in the Statute.

§ 17
Bursar (Quaestor)

1. The Bursar reports directly to the Rector.

2. The Bursar acts as the chief accountant. The duties and powers of the Bursar as the chief accountant of the University are set out in separate regulations, including, in particular, regulations on accounting and public finance.

3. The tasks and competences of the Bursar include:

1) disposing of cash funds;

2) performing preliminary checks of the compliance of economic and financial operations with the material and financial plan;

3) drafting accounting principles (policies) and organising the University's accounting system;

4) supervising the inventory and valuation of assets and liabilities;

5) determining the financial result;

6) creating and dissolving financial reserves;

7) supervising the accounting records of events on the basis of correctly issued accounting documents;

8) archiving financial and accounting documentation;

9) opening and closing books for reporting periods;

10) preparing financial statements, having them audited by an auditing company and publishing them in cases provided for by external legislation;

11) supervising tax records and settlements with the Tax Office;

12) preparing the JPK_KR_PD and JPK_ST_KR Uniform Control File (JPK) in accordance with applicable law;

13) coordinating the preparation, in consultation with the relevant departments, of the University's material and financial plan and submitting it to the Rector;

14) developing and preparing the process of financial and accounting document circulation and its control, in a manner ensuring the timely transfer of reliable economic information;

15) calculating the write-off for the Social Fund;

16) monitoring the University's financial liquidity;

17) coordinating the substantive tasks of subordinate units and positions;

18) supervising internal and external financial reporting;

19) coordinating work related to the amendment of internal normative acts;

20) coordinating the planning and implementation of new organisational and IT solutions;

21) supervising the accuracy and timeliness of updates to information sent to the POL-on system by subordinate organisational units;

22) supervising the entry of information into the Central Register of Agreements by subordinate organisational units.

4. To perform the tasks assigned to him/her, the Bursar has the right to request explanations from all University units and employees to access documents and calculations related to the management of the University's property and finances, and to submit appropriate motions to the Rector in the event of irregularities. The Bursar may request the Rector to determine the procedure by which the organisational units of the University shall perform the work necessary to ensure the correctness of financial management and accounting records, cost calculations and financial reporting.

5. If the Bursar is temporarily absent or unable to perform his/her duties, he/she shall be replaced by a deputy appointed by him/her.

Framework Scope of Activities of the Administration of the Collegium Medicum/Faculty/Branch

§ 1

The tasks of the Dean's Office include:

1) accepting and verifying the documentation of persons admitted to studies;

2) creating and updating a database for the purposes and course of studies, social and living conditions of students and doctoral students, and all fees related to the course of studies, including for the purposes of projects implemented at the Collegium Medicum/faculty/branch;

3) keeping records of the course of studies for students of all types and forms of study (handling the course of studies, passing the academic year, enrolment for the next academic year, implementing decisions in individual student matters);

4) keeping records of students and doctoral students;

5) comprehensive handling of documentation related to the awarding of benefits to students (participation in the work of the scholarship committee);

6) issuing and distributing student ID cards, certificates, diplomas and diploma supplements to students;

7) issuing and distributing ID cards, certificates and diplomas to doctoral students;

8) preparing documentation for diploma examinations:

    a) calculating grade point averages,

    b) preparing examination protocols,

    c) preparing diplomas and supplements,

    d) preparing and issuing certificates of completed studies, diplomas and supplements to graduates, including foreign language versions and transcripts;

9) accepting applications from students and doctoral students, preparing materials for the dean necessary for him to make decisions;

10) providing information on matters arising from the study regulations;

11) issuing certificates to students for banks granting student loans;

12) keeping a register of complaints and requests submitted to the Dean;

13) archiving documentation in accordance with regulations;

14) keeping records of strictly accountable forms and accounting for them;

15) entering data into the POL-on system and verifying it;

16) keeping records of the course of study for foreign students;

17) cooperating with the coordinators of the Erasmus+ programme, the MOST programme, foreign student supervisors and the Academic Exchange and Erasmus+ Projects Division in the field of keeping records of the course of study of foreign students;

18) providing services to students visiting the University under bilateral agreements and

other programmes.

§ 2

The tasks related to education services include:

1) services related to the preparation of the teaching schedule;
2) preparing faculty workload sheets;
3) preparing documentation for the settlement of teaching activities;
4) preparing documentation related to internships resulting from the study programme;
5) preparing civil law contracts for persons conducting classes who are not academic teachers;
6) forwarding signed contracts to the appropriate unit responsible for student internships and work placements;
7) preparing documents for the settlement of civil law contracts (invoices, monitoring the performance of teaching duties);
8) providing services in the area of programme differences verification;
9) preparing a list of supervisors and topics of diploma theses (bachelor's and master's);
10) providing administrative support in the process of implementing and evaluating the education quality system at the Collegium Medicum/faculty/branch;
11) cooperating with ERASMUS+ programme coordinators in the field of documentation and support for academic teachers and students arriving and departing under this programme;
12) cooperating with MOST programme coordinators in the area of servicing incoming and outgoing students under this programme;
13) servicing visitors to the University under bilateral agreements and other programmes.

§ 3

The tasks related to scientific and research activities include:

1) administrative support in the field of procedures related to the awarding of academic degrees and Doctor Honoris Causa titles;
2) administrative support in the field of discipline evaluation;
3) entering and updating data in the POL-on system;
4) maintaining documentation related to the evaluation of disciplines;
5) providing information and support services in the implementation and settlement of research activities.

§ 4

The tasks related to the administration of projects co-financed from external sources include:

1) providing information on funding opportunities;
2) formal assistance in preparing grant applications (research, teaching and implementation projects);
3) participation in the recruitment of project participants;

4) entering data on participants into the appropriate IT system;

5) ongoing cooperation with the Innovation and Technology Transfer Division, the Development Projects Division and the Science Division.

§ 5

The tasks related to secretarial and office work include:

1) providing secretarial and office support to the Dean and Vice-Deans, directors of institutes, and heads of departments;

2) handling external and internal correspondence of the unit;

3) recording complaints, requests and letters addressed to the Dean, directors of institutes and heads of departments;

4) coordinating, organising and servicing meetings, faculty/branch council meetings, Scientific Council of the Institute, department council meetings, faculty admissions committee meetings, faculty education committee meetings and field-specific education quality teams;

5) maintaining documentation signed using the Dean's electronic signature;

6) preparing public procurement applications related to the scope of activities of the Collegium Medicum/faculty/branch and its constituent units;

7) exercising supervision over the assets of the Collegium Medicum/faculty/branch, institute and its constituent units;

8) handling day-to-day matters related to the functioning of the Collegium Medicum/faculty/branch/institute/department;

9) compiling, maintaining and archiving the unit's files;

10) preparing statistical reports and other summaries and reports at the request of the authorities of the Collegium Medicum/faculty/branch.