

## **BASIC ORGANIZATIONAL UNITS**

### **§ 1**

#### **DEPARTMENT OF ADMINISTRATION AND SOCIAL SCIENCES**

1. The Faculty of Administration and Social Sciences, hereinafter referred to as the “WAIiNS”, (symbol: WAIiNS, code: 11800000) comprises:
  - 1) Department of Philosophy and Ethics in Administration (symbol: ZFiEA, code: 11801000);
  - 2) Department of Administration Sciences and Security in Administration (symbol: ZNAiBA, code: 11801100);
  - 3) Department of Economic Law and Policy (symbol: ZPGiPG, code: 11800800);
  - 4) Department of Administration Law and Public Policy Science (symbol: ZPAiNPP, code: 11800900);
  - 5) International Centre for Formal Ontology (symbol: MCOF, code: 11810000);
  - 6) faculty administration units:
    - a) Faculty Office (symbol: DZAIiNS, code: 11800010);
    - b) Finance Division (symbol: DFAiNS, code: 11800040);
    - c) Administration and Technology Unit (symbol: DATAiNS, code: 11800050);
    - d) Information Technology Team (symbol: ZIAiNS, code: 11800060).
2. The organizational units referred to in section 1, item 1-4 (departments) report to the Faculty Dean in terms of organization and substance.
3. Descriptions of the research and teaching activities carried out by the units referred to in section 1, items 1-4 shall be included in the characteristics of those units, published, e.g. on the University’s website.

### **§ 2**

#### **International Centre for Formal Ontology**

1. The International Centre for Formal Ontology, hereinafter referred to as the “MCOF”, is an internal organizational unit of the WAIiNS, listed in § 21, item 2.5 of the WUT Statutes, performing interdisciplinary general and specific ontology research, with their applications to other scientific disciplines, philosophy of science, technology and industry.
2. The MCOF shall be headed by a director.
3. The MCOF Director is appointed by the Rector upon the proposal of the WAIiNS Dean after consultation with the WAIiNS Council and the MCOF Programme Council.
4. The MCOF has an MCOF Programme Council appointed by the Rector on the proposal of the WAIiNS Dean.
5. The organizational structure of the MCOF is determined by the WAIiNS Dean upon the proposal of the MCOF Director.
6. The MCOF has separate costs and revenues.
7. The MCOF uses its resources in accordance with the regulations in force and arrangements of the University authorities.
8. The MCOF Director reports directly to the WAIiNS Dean, who is his/her immediate supervisor.
9. The MCOF Director is the direct supervisor of MCOF employees.

10. The detailed scope of activities and rules of operation of the MCOF are determined by the Dean in consultation with the MCOF Director.

## **DEPARTMENTAL ADMINISTRATION**

### **§ 3**

#### **Faculty Office**

1. The basic tasks of the Faculty Office include:
  - 1) handling matters related to the implementation of teaching processes at the WAIiNS: preparing and keeping documentation of the course of studies, preparing student records for thesis defense and graduation, keeping files (personal folders) for the course of studies, submitting documentation to the archives;
  - 2) preparing ongoing documents related to studies: preparing, sending and archiving administrative decisions (admissions, deletions), calculating and settling fees related to the course of studies;
  - 3) administrative processing of granting financial aid to students and PhD students, including drawing up lists of scholarship payments, handling matters concerning health insurance for students and their families;
  - 4) overseeing processes related to teaching;
  - 5) keeping records of fees resulting from the course of studies and supervising their timely payment;
  - 6) handling matters concerning health insurance for students, PhD students and their families.
2. The Faculty Office reports to the Dean in terms of organization; substantively to the Dean, the vice Dean for teaching, and the vice Dean for students.

### **§ 4**

#### **Finance Department**

1. The scope of activities of the Finance Department includes economic controlling, maintenance of accounting documentation and recording of financial events in individual modules of the accounting system, in particular:
  - 1) recording and accounting for the revenues and costs of the WAIiNS and its organizational units, and in particular, cooperating in the preparation of initial and final cost calculations of the tasks performed in the organizational units for individual types of activity;
  - 2) participation in the development of draft financial and material plans for the WAIiNS;
  - 3) controlling the conformity of planned expenditures with the financial and material plan, and in particular the analysis of the use of the funds at the disposal of the unit and control of the conformity of the expenditures incurred with the financial and material plan;
  - 4) preparing documents as a basis for remuneration payments;
  - 5) confirming the availability of funds on financial commitment documents;
  - 6) formal and accounting review of accounting evidence;
  - 7) allocation of accounting evidence, which consists in determining and marking on the document the method of its recording in the books of account and initial entry into the SAP system;
  - 8) preparing documents constituting the basis for recording sales of goods and services;
  - 9) giving financial opinion on contracts concluded by the WAIiNS;

- 10) checking and confirming that the financial statements of individual projects are consistent with the accounting records;
  - 11) preparing financial information for the WAIiNS management, creating reports for financial management control;
  - 12) preparing financial data for funding requests and financial statements as defined by external and internal rules.
2. The department shall be headed by a person authorized by the Bursar.
  3. The Finance Department reports to the Dean in terms of organization and substance.

## § 5

### **Administration and Technical Department**

1. The basic tasks of the Administration and Technical Department include:
  - 1) performing administrative, service, and support activities for the work of the Dean, Vice Deans, and Faculty Council;
  - 2) collecting data on scientific activities of WAIiNS employees;
  - 3) cooperation with scientific councils of disciplines;
  - 4) cooperation with PhD schools;
  - 5) managing the affairs of PhD students;
  - 6) running administrative matters related to the teaching activities of the WAIiNS centres;
  - 7) 6) managing personnel matters of WAIiNS employees;
  - 8) preparing, in cooperation with other internal units, required reporting on WAIiNS activities and cooperation in this scope with central administration units;
  - 9) systematic input of data into information systems and Base of Knowledges;
  - 10) preparing and carrying out public procurement procedures, drawing up a public procurement plan, and implementing public procurement orders;
  - 11) managing and administrating the premises belonging to the WAIiNS, in terms of maintaining the premises, equipment and furnishings in a condition that guarantees proper operation,
  - 12) supervising and managing inventory management.
2. The Administration and Technology Department reports to the Dean in terms of organization and substance.

## § 6

### **Information Technology Team**

1. The basic tasks of the Information Technology Team include:
  - 1) management and administration of the ICT network, ICT systems and WAIiNS software, as well as supervision and management of the security of processed information, including personal data;
  - 2) provision of comprehensive ICT services and support for WAIiNS employees and students;
  - 3) analysis of WAIiNS needs in terms of ICT equipment, ICT systems, software and office equipment, participation in purchases and tenders of ICT equipment and other hardware;
  - 4) maintenance of periodic inspection list of apparatus, handling of warranty and post-warranty repairs;
  - 5) provision of technical support during conferences, educational fairs and other events organized by the WAIiNS;
  - 6) management of fixed assets - ICT equipment and intangible assets of the WAIiNS.

2. The Information Technology Team reports to the Dean in terms of organization and substance.

## § 7

### **DEPARTMENT OF ARCHITECTURE**

1. The Department of Architecture, hereinafter referred to as the “WA”, (symbol: WA, code: 10100000), comprises:
  - 1) Chair of Architectural Design (symbol: KPA, code: 10100100);
  - 2) Chair of Structural, Building and Technical Infrastructure Design (symbol: KPKBiIT, code: 10101600);
  - 3) Chair of Urban Design and Rural Landscape (symbol: KPUiKW, code: 10101700);
  - 4) Chair of Urban Planning and Spatial Management (symbol: KUiGP, code: 10100300);
  - 5) Department of Polish Architecture (symbol: ZAP, code: 10100400);
  - 6) Department of Architectural Heritage and Art (symbol: ZDAiSZ, code: 10102000);
  - 6a) Department of Architectural and Urban Design (symbol: KRAU, code: 10102100);
  - 7) Department of Architecture Design and Theory (symbol: ZPiTA, code: 10101900);
  - 8) Library (symbol: WAB, code: 10100090);
  - 9) faculty administration units:
    - a) Dean’s Office (symbol: BDA, code: 10100050);
    - b) Faculty Office (symbol: DZWA, code: 10100010);
    - c) (*repealed*);
    - d) Administration and Business Department (symbol: DAGWA, code: 10100040);
    - e) (*repealed*);
    - f) Financial and Economic Division (symbol: DEFWA, code: 10100030);
    - g) (*repealed*);
  - 10) independent post - WA Head of Administration (symbol: KAWA).
2. The organizational units referred to in section 1, item 1 - 8 report to the Faculty Dean in terms of organization.
3. Descriptions of the research and teaching activities carried out by the units referred to in section 1, items 1-7 shall be included in the characteristics of those units, published, e.g. on the University’s website.

## § 8

### **Library**

1. The tasks of the Library include:
  - 1) supplementing collections within the allocated financial resources;
  - 2) keeping records of library materials in accordance with the rules established by the Director of the Main Library and the regulations in force in this area;
  - 3) preparing periodical reports on the Library’s activity for the Central Statistical Office and the Main Library;
  - 4) storing and preserving collections;
  - 5) making the Library’s collections available outside and on the spot;
  - 6) providing information on own resources, the University’s library and information system and other libraries;
  - 7) performing the inventory in cooperation with the Collection Control and Updating Branch in accordance with the rules established by the Main Library Director and the regulations in force in this area;
  - 8) participation in the creation of the WUT Base of Knowledge through recording the scientific achievements of WA academic teachers (function of a departmental editor);

- 9) cooperation with the Main Library.
2. The Library reports organizationally and substantively to the Vice Dean for Learning and Development.

## **DEPARTMENTAL ADMINISTRATION**

### § 9

#### **Dean's Office**

1. In particular, the tasks of the Dean's Office include:
  - 1) Service to the Dean's Office and Vice Deans, including:
    - a) running the secretariat of the Dean and Vice Deans,
    - b) preparation, handling and administrative implementation of decisions and orders of the Dean,
    - c) keeping departmental documentation related to the requests submitted for granting to WA employees, the Minister of Higher Education's awards, the Rector's awards, as well as state and departmental decorations;
    - d) administrative service to the WA council and permanent and ad-hoc WA committees;
  - 2) co-participation in the preparation of reports required by internal and external regulations;
  - 3) running information and promotion activities, including those related to the information obligation;
  - 4) preparation and substantive settlement of competitions for research works financed from the Warsaw University of Technology funds;
  - 5) keeping a record of the scientific achievements of the employees;
  - 6) working out a publishing plan for the publications of WA employees in the publications of the Warsaw University of Technology;
  - 7) cooperation with central administration units in the field of scientific matters;
  - 8) monitoring and servicing the evaluation process, including the required reporting;
  - 9) cooperation with scientific councils of disciplines;
  - 10) cooperation with PhD schools;
  - 11) managing the affairs of PhD students;
  - 12) performing other tasks ordered by the WA Management.
2. The Dean's Office reports to the WA Head of Administration in terms of organization, and to the Dean and Vice Dean for Academic and Development Affairs in terms of substance.

### § 10

#### **Faculty Office**

1. The tasks of the Faculty Office include in particular:
  - 1) administrative service of the faculties run by the WA, including:
    - a) ensuring, from the administrative point of view, proper organization and realization of the course of studies at all types of studies;
    - b) drawing up teaching schedules, handling matters related to teaching assignments and accounting for teaching hours;
    - c) reporting on the conducted studies;
    - d) keeping records on the course of study for students;
    - e) keeping documentation on financial aid for students and PhD students;
    - f) administrative processing of granting financial aid for students and PhD students;
    - g) administrative support for the process of granting WA students places in student residences;

- h) dealing with ongoing student issues;
  - i) keeping records of fees resulting from the course of studies and supervising their timely payment;
  - j) handling matters concerning health insurance for students, PhD students and their families, as well as occupational health and safety matters;
  - 2) cooperation with central administration units within the scope of matters substantially handled by them;
  - 3) performing other tasks ordered by the WA Management.
2. In terms of organization, the Faculty Office reports to the Head of Administration, while in terms of substance, it reports to the Vice Dean for Student Affairs and the Vice Dean for Science.

§ 11  
(repealed)

§ 12

### **Financial and Economic Division**

1. The scope of activities of the Financial and Economic Division includes economic controlling, handling accounting documentation, registering financial events in individual modules of the accounting system, managing personnel matters of employees and matters related to the implementation of public procurement, in particular:
  - 1) recording and accounting for the revenues and costs of the WA and its organizational units, and in particular collaborating in the preparation of initial and final cost calculations for the tasks performed in the organizational units for particular types of activities;
  - 2) participation in the development of the WA's draft financial and material plans;
  - 3) controlling the conformity of planned expenditures with the financial and material plan, in particular, analyzing the use of funds at the disposal of the unit and controlling the conformity of incurred expenditures with the financial and material plan;
  - 4) preparing documents as a basis for remuneration payments;
  - 5) confirming the availability of funds on financial commitment documents;
  - 6) formal and accounting control of accounting evidence;
  - 7) allocation of accounting evidence, which consists in determining and marking on the document the method of its recording in the books of account and initial entry into the SAP system;
  - 8) preparing documents constituting the basis for recording sales of goods and services;
  - 9) giving a financial opinion on the contracts concluded by the WA;
  - 10) checking and confirming that the financial statements of individual projects are consistent with the accounting records;
  - 11) preparing financial information for the WA management, producing reports for financial management control and for required reporting;
  - 12) preparing financial data for funding requests and financial statements as defined by external and internal rules;
  - 13) managing the personnel matters of WA employees in consultation with the Personnel Office;
  - 14) running matters related to the implementation of public procurement, including conducting public procurement procedures.
2. The Financial and Economic Division shall be headed by a person authorized to do so by the Bursar.

3. The Financial and Economic Division reports to the WA Head of Administration in terms of organization and to the Dean in terms of substance.

§ 13

**Administration and Business Department**

1. The tasks of the Administration and Business Department include in particular
  - 1) supervision over the management and administration of outsourced fixed assets, intangible assets and low-value assets;
  - 2) management and administration of the WA building and supervision of building operations, including:
    - a) organizing and supervising investment and renovation works,
    - b) developing plans for necessary expenditures for maintenance, repairs, and renovations, including working with the Dean's Procurement Officer to develop a procurement plan for the year;
  - 3) ensuring order and safety on WA premises, including observing the principles of HSW and fire protection;
  - 4) planning and supervising the execution of construction investments and renovations;
  - 5) supervising the continuity and efficiency of IT systems in cooperation with the CI;
  - 6) technical assistance and support for various exhibitions, events and activities held at the WA;
  - 7) service, coordination and provision of facilities, including teaching rooms at the WA;
  - 8) preparation of required reports on the tasks of the Department, including those relating to environmental protection and waste management;
  - 9) participation in carrying out practical exercises to check the organization and conditions of evacuation in the building;
  - 10) preparing decisions of the Dean in the scope of the tasks of the Department.
2. The Administration and Business Department reports to the WA Head of Administration.

§ 13a

**WA Head of Administration**

1. The WA Head of Administration manages the WA administration and is the supervisor of the managers of the departmental administration organizational units and of the employees working in independent positions.
2. The basic tasks of the WA Head of Administration include, in particular:
  - 1) organizational supervision over faculty administration units, including supervision over the rational use of their personnel potential;
  - 2) taking action to ensure the proper and rational use of WA property and its development by raising funds for investment;
  - 3) performing and presenting analyses of WA administration activities to the Dean;
  - 4) supervision of property and access to premises, including WA teaching rooms, taking into account their rational use;
  - 5) drawing up a procurement plan and supervising the implementation of public procurement;
  - 6) overseeing matters relating to the rental of WA premises;
  - 7) overseeing matters relating to external contracts, including research and development and services provided by the WA;
  - 8) ensuring the circulation of information and documentation between WA organizational units;

- 9) coordinating matters of personal data protection in cooperation with the relevant proxy;
  - 10) supervision of ensuring order and safety at the WA;
  - 11) overseeing the required reporting.
3. The WA Head of Administration reports to the Dean in terms of organization, while substantive supervision is exercised by the Dean and Vice Deans according to their responsibilities.



## FACULTY OF CHEMISTRY

1. The Faculty of Chemistry, hereinafter referred to as the “WCh”, (symbol: WCh, code: 10200000), comprises:
  - 1) Chair of Analytical Chemistry (symbol: KChA, code: 10200100);
  - 2) Chair of Inorganic Chemistry (symbol: KChN, code: 10200200);
  - 3) Chair of Polymer Chemistry and Technology (symbol: KChiTP, code: 10200300);
  - 4) Chair of Physical Chemistry (symbol: KChF, code: 10200400);
  - 5) Chair of Organic Chemistry (symbol: KChO, code: 10200500);
  - 6) Chair of Chemical Technology (symbol: KTCh, code: 10201000);
  - 7) Chair of Medical Biotechnology (symbol: KBM, code: 10201500);
  - 8) Chair of Drug and Cosmetics Biotechnology (symbol: KBŚLiK, code: 10201600);
  - 9) Department of Catalysis and Organometallic Chemistry (symbol: ZKiChM, code: 10200600);
  - 10) Department of High-Energetic Materials (symbol: ZMW, code: 10200700);
  - 11) IT Laboratory (symbol: LICH, code: 10200900);
  - 12) faculty administrative units:
    - a) Dean’s Office (symbol: BDCH, code: 10200010);
    - b) Faculty Office (symbol: DZCH, code: 10200050);
    - c) Financial and Economic Division (symbol: DEFCH, code: 10200030);
    - d) Administration Division (symbol: DZACH, code: 10200020);
    - e) (*repealed*);
    - f) (*repealed*);
    - g) (*repealed*);
    - h) (*repealed*);
  - 13) independent posts:
    - a) WCh Head of Administration (symbol: KAWCH),
    - b) Deputy Head of Administration for Finance (symbol: ZKWCH),
    - c) Independent Scientific Position (symbol: SSTN).
2. The organizational units referred to in section 1, items 1-11 report to the Faculty Dean in terms of organization.
3. Descriptions of the research and teaching activities of the units listed in section 1, items 1-11 are included in the characteristics of these units, published, e.g. on the University’s website.

## DEPARTMENTAL ADMINISTRATION

### Dean’s Office

1. The basic tasks of the Dean’s Office include:
  - 1) running the Dean’s secretariat;
  - 2) preparation, processing and administrative implementation of internal legal acts;
  - 3) handling and archiving correspondence, keeping the registry register;
  - 4) handling personnel matters, excluding departmental administration employees
  - 5) keeping employee records required by law;

- 6) keeping departmental records related to awards and decorations;
  - 7) cooperation with central administration units within the scope of matters substantially handled by them;
  - 8) running matters related to the activities of the WCh council;
  - 9) carrying out other tasks assigned by the WCh management.
2. The Dean's Office reports to the WCh Dean in terms of organization and substance.

## § 16

### Faculty Office

1. The basic tasks of the Faculty Office include:
  - 1) handling and archiving correspondence within the scope of the tasks performed;
  - 2) keeping a calendar of ongoing affairs;
  - 3) keeping documentation of the course of studies;
  - 4) administrative processing of granting financial and social aid for students and PhD students;
  - 5) administrative processing of assigning places in student dormitories to WCh students;
  - 6) handling student billing and student debt collection;
  - 7) preparing reports required by internal and external regulations;
  - 8) cooperation with central administration units within the scope of matters substantially handled by them;
  - 9) keeping records of fees resulting from the course of studies and supervising their timely payment;
  - 10) handling matters related to health insurance for students, PhD students and their families;
  - 11) carrying out other tasks assigned by the WCh management.
2. The Faculty Office reports to the WCh Head of Administration in terms of organization.
3. The Faculty Office reports to the WCh Vice Dean for Student Affairs in terms of substance.

## § 17

### Financial and Economic Division

1. The tasks of the Financial and Economic Division include economic controlling, maintenance of accounting documentation and registering financial events in individual modules of the accounting system, in particular:
  - 1) recording and settling revenues and costs of the WCh and its organizational units, and in particular cooperation in preparing initial and final cost calculations of tasks performed in the organizational units for particular types of activity;
  - 2) participation in the development of draft financial and material plans of the WCh;
  - 3) controlling the conformity of planned expenditures with the financial and material plan, and in particular the analysis of the use of the funds at the disposal of the unit and control of the conformity of the expenditures incurred with the financial and material plan;
  - 4) preparing documents as a basis for remuneration payments;
  - 5) confirming the availability of funds on financial commitment documents;
  - 6) formal and accounting control of accounting evidence;
  - 7) allocation of accounting evidence, which consists in determining and marking on the document the method of its recording in the books of account and initial entry into the SAP system;
  - 8) preparing documents constituting the basis for recording sales of goods and services;
  - 9) giving its financial opinion on the contracts concluded by the WCh;

- 10) checking and confirming that the financial statements of individual projects are consistent with the accounting records;
  - 11) preparing financial information for the needs of the WCh management, creating reports for the needs of financial management control;
  - 12) preparing financial data for funding requests and financial statements as defined by external and internal rules.
2. The Financial and Economic Division shall be headed by a person authorized to do so by the Bursar.
  3. The head of the Financial and Economic Division is also the Deputy Head of Administration of the Finance Department.
  4. The Financial and Economic Division reports to the Dean.

## § 18

### **Administration Department**

1. The basic tasks of the Administration Department include:
  - 1) running matters related to the implementation of public procurement;
  - 2) conducting supply and warehouse management;
  - 3) operation of facilities;
  - 4) running apparatus and equipment management;
  - 5) preparation and implementation of investment processes and matters related to renovations;
  - 6) organizing and conducting administrative matters related to health and safety at work;
  - 7) keeping proper records and reporting related to the tasks performed;
  - 8) carrying out other tasks assigned by the WCh management.
2. The Administration Department reports to the WCh Head of Administration in terms of organization and substance,.

## § 19

### **WCh Head of Administration**

1. The WCh Head of Administration, is the supervisor of employees working in independent positions and in organizational units of departmental administration reporting directly to him/her.
2. The WCh Head of Administration manages the administration and economy of the WCh to the extent determined by the Dean.
3. The WCh Head of Administration's responsibilities include:
  - 1) taking action to preserve, multiply and appropriately use the assets of the WCh, including raising funds for investment;
  - 2) planning and supervising the implementation of construction investments, building repairs and maintenance of technical equipment;
  - 3) ensuring the circulation of information and documentation, including ensuring the efficiency of the WCh telecommunications and IT system;
  - 4) providing technical means for the proper functioning of the WCh;
  - 5) exercising supervision over WCh property;
  - 6) ensuring order and security at the WCh;
  - 7) performing other tasks assigned by the Dean;
  - 8) planning and presenting analyses of the administrative activities of the WCh to the Dean;
  - 9) determining the principles for the rational use of WCh premises and equipment and exercising control in this respect;

- 10) managing personnel matters in the departmental administration organizational units reporting to him/her.
4. Within the limits of his/her authority, the WCh Head of Administration has the right to:
  - 1) to get acquainted with administrative activities carried out in organizational WCh administration units;
  - 2) to obtain the necessary information and explanations, as well as access to the relevant documents;
  - 3) to submit to the Dean an initiative to issue internal regulations of the WCh.
5. The WCh Head of Administration reports to the Dean in terms of organization and substance.

## § 20

### **Deputy Head of Administration of the Finance Department**

1. The Deputy Head of Administration of the Finance Department is the WUT Bursar's Representative on the WCh.
2. The scope of duties and powers of the Deputy Head of Administration of the Finance Department shall be defined in the Act on Public Finance and, as part of the function of the Bursar's representative, by the Bursar of the Warsaw University of Technology.
3. The Deputy Head of Administration of the Finance Department shall head the Financial and Economic Division.
4. The Deputy Head of Administration of the Finance Department shall be accountable to the Dean.
5. The Deputy Head of Administration of the Finance Department manages the financial management of the WCh within the scope determined by the Dean.
6. The Vice Head of Administration of the Finance Department is responsible for:
  - 1) performing administrative activities related to the financial management of the WCh;
  - 2) planning and supervising the implementation of the budget and the financial and material plan of the WCh;
  - 3) ensuring the circulation of information and documentation in the area of financial management of the WCh;
  - 4) actions to ensure the financial discipline of the WCh;
  - 5) performing other tasks assigned by the Dean.
  - 6) preparing the draft financial and material plan of the WCh, as well as preparing and submitting to the Dean economic analyses of the WCh activity;
7. The Deputy Head of Administration of the Finance Department is authorized to:
  - 1) to determine the rules of performing activities in the sphere of financial management, accounting, cost calculation and financial reporting;
  - 2) to submit motions to the Dean for inspection of specific areas of activity of the WCh.
8. The Deputy Head of Administration of the Finance Department reports to the WCh Head of Administration.
9. The Deputy Head of Administration of the Finance Department reports to the Dean in terms of substance.

## § 21

### **Independent Scientific Officer**

1. The basic tasks of the Independent Scientific Officer position include:
  - 1) cooperation with scientific councils of disciplines;
  - 2) cooperation with PhD schools;

- 3) managing the affairs of PhD students;
  - 4) handling scholarship matters and the scholarship system;
  - 5) participation in the creation of scholarship regulations;
  - 6) operation of the insurance system;
  - 7) carrying out other tasks assigned by the WCh management.
2. The Independent Scientific Officer reports to the WCh Head of Administration in terms of organization; substantive supervision is exercised by the Vice Dean for Science.

§ 22  
*(repealed)*

**DEPARTMENT OF ELECTRONICS AND INFORMATION TECHNOLOGY**

1. The Faculty of Electronics and Information Technology, hereinafter referred to as the “WEiTI”, (symbol: WEiTI, code: 10300000), comprises:
  - 1) Institute of Control and Computation Engineering (symbol: ENA, code:10310000), comprising:
    - a) Control and Software Engineering Division (symbol: ENAI, code: 10310100);
    - b) Operations and Systems Research Division (symbol: ENAO, code: 10310200);
    - c) Systems Control Division (symbol: ENAS, code: 10310300);
    - d) Finance Department of the Institute of Control and Computation Engineering (symbol: ENAADF, code: 10310020);
    - e) Administration and Technical Department of the Institute of Control and Computation Engineering (symbol: ENAAAT, code: 10310010);
  - 2) Institute of Computer Science (symbol: ENI, code:10320000), comprising:
    - a) Software Engineering and Computer Architecture Division (symbol: ENIO, code: 10320200);
    - b) Information Systems Division (symbol: ENIS, code: 10320300);
    - c) Computer Graphics Division (symbol: ENIG, code: 10320100);
    - d) Division of Artificial Intelligence (symbol: ENII, code: 10320400);
    - e) Finance Department of the Institute of Computer Science (symbol: ENIADF, code: 10320010);
    - f) Administration and Technical Department of the Institute of Computer Science (symbol: ENIAAT, code: 10320040);
  - 3) Institute of Microelectronics and Optoelectronics (symbol: ENM, code:10350000), comprising:
    - a) Design Methods in Microelectronics Division (symbol: ENMM, code: 10350200);
    - b) Optoelectronics Division (symbol: ENMO, code: 10350300);
    - c) Microelectronics and Nanoelectronic Devices Division (symbol: ENMP, code: 10350400);
    - d) Microsystem and Electronic Material Technology Division (symbol: ENMT, code: 10350500);
    - e) Finance Department of the Institute of Microelectronics and Optoelectronics (symbol: ENMADF, code: 10350020);
    - f) Administration and Technical Department of the Institute of Microelectronics and Optoelectronics (symbol: ENMAAT, code: 10350010);
  - 4) Institute of Radioelectronics and Multimedia Technology (symbol: ENR, code: 10340000), comprising:
    - a) Electroacoustics Division (symbol: ENRE, code: 10340100);
    - b) Nuclear and Medical Electronics Division (symbol: ENJR, code: 10340200);
    - c) (*repealed*);
    - d) (*repealed*);
    - e) (*repealed*);

- f) Finance Department of the Institute of Radioelectronics and Multimedia Technology (symbol: ENRADF, code: 10340020);
- g) Administration and Technical Department of the Institute of Radioelectronics and Multimedia Technology (symbol: ENRAAT, code: 10340010);
- h) Multimedia Engineering Division (symbol: ENRIM, code: 10340600);
- i) Radiocommunications and Radiolocation Division (symbol: ENRR, code: 10340700);
- j) Sub-Terahertz Technology Division (symbol: ENRTS, code: 10340800);
- 5) Institute of Electronic Systems (symbol: ENS, code:10330000) comprising:
  - a) Microsystems and Measurement Systems Division (symbol: ENSM, code: 10330200);
  - b) Circuits & Signal Theory Division (symbol: ENSO code: 10330300);
  - c) Electronic Circuits and Systems Division (symbol: ENSS, code:10330500);
  - d) Microwave Circuits and Apparatus Department (symbol: ENSU, code: 10330400);
  - e) Finance Department of the Institute of Electronic Systems (symbol: ENSADF, code: 10330020);
  - f) Administration and Technical Department of the Institute of Electronic Systems (symbol: ENSAAT, code: 10330010);
- 6) Institute of Telecommunications (symbol: ENT, code:10360000), comprising:
  - a) Division of Cyber Security (symbol: ZCB, code: 10360500);
  - b) Division of Telecommunications Systems (symbol: ZST, code: 10360700);
  - c) Department of Teleinformatic Networks and Services (symbol: ZSUT, code: 10360600);
  - d) Finance Department of the Institute of Telecommunications (symbol: ENTADF, code: 10360010);
  - e) Administration and Technical Department of the Institute of Telecommunications (symbol: ENTAAT, code: 10360030);
- 7) Library of the Faculty of Electronics and Information Technology (symbol: EITIBW, code: 10300011);
- 8) faculty administration units:
  - a) Dean's Office (symbol: ENWABD, code: 10300010);
  - b) Faculty Office (symbol: ENWADZ, code: 10300091);
  - c) Financial and Economic Office (symbol: ENWAEF, code: 10300020);
  - d) Administration Office (symbol: ENWAAD, code: 10300014);
  - e) Information Technology Support Office (symbol: ENWAOI, code: 10300050);
  - f) Business Division (symbol: ENWADG, code: 10300070);
  - g) (*repealed*);
- 9) Independent post - Independent administrative post (symbol: ENWASA).
- 2. The organizational units (institutes) referred to in section 1, items 1-6 are administered by the Faculty Dean, while the organizational units referred to in section 1, items 1.a.-1.e., 2.a.-2.f., 3.a.-3.f., 4.a.-4.j., 5.a.-5.f., and 6.a.-6.e. (departments and divisions) are administered by the Director of the Institute to which they belong.
- 3. Descriptions of the research and teaching activities carried out by the units referred to in section 1, items 1-6 shall be included in the characteristics of those units, published, e.g. on the University's website.

## § 24

### **Library**

1. The scope of activity of the WEiTI Library concerns collecting and making collections available, serving readers and conducting information activity, and includes in particular:
  - a) running a rational collection policy,

- b) cataloguing of documents in the Central Catalogue of Collections of WUT Libraries,
  - c) making collections available,
  - d) substantive assistance to users in reading rooms - scientific and digital,
  - e) conducting comprehensive information activity (including scientific information, information on collections and electronic databases),
  - f) training and enrolling new students,
  - g) supporting the activities of researchers by preparing reports (e.g. citation analysis).
2. The WEiTI Library reports to the Dean in terms of organization.
  3. The WEiTI Library reports to the Vice Dean for Student Affairs.

## **DEPARTMENTAL ADMINISTRATION**

### § 25

#### **Dean's Office**

1. The tasks of the Dean's Office include:
  - 1) secretarial services for the WEiTI management,
  - 2) performing administrative activities that support and service the work of the Dean, Vice Deans, and Faculty Council;
  - 3) organizational support for projects undertaken by the Dean and Vice Deans;
  - 4) managing personnel matters of WEiTI employees;
  - 5) cooperation with scientific councils of disciplines;
  - 6) cooperation with PhD schools;
  - 7) managing the affairs of PhD students.
2. The Dean's Office reports to the Dean in terms of organization.
3. The Dean's Office reports to the Vice Dean for Science and the Vice Dean for General Affairs in terms of substance.

### § 26

#### **Faculty Office**

1. The scope of activities of the Faculty Office concerns the organization and implementation of tasks in the areas of teaching and student affairs and includes in particular:
  - 1) administrative support on WEiTI level for recruitment process for first and second degree studies;
  - 2) running matters related to the implementation of educational processes;
  - 3) accounting for credits and arranging formalities related to student exchange abroad;
  - 4) organizing obligatory OHS training for first semester students;
  - 5) administrative support for the implementation of the course of study; drawing up the teaching timetable, handling issues related to commissioning of teaching and accounting for teaching hours;
  - 6) administrative processing of granting financial aid benefits to students and PhD students;
  - 7) administrative processing of assigning WEiTI students places in student dormitories;
  - 8) reviewing reporting, registering and de-registering students in the Social Insurance Institution (ZUS), reporting to the health insurance of students, PhD students and their families;
  - 9) keeping records of fees resulting from the course of studies and supervising their timely payment;
  - 10) cooperation with academic circles, Faculty Student Self-Government Council and other student organizations;



- 11) organizing matriculation ceremonies at the WEiTI, handing in graduation diplomas and participation in the organization of other academic ceremonies;
2. The Faculty Office reports to the Dean in terms of organization.
3. The Faculty Office reports to the Vice Dean for Science and the Vice Dean for Student Affairs in terms of substance.

## § 27

### **Financial and Economic Office**

1. The scope of activities of the Financial and Economic Office includes economic controlling, maintenance of accounting documentation and registering financial events in individual modules of the accounting system, in particular:
  - 1) recording and settlement of revenues and costs of WEiTI and its organizational units, in particular, cooperation in the preparation of preliminary and resultant costing of tasks performed in organizational units for individual types of activity;
  - 2) participation in developing draft financial and material plans for the WEiTI;
  - 3) controlling the conformity of planned expenditures with the financial and material plan, and in particular the analysis of the use of the funds at the disposal of the unit and control of the conformity of the expenditures incurred with the financial and material plan;
  - 4) preparing documents as a basis for remuneration payments;
  - 5) confirming the availability of funds on financial commitment documents;
  - 6) formal and accounting control of accounting evidence;
  - 7) allocation of accounting evidence, which consists in determining and marking on the document the method of its recording in the books of account and initial entry into the SAP system;
  - 8) preparing documents constituting the basis for recording sales of goods and services;
  - 9) giving financial opinions on contracts concluded by the WEiTI;
  - 10) checking and confirming that the financial statements of individual projects are consistent with the accounting records;
  - 11) preparing financial information for the needs of the Faculty's management, creating reports for financial management control;
  - 12) preparing financial data for funding requests and financial statements as defined by external and internal rules;
  - 13) cooperating with the Bursar's proxies in supervising the financial activity of the institutes, including compliance with financial discipline by the institutes, on-going settlement of individual activities and settlement of budgets up to the amount of allocated funds.
2. The Financial and Economic Office shall be headed by a person authorized to do so by the Bursar.
3. The Financial and Economic Office reports to the Dean in terms of organization and substance.

## § 28

### **Administration Office**

1. The scope of the Administration Office includes:
  - 1) Taking necessary measures to ensure personal data protection, information secrecy protection and maintenance of intellectual property rights at the WEiTI - within the scope of formal regulations in force at the WUT;
  - 2) in the area of handling research activities and reporting:

- a) Entering data to POL-on, the Integrated Information System for Higher Education and Science, and to the WUT Base of Knowledge - in the required scope - and controlling the correctness of WEiTI data;
- b) preparing reports of the Dean and reports on the activities of WEiTI;
- 3) in the area of public procurement:
  - a) recording, preparing plans, orders and reports on WEiTI procurement;
  - b) conducting public procurement procedures and their implementation;
  - c) archiving tender documents;
- 4) in the area of promotion and information:
  - a) entering data and information concerning WEiTI into the WUT Public Information Bulletin;
  - b) preparing and distributing WEiTI information and promotional materials,
  - c) developing content of the WEiTI's website, as well as conducting information and promotional activities on the Internet,
  - d) maintaining a repository for documenting important or interesting events at the WEiTI and scientific and research achievements of WEiTI employees.
- 2. The Administration Office reports to the Dean in terms of organization.
- 3. The Administration Office reports to the Vice Dean for Science and the Vice Dean for General Affairs in terms of substance.

## § 29

### **Information Technology Support Office**

- 1. The scope of activities of the Information Technology Support Office relates to the network, hardware and software infrastructure of the WEiTI and includes:
  - 1) providing technical support in operating computer hardware and software used at the WEiTI, keeping a register of software used in the units, keeping a register of software licenses held and monitoring their use;
  - 2) organizing ongoing IT service for the WEiTI in the area of network infrastructure; management of server rooms and departmental structural network;
  - 3) organizing ongoing IT service for the WEiTI in the area of information security;
  - 4) organizing ongoing IT service for the in the area of WEiTI IT systems: administration of WEiTI servers, including e.g. e-mail servers, WEiTI portal, all-faculty laboratory servers, all-faculty databases, TV monitoring system,
  - 5) multimedia service in WEiTI teaching halls.
- 2. The Information Technology Support Office reports to the Dean in terms of organization.
- 3. The Information Technology Support Office reports to the Dean and the Vice Dean for General Affairs in terms of substance.

## § 30

### **Business Division**

- 1. The scope of the Business Division's activities relates to the operation of the WEiTI buildings and their building infrastructure and includes, in particular:
  - 1) in the area of exploitation:
    - a) managing the renting and making available of premises in WEiTI buildings;
    - b) ensuring safety conditions in WEiTI buildings, including emergency actions;
    - c) managing outsourced fixed assets, equipment and low-value assets;
    - d) providing service to WEiTI buildings (cloakroom, cleaning, security), management of lecture halls;

- 2) in the area of building maintenance and technical condition maintenance as well as investment projects and building renovations:
  - a) keeping the book of the building structure for the Electrotechnics Building and for Wing A of the Electrotechnics Building,
  - b) carrying out periodical technical inspections and reviews of buildings and devices constituting their technical equipment,
  - c) ensuring proper condition of WEiTI buildings, as required by law, including health and safety at work and fire protection,
  - d) ensuring ongoing maintenance of systems and installations located in WEiTI buildings, including through external services,
  - e) carrying out maintenance and repairs for building infrastructure and systems in WEiTI buildings,
  - f) supervision and participation in the organization and implementation of construction projects in WEiTI buildings, creating annual investment and renovation plans.
2. The Business Division reports to the Dean in terms of organization.
3. The Business Division reports to the Vice Dean for General Affairs in terms of substance.

### § 31

#### **Independent Administration Officer**

1. The basic tasks performed in the Independent Administration Officer position include:
  - 1) participating in the implementation of tasks supervised by the WEiTI Dean, concerning: personal data protection, risk management, management control, quality management systems, faculty projects subsidized by the Ministry of Science and Higher Education;
  - 2) participation in audits, inspections and analyses of WEiTI activities carried out by internal units of the Warsaw University of Technology;
  - 3) preparation, handling and administrative implementation of decisions and orders of the Dean, contracts and agreements with external entities;
  - 4) cooperating with the Dean's representative for public procurement, and coordinating departmental investment and renovation projects.
2. The Independent Administration Officer reports to the WEiTI Dean in terms of organization and substance.

### § 32

#### **Finance Department of the Institute**

1. The scope of the Finance Department of the Institute at the WEiTI includes:
  - 1) day-to-day and annual recording and accounting of the Institute's income and costs, and, in particular, cooperating with the Institute's management in the preparation of initial and final task costing for the Institute's various activities;
  - 2) exercising supervision in the Institute over the completeness and formal and accounting accuracy of accounting documents;
  - 3) allocation of accounting evidence, which consists in determining and marking on the document the method of its recording in the books of account and into the SAP system;
  - 4) preparing and checking accounting records for tangible and intangible fixed assets;
  - 5) participating in preparing the Institute's draft financial and material plans;
  - 6) checking the conformity of planned expenditure with the financial and material plan;
  - 7) preparing documents as a basis for remuneration payments;
  - 8) preparing documents which are the basis for recording sales of goods and services, in particular issuing invoices, notes and preparing sales and purchase registers;

- 9) preparing financial information for the Institute's management;
  - 10) preparing the financial data for the requests for financing of activities and financial reports on their implementation laid down by external and internal rules.
2. The Finance Department of the Institute reports to the Institute's Director in terms of organization and substance.

§ 33

**Administration and Technical Department of the Institute**

1. The scope of activities of the Administration and Technical Department of the Institute at the WEiTI includes:
  - 1) carrying out clerical activities;
  - 1) managing personnel matters for the Institute's employees;
  - 2) organizing teaching activities, including seminars and diploma theses, as well as organizing diploma examinations for undergraduate and graduate students; preparing collective summaries, reports, and analyses of the Institute's teaching matters;
  - 3) preparing collective compilations, reports, and analyses in the area of research and other issues related to the Institute's activity;
  - 4) preparing lists of scientific and research work commissioned by the Ministry of Science and Higher Education and external institutions;
  - 5) systematically completing the Institute's database of publications and recording all significant achievements of the Institute's employees, including awards and decorations;
  - 6) preparing documents necessary to make all purchases, including keeping a register of purchases outside the Act and preparing documentation to carry out a sole-source purchase procedure, open tender or other procedure provided for in the Public Procurement Act;
  - 7) administering and managing the Institute's premises;
  - 8) maintaining the premises, facilities and equipment in a condition that guarantees proper operation;
  - 9) overseeing the management and administration of the assets outsourced to it;
  - 10) providing technical support for the institute's teaching and research laboratories.
2. The Administration and Technical Department of the Institute reports to the Institute's Director in terms of organization and substance.

### **FACULTY OF ELECTRICAL ENGINEERING**

1. The Faculty of Electrical Engineering, hereinafter referred to as the “WE”, (symbol: WE, code: 10400000), comprises:
  - 1) Electrical Power Engineering Institute (symbol: IEN, code: 10410000), comprising:
    - a) Department of Electricity and Power Management (symbol: ZEiGE, code: 10410200);
    - b) Department of Power Engineering Automation and Apparatus (symbol: ZAiAE, code: 10410100);
    - c) Department of Electrical Energy Networks and Systems (symbol: ZSiSE, code: 10410300);
    - d) Department of Lighting Technology (symbol: ZTŠ, code: 10410400);
    - e) Electrical Traction Department (symbol: ZTE, code: 10410500);
  - 2) Institute of Control and Industrial Electronics (symbol: ISEP, code: 10440000); comprising:
    - a) Industrial Electronics Department (symbol: ZEP, code: 10440100);
    - b) Control Department (symbol: ZS, code: 10440300);
    - c) Electric Drive Plant (symbol: ZNE, code: 10440200);
  - 3) Institute of Theory of Electrical Engineering, Measurement and Information Systems (symbol: IETiSIP, code: 10420000), comprising:
    - a) Department of Theoretical Electrical Engineering and Computation Engineering (symbol: ZETiIS, code: 10420100);
    - b) Information and Measurement Systems Department (symbol: ZSIP, code: 10420200);
    - c) High Voltage and Electromagnetic Compatibility Department (symbol: ZWNiKE, code: 10420300);
  - 4) faculty administration units:
    - a) Dean’s Office (symbol: BDWE, code: 10400050);
    - b) Faculty Office (symbol: DZWE, code: 10400010);
    - c) Financial and Economic Division (symbol: DEFWE, code: 10400030);
    - d) Technical, Investment and Procurement Division (symbol: DTiZPWE, code: 10400040).
2. The organizational units (institutes) referred to in section 1, items 1 - 3 are administered by the Faculty Dean, while the organizational units referred to in section 1, items 1 a - e, 2 a - c, and 3 a - c (departments) are administered by the Director of the Institute to which they belong.
3. Descriptions of the research and didactic activities of the units listed in section 1, items 1-3 include the characteristics of these units, published, e.g. on the University’s website.

### **DEPARTMENTAL ADMINISTRATION**

#### **Dean’s Office**

1. The Dean’s Office is a unit set up to provide secretarial services to the WE Dean and Vice Deans, WE summary reporting, and support for Faculty Council meetings.
2. The tasks of the Dean’s Office include:
  - 1) handling day-to-day WE matters: internal and external contacts, secretarial duties;

- 2) preparation, processing and administrative implementation of internal legal acts;
  - 3) supervising the personnel matters of WE employees,
  - 4) running matters related to personal data protection;
  - 5) keeping WE administration employee records as required by law;
  - 6) keeping departmental documentation related to the granting of awards and decorations;
  - 7) handling and archiving of the correspondence kept in the Registry Register;
  - 8) cooperation with central administration units within the scope of matters substantially handled by them;
  - 9) participation in the development of the unit questionnaire and WE parametric evaluation;
  - 10) cooperation with scientific councils of disciplines;
  - 11) cooperation with PhD schools;
  - 12) managing the affairs of PhD students;
  - 13) performance of tasks assigned by the WE management.
3. The Dean's Office reports to the Dean in terms of organization and substance.

### § 36

#### **Faculty Office**

1. The basic tasks of the Faculty Office include:
  - 1) handling matters related to the implementation of teaching processes: preparing and keeping documentation of the course of studies, preparing documentation of students for thesis defense and graduation, keeping documentation of the proceeding of studies, transferring documentation to the archives, conducting reporting on students;
  - 2) handling the process of granting financial and social aid for students;
  - 3) preparing ongoing documents related to studies: preparing, sending and archiving administrative decisions (admissions, deletions, scholarship documents), calculating scholarships;
  - 4) keeping records of fees resulting from the course of studies and supervising their timely payment;
  - 5) handling matters concerning health insurance for students, PhD students and their families.
2. The Faculty Office reports to the Dean in terms of organization.
3. The Faculty Office reports to the Vice Dean for Academic Affairs and the Vice Dean for Student Affairs in terms of substance.

### § 37

#### **Financial and Economic Division**

1. The tasks of the Financial and Economic Division include economic controlling, maintenance of accounting documentation and recording of financial events in individual modules of the accounting system, in particular:
  - 1) recording and accounting for the revenues and costs of the WE and its organizational units, and in particular collaborating in the preparation of the initial and final costing of the tasks performed in the organizational units for the various activities;
  - 2) participating in the preparation of the WE's draft substantive and financial plans;
  - 3) controlling the conformity of planned expenditures with the financial and material plan, and in particular the analysis of the use of the funds at the disposal of the unit and control of the conformity of the expenditures incurred with the financial and material plan;
  - 4) preparing documents as a basis for remuneration payments;
  - 5) confirming the availability of funds on financial commitment documents;

- 6) formal and accounting control of accounting evidence;
  - 7) allocation of accounting evidence, which consists in determining and marking on the document the method of its recording in the books of account and initial entry into the SAP system;
  - 8) preparing documents constituting the basis for recording sales of goods and services;
  - 9) giving a financial opinion on contracts entered into by the WE;
  - 10) checking and confirming that the financial statements of individual projects are consistent with the accounting records;
  - 11) preparing financial information for the WE management, producing reports for financial management control;
  - 12) preparing financial data for funding requests and financial statements as defined by external and internal rules;
  - 13) cooperating with the Institute Bursar's proxies in supervising the financial activity of the Institutes, including compliance with financial discipline by the Institutes, ongoing settlement of individual types of activity and settlement of budgets up to the amount of allocated funds.
2. The Financial and Economic Division shall be headed by a person authorized to do so by the Bursar.
  3. The Financial and Economic Division reports to the Dean in terms of organization and substance.

## § 38

### **Technical, Investment and Public Procurement Division**

1. The Technical, Investment and Public Procurement Division is a unit established to handle WE matters in the area:
  - 1) supervision of the technical condition of WE buildings;
  - 2) preparation, supervision and acceptance of renovation and investment works of WE buildings and premises;
  - 3) keeping the buildings in full working order: Electrical, Mechanical, Old Boiler Room and Building under the Chimney, in the sense of supervision over the operation of the electrical, water and sewage, ventilation and central heating systems in WE premises;
  - 4) carrying out minor repairs of installations and technical equipment;
  - 5) drawing up a procurement plan relating to purchases for the department;
  - 6) cooperation with the central administration of the Warsaw University of Technology in the area of technical matters and public procurement;
  - 7) participating in health and safety work;
  - 8) preparing and conducting public procurement procedures and their implementation;
  - 9) participating and running (as the WE Dean's representative) university-wide tenders;
  - 10) managing the Faculty Computer Network (WSK), departmental servers and network services;
  - 11) coordinating the development of the WE network of local entities;
  - 12) developing and implementing the WSK development concept;
  - 13) representing the WE at the University in matters concerning the computer network;
  - 14) installation and maintenance of application software;
  - 15) carrying out other instructions of the WE Dean concerning technical activities, procurement and information technology.
2. The Technical, Investment and Public Procurement Division reports to the Dean in terms of organization and substance.

## § 39

### FACULTY OF PHYSICS

1. The Faculty of Physics, hereinafter referred to as the “PE”, (symbol: WF, code: 10500000), comprises:
  - 1) Physics of Complex Systems Division (symbol: FIZFUZ, code: 10500100);
  - 2) Optics and Photonics Division (symbol: FIZOPT, code: 10500200);
  - 3) Semiconductors Division (symbol: FIZPRZ, code: 10500300);
  - 4) Solid State Ionics Division (symbol: FIZJCS, code: 10500400);
  - 5) Structural Research Division (symbol: FIZBST, code: 10500500);
  - 6) Nuclear Physics Division (symbol: FIZFIJ, code: 10500700);
  - 7) Library (symbol: FIZBIB, code: 10500060);
2. faculty administration units:
  - 1) Secretariat (symbol: ADSEKR, code: 10500040);
  - 2) Faculty Office (symbol: ADDZIE, code: 10500010);
  - 3) Financial and Economic Division (symbol: ADEFIN, code: 10500020);
  - 4) Building Services Division (symbol: ADMDOG, code: 10500030);
  - 5) *(repealed)*.
- 2a. Independent post - the Independent Administration Officer (symbol: ADMGSA).
3. The organizational units referred to in section 1, item 1-7 report to the Faculty Dean in terms of organization.
4. Descriptions of the research and teaching activities carried out by the units referred to in section 1, items 1-6 shall be included in the characteristics of those units, published, e.g. on the University’s website.

## § 40

### Library

1. The duties of the WF Library are:
  - 1) collecting printed and electronic resources in accordance with the profile of research conducted and the directions of education, purchase of books and journals;
  - 2) cataloguing, developing the collection and ongoing work on its updating in the electronic library system;
  - 3) making collections available, reading room service;
  - 4) conducting comprehensive information activity (scientific information, information on collections and electronic databases);
  - 5) supporting the activities of researchers by preparing reports and analyses (e.g. citation analysis);
  - 6) organizing and conducting activities that promote the library’s collections, sources of information, and effective methods of using them.
2. The library reports to the Dean in terms of organization.
3. The library reports to the Vice Dean for Science in terms of substance.

### DEPARTMENTAL ADMINISTRATION

## § 41

### Secretariat

1. The tasks of the Secretariat include:
  - 1) administrative support for the Dean’s Secretariat, including:



- a) preparing and handling decisions and regulations of the Dean, comprehensive handling and archiving correspondence of the Dean and Vice Deans, keeping the correspondence register, register of complaints and motions, contracts and agreements, supplementing data in the POL-on system and in the WUT Repository;
  - b) collecting and compiling data for reports and requests, including the Dean's report, reports for the Central Statistical Office; statutory activities, PKA and parametric evaluation, keeping documentation related to requests for awarding WF employees, awards of the minister responsible for higher education, Rector's awards and state and departmental decorations;
- 2) conducting administrative service in the scope of personnel matters of academic teachers, including:
- a) completing formalities related to employment, course of employment and termination of employment and employee records in SAP HR, reporting in this regard;
  - b) providing administrative support for the WF Council, preparation of meeting agenda, meeting notices, documentation of meetings, completion of meeting minutes, preparation of resolutions and extracts;
- 3) cooperation with scientific councils of disciplines;
- 4) cooperation with PhD schools;
- 5) managing the affairs of PhD students;
- 6) administrative processing of requests for PhD scholarships.
2. The Secretariat reports to the WF Dean in terms of organization, and to the Vice Dean for General Affairs and the Vice Dean for Science in terms of substance, respectively.

## § 42

### **Faculty Office**

1. The tasks of the Faculty Office include:
- 1) providing administrative service of the course of studies on all types of studies;
    - a) handling students' day-to-day matters, including: issuing student ID cards, certificates and other documents as well as writing out and issuing student indexes, extending student ID cards;
    - b) preparing lists of students referred for mandatory medical examinations, health and safety training;
    - c) operating a departmental IT system supporting didactic work;
    - d) booking lecture halls;
    - e) administrative service of granting scholarships and material aid, keeping records, preparing payment lists;
  - 2) administering the teaching survey process;
  - 3) archiving administrative decisions related to the transfer of files to the archives;
  - 4) keeping records of fees resulting from the course of studies and supervising their timely payment;
  - 5) handling matters concerning health insurance for students, PhD students and their families.
2. The Faculty Office reports to the WF Dean in terms of organization and to the Vice Dean for Academic Affairs and the Vice Dean for Student Affairs in terms of substance.

## § 43

### **Financial and Economic Division**

1. The tasks of the Financial and Economic Division include economic controlling, maintenance of accounting documentation and recording of financial events in individual modules of the accounting system, in particular:
  - 1) recording and settling revenues and costs of the WF and its organizational units, and in particular cooperation in preparing initial and final cost calculations of tasks performed in organizational units for particular types of activity;
  - 2) participation in the development of draft financial and material plans of the WF;
  - 3) controlling the conformity of planned expenditures with the financial and material plan, and in particular the analysis of the use of the funds at the disposal of the unit and control of the conformity of the expenditures incurred with the financial and material plan;
  - 4) preparing documents as a basis for remuneration payments;
  - 5) confirming the availability of funds on financial commitment documents;
  - 6) formal and accounting control of accounting evidence;
  - 7) allocation of accounting evidence, which consists in determining and marking on the document the method of its recording in the books of account and initial entry into the SAP system;
  - 8) preparing documents constituting the basis for recording sales of goods and services;
  - 9) giving a financial opinion on contracts concluded by the WF;
  - 10) checking and confirming that the financial statements of individual projects are consistent with the accounting records;
  - 11) preparing financial information for the WF management, creating reports for financial management control;
  - 12) preparing financial data for funding requests and financial statements as defined by external and internal rules.
2. The Financial and Economic Division shall be headed by a person authorized to do so by the Bursar.
3. The Financial and Economic Division reports to the Dean in terms of organization and substance.

### § 44

### **Building Services Division**

1. The tasks of the Building Services Division include the conduct and supervision of all work related to the operation of the Building by the Building Manager.
2. The employees of the Building Services Division reports to the person employed as the Independent Administration Officer.

### § 45

### **Independent Administration Officer**

1. Tasks performed in the Independent Administration Officer include:
  - 1) managing personnel matters for departmental administration employees;
  - 2) preparing and conducting public procurement procedures, drawing up a public procurement plan and implementing public procurement in cooperation with the Procurement Officer;
  - 3) running matters in the day-to-day administration of the WF:
    - a) preparing agreements with lessees of premises;
    - b) preparing draft contracts for ongoing supplies and services.

- 
2. The Independent Administration Officer reports to the Faculty Dean in terms of organization and to the Vice Dean for General Affairs in terms of substance.

## **FACULTY OF GEODESY AND CARTOGRAPHY**

1. The Faculty of Geodesy and Cartography, hereinafter referred to as the “WGiK”, (symbol: WGiK, code: 10600000), comprises:
  - 1) Department of Photogrammetry, Remote Sensing and Spatial Information Systems (symbol: FTSIPGiK, code: 10600100);
  - 2) Department of Cartography (symbol: KGiK, code: 10600200);
  - 3) Department of Cadastre and Land Management (symbol: KiNGiK, code: 10600500);
  - 4) Department of Geodesy and Geodetic Astronomy (symbol: GiAGGiK, code: 10600300);
  - 5) Department of Spatial Management and Environmental Science (symbol: GPNŚPGiK, code: 10600400);
  - 6) Department of Engineering Geodesy and Control-Measuring Systems (symbol: GISPGiK, code: 10600600);
  - 7) Józefosław Scientific and Didactic Centre (symbol: ONDGiK, code: 10600060);
  - 8) faculty administration units:
    - a) Dean’s Office (symbol: BDGiK, code: 10600010);
    - b) Faculty Office (symbol: DZGiK, code: 10600020);
    - c) Financial and Economic Division (symbol: FEGiK, code: 10600030).
2. The organizational units referred to in section 1, item 1-7 report to the Faculty Dean in terms of organization and substance.
3. Descriptions of the research and teaching activities of the units listed in section 1, items 1-6 are included in the characteristics of these units, published, e.g. on the University’s website.

## **DEPARTMENTAL ADMINISTRATION**

### **Dean’s Office**

1. The basic tasks of the Dean’s Office include:
  - 1) performing administrative, service and support activities for the work of the Dean, Vice Deans, WGiK Council;
  - 2) collecting data on the scientific activities of the WGiK;
  - 3) cooperation with scientific councils of disciplines;
  - 4) cooperation with PhD schools;
  - 5) managing the affairs of PhD students;
  - 6) coordination of the activities of department-wide units;
  - 7) handling personnel matters of WGiK employees;
  - 8) preparation, in cooperation with other internal units, of the required reporting on the WGiK operations and cooperation in this area with central administration units;
  - 9) running matters related to planning, organizing, preparing and supervising the implementation of departmental investment and repair works;
  - 10) cooperation with the central administration of the Warsaw University of Technology;
  - 11) service of scientific activities of WGiK employees;
  - 12) entering data into information systems and Base of Knowledges;

- 13) co-participating in the preparation of reports on the department's activities;
  - 14) keeping documentation of scientific and research work of WGiK employees (agreements, projects, contracts, etc.);
  - 15) handling matters related to projects (substantive assistance in obtaining funds, preparing requests, recording) and cooperation in this regard with external entities;
  - 16) gathering information on plans and publications of employees and preparing a publishing plan for the WUT Publishing House;
  - 17) supervision and management of fixed assets, intangible assets and low-value assets.
2. The Dean's Office reports to the Dean in terms of organization and substance.

## § 48

### **Faculty Office**

1. The basic tasks of the Faculty Office include:
  - 1) handling matters related to the implementation of teaching processes: preparing and keeping documentation of the course of studies, preparing documentation of students for thesis defense and graduation, keeping files (personal folders) of the course of studies, transferring documentation to the archives;
  - 2) preparing ongoing documents related to studies: preparing, sending and archiving administrative decisions (admissions, deletions, scholarship documents), calculating and settling fees related to the course of studies, calculating scholarships, students' professional practice;
  - 3) keeping records of fees resulting from the course of studies and supervising their timely payment;
  - 4) handling matters concerning health insurance for students, PhD students and their families;
  - 5) supervising processes related to teaching (preparation and settlement of credit reports);
  - 6) matters related to assignments, billing of teaching hours, room reservation system, preparation of lesson plans.
2. The Faculty Office reports to the Dean in terms of organization.
3. The Faculty Office reports to the Vice Dean for Academic Affairs and the Vice Dean for Student Affairs in terms of substance.

## § 49

### **Financial and Economic Division**

1. The tasks of the Financial and Economic Division include economic controlling, maintenance of accounting documentation and recording of financial events in individual modules of the accounting system, in particular:
  - 1) recording and settling revenues and costs of the WGiK and its organizational units, in particular, cooperation in preparing initial and final cost calculations of tasks performed in the organizational units for individual types of activity;
  - 2) participation in the development of draft financial and material plans of the WGiK;
  - 3) controlling the conformity of planned expenditures with the financial and material plan, and in particular the analysis of the use of the funds at the disposal of the unit and control of the conformity of the expenditures incurred with the financial and material plan;

- 4) preparing documents as a basis for remuneration payments;
  - 5) confirming the availability of funds on financial commitment documents;
  - 6) formal and accounting control of accounting evidence;
  - 7) allocation of accounting evidence, which consists in determining and marking on the document the method of its recording in the books of account and initial entry into the SAP system;
  - 8) preparing documents constituting the basis for recording sales of goods and services;
  - 9) giving an opinion on the financial aspect of contracts concluded by the WGiK;
  - 10) checking and confirming that the financial statements of individual projects are consistent with the accounting records;
  - 11) preparing financial information for the WGiK management, creating reports for financial management control;
  - 12) preparing financial data for funding requests and financial statements as defined by external and internal rules.
2. The Financial and Economic Division shall be headed by a person authorized to do so by the Bursar.
  3. The Financial and Economic Division reports to the Dean in terms of organization and substance.

## § 50

### **Józefosław Science and Didactics Centre**

1. The basic tasks of the Scientific and Didactic Centre include:
  - 1) running the Astro-Geodetic Observatory in Józefosław in Józefosław;
  - 2) inspecting the technical condition and carrying out works related to the operation of the property;
  - 3) ensuring cleanliness of the Centre premises and the adjacent areas;
  - 4) participation in the conclusion of lease and tenancy agreements;
  - 5) organizing training.
2. The Józefosław Science and Didactics Centre reports to the Dean in terms of organization and substance.

## § 51

### FACULTY OF CHEMICAL AND PROCESS ENGINEERING

1. The Faculty of Chemical and Process Engineering, hereinafter referred to as the “WICHIP”, (symbol: WICHIP, code: 10700000), comprises:
  - 1) Division of Biotechnology and Bioprocess Engineering (symbol: ZBIB, code: 10700200);
  - 2) Division of Engineering and Dynamic of Chemical Reactors (symbol: ZIDRCh, code: 10700400);
  - 3) Division of Kinetics and Process Thermodynamics (symbol: ZKiTP, code: 10700300);
  - 4) Division of Separation Processes (symbol: ZPR, code: 10700500);
  - 5) Chair of Integrated Process Engineering (symbol: KIPZ, code: 10700100);
  - 6) Library (symbol: ICHPBW, code: 10700050);
  - 7) faculty administration units:
    - a) Dean’s Office (symbol: ICHBD, code: 10700010);
    - b) Finance Division (symbol: ICHDF, code: 10700020);
    - c) (*repealed*);
    - d) Service Division (symbol: ICHDO, code: 10700040);
    - e) Organizational Division (symbol: ICHDOOr, code: 10700080);
    - f) Procurement Division (symbol: ICHDZ, code: 10700030);
    - g) (*repealed*);
  - 8) independent post - WICHIP Head of Administration (symbol: ICHSSKA).
2. The organizational units referred to in section 1, item 1-5 report to the Faculty Dean in terms of organization and substance.
3. Descriptions of the research and teaching activities carried out by the units referred to in section 1, items 1-5 shall be included in the characteristics of those units, published, e.g. on the University’s website.

## § 52

### Library

1. The basic tasks of the Library in particular include:
  - 1) serving readers with the services provided by the Library;
  - 2) ordering and formal and content-related elaboration of the collected collections and registration of acquisitions in the electronic library system;
  - 3) participation in the creation of the WUT Base of Knowledge through recording the writing and publishing achievements of WICHIP academic teachers (function of a departmental editor);
  - 4) assisting in compiling bibliometric data of WICHIP academic teachers for reports, project and promotion requests.
2. The Library reports to the Vice Dean for Science in terms of organization and substance.

### DEPARTMENTAL ADMINISTRATION

## § 53

### Dean’s Office

1. The basic tasks of the Dean’s Office, in particular, are:
  - 1) providing administrative service for the faculty authorities, employees and visitors, cooperation with the Rector’s Office and the WUT central administration;

- 2) managing personnel matters of employees, cooperation with the WUT Personnel Office;
  - 3) running administrative matters related to the activities of the Faculty Council and Dean Committees;
  - 4) cooperation with scientific councils of disciplines;
  - 5) cooperation with PhD schools;
  - 6) managing the affairs of PhD students;
  - 7) providing administrative services for students of all types and degrees;
  - 8) providing service to foreign students studying under international exchange programmes;
  - 9) keeping records of fees resulting from the course of studies and supervising their timely payment;
  - 10) handling matters concerning health insurance for students, PhD students and their families;
  - 11) preparing reports required by internal and external regulations related to student records and achievements;
  - 12) providing administrative support for standing and ad-hoc Faculty and Dean Committees related to teaching activities.
2. The Dean's Office shall be managed by the head of the Dean's Office.
  3. The Dean's Office reports to the WICHiP Head of Administration in terms of organization; substantive supervision is exercised by the Dean and Vice Deans according to their respective competencies.

## § 54

### **Finance Division**

1. The scope of tasks of the Finance Division includes economic controlling, maintenance of accounting documentation and recording of financial events in individual modules of the accounting system, in particular:
  - 1) recording and accounting for revenues and costs of the WICHiP and its organizational units, and in particular, cooperating in the preparation of preliminary and resultant costing of tasks performed in organizational units for particular types of activities;
  - 2) participation in the development of draft financial and material plans of the WICHiP;
  - 3) controlling the conformity of planned expenditures with the financial and material plan, and in particular the analysis of the use of the funds at the disposal of the unit and control of the conformity of the expenditures incurred with the financial and material plan;
  - 4) preparing documents as a basis for remuneration payments;
  - 5) confirming the availability of funds on financial commitment documents;
  - 6) formal and accounting control of accounting evidence;
  - 7) allocation of accounting evidence, which consists in determining and marking on the document the method of its recording in the books of account and initial entry into the SAP system;
  - 8) preparing documents constituting the basis for recording sales of goods and services;
  - 9) giving a financial opinion on contracts entered into by WICHiP;
  - 10) checking and confirming that the financial statements of individual projects are consistent with the accounting records;
  - 11) preparing financial information for the WICHiP management, creating reports for financial management control;
  - 12) preparing financial data for funding requests and financial statements as defined by external and internal rules.



2. The Finance Division shall be headed by the Head of the Finance Division who is authorized to do so by the Bursar.
3. The Finance Division reports to the WICHiP Head of Administration in terms of organization; substantive supervision is exercised by the Dean and Vice Deans according to their competencies.

§ 55  
*(repealed)*

§ 55 a

#### **Service Division**

1. The basic tasks of the Service Division include in particular:
  - 1) maintenance of cleanliness on WICHiP grounds;
  - 2) reception and cloakroom service;
  - 3) participation in the preparation of events held at the WICHiP;
  - 4) operation of a mechanical workshop, including carrying out assignments for teaching and research activities;
  - 5) day-to-day inspection and maintenance, and execution of work orders for upgrades to equipment, mechanical devices, and laboratory facilities;
  - 6) overseeing of the security of the WICHiP facility and property;
  - 7) alerting the relevant services in the event of an emergency or disturbance in the building, typing up reports on all the events that have occurred.
2. The Service Division reports organizationally to the WICHiP Head of Administration.

§ 55 b

#### **Organizational Division**

1. The basic tasks of the Organizational Division include in particular:
  - 1) conducting administrative work related to teaching, research and organizational activities;
  - 2) preparing reports required by internal and external regulations related to the activities of the WICHiP;
  - 3) conducting information and promotion activities, including those related to the information obligation;
  - 4) cooperation with the WUT Promotion and Information Office;
  - 5) managing computer software licenses;
  - 6) operation computer lab equipment and users under the direction of the lab supervisor.
2. The Organizational Division reports to the WICHiP Head of Administration in terms of organization; substantive supervision is exercised by the Dean and Vice Deans according to their respective competencies.

§ 55 c

#### **Procurement Division**

1. The basic tasks of the Procurement Division include in particular:
  - 1) running matters relating to proceedings;
  - 2) supervising the management and administration of fixed assets, intangible assets and low-value assets;
  - 3) carrying out inventory work, liquidation, use and sale of WICHiP assets;

- 4) sending documents and parcels via courier companies and preparing documentation for customs clearance of foreign shipments;
  - 5) maintenance and operation of audio-visual and office equipment on hand at the WICHiP.
2. The Procurement Division reports to the WICHiP Head of Administration in terms of organization; substantive supervision is exercised by the Dean and Vice Deans in accordance with their competencies.

§ 55 d

**WICHiP Head of Administration**

1. The basic tasks of the WICHiP Head of Administration in particular include:
  - 1) organizational supervision over faculty administration units;
  - 2) administration of WICHiP buildings and grounds;
  - 3) supervision of property and access to WICHiP premises, H&S and fire safety matters;
  - 4) planning, supervision and acceptance of investment, modernization and renovation works;
  - 5) overseeing of rental matters;
  - 6) coordination of health and safety and personal data protection matters.
2. The WICHiP Head of Administration reports to the Dean in terms of organization; substantive supervision is provided by the Dean and the Vice Dean for Development.

§ 56

**FACULTY OF CIVIL ENGINEERING**

1. The Faculty of Civil Engineering, hereinafter referred to as the “WIL”, (symbol: WIL, code: 10800000), comprises:
  - 1) Institute of Roads and Bridges (symbol: IDiM, code: 10810000), comprising:
    - a) Department of Theoretical Mechanics, Pavement Modeling and Railroad Engineering (symbol: ZMTNDS, code: 10810300);
    - b) Department of Geotechnics, Bridges and Underground Works (symbol: ZGMBP, code: 10811100);
    - c) Department of Transportation Engineering and Engineering Surveying (symbol: ZITiG, code: 10811200);
    - d) Department of Road Construction Technology (symbol: ZTBD, code: 10811000);
    - e) Support Office of the Institute of Roads and Bridges (symbol: BOIDM, code: 10810010);
  - 2) Institute of Building Engineering (symbol: IIB, code: 10880000), comprising:
    - a) Department of Fundamentals of Building (symbol: ZBO, code: 10881700);
    - b) Department of Building Materials Engineering (symbol: ZIMB, code: 10880200);
    - c) Department of Production Engineering and Construction Management (symbol: ZIPZB, code: 10881900);
    - d) Department of Concrete and Metal Structures (symbol: ZKBiM, code: 10881800);
    - e) Department of Structural Mechanics and Computer Aided Engineering (symbol: ZMBiZI, code: 10880300);
    - f) Department of Strength of Materials and Theory of Elasticity and Plasticity (symbol: ZWMTSPL, code: 10880400);
    - g) Support Office of the Institute of Building Engineering (symbol: BOIIB, code: 10880010);
  - 3) Library (symbol: BIBWIL, code: 10800080);
  - 4) faculty administration units:
    - a) Dean’s Office (symbol: BDWIL, code: 10800011);
    - b) Faculty Office (symbol: DZIL, code: 10800060).
    - c) IT Systems and Projects Management Division (symbol: DZPiSIIL, code: 10800071);
    - d) Finance and Accounting Division (symbol: DFKIL, code: 10800040);
    - e) Administration Division (symbol: DAGIL, code: 10800030);
    - f) Public Procurement Division (symbol: DZPIL, code: 10800050);
2. The organizational units (institutes) referred to in section 1, items 1 - 2 shall be administered by the Faculty Dean, while the organizational units referred to in section 1, items 1 a - d, and 2 a - f (departments) shall be administered by the Director of the Institute to which they belong. The support offices of the Institutes referred to in section 1 item 1 letter e and item 2 letter g report to the Director of the Institute to which they belong in terms of organization and substance .
3. Descriptions of the research and teaching activities of the units listed in section 1, items 1-2 include the characteristics of these units, published, e.g. on the University’s website.

## § 57

### Library

1. The tasks of the Library include:
  - 1) collecting, processing and making available collections (books, journals, electronic publications, graduation theses) profiled for the science and didactics conducted at the WIL;

- 2) providing information and training service in the field of electronic catalogues and databases;
  - 3) overseeing library training for students;
  - 4) keeping the writing achievements of the employees, WIL students and PhD students in the WUT Base of Knowledge;
  - 5) generating and preparing reports on WIL employee publication output based on data from the WUT Base of Knowledge.
2. The Library reports to the Faculty Dean in terms of organization.

## **DEPARTMENTAL ADMINISTRATION**

### § 58

#### **Dean's Office**

1. The basic tasks of the Dean's Office include:
  - 1) performing administrative, service and support activities for the work of the Dean, Vice Deans, WIL Council;
  - 2) collecting data on scientific activities;
  - 3) cooperation with scientific councils of disciplines;
  - 4) cooperation with PhD schools;
  - 5) managing the affairs of PhD students;
  - 6) coordination of the activities of all-faculty units and institutes;
  - 7) managing personnel matters within the scope commissioned by the Dean;
  - 8) preparing, in cooperation with other internal units, reports required by internal and external regulations concerning WIL activity, and cooperating with central administration units in this scope.
2. The Dean's Office reports to the Dean in terms of organization.
3. The Dean's Office reports to the Dean and Vice Deans in terms of substance.

### § 59

#### **IT Systems and Projects Management Division**

1. The tasks of the Project Management and IT Systems Division include:
  - 1) creating strategies and procedures related to the project management process and supporting the project management process;
  - 2) overseeing and ensuring the smooth running of IT systems, service reliability and user support for IT services and sustainability in the area of IT services and systems at the WIL.
2. In the IT Systems and Projects Management Division, the Project Management Officer is responsible for substantive issues related to projects, and the IT Officer is responsible for issues related to IT systems.
3. The IT Systems and Projects Management Division of the WIL reports to the Dean in terms of substance and organization.

### § 60

### **Finance and Accounting Division**

1. The tasks of the Finance and Accounting Division include economic controlling, keeping accounting documentation and recording of financial events in individual modules of the accounting system, in particular:
  - 1) recording and settling revenues and costs of the WIL and its organizational units, and in particular, cooperating in preparation of initial and final cost calculations of tasks performed in organizational units for individual types of activity;
  - 2) participation in drafting WIL financial and material plans;
  - 3) controlling the conformity of planned expenditures with the financial and material plan, and in particular the analysis of the use of the funds at the disposal of the unit and control of the conformity of the expenditures incurred with the financial and material plan;
  - 4) preparing documents as a basis for remuneration payments;
  - 5) confirming the availability of funds on financial commitment documents;
  - 6) formal and accounting control of accounting evidence;
  - 7) allocation of accounting evidence, which consists in determining and marking on the document the method of its recording in the books of account and initial entry into the SAP system;
  - 8) preparing documents constituting the basis for recording sales of goods and services;
  - 9) giving financial opinion on contracts concluded by the WIL;
  - 10) checking and confirming that the financial statements of individual projects are consistent with the accounting records;
  - 11) preparing financial information for the WIL management, creating reports for financial management control;
  - 12) preparing financial data for funding requests and financial statements as defined by external and internal rules;
  - 13) cooperating with the Bursar's proxies in supervising the financial activity of the institutes, including compliance with financial discipline by the institutes, on-going settlement of individual activities and settlement of budgets up to the amount of allocated funds.
2. The Finance and Accounting Division shall be headed by a person authorized to do so by the Bursar.
3. The Finance and Accounting Division reports to the Dean in terms of organization and substance.

### § 61

### **Administration Division**

1. The tasks of the Administration Division include in particular:
  - 1) management and administration of the WIL building, including: keeping the book of the building in compliance with the binding regulations, maintaining cleanliness of the building premises and the adjacent area;
  - 2) taking care of proper functioning of teaching facilities;
  - 3) inspecting the technical condition of the property reporting failures and damage and performing ongoing repairs and maintenance work;
  - 4) drawing up plans for necessary expenditure on maintenance, repairs and periodical inspections of the technical condition of buildings and technical infrastructure, as required by the applicable regulations,
  - 5) preparing information on the incurred costs of property maintenance, including the costs of repairs, renovations, maintenance, etc.;

- 6) supervision over the management and administration of outsourced fixed assets, intangible assets and low-value assets;
  - 7) running matters related to proper security and protection of WIL property;
  - 8) handling personnel matters of employees of the Administration Division.
2. The Administration Division shall be headed by the Head of Administration.
  3. The Administration Division reports to the WIL Dean in terms of organization and substance.

## § 62

### **Public Procurement Division**

1. The tasks of the Public Procurement Division include in particular:
  - 1) providing administrative support of the implementation of public procurement, including the preparation of decisions of the Dean and conducting proceedings for the award of public contracts;
  - 2) preparing a WIL public procurement plan on the basis of annual statements of needs submitted by managers of internal units and organizational units, the status of implementation of concluded contracts, and information on the implementation of public procurement in the ongoing year and in previous years;
  - 3) monitoring the legal situation with regard to public procurement;
  - 4) keeping records of public contracts awarded;
  - 5) providing explanations to internal units on the application of the Public Procurement Act;
  - 6) cooperation with the Public Procurement Division in the central administration;
  - 7) supervising the storage of documentation of public procurement proceedings.
2. The Public Procurement Division shall be headed by the Manager.
3. The Public Procurement Division reports to the WIL Dean in terms of organization and substance.

## § 63

### **Faculty Office**

1. The basic tasks of the Faculty Office include:
  - 1) handling matters related to the implementation of teaching processes: preparing and keeping documentation of the course of studies, preparing student records for thesis defense and graduation, maintaining personal files of the course of studies, transferring documentation to the WUT Student Records Department;
  - 2) preparing ongoing documents related to studies: preparing, sending and archiving administrative decisions (admissions, deletions, scholarship documents), calculating and settling fees related to the course of studies and calculating scholarships and other forms of material assistance;
  - 3) drawing up a timetable of teaching assignments, a timetable for using teaching rooms, handling matters related to commissioning teaching assignments and accounting for teaching hours of WIL employees;
  - 4) overseeing the processes related to teaching (preparing and accounting for credit reports), preparing and overseeing the surveying of classes;
  - 5) cooperation with the UKR and WKR in the administrative support of student recruitment, including providing information on recruitment rules;
  - 6) handling matters concerning health insurance for students, PhD students and their families as well as occupational health and safety matters;
  - 7) keeping records of fees resulting from the course of studies and supervising their timely payment;

- 8) cooperation with central administration and departmental administration units within the scope of matters substantially conducted by them.
2. The Faculty Office reports to the Dean in terms of organization.
3. The Faculty Office reports to the Vice Dean for Academic Affairs and the Vice Dean for Student Affairs in terms of substance.

§ 64

**DEPARTMENT OF MATERIALS SCIENCE AND ENGINEERING**

1. The Faculty of Materials Science and Engineering, hereinafter referred to as the “WIM”, (symbol: WIM, code: 10900000), comprises:
  - 1) Division of Materials Design (symbol: ZPM, code: 10900500);
  - 2) Division of Structural and Functional Materials (symbol: ZMKiF, code: 10900300);
  - 3) Division of Surface Engineering (symbol: ZIP, code: 10900100);
  - 4) Division of Ceramic Materials and Polymers (symbol: ZMCiP, code: 10900200);
  - 5) Library (symbol: BIBWIM, code: 10900030);
  - 6) faculty administration units:
    - a) Dean’s Office (symbol: BDWIM, code: 10900010);
    - b) Faculty Office (symbol: DWIM, code: 10900050);
    - c) Economic Division (symbol: DEWIM, code: 10900020);
    - d) Business Division (symbol: DGWIM, code: 10900060);
    - e) Public Procurement Division (symbol: DZPWIM, code: 10900070);
    - f) Procurement Division (symbol: DZWIM, code: 10900080);
    - g) Project Services Division (symbol: DOPWIM, code: 10900040).
2. The organizational units referred to in section 1, items 1 - 5 report to the Dean in terms of organization and substance.
3. Descriptions of the research and teaching activities carried out by the units referred to in section 1, items 1-4 shall be included in the characteristics of those units, published, e.g. on the University’s website.

§ 65

**Library**

The tasks of the Library include:

- 1) collecting, processing and making available of collections (books, journals, electronic publications, theses) profiled for the science and didactics conducted at the WIM;
- 2) providing information and training service in the field of electronic catalogues and databases;
- 3) supervision of library training for students;
- 4) keeping the written output of WIM employees, PhD students and undergraduates up to date in the WUT Base of Knowledge;
- 5) generating and preparing reports on the publication achievements of WIM employees based on the data from the WUT Base of Knowledge.

**DEPARTMENTAL ADMINISTRATION**

§ 66

**Dean’s Office**

1. The basic tasks of the Dean’s Office include:
  - 1) performing administrative, service, and support functions for the Dean, Vice Deans, and WIM Council;
  - 2) collecting data on WIM scientific activities;
  - 3) cooperation with scientific councils of disciplines;



- 4) cooperation with PhD schools;
  - 5) managing the affairs of PhD students;
  - 6) providing advice and consultation to WIM employees;
  - 7) handling matters related to health insurance of PhD students and their families.
2. The Dean's Office reports to the Dean in terms of organization and substance.

## § 67

### **Faculty Office**

1. The basic tasks of the Faculty Office include:
  - 1) running matters related to recruitment and the teaching process;
  - 2) coordination of student internships;
  - 3) preparing documentation concerning commissioning and accounting for teaching hours of academic teachers;
  - 4) handling matters related to the granting of financial aid benefits for students;
  - 5) keeping records of fees resulting from the course of studies and supervising their timely payment;
  - 6) handling matters concerning health insurance for students and their families.
2. The Faculty Office reports to the Dean in terms of organization.
3. The Faculty Office reports to the Vice Deans for Student Affairs and Academic Affairs in terms of substance.

## § 68

### **Economic Division**

1. The scope of tasks of the Economic Division includes economic controlling, handling accounting documentation and recording financial events in individual modules of the accounting system, in particular:
  - 1) recording and accounting of revenues and costs of the WIM and its organizational units, and in particular cooperation in the preparation of initial and final cost calculations of tasks performed in organizational units for particular types of activity;
  - 2) participation in development of draft financial and material plans of the WIM;
  - 3) controlling the conformity of planned expenditures with the financial and material plan, and in particular the analysis of the use of the funds at the disposal of the unit and control of the conformity of the expenditures incurred with the financial and material plan;
  - 4) preparing documents as a basis for remuneration payments;
  - 5) confirming the availability of funds on financial commitment documents;
  - 6) formal and accounting control of accounting evidence;
  - 7) allocation of accounting evidence, which consists in determining and marking on the document the method of its recording in the books of account and initial entry into the SAP system;
  - 8) preparing documents constituting the basis for recording sales of goods and services;
  - 9) giving financial opinion on contracts concluded by the WIM;
  - 10) checking and confirming that the financial statements of individual projects are consistent with the accounting records;
  - 11) preparing financial information for the WIM management, creating reports for financial management control;
  - 12) preparing financial data for funding requests and financial statements as defined by external and internal rules.

2. The Economic Division shall be managed by a person authorized to do so by the Bursar.
3. The Economic Division reports to the Dean in terms of organization and substance.

#### § 69

##### **Business Division**

1. The basic tasks of the Business Division include:
  - 1) taking care of proper functioning of teaching facilities;
  - 2) coordination and supervision of external companies providing services in the buildings (security employees, cleaning company employees);
  - 3) Supervision and control of external companies in carrying out periodic inspections of installations (hydro, fire, building inspections, electrical inspections, air conditioning inspections, ventilation inspections);
  - 4) performing ongoing repairs and maintenance of WIM buildings,
  - 5) coordination of investments and renovations.
2. The Business Division reports to the Dean in terms of organization and substance.

#### § 70

##### **Public Procurement Division**

1. Provision of organizational and administrative support for matters related to the procurement process.
2. The Public Procurement Division reports to the Dean in terms of organization and substance.

#### § 71

##### **Procurement Division**

1. Conducting purchase procedures the value of which does not exceed the amount specified in Article 4 item 8 of the Public Procurement Law (from PLN 1,000 net to EUR 30,000).
2. The Procurement Division reports to the Dean in terms of organization and substance.

#### § 72

##### **Project Services Division**

1. Provision of organizational and administrative support in matters related to the National Centre for Research and Development, National Science Centre, Ministry of Science and Higher Education, EU, international competitions and those conducted in cooperation with industry.
2. The Project Services Division reports to the Dean in terms of organization and substance.

## FACULTY OF MECHANICAL AND INDUSTRIAL ENGINEERING

1. The Faculty of Mechanical and Industrial Engineering, hereinafter referred to as the “WMT”, (symbol: WMT, code: 11000000), comprises:
  - 1) Institute of Organization of Production Systems (symbol: IOSP, code: 11030000), comprising:
    - a) Department of Research and Development of Production (symbol: ZBiRP, code: 11030100);
    - b) Department of Organization of Manufacturing Processes (symbol: ZOPP, code: 11030200);
    - c) Department of Information Systems (symbol: ZSI, code: 11030300);
    - d) Department of Quality Assurance Systems (symbol: ZSZJ, code: 11030400);
    - e) (*repealed*);
  - 2) Institute of Mechanics and Printing (symbol: IMiP, code: 11010000), comprising:
    - a) Department of Mechanics and Weaponry Technology (symbol: ZMiTU, code: 11010200);
    - b) Department of Construction Engineering and Biomedical Engineering (symbol: ZKMiIB, code: 11010100);
    - c) Department of Printing Techniques (symbol: ZTP, code: 11010300);
    - d) (*repealed*);
  - 3) Institute of Manufacturing Technologies (symbol: ITW, code: 11040000), comprising:
    - a) Department of Metal Forming and Foundry (symbol: ZOPiO, code: 11040300);
    - b) Department of Plastics Processing (symbol: ZPTS, code: 11040500);
    - c) Department of Welding Engineering (symbol: ZIS, code: 11040200);
    - d) Department of Automation, Machine Tools and Machining (symbol: ZAiOS, code: 11040100);
    - e) Department of Finishing and Erosion Machining (symbol: ZOWiE, code: 11040400);
    - f) (*repealed*).
  - 4) faculty administration units:
    - a) Dean’s Office (symbol: BDWMT, code: 11000010);
    - b) Faculty Office (symbol: DWMT, code: 11000020);
    - c) Administration and Business Division (symbol: DAGWMT, code: 11000030);
    - d) (*repealed*);
    - e) (*repealed*);
    - f) Financial and Economic Division (symbol: DEFWMT, code: 11000060);
  - 5) independent post - Independent Administration Officer (symbol: GSATWMT).
2. The organizational units (institutes) referred to in section 1, items 1 - 3 report to the Faculty Dean in terms of organization, while the organizational units referred to in section 1, items 1 a - d, 2 a - c, and 3 a - e (departments) report to the Director of the Institute to which they belong in terms of organization and substance.
3. Descriptions of the research and didactic activities of the units listed in section 1, items 1-3 include the characteristics of these units, published, e.g. on the University’s website.

## DEPARTMENTAL ADMINISTRATION

### **Dean's Office**

1. The basic tasks of the Dean's Office include:
  - 1) performing administrative, service, and support activities for the work of the Dean, Vice Deans, and WMT council;
  - 2) collecting data on WMT's scientific activities;
  - 3) cooperation with scientific councils of disciplines;
  - 4) cooperation with PhD schools;
  - 5) managing the affairs of PhD students;
  - 6) providing advice and consultation to WMT employees;
  - 7) coordination of the activities of all-faculty units, institutes and departments;
  - 8) overseeing the personnel matters of WMT employees;
  - 9) preparing, in cooperation with other internal units, the required reporting on the WMT's activity and cooperation in this area with central administration units;
  - 10) systematic input of data into information systems and Base of Knowledges;
  - 11) preparing and carrying out public procurement procedures, drawing up a public procurement plan and implementing public procurement.
2. The Dean's Office reports to the Dean in terms of organization.
3. The Dean's Office reports to the Dean, Vice Dean for General Affairs and Academic Affairs in terms of substance.

### § 75

### **Faculty Office**

1. The basic tasks of the Faculty Office include:
  - 1) handling matters related to the implementation of teaching processes: preparing and keeping documentation of the course of studies, preparing documentation of students for thesis defense and graduation, keeping files (personal folders) of the course of studies, transferring documentation to the archives;
  - 2) preparing ongoing documents related to studies: preparing, sending and archiving administrative decisions (admissions, deletions, scholarship documents, organizing health and safety training), calculating scholarships;
  - 3) keeping records of fees resulting from the course of studies and supervising their timely payment;
  - 4) handling matters concerning health insurance for students, PhD students and their families;
  - 5) supervising processes related to teaching (preparation and settlement of credit reports).
2. The Dean's office reports to the Dean in terms of organization.
3. The Dean's office reports to the Vice Dean for Academic Affairs, the Vice Dean for Student Affairs in terms of substance.

### § 76

### **Administration and Business Division**

1. The basic tasks of the Administration and Business Division include:
  - 1) taking care of proper functioning of teaching facilities;
  - 2) inspecting the technical condition of the property reporting failures and damage and performing ongoing repairs and maintenance work;
  - 3) ensuring cleanliness of the premises in administered buildings and adjacent areas;

- 4) supervision and management of inventory management: outsourced fixed assets, intangible and legal assets and low-value assets.
2. The Administration and Business Division shall be headed by the Head of the Administration Division.
3. The Administration and Business Division reports to the Dean in terms of organization and substance.

§ 76a

**Financial and Economic Division**

1. The tasks of the Financial and Economic Division include economic controlling, handling accounting documentation and recording financial events in individual modules of the accounting system, in particular:
  - 1) recording and accounting for the revenues and costs of the WMT and its organizational units, and in particular, cooperating in the preparation of initial and resultant costing of the tasks performed in the organizational units for individual types of activity;
  - 2) participation in the development of draft financial and material plans of the WMT;
  - 3) controlling the conformity of planned expenditures with the financial and material plan, in particular, analyzing the use of funds at the disposal of the unit and controlling the conformity of incurred expenditures with the financial and material plan;
  - 4) preparing documents as a basis for remuneration payments;
  - 5) confirming the availability of funds on financial commitment documents;
  - 6) formal and accounting control of accounting evidence;
  - 7) allocation of accounting evidence, which consists in determining and marking on the document the method of its recording in the books of account and preliminary entering into the SAP system;
  - 8) preparing documents constituting the basis for recording sales of goods and services;
  - 9) giving a financial opinion on contracts concluded by the WMT;
  - 10) checking and confirming that the financial statements of individual projects are consistent with the accounting records;
  - 11) preparing financial information for the WMT management, creating reports for financial management control purposes;
  - 12) preparing financial data for funding requests and financial statements as defined by external and internal rules;
  - 13) supervision over the financial activity of the institutes, including compliance with financial discipline by the institutes, ongoing settlement of individual types of activity and settlement of budgets up to the amount of allocated funds.
2. The Financial and Economic Division shall be headed by a person authorized to do so by the Bursar.
3. The Financial and Economic Division reports to the Dean in terms of organization and substance.

§ 77

**Independent Administration Officer**

1. The basic tasks performed by the Independent Administration Officer include:
  - 1) running matters related to planning, organizing, preparing and supervising the implementation of departmental investment and repair works;

- 2) cooperation with an employee of the Faculty Office who deals with public procurement procedures in preparation of tender documents and participation in works of tender committees;
  - 3) preparing draft agreements and annexes to agreements already in force;
  - 4) cooperation with the central administration of the Warsaw University of Technology.
2. The Independent Administration Officer reports to the Dean in terms of substance and organization.

§ 78  
*(repealed)*

§ 79

**FACULTY OF BUILDING SERVICES, HYDRO AND ENVIRONMENTAL  
ENGINEERING**

1. The Faculty of Building Services, Hydro and Environmental Engineering, hereinafter referred to as the “WIBHiŚ”, (symbol: WIBHiŚ, code: 11100000), comprises:
  - 1) Biology Department (symbol: ZB, code: 11100100);
  - 2) Hydro-Engineering and Hydraulics Department (symbol: ZBWiH, code: 11100200);
  - 3) Informatics and Environmental Quality Research Department (symbol: ZiIBJŚ, code: 11100300);
  - 4) Air-Conditioning and Heating Department (symbol: ZKiO, code: 11100400);
  - 5) Power Engineering and Gas Heating Systems Department (symbol: ZSCiG, code: 11100600);
  - 6) Water Supply and Wastewater Treatment Department (symbol: ZZwWiOŚ, code: 11100700);
  - 7) Chair of Environmental Protection and Management (symbol: KOiKŚ, code: 11100900);
  - 8) Library (symbol: ISBW, code: 11100099);
  - 9) faculty administration units:
    - a) Dean’s Office (symbol: BD, code: 11100010);
    - b) Faculty Office (symbol: DWiŚ, code: 11100020);
    - c) Financial and Economic Department (symbol: DFE, code: 11100030);
    - d) Administration Department (symbol: DA, code: 11100050);
    - e) Faculty Secretary Office (symbol: SWiŚ, code: 11100060);
    - f) IT Team (symbol: DI, code: 11100054).
2. The organizational units referred to in section 1, item 1 - 8 report to the Dean in terms of organization and substance.
3. Descriptions of the research and teaching activities carried out by the units referred to in section 1, items 1-7 shall be included in the characteristics of those units, published, e.g. on the University’s website.

§ 80

**Library**

1. The scope of activities of the specialist library of the Faculty of Building Services, Hydro and Environmental Engineering of the Warsaw University of Technology is defined and governed by the Library and Information System of the Warsaw University of Technology (SBI WUT).
2. Activities include:
  - 1) a rational policy of collecting scientific and didactic literature (in accordance with the profile of the unit’s activity);
  - 2) professional collection processing through cataloguing library documents in the Central Collection Catalogue of the SBI WUT;
  - 3) proper storage of library materials;
  - 4) handling of borrowings, returns, renewals and monitoring of reader accounts;
  - 5) the execution of queries;
  - 6) conducting comprehensive information activities, including scientific information on information sources and information on traditional resources and electronic resources of the SBI WUT;

- 7) conducting promotional activities by: organizing exhibitions, running websites (publishing informative, promotional, educational content), organizing social actions, participating in university-wide initiatives;
- 8) co-creation of the Base of Knowledge / Repository of the Warsaw University of Technology through:
  - a) recording and archiving of writing, publishing and didactic activity of the employees, PhD students and WIBHiŚ students (as departmental editors);
  - b) work connected with accreditation of the unit (as Bibliography Managers) in the Reporting Module of the Polish Scientific Bibliography system and in the Integrated Information System on Higher Education POL-on;
  - c) support for the process of compiling bibliometric data of the unit's research and teaching employees for reports, project and promotion requests.
3. The WIBHiŚ Library reports to the Dean in terms of organization.
4. The WIBHiŚ Library reports to the Vice Dean for General Affairs and Science and to the Director of the WUT Main Library in terms of substance.

## **DEPARTMENTAL ADMINISTRATION**

### **§ 81**

#### **Dean's Office**

1. The basic tasks of the Dean's Office include:
  - 1) running the Dean's secretariat;
  - 2) drafting and monitoring the implementation of the Dean's orders;
  - 3) handling and archiving the Dean's correspondence;
  - 4) managing the affairs of PhD students;
  - 5) cooperation with PhD schools;
  - 6) administrative service of requests for PhD scholarships;
  - 7) accepting, for the Dean's decision, requests concerning personnel matters in relation to all employees groups;
  - 8) running matters related to the activities of the WIBHiŚ Council;
  - 9) providing service to standing and ad-hoc faculty and Dean Committees;
  - 10) preparing, in cooperation with other internal units, required reporting on WIBHiŚ activities;
  - 11) cooperation with central administration units within the scope of matters substantially handled by them;
  - 12) cooperation with scientific councils of disciplines.
2. The Dean's Office reports to the Dean in terms of organization and substance.

### **§ 82**

#### **Faculty Office**

1. The basic tasks of the Faculty Office include:
  - 1) administrative support for the proper organization and implementation of the course of study;
  - 2) administrative service for students in the course of studies;
  - 3) handling matters concerning health insurance for students, PhD students and their families;
  - 4) conducting health and safety matters for students;



- 5) administrative support for foreign exchange students;
  - 6) keeping records of fees resulting from the course of studies;
  - 7) administrative service of scholarships and financial aid;
  - 8) handling the process of surveying teaching activities;
  - 9) cooperation with central administration units within the scope of matters substantially handled by them;
  - 10) performing activities related to the transfer of files to the WUT Archives and the Student Records Department;
  - 11) preparing reports on student affairs for the Central Statistical Office, the Student Affairs Division and the WIBHiŚ Council;
  - 12) cooperation with external and internal control bodies at WUT in terms of tasks that fall within the competence of the Faculty Office;
  - 13) performing other work ordered by the management of the WIBHiŚ;
  - 14) running matters related to postgraduate studies realized by the WIBHiŚ.
2. The Faculty Office reports to the Dean in terms of organization; in terms of substance, supervision is exercised by the Vice Dean for Academic Affairs, the Vice Dean for Part-time and Postgraduate Studies, and the Vice Dean for Student Affairs.

### § 83

#### **Financial and Economic Department**

1. The tasks of the Financial and Economic Department include economic controlling, maintenance of accounting documentation and recording of financial events in individual modules of the accounting system, in particular:
  - 1) recording and accounting for the revenues and costs of the WIBHiŚ and its organizational units, and in particular, cooperating in the preparation of preliminary and resultant cost calculations of the tasks performed in the organizational units for individual types of activity;
  - 2) participation in the development of draft financial and material plans of WIBHiŚ;
  - 3) controlling the conformity of planned expenditures with the financial and material plan, and in particular the analysis of the use of the funds at the disposal of the unit and control of the conformity of the expenditures incurred with the financial and material plan;
  - 4) preparing documents as a basis for remuneration payments;
  - 5) confirming the availability of funds on financial commitment documents;
  - 6) formal and accounting control of accounting evidence;
  - 7) allocation of accounting evidence, which consists in determining and marking on the document the method of its recording in the books of account and initial entry into the SAP system;
  - 8) preparing documents constituting the basis for recording sales of goods and services;
  - 9) giving financial opinion on the contracts concluded by the WIBHiŚ;
  - 10) checking and confirming that the financial statements of individual projects are consistent with the accounting records;
  - 11) supervising the timely payment of fees resulting from the course of studies;
  - 12) preparing financial information for the needs of WIBHiŚ management, creating reports for the needs of financial management control;
  - 13) preparing financial data for funding requests and financial statements as defined by external and internal rules.
2. The Financial and Economic Department shall be headed by a person authorized to do so by the Bursar.

3. The Financial and Economic Department reports to the Dean in terms of organization and substance.

## § 84

### **Secretariat**

1. The basic tasks of the WIBHiÍS Secretariat are:
  - 1) Administration support for employees, running the ongoing affairs of the Department;
  - 2) administrative service of personnel matters, including personnel matters of WIBHiÍS employees;
  - 3) maintaining departmental documentation related to the submitted requests for the Minister of Higher Education's awards, the Rector's awards and state and departmental decorations to be granted to the employees of the WIBHiÍS;
  - 4) Administration support for the teaching activities of the department/departments, in particular:
    - a) organization of diploma examinations,
    - b) accounting for teaching and overtime hours,
    - c) Running matters related to the WIBHiÍS' publishing activity
  - 5) preparing reports required by internal and external rules and regulations and related documents;
  - 6) conducting health and safety matters for employees;
  - 7) entering data into POL-on system;
  - 8) Organizational and administrative handling of matters related to the implementation of public procurement, including preparation and conduct of public procurement procedures, preparation of a public procurement plan and implementation of public procurement;
  - 9) performing other work ordered on an ad-hoc basis by the immediate supervisor, the Dean.
2. The Secretariat of the WIBHiÍS reports to the Dean in terms of organization, the substantive supervision is performed by the Vice Dean for General Affairs and Science.

## § 85

### **Administration Department**

1. The basic tasks of the Administration Department include:
  - 1) management and administration of WIBHiÍS buildings;
  - 2) taking action to preserve, multiply and appropriately use the property of WIBHiÍS, including raising funds for investment;
  - 3) Planning and supervising the implementation of construction investments, building repairs and maintenance of technical equipment;
  - 4) participating in building inspections carried out in accordance with the provisions of building law;
  - 5) maintenance of the facility book;
  - 6) ensuring proper operation of the WIBHiÍS building and equipment;
  - 7) handling matters related to the rental of premises in the WIBHiÍS building;
  - 8) Performing other tasks assigned by the Dean.
2. The Administration Department reports to the Dean in terms of organization and substance.

**Information Technology Department**

1. The basic tasks of the Information Technology Department include:
  - 1) Day-to-day management of departmental network, documentation and its expansion;
  - 2) creating a security system;
  - 3) ongoing monitoring of the correct operation of the network and responding to any irregularities;
  - 4) keeping a register of network equipment and software located at the WIBHiŚ;
  - 5) supervision over the correct work of supporting devices, e.g. UPS, air-conditioning, security and alarm devices, cooperation in this respect with appropriate services and maintenance employees;
  - 6) organization of ongoing service of computer hardware and software;
  - 7) administration of the WIBHiŚ website;
  - 8) supervision over software legality at WIBHiŚ;
  - 9) cooperation with the Informatization Centre of the Warsaw University of Technology and with central administration units within the framework of assigned tasks.
2. The Information Technology Department reports to the Dean in terms of organization and substance.

**FACULTY OF MATHEMATICS AND INFORMATION SCIENCE**

1. The Faculty of Mathematics and Information Science, hereinafter referred to as the “WMI NI”, (symbol: WMI NI, code: 11200000), comprises:
  - 1) Department of Algebra and Combinatorics (symbol: ZAIK, code: 11200100);
  - 2) Department of Analysis and Singularity Theory (symbol: ZAI TO, code: 11200200);
  - 3) Department of Differential Geometry (symbol: ZGR, code: 11200300);
  - 4) Department of Foundations of Geometry (symbol: ZPG, code: 11200400);
  - 5) Department of Stochastic Processes and Financial Mathematics (symbol: ZPSiMF, code: 11200500);
  - 6) Division of CAD/CAM Systems Design and Computer-Aided Medicine (symbol: CADMED, code: 11201700);
  - 7) Department of Probability and Mathematical Statistics (symbol: ZRPiSM, code: 11200600);
  - 8) Department of Integral Equations (symbol: ZRC, code: 11200700);
  - 9) Department of Functional Equations (symbol: ZRF, code: 11200800);
  - 10) Department of Partial Differential Equations (symbol: ZRRC, code: 11200900);
  - 11) Department of Ordinary Differential Equations (symbol: ZRRZ, code: 11201000);
  - 12) Division of Structural Methods for Knowledge Processing (symbol: ZSMPW, code: 11201800);
  - 13) Division of Information Systems (symbol: ZSPI, code: 11201500);
  - 14) Division of Artificial Intelligence and Computational Methods (symbol: ZSiMO, code: 11201600);
  - 15) Research Centre for Business (symbol: OBBMNI, code: 11210000);
  - 16) Faculty Library (symbol: BWMNI, code: 11200050);
  - 17) faculty administration units:
    - a) Faculty Administration Department (symbol: DAMNI, code: 11200060);
    - b) Building Administration Department (symbol: DGMNI, code: 11200070);
    - c) Project Services Department (symbol: DPMNI, code: 11200080);
    - d) Finance and Accounting Department (symbol: DFMNI, code: 11200020);
    - e) Computer Science Laboratory (symbol: LIMNI, code: 11201300).
2. The units referred to in section 1, items 1-14 report to the Faculty Dean in terms of substance and organization.
3. Descriptions of the research and teaching activities carried out by the units referred to in section 1, items 1- 14 shall be included in the characteristics of those units, published, e.g. on the University’s website.

**Library**

1. The tasks of the WMI NI Library include:
  - 1) collecting, cataloguing and making available printed and electronic collections that are compatible with the profile of studies and the area of scientific activities carried out at WMI NI;
  - 2) typing books for purchase;
  - 3) carrying out information activities about information sources and rules of using them, and providing individual assistance to users in satisfying their information needs;

- 4) acquisition, development, maintenance and updating of collections and their ongoing ordering in an integrated electronic library system;
- 5) organizing activities promoting library collections, sources of information and effective methods of using them.
2. The Library reports to the Dean in terms of organization.
3. The Library reports to the Vice Dean for Science in terms of substance.

## § 89

### **Research Centre for Business**

1. The Research Centre for Business, hereinafter referred to as the “OBB”, is an organizational unit of the WUT, referred to in § 21, section 2, item 5 of the WUT Statutes, which conducts service and scientific activity in the field of applications of mathematics and information sciences.
2. The Centre conducts its activity for the benefit of the WMiNI. Other faculties may also join the cooperation with the consent of the Rector.
3. The OBB’s tasks include:
  - 1) conducting research and implementation work in the area of applications of mathematics and information sciences;
  - 2) promotion and dissemination, as well as mediation in the process of using research results in the area of the OBB’s activity conducted at the WMiNI;
  - 3) initiating the establishment and creating organizational and material conditions for research groups which cover the areas of mathematics and information sciences which are in demand on the market;
  - 4) acquiring and formulating orders for research work;
  - 5) preparing WMiNI students for future professional work, e.g. by involving them in the work conducted at the OBB;
  - 6) providing courses and training in mathematics and information sciences.
4. The OBB uses rooms and necessary equipment made available by the WMiNI on the basis of an agreement with the WMiNI Dean.
5. The OBB has separate costs and revenues.
6. The OBB financial and material plan is part of the WMiNI financial and material plan.
7. The OBB uses its financial resources in accordance with the binding regulations and arrangements of the University authorities.
8. The financial accounts of the OBB are kept by the WUT Bursar’s Representative.
9. The activities of the OBB are financed by its revenues, which are derived from a portion of the revenues received by the WMiNI when selling the results of work promoted by the OBB or commissioned through the OBB, from remuneration for the OBB’s own work, and from grants received by the OBB.
10. The OBB may receive funding for its activities from the WMiNI Dean.
11. The OBB’s revenue is dedicated to the needs of the OBB and WMiNI.
12. The work of the OBB is directed by the OBB Director, who has a university degree.
13. The OBB Director is appointed for a four-year term and dismissed by the Rector upon the motion of the WMiNI Dean. Appointment of the OBB Director may be renewed. Upon a motion of the WMiNI Dean submitted in consultation with the OBB Director, the Rector may appoint a Deputy OBB Director.
14. The OBB Director’s tasks include:
  - 1) managing the OBB’s property and disposing of its funds;
  - 2) preparing for approval by the WMiNI Dean and WMiNI Council a draft organizational structure, activity plans, and financial and material plans of the OBB;

- 3) defining the terms of reference for the Deputy OBB Director and OBB employees;
- 4) ensure, within the scope of its powers, the conditions for the proper execution of the OBB's tasks;
- 5) making proposals on all matters concerning the OBB;
- 6) performing other activities provided for by the law, the provisions of the University Statutes and resolutions and orders of the University authorities.
15. The OBB Director is the supervisor of all employees working in the OBB.
16. The Director is responsible for the work of the OBB to the WMiNI Dean and the WMiNI Council.
17. The OBB Director shall report annually to the WMiNI Council on the activities of the OBB.
18. In accordance with the needs and resources available, the OBB Director may commission other WUT employees and persons from outside the University to perform specific work in accordance with the rules in force at the University.
19. There may be employees hired in the OBB. Employment relationship with OBB employees is established and terminated by the Rector on the motion of the WMiNI Dean submitted in consultation with the OBB Director.
20. The OBB reports organizationally to the director, while the director reports to the WMiNI Dean. The OBB's activities are supervised by the WMiNI Dean.

## **DEPARTMENTAL ADMINISTRATION**

### § 90

#### **Faculty Administration Department**

1. The basic tasks performed by the Faculty Administration Department include:
  - 1) cooperation with other central administration units;
  - 2) providing administrative service of the course of studies;
  - 3) keeping records of fees resulting from the course of studies and supervising their timely payment, in cooperation with the Finance and Accounting Department;
  - 4) preparing reports on the course of studies and students and PhD students of external and internal institutions;
  - 5) operating the USOS system;
  - 6) accounting for hours delegated to other departments for studies conducted at the WMiNI;
  - 7) handling welfare matters of students and PhD students;
  - 8) managing the personnel matters of the WMiNI employees (e.g. hiring, periodic evaluation of employees, holiday records);
  - 9) operating the university SAP system;
  - 10) performing health and safety and learning activities;
  - 11) implementing reported needs for purchases of fixed assets, non-durable assets and materials in accordance with the Public Procurement Act;
  - 12) handling public procurement;
  - 13) administrative service of collective accounting of teaching activities;
  - 14) running matters related to the activity of the Faculty Council and servicing standing and ad-hoc Faculty and Dean Committees;
  - 15) cooperation with scientific councils of disciplines;
  - 16) cooperation with PhD schools;
  - 17) managing the affairs of PhD students;
  - 18) providing support for the Base of Knowledge (repository) and POL-on database;

- 19) cooperation with other units of the WMiNI.
2. The Faculty Administration Department shall be headed by a manager.
3. The Faculty Administration Department reports to the Faculty Dean in terms of organization.

§ 91

**Building Administration Department**

1. The basic tasks performed by the Building Administration Department include:
  - 1) management and administration of the building, supervision over the proper functioning of the building, taking care of the cleanliness of the building and the adjacent area and ensuring the safety of people and property in the building and the area adjacent to the property;
  - 2) supervising the operation and maintenance of the building in accordance with the operation and maintenance manual for the building and related equipment, including: organizing and supervising investment and repair works, developing plans for necessary expenditures on maintenance, repairs, renovations, including cooperation with the Dean's Procurement Officer in developing a procurement plan for the year;
  - 3) supplying the department's employees with the appropriate means and tools for the day-to-day running of the building, in accordance with labor law and occupational health and safety regulations;
  - 4) supplying the WMiNI with the necessary equipment for employees rooms, teaching halls and consumables for the proper functioning of the building and the teaching process;
  - 5) keeping the building log-book;
  - 6) fulfilling legal obligations concerning the administration of buildings;
  - 7) technical assistance and support for various exhibitions, events and parties organized at the WMiNI;
  - 8) operation, coordination and provision of facilities, including teaching rooms at the WMiNI;
  - 9) participation in carrying out practical exercises to check the organization and conditions of evacuation in the building;
  - 10) preparing decisions of the Dean in the scope of the tasks of the Department;
  - 11) cooperation with other units of the WMiNI.
2. The Building Administration Department shall be headed by a manager.
3. The Building Administration Department reports to the Faculty Dean in terms of organization.

§ 92

**Finance and Accounting Department**

1. The tasks of the Finance and Accounting Department include economic controlling, maintenance of accounting documentation and recording of financial events in individual modules of the accounting system, in particular:
  - 1) recording and accounting for the revenues and costs of the WMiNI and its organizational units, and in particular, cooperating in the preparation of preliminary and resultant costing of the tasks performed in the organizational units for individual types of activity;
  - 2) participation in the development of draft financial and material plans of the WMiNI;
  - 3) controlling the conformity of planned expenditures with the financial and material plan, and in particular the analysis of the use of the funds at the disposal of the unit and control

- of the conformity of the expenditures incurred with the financial and material plan;
- 4) preparing documents as a basis for remuneration payments;
  - 5) confirming the availability of funds on financial commitment documents;
  - 6) formal and accounting control of accounting evidence;
  - 7) allocation of accounting evidence, which consists in determining and marking on the document the method of its recording in the books of account and initial entry into the SAP system;
  - 8) preparing documents constituting the basis for recording sales of goods and services;
  - 9) giving financial opinion on contracts concluded by the WMiNI;
  - 10) checking and confirming that the financial statements of individual projects are consistent with the accounting records;
  - 11) preparing financial information for the WMiNI management, creating reports for financial management control;
  - 12) preparing financial data for funding requests and financial statements as defined by external and internal rules;
  - 13) handling matters concerning health insurance for students, PhD students and their families.
2. The Finance and Accounting Department shall be headed by a person authorized to do so by the Bursar.
  3. The Finance and Accounting Department reports to the Dean in terms of organization and substance.

#### § 93

#### **Project Services Department**

1. The basic tasks performed by the Project Services Department include:
  - 1) handling projects implemented by the WMiNI;
  - 2) assigning responsibilities to individual employees;
  - 3) maintenance and development of the website in the scope resulting from the tasks of the unit.
2. Depending on the number of projects, the Project Service Department may have more than one project manager in its structure.
3. The Project Services Department reports to the Faculty Dean in terms of organization.

#### § 94

#### **Computer Science Laboratory**

1. The basic tasks performed by the Computer Science Laboratory include:
  - 1) preparation of laboratories for teaching;
  - 2) providing IT support for the implementation of teaching activities;
  - 3) software development, hardware maintenance and administration of the IT infrastructure functioning at WMiNI;
  - 4) operation, maintenance and development of the departmental computer network;
  - 5) taking care of the rooms occupied by the Laboratory and the equipment located there;
  - 6) ensuring reliable and secure operation of the WMiNI IT infrastructure;
  - 7) performing other work and taking actions ordered by the Faculty Dean consistent with the tasks of the Laboratory;



- 8) maintenance and development of the website in the scope resulting from the tasks of the unit;
2. The IT Laboratory Manager must be a person with professional experience in the area of IT infrastructure management.
3. The Laboratory shall be headed by a manager.
4. The IT Laboratory reports to the Faculty Dean in terms of organization.

**FACULTY OF POWER AND AERONAUTICAL ENGINEERING**

1. The Faculty of Power and Aeronautical Engineering (WMEiL) (symbol: WMEiL, code: 11300000), comprises:
  - 1) Institute of Heat Engineering (symbol: ITC, code: 11310000), comprising:
    - a) Division of Refrigeration and Energy in Buildings (symbol: ZChiEB, code: 11310100);
    - b) Department of Power Engineering (symbol: ZMiUE, code: 11310200);
    - c) Department of Rational Use of Energy (symbol: ZRUE, code: 11310300);
    - d) Division of Aircraft Engines (symbol: ZSL, code: 11310400);
    - e) Division of Thermodynamics (symbol: ZT, code: 11310500);
    - f) ITC Finance Division (symbol: ITCDZF, code: 11310020);
    - g) Administration and Business Division (symbol: ITCDAG, code: 11310010);
    - h) Secretariat (symbol: ITCSEK, code: 11310030);
    - i) Organization and Technical Support Team (symbol: ITCZWO, code: 11310040);
  - 2) Institute of Aeronautics and Applied Mechanics (symbol: ITLiMS, code: 11320000), comprising:
    - a) Division of Aerodynamics (symbol: ZAE, code: 11320100);
    - b) Division of Automation and Aeronautical Systems (symbol: ZAiOL, code: 11320200);
    - c) Division of Mechanics (symbol: ZM, code: 11320300);
    - d) Division of Fundamentals of Machine Design (symbol: ZPK, code: 11320400);
    - e) Division of Aeroplanes and Helicopters (symbol: ZSiŚ, code: 11320500);
    - f) Division of Theory of Machines and Robots (symbol: ZTMiR, code: 11320600);
    - g) Division of Strength of Materials and Structures (symbol: ZWMiK, code: 11320700);
    - h) ITLiMS Finance Division (symbol: ITLFIN, code: 11320020);
    - i) Administration and Business Division (symbol: ITLDAG, code: 11320032);
    - j) Technical Division (symbol: ITLDT, code: 11320031);
    - k) Secretariat (symbol: ITLSEC, code: 11320040);
  - 3) Library (symbol: MELBIB, code: 11300030);
  - 4) faculty administration units:
    - a) Dean's Office (symbol: MELBDZ, code: 11300010);
    - b) Faculty Office (symbol: MELDZK, code: 11300020).
2. The organizational units (institutes) referred to in section 1, items 1-2 report to the Faculty Dean in terms of organization, while the organizational units referred to in section 1, items 1 a - i, and 2 a - k report to the Director of the Institute to which they belong in terms of substance.
3. Descriptions of the research and teaching activities of the units listed in section 1, items 1-2 include characteristics of these units, published, e.g. on the University's website.

**Library**

1. The basic tasks of the WMEiL Library include running matters in the field of collecting library collections, including:
  - 1) developing the collected library collections;
  - 2) making collections available and providing information services;

- 3) cooperation in maintaining ongoing documentation of the writing achievements of WMEiL employees;
  - 4) providing information on the resources of the University library-information system and other libraries, providing individual assistance to users in satisfying their information needs;
  - 5) registering the receipt of library materials;
  - 6) reconciling the inventory value of the collection with the relevant central administrative units of the University;
  - 7) conducting inventory and selection of collections;
  - 8) storing and safeguarding the library collection, checking its condition and location on an ongoing basis;
  - 9) cooperation with WMEiL employees in obtaining information on reading for students and satisfying needs concerning scientific literature;
  - 10) cooperation with the Main Library and other units of the library-information system of the Warsaw University of Technology in the field of: collecting, developing, making available, storing, promoting and selecting library collections and information activities;
  - 11) preparing reports and statements.
2. The Library reports both to the Dean in terms of organization and substance, to the Vice Dean for Education Affairs and the Vice Dean for Student Affairs in terms of substance.

## **DEPARTMENTAL ADMINISTRATION**

### § 97

#### **Dean's Office**

1. The basic tasks of the Dean's Office include:
  - 1) providing secretarial services to the WMEiL and performing administrative duties in support of the work of the Dean, Vice Deans and WMEiL Council;
  - 2) running matters related to the activities of the WMEiL Council;
  - 3) ongoing cooperation with the central administration of the Warsaw University of Technology, administration of other departments and state institutions in the scope of matters conducted by the Office;
  - 4) managing matters related to scientific and didactic reporting of the WMEiL, in cooperation with internal units and central administration units;
  - 5) running all matters related to administrative support of public procurement;
  - 6) running matters related to the application and implementation of didactic, student and educational projects financed from structural funds;
  - 7) running matters related to the supervision of the quality of education;
  - 8) cooperation with scientific councils of disciplines;
  - 9) cooperation with PhD schools;
  - 10) managing the affairs of PhD students;
  - 11) conducting accounting and financial matters of the WMEiL and cooperation with financial divisions of institutes;
  - 12) running personnel matters for employees of the Dean's Office;
  - 13) supervision and management of matters related to promotion of the WMEiL;
  - 14) Compiling and keeping documentation necessary for the proper operation of the WMEiL, the Office, and the Dean, and archiving them.
2. The Dean's Office reports to the Dean in terms of organization and substance and to the Vice Dean for General Affairs in terms of substance.

### § 98

## **Faculty Office**

1. The basic tasks of the Faculty Office include:
  - 1) performing administrative tasks supporting the work of the Dean and Vice Deans in the areas of teaching and student services;
  - 2) running matters related to the implementation of teaching processes: preparing and keeping documentation of the course of studies, preparing student records for thesis defense and graduation, issuing certificates, maintaining personal files of students' course of studies, archiving documents;
  - 3) handling the process of recruitment and registration of students at WMEiL;
  - 4) keeping records of fees resulting from the course of studies and supervising their timely payment;
  - 5) preparation and maintenance of documentation concerning the implementation of student internships;
  - 6) administrative service and maintenance of documentation of the process of granting financial aid to students and PhD students;
  - 7) handling matters related to health insurance for students, PhD students and their families;
  - 8) carrying out activities related to providing course documentation to the WUT Archives and the Student Records Department;
  - 9) cooperation with central administration units and other departments in the scope related to realization of the course of studies;
  - 10) preparing data for the WMEiL reporting in the scope related to the realization of the course of studies.
2. The Faculty Office reports to the Dean in terms of organization and substance, and to the Vice Dean for General Affairs, Vice Dean for Education Affairs, and Vice Dean for Student Affairs in terms of substance.

§ 99

## **Finance Divisions at WMEiL Institutes**

1. The scope of tasks of Finance Divisions to the WMEiL Institutes includes economic controlling, handling accounting documentation and registering financial events in individual modules of the accounting system, in particular:
  - 1) recording and settling the revenues and costs of the Institute and its organizational units, in particular, collaborating in the preparation of initial and final cost calculations of the tasks performed in the organizational units for particular types of activity;
  - 2) participating in preparing the Institute's draft financial and material plans;
  - 3) controlling the conformity of planned expenditures with the financial and material plan, and in particular the analysis of the use of the funds at the disposal of the unit and control of the conformity of the expenditures incurred with the financial and material plan;
  - 4) preparing documents as a basis for remuneration payments;
  - 5) confirming the availability of funds on financial commitment documents;
  - 6) formal and accounting control of accounting evidence;
  - 7) allocation of accounting evidence, which consists in determining and marking on the document the method of its recording in the books of account and initial entry into the SAP system;
  - 8) preparing documents constituting the basis for recording sales of goods and services;
  - 9) giving a financial opinion on the contracts concluded by the Institute;
  - 10) checking and confirming that the financial statements of individual projects are consistent with the accounting records;

- 11) preparing financial information for the Institute's management, producing reports for the purpose of financial management control;
  - 12) preparing financial data for funding requests and financial statements as defined by external and internal rules;
  - 13) cooperation of institute proxies of the Bursar with the Faculty Office in the scope of supervision of the financial activity of the institutes, including compliance with financial discipline by the institutes, ongoing settlements of particular types of activity and settlement of budgets up to the amount of allocated funds.
2. The Finance Division at an Institute shall be headed by a person authorized to do so by the Bursar.
  3. The Finance Divisions at the Institutes shall report to the Institute Directors in terms of organization and substance.

## § 100

### **Administration and Business Divisions at WMEiL Institutes**

1. The basic tasks of the Administration and Business Divisions at WMEiL Institutes include the management and administration of the institute building, including:
  - 1) maintenance of the building's log book, carrying out periodic inspections of the technical condition of the building and adjacent areas and of the technical infrastructure, together with identification of maintenance needs and necessary repairs;
  - 2) taking care of proper functioning of teaching facilities and equipment and scientific apparatus;
  - 3) ensuring cleanliness of the premises in administered buildings and adjacent areas;
  - 4) organization and supervision of the work of service employees;
  - 5) cooperate with the Academic Guard in securing the building against theft and damage to the outsourced assets, especially property to which all persons in the building have access.
2. The ITC Administration and Business Division reports to the Institute's Director in terms of organization and substance.
3. The ITLIMS Administration and Business Division reports to the Institute's Director in terms of organization and substance, and to the ITLiMS Deputy Director for General Affairs in terms of substance.

## § 101

### **Secretariats of WMEiL Institutes**

1. The basic tasks of the Secretariats in the institutes are to manage the organizational affairs of the institute, including:
  - 1) performing administrative, service and support activities for the Director and Deputy Directors of the Institute;
  - 2) handling the ongoing administrative and organizational matters of the institute and coordinating the activities of the institute's units and plants;
  - 3) conducting administrative matters related to the Institute's activities;
  - 4) running administrative matters related to the Institute's national and international scientific activities;
  - 5) handling the institute's employee matters and preparing the necessary analyses and reports on the performance of teaching duties;
  - 6) preparing the required reporting on the Institute's activities and cooperation with the central administration units in this respect;
  - 7) handling matters related to the archiving of documentation;

- 8) running matters related to the institute's teaching activities.
2. The Secretariats of the Institutes report to the Institute Directors in terms of substance and organization.

§ 102

**WMEiL ITC Organization and Technical Support Team**

1. The basic tasks of the ITC Organization and Technical Support Team, include:
  - 1) handling administrative matters related to the projects,
  - 2) carrying out the tasks of the Institute's procurement coordinator,
  - 3) coordination of the OPTYMEIL investment task.
2. The ITC Organization and Technical Support Team report to the Institute's Director in terms of organization and substance.

§ 103

**WMEiL ITLiMS Technical Division**

1. The basic tasks of the ITLiMS Technical Division, include:
  - 1) operation and maintenance of buildings and infrastructure and troubleshooting;
  - 2) preparation and coordination of investment and renovation tasks;
  - 3) coordinating the operation of the IT node and supervising and maintaining the Institute's IT and telecommunications network infrastructure;
  - 4) technical support for the Institute's employees in the area of information technology (purchase and maintenance of hardware and software);
  - 5) cooperation with technical services of the Warsaw University of Technology within the scope of assigned tasks.
2. The ITLiMS Technical Division reports to the Institute's Director in terms of organization and substance, and to the ITLiMS Deputy Director for General Affairs in terms of substance.

## FACULTY OF MECHATRONICS

1. The Faculty of Mechatronics, hereinafter referred to as the “WMchtr”, (symbol: WMchtr, code: 11400000), comprises:
  - 1) Automatics and Robotics Institute (symbol: IAiR, code: 11410000), comprising:
    - a) Department of Automatics (symbol: ZA, code: 11410100);
    - b) Department of Process Diagnostics and Monitoring (symbol: ZDiMP, code: 11410200);
    - c) Department of Automatics and Robotics Executive Equipment (symbol: ZUWAiR, code: 11410300);
    - d) Finance and Accounting Department of the Automatics and Robotics Institute (symbol: DFKAiR, code: 11410020);
  - 2) Metrology and Biomedical Engineering Institute (symbol: IMiIB, code: 11420000); comprising:
    - a) Department of Medical and Industrial Electronics (symbol: ZEMiP, code: 11420100);
    - b) Department of Biomedical Engineering (symbol: ZIB, code: 11420200);
    - c) Coordinate Metrology Department (symbol: ZMWSP, code: 11420400);
    - d) Department of Sensors and Measurement Systems (symbol: ZSiSP, code: 11420500);
    - e) Department of Microtechnology and Nanotechnology (symbol: ZMiN, code: 11420300);
    - f) Finance and Accounting Department of the Metrology and Biomedical Engineering Institute (symbol: DFKMiIB, code: 11420020);
  - 3) Micromechanics and Photonics Institute (symbol: IMiF, code: 11430000), comprising:
    - 1) Department of Photonic Engineering (symbol: ZIF, code: 11430200);
    - 2) Department of Precision Equipment Construction (symbol: ZKUP, code: 11430100);
    - 3) Department of Virtual Reality Technology (symbol: ZTRW ; code 11430400);
    - 4) Department of Applied Mechanics (symbol: ZMS, code: 11430300);
    - 5) Administration and Finance Department of the Micromechanics and Photonics Institute (symbol: DAFMiF, code: 11430030);
  - 4) Library of the Faculty of Mechatronics (symbol: MchtrBIB , code: 11400030);
  - 5) faculty administration units:
    - a) Faculty Office (DZMchtr code: 11400010);
    - b) Administration and Finance Department (symbol: DAFMchtr, code: 11400020).
2. The organizational units (institutes) referred to in section 1, items 1 - 3 are administered by the Faculty Dean, while the organizational units referred to in section 1, items 1 a - c, 2 a - e, and 3 a - d (departments) are administered by the Director of the Institute to which they belong.
3. Descriptions of the research and didactic activities of the units listed in section 1, items 1-3 include the characteristics of these units, published, e.g. on the University’s website.

## Library

1. The Library’s basic tasks include:

- 1) running matters related to collecting the collection and making it available in accordance with the established Collection Management Rules of the Faculty Library and the Main Library of the Warsaw University of Technology;
  - 2) entering data into the Base of Knowledge;
  - 3) cooperation with the WUT Main Library.
2. The Library reports to the Dean in terms of organization and to the Vice Dean for Academic Affairs and the Vice Dean for Science in terms of substance.

## **DEPARTMENTAL ADMINISTRATION**

### § 106

#### **Faculty Office**

1. The basic tasks of the Faculty Office include:
  - 1) running the secretariat of the Dean and Vice Deans;
  - 2) drafting and monitoring the implementation of decisions and orders of the Dean;
  - 3) managing personnel matters for employees reporting directly to the Dean;
  - 4) coordination of activities related to giving opinions on the employment of academic teachers by the scientific councils of disciplines and the faculty council;
  - 5) administrative support for the collegiate bodies of the WMchtr, including matters related to the activities of the WMchtr Council, Faculty Council committees, and committees of the Dean and Dean's proxies;
  - 6) cooperation with scientific councils of disciplines;
  - 7) cooperation with PhD schools;
  - 8) co-participation in the preparation of reports required by internal and external regulations;
  - 9) providing administrative service of majors run by the WMchtr;
  - 10) keeping records of fees resulting from the course of studies and supervising their timely payment;
  - 11) providing administrative service for WMchtr students and PhD students;
  - 12) handling matters related to health insurance for students, PhD students and their families;
  - 13) providing IT and technical support for teaching rooms and departments reporting directly to the Dean;
  - 14) cooperation with central administration units within the scope of matters substantially handled by them.
2. The Faculty Office reports to the Dean in terms of organization.
3. The Faculty Office reports to the Dean, Vice Dean for Studies, Vice Dean for Student Affairs; Vice Dean for Academic Affairs in terms of substance.

### § 107

#### **Administration and Finance Department**

1. The tasks of the Administration and Finance Department include economic controlling, maintenance of accounting documentation and recording of financial events in individual modules of the accounting system, in particular:
  - 1) recording and accounting for the revenues and costs of the WMchtr and its organizational units, and in particular, cooperating in the preparation of initial and final cost calculations



- of the tasks performed in the organizational units for individual types of activity;
- 2) participation in the development of draft financial and material plans of the WMchtr;
  - 3) controlling the conformity of planned expenditures with the financial and material plan, and in particular the analysis of the use of the funds at the disposal of the unit and control of the conformity of the expenditures incurred with the financial and material plan;
  - 4) preparing documents as a basis for remuneration payments;
  - 5) confirming the availability of funds on financial commitment documents;
  - 6) formal and accounting control of accounting evidence;
  - 7) allocation of accounting evidence, which consists in determining and marking on the document the method of its recording in the books of account and initial entry into the SAP system;
  - 8) preparing documents constituting the basis for recording sales of goods and services;
  - 9) giving a financial opinion on contracts concluded by the WMchtr;
  - 10) checking and confirming that the financial statements of individual projects are consistent with the accounting records;
  - 11) preparing financial information for the WMchtr management, creating reports for financial management control;
  - 12) preparing financial data for funding requests and financial statements as defined by external and internal rules;
  - 13) cooperating with the Bursar's proxies in supervising the financial activity of the institutes, including compliance with financial discipline by the institutes, on-going settlement of individual activities and settlement of budgets up to the amount of allocated funds.
2. The tasks of the Administration and Finance Department also include:
    - 1) supervision over the management and administration of the outsourced fixed assets, intangible assets and low-value assets of the WMchtr;
    - 2) preparing reports required by internal and external regulations with regard to financial and accounting management and administrative matters;
    - 3) administration of the WMchtr building, including:
      - a) maintaining cleanliness of the premises in the Building and the adjacent area,
      - b) running matters relating to the proper safeguarding and protection of property,
      - c) supervising the work of maintenance workers and carrying out supervision over the renovations carried out in order to secure the property;
    - 4) planning and supervising the implementation of construction investments, building repairs and maintenance of technical equipment;
    - 5) Implementation of reported needs for purchases of fixed assets, non-durable assets and materials in accordance with the Public Procurement Act;
    - 6) overseeing compliance with procedures related to the implementation of the Public Procurement Act and reporting in this regard.
  3. The Administration and Finance Department shall be managed by a person authorized to do so by the Bursar or another person appointed by the Dean.
  4. The Administration and Finance Department reports to the Dean both in terms of substance and organization.

**FACULTY OF AUTOMOTIVE AND CONSTRUCTION MACHINERY  
ENGINEERING**

1. The Faculty of Automotive and Construction Machinery Engineering, hereinafter referred to as the “WSiMR”, (symbol: WSIMR, code: 11500000), comprises:
  - 1) Institute of Machine Design Fundamentals (symbol: IPBM, code: 11520000), comprising:
    - a) Department of Mechanics (symbol: ZMECH, code: 11520100);
    - b) Department of Fundamentals of Machine Design and Operation (symbol: ZPKiEM, code: 11520200);
    - c) Department of Computer Techniques (symbol: ZTKOM, code: 11520300);
    - d) Department of Manufacturing Techniques (ZTWYT, code: 11520400);
    - e) IPBM Administration and Technical Division (symbol: DATPBM, code: 11520010);
  - 2) Institute of Vehicles (symbol: IPiMR, code: 11550000) comprising:
    - a) Department of Combustion Engines (symbol: ZSS, code: 11550100);
    - b) Department of Automobiles (symbol: ZSAM, code: 11550200);
    - c) Department of Tractors and Hydraulic Drives (symbol: ZCiNH, code: 11550300);
    - d) Department of Construction Equipment and Material Handling (symbol: ZMBiTB, code: 11550400);
    - e) Department of Multi-Source Drives (symbol: ZNW, code: 11550500);
    - f) Department of Rail Vehicles (symbol: ZPS, code: 11550600);
    - g) IPiMR Administration and Technical Division (symbol: DATIPiMR, code: 11550010);
  - 3) Library (symbol: BSIMR, code: 11500030);
  - 4) faculty administration units:
    - a) Dean’s Office (symbol: BDSIMR, code: 11500040);
    - b) Finance Bureau (symbol: BFSIMR, code: 11500070);
    - c) Project Service Office (symbol: BOPSIMR, code: 11500080);
    - d) IT Service Office (symbol: BOISIMR, code: 11500060);
    - e) Administration and Business Department (symbol: ADSIMR, code: 11500020);
    - f) (*repealed*);
    - g) Graduate Studies Office (symbol: BSSSIMR, code: 11500100);
    - h) Part-Time Studies Office (symbol: BSNSIMR, code: 11500110);
    - i) Student Affairs Office (symbol: BSSTSIMR, code: 11500120);
    - j) Analysis and Reporting Office (symbol: BAiSSiMR, code: 11500130).
2. The organizational units referred to in section 1, items 1-3 and section 4, letters a-e and j report to the Faculty Dean in terms of organization, the units referred to in section 1, item 4, letters g-h report to the Vice-Dean for Education Affairs in terms of organization, the unit referred to in section 1, item 4, letter i reports to the Vice-Dean for Student Affairs in terms of organization, and the organizational units referred to in section 1, item 1, letters a-e and section 2, letters a-g report to the Director of the Institute to which they belong in terms of substance.
3. Descriptions of the research and teaching activities of the units referred to in section 1, items 1 and 2 include characteristics of these units, published, e.g. on the University’s website.

**Library**

1. The basic tasks of the WSiMR Library include:

- 1) supplementing collections in accordance with the Collection Management Rules of the Faculty Library and the Main Library;
  - 2) formal development, co-creation of electronic catalogues and databases;
  - 3) organization and storage of traditional and electronic collections;
  - 4) controlling and updating inventories, organizing collections, cooperating with the Property Register Department and the Inventory Department;
  - 5) scientific information, making collections available;
  - 6) keeping ongoing statistics, preparing reports on the activity of the Library (CSO and ML);
  - 7) substantive cooperation with the Main Library.
2. The Library reports to the Dean in terms of organization, and to the Vice Dean for Development and Science and the director of the Main Library in terms of substance.

## **DEPARTMENTAL ADMINISTRATION**

### § 110

#### **Dean's Office**

1. The basic tasks of the Dean's Office include:
  - 1) performing administrative, service, and support functions for the work of the Dean, Vice Deans, and the WSiMR Council;
  - 2) collection of data on the scientific activities of the WSiMR;
  - 3) cooperation with scientific councils of disciplines;
  - 4) cooperation with PhD schools;
  - 5) managing the affairs of PhD students;
  - 6) providing advice and consultancy to the employees of the WSiMR;
  - 7) coordination of the activities of all-faculty units, institutes and departments;
  - 8) running personnel matters of WSiMR employees;
  - 9) preparing, in cooperation with other internal units, the required reporting on the activities of the WSiMR and cooperating in this respect with central administrative units;
  - 10) systematic input of data into information systems.
2. The Dean's Office reports to the Dean in terms of organization and substance.

### § 111

#### **Finance Office**

1. The scope of activities of the Finance Office includes economic controlling, maintenance of accounting documentation and recording of financial events in individual modules of the accounting system, in particular:
  - 1) recording and accounting for revenues and costs of the WSiMR and its organizational units, and, in particular, cooperating in the preparation of initial and final cost calculations of tasks performed in the organizational units for individual types of activity;
  - 2) participation in the development of draft financial and material plans of the WSiMR;
  - 3) controlling the conformity of planned expenditures with the financial and material plan, in particular, analyzing the use of funds at the disposal of the unit and controlling the conformity of incurred expenditures with the financial and material plan;
  - 4) preparing documents as a basis for remuneration payments;
  - 5) confirming the availability of funds on financial commitment documents;
  - 6) formal and accounting control of accounting evidence;

- 7) allocation of accounting evidence, which consists in determining and marking on the document the method of its recording in the books of account and preliminary entering into the SAP system;
  - 8) preparing documents constituting the basis for recording sales of goods and services;
  - 9) giving its financial opinion on the contracts concluded by the WSiMR;
  - 10) checking and confirming that the financial statements of individual projects are consistent with the accounting records;
  - 11) preparing financial information for the needs of the WSiMR management, creating reports for the needs of financial management control;
  - 12) preparing financial data for funding requests and financial statements as defined by external and internal rules;
  - 13) cooperating with the Bursar's proxies in supervising the financial activity of the institutes, including compliance with financial discipline by the institutes, on-going settlement of individual activities and settlement of budgets up to the amount of allocated funds.
2. The Finance Office shall be headed by a person authorized to do so by the Bursar.
  3. The Finance Office reports to the Dean in terms of organization and substance.

## § 112

### **Project Service Office**

1. The basic tasks of the Project Service Office include:
  - 1) cooperation with project managers, University project managers and research team leaders in initiating, procuring and delivering projects and research service contracts;
  - 2) handling the preparation of project proposals and bids for research services and their budgets;
  - 3) monitoring the implementation of research projects and services carried out at the WSiMR;
  - 4) maintaining databases on research projects and services;
  - 5) providing project management support and administrative support for project documentation and research work;
  - 6) cooperation with the Project Service Centre, the Organizational and Legal Office, the Innovation and Technology Transfer Management Centre and other WUT organizational units in terms of initiated and implemented projects and research services;
  - 7) cooperation with external institutions in the field of acquiring and implementing research projects and services.
2. The Project Services Office reports to the Dean in terms of organization and substance.

## § 113

### **IT Service Office**

1. The basic tasks of the IT Service Office include:
  - 1) taking care of proper functioning of the IT infrastructure of the WSiMR, including passive and active elements of the computer network;
  - 2) taking care of proper operation of software licensed on servers and computers of the WSiMR;
  - 3) implementation (coordination) of purchases of ICT equipment, software, licenses;

- 4) planning purchases necessary to ensure proper execution of tasks of the IT Service Office of the WSiMR;
  - 5) cooperating with the relevant technical services of the WUT and with the WSiMR units in maintaining the operation of the ICT infrastructure;
  - 6) cooperation with WUT and WSiMR units and organizational units in the implementation and use of university programs (e.g.: USOS, SAP).
2. The IT Service Office shall be headed by the Head of the IT Service Office.
  3. The IT Service Office reports to the Dean in terms of organization and substance.

#### § 114

#### **Administration and Business Division**

1. The basic tasks of the Administration and Business Division include:
  - 1) supervision over the management and administration of outsourced fixed assets, intangible assets and low-value assets;
  - 2) management and administration of the WSiMR building;
  - 3) running matters relating to the proper safeguarding and protection of property, including:
    - a) keeping a register of billed fees covering expenses related to the operation and maintenance of the building;
    - b) preparing information on the incurred costs of property maintenance, including the costs of repairs, renovations, maintenance, etc.;
    - c) cooperation in introduction of renovation teams and acceptance of renovation works as well as in organization of cleaning works connected with renovation and construction works;
  - 4) running personnel matters of subordinate employees by the Head of the Division.
2. The Administration and Business Division reports to the Dean in terms of organization and substance.

#### § 115 (repealed)

#### § 115a

#### **Analysis and Reporting Office**

1. The basic tasks of the Analysis and Reporting Office include, in particular:
  - 1) entering and supplementing in the POL-on reporting system personnel data of persons working at the WSiMR, within the scope assigned to the WSiMR;
  - 2) entering and supplementing data in the POL-on reporting system concerning scientific and research activity of WSiMR employees, including entering statements related to the evaluation of the quality of scientific activity;
  - 3) Entering and completing data in the POL-on reporting system concerning teaching activities conducted at the WSiMR;
  - 4) cooperation in the preparation of reports, reports and information prepared by the WSiMR organizational units and forwarded to the University authorities and other external institutions and systems;
  - 5) coordination of the work related to the preparation of the Dean's report on the activities of the WSiMR;
  - 6) performing other tasks ordered on an ad-hoc basis by a superior.

2. The Analysis and Reporting Office reports to the Dean in terms of organization, and to the Vice Dean for Development and Education and the Vice Dean for General Affairs in terms of substance.

§ 116

**Graduate Studies Office**

1. The basic tasks of the Graduate Studies Office include:
  - 1) providing administrative service of full-time studies conducted by the WSiMR;
  - 2) keeping records of fees resulting from the course of studies and supervising their timely payment;
  - 3) preparing reports required by internal and external regulations;
  - 4) cooperation with WSiMR organizational units, Dean's proxies, faculty student self-government and central administration units within the scope of assigned tasks;
  - 5) performing other tasks ordered on an ad-hoc basis by a superior.
2. The Graduate Studies Office reports to the Vice Dean for Education in terms of organization, and to the Vice Dean for Education and the Vice Dean for Student Affairs in terms of substance.

§ 117

**Part-Time Studies Office**

1. The basic tasks of the Part-Time Studies Office include:
  - 1) administrative service of extramural courses run by the WSiMR;
  - 2) keeping records of fees resulting from the course of studies and supervising their timely payment;
  - 3) preparing reports required by internal and external regulations;
  - 4) cooperation with WSiMR organizational units, Dean's proxies, faculty student self-government and central administration units within the scope of assigned tasks;
  - 5) performing other tasks ordered on an ad-hoc basis by a superior.
2. The Part-Time Studies Office reports to the Vice Dean for Education in terms of organization, and to the Vice Dean for Education and the Vice Dean for Student Affairs in terms of substance.

§ 118

**Student Affairs Office**

1. The basic tasks of the Student Affairs Office include:
  - 1) administrative service of full-time and part-time studies conducted by the WSiMR in the field of student affairs;
  - 2) handling scholarship matters of WSiMR students;
  - 3) handling matters related to health insurance for WSiMR students and their families;
  - 4) preparing reports required by internal and external regulations;
  - 5) cooperation with WSiMR organizational units, Dean's proxies, faculty student self-government and central administration units within the scope of assigned tasks;
  - 6) performing other tasks ordered on an ad-hoc basis by a superior;
  - 7) drawing up teaching schedules, operating the classroom booking system, handling matters related to teaching assignments and accounting for teaching hours.

2. The Student Affairs Office reports to the Vice Dean for Student Affairs in terms of organization and to the Vice Dean for Education and the Vice Dean for Student Affairs in terms of substance.

### **FACULTY OF TRANSPORT**

1. The Faculty of Transportation, hereinafter referred to as the “WT”, (symbol: WT, code: 16000000), comprises:
  - 1) Division of Vehicle Maintenance and Operation (symbol: WTEIUP, code: 11600100);
  - 2) Division of Information and Mechatronic Systems in Transport (symbol: SIMT, code: 11601000);
  - 3) Division of Transportation Systems Engineering and Logistics (symbol: WTISTiL, code: 11600400);
  - 4) Division of Air Transport Engineering (symbol: WTITL, code: 11600300);
  - 5) Division of Traffic Control and Transport Infrastructure (symbol: WTSRiT, code: 11601100);
  - 6) Division of Transport Telecommunications (symbol: WTTwT, code: 11600900);
  - 7) Division of Construction Fundamentals of Transport Equipment (symbol: WTPBUT, code: 11600500);
  - 8) Transport Certification Centre (symbol: OCT, code: 11610000);
  - 9) Library (symbol: TRBW, code: 11600050);
  - 10) faculty administration units:
    - a) Dean’s Office (symbol: WTBD, code: 11600010);
    - b) Faculty Office (symbol: WTDZ, code: 11600020);
    - c) Technical Division (symbol: WTT, code: 11600070);
    - d) Finance Division (symbol: WTFIN, code: 11600040).
2. The organizational units referred to in section 1, item 1-7 report to the Faculty Dean in terms of organization and substance.
3. Descriptions of the research and teaching activities of the units listed in section 1, items 1-7 are included in the characteristics of these units, which are published, among other places, on the University’s website.

### **Library**

1. The tasks of the Library include:
  - 1) supplementing collections within the allotted funds and their registration, in accordance with the Principles of the Collection Policy of the ML, the teaching profile of students and the subject matter of the scientific and research work conducted at the WT;
  - 2) preparing periodical reports on the Library’s activity for the Central Statistical Office and the Main Library;
  - 3) formal, factual and technical processing of library materials in accordance with the rules established by the Director of the Main Library and the regulations in force in this area;
  - 4) making the Library’s collections available outside and on the spot;
  - 5) providing information on its own resources, the library and information system of the University and other libraries;
  - 6) performing the inventory in cooperation with the Collection Control and Updating Branch in accordance with the rules established by the ML Director and the regulations in force in this area;
  - 7) cooperation with the Main Library.
2. The Library reports to the Dean in terms of organization and substance.



### **Transport Certification Centre**

1. The Transport Certification Centre, hereinafter referred to as the “OCT”, is a WT organizational unit, referred to in § 21, section 2, item 5 of the WUT Statutes, which conducts service activity, in particular inspection and certification services concerning, inter alia, equipment, construction products, vehicles, quality management systems and safety management systems, as well as training and laboratory services.
2. The aim of OCT is the continuation of activities carried out at the Warsaw University of Technology in the scope of unit authorized to carry out tests in railway transport and activities in the scope extended by new authorizations and new industries.
3. The OCT implements and maintains a management system and acquires the necessary authority to conduct its operations.
4. The OCT’s activities are carried out with the participation of WUT employees, students, PhD students and people from outside the Warsaw University of Technology who have knowledge in the field of the OCT’s activities.
5. The OCT cooperates with other WUT organizational units.
6. The OCT’s headquarters are located at the WT.
7. The OCT conducts activities related to certification, inspection and laboratory, functional and operational testing in the areas of transport, telecommunications and logistics.
8. In particular, the OCT performs tasks related to:
  - 1) product certification;
  - 2) drawing up of safety assessment reports;
  - 3) drawing up of technical opinions;
  - 4) conducting open trainings within the scope of its competences;
  - 5) organization and execution of laboratory, functional and operational tests.
9. The tasks referred to in section 8 shall be performed by the OCT with the use of internal resources of the OCT and Warsaw University of Technology, as well as external resources (subcontractors), on the terms laid down in contracts on cooperation, consistent with the management systems in force at the OCT.
10. The employment relationship with the OCT employees is established and terminated by the Rector upon a motion of the WT Dean, submitted by the OCT Director.
11. Civil-law agreements with persons performing work for the OCT are concluded by the WT Dean within the limits of the Rector’s authorizations, upon the OCT Director’s motion.
12. In performing its tasks, the OCT may use the premises and didactic and research equipment of the WT and other WUT organizational units pursuant to the rules laid down in the agreements concluded with those units.
13. The share of WUT organizational units, co-operating persons and OCT subcontractors in the implementation of a given task, in particular in the costs and income from the results of its implementation, shall be determined in relevant contracts concluded with the OCT.
14. Within the meaning of PN-EN ISO IEC 17065 and PN-EN ISO IEC 17020 standards, the highest management of the OCT is constituted by the Rector of the Warsaw University of Technology, WT Dean, and OCT Director.
15. The OCT shall be headed by the Director.
16. The OCT Director must be a research and teaching employee member holding at least a PhD degree.
17. The OCT Director is appointed by the Rector upon the motion of the WT Dean, after consultation with the Faculty Council.

18. The OCT Director is appointed for a period not longer than the Rector's term. The appointment may be renewed.
19. The Rector, after consulting the WT Dean, may dismiss the OCT Director before the end of his/her term in case of violation by the Director of the binding regulations or his/her inability to manage the OCT, e.g. illness lasting longer than three months.
20. The OCT Director is responsible for the operation of the OCT to the WT Dean.
21. The OCT Director's responsibilities include:
  - 1) preparing activity and financial plans of the OCT, submitted to the WT Council and approved by the WT Dean;
  - 2) managing the property of the OCT and disposing of its financial resources, in accordance with the scope of powers granted;
  - 3) development of certification activities and requirements;
  - 4) establishment of the OCT's policy;
  - 5) establishment of the OCT management system;
  - 6) approval of the OCT management system, in particular:
    - a) Quality Manual;
    - b) OCT's policy;
    - c) OCT's objectives;
    - d) procedures for managing impartiality and the OCT impartiality risk register,
    - e) management review procedures and management review reports,
    - f) other procedures and records of the OCT management system;
  - 7) approving changes to the OCT management system;
  - 8) concluding agreements for the provision of services with WUT organizational units, within the scope of the power of attorney granted;
  - 9) concluding contracts for the performance of service work with principals and contractors, within the scope of the power of attorney granted;
  - 10) approval and issuance of reports, technical opinions and certificates for products, processes and services covered by the scope of concluded agreements;
  - 11) assigning positions and functions and terms of reference to OCT employees;
  - 12) delegation of authority to employees and committees, including approval and issuance of reports, technical opinions, and certifications for products, processes, and services covered by the scope of the agreements entered into, except for entering into financial commitments;
  - 13) ensuring, within the scope of its powers, the conditions for carrying out the OCT's tasks;
  - 14) determination of the OCT organizational structure and the scope of competence requirements for particular positions;
  - 15) Applying to the WT Dean with proposals in all matters concerning the OCT.
22. In accordance with the needs and available resources, the Director may commission specific works to employees of the Warsaw University of Technology and persons from outside the University, in accordance with the rules in force at the Warsaw University of Technology.
23. Depending on the needs and available resources, the OCT may employ employees on the terms set forth in section 10.
24. The remuneration of employees and the OCT Director is determined by the Rector according to the rules in force at the University.
25. The OCT Director is the supervisor of all OCT employees.
26. The OCT Director submits annual reports on the OCT's activities to the WT Dean, no later than the end of June. This provision does not apply to the first year of OCT activity.

27. Organizational units, including departments, sections and teams, as well as independent work positions, necessary for the OCT task implementation, may be created in the OCT. The decision in this scope is made by the WT Dean upon the OCT Director's motion.
28. The OCT has an Impartiality Protection Committee, hereinafter referred to as the "Impartiality Committee", and a Technical Committee.
29. The Impartiality Committee may include, in particular, OCT employees, Warsaw University of Technology employees, OCT clients, representatives of industrial associations related to the area of OCT activity, representatives of governmental legislative bodies, representatives of non-governmental organizations, including consumer organizations, manufacturers or users of products subject to the OCT's interest.
30. The Impartiality Committee shall serve in an advisory and consultative capacity to the OCT.
31. The tasks of the Impartiality Committee include, in particular:
  - 1) providing an opinion on the policy regarding the impartiality of OCT certification activities;
  - 2) participation in the development of a policy on the impartiality of OCT Products Certification Body activities;
  - 3) counteracting the influence of any factors that threaten the objective conduct of OCT certification activities;
  - 4) advising on matters affecting confidence in the certification process, including openness and public perception;
  - 5) performing tasks arising from the Committee's Organizational Regulations safeguarding impartiality.
32. The Technical Committee may be comprising employees of the Warsaw University of Technology as well as persons who are not members of the Warsaw University of Technology, respecting the principles of confidentiality and impartiality and possessing the competences specified in the Organizational Regulations of the Technical Committee.
33. A technical committee is appointed by the OCT Director, in case of doubt when deciding whether or not to grant a certificate.
34. The role of the technical committee is to perform a review and make a recommendation for a decision to grant or deny certification.
35. The OCT's activities are funded by:
  - 1) revenues generated for services rendered;
  - 2) funds granted by the WT Dean (during the period of OCT organization).
36. The OCT has separate costs and revenues.
37. The OCT uses the part of the WT property made available on the basis of the decision of the WT Dean made in agreement with the OCT Director.
38. The rules of settling costs related to the OCT's use of a part of the WT property are determined by an ordinance of the WT Dean in agreement with the OCT Director.
39. The OCT uses its funds in accordance with the applicable regulations and arrangements of the University authorities.
40. The financial accounts of the OCT are kept by the Bursar's Representative on the WT.
41. The OCT uses the following English translation of its name:  
Transport Certification Centre, Faculty of Transport, Warsaw University of Technology.
42. The official abbreviation of the Centre is the OCT.

## **DEPARTMENTAL ADMINISTRATION**

## **Dean's Office**

1. The tasks of the Dean's Office include:
  - 1) performing administrative, service, and support activities for the work of the Dean, Vice Deans, and WT Council;
  - 2) collecting data on WT's scientific activities;
  - 3) cooperation with scientific councils of disciplines;
  - 4) cooperation with PhD schools;
  - 5) managing the affairs of PhD students;
  - 6) cooperation with departmental units and plants;
  - 7) managing personnel matters for WT employees;
  - 8) preparing, in cooperation with other internal units, the required reporting on the WT activities and cooperating with central administration units in this respect.
2. The work of the Dean's Office shall be managed by the Head of the Dean's Office.
3. The Dean's Office reports to the Dean in terms of organization.
4. The Dean's Office reports to the Dean, Vice Dean for Academic Affairs in terms of substance.

## § 123

## **Faculty Office**

1. The tasks of the Faculty Office include:
  - 1) running matters related to the implementation of teaching processes: preparing and keeping documentation of the course of studies, preparing documentation of students for thesis defense and graduation, maintaining personal files of the course of studies, transferring documentation to the archives;
  - 2) preparing ongoing documents related to studies: preparing, sending and archiving administrative decisions (admissions, deletions, scholarship documents), calculating scholarships;
  - 3) keeping records of fees resulting from the course of studies and supervising their timely payment;
  - 4) handling matters concerning health insurance for students, PhD students and their families;
  - 5) supervising processes related to teaching (preparation and settlement of credit reports);
  - 6) cooperation with central administration units in matters related to the work of the Faculty Office.
2. The work of the Faculty Office shall be managed by the Head of the Faculty Office.
3. The Faculty Office reports to the Dean in terms of organization.
4. The Faculty Office reports to the Vice Dean for Academic Matters and the Vice Dean for Student Affairs.

## § 124

## **Technical Division**

1. The tasks of the Technical Division include:
  - 1) taking care of proper functioning of teaching facilities;
  - 2) inspecting the technical condition of the property reporting failures and damage and performing ongoing repairs and maintenance work;

- 3) ensuring cleanliness of the premises in administered buildings and adjacent areas;
- 4) supervision and management of inventory management: outsourced fixed assets, intangible and legal assets and low-value assets.
2. The Technical Division shall be headed by the Head of the Technical Division.
3. The Technical Division reports to the Dean in terms of organization and substance.

§ 125

**Finance Division**

1. The scope of tasks of the Finance Division includes economic controlling, maintenance of accounting documentation and recording of financial events in individual modules of the accounting system, in particular:
  - 1) recording and settling the revenues and costs of the WT and its organizational units, and in particular, cooperating in the preparation of preliminary and resultant cost calculations of the tasks performed in the organizational units for individual types of activity;
  - 2) participation in the development of draft financial and material plans of the WT;
  - 3) controlling the conformity of planned expenditures with the financial and material plan, in particular, analyzing the use of funds at the disposal of the unit and controlling the conformity of incurred expenditures with the financial and material plan;
  - 4) preparing documents as a basis for remuneration payments;
  - 5) confirming the availability of funds on financial commitment documents;
  - 6) formal and accounting control of accounting evidence;
  - 7) allocation of accounting evidence, which consists in determining and marking on the document the method of its recording in the books of account and initial entry into the SAP system;
  - 8) preparing documents constituting the basis for recording sales of goods and services;
  - 9) giving its financial opinion on the contracts concluded by the WT;
  - 10) checking and confirming that the financial statements of individual projects are consistent with the accounting records;
  - 11) preparing financial information for the WT management, creating reports for financial management control;
  - 12) preparing financial data for funding requests and financial statements as defined by external and internal rules.
2. The Finance Division shall be headed by a person authorized to do so by the Bursar.
3. The Finance Division reports to the Dean in terms of organization and substance.

§ 126

**FACULTY OF MANAGEMENT**

1. The Faculty of Management, hereinafter referred to as the “WZ”, (symbol: WZ, code: 11700000), comprises:
  - 1) (*repealed*);
  - 2) (*repealed*);
  - 3) (*repealed*);
  - 4) (*repealed*);
  - 4a) Department of Strategic Organization Development (symbol: ZRSOWZ, code:11701500);
  - 4b) Department of Entrepreneurship and Innovation (symbol: ZPiIWZ, code: 11701600);
  - 4c) Department of Finance (symbol: ZFWZ, code: 11701700);
  - 4d) Department of Production, Process and Project Management (symbol: ZZPPiPWZ, code: 11701800);
  - 4e) Department of Smart Systems (symbol: ZSIWZ, code: 11701900);
  - 4f) Department of Public Management (symbol: ZZPWZ, code: 11702000);
  - 5) Production Modelling and Organization Centre (symbol: CMiOP, code: 11710000);
  - 6) faculty administration units:
    - a) Dean’s Office (symbol: BDWZ, code: 11700070);
    - b) Faculty Office (symbol: DWZ, code: 11700040);
    - c) Administration Division (symbol: DAWZ, code: 11700030);
    - d) Economic Division (symbol: DEWZ, code: 11700020);
    - e) (*repealed*);
  - 7) independent post - the WZ Head of Administration (symbol: KAWZ).
2. The organizational units referred to in section 1, items 1-5 report to the WZ Dean in terms of organization.
3. Descriptions of the research and teaching activities carried out by the units referred to in section 1, items 1-5 shall be included in the characteristics of those units, published, e.g. on the University’s website.

§ 127

**Production Modelling and Organization Centre**

1. The Production Modelling and Organization Centre, hereinafter referred to as the “CMiOP”, is an internal organizational unit of the WUT referred to in § 21, section 2, item 5 of the WUT Statutes, reporting to the WUT Dean, performing research in the field of management and quality sciences as the leading discipline. It performs scientific research in the field of management and quality sciences as a leading discipline, with particular emphasis on: production and logistics management, process modelling and simulation, use of dedicated IT tools in the above mentioned areas.
2. The CMiOP cooperates with other WUT organizational units and other research centres in Poland and abroad.
3. The activity of the CMiOP is carried out with participation of the WUT employees, students and PhD students. Activities may also involve employees of other WUT organizational units and other research centres in Poland and abroad.
4. The English name of the CMiOP is *Production Modelling and Organization Centre*.

5. The CMiOP's responsibilities include:
  - 1) conducting scientific research in the discipline of management and quality sciences (as a leading discipline), with particular emphasis on:
    - a) production management and logistics;
    - b) process modelling and simulation;
    - c) use of dedicated IT tools in the areas indicated in letters a and b above;
  - 2) preparation and implementation of teaching tasks, including the development of curricula, subjects within these curricula, and teaching methods and tools;
  - 3) supporting students' and PhD students' initiatives in the field of research and self-education, including the supervision of student clubs;
  - 4) preparation of training and courses for external entities;
  - 5) execution of orders for external entities, including production and logistics companies;
  - 6) improvement and development of WZ employees, including preparation of workshops and training for employees;
  - 7) performing other tasks commissioned by the Rector or the WZ Dean, related to the development of the conducted activity.
6. The CMiOP conducts organizational, informational, advisory, promotional and popularization activities related to the conducted works.
7. The CMiOP participates in the organization of workshops, seminars and conferences in its area of activity.
8. The CMiOP shall be headed by its Head.
9. The Head of the CMiOP must be an employee holding at least a PhD degree and employed at the Warsaw University of Technology at the time of appointment, or an employee who, upon appointment to that position, shall be employed at Warsaw University of Technology on a full-time or part-time basis.
10. The Head of the CMiOP is appointed by the Rector, upon the application of the WZ Dean, after the opinion of the WZ Council.
11. The Rector, after consultation with the CMiOP Dean, may dismiss the Head of the CMiOP before the end of his/her term for gross violation of the generally binding legal regulations.
12. The Head of the CMiOP is responsible to the WZ Dean for the operation of the CMiOP.
13. The CMiOP shall perform its tasks with the participation of the employees of the WZ, indicated by the WZ Dean, employees of other WUT organizational units indicated by the heads of those units and employees employed in the CMiOP.
14. The CMiOP employees shall be recruited through competitions on the basis of employment contracts. Competitions shall be governed by the relevant internal regulations of the Warsaw University of Technology.
15. The Head of the CMiOP is the superior of all the CMiOP employees reporting directly to him, in accordance with the CMiOP organizational structure.
16. The organizational structure of the CMiOP is determined by the WZ Dean at the request of the Head of the CMiOP.
17. Organizational units, including sections and teams necessary to perform the tasks of the CMiOP may be established within the CMiOP.
18. Managers of CMiOP organizational units are appointed and dismissed by the Head of the CMiOP.
19. The activity of the CMiOP is financed from the resources granted by the WZ Dean and from the resources obtained by the CMiOP from other sources, including implementation of orders for external entities and the realization of scientific, research and development works and projects.
20. The financial service of the CMiOP is provided by the Bursar's proxy on the WZ.

21. The share of WUT organizational units , co-operating with the CMiOP in implementation of a given task, in particular in the costs and income from its completion shall be determined by appropriate agreements between the Head of the CMiOP, the WZ Dean, the manager of the appropriate organizational unit of the Warsaw University of Technology, and the manager of the task to be carried out.
22. Agreements with entities performing work for the CMiOP, within the scope of the Rector's authorizations, are concluded by the WZ Dean, upon a motion of the Head of the CMiOP.
23. Civil-law agreements with the persons performing work for the CMiOP, within the limits of the Rector's authorizations, are concluded by the WZ Dean, upon a motion of the Head of the CMiOP.
24. The tasks of the CMiOP manager include:
  - 1) taking decisions in matters concerning ongoing work of the CMiOP, not reserved for the competence of the bodies of the Warsaw University of Technology or heads of superior units;
  - 2) initiating and developing CMiOP activities within its tasks and taking care of the appropriate level of performance of these tasks;
  - 3) representing the CMiOP before external entities;
  - 4) using of the financial resources of the CMiOP;
  - 5) preparation of financial and material plans of the CMiOP, approved by the WZ Dean and submitted to the WZ Council in a separate part of the WZ financial and material plan;
  - 6) indicating to the WZ Dean the need to conclude agreements with external entities for the execution of research work, external commissions and teaching tasks;
  - 7) indicating to the WZ Dean the need to conclude agreements on cooperation with other WUT organizational units;
  - 8) indicating to the WZ Dean the need to conclude agreements with entities performing work for the CMiOP;
  - 9) indicating to the WZ Dean the need to conclude civil-law contracts with persons performing work for the CMiOP;
  - 10) agreeing on the terms and conditions for the participation of the CMiOP in cooperation with other WUT organizational units in the implementation of tasks, in particular with regard to the costs and revenues of such tasks;
  - 11) appointing and dismissing managers of CMiOP organizational units;
  - 12) submitting to the WZ Dean, after the opinion of the WZ Council, annual reports on the activities of the CMiOP, no later than by the end of June of a given year for the previous year.
25. In all matters concerning the functioning of the CMiOP, the WZ Dean may consult with the WZ Council or the Consultative Council to the WZ.

## **DEPARTMENTAL ADMINISTRATION**

### § 128

#### **Dean's Office**

1. The basic tasks of the Dean's Office include:
  - 1) performing administrative, service, and support activities for the work of the Dean, Vice Deans, and the WZ Council;
  - 2) collecting and entering data about the scientific activity of employees into information systems and Base of Knowledges;
  - 3) cooperation with scientific councils of disciplines;



- 4) cooperation with PhD schools;
  - 5) managing the affairs of PhD students;
  - 6) preparation of required reporting on WZ activity and cooperation with central administration units in this respect;
  - 7) participation in the development of publishing plans;
  - 8) data collection for parametric evaluation of disciplines;
  - 9) performing activities related to the preparation of contracts, agreements, powers of attorney, projects.
2. The Dean's Office reports to the WZ Dean in terms of organization.
  3. In terms of content, the Dean's Office reports to the WZ Dean, the Vice Dean for Science and Development.

## § 129

### **Faculty Office**

1. The basic tasks of the Faculty Office include:
  - 1) handling matters related to the implementation of teaching processes: preparing and keeping documentation of the course of studies (including in the USOS system), scheduling classes, preparing student records for thesis defense and graduation, keeping documentation of the course of studies, submitting documentation to the archives;
  - 2) preparing ongoing documents related to studies: preparing, sending and archiving administrative decisions (admissions, deletions);
  - 3) keeping records of fees resulting from the course of studies and supervising their timely payment;
  - 4) handling the process of granting financial aid and calculating scholarships;
  - 5) handling matters concerning health insurance for students, PhD students and their families;
  - 6) supervising processes related to teaching (preparation and settlement of credit reports);
  - 7) information and administrative support for candidates for studies, postgraduate studies, courses, trainings and workshops.
2. The activities of the Faculty Office are supervised by the WZ Head of Administration.
3. The Faculty Office reports to the WZ Dean in terms of organization, and to the Vice Dean for Academic Education, the Vice Dean for Student and General Affairs in terms of substance.

## § 130

### **Administration Division**

1. The basic tasks of the Administration Division include:
  - 1) managing personnel matters of WZ employees;
  - 2) planning and execution of activities related to the procurement and distribution of material resources, as directed by the WZ authorities;
  - 3) supervision and management of inventory management: outsourced fixed assets, intangible and legal assets and low-value assets;
  - 4) administrative and technical support of departmental premises;
  - 5) preparing and carrying out public procurement procedures, drawing up a public procurement plan and implementing public procurement;
  - 6) ensuring reliable and secure operation of the WZ IT infrastructure.
2. The Administration Division reports to the WZ Head of Administration in terms of organization.
3. The Administration Division reports to the WZ Dean in terms of substance.

## § 131

### **Economic Division**

1. The scope of tasks of the Economic Division includes economic controlling, handling accounting documentation and recording financial events in individual modules of the accounting system, in particular:
  - 1) recording and accounting of revenues and costs of the WZ and its organizational units, and in particular cooperation in the preparation of preliminary and resultant costing of the tasks performed in the organizational units for individual types of activity;
  - 2) participation in the development of draft financial and material plans of the WZ;
  - 3) controlling the conformity of planned expenditures with the financial and material plan, and in particular the analysis of the use of the funds at the disposal of the unit and control of the conformity of the expenditures incurred with the financial and material plan;
  - 4) preparing documents as a basis for remuneration payments;
  - 5) confirming the availability of funds on financial commitment documents;
  - 6) formal and accounting control of accounting evidence;
  - 7) allocation of accounting evidence, which consists in determining and marking on the document the method of its recording in the books of account and initial entry into the SAP system;
  - 8) preparing documents constituting the basis for recording sales of goods and services;
  - 9) giving a financial opinion on the contracts concluded by the WZ;
  - 10) checking and confirming that the financial statements of individual projects are consistent with the accounting records;
  - 11) preparing financial information for the WZ management, creating reports for financial management control;
  - 12) preparing financial data for funding requests and financial statements as defined by external and internal rules.
2. The Economic Division shall be managed by a person authorized to do so by the Bursar.
3. The Economic Division reports to the Dean in terms of organization and substance.

## § 132

### **WZ Head of Administration**

1. The WZ Head of Administration provides organizational oversight of departmental administrative units.
2. In particular, the tasks of the WZ Head of Administration include:
  - 1) exercising supervision over WZ property, including taking action to preserve, multiply and properly use WZ property;
  - 2) overseeing the planning and execution of activities related to the procurement and distribution of material resources;
  - 3) controlling expenditures and ensuring efficient use of the WZ material resources;
  - 4) raising funds for investment;
  - 5) planning and supervising the implementation of investments and repairs and maintenance of technical equipment;
  - 6) supervising the efficient functioning of companies providing services to the WZ, among others responsible for: maintaining the cleanliness of the WZ premises, guarantee repairs of others and supervising the drafting of contracts with contractors;

- 7) ensuring the circulation of information and documentation, including ensuring the efficiency of the telecommunications system at the WZ;
  - 8) supervising the implementation of the financial and material plan of the WZ;
  - 9) activities to ensure the financial discipline of the WZ;
  - 10) organizing work and supervising the functioning of subordinate units of departmental administration;
  - 11) ensuring order and security at the WZ;
  - 12) organization and implementation of social activities and employee health protection matters;
  - 13) performing other tasks commissioned by the Dean.
3. The WZ Head of Administration reports directly to the WZ Dean.