

Remuneration Regulations for Employees of the Warsaw University of Technology

GENERAL PROVISIONS

§ 1

Remuneration Regulations for Employees of the Warsaw University of Technology, hereinafter referred to as the “Regulations,” specify the conditions of remuneration for work and other work-related benefits, as well as the rules for determining their amount, the conditions for their granting and payment deadlines, as well as detailed qualification requirements for certain positions.

§ 2

The terms used in the Regulations shall mean:

- 1) employer, University or WUT – the Warsaw University of Technology;
- 2) employee – members of both academic staff and non-academic staff, employed under an employment contract or by appointment, regardless of the type of work performed, position held, and working time;
- 3) Act – Act of 20 July 2018 – Law on Higher Education and Science;
- 4) work regulations – WUT work regulations;
- 5) superior – a person entrusted with managing a given organisational unit, a team of employees, group of organisational units referred to in the Organisational Regulations of the Warsaw University of Technology;
- 6) project – an undertaking with a specific time and budget frame (regardless of the sources of financing), undertaken in order to create a unique product, service, or result, in accordance with the assumed requirements;
- 7) WUT priority project – a project, specified in the Rector's decision, implemented within the framework of programmes of particular importance for the University in terms of subject (research area) or amount of funding for WUT over PLN 3 million, or including a commercialisation component;
- 8) organisational unit – an organisational unit specified in § 21 of the WUT Statutes;
- 9) professor's salary – the minimum basic salary of a professor determined by the competent minister for higher education by way of regulation;
- 10) project manager – a person responsible for carrying out the substantive tasks within a project and serving as the substantive coordinator or both the substantive coordinator and project manager, with their authority derived from the application or appointment.

TERMS AND CONDITIONS OF REMUNERATION FOR WORK

§ 3

1. The Regulations shall apply to all employees of the Warsaw University of Technology.
2. Remuneration for work is determined as the amount corresponding to the type of work performed and the qualifications required to perform it.
3. The employee's gross monthly remuneration may be no lower than the minimum wage, whose amount is specified in separate regulations.
4. The remuneration of persons employed to implement projects financed from funds other than those specified in Article 365 items 1, 2, 4, and 5 and in Article 459 of the Act shall be determined considering the requirements and guidelines of the programme from which the project is financed or the provisions of contracts concerning the implementation of projects,

subject to the provisions of these Regulations.

5. The Rector may specify detailed rules for employment and remuneration for the persons referred to in section 4 in separate acts of internal law.
6. Remuneration is due for work done. For the time of non-performance of work, the employee shall retain the right to remuneration only if the provisions of the labour law provide so.
7. An employee may not waive the right to remuneration or transfer that right to another person.
8. Deductions from remuneration shall be regulated by Articles 87-91 of the Labour Code.
9. Receivables other than those mentioned in Article 87 § 1 and 7 of the Labour Code may be deducted from the employee's remuneration only with the employee's written consent. In this case, Article 91 of the Labour Code shall apply.
10. The employer, upon the employee's request, shall make available for inspection the documents based on which their remuneration was calculated.
11. The employer shall protect the confidentiality of information regarding individual salaries and other benefits, excluding the remuneration of the Rector and the Bursar.
12. Academic staff shall be paid the basic salary, years-of-service allowance, function-related allowance, and task-related allowance in advance, and the remaining components of remuneration shall be paid in arrears in accordance with the payment timetable specified in the Work Regulations.
13. Non-academic staff shall be paid in arrears for a monthly period on the payment dates specified in the Work Regulations.
14. Decisions on determining the amount of the basic salary, function-related allowance, and other components of the remuneration of WUT employees, determined considering the data contained in the tables referred to in § 4 and § 15 section 3, shall be made by the Rector or the Chancellor, subject to § 15 section 7 item 1:
 - 1) by the Rector – in relation to academic staff, non-academic staff, employed in basic and university-wide organisational units and central administration units reporting directly to the Rector or Bursar, heads of organisational units of central administration;
 - 2) by the Chancellor – for non-academic staff employed in central administrative units directly subordinate to the Chancellor, except for heads of these units.
15. In exceptional cases, justified by WUT's needs, the Rector may decide to exempt an employee who is a member of non-academic staff from qualification requirements regarding the level of education or seniority for a given position.
16. To all matters not regulated herein, the provisions of the labour law, both generally applicable and contained in WUT internal legal acts, as well as working and pay conditions individually agreed in employment contracts shall apply.

§ 4

1. The following tables are established:
 - 1) for academic staff:
 - a) table of monthly minimum rates of basic salary for academic staff employed in positions in the following groups: research, teaching, and research and teaching, constituting Annex No. 1, Table A to the Regulations,
 - b) table of monthly rates of the function-related allowance for academic staff holding managerial functions, constituting Annex No. 1, Table B to the Regulations,
 - c) table – remuneration of academic staff for overtime constituting Annex No. 1, Table C to the Regulations.
 - 2) for non-academic staff:
 - a) table of positions, qualification requirements, minimum monthly rates of basic salary for scientific-research and scientific-technical employees, constituting Annex No. 2 to the Regulations,
 - b) table of positions, qualification requirements, minimum monthly rates of basic salary of engineering and technical employees, constituting Annex No. 3 to the Regulations,
 - c) table of positions, qualification requirements, minimum monthly rates of basic salary

for library employees and employees of documentation and scientific information, constituting Annex No. 4 to the Regulations,

- d) table of positions, qualification requirements, minimum monthly rates of basic salary and monthly rates of function-related allowance for administrative and economic employees, constituting Annex No. 5 to the Regulations,
 - e) table of positions, qualification requirements, minimum monthly rates of basic salary for employees of artistic activity, constituting Annex No. 6 to the Regulations,
 - f) table of positions, qualification requirements, minimum monthly rates of basic salary of employees of activities related to computerisation constituting Annex No. 7 to the Regulations,
 - g) table of positions, qualification requirements, minimum monthly rates of basic salary for publishing and printing employees, constituting Annex No. 8 to the Regulations,
 - h) table of positions, qualification requirements, minimum monthly rates of basic salary and monthly rates of the function-related allowance for service employees and workers constituting Annex No. 9 to the Regulations,
- 3) for employees of the Warsaw University of Technology participating in the implementation of projects or tasks under the project, a table of hourly rates of the allowance for work in projects, constituting Annex No. 10 to the Regulations.
- 2. Staff employed in positions in the following groups: scientific-research and scientific-technical, referred to in Annex No. 2 to the Regulations, shall be employees performing independent technical work, and research or scientific work.
 - 3. Staff employed in positions in the engineering and technical group referred to in Annex No. 3 to the Regulations shall be employees performing technical work, including technical work supporting the teaching, research, or scientific process.

COMPONENTS OF REMUNERATION AND OTHER WORK-RELATED BENEFITS

§ 5

- 1. The following remuneration components applicable at WUT shall be determined:
 - 1) fixed:
 - a) basic salary,
 - b) years-of-service allowance;
 - 2) variable:
 - a. function-related allowance,
 - b. task-related allowance,
 - c. remuneration for over-contract hours,
 - d. remuneration for overtime hours,
 - e. allowance for night work,
 - f. shift work allowance,
 - g. incentive bonus for non-academic staff,
 - h. project work allowance,
 - i. organisation and incentive allowance,
 - j. project or publication activity allowance,
 - k. admissions allowance,
 - l. allowance for managing or supervising student internships,
 - m. allowance for the Social Labour Inspector,
 - n. allowance for work in harmful or arduous conditions,
 - o. one-off remuneration for the advisor, reviews and membership in the habilitation board,
 - p. Rector's award for academic staff,
 - q. Rector's award for non-academic staff,
 - r. years of service award,

- s. retirement or disability severance pay, additional annual salary (“the thirteenth salary”).
2. University employees shall also be entitled to:
 - 1) severance pay for termination of the employment contract for reasons not attributable to the employee;
 - 2) remuneration for annual leave;
 - 3) remuneration for paid holidays;
 - 4) compensation for unused annual leave;
 - 5) salary increase in connection with the intention to retire;
 - 6) remuneration for the time of incapacity for work.
3. Notwithstanding the provisions of sections 1 and 2, the employee is entitled to other components of remuneration and benefits related to work, specified in separate regulations or contracts.

FIXED COMPONENTS OF REMUNERATION

§ 6

Basic salary

1. The basic salary is determined based on the monthly minimum rates of basic salary specified in the tables constituting Annex No. 1, Table A, and Annexes No. 2-10 to the Regulations.
2. The hourly rate of basic salary for non-academic staff shall be calculated by dividing the basic salary resulting from the employee’s personal classification by the number of working hours to be worked in a given month.
3. For academic staff, the hourly rate of basic salary shall be calculated by dividing the basic salary resulting from the employee’s personal classification by the number 168.
4. The basic salary specified in the annexes to the Regulations is due for full-time work.
5. Part-time employees are entitled to remuneration in proportion to the working time resulting from the employment contract.

§ 7

Years-of-service allowance

1. The employee is entitled to a years-of-service allowance of 1% of the basic salary for each year of employment, paid monthly, starting from the fourth year of service, provided that this allowance does not exceed 20% of the basic salary.
2. When determining the periods of entitlement to the years-of-service allowance, account shall be taken of:
 - 1) completed periods of employment with all employers;
 - 2) other periods, considered based on separate regulations, as periods on which employee entitlements depend;
 - 3) periods of assistant preparatory studies conducted based on the provisions of the terms and conditions for establishing preparatory assistant studies in higher education institutions;
 - 4) periods of stay abroad resulting from referrals granted based on the regulations on sending employees abroad for scientific, teaching, and training purposes.
3. When determining the periods entitling an employee to the years-of-service allowance referred to in section 2 item 1, employment certificates shall be considered, and when determining the periods referred to in section 2 items 2-4, other documents confirming their completion. If the employee remains in more than one employment relationship at the same time, the periods referred to in section 2 shall be considered after the employee submits a declaration of non-consideration with another employer. In order to calculate the length-of-service allowance, the employee shall be obliged to provide the documents referred to in section 4, considering section 7.

4. The completed period of employment mentioned in section 2 item 1 shall also be considered based on other documents that certify that the staff member was employed by a foreign employer as part employment relationship as defined by the law of the country in which the work was performed. In the part concerning parallel employment relationships, section 3 shall apply, respectively.
5. The documents indicated in section 4, confirming the years of service, should contain at least the following data:
 - 1) designation of the employer, with an indication of its full name along with a distinction of the legal form in which it conducts activity;
 - 2) indication of the employer's registered office and exact address;
 - 3) indication of the form of employment;
 - 4) indication of the period of employment in such a way that the date of commencement and end of employment can be indicated;
 - 5) indication of periods of unpaid leave;
 - 6) indication identifying the person who issued the document.
6. The documents mentioned in section 4 drawn up in a foreign language shall be submitted to WUT together with their translation into Polish. WUT may require the employee to provide a sworn translation, especially if the content of the submitted translation raises doubts as to its credibility.
7. If documents are provided during the employment relationship, the years-of-service allowance shall be re-established from the date of submission of the documents, considering section 8.
8. If the right to a years-of-service allowance or the right to a higher rate of this allowance was acquired:
 - 1) on the first day of the month – the allowance is due for this month;
 - 2) on a day other than the first day of the month – the allowance is due starting from the first day of the month following the month in which the employee acquired this right.
9. In the case of simultaneous employment relationships, including parallel employment at the Warsaw University of Technology, the periods entitling to the years-of-service allowance are determined separately for each employment relationship.

VARIABLE COMPONENTS OF REMUNERATION

§ 8

The function-related allowance

1. The function-related allowance is granted to employees for heading a team consisting of no less than 5 people, including the head.
2. A team shall mean directly or indirectly subordinate employees whose subordination results from the organisational structure.
3. The amount of the function-related allowance shall be determined individually and depends on the number of employees of the headed team and the complexity and importance of tasks related to the performance of functions, in accordance with Annexes No. 1, Table B, 5, and No. 10 to the Regulations.
4. The function-related allowance is also granted to employees employed in workers' positions, who additionally organise and manage the work of a brigade consisting of at least 5 people, including the supervisor.
5. The function-related allowance shall be granted from the first day of the term of office until the last day of the month in which the term of office ends.

6. The employee shall retain the right to a function-related allowance during a justified absence from work, but no longer than 3 months.
7. A full-time allowance shall not be granted to academic staff during the period of suspension from the first day of the month following the month in which the suspension occurred.

§ 9

Task-related allowance

1. The task-related allowance may be granted for temporary extension of official duties or temporary assignment of additional tasks, or due to the nature of the work or the conditions of its performance.
2. The task-related allowance shall be no higher than 80% of the sum of the basic salary and the function-related allowance of the employee.
3. The task-related allowance shall be awarded as a fixed amount.
4. The employee shall retain the right to a task-related allowance during justified absence from work, but no longer than 3 months.
5. The allowance shall be awarded by the Rector or the Chancellor, respectively:
 - 1) upon own initiative;
 - 2) upon the request of the head of the unit in which the staff member is employed;
 - 3) upon the request of the head of another organisational unit, positively evaluated by the head of the unit in which the staff member is employed.
6. The template for the application for the allowance is included in Annex No. 11 to the Regulations.

§ 10

Remuneration for over-contract hours

1. Academic teachers shall receive remuneration for over-contract hours as defined by Article 127 sections 6 and 7 of the Act.
2. The rates of remuneration for the work referred to in section 1 are specified in Annex No. 1, Table C to the Regulations.
3. Remuneration for over-contract hours shall be granted and paid after the settlement of teaching hours, determined in accordance with the plan, within two months of the end of the academic year, and if justified, with the consent of the Rector – after the settlement of hours performed in the winter semester and after the end of the employment relationship.
4. Remuneration for over-contract hours shall be determined based on the rates in force on the last day of the period to which the settlement of these hours relates.
5. The completed over-contract hours that exceed the applicable annual teaching time shall not constitute overtime as defined by Article 151 § 1 of the Labour Code.

§ 11

Remuneration for overtime hours

1. The performed work above the working time standards applicable to the employee, as well as the extended daily working time, resulting from the system and work schedule applicable to the employee, shall constitute overtime work.
2. The employee's working time in the settlement period shall be reduced in this period by the number of hours of justified absence from work to be completed during this absence, in accordance with the adopted working timetable.
3. For overtime work, employees, unless compensated by days or hours off, shall be entitled to an allowance of:
 - 1) 100% of salary – for overtime work:
 - a) at night,

- b) on Sundays and public holidays, which are not working days for the employee, in accordance with the working timetable applicable to them,
 - c) on a non-working day granted to an employee in exchange for work on a Sunday or on a holiday, in accordance with the work timetable applicable to them;
- 2) 50% of salary – for overtime on any other day.
- 4. An allowance in the amount specified in section 3 item 1 shall also be granted for each hour of overtime work for exceeding the average weekly working time standard in the adopted settlement period unless exceeding this norm occurred as a result of overtime work, for which the employee is entitled to an allowance in the amount specified in section 3.
- 5. The allowance referred to in section 3 shall be calculated based on the basic salary of the staff member.
- 6. The overtime allowance shall be paid on the date of payment of remuneration, based on working time records.

§ 12

Allowance for night work

1. Nighttime is defined by the Work Regulations.
2. An employee performing night work shall be entitled to an allowance for each hour of night work in the amount of 20% of the hourly rate of basic remuneration, but no lower than 20% of the hourly rate resulting from the minimum wage for work, specified in separate regulations.
3. The allowance for night work shall be paid on the date of payment of remuneration, based on working time records.

§ 13

Shift work allowance

1. Staff employed in shifts shall receive an allowance of 10% of the hourly basic salary rate for each hour of work on the second shift.
2. The allowance for shift work shall be paid on the date of payment of remuneration, based on working time records.

§ 14

Incentive bonus for non-academic staff

1. As part of the funds for the remuneration of non-academic staff, funds shall be allocated for incentive bonuses, the amount of which is determined annually in consultation with trade unions, in accordance with Article 27 section 3 of the Act of 23 May 1991 on Trade Unions.
2. Non-academic staff may be granted an incentive bonus as a fixed amount. They are not entitled to a claim for its granting.
3. The incentive bonus may be granted for:
 - 1) the complexity of work and degree of difficulty of tasks important for WUT;
 - 2) high quality of performance of assigned tasks;
 - 3) introduction of improvements at work that significantly increase work efficiency, cause significant savings and improve the organisation;
 - 4) substituting other employees during their absence from work.
4. The amount of the incentive bonus granted shall depend on the assessment of the performance of duties and official tasks conducted by the head of the organisational unit.
5. The incentive bonus may be granted for the period requested by the head of the organisational unit in which the staff member is employed, but no longer than until the end of the calendar year. In individual cases, the incentive bonus may be granted for a period longer than until the end of the calendar year with the consent of the Rector.

6. The amount of the individual incentive bonus for the month shall not exceed 80% of the basic salary and the employee's function-related allowance.
7. The incentive bonus shall be granted at the request of the head of the organisational unit or on the initiative of:
 - 1) the Rector for the Chancellor, Vice-Chancellors, Bursar, heads of university-wide organisational units, heads of organisational units of central administration, and employees of organisational units of central administration subordinate to the Rector;
 - 2) the Vice-Rector for the Płock Branch for the Vice-Chancellor for the Branch, heads, and employees of organisational units of the Branch administration;
 - 3) the Chancellor for employees of organisational units of central administration subordinate to the Chancellor;
 - 4) the Bursar for employees of organisational units of central administration subordinate to the Bursar;
 - 5) heads of basic and university-wide organisational units for managers and employees subordinate to them within the funds allocated for this purpose in the budget.
8. In the case of absence related to illness or maternity and other justified absence from work, the incentive bonus shall be included in the salary base in accordance with applicable regulations.
9. The bonus application template is included in Annex No. 12 to the Regulations.

§ 15

Project work allowance

1. Employees performing additional work on projects receive a project work allowance, in accordance with the project budget.
2. The increased scope of official duties resulting from the additional work referred to in section 1 shall be documented.
3. Project work allowance may be granted once or for a definite period, no longer than for the duration of the project.
4. Project work allowance may be granted in the amount specified:
 - 1) hourly rate – for each hour of work in the project, in accordance with Appendix No. 10 to the Regulations, subject to section 11;
 - 2) as a lump sum – for activities that cannot be performed in close connection with working time; consent to the use of the allowance in this form is given by the Rector.
5. The total monthly number of working hours in projects, on which the granted allowance referred to in section 4 item 1 is based, shall not exceed 50% of the working time standard applicable to the employee in a given month unless in justified cases, and with the consent of the Rector, some of the obligations resulting from the scope of the employee's tasks, not related to the implementation of the project, are proportionally limited in relation to the involvement in the project. The total amount referred to in section 4 item 2 of allowances for work in projects shall not exceed 200% of the basic salary on an average month in a given calendar year and in particularly justified cases with the consent of the Rector - 300%.
6. Additional work referred to in section 1 shall be performed within the framework of working time standards applicable to the employee resulting from the Labour Code and the Work Regulations.
7. The project work allowance shall be granted respectively by:
 - 1) head of a basic or university-wide organisational unit to employees of that unit, if the project is implemented in a given unit. The allowance is granted at the request of the project manager

- and accepted in basic organisational units by the head of the division, the head of the chair, and the director of the institute, respectively;
- 2) the Rector to staff members who are employed in a unit other than the unit implementing the project; the allowance shall be granted at the request of the head of the project, accepted by the head of the organisational unit in which the staff member is employed and the head of the organisational unit in which the project is conducted;
 - 3) the Rector to heads of basic or university-wide organisational units. The allowance shall be granted upon request of the head of the project.
8. The template for the application for project work allowance at an hourly rate is in Annex No. 13 to the Regulations.
 9. The template for the application for project work allowance as a lump sum is in Annex No. 14 to the Regulations.
 10. The staff member shall lose the right to a lump sum allowance during a period of uninterrupted justified absence from work, other than annual leave, lasting more than one calendar month.
 11. In the case of projects where the amount or terms of remuneration for work within the project have been determined differently by the funding institution, the rules or limits established by that institution shall apply.
 12. The types of tasks and work in the project are defined for each contractor for the entire duration of the project at the proposal preparation stage, with the proviso that they can only be changed if this is in accordance with the provisions of the agreement with the funding institution and no more frequently than once a year.

§ 16

Organisation and incentive allowance

1. An organisation and incentive allowance may be granted to academic staff or, in exceptional cases, non-academic staff for:
 - 1) performing important tasks related to the functioning of the University;
 - 2) performing tasks with particular diligence and with increased efficiency;
 - 3) performing tasks of extreme difficulty and complexity or involving particular responsibilities.
2. The Rector shall grant the organisation and incentive allowance on their own initiative or upon request of:
 - 1) heads of basic and university-wide organisational units – to employees of these units;
 - 2) the Chancellor – to subordinate employees of central administration units;
 - 3) the Bursar – to subordinate employees of organisational units.
3. The amount of the organisation and incentive allowance may not exceed 150% of the basic salary for an academic teacher and 70% of the basic salary for a non-academic staff member.
4. The organisation and incentive allowance shall be granted as a fixed amount.
5. The organisation and incentive allowance may be granted once or periodically, for a period no longer than one calendar year, with the possibility of an extension for another period. If justified, the Rector may grant an organisation and incentive allowance for a period longer than one year.
6. In the case of absence related to illness or maternity and other justified absence from work, the organisation and incentive allowance shall be included in the remuneration base in accordance with applicable regulations.
7. The template for application for the organisation and incentive allowance is in Annex No. 15 to the Regulations.
8. An employee may not receive an organisation and incentive allowance if they have been granted a task allowance, a project work allowance, or an incentive bonus for the same activities in a given period.

§ 17

Allowance for project or publication activity

1. An allowance for project or publication activity may be granted to an employee for:
 - 1) the submission of a project application that has been highly evaluated in the announced competition or for concluding a contract for project implementation with a financing institution;
 - 2) special publication achievements.
2. Types of projects and the maximum amount of the allowance for activities referred to in section 1 are laid down in Annex No. 16 to the Regulations.
3. The allowance for a project or publication activity referred to in section 1 item 1 shall be granted by the Rector at the request of the employee after the head of the basic or university-wide organisational unit expresses their opinion. The template for application is in Annex No. 17a to the Regulations.
4. The allowance for project or publication activity, referred to in section 1 item 2 is granted by the Rector based on the university-wide rules announced and approved by the Rector, following proposals presented by the vice-rectors, scientific councils of disciplines, or deans. A given publication achievement may be the basis for only one allowance or award paid by the Warsaw University of Technology, with the exception of the Rector's Award referred to in § 23 section 1. The template for application is in Annex No. 17b to the Regulations.

§ 18

Admissions allowance

1. Academic teachers shall be granted a one-off admissions allowance for the participation in the work of the university or faculty committee for admissions to first- and second-cycle studies, amounting to:
 - 1) from 50% to 70% of the minimum basic assistant lecturer's salary granted to the chairperson of the committee;
 - 2) from 50% to 70% of the minimum basic assistant lecturer's salary granted to the secretary of the committee;
 - 3) from 50% to 70% of the minimum basic assistant lecturer's salary granted to the committee member.
2. The amount of the allowance referred to in section 1 shall be determined by the head of the basic organisational unit, considering the number of admissions participants (in the case of faculty admissions committees), and in other cases by the Rector.
3. The allowance shall be paid from funds from admissions fees.

§ 19

Allowance for managing or supervising student internships

1. Academic staff shall be entitled to a one-off allowance in a given academic year for managing and supervising student internships in the amount not exceeding 65% of the minimum basic assistant lecturer's salary.
2. The amount of the allowance is determined by the Rector at the request of the head of the basic organisational unit.

§ 20

Allowance for the Social Labour Inspector

Social Labour Inspectors shall receive an additional monthly salary as a lump-sum determined by the Rector's decision.

§ 21

Allowance for work in harmful or arduous conditions

Employees shall be entitled to an allowance for work in harmful or arduous conditions in accordance with the Rector's Regulation.

§ 22

One-off remuneration for the supervisor, reviews, and membership in the habilitacja board

1. In the proceedings for conferring a doctoral degree, or the degree of habilitated doctor, the supervisor, assistant supervisor and reviewer, and a member of the habilitacja committee shall be entitled to a one-off remuneration.
2. The supervisor's remuneration shall be 83%, and the assistant supervisor's salary shall be 50% of the professor's salary. The remuneration is paid at the end of the doctoral degree conferment proceedings.
3. The reviewer's remuneration in the conferment proceedings shall be:
 - 1) for a doctoral degree, 27% of the professor's salary;
 - 2) for a habilitated doctor, 33% of the professor's salary.
4. The remuneration for a member of the habilitacja committee shall be 17% of the professor's salary, and in the case when they are its chair or secretary - 33% of the professor's salary. The salary shall be paid at the end of the degree conferment proceedings.
5. The detailed procedure and rules for payment of remuneration referred to in section 1 shall be specified by the Rector in a separate regulation.

§ 23

Rector's awards for academic staff

1. Funds for the Rector's awards for academic teachers shall be calculated in the amount of 2% of the annual funds planned by the University for personal remuneration for academic teachers.
2. Funds for the awards referred to in section 1 shall remain at the exclusive disposal of the Rector.

§ 24

The Rector's awards for academic staff are awarded in the following categories:

- 1) scientific – for original and creative achievements documented:
 - a) prestigious scientific publications with a significant impact on the state of knowledge and directions of further research,
 - b) construction, technological, and design work characterised by an innovative, scientific approach to the problem,
 - c) doctoral theses awarded with a distinction or outstanding habilitacja theses.
- 2) teaching – for achievements, specifically for:
 - a) specific projects that resulted in a significant improvement in the conditions of teaching work, learning outcomes, and the level of diploma theses,
 - b) authorship or co-authorship of outstanding textbooks, course materials, teaching guides or programmes,
 - c) outstanding conduct of classes (the so-called “Golden Chalk”), based on the list of Laureates

submitted to the Team for Research and confirmed by the WUT Student Self-Government Body;

- 3) for lifetime achievements, including scientific, teaching and organisational achievements;
- 4) organisational – for outstanding achievements in connection with the activity at WUT obtained in the last academic year, which positively affected:
 - a) the quality of scientific research and development work at WUT, resulting in an increase in the scientific category of a scientific unit,
 - b) the quality of education through innovative systems for the implementation of education quality systems,
 - c) cooperation with the social and economic environment in the field of conducting scientific research and development works and in the development of vocational education and development programs covering skills necessary for the labour market,
 - d) functioning of the University through the implementation of new organisational solutions.

§ 25

1. The Rector may grant special individual or team awards called “The Warsaw University of Technology Scientific Award”:
 - 1) named after Mieczysław Wolfke – for outstanding scientific achievements, which contributed to increasing the recognition of the Warsaw University of Technology as a research university;
 - 2) named after Ignacy Mościcki – for special achievements completed with the transfer of scientific and technical work for the needs of the economy, which have produced documented economic outcomes.
2. The Rector may grant one individual or team Scientific Award of the Warsaw University of Technology in each of the categories listed in section 1.
3. The application for the Scientific Award of the Warsaw University of Technology shall be accompanied by the opinions of at least two reviewers, one of whom may be an employee of the Warsaw University of Technology, and the opinion of the relevant scientific council for the discipline.
4. The Warsaw University of Technology Scientific Awards are granted once per year and presented at a ceremonial Senate’s sitting on the Warsaw University of Technology Day.
5. The Scientific Awards of the Warsaw University of Technology shall be granted as:
 - 1) individual awards – in the amount equal to the double amount of the individual First-Degree Rector’s Award;
 - 2) team awards – in the amount equal to the triple amount of the individual First-Degree Rector’s Award.

§ 26

1. On their own initiative, the Rector may grant academic teachers with awards specified in § 24 item 4 for organisational achievements and contributions to the development of the University.
2. The awards referred to in section 1 may be granted by the Rector at any time.

§ 27

1. Heads of basic and university-wide organisational units in which academic staff is employed are entitled to submit applications for the awards referred to in §24 and §25 section 1.
2. By 31 March each year, the heads referred to in section 1 shall submit to the Rector through the Team for Research:
 - 1) applications for individual and team Rector’s awards in paper versions and a summary of

- these applications in paper and electronic versions;
- 2) applications for individual and team Scientific Awards of the Warsaw University of Technology in paper and electronic versions.
- 3. Applications shall include the documentation justifying the importance and originality of the achievement and indicating the period in which the work was created.
- 4. Applications for team awards shall include an indication of the percentage contribution of co-authors who are employees of the Warsaw University of Technology, confirmed by their signatures. In the case of other co-authors, the applicant shall describe and explain their contribution to the work. A cash award is given to employees whose contribution to work is at least 10%.
- 5. Applications for awards shall be submitted after consultation with the collegial opinion-making and advisory body in the unit, if applicable, and in the case of awards referred to in § 24 item 1 and § 25, also after consulting the relevant scientific council for the discipline.
- 6. An extract from the minutes of the meeting of the collegial opinion-making and advisory body and the scientific council for the discipline, including the result of the vote, shall be attached to the application referred to in section 5, subject to section 5.

§ 28

In the case of awards for the following, the application shall have the attachments listed below:

- 1) for scientific or teaching achievements:
 - a) selected publications, the text of the work, or description of the achievement being the subject of the award application,
 - b) opinions or reviews (at least one) prepared in connection with the application for the award, prepared by persons holding the degree of habilitated doctor or academic title,
 - c) opinions (at least one) prepared in connection with the application for the award, prepared by persons appointed by the head of the unit, in the case of applications for awards from the Foreign Language Centre, the Physical Education and Sports Centre, and the Main Library,
 - d) in the case of an application for an individual award for achievements included in joint publications or other joint achievements, the candidate's declaration of their percentage contribution to the work,
 - e) in the case of an application for a scientific award, the opinion of the competent scientific council for the discipline;
- 2) scientific achievements – outstanding doctorates and habilitacja:
 - a) habilitacja or doctoral thesis,
 - b) reviews,
 - c) resolution of the scientific council for the discipline on the conferment of a doctoral or habilitated doctoral degree,
 - d) resolution of the scientific council for the discipline on the distinction of the doctoral thesis;
 - e) opinion of the scientific council for the discipline;
- 3) awarding distinction for the conduct of classes “Golden Chalk” – the list referred to in § 24 item 2 point c;
- 4) lifetime output:
 - a) a list of scientific achievements at WUT,
 - b) a list of teaching achievements at WUT,
 - c) a list of organisational achievements at WUT,
 - d) opinions on the candidate's achievements (at least one) prepared in connection with

the application for the award, prepared by the academic title holders.

§ 29

1. The Rector shall forward the applications for the WUT Rector's Award to the Rector's Committee for Awards and Distinctions, which, after a formal and substantive assessment of the applications, presents a list of persons nominated for the award in individual categories and with a specified award degree to the Rector by 30 June each year.
2. The Committee referred to in section 1 may request applicants to remedy formal deficiencies in the application and to supplement the documentation and, in specific cases, may use additional reviews of applications by recognised experts commissioned by the Committee. Formal deficiencies which are not remedied despite the Committee's request may constitute grounds for rejecting the application.

§ 30

Applications for Scientific Awards of the Warsaw University of Technology shall be submitted by the Rector to the Mieczysław Wolfke and Ignacy Mościcki Award Committee appointed by the Rector, which by 30 June each year presents the candidates for the Scientific Award of the Warsaw University of Technology, one in each category referred to in § 25 section 1, to the Rector.

§ 31

1. WUT Rector's Awards may be granted only for the achievements made in connection with work at the Warsaw University of Technology.
2. An employee of the Warsaw University of Technology may receive the awards listed in § 24 in cash no more frequently than once every two years in a given award category, with the exception of the award specified in § 24 section 2 point c, and the award granted in the manner specified in § 26.
3. Awards may be granted for individual or team achievements made in the last two calendar years, with the exception of the award specified in § 24 section 2 point c, which is awarded for the last calendar year.
4. The cash award may be granted to staff members employed at the Warsaw University of Technology as of 31 December of the year preceding the year of submitting the application for the award.
5. The award for lifetime achievements, including scientific, teaching, and organisational achievements, may be granted once during their professional career to an academic teacher holding the professor's title, with a minimum of 20 years of work experience at the Warsaw University of Technology.
6. The award winners receive a cash prize and a diploma or only a diploma.
7. In the case of team awards, in the categories referred to in § 24 items 1, 2, and 4, the Rector may grant an award to non-academic staff, and who are members of the awarded teams. The awarded teams may also include people who are not employees of the Warsaw University of Technology. Persons who are not employees of the Warsaw University of Technology are awarded a diploma.

§ 32

1. The Rector shall grant the first-, second- and third-degree individual and team awards in the categories referred to in § 24, depending on the assessment of achievements.
2. The awards specified in § 24 item 2 point c and item 3 shall be granted only for individual

achievements.

3. In the case of applications submitted for the award of the competent minister for higher education and science for scientific, teaching, or organisational achievements, or for lifetime achievements that have not received the award, the Rector shall grant the first-degree award.
4. In the case of applications submitted for the award of the competent minister for higher education and science for achievements in the field of implementation activities, which have not received the award, the Rector shall grant the first-degree award for scientific achievements.

§ 33

1. The awarded amounts for each person in the team correspond to the percentage share in the work indicated in the application, provided that the amount of the award for a team member may not be higher than the individual award of the same degree.
2. In a given calendar year, academic staff at the Warsaw University of Technology may receive awards for more than one team application, but no more than one application for an individual award, unless the application for an individual award concerns achievements specified in § 24 item 2 point c, § 25 or § 26.
3. The sum of awards granted to academic staff in a given year under various applications may not exceed the amount of the first-degree individual award, with the exception of the awards specified in § 25 and § 26.

§ 34

1. Persons awarded by the WUT Rector shall receive diplomas awarded during the faculty inauguration of the academic year, and in the case of university-wide units, at inaugural meetings in these units.
2. A copy of the diploma shall be included in the personal file of the winner.
3. A person awarded in several teams of the same unit, category, and the same degree shall receive diplomas with an annotation about their next number in a given year.

§ 35

1. Templates for applications referred to in § 27 section 1 and templates for diplomas shall be determined by the Rector in a regulation.
2. The amounts of individual awards and the maximum amounts of team awards in a given year are determined by the Rector by way of a decision after consultation with the Rector's Committee for Awards and Distinctions.

§ 36

The Rector's awards for non-academic staff

1. The Rector may grant awards to non-academic staff and use 1% of the award fund.
2. The award fund shall be created and amount to 1% of the planned personal remuneration of non-academic staff for a given year.
3. A reserve fund shall be allocated for awards granted in the cases specified in section 10 and in § 31 section 7 from the award fund referred to in section 2.
4. The amount of the reserve referred to in section 3 shall be determined by the Rector by way of a regulation, after consulting the trade unions active at WUT.
5. The basic and university-wide organisational units shall calculate the basic awards fund on their own, from the planned personal remuneration for a given calendar year, reducing it by the reserve fund referred to in sections 3 and 4.

6. Awards shall be granted once a year at the beginning of the academic year for:
 - 1) outstanding professional achievements;
 - 2) many years of distinctive attitude at work, in particular exemplary fulfilment of responsibilities, initiative, and involvement in performing tasks, improving efficiency and quality of work.
7. When granting the award, the unique nature of work in a given position shall be considered.
8. Awards may be granted to employees who have worked at the Warsaw University of Technology for at least one year.
9. The employee shall lose the right to an award in a given year if a penalty is imposed on them for the violation of the work order and discipline.
10. When justified, awards may be granted and presented at a different time than specified in section 6, in particular in the case of:
 - 1) retirement or receiving a disability benefit;
 - 2) the employee demonstrating a particularly high degree of personal commitment to the performance of the assigned tasks, which deserves immediate recognition;
 - 3) acting in conditions threatening to people or property, and in particular endangering life or health in such a situation.
11. The amount of the award shall be no lower than the double amount of the award fund per one member of non-academic staff and no higher than fifteen times the amount of this rate.
12. Awards are granted by the Rector upon request of:
 - 1) heads of basic organisational units – to employees of these units;
 - 2) heads of university-wide organisational units – to employees of these units;
 - 3) the Chancellor – to employees of central administration units subordinate to the Chancellor;
 - 4) the Bursar – to the staff of the central administrative units subordinate to the Bursar.
13. Awards for employees of central administration units directly subordinate to the Rector shall be granted by the Rector upon request of the heads of these units.
14. The Rector may grant awards from the reserve fund referred to in sections 3 and 4 on their own initiative.

§ 37

Years-of-service award

1. Employees are entitled to years-of-service awards to celebrate their tenure, in the amount of:
 - 1) for 20 years of service – 75% of monthly remuneration;
 - 2) for 25 years of service – 100% of monthly remuneration;
 - 3) for 30 years of service – 150% of monthly remuneration;
 - 4) for 35 years of service – 200% of monthly remuneration;
 - 5) for 40 years of service – 300% of monthly remuneration;
 - 6) for 45 years of service – 400% of monthly remuneration.
2. The tenure entitling to the years-of-service award shall include all previously completed periods of employment and other periods if, under separate regulations, they are included in the tenure on which employee rights depend.
3. If you are in more than one employment relationship at the same time, including parallel employment at PW, one of these periods shall be included in the tenure entitling you to the award.
4. The employee shall acquire the right to a years-of-service award on the day of the expiry of the tenure entitling the staff member to the award.
5. The employee shall document their right to a years-of-service award if there is no appropriate documentation in their personal file.
6. A years-of-service award shall be calculated based on the remuneration due to the employee on the date of acquiring the right to the award, and if it is more advantageous for the

employee – the remuneration due on the date of its payment. If the employee acquired the right to a years-of-service award while employed in a different working time than on the date of its payment, the award shall be calculated based on the remuneration due to the employee on the day of acquiring the right to the award. The award shall be calculated in accordance with the rules applicable to the determination of the cash equivalent for annual leave.

7. In the event of employment termination due to the employee's transition to a disability pension or a retirement pension, an employee who is less than 12 months away from acquiring the right to a years-of-service award, counting from the date of employment termination, shall be paid the award on the date of employment termination.
9. If on the day on which the employee documented their right to the award the period entitling them to two or more awards expires, they receive one highest award.
10. An employee who received a lower-level award and documented the right to a higher-level award within 12 months of that date shall be paid the difference between the amount of the higher award and the amount of the lower award.
11. A years-of-service award shall be paid in arrears in the case of:
 - 1) academic staff on the first date of payment of remuneration due to the employee after the month in which they acquired the right to this award,
 - 2) non-academic staff, with the remuneration for the month in which they acquired the right to the award.

§ 38

Pension or disability severance pay

1. An employee retiring or receiving a disability pension shall be entitled to a one-off severance payment in the amount of 300% of the basic salary received for the last full month of employment.
2. In the case of academic staff, the severance pay referred to in section 1 is granted at WUT only if it constitutes the primary place of employment as defined by the Act.
3. Academic staff for whom WUT does not constitute the primary place of employment shall receive a severance payment in the amount of 100% of the basic salary received for the last full month of employment.
4. An employee who received severance pay cannot re-acquire the right to it.

§ 39

Additional annual salary ("thirteenth salary")

1. Employees of the Warsaw University of Technology are entitled to additional annual remuneration.
2. In accordance with the provisions on additional annual remuneration for employees of budgetary sector units, the additional annual remuneration shall be determined at 8.5% of the sum of remuneration received by the employee during the calendar year for which this remuneration is due, considering the remuneration for annual leave and the components of remuneration used to calculate the cash equivalent for annual leave.
4. The employee shall acquire the right to full additional annual remuneration after working at the Warsaw University of Technology for the entire calendar year.
5. An employee who has not worked at the Warsaw University of Technology for the entire calendar year shall acquire the right to additional annual remuneration in the amount proportional to the period worked, provided that this period is at least 6 months.

6. The period worked shall be the time of effective work and periods of justified absence from work, mentioned in section 8 item 6.
7. The time worked on which the right to additional annual remuneration depends shall be effectively worked time and the time of holiday leave, days of leave from work under Article 188 of the Labour Code (2 days of care for a child up to 14 years of age).
8. Completion of at least 6 months of work for the acquisition of the right to additional annual remuneration is not required in the following cases:
 - 1) the commencement of an employment relationship during the calendar year with an academic teacher, in accordance with the organisation of the university's work;
 - 2) employing a seasonal worker, if the employment contract was concluded for a season lasting no less than three months;
 - 3) appointment of an employee for active military service or referral to do alternative service;
 - 4) employment termination in connection with:
 - a) retirement, receiving a training pension or disability pension due to inability to work, or rehabilitation benefit, transfer, appointment or election,
 - b) liquidation of the employer or reduction of employment for reasons related to the employer,
 - c) liquidation of the employer's organisational unit or its reorganisation;
 - 5) taking up employment:
 - a) as a result of a transfer of duty,
 - b) based on appointment or election,
 - c) due to the liquidation of the previous employer or with the reduction of employment for reasons related to that employer,
 - d) due to the liquidation of the previous employer's organisational unit
 - e) or its reorganisation,
 - f) after release from active military service or after alternative service;
 - 6) the use of:
 - a) extended parental leave,
 - b) maternity leave,
 - c) parental leave,
 - d) paternity leave,
 - e) leave on the terms of maternity leave,
 - f) convalescent leave,
 - g) by an academic staff member from leave for scientific and artistic purposes, or professional training;
 - 7) employment termination due to the death of an employee.
9. The employee shall not acquire the right to additional annual remuneration in the following cases:
 - 1) unjustified absence from work for more than two days;
 - 2) arriving to work or being at work in a state of intoxication;
 - 3) termination of the employment contract without notice due to the employee's fault.
10. The additional annual remuneration shall be paid no later than within the first three months of the calendar year following the year for which the remuneration is due.
11. Appeals of employees regarding the formal determination of the basis for calculating the additional annual remuneration shall be submitted to the Rector, through the Personnel Office or the Human Resources Department in the WUT Branch in Płock within 5 days of obtaining information about the additional annual remuneration granted.

OTHER WORK-RELATED BENEFITS

§ 40

Severance pay for employment termination for reasons not attributable to the employee

In the event of termination of the employment contract with an employee in the circumstances specified in the provisions on special rules for terminating employment relationships with employees for reasons non-attributable to employees, in particular, due to the liquidation of the workplace, the employee shall be entitled to a severance payment on the terms laid down in these provisions.

§ 41

Remuneration for annual leave

1. The employee is entitled to the remuneration they would receive had they worked during the period of annual leave.
2. Remuneration for the time of leave of non-academic staff shall be determined in accordance with the applicable provisions of the labour law, in particular, according to the principles set out in the Regulation of the Minister of Labour and Social Policy on the detailed rules for granting annual leave, determining and paying remuneration for the time of leave and cash equivalent to a holiday.
3. Remuneration for the time of leave of academic staff shall be calculated in accordance with the principles laid down in the Act.
4. Remuneration for the time of annual leave shall be determined considering remuneration and other benefits from the employment relationship, excluding:
 - 1) one-off or non-periodic payments for the performance of a specific task or a specific achievement, including one-off remuneration for thesis supervision, reviews, and participation in habilitacja committees;
 - 2) project work allowance;
 - 3) project or publication activity allowance;
 - 4) remuneration for the time of readiness for work and for the time of downtime non-attributable to the employee;
 - 5) annual leave pay subsidies;
 - 6) cash equivalent for unused annual leave;
 - 7) awards, including years-of-service awards;
 - 8) retirement or disability benefits;
 - 9) additional annual remuneration;
 - 10) remuneration for temporary incapacity for work due to illness or isolation related to an infectious disease;
 - 11) remuneration and compensation due to the employee in the event of employment termination.
5. The components of remuneration determined in fixed monthly rates and the components of remuneration determined as a percentage of these rates shall be considered in the amount due in the month in which the employee takes leave.
6. Variable components of remuneration used to calculate holiday pay (holiday allowance), such as:
 - 1) remuneration for over-contract hours of academic staff;
 - 2) remuneration resulting from the settlement of working time for non-academic staff, including overtime, night work, and shift work, among other things;
 - 3) an allowance for work performed in conditions that are hazardous for health or arduous;
 - 4) an allowance for admissions, and for managing or supervising student internships,

- shall be considered based on the average salary of an academic teacher from the 12 months preceding the month of commencement of leave when calculating the holiday allowance for academic staff. If the employment was shorter, the average salary is calculated over the actual period of employment. The holiday allowance for one day of annual leave of academic staff calculated from variable components shall be determined by dividing their sum by the number of working days during the period from which the basis was established.
- shall be considered based on the average salary of the employee in the 3 months preceding the month of the leave commencement when calculating the holiday allowance for non-academic staff. The holiday allowance for one hour of annual leave, calculated from variable components, is determined by dividing the sum of variable remuneration components by the number of hours during which the employee performed work in the period from which the basis was determined.

§ 42

Remuneration for paid holiday

Remuneration for the paid holidays referred to in Article 130 and Article 131 section 1 of the Act shall be calculated as holiday pay.

§ 43

Cash equivalent for unused annual leave

1. If the leave entitlement is not used in its entirety or partially due to the termination or expiry of the employment relationship, the employee shall receive a cash equivalent.
2. In the case of continued employment, when the parties decide to use the leave during the staff member's employment relationship under another employment contract, the cash equivalent shall not be paid.
3. The cash equivalent for unused annual leave shall be determined based on the rules applicable to the calculation of holiday pay.
4. The components of remuneration specified in the monthly rate at a fixed amount shall be considered when determining the equivalent in the amount due in the month of acquisition of the right to the equivalent.
5. Variable remuneration components received by an employee over 3 months (12 months in the case of academic staff) preceding the month of acquisition of the right to an allowance shall be considered when determining the average equivalent from this period.
6. The equivalent for one day of leave shall be determined by dividing the sum of monthly salaries determined based on sections 4 and 5 by the holiday coefficient applicable in a given year determined by the regulations of the competent minister of labour, and in the case of academic staff by 21.

§ 44

Salary increase in connection with the intention to retire

1. An employee who has worked at WUT for at least 20 years may apply for an increase in the basic salary in connection with the intention to retire.
2. Upon the employee's request positively assessed by the head of the organisational unit in which they are employed, the Rector or Chancellor shall increase the remuneration mentioned in section 1, considering the current financial situation of the organisational unit. The condition for the rise is a written declaration of termination of the existing employment relationship.

3. The salary increase shall be granted at the request of the employee, for a period no longer than 12 months from the first day of the month following the month in which the application was submitted, up to the date of termination of the employment relationship.
4. An employee granted an increased remuneration referred to in section 1 may neither apply for it again nor apply for its increase.

§ 45

Remuneration for the time of incapacity for work

1. For the time of the employee's inability to work as a result of:
 - 1) illness or isolation due to infectious disease – lasting up to a total of 33 days during a calendar year, and in the case of an employee over 50 years lasting up to a total of 14 days during a calendar year – the employee retains the right to 80% of remuneration;
 - 2) an accident on the way to or from work or illness occurring during pregnancy – during the period indicated in item 1 – the employee shall retain the right to 100% of remuneration;
 - 3) undergoing the necessary medical examinations provided for candidates for donors of cells, tissues, and organs and undergoing the procedure of collecting cells, tissues, and organs – in the period indicated in item 1, the employee shall retain the right to 100% of the remuneration.
2. The remuneration referred to in section 1 shall be calculated in accordance with the rules applicable to the determination of the basis for calculating sick pay and shall be paid for each day of incapacity for work, including non-working days.
3. The function-related and task-related allowance is considered based on the calculation of sick pay, starting from the fourth month of continuous absence.
4. Awards and one-off or non-periodic pay for the completion of a specific task or a specific achievement shall not be included in the basis of remuneration for the time of incapacity for work, including one-off remuneration for thesis supervision, reviews, and participation in habilitacja committees, project or publication activity allowance and project work allowance.
5. Remuneration for the time of incapacity for work shall not be paid if the employee is not entitled to sick pay.
6. For the time of incapacity for work, as defined in section 1, lasting more than 33 days in total in a calendar year, and in the case of an employee who has reached the age of 50, lasting more than 14 days in a calendar year, the employee shall receive sick pay on the terms laid down in the provisions of the Social Security Benefits Act paid during sickness and maternity.
7. The provisions of sections 1 and 4 in the part concerning an employee who has reached the age of 50 shall apply to the employee's incapacity for work after the calendar year in which the employee reached the age of 50.

FINAL AND TRANSITIONAL PROVISIONS

§ 46

1. Provisions of current Remuneration Regulations for Employees of the Warsaw University of Technology, subject to section 2, shall apply to the remuneration in projects in which project applications were submitted before these Regulations entered into force and in projects that are under way on that date.
2. In individual cases, at the request of the head of the basic or university-wide organisational unit in which the project is implemented, and after consultation with the head of the project, the Rector may decide to apply the principles of these Regulations as long as these principles do not collide with the principles of remuneration in the project.

**MINIMUM MONTHLY BASIC SALARY FOR ACADEMIC STAFF EMPLOYED IN
RESEARCH, TEACHING, AND RESEARCH AND TEACHING POSITIONS ***

No.	Position	Minimum monthly basic salary (percentage of professor's salary)
1.	Professor	100%
2.	Associate professor/ visiting professor/ docent and assistant professor holding a degree of a habilitated doctor	83%
3.	Assistant professor with a doctoral degree	73%
4.	Docent with a doctoral degree	73%
5.	Senior assistant lecturer	60%
6.	Assistant lecturer	50%
7.	Foreign language teacher, instructor, senior certified curator, certified curator	50%

** Determined as a percentage of the minimum monthly salary for the post of professor at a public university in accordance with a regulation of the competent minister*

**MONTHLY RATES OF THE FUNCTION-RELATED ALLOWANCE FOR
ACADEMIC STAFF WITH MANAGERIAL FUNCTIONS**

No.	Managerial function	Functional allowance rate (in PLN)	
		minimum	maximum
1.	Vice-Rector/Vice-Rector for the Branch	2 870	67% of the professor's salary
2.	Dean, college director	1 000	67% of the professor's salary
3.	<ul style="list-style-type: none"> • Vice-Dean • deputy college director • director of an institute • deputy director of an institute • head of a chair/head of a division • head of the organisational unit performing scientific, teaching, experimental, service, applied research and development tasks or undertaking actions for technology transfer to economy • director of a university-wide unit • deputy director of a university-wide unit 	200	40% of the professor's salary

SALARY FOR ACADEMIC STAFF FOR OVER-CONTRACT HOURS

No.	Position	Rate per an over-contract hour (PLN)
1.	Professor	140
2.	Associate professor	117
3.	Visiting professor	117
4.	Docent, assistant professor with a habilitated doctoral degree	117
5.	Assistant professor with a doctoral degree	103
6.	Senior assistant lecturer	103
7.	Assistant lecturer	70
8.	Foreign language teacher, instructor, senior certified curator, certified curator	70

**POSITIONS, QUALIFICATION REQUIREMENTS,
MINIMUM MONTHLY RATES OF BASIC REMUNERATION FOR
SCIENTIFIC AND RESEARCH STAFF, AND SCIENTIFIC AND TECHNICAL
STAFF**

No.	Position	Qualification requirements	Minimum rate of basic salary (PLN)
		Education	
1.	Chief specialist/expert/senior researcher	a habilitated doctor or scientific achievements constituting a significant contribution to the development of a specific discipline, corresponding at least to the requirements for persons applying for the degree of habilitated doctor in a given scientific discipline	4 160
2.	Senior specialist/researcher	doctor	*
3.	Specialist/junior researcher	second-cycle degree studies	*

**the current minimum wage set by regulation by the Council of Ministers pursuant to Article 2 section 5 of the Act of 10 October 2002 on the minimum wage for work*

**POSITIONS, QUALIFICATION REQUIREMENTS,
MINIMUM MONTHLY RATES OF BASIC SALARY FOR ENGINEERING AND
TECHNICAL STAFF**

No.	Position	Qualification requirements		Minimum rate of basic salary (PLN)
		Education	years worked	
1.	Chief specialist or an expert with a profile consistent with the responsibilities and duties	higher with relevant specialisation facilitating the performance of tasks in the position	5	4 740
2.	Senior specialist with a profile consistent with the responsibilities and duties	higher with relevant specialisation facilitating the performance of tasks in the position	5	*
3.	Specialist with a profile consistent with the responsibilities and duties	higher with relevant specialisation facilitating the performance of tasks in the position	3	*
		secondary with a general or occupational profile facilitating the performance of tasks in the position	8	*
4.	Senior (or independent): clerk, physicist, mathematician and other equivalent posts with a profile consistent with the responsibilities and duties, mechanic, technician, constructor, master	higher with relevant specialisation facilitating the performance of tasks in the position	-	*
		secondary with a general or	4	*

		occupational profile facilitating the performance of tasks in the position		
5.	Clerk, technician, warehouse worker and other peer-to-peer positions with a profile consistent with the responsibilities and duties	secondary with a general or occupational profile facilitating the performance of tasks in the position	-	*
		basic vocational	2	*
6.	Technical support	basic vocational facilitating the performance of tasks in the position	-	*
		basic	-	

**the current minimum wage set by regulation of the Council of Ministers pursuant to Article 2 section 5 of the Act of 10 October 2002 on the minimum wage*

**POSITIONS, QUALIFICATION REQUIREMENTS,
MINIMUM MONTHLY RATES OF BASIC SALARY FOR LIBRARY EMPLOYEES
AND DOCUMENTATION AND SCIENTIFIC INFORMATION WORKERS ***

No.	Position	Qualification requirements		Minimum rate of basic salary (in PLN)
		Education	Professional experience at work in a scientific library* (number of years)	
1.	Academic librarian	higher with a Master's degree in the field of librarianship or documented qualifications of a chartered librarian	8	4 620
2.	Library curator	higher, with a Master's degree	10	**
3.	Senior librarian	higher	6	**
4.	Librarian	higher	4	**
		secondary	6	
5.	Junior librarian	higher	-	**
		secondary	2	
6.	Senior library warehouse person	secondary or basic vocational	6	**
7.	Library warehouse person	secondary or basic vocational	-	**

** in the case of the position of "academic librarian" professional experience in working in the academic library*

***the current minimum wage set by regulation of the Council of Ministers pursuant to Article 2 section 5 of the Act of 10 October 2002 on the minimum wage*

**POSITIONS, QUALIFICATION REQUIREMENTS,
MINIMUM MONTHLY RATES OF BASIC SALARY AND MONTHLY RATES
OF THE FUNCTION-RELATED ALLOWANCE
ADMINISTRATIVE AND ECONOMIC STAFF**

No.	Position	Qualification requirements		Minimum rate of basic salary (in PLN)	Function-related allowance min. – max. (in PLN)
		Education	Number of years of service		
1.	Chancellor	higher with a Master's degree	8, including 4 in the managerial position	7 992	1 000 – 2 600
2.	Bursar	higher with a Master's degree	8, including 4 in the managerial or independent position	7 992	1 000 – 2 000
3.	Deputy chancellor	higher	6, including 3 in the managerial or independent position	6 684	800 – 1700
4.	Deputy bursar	higher	6, including 2 in the managerial or independent position	6 684	600 – 1 500
5.	Director of a university-wide unit	higher	6, including 2 in the managerial or independent position	6 300	600 – 1 500
6.	Deputy director of a university-wide unit	higher	5, including 2 in the managerial or independent position	5 700	500 – 1200
7.	Administrative head of faculty	higher	6	4 740	300 – 1000
8.	Deputy administrative head of faculty	higher	5	4 500	200 – 850

9.	Head of an organisational unit (department, office, student halls of residence or another equivalent unit), Commander of the Academic Guard	higher	6	4 740	300 – 1000
10.	Deputy head of an organisational unit (department, office, student halls of residence or another equivalent unit), Commander of the Academic Guard	higher	5	4 500	200 – 850
11.	Chief specialist or expert with a profile consistent with responsibilities and duties	higher with relevant specialisation facilitating the performance of tasks in the position	5	4 380	100 – 700
12.	Head of a team, section or other equivalent organisational unit	higher	5	*	100 – 700
13.	Senior specialist with a profile consistent with responsibilities and duties	higher with relevant specialisation facilitating the performance of tasks in the position	5	*	-
14.	Specialist with a profile consistent with responsibilities and duties	higher with relevant specialisation facilitating the performance of tasks in the position	3	*	-
		secondary with a general or occupational profile facilitating the performance of tasks in the position	6		

15.	Independent accountant, independent/senior clerk, inspector, physicist, mathematician and other equivalent positions with a profile consistent with responsibilities and duties	higher with relevant specialisation facilitating the performance of tasks in the position	-	*	-
		secondary with a general or occupational profile facilitating the performance of tasks in the position	2		
16.	Clerk, technologist, with a profile consistent with responsibilities and duties	higher with relevant specialisation facilitating the performance of tasks in the position	-	*	-
		secondary with a general or occupational profile facilitating the performance of tasks in the position	-		
17.	Administrative assistant, lab technician	basic vocational facilitating the performance of tasks in the position	-	*	-
		basic	-		
18.	Internal auditor	according to separate regulations		*	
19.	Legal adviser	according to separate regulations		4 380	
20.	Proxy for the protection of classified information	according to separate regulations		*	
21.	Chief specialist for safety and occupational health	according to separate regulations		4 380	
22.	Senior specialist for safety and occupational health	according to separate regulations		*	

23.	Patent agent	according to separate regulations		*	
24.	Specialist for safety and occupational health	according to separate regulations		*	
25.	Senior inspector for investor supervision	according to separate regulations		*	
26.	Senior inspector for safety and occupational health	according to separate regulations		*	
27.	Inspector for investor supervision	according to separate regulations		*	
28.	Inspector for safety and occupational health	according to separate regulations		*	
29.	Head of the Fire Protection Inspectorate	fire or fire safety engineer**	6, including 2 in the managerial or independent position	4 740	300 – 1000
30.	Senior specialist for fire protection	fire or fire safety engineer **	5	*	
		higher and the licence of fire protection inspector or fire technician **	7	*	
31.	Specialist for fire protection	fire or fire safety engineer **	3	*	
		higher and the licence of fire protection inspector or fire technician **	5	*	
32.	Fire protection inspector	fire or fire safety engineer **		*	
		higher and the licence of fire protection inspector or fire technician **		*	

* the currently applicable minimum wage for work determined by the Council of Ministers by way of a regulation pursuant to Article 2 section 5 of the Act of 10 October 2002 on the minimum wage for work (Journal of Laws of 2020, item 2207)

** pursuant to Article 4 section 2a and 2b of the Fire Protection Act of 24 August 1991 (Journal of Laws of 2022, item 2057)

**POSITIONS, QUALIFICATION REQUIREMENTS,
MINIMUM MONTHLY RATES OF BASIC SALARY FOR ARTISTIC EMPLOYEES**

No.	Position	Qualification requirements		Minimum rate of basic salary (in PLN)
		Education	Professional experience related to the nature of the unit tasks (years)	
1.	Conductor	higher	3	*
2.	Director	higher	5	*
3.	Assistant to conductor	higher	3	*
		secondary	5	*
4.	Assistant to director	higher	3	*
5.	Composer	higher	3	*
6.	Playwright	higher	3	*
7.	Choir master	higher	5	*
8.	Voice tutor	higher	3	*
9.	Choreographer	higher	3	*
		secondary	5	
10.	Set designer	higher	3	*
		secondary	5	
11.	Musician	higher	3	*
12.	Accompanier	higher	3	*
13.	Dance instructor	secondary	5	*
14.	Instrument instructor	secondary	5	*
15.	Vocal instructor	secondary	5	*
16.	Wardrobe person	secondary	3	*

* the current minimum wage set by regulation of the Council of Ministers pursuant to Article 2 section 5 of the Act of 10 October 2002 on the minimum wage

**POSITIONS, QUALIFICATION REQUIREMENTS,
MINIMUM MONTHLY RATES OF BASIC SALARY FOR IT EMPLOYEES**

No.	Position	Qualification requirements		Minimum rate of basic salary (in PLN)
		Education	Number of years of service	
1.	Senior administrator analyst/senior developer	higher	5	4 560
2.	Administrator analyst/developer	higher	3	*
3.	Junior administrator junior analyst/junior developer	higher	2	*
4.	Senior IT specialist	higher	-	*
		secondary	2	*
5.	IT specialist	secondary	-	*

** the current minimum wage set by the Regulation of the Council of Ministers pursuant to Article 2 section 5 of the Act of 10 October 2002 on the minimum wage*

**POSITIONS, QUALIFICATION REQUIREMENTS, MINIMUM MONTHLY RATES OF
BASIC SALARY FOR PUBLISHING AND PRINTING EMPLOYEES**

No.	Position	Qualification requirements		Minimum rate of basic salary (in PLN)
		Education	Professional experience in the scope of the position (number of years)	
1.	Editor-in-chief	higher	5	6 300
2.	Head of editorial office	higher	3	4 740
3.	Head of production	higher	3	4 740
4.	Editor	higher	-	4 740
5.	Editorial secretary	higher	2	4 620
6.	Graphic designer, typesetting operator	secondary	-	4 500
7.	Technical editor, technologist	secondary	-	*
8.	Production coordinator	higher	2	*
		secondary	5	
9.	IT project coordinator	secondary	3	*
10.	Electronic publications coordinator	secondary	3	*
11.	Operator of digital printing, printing machines, bookbinders, bookbinder	secondary	1	*
12.	Marketing coordinator	secondary	1	*
13.	Bookseller	secondary	-	*
14.	Auxiliary worker	secondary	-	*

** the current minimum wage set by the Regulation of the Council of Ministers pursuant to Article 2 section 5 of the Act of 10 October 2002 on the minimum wage*

**POSITIONS, QUALIFICATION REQUIREMENTS,
MINIMUM MONTHLY RATES OF BASIC SALARY AND MONTHLY RATES OF
THE FUNCTION-RELATED ALLOWANCE
SERVICE WORKERS AND WORKERS**

No.	Position	Qualification requirements		Minimum rate of basic salary (in PLN)	Function-related allowance min. – max. (in PLN)
		Education	Professional experience in the scope of the position (number of years)		
1.	Senior inspector for property protection	secondary	4	*	-
2.	Guardian of property protection	secondary	0	*	
		basic	2		
3.	Inspector for property protection	secondary	0	*	-
		basic	2		-
4.	Highly skilled worker	vocational or in the field or a diploma of a technician in the field of profession	5	*	100 – 300
5.	Skilled worker	vocational or in the field or a master's diploma in the field of profession	3	*	-
6.	Worker	with professional experience	-	*	-
7.	Maintenance technician	basic vocational	2	*	
8.	Chef	basic vocational	-	*	

9.	Auxiliary maintenance worker	secondary	-	*	
10.	Maintenance worker for heavy load work	-	-	*	
11.	Maintenance worker	-	-	*	
12.	Receptionist	-	-	*	
13.	Maintenance employee	-	-	*	
14.	Caretaker	-	-	*	
15.	Senior door attendant	-	-	*	
16.	Senior cloakroom attendant	-	-	*	
17.	Senior janitor	-	-	*	
18.	Doorman	-	-	*	
19.	Cloakroom attendant	-	-	*	
20.	Janitor	-	-	*	
21.	Cleaner	-	-	*	
22.	Kitchen help		-	*	
23.	Maid		-	*	
24.	Car driver/lorry driver	according to separate regulations	-	*	

* the current minimum wage set by regulation of the Council of Ministers pursuant to Article 2 section 5 of the Act of 10 October 2002 on the minimum wage

TABLE OF HOURLY RATES OF PROJECT WORK ALLOWANCE

Specific criteria for salary increases for assigning additional tasks in a project	Types of tasks and work in the project						
	expert tasks in the IT area	expert tasks	core tasks	supporting tasks	Consultations	auxiliary work	technical auxiliary work
		Rates in PLN/hour					
<u>Rate depending on education (choose one):</u>							
a person holding the academic title of professor	160	150	120	100	90	–	–
a person holding the degree of habilitated doctor	140	130	100	90	80	70	–
a person holding a doctoral degree	120	110	90	80	70	60	55
a person with higher education	110	100	80	70	60	50	40
a person without higher education	–	–	–	50	50	40	40
<u>Supplementary financial increase (choose one):</u>							
project with co-financing for WUT above PLN 3 million	30	30	30	30	30	–	–
substantive coordinator	20	20	20	20	20	–	–
deputy substantive coordinator, substantive coordinator for a project phase	10	10	10	10	10	–	–
<u>Supplementary financial increase (choose one):</u>							
project manager – WUT as the consortium leader	20	20	20	20	20	20	20
project manager	10	10	10	10	10	10	10
<u>Supplementary financial increase (project type):</u>							
WUT priority project	70	60	60	60	60	40	40

The terms used in the table should be understood as follows:

1. expert tasks in the IT area – tasks requiring extensive knowledge and expertise in the IT field in the specific area of the project; essential for project implementation.
2. expert tasks – tasks requiring extensive knowledge and expertise in the specific area of the project; essential for project implementation.
3. core tasks – tasks requiring specialized knowledge and expertise in the specific area of the project; essential for project implementation.
4. supporting tasks – tasks requiring specialized knowledge and expertise in a selected area related to the project's subject matter; supporting the execution of core and expert tasks.
5. consultations – tasks requiring knowledge and expertise to conduct analyses and consult the results of the project at various stages of its implementation.
6. auxiliary work – work requiring specialized knowledge and expertise necessary to support the completion of key tasks in the project (e.g., sample preparation, designing system elements/modules).
7. technical auxiliary work – work requiring technical knowledge and expertise (e.g., installation of system components, technical maintenance of equipment).
8. substantive coordinator – WUT as the consortium leader – a person coordinating the project substantively in a project where WUT is the consortium leader.
9. substantive coordinator – a person coordinating the project substantively in a project where WUT is the sole contractor or a person coordinating substantive tasks on behalf of WUT within the consortium.
10. deputy substantive coordinator, substantive coordinator for a project phase – a person substituting the substantive coordinator or coordinating the substantive tasks of a specific project phase within the project.
11. project manager – WUT as the consortium leader – a person performing managerial, administrative, or organizational functions in a project where WUT is the consortium leader.
12. project manager – a person performing managerial, administrative, or organizational functions in projects other than those specified above.

stamp of unit

***APPLICATION FOR
A TASK-RELATED ALLOWANCE
FOR LIMITED DURATION***

**RECTOR
CHANCELLOR**

I hereby request a task-related allowance in respect of:

- ☐ temporary increase in responsibilities
☐ temporary assignment of additional tasks
☐ nature of work
☐ conditions of work

Surname and name		
Position		
Employing organisational unit		
Requesting organisational unit		
Period of allowance	from 20..... to 20..... (MM) (MM)	
Monthly amount of task allowance (PLN) (no more than 80% of the sum of the basic salary and the function-related allowance)	
Source of financing		
Decree		
JUSTIFICATION (in case of entrusting additional duties/tasks):		

.....
(date, signature and stamp of the superior)

.....
(bursar's proxy of organisational unit requesting allowance, signature and stamp)

.....
(head of organisational unit requesting allowance, signature and stamp)

.....
(bursar's proxy of organisational unit employing staff member, signature and stamp)

.....
(head of organisational unit employing staff member, signature and stamp)

Rector's / Chancellor's Decision

I hereby grant / I do not grant

.....
(checked at BSO/DSO,

date, signature of BSO/DSO employee) and stamp

.....
(date, signature and stamp)

EMPLOYEE'S DECLARATION

I declare that I accept the additional duties or tasks specified in the application and undertake to perform them to the best of my knowledge and skills.

I declare that I have read the decision to grant the allowance and have received a copy of it and that I accept it.

.....
(date, signature of employee)

stamp of unit

Annex No. 12 to Regulations

***APPLICATION FOR
AN INCENTIVE BONUS
FOR LIMITED DURATION***

Bonus for: MM YYYY

No.	Employee's ID	Surname and name	Basic salary (by pay grade)	Function-related allowance	Amount of incentive bonus (in PLN)	% of incentive bonus (F/(D+E))	Total remuneration (D+E+F)	Grounds for and justification
A	B	C	D	E	F	G	H	I
1.								*)
2.								*)
3.								*)
4.								*)
5.								*)

BONUSES TOTAL:

*) Bonus granted for:

- 1) complexity of work and degree of difficulty of tasks important for WUT;
- 2) high quality of performance of entrusted tasks;
- 3) introduction of improvements at work that significantly increase work efficiency, cause significant savings and improve the organisation;
- 4) employee substitution during their absence from work.

(date, signature and stamp of superior)

.....

.....

(bursar's proxy of organisational unit
employing staff member, signature and stamp)

.....

(head of organisational unit
employing staff member, signature and stamp)

Decision of
the Rector / Vice-Rector for the Branch / Dean/ Director of
university-wide organisational unit/Bursar/Chancellor

I hereby grant / I do not grant

.....

(date, signature and stamp)

***APPLICATION FOR
ALLOWANCE FOR PROJECT WORK - hourly
FOR LIMITED DURATION***

**RECTOR
HEAD OF BASIC /
UNIVERSITY-WIDE
ORGANISATIONAL UNIT**

Surname and name	
Position	
Role in the project	
Employing organisational unit	
Organisational unit implementing the project or task	
Project or task number	
Project or task title	
Number of hours planned to be worked on by the employee in a project or task during the period included in the application	
Hourly rate in accordance with Annex No. 11 to the Regulations [PLN]	
Allowance period	from 20..... to 20..... (MM) (MM)
Planned amount of the allowance in the period included in the application [PLN]
Source of project or task financing (name of operational programme and fund):	
Decree	
The increased responsibilities include:	

.....
(date, signature and stamp of head of project/task)

.....
(Bursar's Proxy of organisational unit applying for allowance, signature and stamp)

.....
(head of organisational unit applying for allowance, signature and stamp)

.....
Bursar's Proxy of organisational unit
employing staff member, signature and stamp)

.....
(head of organisational unit
employing staff member, signature and stamp)

**Decision of the Rector/head of basic
/university-wide organisational unit**

I hereby grant / I do not grant

.....
(checked at BSO/DSO,
date, signature of BSO/DSO employee) and stamp

.....
(date, signature and stamp)

EMPLOYEE'S DECLARATION

I declare that I accept the additional duties or tasks specified in the application and undertake to perform them to the best of my knowledge and skills.
I declare that I have read the decision to grant the allowance and have received a copy of it and that I accept it.

.....
(date and signature of employee)

stamp of unit

***APPLICATION FOR
ALLOWANCE FOR PROJECT WORK – lump sum
FOR LIMITED DURATION***

**RECTOR
HEAD OF BASIC /
UNIVERSITY-WIDE
ORGANISATIONAL UNIT**

Surname and name		
Position		
Employing organisational unit		
Organisational unit implementing the project or task		
Project or task number		
Project or task title		
Lump sum of the requested salary increase [PLN]	monthly	
	one-off	
Period of allowance	from 20..... to 20..... (MM) (MM)	
Source of project or task financing or (name of operational programme and fund):		
Decree		
The increased responsibilities include:		

.....
(date, signature and stamp of head of project/task)

.....
(Bursar's Proxy of organisational unit applying for allowance, signature and stamp)

.....
(head of organisational unit applying for allowance, signature and stamp)

.....
(bursar's proxy of organisational unit employing staff member, signature and stamp)

.....
(head of organisational unit employing staff member, signature and stamp)

**Decision of the Rector/head of basic
/university-wide organisational unit**

I hereby grant / I do not grant

.....
(checked at BSO/DSO,
date, signature of BSO/DSO employee) and stamp

.....
(date, signature and stamp)

EMPLOYEE'S DECLARATION

I declare that I accept the additional duties or tasks specified in the application and undertake to perform them to the best of my knowledge and skills.

I declare that I have read the decision to grant the allowance and have received a copy of it and that I accept it.

.....
(date and signature of employee)

stamp of unit

***APPLICATION FOR
ORGANISATION AND INCENTIVE
ALLOWANCE
FOR LIMITED DURATION***

RECTOR

I request an organisational and motivational allowance for:

- ☐ performing important tasks related to the functioning of the University.
☐ performing tasks with particularly high diligence and increased efficiency.
☐ performing tasks of particular difficulty, complexity or responsibility.

Surname and name	
Position	
Employing organisational unit	
Period of allowance	from 20..... to 20..... (MM) (MM)
Monthly amount of allowance (in PLN)
Source of financing	
Decree	
JUSTIFICATION:	

.....
(date, signature and stamp of superior)

.....
(bursar's proxy of organisational unit
employing staff member, signature and stamp)

.....
(head of organisational unit
employing staff member, signature and stamp)

Decision of the Rector
I hereby grant /do not grant

.....
(checked at BSO/DSO,

date, signature of BSO/DSO employee) and stamp

.....
(date, signature and stamp)

Types of projects	The amount of the allowance for concluding a contract for the project implementation with a financing institution or submitting a highly evaluated application with a co-financing amount for WUT exceeding PLN 200 000
Foreign-funded projects *	Up to PLN 30 000
Projects financed by NCN, NCBiR, FNP, MJWPU, MEiN, and other Polish financial institutions	Up to PLN 10 000
Amount of the allowance for special publication achievements	
Up to PLN 15 000 per publication, in accordance with regulations of university-wide competitions	

** Projects with co-financing in a foreign currency are converted into PLN according to the average exchange rate of the National Bank of Poland on the date of submitting the application or on the day of concluding the contract*

stamp of unit

***APPLICATION FOR
ALLOWANCE FOR PROJECT ACTIVITY***

RECTOR

Surname and name	
Position	
Organisational unit	

I request an allowance related:

- ☐ to the submission of a project application that was highly evaluated in the announced competition; see the attached evaluation of the project application.
- ☐ to the conclusion of a project contract with a financing institution or other entity; see the attached contract with the financing institution.

Project title in Polish		
Project application number		
Has the project application received funding?		
Number and date of signature of the contract with the financing institution	Date:	Number:

.....
(date, signature of employee applying for allowance)

Opinion of the head of the organisational unit on granting the allowance:

.....
.....

Amount of the allowance [PLN]:	
Source of financing	
Decree	

.....
.....
(Bursar's Proxy of organisational unit
employing staff member, signature and stamp)

.....
.....
(head of organisational unit
employing staff member, signature and stamp)

Decision of the Rector
I hereby grant /do not grant

.....
(checked at BSO/DSO,
date, signature of BSO/DSO employee) and stamp

.....
(date, signature and stamp)

EMPLOYEE'S DECLARATION

I declare that I have read and received a copy of the decision to grant the allowance and that I accept it.

.....
(date and signature of the employee)

stamp of unit

***APPLICATION FOR
ALLOWANCE FOR PUBLICATION ACTIVITY***

RECTOR

I hereby request the granting of an allowance for outstanding publication achievements in accordance with the university-wide rules, which are attached to this application,
for
*(name and surname)**(name of organisational unit)*,
amounting to

Source of financing:	
Decree:	

.....
(Bursar's Proxy of applicant
signature and stamp)

.....
(Applicant,
signature and stamp)

.....
(Bursar's Proxy of organisational unit
employing staff member, signature and stamp)

.....
(head of organisational unit
employing staff member, signature and stamp)

Decision of the Rector
I hereby grant /do not grant

.....
(checked at BSO/DSO,

date, signature of BSO/DSO employee) and stamp

.....
(date, signature and stamp)