

The consolidated text of the Ordinance takes into account the amendments made by Ordinances Nos. 5/2020, 6/2020, 25/2020, 107/2020, 128/2020, 161/2020, 11/2021, 18/2021, 30/2021, 39/2021, 47/2021, 59/2021 of the WUT Rector

WARSAW UNIVERSITY OF TECHNOLOGY

Ordinance No. 92 /2019

of

WUT Rector

of

4 December 2019

on enacting the Organizational Regulations of the Warsaw University of Technology

Pursuant to art. 23 (3) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws item 1668, as amended), in connection with Resolution no. 426/XLIX/2019 of the Senate of the Warsaw University of Technology of 20 November 2019 on the opinion on the WUT Organizational Regulations, it is ordered as follows:

§ 1

The WUT Organizational Regulations, which constitute an appendix to the Ordinance, shall be adopted.

§ 2

The orders of the WUT Rector are amended as follows:

- 1) Ordinance No. 16 of the WUT Rector of 27 June 2001 on the establishment of the Distance Learning Centre at the Warsaw University of Technology shall be amended:
 - a) In § 1, section 2 shall read:

“2. The Centre shall operate on the basis of the WUT Organizational Regulations.”;
 - b) The Appendix to the Ordinance is repealed;
- 2) Ordinance No. 4 of the WUT Rector of 24 January 2002 on the separation of the Museum of the Warsaw University of Technology from the Main Library shall be amended:
 - a) In § 1, section 2 shall read:

“2. The Museum shall operate on the basis of the WUT Organizational Regulations.”;
 - b) The Appendix to the Ordinance is repealed;
- 3) Ordinance No. 2 of the WUT Rector of 22 January 2003 on the establishment of the Centre for International Cooperation, the transformation of the University Contact Point

for European Research Programmes and the abolition of the Office for International Cooperation” is amended:

- a) In § 1, section 2 shall read:
 - “2. The Centre shall operate on the basis of the WUT Organizational Regulations.”;
 - b) The Appendix to the Ordinance is repealed;
- 4) Ordinance No. 1/2008 of the WUT Rector of 16 January 2008 on the establishment of the Centre for Advanced Studies at the Warsaw University of Technology is hereby amended:
- a) In § 1, section 2 shall read:
 - “2. The Centre shall operate on the basis of the WUT Organizational Regulations.”;
 - b) The Appendix to the Ordinance is repealed;
- 5) Ordinance No. 26/2011 of the WUT Rector of 15 July 2011 on the establishment of the University Defense and Security Research Centre” is amended:
- a) In § 1:
 - section 2 is replaced by the following:
 - “2. The Centre shall operate on the basis of the WUT Organizational Regulations.”;
 - section 3 shall be deleted;
 - b) The Appendix to the Ordinance is repealed;
- 6) Ordinance No. 27/2011 of the WUT Rector of 15 July 2011 on the establishment of the University Aerospace Research Centre” shall be amended:
- a) In § 1:
 - section 2 is replaced by the following:
 - “2. The Centre shall operate on the basis of the WUT Organizational Regulations.”;
 - section 3 shall be deleted,
 - b) The Appendix to the Ordinance is repealed;
- 7) Ordinance No. 28/2011 of the WUT Rector of 15 July 2011 on transforming the Research Promotion Centre of the Faculty of Mathematics and Information Sciences” shall be amended:
- a) In § 1:
 - section 2 is replaced by the following:
 - “2. The Centre shall operate on the basis of the WUT Organizational Regulations.”;
 - section 3 shall be deleted,
 - b) The Appendix to the Ordinance is repealed;
- 8) Ordinance No. 7/2012 of the WUT Rector of 17 January 2012 on the establishment of an organizational unit of the WUT University of the Third Age” shall be amended:
- a) In § 1:
 - section 2 is replaced by the following:

- “2. The University shall operate on the basis of the WUT Organizational Regulations.”;
- section 3 shall be deleted
 - b) The Appendix to the Ordinance is repealed;
- 9) Ordinance No. 7/2015 of the WUT Rector of 16 February 2015 on the establishment of the International Centre for Formal Ontology at the WUT Faculty of Administration and Social Sciences” is amended:
- a) In § 1:
 - section 2 shall be deleted,
 - section 3 is replaced by the following:

“3. The Centre shall operate on the basis of the WUT Organizational Regulations.”,
 - b) The Appendix to the Ordinance is repealed;
- 10) Ordinance No. 14/2017 of the WUT Rector of 24 March 2017 on the establishment of the Project Service Centre is amended:
- a) In § 1, after section 3, section 4 shall be added, reading as follows:

“4. The COP shall operate on the basis of the WUT Organizational Regulations.”;
 - b) § 2 – 7 shall be repealed;
- 11) Ordinance No. 35/2017 of the WUT Rector of 28 June 2017 on the establishment of the Advanced Materials and Technology Centre “CEZAMAT” is amended:
- a) In § 1:
 - sections 2 and 4 shall be deleted;
 - section 3 is replaced by the following:

“3. The CEZAMAT shall operate on the basis of the WUT Organizational Regulations.”,
 - b) The Appendix to the Ordinance is repealed;
- 12) Ordinance No. 3/2019 of the WUT Rector of 22 January 2019 on the establishment of the Mark Dietrich Institute of Contemporary Civilization Problems at WUT shall be amended:
- a) In § 1:
 - section 2 shall be deleted,
 - section 3 is replaced by the following:

“3. The Institute shall operate on the basis of the WUT Organizational Regulations.”;
 - b) The Appendix to the Ordinance is repealed.

§ 3

A reflection of the University’s organizational structure as defined in the WUT Organizational Regulations shall be introduced into the SAP system as of 1 January 2020.

§ 4

The following shall be no longer valid:

- 1) Ordinance No. 6/2008 of the WUT Rector of 30 January 2008 on introducing Organizational Regulations and amending Ordinances No. 36/2008 and No. 48/2018;
- 2) Ordinance No. 15/2008 of the WUT Rector of 14 April 2008 on the Organizational Regulations for the Centre for Physical Education and Sports at WUT and amending Ordinance No. 13/2019;
- 3) Ordinance No. 52/2008 of the WUT Rector of 14 November 2008 on the University Regulations of the University Research Centre "Functional Materials";
- 4) Ordinance No. 30/2009 of the WUT Rector of 24 September 2009 on introducing Organizational Regulations for the Main Library and amending Ordinances Nos. 39/2009, 15/2011, 19/2012, 23/2015, 32/2015 and 27/2018;
- 5) Ordinance No. 16/2012 of the WUT Rector of 22 February 2012 on enacting Organizational Regulations for the WUT Publishing House;
- 6) Ordinance No. 3/2013 of the WUT Rector of 22 January 2013 on introducing Organizational Regulations for the Team of Lecturers of the WUT Branch in Płock and amending Ordinance No. 48/2017;
- 7) Ordinance No. 6/2013 of the WUT Rector of 14 February 2013 on introducing Organizational Regulations for the Business School and amending Ordinances Nos. 47/2017 and No. 34/2019;
- 8) Ordinance No. 12/2014 of the WUT Rector of 10 March 2014 on central administration organizational WUT units and amending Ordinances Nos. 18/2014, 57/2014, 75/2014, 78/2014, 80/2014, 43/2015, 52/2015, 9/2016, 25/2016, 26/2016, 31/2016, 49/2016, 55/2016, 58/2016, 10/2017, 18/2017, 23/2017, 28/2017, 34/2017, 37/2017, 38/2017, 39/2017, 5/2018, 9/2018, 14/2018, 15/2018, 33/2018, 34/2018, 51/2018, 53/2018, 2/2019, 5/2019, 19/2019, 20/2019, 30/2019, 35/2019, 36/2019, 38/2019, 45/2019, 48/2019, 49/2019, 52/2019;
- 9) Ordinance No. 51/2015 of the WUT Rector of 30 November 2015 on introducing Organizational Regulations for the Branch in Płock;
- 10) Ordinance No. 53/2015 of the WUT Rector of 30 November 2015 on introducing Organizational Regulations for the Informatization Centre;
- 11) Ordinance No. 56/2016 of the WUT Rector of 15 December 2016 on the Organizational Regulations of the Transport Certification Centre at the WUT Faculty Transport;
- 12) Ordinance No. 41/2017 of the WUT Rector of 9 August 2017 on introducing Organizational Regulations for the Study of Foreign Languages and amending Ordinance No. 57/2017;
- 13) Ordinance No. 49/2017 of the WUT Rector of 17 October 2017 on the WUT Organizational Regulations of the Centre for Innovation and Technology Transfer Management;

14) Ordinance No. 54/2019 of the WUT Rector of 1 October 2019 on defining the scope of tasks and remits of the Dean and the College Director at WUT.

§ 5

The Ordinance shall enter into force on the date of its signature.

RECTOR

Prof. Dr. Jan Szmidt

**ORGANIZATIONAL REGULATIONS
OF
THE WARSAW UNIVERSITY OF TECHNOLOGY**

**PART I
GENERAL PROVISIONS**

§ 1

The WUT Organizational Regulations, hereinafter referred to as the “Regulations”, shall lay down the organizational structure of the Warsaw University of Technology, the division of tasks within this structure, organizational units, the manner of their organization and operation, their organizational subordination, substantive supervision, including the organization and rules of operation of the administration.

§ 2

1. The organizational structure at the Warsaw University of Technology includes:
 - 1) basic organizational units;
 - 2) university-level organizational units;
 - 3) organizational units of administration:
 - a) central;
 - b) in basic units;
 - c) at the Branch in Płock.
2. The organizational structure of the Warsaw University of Technology shall include the Warsaw University of Technology Branch in Płock, which is a part of WUT comprising specific organizational units.
3. All organizational WUT units have their individual symbols and digital codes, allowing for their identification in the SAP system.

§ 3

1. In order to improve work efficiency, independent officers and organizational units may be established within WUT and its organizational units.

2. Organizational units and cells and independent officers shall be established, transformed and liquidated by the Rector pursuant to the procedure laid down in the statutes and these regulations, subject to the provisions of sections 3 and 4.
3. Organizational cells within basic organizational units shall be established, transformed and liquidated by the BOU Head after consultation with the faculty council and, in the case of specialist libraries, additionally after consultation with the director of the Main Library. The head of a basic organizational unit shall also define the organization and detailed scope of tasks of those units.
4. The organizational cells and independent officers in the Branch in Płock and its organizational units are established, transformed and liquidated by the Vice-Rector for the Branch. In the case of cells in the organizational units of the Branch in Płock, their transformation or liquidation is conducted upon the requests of the heads of these units, after obtaining opinions of the Faculty Council, College Council, Vice-Rector for the Branch, respectively, and in the case of specialist libraries – also after obtaining the opinion of the Director of the Main Library. The Vice-Rector for the Branch also defines the organization and detailed scope of tasks of these units.

§ 4

A request for the establishment of an organizational unit or cell and an independent officer should include:

- 1) purpose of the appointment, the scope of its activities and its subordination;
- 2) identification of sources of funding for operating costs and providing material conditions.

§ 5

1. The act of establishing a unit, cell or an independent officer shall specify in particular: name, symbol, SAP system code, and organizational subordination.
2. The provisions of section 1 shall apply mutatis mutandis when an organizational cell or unit is transformed.
3. In the act on liquidation of an organizational cell or unit, the cells or units taking over the tasks of the liquidated cell or unit shall be specified, unless liquidation results from the cessation by the University of the tasks of the liquidated cell or unit.
4. The provision of section 3 shall apply mutatis mutandis in the event of conversion involving a reduction in or change of the tasks of the unit.

§ 6

1. Managerial positions at WUT are as follows:
 - 1) Chancellor;

- 2) Deputy Chancellor;
 - 3) Bursar;
 - 4) Deputy Bursar;
 - 5) hired head of an university-level organizational unit;
 - 6) hired deputy head of a university-level organizational unit;
 - 7) faculty head of administration;
 - 8) deputy faculty head of administration;
 - 9) head of an organizational administration unit;
 - 10) deputy head of an organizational administration unit;
 - 11) head of an organizational unit cell.
2. Managerial positions shall be taken by non-teaching WUT employees.

§ 7

1. A non-teaching employee shall be employed on the basis of an employment contract.
2. Employment contracts with employees employed in basic and university-level organizational units shall be concluded by the Rector or a person authorized by the Rector upon request of the head of the organizational unit in which the employee is to be employed, subject to section 3.
3. The employees of the Informatization Centre, with the exception of the director and their deputies, are employed by the Chancellor.
4. Heads of central administration organizational units shall be employed by the Rector or a person authorized by the Rector upon request or following an opinion of the Chancellor or the Bursar, respectively.
5. Employees of central administration organizational units subordinated to the Rector or the Bursar shall be employed by the Rector or a person authorized by the Rector.
6. Employees of central administration organizational units reporting to the Chancellor are employed by the Chancellor.
7. The head of the organizational unit in which the employee is employed shall define the range of their duties and, if there are cells, also their chain of subordination.

§ 8

Any doubts and disputes concerning the division of tasks between the central administration organizational units and the basic and university-level organizational units shall be settled by the Rector.

§ 9

1. The bodies of the University, the Vice-Rector for the Branch, the Chancellor and heads of basic organizational units issue internal legal acts concerning the operation of the University within the scope of their remit.
2. The rules of creating and operation of the system of internal legal acts of WUT, in particular, the rules and mode of preparing, issuing, recording and publishing internal legal acts shall be determined by the Rector by means of a separate ordinance.

PART II

BASIC ORGANIZATIONAL UNITS

§ 10

1. The basic organizational units functioning at the Warsaw University of Technology shall include faculties and colleges:
 - 1) Faculty of Administration and Social Sciences;
 - 2) Faculty of Architecture;
 - 3) Faculty of Civil Engineering, Mechanics and Petrochemistry (WUT Branch in Płock);
 - 4) Faculty of Chemistry;
 - 5) Faculty of Electronics and Information Technology;
 - 6) Faculty of Electrical Engineering;
 - 7) Faculty of Physics;
 - 8) Faculty of Geodesy and Cartography;
 - 9) Faculty of Chemical and Process Engineering;
 - 10) Faculty of Civil Engineering;
 - 11) Faculty of Materials Science and Engineering;
 - 12) Faculty of Mechanical and Industrial Engineering;
 - 13) Faculty of Building Services, Hydro and Environmental Engineering;
 - 14) Faculty of Mathematics and Information Science;
 - 15) Faculty of Power Engineering and Aeronautics;
 - 16) Faculty of Mechatronics;
 - 17) Faculty of Automotive and Construction Machinery Engineering;
 - 18) Faculty of Transport;
 - 19) Faculty of Management;
 - 20) College of Economics and Social Sciences in Płock (WUT Branch in Płock).
2. The organizational units referred to in para. 1 are subordinate to the WUT Rector.
3. The internal organizational units of the basic organizational units referred to in section 1 are:
 - 1) institutes;

- 2) chairs;
 - 3) divisions/departments;
 - 4) specialist libraries;
 - 5) other organizational units performing scientific, didactic, experimental or service tasks, carrying out applied research and development works or undertaking activities for the benefit of technology transfer to economy, in particular centres, sites, etc.;
 - 6) faculty administration units: offices, divisions, others.
4. In basic organizational units and their internal organizational units, including administration organizational units, organizational cells may be established, in particular: teams, teaching teams, research teams, laboratories, workshops, specialist libraries, sections, etc., with different names, according to the rules and procedures set forth in § 3, section 3.
 5. Heads of organizational cells are appointed by the BOU Head from among the employees of the organizational unit the cell is a part of, and hired/appointed by the Rector or a person authorized by the Rector.
 6. The organizational cells referred to in section 4 shall not be included in the organizational WUT structure defined in the regulations.

§ 11

Faculty

1. A Faculty is an organizational unit competent to provide instruction in fields of study leading the academic disciplines to which a field of study is assigned, and to conduct research activities in at least one academic discipline.
2. Faculty's tasks:
 - 1) organizing, managing, and conducting teaching activities in the fields of study assigned to the academic disciplines in which the learning outcomes of the Faculty are achieved;
 - 2) organizing, managing, and conducting research activities within the academic disciplines represented by the Faculty;
 - 3) managing financial matters of the Faculty on the basis of the material and financial plan, the financial management is supported by the Faculty Bursar's Proxy;
 - 4) preparing and implementing the provisions of the system of education quality assurance and control coordinated by the Dean's Proxy for Quality of Education;
 - 5) implementing the Faculty development strategy within the University's strategy and to maintain day-to-day management control;
 - 6) monitoring, collecting and entering data into systems of the Ministry of Science and Higher Education, including in particular the POL-on system, CSO and internal reporting systems in terms of information necessary for current reporting and evaluation of the University;

- 7) making data available in the scope of information necessary for current reporting and evaluation of the University.
- 8) managing administration matters related to scientific, research, and teaching activities, as well as personnel and financial matters within the scope of the Faculty's activities.
3. Each Faculty shall be headed by a Dean with the assistance of Vice-Deans.
4. Framework scope of the Dean's tasks – the Dean:
 - 1) represents the Faculty;
 - 2) is the supervisor of all Faculty employees and the supervisor of all PhD and undergraduate students in the Faculty;
 - 3) convenes and presides over meetings of the Faculty Council;
 - 4) presents matters for consideration to the Faculty Council;
 - 5) issues orders and decisions concerning the operation of the Faculty;
 - 6) proposes scopes of action for Vice-Deans;
 - 7) appoints Dean's Committees and Dean's proxies;
 - 8) manages the property of the Faculty and the financial resources of the Faculty;
 - 8a) defines the rules and procedure for the distribution of funds granted by the Rector, including funds for research or teaching activities of Faculty employees;
 - 9) prepares a draft material and financial plan for the Faculty and supervises its implementation;
 - 10) supervises the activities of the Faculty organizational units;
 - 11) takes the actions necessary for the proper operation of the Faculty;
 - 12) ensures the observance of law and order and safety within the Faculty;
 - 13) establishes a detailed schedule of teaching activities conducted at the Faculty;
 - 14) assigns teaching assignments to Faculty organizational units;
 - 15) takes decisions concerning cooperation in teaching matters with other faculties and university-level organizational WUT units;
 - 16) approves the teaching of courses by persons not employed at the Warsaw University of Technology;
 - 17) ensures that the welfare needs of students and PhD students are met;
 - 18) in matters relating to students and PhD students, the Dean cooperates with the Faculty Council of the Student Self-Government and the PhD Student Council;
 - 19) performs tasks in the Faculty, in terms of personal data protection, in accordance with the applicable regulations;
 - 20) takes decisions concerning the Faculty, not falling within the remit of the University authorities or the Chancellor.
5. Faculty organizational units and cells that are not part of institutes report to the Dean.
6. The Rector may define a detailed scope of tasks for the Dean.
7. The Dean acts on the basis of written powers of attorney granted by the Rector.

8. In the absence of the Dean, the Dean's duties shall be performed by a Vice-Dean appointed in a separate decision by the Dean or the Rector.
9. In the absence of a Vice-Dean, the activities falling within the Vice-Dean's remit shall be performed by the Dean or another Vice-Dean authorized by the Rector upon the request of the Dean.
10. The tasks of a Vice-Dean are defined by the Rector upon the request of the Dean.
11. The Faculty Council, acting in accordance with the WUT Statutes, is a collective consultative and advisory body of the Dean.

§ 12
College

1. A College is an organizational unit established to provide teaching activities related to a field or fields of study and to conduct research activities in at least one academic discipline.
2. The College's tasks:
 - 1) organizing, managing, and conducting teaching activities in the fields of study assigned to the academic disciplines in which learning outcomes are achieved at the College;
 - 2) organizing, managing, and conducting research activities within the academic disciplines represented by the College;
 - 3) managing financial matters of the College on the basis of a material and financial plan; the financial management is supported by the Bursar's proxy;
 - 4) preparing and implementing the provisions of the system of education quality assurance and control coordinated by the Director's Proxy for Quality of Education;
 - 5) implementing the College's development strategy within the University's strategy and to maintain day-to-day management control;
 - 6) monitoring, collecting and inputting data into the systems of the Ministry of Science and Higher Education, including in particular the POL-on system, GUS and internal reporting systems in terms of information necessary for current reporting and evaluation of the University;
 - 7) making data available in the scope of information necessary for current reporting and evaluation of the University.
 - 8) managing administration matters related to scientific, research and teaching activities, as well as personnel and financial matters within the scope of the College's activities.
3. Each College shall be headed by a College Director with the assistance of deputies, up to a maximum of three deputies.
4. Framework scope of the College Director's tasks – the College Director:
 - 1) represents the College;

- 2) is the supervisor of all College employees and the supervisor of all PhD and undergraduate college students;
 - 3) convenes and presides over meetings of the College Council
 - 4) presents matters for consideration to the College Council;
 - 5) issues orders and decisions concerning the operation of the College;
 - 6) proposes the scope of tasks for Deputy College Directors;
 - 7) appoints committees and proxies of the College Director;
 - 8) manages the College property and the College funds;
 - 9) prepares a draft material and financial plan for the College and supervises its implementation;
 - 10) supervises the activities of the College's organizational units;
 - 11) takes the measures necessary for the proper operation of the College;
 - 12) ensures the observance of law and order and safety on the College premises;
 - 13) shall determine a detailed timetable of classes conducted at the College;
 - 14) assigns teaching assignments to the organizational units of the College;
 - 15) shall take decisions concerning cooperation in teaching matters with other faculties and university-level organizational WUT units;
 - 16) approves the teaching of courses by persons not employed by the Warsaw University of Technology;
 - 17) ensures that the welfare needs of students and PhD students are met;
 - 18) in matters relating to students and PhD students, the College Director cooperates with the College Student Self-Government Council and with the PhD Student Council;
 - 19) carries out the tasks of the College, in terms of personal data protection, in accordance with the applicable regulations;
 - 20) takes decisions concerning the College, not falling within the remit of the University bodies or the Chancellor.
5. The Rector may define a detailed scope of tasks for the College Director.
 6. The College Director acts on the basis of written powers of attorney granted by the Rector.
 7. In the absence of the College Director, the College Director's duties are performed by a Deputy College Director indicated in a separate decision of the College Director or the Rector.
 8. In the absence of a Deputy College Director, the activities falling within the Deputy College Director's remit are performed by the College Director or another Deputy College Director authorized by the Rector at the request of the College Director.
 9. The tasks of a Deputy College Director are determined by the Rector at the request of the College Director.

Institute

1. An Institute is established to conduct scientific activity and to carry out commissioned teaching tasks.
2. Institute's tasks:
 - 1) undertaking and carrying out scientific and research activities in the scope of scientific disciplines represented by the Institute;
 - 2) preparing requests and implementation of scientific, research, teaching and organizational projects financed from the National Science Centre, National Centre for Research and Development, EU funds and other sources of funding in the area of scientific disciplines represented by the Institute and of interdisciplinary nature in cooperation with other organizational WUT units or external-to-WUT entities;
 - 3) conducting teaching activities commissioned by the Dean, including lectures, laboratory and auditorium exercises, seminars, scientific supervision of students working on projects and theses, etc.;
 - 4) organizing international and national conferences, symposia, scientific seminars, establishing cooperation with research and teaching centres and other domestic and foreign entities;
 - 5) implementing and improving activities covered by the education quality assurance system;
 - 6) managing administration matters related to scientific, research and teaching activities as well as employee matters within the scope of the Institute's activities;
 - 7) carrying out the financial activities of the Institute.
3. Each Institute shall be headed by a Director with the assistance of deputies, up to two of such deputies.
4. The framework for the tasks performed by the Institute Director includes:
 - 1) managing the Institute's property;
 - 2) providing conditions for teaching activities at the institute and coordinating these activities within the scope defined by the Faculty Council;
 - 3) ensuring conditions for carrying out research activities by the Institute's employees;
 - 4) submitting requests to the Dean in matters of hiring, promoting and rewarding institute employees;
 - 5) raising funds for the institute and looking after its financial situation;
 - 6) requesting the Dean to submit motions on all matters concerning the Institute to appropriate bodies and persons holding managerial positions at the Warsaw University of Technology;
 - 7) making and executing decisions in all matters concerning the institute, not reserved to the remit of the bodies of the University or the Dean;
 - 8) managing the Institute's financial resources within the scope of remit granted by the Rector, on the basis of written powers of attorney;

- 9) performing other activities provided by law, the provisions of the Statutes, resolutions and orders of the University authorities, and activities commissioned by the Dean.
5. The tasks of a Deputy Director are defined by the Rector upon request of the Institute Director.
6. The Institute Director acts on the basis of written powers of attorney granted by the Rector.
7. In the absence of the Institute Director, the Institute Director's duties shall be performed by a Deputy Institute Director, designated in a separate decision by the Dean.
8. The Institute's internal organizational units may include divisions.
9. The property of the Institute shall constitute a separate part of the property of the organizational unit to which it belongs.

§ 14

Chair

1. A Chair is established to carry out scientific activities related to a specific area of research and to carry out commissioned teaching tasks.
2. Chair tasks:
 - 1) undertaking and conducting scholarly and research activities in the academic discipline or disciplines represented by the Chair;
 - 2) preparing requests and implementing scientific, research, teaching and organizational projects financed from the National Science Centre, National Centre for Research and Development, EU funds and other sources of funding in the area of scientific disciplines represented by the Chair and of interdisciplinary nature in cooperation with other organizational WUT units or external-to-WUT entities;
 - 3) conducting teaching activities commissioned by the Dean, including lectures, laboratory and auditorium exercises, seminars, scientific supervision of students working on projects and theses, etc.;
 - 4) organizing international and national conferences, symposia, scientific seminars, establishing cooperation with research and teaching centres and other domestic and foreign entities;
 - 5) implementing and improving activities covered by the education quality assurance system;
 - 6) managing administration matters related to scientific, research, and teaching activities within the scope resulting from the division of remits within the Chair;
 - 7) managing finances of the Chair.
3. Each Chair shall be headed by a Director.
4. The framework for the Chair Director's remits includes:
 - 1) taking care of an appropriate level of scientific research and continuous scientific employee development;

- 2) ensuring the proper level and development of education and determining the staffing of teaching assignments;
 - 3) raising funds for the Chair and taking care of its financial situation;
 - 4) ensuring that employees, PhD students, and students involved in the research perform their duties with integrity;
 - 5) making requests for hiring, promoting, and rewarding Chair employees;
 - 6) requesting the Dean to submit motions to the appropriate collegiate and one-person bodies on all matters concerning the Chair;
 - 7) making decisions in all matters concerning the Chair, not reserved for the University authorities or the Dean;
 - 8) performing other activities provided by law, the provisions of the Statutes, resolutions and orders of the University authorities, and activities commissioned by the Dean.
5. The Chair Director acts on the basis of written powers of attorney granted by the Rector.
 6. The Chair Director manages financial resources at the Chair Director's disposal within the scope of remit granted by the Rector, in accordance with the binding legal regulations.

§ 15

Division

1. A Division is an organizational unit competent to conduct scientific activity related to a specific area of research and to carry out commissioned teaching tasks.
2. Divisions may be established as organizational Institute units or organizational Faculty units.
3. Division tasks:
 - 1) undertaking and carrying out scientific and research activities in the scientific discipline or disciplines represented by the Division;
 - 2) preparing requests and implementing scientific, research, teaching and organizational projects financed from the National Science Centre, National Centre for Research and Development, EU funds and other sources of funding in the area of scientific disciplines represented by the Division and of interdisciplinary nature in cooperation with other organizational WUT units or external-to-WUT entities;
 - 3) conducting teaching activities commissioned by the Dean, including lectures, laboratory and auditorium exercises, seminars, scientific supervision of students working on projects and theses, etc.;
 - 4) organizing international and national conferences, symposia, scientific seminars, establishing cooperation with research and teaching centres and other domestic and foreign entities;
 - 5) implementing and improving activities covered by the education quality assurance system.
4. Each Division shall be headed by a Head.

5. The framework for the Head of Division's remits includes:
 - 1) ensuring the proper level and development of education and determining the staffing of teaching assignments;
 - 2) taking care of an appropriate level of scientific research and continuous scientific employee development;
 - 3) raising funds for the Division and looking after its financial position;
 - 4) ensuring that employees, PhD students, and students involved in the research perform their duties with integrity;
 - 5) making proposals in matters of hiring, promoting and rewarding Division employees;
 - 6) requesting the Dean to submit motions to the appropriate collegiate and one-person bodies in all matters concerning the Division;
 - 7) making decisions in all matters concerning the Division, not reserved for the University authorities or heads of superior units;
 - 8) carrying out other activities provided for by the law, provisions of the Statutes, resolutions and orders of the University authorities, and instructions of the Dean and Institute Director.

§ 16

1. A list of basic organizational WUT units, their names, symbols and codes, organizational structure and scope of tasks of their respective administration units, as well as their organizational and substantial reporting lines, shall be set out in Appendix No. 1 to the Regulations, subject to section 2.
2. The basic organizational units constituting the WUT Branch in Płock are specified in Appendix No. 4 to the Regulations.

PART III
UNIVERSITY-LEVEL ORGANIZATIONAL UNITS

§ 17

1. The university-level organizational WUT units referred to in § 21, section 1, item 2 of the WUT Statutes, shall be
 - 1) Main Library;
 - 2) WUT Informatization Centre;
 - 3) Project Service Centre;
 - 4) Centre for Advanced Studies;
 - 5) Centre for International Cooperation;
 - 6) Advanced Materials and Technology Centre "CEZAMAT";

- 7) Centre for Innovation and Technology Transfer Management;
 - 8) Confucius Institute;
 - 9) Mark Dietrich Institute of Contemporary Civilization Problems;
 - 10) Museum of the Warsaw University of Technology;
 - 11) Publishing House;
 - 12) Distance Learning Centre;
 - 13) Foreign Languages Centre;
 - 14) Centre for Physical Education and Sports;
 - 15) Business School;
 - 16) University Research Centre of Aviation and Cosmonautics;
 - 17) University Research Centre “Functional Materials“;
 - 18) University Defense and Security Research Centre;
 - 19) University of the Third Age.
2. University-level organizational units shall be established in order to perform scientific, didactic, experimental, research and service tasks, to carry out applied research and development works, to transfer technology to economy, to conduct cultural, publishing, economic or other activities, in particular: a library, a centre, a publishing house, a museum, a facility.
 3. The instrument setting up the entity referred to in section 2 shall also specify the internal structure, if any.
 4. University-level organizational units referred to in section 2 shall be subordinate to the WUT Rector, except for the WUT Information Technology Centre.
 5. Organizational units may be established in university-level units, in particular: divisions/departments (Polish: *działy*), offices, teams, teaching teams, research teams, laboratories, workshops, specialist libraries, sections, etc. with other names.
 6. The organizational units referred to in section 5 are established, transformed and liquidated by the Rector upon the opinion of the Senate.
 7. The heads of the organizational units referred to in section 5 shall be employed by the Rector upon request of the Director of a given university-level unit.
 8. Each university-level unit shall be headed by a Director.
 9. Directors and their deputies in university-level units are appointed by the Rector for a period not longer than the Rector’s term of office or employed for a definite or indefinite period of time in accordance with the procedure laid down in these regulations. Appointment/employment on these positions may be repeated many times.
 10. The Director of a university-level unit is the supervisor of all employees in that unit.
 11. The Director of a university-level unit may, by way of an official decision, define a detailed scope of tasks for the organizational units referred to in section 5 which are part of the unit subordinate to it.

12. The Director of a university-level unit may, in order to perform ad-hoc tasks or implement projects, set up task forces composed of the employees of the unit subordinate to that person.
13. The Director of a university-level unit shall manage the unit and its financial resources within the scope of remit defined by the Rector and in accordance with the binding legal regulations.
14. The scope of duties of the appointed Deputy Director in a university unit shall be specified by the Rector upon the Rector's request.
15. The scopes of duties of employees in a university-level unit shall be determined by the director of that unit.
16. Collegiate consultative and advisory bodies, hereinafter referred to as "councils", shall exist in university-level units, acting pursuant to the rules laid down in Appendix No. 2 to the Regulations.
17. The meetings of the Councils referred to in section 16 and adoption of resolutions may be held by means of electronic communication.

§ 18

The university-level organizational WUT units, their organizational structure, method of organization, rules of operation and scopes of tasks, as well as organizational and substantial subordination are defined in Appendix No. 2 to the Regulations.

PART IV

ORGANIZATION AND RULES OF OPERATION OF THE WUT ADMINISTRATION

§ 19

1. The administration of the Warsaw University of Technology shall comprise organizational units established in order to ensure conditions for the implementation of statutory and statutory tasks of the Warsaw University of Technology. The tasks of such organizational units shall include in particular administration, financial, organizational, economic, technical, service and cultural activities.
2. By scope of action, administration is divided into:
 - 1) central administration;
 - 2) administration in the basic organizational units;
 - 3) administration in university-level organizational units;
 - 4) administration in the Branch in Płock.

§ 20

Central Administration

1. The central administration organizational units are divisions/departments, offices or units bearing other names resulting from the nature of their activities or from legal regulations.
2. In order to streamline work in the units referred to in section 1, internal organizational cells, and in particular sections, may be set up.
3. The scope of operations of the organizational cells referred to in section 2 in central administration organizational units may be defined by the Chancellor at the request of the OU Head or on their own initiative.
4. Central administration organizational units and cells and independent officers shall be established, transformed and liquidated by the Rector upon request of the Chancellor or on their own initiative after obtaining the opinion of the Senate. The provisions of § 5, section 1 shall apply accordingly.

§ 21

1. Central administration organizational units report to the Rector, the Chancellor or the Bursar.
2. The following directly report to the Rector: Rector's Office and central administration units performing tasks in the area of:
 - 1) internal audit;
 - 2) health and safety at work;
 - 3) protection of classified information;
 - 4) protection of personal data;
 - 5) internal control;
 - 6) other matters resulting from legal requirements.

§ 22

1. Activities of central administration units in the areas requiring decisions of the Rector or the Vice-Rectors are supervised by the Rector or the respective Vice-Rector.
2. Under substantive supervision, the Rector or the respective Vice-Rector may provide the central administration organizational units with binding guidelines concerning the handling of the issues falling within the (Vice-)Rector's remit.
3. The Rector may assign to the Vice-Rector the supervision of the activities of the central administration units directly subordinated to the Rector.

§ 23

The list of central administration organizational units, their organizational structure, organization, operating rules and scope of tasks as well as their organizational and substantial subordination is set out in Appendix No. 3 to the Regulations.

§ 24

Chancellor and Deputy Chancellors

1. The central administration shall be managed by the Chancellor with the assistance of deputies, except for the central administration organizational units reporting directly to the Rector or the Bursar.
2. The WUT Chancellor must be a person with a university degree and qualifications corresponding to the position held.
3. The Chancellor is employed by the Rector for a definite or indefinite period of time.
4. The Chancellor is accountable for the Chancellor's activities to the Rector.
5. The Chancellor manages, under the authority of the Rector, the administration and economy of the University within the scope defined by the Rector.
6. The Chancellor is the direct superior of heads and employees in the central administration organizational units subordinate to the Chancellor and supervises individual units, organizational units and independent officers.
7. The Chancellor takes decisions concerning the property of WUT within the scope of ordinary management, excluding the matters reserved for the bodies of the University by the Act or the Statutes.
8. The Chancellor changes or overrules the decision of the head of a central administration organizational unit or cell which is contrary to the applicable regulations or the interest of the University.
9. The Chancellor's tasks include:
 - 1) coordinating and undertaking activities aimed at the preservation, multiplication and proper use of the University's assets and proper use of the University property, including raising funds for investment projects;
 - 2) planning and supervising the implementation of construction investment projects, building repairs and maintenance of technical equipment;
 - 3) ensuring the circulation of information and documentation, including ensuring the efficiency of the University's telecommunications and IT systems;
 - 4) providing technical means for the proper operation of the University;
 - 5) exercising supervision over the property of the University;

- 6) ensuring order and safety in the University;
 - 7) organizing and implementing social activities and health protection matters for employees, PhD students and students;
 - 8) supervising the ongoing implementation of the University's material and financial plan;
 - 9) taking measures to ensure financial discipline at the University;
 - 10) giving opinions on internal regulations issued by the Rector;
 - 11) carrying out other tasks entrusted by the Rector.
10. The Chancellor's remit includes:
- 1) preparing the draft WUT budget and material and financial plan as well as preparing and presenting the Rector with economic analyses of the University's activities;
 - 2) defining the rules for performing administration, economic and financial activities at the University within the scope of ordinary management and supervising their implementation;
 - 3) establishing rules for the rational use of the University premises and equipment and exercising control in this respect;
 - 4) shaping personnel and payroll policies in central administration organizational units subordinate to the Chancellor.
11. Within the limits of the Chancellor's powers, the Chancellor has the right to:
- 1) to get acquainted with administration and economic activities conducted in the University's organizational units;
 - 2) to obtain necessary information and explanations, as well as access to relevant documents;
 - 3) to apply to the Rector or a BOU Head to overrule or change the decision of the head of a unit which is contrary to the law or to the interest of the University;
 - 4) to apply to the Rector with an initiative to issue internal regulations of the University;
 - 5) to issue ordinances and decisions.

§ 25

1. The scopes of remits of Deputy Chancellors are defined by the Rector upon the Chancellor's request.
2. The legal effects of acts performed by Deputy Chancellors within the scope of their tasks are equivalent to the legal effects of acts performed by the Chancellor.
3. The provisions of section 2 shall not apply to legal actions performed on behalf of the Warsaw University of Technology, which may be performed only on the basis of a relevant power of attorney issued by the Rector.
4. In the absence of the Chancellor, the actions falling within their exclusive remit are performed by a Deputy Chancellor appointed by the Chancellor or by the Rector.

5. In the absence of a Deputy Chancellor, the actions falling within that Deputy Chancellor's remit shall be performed by another Deputy Chancellor appointed by the Chancellor, or by the Chancellor.

§ 26

Bursar and Deputy Bursars

1. Within the meaning of this Act, the chief accountant of the Warsaw University of Technology shall be the Bursar.
2. The Bursar of the Warsaw University of Technology must be a person with a university degree who fulfils the requirements laid down in the Public Finance Act.
3. The Bursar shall be employed by the Rector for a definite or indefinite period of time.
4. The Bursar shall be accountable for the Bursar's activities to the Rector.
5. The duties and powers of the Bursar are defined in the Statute and in the Public Finance Act.
6. The Bursar is responsible for:
 - 1) keeping the accounts of the University;
 - 2) executing cash instructions;
 - 3) carrying out preliminary checks of:
 - a) compliance of economic and financial operations with the material and financial plan;
 - b) completeness and reliability of documents concerning economic and financial operations.
7. The Bursar reports to the Rector.

§ 27

1. The Bursar may have deputies for whom the Rector, upon request of the Bursar, shall determine the scope of tasks.
2. The legal effects of acts performed by Deputy Bursars within the scope of their tasks are equivalent to the legal effects of acts performed by the Bursar.
3. In the absence of the Bursar, the actions falling within their exclusive remit are performed by a Deputy Bursar appointed by the Bursar or by the Rector

§ 28

1. The Bursar shall be in charge of central administration organizational units called The Bursary which perform financial and accounting functions.
2. The Bursary consists of:
 - 1) Property Records Division;
 - 2) Finance Division;

- 3) Accounting Division;
- 4) Payroll Division.
3. The Bursar may appoint the Bursar's proxies in the organizational units of the University, if this is justified by the nature of the activity of a given organizational unit.
4. A Bursar's proxy shall be appointed by the Bursar on a proposal from the head of an organizational unit, and, in central administration, by the Chancellor, from among organizational unit employees.
5. The Bursar shall lay down a detailed scope of tasks for the Bursar's proxy and shall supervise the implementation thereof.
6. The Bursar shall have the right to submit requests to an OU Head for bonuses, awards and sanctions for a Bursar's proxy.

§ 29

1. Each administration organizational WUT unit shall be headed by a Head.
2. The general duties of a CAOU Head include:
 - 1) organizing work in the subordinate unit, in particular assigning tasks to organizational units and employees, coordinating their work and controlling its course and effects;
 - 2) supervising and controlling the correctness and timeliness of the execution of tasks in the subordinate unit;
 - 3) reporting to the immediate superior on the status of task accomplishment and about possible difficulties in their realization;
 - 4) supervising the circulation and storage of documents;
 - 5) supervising the keeping of binding records and reporting in the subordinate unit;
 - 6) supervising the observance of work discipline and applicable regulations, in particular the regulations concerning work safety and hygiene at work, fire safety regulations, as well as the regulations concerning the protection of official and state secrets and personal data;
 - 7) defining the tasks, remits, powers and qualifications required for each job position;
 - 8) supervising the proper use and protection of the premises and other assets transferred to the unit;
 - 9) fulfilling the duties and rights of the employer within the scope provided in the Warsaw University of Technology Work Regulations and other internal regulations of the University;
 - 10) defining the scope of duties of subordinate employees;
 - 11) monitoring changes in regulations shaping the tasks of the organizational unit;
 - 12) notifying the Chancellor, the Bursar or the Rector of the needs for drafting or amending internal legal acts.

3. Each CAOU Head shall be responsible for the performance of the entire tasks of that unit and shall represent it to the superior, subject to binding guidelines on the manner in which matters are to be carried out.
4. Each CAOU Head shall be the direct superior of the employees of that unit.
5. The provisions of section 2 items 2 – 6 and 8 shall apply accordingly to each CAOU Head.

§ 30

Administration in basic and university-level organizational units

1. The administration in basic and university-level organizational units shall perform all administration, financial, technical and service activities directly related to the operations of these units, except for the activities reserved in the University's internal regulations for central administration units.
2. The administration of the basic and university-level organizational units provides the central administration units with the necessary source data.
3. The tasks of the administration of the basic and university-level organizational units include, respectively, the activities performed within the scope of:
 - 1) organization of the course of study;
 - 2) handling the research being carried out;
 - 3) personnel matters;
 - 4) health and safety at work;
 - 5) social and welfare matters for students and PhD students;
 - 6) financial and accounting matters;
 - 7) organizational matters;
 - 8) public procurement;
 - 9) other matters resulting from the University's internal regulations.

§ 31

1. Administration organizational units in basic organizational units are in particular: Dean's office, division/department, office, or units bearing other names resulting from the nature of their activities or from legal regulations.
2. Administration organizational units in basic organizational units are established, transformed and liquidated by the Rector upon request of the BOU Head after the opinion of the Senate.
3. In order to streamline work in the units referred to in section 1, internal organizational units, and in particular sections, may be set up.

4. Organizational units referred to in section 3 shall be established, transformed and liquidated by the BOU Head after an opinion has been given by the Faculty or College Council.

§ 32

1. Administration in university-level units occurs in the form of organizational units named department/division, office, section or other.
2. The organizational units referred to in section 1 shall be established, transformed and liquidated by the Rector upon the request of the head of a university-level unit after an opinion of the Senate in accordance with the rules and procedures laid down in these regulations.

PART V

WUT BRANCH OFFICE IN PŁOCK

§ 33

1. The Warsaw University of Technology Branch in Płock, hereinafter referred to as the “Branch”, shall be managed by the Vice-Rector for the Branch who may also act as the Head of the basic organizational unit forming the Branch.
2. The Branch holds ceremonial academic year inaugurations.
3. The Branch has a banner, which is used with the approval of the Vice-Rector for the Branch on the occasion of solemn ceremonies.

§ 34

1. The Branch consists of:
 - 1) basic organizational units:
 - a) Faculty of Civil Engineering, Mechanics and Petrochemistry;
 - b) College of Economics and Social Sciences;
 - 2) organizational units of the Branch administration:
 - a) Academic Cultural Centre;
 - b) Office of the Vice-Rector;
 - c) Procurement Office;
 - d) “Wcześniak” Student Dormitory;
 - e) Economic and Technical Division;
 - f) HR Division;
 - g) Information and Multimedia Technology Division;
 - h) Bursary;
 - 3) independent officers:

- a) Independent Health and Safety at Work Officer;
 - b) Independent Quality and Environmental Management and Defense Affairs Officer.
2. The list of organizational units of the Branch, their organizational structure and the scope of tasks of the administration units, as well as their organizational and substantial subordination are specified in Appendix No. 4 to the Regulations.
 3. The organizational units referred to in section 1, items 1 and 2 shall be established, transformed and liquidated by the Rector according to the procedure laid down in the Statutes.
 4. In the Branch and in the units referred to in section 1, items 1 and 2, organizational units and independent officers may be established pursuant to the rules and in the mode specified in § 3 section 4.
 5. Each OC Head is appointed by the Head of the unit of which it is a part and hired by the Vice-Rector for the Branch.
 6. The library, which is a branch of the WUT Main Library, is part of the WUT library and information system.
 7. The property of the organizational units referred to in section 1 shall constitute separate property of the Branch.

§ 35

1. The Branch Council operates in the Branch as a collegiate consultative and advisory body to the Vice-Rector for the Branch.
2. The Branch Council consists of:
 - 1) Vice-Rector for the Branch;
 - 2) Deputy Vice-Rector for the Branch;
 - 3) BUO Heads under the Branch and their deputies;
 - 4) Deputy Chancellor of the Warsaw University of Technology for the Branch;
 - 5) Deputy WUT Bursar for the Branch;
 - 6) proxies of Branch BOU student self-governments.
3. Meetings of the Branch Council shall be convened and chaired by the Vice-Rector for the Branch.
- 3a. Meetings of the Branch Council and passing resolutions may be held by means of electronic communication.
4. The Branch Council shall elect a Secretary from among its members.
5. Meetings of the Branch Council are attended, in an advisory capacity, by proxies of the trade unions operating at the Branch, one from each union.
6. The Vice-Rector for the Branch may invite other persons to the meetings of the Branch Council on that Vice-Rector's own initiative or upon the request of the members of the Branch Council.
7. The tasks of the Branch Council include:

- 1) giving its opinion on the directions of activity of the Branch;
 - 2) giving its opinion on requests concerning the establishment, transformation and liquidation of organizational units and units and other motions presented to the University authorities by the Vice-Rector for the Branches;
 - 3) expressing the views of the Branch community on all matters in which the community is interested.
8. The term of office of the Branch Council corresponds to the term of office of the Rector and the Senate of the Warsaw University of Technology.

§ 36

1. The Branch has an Economic and Community Partnership Council, which is a collegiate consultative and advisory body to the Vice-Rector for the Branch in terms of development, strategic plans and interaction with the Branch's socio-economic environment.
2. The Chair of the Economic and Community Partnership Council shall be the Vice-Rector for the Branch.
3. Members of the Economic and Community Partnership Council are appointed by the Vice-Rector for the Branch for a term consistent with the term of office of the Rector and the WUT Senate.
4. The remit of the Economic and Community Partnership Council includes:
 - 1) supporting the Branch in its development activities;
 - 2) expressing its opinion on the teaching and research activities of the Branch, including proposing new fields of study and/or specializations and prospective scientific development directions;
 - 3) expressing opinions on matters of cooperation between the Branch and units of economic, social, administration and local government sectors, including determining the directions of changes and new system solutions;
 - 4) promoting the Branch and the University graduates at home and abroad;
 - 5) expressing opinions concerning the initiatives conducive to development of Płock and the region of north-western Mazovia, especially in the field of education, science and innovative economy.
5. At the request of the Vice-Rector for the Branch, the Economic and Community Partnership Council may carry out other tasks arising from the current needs of the University, the city, and the region.

6. Meetings of the Economic and Community Partnership Council and passing resolutions may be held by means of electronic communication.

§ 37

1. The Vice-Rector for the Branch represents the Branch in its dealings with external entities.
2. The Vice-Rector for the Branch is the superior of all the employees of the Branch as well as the supervisor of the Branch students.
3. The Vice-Rector for the Branch may appoint committees and proxies to perform specific tasks concerning the operation of the Branch.
4. The Vice-Rector for the Branch issues orders and decisions concerning the operation of the Branch.
5. The Vice-Rector for the Branch supervises and coordinates the activities of all the organizational units of the Branch, in particular their financial activities.
6. The Rector, upon request of the Vice-Rector for the Branches or on the Rector's own initiative, upon the opinion of the Vice-Rector for the Branches, appoints and dismisses a Deputy Vice-Rector for the Branches and, upon request of the Vice-Rector for the Branches, defines the scope of that person's remit.
7. When the Vice-Rector for the Branches is absent, the activities falling within that Vice-Rector's remit are performed by a Deputy Vice-Rector for the Branches referred to in section 6 or by another employee of the Branches as authorized by the Rector in the Rector's decision.
8. The Vice-Rector for the Branches makes decisions in all matters concerning the Branch that are not within the remit of the University authorities or the Chancellor.

§ 38

The Vice-Rector for the Branch makes decisions and performs legal actions in the personnel matters of the Branch, including the employment of all employees except for the employment of professors and university professors as well as the Vice-Rector and the Deputy Bursar.

§ 39

1. Administration, financial, economic, technical and service tasks related to the operations of the Branch are performed by the Branch administration units and BOU administration units that are part of the Branch.

2. The o Branch administration organizational units and the BOU administration units that are part of the Branch are established by the Rector upon request of the Vice-Rector for the Branch.

§ 40

1. The organizational units of the administration of the Branch are, in particular, departments/divisions, offices and centres.
2. The Branch Bursary is an organizational unit of the Branch administration which performs financial and accounting tasks.
3. The Warsaw University of Technology Deputy Bursar for the Branch, hereinafter referred to as the “Deputy Bursar”, shall be in charge of the Branch Bursary.
4. The Deputy Bursar shall be employed by the Rector at the request of the Vice-Rector for the Branch submitted in consultation with the WUT Bursar.

§ 41

1. The Branch administration shall be managed by the Deputy Chancellor for the WUT Branch, acting in consultation with the Vice-Rector for the Branch.
2. The tasks of the Deputy Chancellor include, in particular:
 - 1) preparing economic analyses and material and financial plans of organizational units of the Branch administration;
 - 2) making decisions related to the management of the property of the Branch, unless the separate regulations provide otherwise;
 - 3) taking decisions on the performance of administration, technical and service tasks.
3. The Deputy Chancellor is responsible for the management and protection of the property of the Branch, including the operation of buildings and equipment, investment projects and repairs, and fire protection, as well as for the health and safety at work and social and health protection matters of employees and students of the Branch.
4. The Deputy Chancellor ensures that order and security are maintained on the Branch premises.
5. Under the responsibility referred to in sections 3 and 4, the Deputy Chancellor supervises all the organizational units of the Branch with respect to administration, financial, economic, technical and service activities.

§ 42

1. The Deputy Chancellor for the Branch shall be employed by the Rector on the recommendation of the Chancellor of Warsaw University of Technology, after consultation with the Vice-Rector for the Branches.

2. The Deputy Chancellor for the Branch must be a person with a university degree and qualifications corresponding to the position held.
3. In the absence of the Deputy Chancellor, the Deputy Chancellor's tasks are performed by the Branch administration OU Head, appointed by the Deputy Chancellor and approved by the Vice-Rector for the Branch.

§ 43

Members of the academic community of the Branch may organize and hold assemblies on its premises in accordance with the rules and regulations laid down in the Statutes.

§ 44

The scheme of the organizational WUT structure, specifying organizational and substantial subordinates, is set out in Appendix No. 6 to the Regulations.