

ORGANIZATIONAL UNITS IN THE WUT BRANCH OFFICE

BASIC ORGANISATIONAL UNITS

§ 1

The basic organizational WUT units operating in the Branch are:

- 1) Faculty of Civil Engineering, Mechanics and Petrochemistry (symbol: WBMiP, code: 71900000);
- 2) College of Economics and Social Sciences (symbol: KNEiS, code: 72000000).

§ 2

Faculty of Civil Engineering, Mechanics and Petrochemistry

The Faculty of Civil Engineering, Mechanics and Petrochemistry, hereinafter referred to as the “WBMiP”, consists of:

- 1) Institute of Civil Engineering (symbol: IB, code: 71910000), consisting of:
 - a) Department of Building Construction and Technology (symbol: ZKiTB, code: 71910400);
 - b) Department of Mechanics of Structures and Building Materials (symbol: ZMKiMB, code: 71910300);
 - c) Department of Sanitary and Environmental Engineering (symbol: ZISiOŚ, code: 71910200);
 - d) Building Systems and Physics Team (symbol: ZIBiFB, code: 71910600);
 - e) Central Laboratory of the Construction Institute (symbol: CLIB, code: 71910500);
- 2) Institute of Chemistry (symbol: ICh, code: 71920000), consisting of:
 - a) Department of Plastics (symbol: ZTS, code: 71920300);
 - b) Department of Organic Chemistry and Technology (symbol: ZChiTO, code: 71920100);
 - c) Department of Fundamentals of Chemistry (symbol: ZPCh, code: 71920200);
 - d) Chemical Engineering and Chemometrics Team (symbol: ZIChiCh, code: 71920400);
- 3) Institute of Mechanical Engineering (symbol: IIM, code: 71930000), consisting of:

- a) Department of Mechanical Systems Engineering and Automation (symbol: ZISMIA, code: 71930200);
- b) Department of Industrial Equipment (symbol: ZAP, code: 71930100);
- c) Department of Fundamentals of Technology and Construction of Machines (symbol: ZPTiKM, code: 71930300);
- 4) other organizational units of the Faculty:
 - a) Centre of Excellence CERED (symbol: CERED, code: 71900100);
 - b) Mathematics and Physics Team (symbol: ZMiF, code: 71940000);
 - c) Lecturers Team (symbol: ZL, code: 71960000);
 - d) Physical Education and Sports Team (symbol: ZWFiS, code: 71950000);
- 5) organizational units of faculty administration:
 - a) WBMiP Dean's Office (symbol: DBMP, code: 71900010);
 - b) administration and economic offices of the institutes.

§ 3

Centre of Excellence CERED

1. The Centre of Excellence CERED is a unit established to conduct scientific activity in the field of reduction of the impact of processing industry on the natural environment. CERED cooperates with the Branch's organizational units in the field of conducted research.
2. CERED's scope of work includes:
 - 1) integrating the scientific community around the issues of reducing energy and water consumption, improving the energy efficiency of machinery and equipment, reducing the amount and harmfulness of waste, sewage and gaseous emissions;
 - 2) organizing research teams for pursuing and completing subjects commissioned by the WUT organizational units and entities from outside the University;
 - 3) organizing research, service and expert work carried out by members of research teams;
 - 4) coordinating and advising on the practical use and implementation of research results;
 - 5) organizing training courses and scientific seminars;
 - 6) organizing various forms of promotion of the research results obtained.
3. The work of CERED is directed by a director appointed and dismissed by the Rector on the motion of the Faculty Dean, after consultation with the Faculty Council.
4. The activities of the Centre of Excellence CERED are supervised by the Faculty Dean.

§ 4

Mathematics and Physics Team

1. The Mathematics and Physics Team (ZMiF) is a unit conducting scientific and research activities and performing didactic tasks aimed at acquiring and developing students' knowledge of mathematics, physics and computer science.
2. The ZMiF's tasks include:
 - 1) conducting didactic and scientific-research activities;
 - 2) carrying out teaching and service tasks for the acquisition and development of knowledge in mathematics, computer science and physics by students and PhD students;
 - 3) teaching students and PhD students mathematics, computer science and physics in accordance with the requirements of study programmes and resolutions of the Senate;
 - 4) taking care of the rooms occupied by the ZMiF and the equipment located there;
 - 5) conducting research and development works in the scope and dimension determined by the Head of the ZMiF;
 - 6) cooperation with primary and secondary schools from Płock and the region in promoting science among young people;
 - 7) conducting courses, workshops and training in mathematics, computer science and physics;
 - 8) performing other work and taking other actions ordered by the Department's management, consistent with the tasks of the ZMiF.
3. The works of the ZMiF are managed by a Head appointed and dismissed by the Rector upon request of the Faculty Dean, after consultation with the Faculty Council.
4. The ZMiF is subordinate to the Faculty Dean, who defines its rules of cooperation with the basic organizational units of the Branch.
5. Financial, administrative and technical support for ZMiF activities is provided by the 1) Faculty of Civil Engineering, Mechanics and Petrochemistry.

§ 5

Team of Lecturers

1. The Team of Lecturers (ZL) is a unit carrying out didactic tasks aimed at the acquisition and development of foreign language skills by students and PhD students of the Branch.
2. The ZL's tasks includes:
 - 1) carrying out teaching tasks aimed at the acquisition and development of foreign language skills by students and PhD students of the basic organizational units of the Branch in accordance with the requirements of study programmes and the resolutions of the WUT Senate;

- 2) assessing foreign language skills in the cases necessary for the realization of statutory tasks of the University;
 - 3) assessing foreign language skills of candidates for internships, placements and studies abroad (as part of the exchange), in accordance with the regulations in force in this area;
 - 4) assessing foreign language skills of PhD students to the extent required by the regulations concerning the PhD examination;
 - 5) conducting paid specialist courses in teaching foreign languages;
 - 6) conducting examinations in foreign languages, in accordance with the Team's authorizations.
3. The work of the Lecturers Team is directed by a head appointed and dismissed by the Rector on the motion of the Faculty Dean, after consultation with the Faculty Council.
 4. The Team of Lecturers (ZL) reports organizationally to the Faculty Dean, who defines its rules of cooperation with basic organizational units of the Branch.
 5. The WUT Branch in Płock shall have a Foreign Language Examination Sub-Committee on the Branch in Płock, hereinafter referred to as the "Branch Subcommittee", within the WUT Foreign Language Examination Committee.
 6. The Rector, upon request of the Vice-Rector for the Branch in Płock, appoints the Chairperson of the Sub-Committee on the Branch heading the Sub-Committee on the Branch. The term of office of the Chairperson of the Sub-Committee on the Branch is 4 years and shall commence on October 1st of the first year of the term of office of the new bodies of the University.
 7. The members of the Sub-Committee on the Branch for each academic year are appointed by the Vice-Rector for the Branch in Płock in consultation with the Chairperson of the Sub-Committee on the Branch.
 8. Financial, administrative and technical support for the Team's activities is provided by the 1) Faculty of Civil Engineering, Mechanics and Petrochemistry.

§ 6

Physical Education and Sports Team

1. The Physical Education and Sports Team (ZWFIS) is a unit carrying out didactic and organizational tasks aimed at increasing physical fitness of University students, PhD students and employees.
2. The ZWFIS's tasks includes:
 - 1) conducting programmed classes in accordance with the Physical Education curriculum for the fields of study offered in the basic organizational units of the Branch;

- 2) organizing and conducting extra-curricular sports activities in selected disciplines aimed at students of high sports level;
 - 3) cooperation with secondary schools in Płock and the region in promoting the University through various forms of academic sport;
 - 4) taking care of condition and development of the sports base of the Branch, supervision of devices and sports equipment located in the sports hall.
3. The works of the ZWFiS are managed by a head appointed and dismissed by the Rector upon the Faculty Dean, after consultation with the Faculty Council.
 4. The Team reports to the Faculty Dean and its activities are supervised by the Vice-Dean for General Affairs.

ORGANISATIONAL UNITS OF FACULTY ADMINISTRATION

§ 7

Dean's Office

1. The WBMiP Dean's Office is an organizational unit established to provide administrative services to Vice-Deans for Academic and Student Affairs, academic teachers, students and participants of post-graduate studies and other forms of education.
2. The Dean's Office is responsible for:
 - 1) USOS and SAP-FI system support in the area of education;
 - 2) administrative service of granting financial aid for students and PhD students;
 - 3) handling the graduation process;
 - 4) keeping records of fees resulting from the course of studies and supervising their timely payment;
 - 5) conducting statistics and reporting, in particular for CSO and POL-on system;
 - 6) keeping a record of education printouts;
 - 7) accounting for the teaching hours of academic teachers;
 - 8) preparing contracts connected with realization of teaching activities for persons from outside the University;
 - 9) managing the affairs of PhD students in the Faculty;
 - 10) preparing orders for teaching assignments by WUT organizational units;
 - 11) drawing up a financial plan for education;
 - 12) preparing documentation of the education process survey;
 - 13) providing organizational support for matriculation and graduation ceremonies;

- 14) updating education information on the WUT Branch's website in Plock;
 - 15) archiving of educational records;
 - 16) cooperation in promoting the University and recruiting candidates for studies, participants of postgraduate studies and other forms of education;
 - 17) cooperation with WUT central administration departments and faculty units;
 - 18) secretarial and administrative support for Vice-Deans for Academic and Student Affairs;
 - 19) Performing other work ordered by the WBMiP Dean and the Vice-Deans for Academic and Student Affairs.
3. The Dean's Office reports to the Faculty Dean. Substantive supervision of the work of the Dean's Office is exercised by the Vice-Dean for Student Affairs and the Vice-Dean for Academic Affairs, respectively.

§ 8

Administration and economic offices of the Institutes

1. Administration and economic offices of the institutes:
 - 1) Administration and economic Office of the Institute of Civil Engineering (symbol: AEIB, code: 71910010);
 - 2) Administration and Economic Office of the Institute of Chemistry (symbol: AEICh, code: 71920010);
 - 3) Administration and Economic Office of the Institute of Mechanical Engineering (symbol: AEIIM, code: 71930010),are organizational units set up to provide administrative services to the institute employees and to carry out work in the area of planning, economic analyses and reporting, record of fixed assets, handling of liabilities and receivables of the institutes, decreeing of accounting documents, preparation and calculation for payment of remuneration resulting from civil law contracts.
2. The scope of operation of the administration and economic offices of the institutes referred to in section 1 shall include:
 - 1) serving the interests of customers and employees, managing correspondence;
 - 2) gathering and compiling information on the Institute's activities, preparing periodic reports;
 - 3) ensuring the proper and efficient circulation of information, including the transmission of internal legal acts to the Institute's employees;
 - 4) cooperation with the Institute's departments and other units and cells of the Branch;
 - 5) organizing and servicing meetings, colleges and assemblies;

- 6) compiling data on the institute's teaching and research activities and recording the achievements of the institute's academic teachers;
 - 7) preparing leave schedules for the institute's employees, keeping records of: leave use; working time of non-academic teachers; academic teachers' absences;
 - 8) accounting for costs of domestic and foreign trips;
 - 9) drawing up and monitoring the implementation of the material and financial plan;
 - 10) preparing economic analyses for the Dean, the Institute Director and the WUT Deputy Bursar;
 - 11) keeping inventory books of fixed assets, intangible assets and equipment;
 - 12) recording and accounting for third-party assets upon completion of research work;
 - 13) preparing requests for financial commitments;
 - 14) receipt, recording and verification of accounting documents in formal and legal terms;
 - 15) issuing invoices for the sale of research services;
 - 16) checking the formal correctness of receipts from civil law contracts;
 - 17) allocating accounting documents by cost centre in accordance with the facility's chart of accounts;
 - 18) handling preparation of requests, settlements, preparation of annual and final reports of research work;
 - 19) preparing lists of payments of remuneration for work performed under civil law contracts in teaching and research activities;
 - 20) carrying out other work ordered by the Director of the Institute.
3. The organizational units referred to in section 1 shall report to the respective heads of institutes, with the WUT Deputy Bursar responsible for financial operations.

§ 9

College of Economics and Social Sciences

The College of Economics and Social Sciences is composed of:

- 1) organizational units of the College:
 - a) Economics and Social Sciences Team (symbol: ZNEiS, code: 72000100),
 - b) *(repealed)*,

- c) Finance and Accounting Team (symbol: ZFiR, code: 72000300);
- 2) The Secretariat of the College of Economics and Social Sciences (symbol: SKNEiS, code: 72000010), which is an administrative organizational unit established to provide administrative support to the director, deputy directors, teachers, students, and the educational process.

§ 10

Economics and Social Sciences Team

1. The Economics and Social Sciences Team (ZNEiS) is a College unit that conducts research and teaching activities.
2. The ZNEiS's tasks include:
 - 1) conducting didactic activities in the area of economic and social subjects;
 - 2) preparing teaching offer, in particular trainings, courses and postgraduate studies;
 - 3) conducting scientific and research activities in the area of macro- and microeconomic research, as well as broadly understood social research;
 - 4) cooperation with other units of the University as well as with the social and economic environment in the scope of their specialization;
 - 5) applying for research and teaching grants and commercial projects;
 - 6) publishing the results of conducted research, scientific and didactic achievements;
 - 7) substantive support for conferences and seminars organized by the College of Economic and Social Sciences.
3. The Head of the ZNEiS is appointed and dismissed by the Rector upon request of the College Director, after consultation with the College Council.

§ 11

Quantitative Methods Team

(repealed)

§ 12

Finance and Accounting Team

1. The Finance and Accounting Team (ZFiR) is a College unit which conducts research and teaching activities.
2. The ZFiR's tasks include:
 - 1) conducting didactic activity in the area of subjects related to finance and accounting;

- 2) preparing teaching offer, in particular trainings, courses and postgraduate studies;
 - 3) conducting scientific and research activity in the area of finance and accounting research;
 - 4) cooperation with other units of the University as well as with the social and economic environment in the scope of their specialization;
 - 5) applying for research and teaching grants and commercial projects;
 - 6) publishing the results of conducted research, scientific and didactic achievements;
 - 7) substantive support for the organization of conferences and seminars organized and co-organized by the College of Economic and Social Sciences.
3. The Head of the ZFiR is appointed and dismissed by the Rector upon request the College Director, after consultation with the College Council.

§ 13

Secretariat of the College of Economics and Social Sciences

1. The Secretariat of the College of Economics and Social Sciences is subordinated to the College Director of Economic and Social Sciences; the substantive supervision of the Secretariat's activities is exercised by the Vice-Directors for Academic Affairs and for Students, respectively.
2. The Secretariat's tasks include:
 - 1) conducting and providing administrative services for students and participants of postgraduate studies and other forms of education;
 - 2) serving the interests of customers and employees, managing correspondence;
 - 3) USOS and SAP-FI system support in the area of education;
 - 4) administrative service of granting financial aid benefits to students;
 - 5) handling the graduation process;
 - 6) keeping records of fees resulting from the course of studies and supervising their timely payment;
 - 7) conducting statistics and reporting, in particular for GUS and POL-on system;
 - 8) keeping a record of education printouts;
 - 9) accounting for the teaching hours of academic teachers;
 - 10) preparing contracts connected with realization of teaching activities for persons from outside the University;
 - 11) preparing orders for teaching assignments by WUT organizational units;
 - 12) drawing up a financial plan for education;
 - 13) preparing documentation of the education process survey;

- 14) providing organizational support for matriculation and graduation ceremonies;
- 15) updating education information on the WUT Branch website in Plock;
- 16) archiving of educational records;
- 17) cooperation in promoting the University and recruiting candidates for studies, participants of postgraduate studies and other forms of education;
- 18) collecting and compiling information on the teaching and research activities of the College, preparing periodical reports and recording the achievements of the academic College teachers;
- 19) organizing and servicing meetings, colleges and assemblies;
- 20) accounting for costs of domestic and foreign trips;
- 21) preparing and checking the implementation of the material and financial plan;
- 22) preparing economic analyses for the College Director and the WUT Deputy Bursar for the Branch;
- 23) keeping inventory books of fixed assets, intangible assets and equipment;
- 24) recording and accounting for third-party assets upon completion of research work;
- 25) preparing requests for financial commitments;
- 26) receiving, recording and verifying accounting documents in formal and legal terms;
- 27) issuing invoices for the sale of research services;
- 28) allocating accounting documents by cost centre in accordance with the facility's chart of accounts;
- 29) handling the preparation of requests, settlements, preparation of annual and final reports of research work;
- 30) preparing lists of payments of remuneration for work performed under civil law contracts in teaching and research activities;
- 31) preparing leave plans for College employees and keeping records of their use;
- 32) keeping records of the working time of non-academic teachers;
- 33) keeping documentation on grants and their accounting;
- 34) administrative support for matters related to the cooperation of the College with the scientific councils of disciplines and PhD schools;
- 35) managing the affairs of PhD students at the College;
- 36) keeping inventory books of tangible and intangible assets;
- 37) cooperation with the central administration divisions of the Warsaw University of Technology and the Branch;
- 38) secretarial and administrative support for the College Director and deputies;
- 39) carrying out other work ordered by the College Director and deputies.

BRANCH ADMINISTRATION ORGANISATIONAL UNITS

§ 14

Academic Cultural Centre

1. The Academic Cultural Centre (symbol: ACK, code: 78580000) operates as an administrative unit of the Branch. The ACK conducts amateur artistic activity in various fields of art, including music, singing and dancing, theatre, photography and film, literature and other fine arts.
2. The Academic Cultural Centre's tasks includes:
 - 1) presenting student culture and promoting the Branch in Poland and abroad, including the promotion of national and folklore traditions;
 - 2) participation in university ceremonies and university cultural, sporting and scientific events;
 - 3) participation in non-academic ceremonies and festivals at home and abroad, including commercial artistic activities;
 - 4) developing artistic skills in singing and dancing among members;
 - 5) maintaining ties with alumni and promoting the university among schoolchildren;
 - 6) cooperation with other organizational WUT and WUT Branch units in terms of staff exchange and supporting their basic activities, including, among others, units conducting cultural and artistic, sports, recreational and tourist activities, the library and other units conducting cultural and educational activities.
3. The ACK has an Artistic Council, consisting of musicians and instructors employed at the ACK. The task of the Council is to develop artistic plans, realize them and take care of the high artistic level of the ACK.
4. The competences of the Artistic Council, the method of recruiting the members of ACK and their rights and obligations are defined in the ACK Regulations.
5. The activities of the ACK are financed from the budget of the Branch, funds of the Vice-Rector responsible for student affairs and own income.
6. The ACK administratively reports to the Deputy WUT Chancellor for the Branch. Substantive supervision over its activity is exercised by the Vice-Dean for Student Affairs on the 1) Faculty of Civil Engineering, Mechanics and Petrochemistry.

§ 15

Office of the Vice-Rector

1. The Office of the Vice-Rector (symbol: BP, code: 78010000) performs tasks related to the general support of the secretariats of the Vice-Rector/Dean, the Vice-Dean for General Affairs and the WUT Deputy Chancellor for the Branch, activities related to the promotion of the Branch, as well as the organization and securing of transport.
2. The scope of the Office of the Vice-Rector includes:
 - 1) coordinating, organizing and staffing University-wide celebrations and Branch leadership meetings and trips;
 - 2) preparing reports and requests to the Ministry of Science and Higher Education, Warsaw University of Technology, local authorities and other organizations;
 - 3) administrative support of matters related to the cooperation of the Faculty with the scientific councils of disciplines and PhD schools;
 - 4) administrative service of the PhD studies on the Faculty;
 - 5) preparing and serving meetings of the Faculty Council, Branch Council, Dean's College;
 - 6) editing, developing and distributing university-wide information and promotional materials;
 - 7) coordinating and supervising the Internet service of the Branch organizational units;
 - 8) supporting enrolment promotion;
 - 9) organizing and carrying out transport services and making settlements for vehicle mileage, fuel consumption and other matters related to vehicle operation;
 - 10) administrative service of matters related to real estate management of the CI Branch;
 - 11) administrative support for Dean's grants;
 - 12) supervising the correctness of data entered into POL-on and Repository systems.
3. Substantive and organizational supervision of the matters specified in sections 2 items 11 and 12 is exercised by the Faculty Vice-Dean for General Affairs.
4. The Office of the Vice-Rector reports to the WUT Deputy Chancellor for the Branch. Substantive supervision of the Office operations is exercised by the WUT Vice-Rector for the Branch.

§ 16

Public Procurement Office

1. The Public Procurement Office (symbol: BZP, code: 78120000) is the organizational unit that conducts the public procurement proceedings in the Branch.

2. The Public Procurement Office's tasks include:
 - 1) preparing, in cooperation with the applicant, public procurement procedures;
 - 2) participating/supervising tender committees;
 - 3) monitoring changes in the system of universally binding law in the area of public procurement and preparing information on changes in this area for managers of organizational units of the Branch;
 - 4) giving opinion on requests for incurring financial liabilities in the Branch units;
 - 5) registering invoices in the system of records of planned and realized purchases;
 - 6) preparing reports on the records and implementation of public contracts awarded.
3. The Public Procurement Office reports to the WUT Deputy Chancellor for the Branch. Substantive supervision of the Office's operations is exercised by the WUT Vice-Rector for the Branch.

§ 17

“Wcześniak” Student Dormitory

1. The “Wcześniak” Student Dormitory (symbol: DS “Wcześniak”, code: 78560000) is an organizational unit responsible for satisfying the accommodation needs of WUT students. The dormitory is located within the structure of WUT dormitories.
2. The “Wcześniak” Student Dormitory's tasks include:
 - 1) providing accommodation, handling student housing and check-out;
 - 2) ensuring proper accommodation conditions, personal safety and protection of movable and immovable property within the student dormitory premises;
 - 3) drawing up economic and financial plans, purchases of equipment, facilities and services necessary for the proper maintenance and operation of the unit;
 - 4) ensuring proper operation, maintenance and repair of the facility and adjacent land;
 - 5) providing room rental services to individuals and legal entities, including those outside the University.
3. The “Wcześniak” Student Dormitory is a self-financing unit, covering the costs of its activity from the generated income, which are:
 - 1) student fees for accommodation in a student residence;
 - 2) room rental charges and guest room rental charges;
 - 3) university funding;
 - 4) other income.

4. The “Wcześniak” Student Dormitory manages a separate part of the property of the Warsaw University of Technology and operates within the limits of allocated funds.
5. The financial service of the “Wcześniak” Student Dormitory is provided by an employee of the Student House, in cooperation with the Bursary.
6. There is a Residents’ Council at the “Wcześniak” Student Dormitory which cooperates with the manager.
7. The rules of the “Wcześniak” Student Dormitory, the rights and duties of residents, the Residents’ Council and the Manager, as well as the principles and scope of their cooperation shall be laid down in the Regulations of the WUT Student Dormitory, taking into account local conditions.
8. The rules for the allocation and granting of places in the student dormitory, the determination and collection of fees and their amount, as well as for accommodation and deletion, are laid down in separate regulations and decisions of the Rector and the Accommodation Regulations.
9. The “Wcześniak” Student Dormitory is administratively subordinate to the WUT Deputy Chancellor for the Branch. Supervision over its activities in the scope of social and living issues is exercised by the Vice-Dean for Student Affairs on the 1) Faculty of Civil Engineering, Mechanics and Petrochemistry. General supervision is exercised by the WUT Vice-Rector for Student Affairs.

§ 18

Business and Technical Division

1. The Business and Technical Department (symbol: ADT, code: 78020000) is an organizational unit operating in the field of exploitation, modernization and overhaul, as well as maintenance of subordinate facilities and supplies in a proper technical condition.
2. The tasks of the Business and Technical Division include:
 - 1) providing maintenance services to buildings and security and property register in the Branch facilities;
 - 2) preparing contracts and billing for utilities, utility services, maintenance and repairs;
 - 3) preparing contracts for lease of premises and land to foreign institutions and issuing VAT invoices;
 - 4) servicing the porter’s lodge, the telephone switchboard and the cloakroom;
 - 5) ordering services for university and state ceremonies;
 - 6) preparing annual investment, renovation and financial plans for the Branch;

- 7) participation in liquidation proceedings of fixed assets and equipment;
 - 8) co-participation in the preparation of contracts for repair works for external contractors;
 - 9) receiving and forwarding to the Bursary's invoices and accounts relating to the operation of the Division;
 - 10) maintaining proper sanitary and orderly condition of buildings and grounds;
 - 11) executing repair and renovation works in the scope of general construction, locksmith, electrical and plumbing works as well as permanent maintenance of facilities;
 - 12) co-participation in periodic building inspections, participation in works introductions and participation in building works acceptance;
 - 13) carrying out material supply of the Branch units;
 - 14) running the office of the Branch, handling internal and external mail, subscriptions to magazines, ordering and cancelling stamps.
3. The Business and Technical Department reports to the WUT Deputy Chancellor for the Branch. Substantive supervision of the Division's operations is exercised by the WUT Vice-Rector for the Branch.

§ 19

HR Division

1. The HR Division (symbol: DSOE, code: 78030000) is an organizational unit in charge of personnel matters of the Branch.
2. The tasks of the Personal Affairs Division includes:
 - 1) preparing documentation related to applications in personnel matters, including the establishment and termination of employment relationships;
 - 2) carrying out administrative tasks related to promotions, salary increases, pay adjustments, allowances, gratuities and compensation, rewards and punishments;
 - 3) keeping records of vacations and leaves from work;
 - 4) administrative processing of requests for decorations and awards for Branch employees;
 - 5) keeping the archives of the Branch;
 - 6) entering and updating data concerning personal matters into SAP HR and POL-on IT systems;
 - 7) performing administrative tasks related to work discipline;
 - 8) preparing analyses and statistics for the Central Statistical Office, the Ministry of Science and Higher Education, the University management, concerning employment;

- 9) cooperation with the organizational University units in the area of employee affairs.
3. The HR Division reports to the WUT Deputy Chancellor for the Branch. Substantive supervision of the Division's operations is exercised by the WUT Vice-Rector of the for the Branch.

§ 20

Information and Multimedia Technology Division

1. The Information and Multimedia Technology Division (symbol: DTIM, code: 78040000) is an organizational unit responsible for the operation and maintenance of the information and communication technology infrastructure in the Branch and multimedia equipment in the teaching facilities of the Branch.
2. The tasks of the Information and Multimedia Technology Division include:
 - 1) maintenance of the data communications infrastructure of the Branch, operation of LAN and network equipment, care for their condition and periodical modernization in cooperation with the WUT Informatization Centre;
 - 2) taking care of security of information systems operation, organizing activities and conducting trainings on information and communication security;
 - 3) implementation of information technologies, substantive and technical support for the use of information technologies in the administration units of the Branch;
 - 4) keeping central records of ICT resources, conducting periodic audits of hardware and software at the Branch;
 - 5) coordinating the use of auditoriums, lecture halls and auditoriums, maintaining the audiovisual equipment they contain, keeping records of equipment and periodic technical inspections;
 - 6) technical support for the use of multimedia equipment used in teaching rooms, multimedia support for conferences, meetings, celebrations and other events organized at the Branch;
 - 7) providing photographic, printing and multimedia services connected with the Branch's activity;
 - 8) performing other tasks related to maintenance, development and operation of IT and multimedia infrastructure.
3. The Information and Multimedia Technology Division reports to the WUT Deputy Chancellor for the Branch. Substantive supervision of the Division's operations is exercised by the WUT Vice-Rector for the Branch.

§ 21

Bursary

1. The Bursary (symbol: AF, code: 78050000) is an organizational unit of the Branch which performs tasks based on the SAP FI and SAP HR systems in the area of planning, economic analysis and reporting in the financial area, recording and stocktaking of the Branch assets, and processing of the Branch liabilities and receivables.
2. The duties of the Bursary include calculating and preparing for payment salaries and other benefits resulting from the employment relationship and from civil law contracts and other titles.
3. The tasks of the Bursary include:
 - 1) in the process of planning, economic analysis and reporting:
 - a) preparing and controlling the implementation of the material and financial plan of the Branch units;
 - b) preparing economic analyses for the needs of the Dean and Vice-Rector;
 - c) preparing reports for the University authorities and authorized external institutions, especially for the Central Statistical Office and the Ministry of Science and Higher Education;
 - d) allocating funds for teaching activities for the Branch organizational units;
 - e) clearing and current control of funds at the disposal of the Branch, including: for renovations and investment projects;
 - f) accounting for the financial impact of salary increases;
 - 2) in the area of property records and inventories:
 - a) keeping and reconciling records of tangible and intangible assets, low-value assets, as well as records of quantity and value of precious metals;
 - b) preparation of documentation and accounting for completed apparatus and construction investment projects;
 - c) clearing the inventory of fixed assets;
 - d) transferring the documentation of conducted stock-taking or liquidation of tangible assets of a Branch to the Inventory Divisions;
 - 3) in matters of handling payables and receivables:
 - a) receiving from the organizational units of the Branch the accounting evidence concerning financial operations in order to verify and liquidate them;

- b) monitoring the balance of funds on bank accounts of the Branch and generating bank statements;
 - c) issuing invoices for the sale of services in SAP FI;
 - d) enforcing payments of Branch receivables and charging interest for late payment;
 - e) preparing, with the participation of the University's organizational units, documents concerning disputable cases and forwarding them to the team of legal advisors in order to refer them to court proceedings;
 - f) inventorying receivables and liabilities;
 - g) preparing sales registers in the SAP FI system;
 - h) analyzing and preparing data for the annual closure of accounts;
- 4) in payroll matters:
- a) calculating and preparing lists of salaries and other benefits under employment contracts of Branch employees;
 - b) calculating receivables and preparation of lists on account of civil law contracts;
 - c) drawing up lists of payments from external funds (patents, prizes, etc.);
 - d) handling the bonusing process;
 - e) calculating and making deductions on the payroll based on external titles or employee statements'
 - f) settling and collecting advance personal income tax payments, including settlement of tax deductible costs of remuneration for work and use of copyrights'
 - g) calculating and deducing social and health insurance contributions;
 - h) generating monthly information about the amount of salaries and deductions made for Branch employees;
 - i) preparing information on earnings for employees retiring or receiving a pension, for former employees and for the purpose of establishing initial capital;
 - j) preparing tax documentation for Tax Offices;
 - k) issuing certificates of remuneration at the request of the court, bailiff, employees' own needs, etc.;
 - l) preparing information for the Business Division's reporting needs.
4. The office is subordinated to the WUT Vice-Rector for the Branch.

1. The Independent HSW Officer (symbol: BHP, code: 78060000) is an independent post for performing occupational safety and health tasks.
2. The detailed scope of tasks of the Independent HSW Officer and its authority may be defined by the WUT Vice-Rector for the Branch by way of an ordinance.
3. The Independent HSW Officer is subordinated to the WUT Deputy Chancellor for the Branch. Supervision over its activities is exercised by the WUT Vice-Rector for the Branch.

§ 23

Independent Quality and Environmental Management and Defense Affairs Officer

1. The Independent Quality and Environmental Management and Defense Affairs Officer (symbol: OC, code: 78070000) is an independent position responsible for planning and coordinating organizational and material undertakings carried out at the Branch in the field of quality and environmental management and in the field of defense planning – ensuring functioning in conditions of a threat to national security and war, including the protection of staff and property in times of a threat of natural disasters and catastrophes, as well as ensuring the protection of classified information and fire safety of facilities.
2. The detailed scope of tasks of the Independent Quality and Environmental Management and Defense Affairs Officer may be specified by the WUT Vice-Rector for the Branch by way of an ordinance.
3. The Independent Defense Affairs Officer is subordinated to the WUT Deputy Chancellor for the Branch. Substantive supervision over its activities is exercised by the WUT Vice-Rector for the Branch.