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ORGANISATIONAL REGULATIONS OF THE WARSAW UNIVERSITY OF TECHNOLOGY

PART I
GENERAL PROVISIONS

§ 1

The WUT Organisational Regulations, hereinafter referred to as the "Regulations", shall lay down the organisational structure of the Warsaw University of Technology, the division of tasks within this structure, organisational units, the manner of their organisation and operation, their organisational subordination, substantive supervision, including the organisation and rules of operation of the administration.

§ 2

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

§ 3

1. In order to improve work efficiency, independent officers and organisational units may be established within WUT and its organisational units.
2. Organisational units and sub-units and independent officers shall be established, transformed and liquidated by the Rector pursuant to the procedure laid down in the statutes and these regulations, subject to the provisions of sections 3 and 4.
3. Organisational sub-units within basic organisational units shall be established, transformed and

liquidated by the BOU Head after consultation with the faculty council and, in the case of specialist libraries, additionally after consultation with the Director of the Main Library. The head of a basic organisational unit shall also define the organisation and detailed scope of tasks of those units.

4. The organisational sub-units and independent officers in the Branch in Płock and its organisational units are established, transformed and liquidated by the Vice-Rector for the Branch. In the case of sub-units in the organisational units of the Branch in Płock, their transformation or liquidation is conducted upon the requests of the heads of these units, after obtaining opinions of the Faculty Council, College Council, Vice-Rector for the Branch, respectively, and in the case of specialist libraries – also after obtaining the opinion of the Director of the Main Library. The Vice-Rector for the Branch also defines the organisation and detailed scope of tasks of these units.

§ 4

A request for the establishment of an organisational unit or sub-unit and an independent officer should include:

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

§ 5

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

§ 6

1. Managerial positions at WUT are as follows:
   1) Chancellor;
   2) Deputy Chancellor;
   3) Bursar;
   4) Deputy Bursar;
   5) hired head of a university-wide organisational unit;
   6) hired deputy head of a university-wide organisational unit;
   7) faculty head of administration;

8) deputy faculty head of administration;
9) head of an organisational administration unit;
10) deputy head of an organisational administration unit;
11) head of a sub-unit in an organisational unit.

2. Managerial positions shall be taken by non-teaching WUT employees.

§ 7

1. A non-teaching employee shall be employed on the basis of a job contract.
2. Job contracts with employees employed in basic and university-wide organisational units shall be concluded by the Rector or a person authorised by the Rector upon request of the head of the organisational unit in which the employee is to be employed.
3. *(repealed)*
4. Heads of central administration organisational units shall be employed by the Rector or a person authorised by the Rector upon request or following an opinion of the Chancellor, the Bursar, or the Vice-Rector, respectively.
5. Employees of central administration organisational units subordinated to the Rector, Vice-Rector or the Bursar shall be employed by the Rector or a person authorised by the Rector.
6. Employees of central administration organisational units reporting to the Chancellor are employed by the Chancellor.
7. The head of the organisational unit in which the employee is employed shall define the range of their duties and, if there are sub-units, also their chain of subordination.

§ 8

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

§ 9

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

PART II
BASIC ORGANISATIONAL UNITS

§ 10

1. The basic organisational units functioning at the Warsaw University of Technology shall include faculties and colleges:
   1) Faculty of Administration and Social Sciences;
   2) Faculty of Architecture;
   3) Faculty of Civil Engineering, Mechanics and Petrochemistry (WUT Branch in Płock);
   4) Faculty of Chemistry;
   5) Faculty of Electronics and Information Technology;
   6) Faculty of Electrical Engineering;
   7) Faculty of Physics;
   8) Faculty of Geodesy and Cartography;
   9) Faculty of Chemical and Process Engineering;
   10) Faculty of Civil Engineering;
   11) Faculty of Materials Science and Engineering;
   12) Faculty of Mechanical and Industrial Engineering;
   13) Faculty of Environmental Engineering;
   14) Faculty of Mathematics and Information Science;
   15) Faculty of Power and Aeronautical Engineering;
   16) Faculty of Mechatronics;
   17) Faculty of Automotive and Construction Machinery Engineering;
   18) Faculty of Transport;
   19) Faculty of Management;
   20) College of Economics and Social Sciences in Płock (WUT Branch in Płock).
2. The organisational units referred to in section 1 are subordinate to the WUT Rector.
3. The internal organisational units of the basic organisational units referred to in section 1 are:
   1) institutes;
   2) chairs;
   3) divisions;
   4) specialist libraries;
   5) other organisational units performing scientific, didactic, experimental or service tasks, carrying out applied research and development works or undertaking activities for the benefit of technology transfer to economy, in particular centres, units, etc.;
   6) faculty administration units: offices, departments, others.
4. In basic organisational units and their internal organisational units, including administration organisational units, organisational sub-units may be established, in particular: teams, teaching

teams, research teams, laboratories, workshops, specialist libraries, sections, etc., with different names, according to the rules and procedures set forth in § 3, section 3.

5. Heads of organisational sub-units are appointed by the BOU Head from among the employees of the organisational unit the sub-unit is a part of, and hired/appointed by the Rector or a person authorised by the Rector.
6. The organisational sub-units referred to in section 4 shall not be included in the organisational WUT structure defined in these regulations.

§ 11

Faculty

1. A Faculty is an organisational unit competent to provide instruction in fields of study leading the academic disciplines to which a field of study is assigned, and to conduct research activities in at least one academic discipline.
2. Faculty's tasks:
   1) organising, managing, and conducting teaching activities in the fields of study assigned to the academic disciplines in which the learning outcomes of the Faculty are achieved;
   2) organising, managing, and conducting research activities within the academic disciplines represented by the Faculty;
   3) managing financial matters of the Faculty on the basis of the material and financial plan, the financial management is supported by the Faculty Bursar's Proxy;
   4) preparing and implementing the provisions of the system of education quality assurance and control coordinated by the Dean's Proxy for Quality of Education;
   5) implementing the Faculty development strategy within the University's strategy and to maintain day-to-day management control;
   6) monitoring, collecting and entering data into systems of the Ministry of Science and Higher Education, including in particular the POL-on system, CSO and internal reporting systems in terms of information necessary for current reporting and evaluation of the University;
   7) making data available in the scope of information necessary for current reporting and evaluation of the University.
   8) managing administration matters related to scientific, research, and teaching activities, as well as personnel and financial matters within the scope of the Faculty's activities.
3. Each Faculty shall be headed by a Dean with the assistance of Vice-Deans.
4. Framework scope of the Dean's tasks – the Dean:
   1) represents the Faculty;
   2) is the supervisor of all Faculty employees and the supervisor of all PhD and undergraduate students in the Faculty;
   3) convenes and presides over meetings of the Faculty Council;

4) presents matters for consideration to the Faculty Council;
5) issues regulations and decisions concerning the operation of the Faculty;
6) proposes scopes of action for Vice-Deans;
7) appoints Dean's Committees and Dean's proxies;
8) manages the property of the Faculty and the financial resources of the Faculty;
8a) defines the rules and procedure for the distribution of funds granted by the Rector, including funds for research or teaching activities of Faculty employees;
9) prepares a draft material and financial plan for the Faculty and supervises its implementation;
10) supervises the activities of the Faculty organisational units;
11) takes the actions necessary for the proper operation of the Faculty;
12) ensures the observance of law and order and safety within the Faculty;
13) establishes a detailed schedule of teaching activities conducted at the Faculty;
14) assigns teaching assignments to Faculty organisational units;
15) takes decisions concerning cooperation in teaching matters with other faculties and university-wide organisational WUT units;
16) approves the teaching of courses by persons not employed at the Warsaw University of Technology;
17) ensures that the welfare needs of students and PhD students are met;
18) in matters relating to students and PhD students, the Dean cooperates with the Faculty Council of the Student Self-Government and the Doctoral Students Council;
19) performs tasks in the Faculty, in terms of personal data protection, in accordance with the applicable regulations;
20) takes decisions concerning the Faculty, not falling within the remit of the University authorities or the Chancellor.

5. Faculty organisational units and sub-units that are not part of institutes report to the Dean.
6. The Rector may define a detailed scope of tasks for the Dean.
7. The Dean acts on the basis of written powers of attorney granted by the Rector. In the absence of the Dean, the Dean's duties shall be performed by a Vice-Dean appointed in a separate decision by the Dean or the Rector.
8. In the absence of a Vice-Dean, the activities falling within the Vice-Dean's remit shall be performed by the Dean or another Vice-Dean authorised by the Rector upon the request of the Dean.
9. The tasks of a Vice-Dean are defined by the Rector upon the request of the Dean.
10. The Faculty Council, acting in accordance with the WUT Statutes, is a collective consultative and advisory body of the Dean.

§ 12

College

1. A College is an organisational unit established to provide teaching activities related to a field or fields of study and to conduct research activities in at least one academic discipline.
2. The College's tasks:
   1) organising, managing, and conducting teaching activities in the fields of study assigned to the academic disciplines in which learning outcomes are achieved at the College;
   2) organising, managing, and conducting research activities within the academic disciplines represented by the College;
   3) managing financial matters of the College on the basis of a material and financial plan; the financial management is supported by the Bursar's proxy;
   4) preparing and implementing the provisions of the system of education quality assurance and control coordinated by the Director's Proxy for Quality of Education;
   5) implementing the College's development strategy within the University's strategy and to maintain day-to-day management control;
   6) monitoring, collecting and inputting data into the systems of the Ministry of Science and Higher Education, including in particular the POL-on system, CSO and internal reporting systems in terms of information necessary for current reporting and evaluation of the University;
   7) making data available in the scope of information necessary for current reporting and evaluation of the University.
   8) managing administration matters related to scientific, research and teaching activities, as well as personnel and financial matters within the scope of the College's activities.
3. Each College shall be headed by a College Director with the assistance of deputies, up to a maximum of three deputies.
4. Framework scope of the College Director's tasks – the College Director:
   1) represents the College;
   2) is the supervisor of all College employees and the supervisor of all PhD and undergraduate college students;
   3) convenes and presides over meetings of the College Council;
   4) presents matters for consideration to the College Council;
   5) issues regulations and decisions concerning the operation of the College;
   6) proposes the scope of tasks for Deputy College Directors;
   7) appoints committees and proxies of the College Director;
   8) manages the College property and the College funds;
   9) prepares a draft material and financial plan for the College and supervises its implementation;
   10) supervises the activities of the College's organisational units;

11) takes the measures necessary for the proper operation of the College;
12) ensures the observance of law and order and safety on the College premises;
13) shall determine a detailed timetable of classes conducted at the College;
14) assigns teaching assignments to the organisational units of the College;
15) shall take decisions concerning cooperation in teaching matters with other faculties and university-wide organisational WUT units;
16) approves the teaching of courses by persons not employed by the Warsaw University of Technology;
17) ensures that the welfare needs of students and PhD students are met;
18) in matters relating to students and PhD students, the College Director cooperates with the College Student Self-Government Council and with the Doctoral Students Council;
19) carries out the tasks of the College, in terms of personal data protection, in accordance with the applicable regulations;
20) takes decisions concerning the College, not falling within the remit of the University bodies or the Chancellor.

5. The Rector may define a detailed scope of tasks for the College Director.
6. The College Director acts on the basis of written powers of attorney granted by the Rector.
7. In the absence of the College Director, the College Director's duties are performed by a Deputy College Director indicated in a separate decision of the College Director or the Rector.
8. In the absence of a Deputy College Director, the activities falling within the Deputy College Director's remit are performed by the College Director or another Deputy College Director authorized by the Rector at the request of the College Director.
9. The tasks of a Deputy College Director are determined by the Rector at the request of the College Director.

§ 13

Institute

1. An Institute is established to conduct scientific activity and to carry out commissioned teaching tasks.
2. Institute's tasks:
   1) undertaking and carrying out scientific and research activities in the scope of scientific disciplines represented by the Institute;
   2) preparing requests and implementation of scientific, research, teaching and organisational projects financed from the National Science Centre, National Centre for Research and Development, EU funds and other sources of funding in the area of scientific disciplines represented by the Institute and of interdisciplinary nature in cooperation with other organisational WUT units or external-to-WUT entities;

3) conducting teaching activities commissioned by the Dean, including lectures, laboratory classes and tutorials, seminars, scientific supervision of students working on projects and theses, etc.;
4) organising international and national conferences, symposia, scientific seminars, establishing cooperation with research and teaching centres and other domestic and foreign entities;
5) implementing and improving activities covered by the education quality assurance system;
6) managing administration matters related to scientific, research and teaching activities as well as employee matters within the scope of the Institute's activities;
7) carrying out the financial activities of the Institute.

3. Each Institute shall be headed by a Director with the assistance of deputies, up to two of such deputies.
4. The framework for the tasks performed by the Institute Director includes:
   1) managing the Institute's property;
   2) providing conditions for teaching activities at the institute and coordinating these activities within the scope defined by the Faculty Council;
   3) ensuring conditions for carrying out research activities by the Institute's employees;
   4) submitting requests to the Dean in matters of hiring, promoting and rewarding Institute employees;
   5) raising funds for the Institute and looking after its financial situation;
   6) requesting the Dean to submit motions on all matters concerning the Institute to appropriate bodies and persons holding managerial positions at the Warsaw University of Technology;
   7) making and executing decisions in all matters concerning the institute, not reserved to the remit of the bodies of the University or the Dean;
   8) managing the Institute's financial resources within the scope of remit granted by the Rector, on the basis of written powers of attorney;
   9) performing other activities provided by law, the provisions of the Statutes, resolutions and orders of the University authorities, and activities commissioned by the Dean.
5. The tasks of a Deputy Director are defined by the Rector upon request of the Institute Director.
6. The Institute Director acts on the basis of written powers of attorney granted by the Rector.
7. In the absence of the Institute Director, the Institute Director's duties shall be performed by a Deputy Institute Director, designated in a separate decision by the Dean.
8. The Institute's internal organisational units may include divisions.
9. The property of the Institute shall constitute a separate part of the property of the organisational unit to which it belongs.

§ 14

Chair

1. A Chair is established to carry out scientific activities related to a specific area of research and to carry out commissioned teaching tasks.
2. Chair tasks:
   1) undertaking and conducting scholarly and research activities in the academic discipline or disciplines represented by the Chair;
   2) preparing requests and implementing scientific, research, teaching and organisational projects financed from the National Science Centre, National Centre for Research and Development, EU funds and other sources of funding in the area of scientific disciplines represented by the Chair and of interdisciplinary nature in cooperation with other organisational WUT units or external-to-WUT entities;
   3) conducting teaching activities commissioned by the Dean, including lectures, laboratory classes and tutorials, seminars, scientific supervision of students working on projects and theses, etc.;
   4) organising international and national conferences, symposia, scientific seminars, establishing cooperation with research and teaching centres and other domestic and foreign entities;
   5) implementing and improving activities covered by the education quality assurance system;
   6) managing administration matters related to scientific, research, and teaching activities within the scope resulting from the division of remits within the Chair;
   7) managing the finances of the Chair.
3. Each Chair shall be headed by a Director.
4. The framework for the Chair Director's remits includes:
   1) taking care of an appropriate level of research and continuous scientific staff development;
   2) ensuring the proper level and development of education and determining the staffing of teaching assignments;
   3) raising funds for the Chair and taking care of its financial situation;
   4) ensuring that employees, PhD students, and students involved in the research perform their duties with integrity;
   5) making requests for hiring, promoting, and rewarding Chair employees;
   6) requesting the Dean to submit motions to the appropriate collegiate and one-person bodies on all matters concerning the Chair;
   7) making decisions in all matters concerning the Chair, not reserved for the University authorities or the Dean;
   8) performing other activities provided by law, the provisions of the Statutes, resolutions and orders of the University authorities, and activities commissioned by the Dean.

5. The Chair Director acts on the basis of written powers of attorney granted by the Rector.
6. The Chair Director manages financial resources at the Chair Director's disposal within the scope of remit granted by the Rector, in accordance with the binding legal regulations.

§ 15

Division

1. A Division is an organisational unit competent to conduct scientific activity related to a specific area of research and to carry out commissioned teaching tasks.
2. Divisions may be established as organisational Institute units or organisational Faculty units.
3. Division's tasks:
   1) undertaking and carrying out scientific and research activities in the academic discipline or disciplines represented by the Division;
   2) preparing requests and implementing scientific, research, teaching and organisational projects financed from the National Science Centre, National Centre for Research and Development, EU funds and other sources of funding in the area of scientific disciplines represented by the Division and of interdisciplinary nature in cooperation with other organisational WUT units or external-to-WUT entities;
   3) conducting teaching activities commissioned by the Dean, including lectures, laboratory classes and tutorials, seminars, scientific supervision of students working on projects and theses, etc.;
   4) organising international and national conferences, symposia, scientific seminars, establishing cooperation with research and teaching centres and other domestic and foreign entities;
   5) implementing and improving activities covered by the education quality assurance system.
4. Each Division shall be headed by a Head.
5. The framework for the Head of Division's remits includes:
   1) ensuring the proper level and development of education and determining the staffing of teaching assignments;
   2) taking care of an appropriate level of scientific research and continuous scientific employee development;
   3) raising funds for the Division and looking after its financial position;
   4) ensuring that employees, PhD students, and students involved in the research perform their duties with integrity;
   5) making proposals in matters of hiring, promoting and rewarding Division employees;
   6) requesting the Dean to submit motions to the appropriate collegiate and one-person bodies in all matters concerning the Division;
   7) making decisions in all matters concerning the Division, not reserved for the University authorities or heads of superior units;

8) carrying out other activities provided for by the law, provisions of the Statutes, resolutions and orders of the University authorities, and instructions of the Dean and Institute Director.

§ 16

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

PART III
UNIVERSITY-WIDE ORGANISATIONAL UNITS

§ 17

1. The university-wide organisational WUT units referred to in § 21, section 1, item 2 of the WUT Statutes, shall be:
   1) Main Library;
      1a) Cybersecurity Centre;
      1b) Centre of Excellence of Quantum and Nuclear Technology "C-QuaNT";
      1c) Artificial Intelligence Centre of Excellence;
      1d) HealthTEC Centre of Excellence "Technologies for Society Health";
   2) WUT IT Centre;
   3) Project Management Centre;
   4) Centre for Advanced Studies;
   4a) Centre for Credible AI;
   4b) Centre for Teaching and Learning;
   5) Centre for International Cooperation;
   6) Advanced Materials and Technology Centre "CEZAMAT";
   7) (*repealed*)
   8) (*repealed*)
   9) Marek Dietrich Institute of Contemporary Civilization Problems;
   10) Museum of the Warsaw University of Technology;
   11) Publishing House;
   12) (*repealed*)
   13) Foreign Language Centre;
   14) Centre for Physical Education and Sports;
   15) Business School;
      15a) Doctoral School of the Warsaw University of Technology;
   16) University Research Centre of Aerospace Engineering;

17) (*repealed*)
18) University Research Centre of Defence and Security Research;
19) University of the Third Age.

2. University-wide organisational units shall be established for the purpose of carrying out scientific, teaching, experimental, research, service, applied research and development activities, implementing technology transfer to the economy, and conducting cultural, publishing, commercial or other activities. In particular, these include: a library, institute, doctoral school, centre, publishing house, and museum.
3. The instrument setting up the entity referred to in section 2 shall also specify the internal structure, if any.
4. University-wide organisational units referred to in section 2 shall be subordinate to the WUT Rector, except for the WUT IT Centre.
5. Organisational units may be established in university-wide units, in particular: departments, offices, teams, teaching teams, research teams, laboratories, workshops, specialist libraries, sections, etc. with other names.
6. The organisational sub-units referred to in section 5 are established, transformed and liquidated by the Rector.
7. The heads of the organisational units referred to in section 5 shall be employed by the Rector upon request of the Director of a given university-wide unit.
8. Each university-wide unit shall be headed by a Director.
9. Directors and their deputies in university-wide units are appointed by the Rector for a period not longer than the Rector's term of office or employed for a definite or indefinite period of time in accordance with the procedure laid down in these regulations, subject to the provisions of section 9a and section 9b. Appointment/employment on these positions may be repeated many times.

   9a. The Director of the Doctoral School shall be appointed and dismissed by the Rector following the opinion of the Senate and upon consultation with the Warsaw University of Technology Doctoral Students Council.

   9b. The Director of the Innovations Centre shall be hired by the Rector, following the opinion of the Senate, from among the candidates proposed by the council supervising the Innovations Centre.
10. The Director of a university-wide is the supervisor of all employees in that unit.
11. The Director of a university-wide unit may, by way of an official decision, define a detailed scope of tasks for the organisational sub-units referred to in section 5 which are part of the unit subordinate to them.
12. The Director of a university-wide unit may, in order to perform ad-hoc tasks or implement projects, set up task forces composed of the employees of the unit subordinate to that person.
13. The Director of a university-wide unit shall manage the unit and its financial resources within

the scope of remit defined by the Rector and in accordance with the binding legal regulations.

14. The scope of duties of the appointed Deputy Director in a university unit shall be specified by the Rector upon the Rector's request.
15. The scopes of duties of employees in a university-wide unit shall be determined by the director of that unit.

    15a. During the absence of a Director of a university-wide unit, their duties are performed by a deputy director assigned by the Director or authorised to substitute for the Director in the scope of their duties or determined in a separate decision of the Rector, except for the Publishing House.
16. Collegiate consultative and advisory bodies, hereinafter referred to as "councils", shall exist in university-wide units, acting pursuant to the rules laid down in Annex No. 2 to the Regulations.
17. The meetings of the councils referred to in section 16 and adoption of resolutions may be held by means of electronic communication.

§ 18

The university-wide organisational WUT units, their organisational structure, method of organisation, rules of operation and scopes of tasks, as well as organisational and substantial subordination are defined in Annex No. 2 to the Regulations.

PART IV
ORGANISATION AND RULES OF OPERATION OF THE WUT ADMINISTRATION

§ 19

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

§ 20

Central Administration

1. The central administration organisational units are departments, offices or units bearing other

names resulting from the nature of their activities or from legal regulations.

2. In order to streamline work in the units referred to in section 1, internal organisational sub-units, and in particular sections, may be set up.
3. The scope of operations of the organisational sub-units referred to in section 2 in central administration organisational units may be defined by the Chancellor at the request of the OU Head or on their own initiative.
4. Central administration organisational units and sub-units and independent officers shall be established, transformed and liquidated by the Rector upon request of the Chancellor or on their own initiative after obtaining the opinion of the Senate. The provisions of § 5, section 1 shall apply accordingly.

§ 21

1. Central administration organisational units report to the Rector, , the Vice-Rectors, the Chancellor, the Deputy Chancellors or the Bursar.
2. The Rector may delegate to a Vice-Rector the responsibility for supervising the activities of the central administration organisational units directly subordinate to the Rector.

§ 22

(repealed)

§ 23

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

§ 24

Chancellor and Deputy Chancellors

1. The central administration shall be managed by the Chancellor with the assistance of deputies, except for the central administration organisational units reporting directly to the Rector, a Vice-Rector or the Bursar.
2. The WUT Chancellor must be a person with a university degree and qualifications corresponding to the position held.
3. The Chancellor is employed by the Rector for a definite or indefinite period of time.
4. The Chancellor is accountable for the Chancellor's activities to the Rector.
5. The Chancellor manages, under the authority of the Rector, the administration and economy of the University within the scope defined by the Rector.
6. The Chancellor is the direct superior of heads and employees in the central administration

organisational units subordinate to the Chancellor and supervises individual units, organisational units and independent officers.

7. The Chancellor takes decisions concerning the property of WUT within the scope of ordinary management, excluding the matters reserved for the bodies of the University by the Act or the Statutes.
8. The Chancellor changes or overrules the decision of the head of a central administration organisational unit or sub-unit which is contrary to the applicable regulations or the interest of the University.
9. The Chancellor's tasks include:
   1) coordinating and undertaking activities aimed at the preservation, multiplication and proper use of the University's assets and proper use of the University property, including raising funds for investment projects;
   2) coordinating the University's activities in the area of investments and renovations;
   2a) *(repealed)*
   2b) coordinating the University's activities in the area of public procurement;
   2c) implementing public procurement on the basis of the Rector's authorisations;
   2d) *(repealed)*
   3) *(repealed)*
   4) providing technical means for the proper operation of the University;
   5) coordinating the University's activities connected with the property of the University;
   6) ensuring order and safety in the University;
   7) organising and implementing social activities and health protection matters for employees, PhD students and students;
   8) supervising the ongoing implementation of the University's material and financial plan;
   9) taking measures to ensure financial discipline at the University;
   10) giving opinions on internal regulations issued by the Rector;
   11) carrying out other tasks entrusted by the Rector;
   12) appointing committees and teams.
10. The Chancellor's remit includes:
   1) preparing the draft WUT budget and material and financial plan as well as preparing and presenting the Rector with economic analyses of the University's activities, in cooperation with the Economic Department;
   2) defining the rules for performing administration, economic and financial activities at the University within the scope of ordinary management and supervising their implementation;
   3) establishing rules for the rational use of the University premises and equipment and exercising control in this respect;
   4) shaping personnel and payroll policies in central administration organisational units subordinate to the Chancellor.
11. Within the limits of the Chancellor's powers, the Chancellor has the right to:

1) get acquainted with administration and economic activities conducted in the University's organisational units;
2) obtain necessary information and explanations, as well as access to relevant documents;
3) apply to the Rector or a BOU Head to overrule or change the decision of the head of a unit which is contrary to the law or to the interest of the University;
4) apply to the Rector with an initiative to issue internal regulations of the University;
5) issue regulations and decisions.

§ 25

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

§ 26

Bursar and Deputy Bursars

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

§ 27

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

§ 28

1. The Bursar shall be in charge of central administration organisational units called the Bursary, which perform financial and accounting functions.
2. The Bursary consists of:
   1) Asset Register Department;
   2) Financial Department;
   3) Accounting Department;
   4) Remuneration Department.
3. The Bursar may appoint the Bursar's proxies in the organisational units of the University, if this is justified by the nature of the activity of a given organisational unit.
4. A Bursar's proxy shall be appointed by the Bursar on a proposal from the head of an organisational unit, and, in central administration, by the Chancellor, from among organisational unit employees.
5. The Bursar shall lay down a detailed scope of tasks for the Bursar's proxy and shall supervise the implementation thereof.
6. The Bursar shall have the right to submit requests to an OU Head for bonuses, awards and sanctions for a Bursar's proxy.

§ 29

1. Each administration organisational WUT unit shall be headed by a Head.
2. The general duties of a CAOU Head include:
   1) organising work in the subordinate unit, in particular assigning tasks to organisational units and employees, coordinating their work and controlling its course and effects;
   2) supervising and controlling the correctness and timeliness of the execution of tasks in the subordinate unit;
   3) reporting to the immediate superior on the status of task accomplishment and about possible difficulties in their implementation;
   4) supervising the circulation and storage of documents;
   5) supervising the keeping of binding records and reporting in the subordinate unit;
   6) supervising the observance of work discipline and applicable regulations, in particular the OHS regulations, fire safety regulations, as well as the regulations concerning the protection of official and state secrets and personal data;

7) defining the tasks, remits, powers and qualifications required for each position;
8) supervising the proper use and protection of the premises and other assets transferred to the unit;
9) fulfilling the duties and rights of the employer within the scope provided in the Warsaw University of Technology Work Regulations and other internal regulations of the University;
10) defining the scope of duties of subordinate employees;
11) monitoring changes in regulations shaping the tasks of the organisational unit;
12) notifying the Chancellor, the Bursar or the Rector of the needs for drafting or amending internal legal acts.

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

§ 30

Administration in basic and university-wide organisational units

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

§ 31

1. Administration organisational units in basic organisational units are in particular: Dean's office,

department, office, or units bearing other names resulting from the nature of their activities or from legal regulations.

2. Administration organisational units in basic organisational units are established, transformed and liquidated by the Rector upon request of the BOU Head.
3. In order to streamline work in the units referred to in section 1, internal organisational sub-units, and in particular sections, may be set up.
4. Organisational sub-units referred to in section 3 shall be established, transformed and liquidated by the BOU Head after an opinion has been given by the Faculty or College Council.

§ 32

1. Administration in university-wide units occurs in the form of organisational sub-units named department, office, section or other.
2. The organisational sub-units referred to in section 1 shall be established, transformed and liquidated by the Rector upon the request of the head of a university-wide unit in accordance with the rules and procedures laid down in these regulations.

PART V
WUT BRANCH IN PŁOCK

§ 33

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

§ 34

1. The Branch consists of:
   1) basic organisational units:
      a) Faculty of Civil Engineering, Mechanics and Petrochemistry;
      b) College of Economics and Social Sciences;
   2) organisational units of the Branch administration:
      a) Academic Cultural Centre;
      b) Office of the Vice-Rector;
      c) Public Procurement Office;
      d) "Wcześniak" Student Hall of Residence;
      e) Facilities Department;

f) HR Department;
g) Information and Multimedia Technology Department;
h) Bursary;

3) independent officers:
a) Independent Officer for LHS;
b) Independent Officer for Quality and Environmental Management and Defence Affairs.

2. The list of organisational units of the Branch, their organisational structure and the scope of tasks of the administration units, as well as their organisational and substantial subordination are specified in Annex No. 4 to the Regulations.
3. The organisational units referred to in section 1, items 1 and 2 shall be established, transformed and liquidated by the Rector according to the procedure laid down in the Statutes.
4. In the Branch and in the units referred to in section 1, items 1 and 2, organisational units and independent officers may be established pursuant to the rules and in the mode specified in § 3 section 4.
5. Each organisational sub-unit Head is appointed by the Head of the unit of which it is a part and hired by the Vice-Rector for the Branch.
6. The library, which is a branch of the WUT Main Library, is part of the WUT library and information system.
7. The property of the organisational units referred to in section 1 shall constitute separate property of the Branch.

§ 35

1. The Branch Council operates in the Branch as a collegiate consultative and advisory body to the Vice-Rector for the Branch.
2. The Branch Council consists of:
1) Vice-Rector for the Branch;
2) Deputy Vice-Rector for the Branch;
3) BUO Heads under the Branch and their deputies;
4) Deputy Chancellor of the Warsaw University of Technology for the Branch;
5) Deputy WUT Bursar for the Branch;
6) proxies of Branch BOU student self-governments.
3. Meetings of the Branch Council shall be convened and presided over by the Vice-Rector for the Branch.

3a. Meetings of the Branch Council and passing resolutions may be held by means of electronic communication.

4. The Branch Council shall elect a Secretary from among its members.
5. Meetings of the Branch Council are attended, in an advisory capacity, by proxies of the trade unions operating at the Branch, one from each union.
6. The Vice-Rector for the Branch may invite other persons to the meetings of the Branch Council

on that Vice-Rector's own initiative or upon the request of the members of the Branch Council.

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

§ 36

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

§ 37

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

§ 38

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

§ 39

1. Administration, financial, economic, technical and service tasks related to the operations of the Branch are performed by the Branch administration units and BOU administration units that are part of the Branch.
2. The Branch administration organisational units and the BOU administration units that are part of the Branch are established by the Rector upon request of the Vice-Rector for the Branch.

§ 40

1. The organisational units of the administration of the Branch are, in particular, departments, offices and centres.
2. The Branch Bursary is an organisational unit of the Branch administration which performs financial and accounting tasks.
3. The Warsaw University of Technology Deputy Bursar for the Branch, hereinafter referred to as the "Deputy Bursar", shall be in charge of the Branch Bursary.

4. The Deputy Bursar shall be employed by the Rector at the request of the Vice-Rector for the Branch submitted in consultation with the WUT Bursar.

§ 41

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

§ 42

1. The Deputy Chancellor for the Branch shall be employed by the Rector on the recommendation of the Chancellor of Warsaw University of Technology, after consultation with the Vice-Rector for the Branch.
2. The Deputy Chancellor for the Branch must be a person with a university degree and qualifications corresponding to the position held.
3. In the absence of the Deputy Chancellor, the Deputy Chancellor’s tasks are performed by the Branch administration OU Head, appointed by the Deputy Chancellor and approved by the Vice-Rector for the Branch.

§ 43

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

§ 44

The scheme of the organisational WUT structure, specifying organisational subordination, is set out in Annex No. 8 to the Regulations.

BASIC ORGANISATIONAL UNITS

§ 1

FACULTY OF ADMINISTRATION AND SOCIAL SCIENCES

1. The Faculty of Administration and Social Sciences, hereinafter referred to as "WAiNS", (symbol: WAiNS, code: 11800000) comprises:
   1) (repealed)
   2) (repealed)
   3) (repealed)
   4) (repealed)
   5) (repealed)
   5a) Division of Philosophy of Science and Technology (symbol: ZFNiT, code: 11801200);
   5b) Division of Public Administration Law (symbol: ZPAP, code: 11801300);
   5c) Division of Technology and Infrastructure Law (symbol: ZPTiI, code: 11801400);
   5d) Division of Studies on Society and Economy (symbol: ZSSiG, code: 11801500);
   6) faculty administration units:
      a) Dean's Office (symbol: DZAiNS, code: 11800010);
      b) Financial Department (symbol: DFAiNS, code: 11800040);
      c) Administration and Technical Department (symbol: DATAiNS, code: 11800050);
      d) IT Team (symbol: ZIAiNS, code: 11800060).
2. The organisational units referred to in section 1, items 5a-5d (Divisions) report to the Faculty Dean in terms of organisation and substance.
3. Descriptions of the research and teaching activities carried out by the units referred to in section 1, items 5a-5d shall be included in the characteristics of those units, published, e.g. on the University's website.

§ 2

(repealed)

FACULTY ADMINISTRATION

§ 3

Dean's Office

1. The basic tasks of the Dean's Office include:
   1) handling matters related to the implementation of teaching processes at WAiNS: preparing and keeping documentation of the course of studies, preparing student records for thesis defence and graduation, keeping files (personal folders) for the course of studies, submitting documentation to the archives;
   2) preparing ongoing documents related to studies: preparing, sending and archiving administrative decisions (admissions, striking off the register), calculating and settling fees related to the course of studies;
   3) administrative processing of granting financial aid to students and PhD students, including drawing up lists of scholarship payments, handling matters concerning health insurance for students and their families;

4) overseeing processes related to teaching;
5) keeping records of fees resulting from the course of studies and supervising their timely payment;
6) handling matters concerning health insurance for students, PhD students and their families.

2. The Dean's Office reports to the Dean in terms of organisation; substantively to the Dean, the Vice-Dean for education, and the Vice-Dean for student affairs.

§ 4

Financial Department

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

10) checking and confirming that the financial statements of individual projects are consistent with the accounting records;
11) preparing financial information for the WAiNS management, creating reports for financial management control;
12) preparing financial data for funding requests and financial statements as defined by external and internal rules.

2. The Division shall be headed by a person authorized by the Bursar.
3. The Finance Division reports to the Dean in terms of organisation and substance.

§ 5

Administration and Technical Department

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

§ 6

IT Team

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

2. The IT Team reports to the Dean in terms of organisation and substance.

§ 7

FACULTY OF ARCHITECTURE

1. The Faculty of Architecture, hereinafter referred to as "WA", (symbol: WA, code: 10100000), comprises:
   1) Chair of Architectural Design (symbol: KPA, code: 10100100);
   2) Chair of Structural, Building and Technical Infrastructure Design (symbol: KPKBiIT, code: 10101600);
   3) Chair of Urban Design and Rural Landscape (symbol: KPUiKW, code: 10101700);
   4) Chair of Urban Planning and Spatial Management (symbol: KUiGP, code: 10100300);
   5) Division of Polish Architecture (symbol: ZAP, code: 10100400);
   6) Division of Architectural Heritage and Art (symbol: ZDAiSZ, code: 10102000);
   6a) Division of Architectural and Urban Design (symbol: KRAU, code: 10102100);
   7) Division of Architecture Design and Theory (symbol: ZPiTA, code: 10101900);
   7a) Division of Environment-Oriented Design (symbol: ZPP, code: 10105200);
   7b) Division of Architecture of Living Environment (symbol: ZAŚZ, code: 10105300);
   7c) Centre for Universal Design and Accessibility Knowledge of the Warsaw University of Technology (symbol: CPUWiDPW, code: 10105700);
   8) Library (symbol: WAB, code: 10100090);
   9) faculty administration units:
      a) Dean's Office (symbol: BDA, code: 10100050);
      b) Faculty Office (symbol: DZWA, code: 10100010);
      c) (repealed);
      d) Administration and Facilities Department (symbol: DAGWA, code: 10100040);
      e) (repealed);
      f) Financial and Economic Department (symbol: DEFWA, code: 10100030);
      g) (repealed);
      h) Public Procurement Department (symbol: DZPWA, code: 10100092).
   10) independent officer - WA Head of Administration (symbol: KAWA).
2. The organisational units referred to in section 1, item 1-8 report to the Faculty Dean in terms of organisation.
3. Descriptions of the research and teaching activities carried out by the units referred to in section 1, items 1-7 shall be included in the characteristics of those units, published, e.g. on the University's website.

§ 7a

Centre for Universal Design and Accessibility Knowledge of the Warsaw University of Technology

1. The Centre for Universal Design and Accessibility Knowledge of the Warsaw University of Technology, hereinafter referred to as "CPUWiD PW", is an interdisciplinary research, educational and advisory initiative aimed at supporting and promoting universal design, accessibility and inclusive solutions within the University and beyond. Its activities include initiating and developing accessibility policies, conducting interdisciplinary research, preparing expert assessments and audits, providing consultancy on investment projects, and supporting the implementation of universal design principles in the processes of planning and developing products and services, particularly in the fields of architecture, urban planning and transport. CPUWiD PW continues the activities previously carried out by the Warsaw University of Technology Centre for Universal Design (WAPW) and performs its tasks within

an expanded scope.

2. The responsibilities of CPUWiD PW include:
   1) contributing to the development of accessibility policies at WUT and beyond:
      a) initiating and participating in activities that may have an impact on accessibility at WUT,
      b) promoting the objectives, principles and standards of universal design,
      c) establishing and developing national and international cooperation with organisations and institutions working in the field of universal design;
   2) conducting innovative interdisciplinary research and preparing expert assessments:
      a) encouraging WUT staff to undertake research on accessibility, particularly universal design, by providing information and support and cooperating with national and international research institutions,
      b) identifying and implementing research and development projects and applying for additional funding for CPUWiD PW activities through University programmes and grants, as well as external funding schemes,
      c) preparing expert assessments and audits related to accessibility for WUT and external clients,
      d) providing expert consultancy on conceptual, architectural and detailed design documentation for investment projects on WUT premises,
      e) providing expert consultancy on conceptual, architectural and detailed design documentation for investment projects commissioned by entities cooperating with WUT, including local authorities and businesses, as well as by other external clients,
      f) involving accessibility experts in the consultation of investment projects from the earliest stages of each construction project, in order to incorporate universal design principles at an early stage,
      g) promoting innovative initiatives and implementation projects based on universal design principles, including competitions and the identification of implementation opportunities, both at WUT and beyond,
      h) "living labs" – promoting the early involvement of users, designers and contractors in sharing their experience and testing products and services, both at WUT and beyond,
      i) supporting the integration of universal design principles into the processes of planning, designing and developing products;
   3) training and education:
      a) enhancing the competences of individuals involved in higher education to meet the needs of the economy, the labour market and society through internal training programmes at WUT and training commissioned by external entities,
      b) supporting University organisational units in organising training courses and programmes on universal design by providing specialist advice and information to stakeholders involved in implementing and promoting accessibility standards,
      c) delivering workshops and training courses on universal design, both at WUT and under external commissions, independently or in cooperation with relevant certification bodies, professional organisations and partners,
      d) supporting the WUT authorities in introducing and integrating universal design principles into curricula and in organising educational and training courses;
   4) raising awareness:
      a) developing and maintaining a knowledge base of good practices in universal design,
      b) raising public awareness of the difficulties people encounter in their interaction with the environment,
      c) promoting understanding of universal and inclusive design in the design and development of products and services by entities cooperating with the University, foundations, businesses, WUT staff and students.
3. A permanent element of CPUWiD PW activities is formalised cooperation with other entities,

particularly non-governmental organisations and organisations representing people with disabilities, including the "Polska Bez Barier" Foundation.

4. As part of CPUWiD PW, the Faculty of Architecture operates the CPUWiD PW Information and Consultation Point, hereinafter referred to as "PIK WA", which provides information, consultation and educational services in the field of urban and architectural accessibility, including in particular:
   1) providing information and consultations to external entities and internal WUT stakeholders on the accessibility of public spaces, architectural structures and urban infrastructure for people with specific accessibility needs, taking into account universal design principles;
   2) developing and disseminating accessibility standards in architecture, urban planning and spatial planning, including standards concerning surfaces, urban design details, lighting and the development of open spaces;
   3) conducting analyses and preparing expert assessments of the accessibility of urban and neighbourhood spaces for public administration bodies, local authorities and non-governmental organisations.
5. PIK WA administers and makes available training and demonstration rooms equipped with simulation stations that enable the presentation of design solutions relating to the accessibility of spaces and architectural structures, hereinafter referred to as the "Sensory Materials Demonstration Centre". The Sensory Materials Demonstration Centre hosts training sessions, workshops and seminars for target groups, including architects, urban planners, local government representatives and non-governmental organisations.
6. PIK WA cooperates with the CPUWiD PW Information and Consultation Point at the Faculty of Transport (PIK WT) to exchange knowledge and implement joint training and research initiatives.
7. The Dean of the Faculty of Architecture appoints the Head of PIK WA, who is responsible for organising and supervising its activities, including planning and delivering training, maintaining consultation records, coordinating the work of the Faculty of Architecture's team of experts, and submitting reports on PIK WA activities to the Centre for Development Projects, the organisational unit coordinating the project entitled "Centre for Universal Design and Accessibility Knowledge of WUT".
8. CPUWiD PW is headed by a Director appointed by the Rector from among academic staff employed on a full-time basis in research and teaching positions at the Faculty of Architecture.
9. The core team of CPUWiD PW consists of staff members of the Faculty of Architecture employed in its internal organisational units and, where necessary, staff members of other WUT organisational units.
10. The Director of CPUWiD PW may combine this role with other positions at the Faculty of Architecture.
11. CPUWiD PW carries out work for the Faculty of Architecture and the Faculty of Transport, for the Warsaw University of Technology as a whole, and under internal and external commissions.
12. Other WUT faculties may also join in cooperation with CPUWiD PW.
13. CPUWiD PW makes its workshop facilities and equipment available for teaching activities and scientific research conducted by the Faculty of Architecture.
14. Financial settlements for CPUWiD PW are handled by the representative of the WUT Bursar at the Faculty of Architecture, in consultation with the representative of the WUT Bursar at the Faculty of Transport.
15. CPUWiD PW manages the financial resources it obtains in accordance with applicable regulations, the arrangements agreed with the Deans of the Faculty of Architecture and the Faculty of Transport, and the decisions of the University authorities.

§ 8

Library

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

FACULTY ADMINISTRATION

§ 9

Dean's Secretariat

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

and to the Dean and Vice-Dean for General Affairs in terms of substance.

§ 10

Dean's Office

1. The tasks of the Dean's Office include in particular:
   1) administrative service of the fields of study run by the WA, including:
      a) ensuring, from the administrative point of view, proper organisation and realization of the course of studies at all types of studies;
      b) drawing up teaching schedules, handling matters related to teaching assignments and accounting for teaching hours;
      c) reporting on the conducted studies;
      d) keeping records on the course of study for students;
      e) keeping documentation on financial aid for students;
      f) administrative processing of granting financial aid for students;
      g) administrative support for the process of granting WA students places in student residences;
      h) dealing with ongoing student issues;
      i) keeping records of fees resulting from the course of studies and supervising their timely payment;
      j) handling matters concerning health insurance for students and their families, as well as occupational health and safety matters;
   2) cooperation with central administration units within the scope of matters substantially handled by them;
   3) performing other tasks ordered by the WA Management.
2. In terms of organisation, the Dean's Office reports to the WA Head of Administration, while in terms of substance, it reports to the Vice-Dean for Academic Affairs and the Vice-Dean for Student Affairs.

§ 11

(repealed)

§ 12

Financial and Economic Department

1. The scope of activities of the Financial and Economic Department includes economic controlling, handling accounting documentation, registering financial events in individual modules of the accounting system, managing personnel matters of employees, in particular:
   1) recording and accounting for the revenues and costs of the WA and its organisational units, and in particular collaborating in the preparation of initial and final cost calculations for the tasks performed in the organisational units for particular types of activities;
   2) participation in the development of the WA's draft financial and material plans;
   3) controlling the conformity of planned expenditures with the financial and material plan, in particular, analysing the use of funds at the disposal of the unit and controlling the conformity of incurred expenditures with the financial and material plan;
   4) preparing documents as a basis for remuneration payments;
   5) confirming the availability of funds on financial commitment documents;
   6) formal and accounting control of accounting evidence;
   7) allocation of accounting evidence, which consists in determining and marking on the document the method of its recording in the books of account and initial entry into the SAP system;

8) preparing documents constituting the basis for recording sales of goods and services;
9) giving a financial opinion on the contracts concluded by the WA;
10) checking and confirming that the financial statements of individual projects are consistent with the accounting records;
11) preparing financial information for the WA management, producing reports for financial management control and for required reporting;
12) preparing financial data for funding requests and financial statements as defined by external and internal rules;
13) managing the personnel matters of WA employees in consultation with the Personnel Office;
14) (*repealed*).

2. The Financial and Economic Department shall be headed by a person authorized to do so by the Bursar.
3. The Financial and Economic Department reports to the WA Head of Administration in terms of organisation and to the Dean in terms of substance.

§ 12a

Public Procurement Department

1. The scope of responsibilities of the Public Procurement Department includes in particular:
   1) preparing the public procurement plan;
   2) identifying the needs of WA organizational units in the scope of supplies, services, and construction works, and providing advice on selecting the appropriate procurement procedure;
   3) preparing the Terms of Reference (ToR/SWZ), requests for quotations, and other tender documentation;
   4) verifying compliance of documentation with applicable legal regulations, including the Public Procurement Law and internal regulations of WUT;
   5) publishing procurement procedures on the purchasing platform and in the Public Information Bulletin (BIP) of WUT;
   6) conducting correspondence with contractors within ongoing procedures;
   7) participating in tender committees, evaluating bids, and preparing procedure reports;
   8) providing consultations to WA staff on the application of public procurement procedures and delivering training on the Public Procurement Law and internal WUT procedures;
   9) maintaining documentation and archiving procurement procedures;
   10) preparing reports on awarded public contracts;
   11) monitoring contract performance for compliance with tender documentation;
   12) initiating actions aimed at increasing transparency and efficiency in the use of public funds;
   13) cooperating with other organizational units of WUT in the field of public procurement;
   14) confirming on purchase invoices the procurement procedure under which the purchase was made.
2. The Public Procurement Department reports to the WA Head of Administration in terms of organisation and to the Vice-Dean for General Affairs in terms of substance.

§ 13

Administration and Facilities Department

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

§ 13a

WA Head of Administration

1. The WA Head of Administration manages the WA administration and is the supervisor of the managers of the faculty administration organisational units and of the employees working in independent positions.
2. The basic tasks of the WA Head of Administration include, in particular:
   1) organisational supervision over faculty administration units, including supervision over the rational use of their personnel potential;
   2) taking action to ensure the proper and rational use of WA propertyand its development by raising funds for investment;
   3) performing and presenting analyses of WA administration activities to the Dean;
   4) supervision of property and access to premises, including WA teaching rooms, taking into account their rational use;
   5) drawing up a procurement plan and supervising the implementation of public procurement;
   6) overseeing matters relating to the rental of WA premises;
   7) overseeing matters relating to external contracts, including research and development and services provided by the WA;
   8) ensuring the circulation of information and documentation between WA organisational units;
   9) coordinating matters of personal data protection in cooperation with the relevant proxy;
   10) supervision of ensuring order and safety at the WA;
   11) overseeing the required reporting.
3. The WA Head of Administration reports to the Dean in terms of organisation, while

substantive supervision is exercised by the Dean and Vice-Deans according to their responsibilities.

§ 14

FACULTY OF CHEMISTRY

1. The Faculty of Chemistry, hereinafter referred to as "WCh", (symbol: WCh, code: 10200000), comprises:
   1) Chair of Analytical Chemistry (symbol: KChA, code: 10200100);
   2) Chair of Inorganic Chemistry (symbol: KChN, code: 10200200);
   3) Chair of Polymer Chemistry and Technology (symbol: KChiTP, code: 10200300);
   4) Chair of Physical Chemistry (symbol: KChF, code: 10200400);
   5) Chair of Organic Chemistry (symbol: KChO, code: 10200500);
   6) Chair of Chemical Technology (symbol: KTCh, code: 10201000);
   7) Chair of Medical Biotechnology (symbol: KBM, code: 10201500);
   8) Chair of Drug and Cosmetics Biotechnology (symbol: KBŚLiK, code: 10201600);
   9) Division of Catalysis and Organometallic Chemistry (symbol: ZKiChM, code: 10200600);
   10) Division of High-Energetic Materials (symbol: ZMW, code: 10200700);
   11) *(repealed)*;
   11a) Faculty Research and Teaching Laboratory (symbol: WLBD, code: 10201800);
   12) faculty administrative units:
      a) Faculty Office (symbol: BDCH, code: 10200010);
      b) Dean's Office (symbol: DZCH, code: 10200050);
      c) Financial and Economic Department (symbol: DFCH, code: 10200030);
      d) Administration and Facilities Department (symbol: DAGCH, code: 10200020);
      e) *(repealed)*,
      f) *(repealed)*;
      g) (repealed);
      h) (repealed);
      i) Project Management Office (symbol: BOPCH, code: 10200091);
   13) independent posts:
      a) WCh Head of Administration (symbol: KAWCH),
      b) (*repealed*),
      c) (*repealed*).
2. The organisational units referred to in section 1, items 1-11a report to the Faculty Dean in terms of organisation.
3. Descriptions of the research and teaching activities of the units listed in section 1, items 1-11a are included in the characteristics of these units, published, e.g. on the University's website.

FACULTY ADMINISTRATION

§ 15

Faculty Office

1. The basic tasks of the Faculty Office include:
   1) running the Dean's secretariat;
   2) preparation, processing and administrative implementation of internal legal acts;
   3) handling and archiving correspondence, keeping the EZD registry register;
   4) handling personnel matters;

5) keeping employee records required by law;
6) keeping faculty records related to awards and decorations;
7) cooperation with central administration units within the scope of matters substantially handled by them;
8) running matters related to the activities of the WCh council;
9) administrative management for Scientific Councils for Disciplines;
10) supervision, monitoring and updating WUT Knowledge Base;
11) cooperation with WUT Doctoral School;
12) managing the faculty affairs of PhD students;
13) participation in the creation of scholarship regulations;
14) organisation and operation of WCh promotional activities;
15) carrying out other tasks assigned by the WCh management.

2. The Faculty Office reports to the WCh head of administration in terms of organisation and to the WCh Dean and Vice-Deans in terms of substance.

§ 15a

Project Management Centre

1. The basic tasks of the Project Management Centre include:
4) acquiring and distributing information about the possibilities of funding research under national, international, EU and structural projects;
5) organising info meetings for employees, research teams and business partners;
6) advice and support for project inventors/teams (joint preparation of application documents);
7) cooperation with WUT Project Management Centre in terms of applications for subsidies, signing project funding agreements, and during project implementation;
8) accounting and administrative management of projects, coordination and supervision of projects, in particular:
   a) monitoring and control of costs of project implementation to determine their qualification and compliance with project budget, determination and allocation of accounting evidence, which consists in determining and marking on the document the method of its recording in the books of account and initial entry into the SAP system;
   b) cooperation in preparation and verification of payment requests, reports, periodical and final reports, ex post project implementation reports, including checking and confirming the compliance of financial reports with accounting register,
   c) coordination of work related to audits and project control, participation in audits, project control, preparation of documentation for audit/control,
   d) archiving project documentation (applications, contracts, consortium agreements and appendices, project documentation, also financial),
   e) cooperation in preparing drafts of material and financial plans of WCh,
   f) preparing financial information for WCh management, creating reports for managerial control in terms of finance,
   g) preparing financial data for funding applications and financial reports as laid down in external and internal regulations,
   h) project implementation in financial and organisational terms.

2. The Project Management Centre reports to the WCh head of administration in terms of organisation and to the WCh Dean and Vice-Deans in terms of substance.

§ 16

Dean's Office

1. The basic tasks of the Dean's Office include:
   1) administrative services for student affairs to ensure proper organisation and implementation of the course of study;
   2) administrative managements of amendments to the study programme;
   3) keeping documentation of the course of study of WCh students;
   4) administrative processing of granting financial and social aid for students;
   5) handling matters related to health insurance for students;
   6) handling ongoing student issues;
   7) handling student billing, keeping documentation related to tuition fees, supervision of timely payment of them and student debt collection;
   8) preparing reports required by internal and external regulations;
   9) cooperation with central administration units within the scope of matters substantially handled by them;
   10) keeping records of correspondence within the relevant scope of tasks;
   11) carrying out other tasks assigned by the WCh management.
2. The Dean's Office reports to the WCh Head of Administration in terms of organisation and to the WCh Dean and Vice-Deans in terms of substance.

§ 17

Financial Department

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

4. The Financial Department reports to the WCh Head of Administration in terms of organisation and to the WCh Dean in terms of substance.

§ 18

Administration and Facilities Department

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

§ 19

WCh Head of Administration

1. The WCh Head of Administration, is the supervisor of employees working in independent positions and in organisational units of faculty administration reporting directly to them.
2. The WCh Head of Administration manages the administration and economy of the WCh to the extent determined by the Dean.
3. The WCh Head of Administration's responsibilities include:
   1) taking action to preserve, multiply and appropriately use the assets of the WCh, including raising funds for investment;
   2) planning and supervising the implementation of construction investments, building repairs and maintenance of technical equipment;
   3) ensuring the circulation of information and documentation, including ensuring the efficiency of the WCh telecommunications and IT system;
   4) providing technical means for the proper functioning of the WCh;
   5) exercising supervision over WCh property;
   6) ensuring order and security at WCh;
   7) performing other tasks assigned by the Dean;
   8) planning and presenting analyses of the administrative activities of the WCh to the Dean;
   9) determining the principles for the rational use of WCh premises and equipment and exercising control in this respect;
   10) managing personnel matters in the faculty administration organisational units reporting to them.
4. Within the limits of their authority, the WCh Head of Administration has the right to:
   1) to get acquainted with administrative activities carried out in organisational WCh administration units;
   2) to obtain the necessary information and explanations, as well as access to the relevant documents;
   3) to submit to the Dean an initiative to issue internal regulations of the WCh.
5. The WCh Head of Administration reports to the Dean in terms of organisation and substance.

§ 20

Deputy Head of Administration for Financial Affairs
(repealed)

§ 21

Independent Scientific Officer

(repealed)

§ 22
(repealed)

§ 23

FACULTY OF ELECTRONICS AND INFORMATION TECHNOLOGY

1. The Faculty of Electronics and Information Technology, hereinafter referred to as "WEiTI", (symbol: WEiTI, code: 10300000), comprises:
   1) Institute of Control and Computation Engineering (symbol: ENA, code:10310000), comprising:
      a) (*repealed*),
      b) (*repealed*),
      c) (*repealed*),
      d) Financial Department of the Institute of Control and Computation Engineering (symbol: ENAADF, code: 10310020);
      e) Administration and Facilities Department of the Institute of Control and Computation Engineering (symbol: ENAAAT, code: 10310010);
   2) Institute of Computer Science (symbol: ENI, code:10320000), comprising:
      a) Division of Security and Computer Systems Software (symbol: ENIB, code: 10320200);
      b) Information Systems Division (symbol: ENIS, code: 10320300);
      c) Computer Graphics Division (symbol: ENIG, code: 10320100);
      d) Division of Artificial Intelligence (symbol: ENII, code: 10320400);
      e) Financial Department of the Institute of Computer Science (symbol: ENIADF, code: 10320010);
      f) Administration and Facilties Department of the Institute of Computer Science (symbol: ENIAAT, code: 10320040);
   3) Institute of Microelectronics and Optoelectronics (symbol: ENM, code:10350000), comprising:
      a) Design Methods in Microelectronics Division (symbol: ENMM, code: 10350200);
      b) Optoelectronics Division (symbol: ENMO, code: 10350300);
      c) Microelectronics and Nanoelectronic Devices Division (symbol: ENMP, code: 10350400);
      d) Microsystem and Electronic Material Technology Division (symbol: ENMT, code: 10350500);
      e) Financial Department of the Institute of Microelectronics and Optoelectronics (symbol: ENMADF, code: 10350020);
      f) Administration and Facilities Department of the Institute of Microelectronics and Optoelectronics (symbol: ENMAAT, code: 10350010);
   4) Institute of Radioelectronics and Multimedia Technology (symbol: ENR, code: 10340000), comprising:
      a) Electroacoustics Division (symbol: ENRE, code: 10340100);
      b) Nuclear and Medical Electronics Division (symbol: ENJR, code: 10340200);
      c) (repealed);
      d) (repealed);
      e) (repealed);
      f) Financial Department of the Institute of Radioelectronics (symbol: ENRADF, code: 10340020);
      g) Administration and Facilities Department of the Institute of Radioelectronics (symbol: ENRAAT, code: 10340010);
      h) Multimedia Engineering Division (symbol: ENRIM, code: 10340600);
      i) Radiocommunications and Radiolocation Division (symbol: ENRR, code: 10340700);

j) Sub-Terahertz Technology Division (symbol: ENRTS, code: 10340800);

5) Institute of Electronic Systems (symbol: ENS, code:10330000) comprising:
   a) Microsystems and Measurement Systems Division (symbol: ENSM, code: 10330200);
   b) Circuits and Signal Theory Division (symbol: ENSO code: 10330300);
   c) Electronic Circuits and Systems Division (symbol: ENSS, code:10330500);
   d) Microwave Circuits and Apparatus Division (symbol: ENSU, code: 10330400);
   e) Financial Department of the Institute of Electronic Systems (symbol: ENSADF, code: 10330020);
   f) Administration and Facilities Department of the Institute of Electronic Systems (symbol: ENSAAT, code: 10330010);
6) Institute of Telecommunications and Cybersecurity (symbol: ENT, code:10360000), comprising:
   a) Division of Cybersecurity (symbol: ZCB, code: 10360500);
   b) Division of Telecommunications Systems (symbol: ZST, code: 10360700);
   c) Division of Teleinformatic Networks and Services (symbol: ZSUT, code: 10360600);
   ca) Internet Architectures and Applications Division (symbol: ZAiZI, code: 10360800);
   d) Financial Department of the Institute of Telecommunications (symbol: ENTADF, code: 10360010);
   e) Administration and Facilities Division of the Institute of Telecommunications (symbol: ENTAAT, code: 10360030);
7) Library of the Faculty of Electronics and Information Technology (symbol: EITIBW, code: 10300011);
8) faculty administration units:
   a) Dean's Secretariat (symbol: ENWABD, code: 10300010);
   b) Dean's Office (symbol: ENWADZ, code: 10300091);
   c) Financial and Economic Office (symbol: ENWAEF, code: 10300020);
   d) Administration Office (symbol: ENWAAD, code: 10300014);
   e) IT Services Office (symbol: ENWAOI, code: 10300050);
   f) Facilities Department (symbol: ENWADG, code: 10300070);
   g) *(repealed)*;
9) Independent post - Independent administrative post (symbol: ENWASA).

2. The organisational units (institutes) referred to in section 1, items 1-6 are administered by the Faculty Dean, while the organisational units referred to in section 1, items 1.a.-1.e., 2.a.-2.f., 3.a.-3.f., 4.a.-4.j., 5.a.-5.f., and 6.a.-6.e. (divisions and departments) are administered by the Director of the Institute to which they belong.
3. Descriptions of the research and teaching activities carried out by the units referred to in section 1, items 1-6 shall be included in the characteristics of those units, published, e.g. on the University's website.

§ 24

Library

1. The scope of activity of the WEiTI Library concerns collecting and making collections available, serving readers and conducting information activity, and includes in particular:
   a) running a rational collection policy,
   b) cataloguing of documents in the Central Catalogue of Collections of WUT Libraries,
   c) making collections available,
   d) substantive assistance to users in reading rooms - scientific and digital,
   e) conducting comprehensive information activity (including scientific information, information on collections and electronic databases),
   f) training and enrolling new students,

g) supporting the activities of researchers by preparing reports (e.g. citation analysis).
2. The WEiTI Library reports to the Dean in terms of organisation.
3. The WEiTI Library reports to the Vice-Dean for Student Affairs in terms of substance.

FACULTY ADMINISTRATION

§ 25

Dean's Secretariat

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

§ 26

Dean's Office

1. The scope of activities of the Dean's Office concerns the organisation and implementation of tasks in the areas of teaching and student affairs and includes in particular:
   1) administrative support on WEiTI level for admissions process for first- and second-cycle studies;
   2) running matters related to the implementation of educational processes;
   3) accounting for credits and arranging formalities related to student exchange abroad;
   4) organizing obligatory OHS training for first semester students;
   5) administrative support for the implementation of the course of study; drawing up the teaching timetable, handling issues related to commissioning of teaching and accounting for teaching hours;
   6) administrative processing of granting financial aid benefits to students and PhD students;
   7) administrative processing of assigning WEiTI students places in student halls of residence;
   8) reviewing reporting, registering and de-registering students in the Social Insurance Institution (ZUS), reporting to the health insurance of students, PhD students and their families;
   9) keeping records of fees resulting from the course of studies and supervising their timely payment;
   10) cooperation with student research groups, Faculty Student Self-Government Council and other student organisations;
   11) organizing matriculation ceremonies at the WEiTI, handing in graduation diplomas and participation in the organisation of other academic ceremonies;
2. The Dean's Office reports to the Dean in terms of organisation.
3. The Dean's Office reports to the Vice-Dean for Education and the Vice-Dean for Student Affairs in terms of substance.

§ 27

Financial and Economic Office

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

§ 28

Administration Office

1. The scope of activities of the Administration Office includes:
   1) taking necessary measures to ensure personal data protection, information secrecy protection and maintenance of intellectual property rights at WEiTI - within the scope of formal regulations in force at the WUT;
   2) in the area of handling research activities and reporting:
      a) entering data to POL-on, the Integrated Information System for Higher Education and Science, and to the WUT Knowledge Base - in the required scope - and controlling the correctness of WEiTI data;
      b) preparing reports of the Dean and reports on the activities of WEiTI;
   3) in the area of public procurement:
      a) recording, preparing plans, regulations and reports on WEiTI public procurement;
      b) conducting public procurement procedures and their implementation;
      c) archiving tender documents;
   4) in the area of promotion and information:

a) entering data and information concerning WEiTI into the WUT Public Information Bulletin;
b) preparing and distributing WEiTI information and promotional materials,
c) developing content of the WEiTI's website, as well as conducting information and promotional activities on the Internet,
d) maintaining a repository for documenting important or interesting events at WEiTI and scientific and research achievements of WEiTI employees.

2. The Administration Office reports to the Dean in terms of organisation.
3. The Administration Office reports to the Vice-Dean for Research and the Vice-Dean for General Affairs in terms of substance.

§ 29

IT Services Office

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

§ 30

Facilities Department

1. The scope of the Facilities Department's activities relates to the operation of the WEiTI buildings and their building infrastructure and includes, in particular:
   1) in the area of exploitation:
      a) managing the renting and making available of premises in WEiTI buildings;
      b) ensuring safety conditions in WEiTI buildings, including emergency actions;
      c) managing outsourced fixed assets, equipment and low-value assets;
      d) providing service to WEiTI buildings (cloakroom, cleaning, security), management of lecture halls;
   2) in the area of building maintenance and technical condition maintenance as well as investment projects and building renovations:
      a) keeping the book of the building structure for the Electronics Building and for Wing A of the Electronics Building,
      b) carrying out periodical technical inspections and reviews of buildings and devices constituting their technical equipment,
      c) ensuring proper condition of WEiTI buildings, as required by law, including health and safety at work and fire protection,
      d) ensuring ongoing maintenance of systems and installations located in WEiTI buildings, including through external services,

e) carrying out maintenance and repairs for building infrastructure and systems in WEiTI buildings,
f) supervision and participation in the organisation and implementation of construction projects in WEiTI buildings, creating annual investment and renovation plans.

2. The Facilities Department reports to the Dean in terms of organisation.
3. The Facilities Department reports to the Vice-Dean for General Affairs in terms of substance.

§ 31

Independent Administration Officer

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

§ 32

Financial Department of the Institute

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

§ 33

Administration and Facilities Department of the Institute

1. The scope of activities of the Administration and Facilities Department of the Institute at

WEiTI includes:

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

2. The Administration and Facilities Department of the Institute reports to the Institute's Director in terms of organisation and substance.

§ 34

FACULTY OF ELECTRICAL ENGINEERING

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

FACULTY ADMINISTRATION

§ 35

Dean's Secretariat

1. The Dean's Secretariat is a unit set up to provide secretarial services to the WE Dean and Vice-Deans, WE summary reporting, and support for Faculty Council meetings.
2. The tasks of the Dean's Secretariat include:
   1) handling day-to-day WE matters: internal and external contacts, secretarial duties;
   2) preparation, processing and administrative implementation of internal legal acts;
   3) supervising the personnel matters of WE employees,

4) running matters related to personal data protection;
5) keeping WE administration employee records as required by law;
6) keeping faculty documentation related to the granting of awards and decorations;
7) handling and archiving of the correspondence kept in the registry register;
8) cooperation with central administration units within the scope of matters substantially handled by them;
9) participation in the development of the unit questionnaire and WE parametric evaluation;
10) cooperation with scientific councils for disciplines;
11) cooperation with doctoral schools;
12) managing the affairs of PhD students;
13) performance of tasks assigned by the WE management.

3. The Dean's Secretariat reports to the Dean in terms of organisation and substance.

§ 36

Dean's Office

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

§ 37

Financial and Economic Department

1. The tasks of the Financial and Economic Department include economic controlling, maintenance of accounting documentation and recording of financial events in individual modules of the accounting system, in particular:
   1) recording and accounting for the revenues and costs of the WE and its organisational units, and in particular collaborating in the preparation of the initial and final costing of the tasks performed in the organisational units for the various activities;
   2) participating in the preparation of the WE's draft substantive and financial plans;
   3) controlling the conformity of planned expenditures with the financial and material plan, and in particular the analysis of the use of the funds at the disposal of the unit and control of the conformity of the expenditures incurred with the financial and material plan;
   4) preparing documents as a basis for remuneration payments;
   5) confirming the availability of funds on financial liability documents;
   6) formal and accounting control of accounting evidence;
   7) allocation of accounting evidence, which consists in determining and marking on the document the method of its recording in the books of account and initial entry into the

SAP system;
8) preparing documents constituting the basis for recording sales of goods and services;
9) giving a financial opinion on contracts entered into by WE;
10) checking and confirming that the financial statements of individual projects are consistent with the accounting records;
11) preparing financial information for the WE management, producing reports for financial management control;
12) preparing financial data for funding requests and financial statements as defined by external and internal rules;
13) cooperating with the Institute Bursar's proxies in supervising the financial activity of the Institutes, including compliance with financial discipline by the Institutes, ongoing settlement of individual types of activity and settlement of budgets up to the amount of allocated funds.

2. The Financial and Economic Department shall be headed by a person authorized to do so by the Bursar.
3. The Financial and Economic Department reports to the Dean in terms of organisation and substance.

§ 38

Technical, Investment and Public Procurement Division

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

2. The Technical, Investment and Public Procurement Department reports to the Dean in terms of organisation and substance.

§ 39

FACULTY OF PHYSICS

1. The Faculty of Physics, hereinafter referred to as "WF", (symbol: WF, code: 10500000), comprises:

1) Physics of Complex Systems Division (symbol: FIZFUZ, code: 10500100);
2) Optics and Photonics Division (symbol: FIZOPT, code: 10500200);
3) Semiconductors Division (symbol: FIZPRZ, code: 10500300);
4) Solid State Ionics Division (symbol: FIZJCS, code: 10500400);
5) Structural Research Division (symbol: FIZBST, code: 10500500);
6) Nuclear Physics Division (symbol: FIZFIJ, code: 10500700);
7) Library (symbol: FIZBIB, code: 10500060);

2. faculty administration units:
1) Secretariat (symbol: ADSEKR, code: 10500040);
2) Dean's Office (symbol: ADDZIE, code: 10500010);
3) Financial and Economic Department (symbol: ADEFIN, code: 10500020);
4) (*repealed*),
5) (repealed),
6) Administration and Facilities Department (symbol: ADDAG, code: 10500070),
7) Project Management Department (symbol: ADDOP, code: 10500080).

2a. *(repealed*).

2b. Independent position – Independent Officer for Technical Maintenance of the Building (symbol: ADSSUTG).

3. The organisational units referred to in section 1, item 1-7 report to the Faculty Dean in terms of organisation.
4. Descriptions of the research and teaching activities carried out by the units referred to in section 1, items 1-6 shall be included in the characteristics of those units, published, e.g. on the University's website.

§ 40

Library

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

FACULTY ADMINISTRATION

§ 41

Secretariat

1. The tasks of the Secretariat include:
1) administrative support for the Dean's Secretariat, including:
a) preparing and handling decisions and regulations of the Dean, comprehensive handling and archiving correspondence of the Dean and Vice-Deans, keeping the

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

2. The Secretariat reports to the WF Dean in terms of organisation, and to the Vice Dean for General Affairs and the Vice-Dean for Research in terms of substance, respectively.

§ 42

Dean's Office

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

§ 43

Financial and Economic Department

1. The tasks of the Financial and Economic Department include economic controlling, maintenance of accounting documentation and recording of financial events in individual modules of the accounting system, in particular:
   1) recording and settling revenues and costs of the WF and its organisational units, and in

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

2. The Financial and Economic Department shall be headed by a person authorized to do so by the Bursar.
3. The Financial and Economic Department reports to the Dean in terms of organisation and substance.

§ 44
Building Maintenance Department
(repealed)

§ 45
Independent Administration Officer
(repealed)

§ 45a
Administration and Facilities Department

1. Tasks performed by the Administration and Facilities Department include:
   1) running staffing policy for faculty administration units, especially for non-academic staff;
   2) matters related to distinctions, Rector's awards, RND grants;
   3) reporting to POLON, CSO, etc.;
   4) drafting contracts with units renting the premises in the Building of Physics, as well as other contracts on deliveries, ongoing services;
   5) keeping order and OHS and fire protection safety;
   6) administration of WUT BIP website as relevant to WF;
   7) coordination of events organised at WF.
2. The Administration and Facilities Department is managed by its head.
3. The Administration and Facilities Department reports to the Dean in terms of organisation and to the Vice-Dean for General Affairs in terms of substance.

§ 45b
Project Management Department

1. Tasks performed by the Project Management Department include coordination of the flow of documents related to project implementation at WF, and in particular:
1) support for teams at the stage of application drafting and project implementation;
2) developing, together with relevant WUT units and organisational sub-units, the methods of application and funding of project tasks and solving occurring problems;
3) monitoring the changes of competition regulations and implementing them at WF;
4) supporting applicants in the documents flow;
5) support in management of electronic systems for project application and implementation;
6) data analysis for reporting and managerial purposes at WF.

2. The Project Management Department reports to the Faculty Dean in terms of organisation and to the Vice-Dean for General Affairs in terms of substance.

§ 45c

Independent Officer for Technical Maintenance of the Building

1. Tasks performed in the Independent Officer for Technical Maintenance of the Building include supervision and management of all work related to the maintenance of the Building of Physics, as well as planning and supervision of the performance of investments and renovations at WF.
2. The Independent Officer for Technical Maintenance of the Building reports to the Faculty Dean in terms of organisation and to the Vice-Dean for General Affairs in terms of substance.

§ 46

FACULTY OF GEODESY AND CARTOGRAPHY

1. The Faculty of Geodesy and Cartography, hereinafter referred to as "WGiK", (symbol: WGiK, code: 10600000), comprises:
   1) Division of Photogrammetry, Remote Sensing and Spatial Information Systems (symbol: FTSIPGiK, code: 10600100);
   2) Division of Cartography (symbol: KGiK, code: 10600200);
   3) Division of Cadastre and Land Management (symbol: KiGNGiK, code: 10600500);
   4) Division of Geodesy and Geodetic Astronomy (symbol: GiAGGiK, code: 10600300);
   5) Division of Spatial Management and Environmental Science (symbol: GPNŚPGiK, code: 10600400);
   6) Division of Engineering Geodesy and Measurement Systems (symbol: GISPGiK, code: 10600600);
   7) (repealed);
   7a) Centre for Geospatial and Satellite Analyses (symbol: CENAGIS, code: 10600600);
   8) faculty administration units:
      a) (*repealed*);
      b) Dean's Office (symbol: DZGiK, code: 10600020);
      c) Financial and Economic Department (symbol: FEGiK, code: 10600030),
      d) Administration Department (symbol: DAGiK, code: 10600080),
      e) Technical Department (symbol: DTGiK, code: 10600090).
   9) Independent positions:
      a) WGiK Administration Head (symbol: KAGiK),
      b) Deputy WGiK Administration Head for Finance (symbol: ZKAGiK),
      c) Independent Officer for Personnel Administration (symbol: SSAPGiK),
      d) Independent Officer for Organisation (symbol: SSOGiK).
2. The organisational units referred to in section 1, item 1-7a report to the Faculty Dean in terms of organisation and substance.
3. Descriptions of the research and teaching activities of the units listed in section 1, items 1-6 are included in the characteristics of these units, published, e.g. on the University's website.

FACULTY ADMINISTRATION

§ 47

(*repealed*)

§ 48

Dean's Office

1. The basic tasks of the Dean's Office include:
   1) handling matters related to the implementation of teaching processes, such as preparing and keeping documentation of the course of studies, preparing documentation of students for thesis defence and graduation, keeping personal folders of the course of studies, transferring documentation to the archives;
   2) preparing ongoing documents related to studies, such as student IDs, preparation, sending and archiving administrative decisions, admission to study, certificates, striking off the

register);
3) preparation and settlement of credit reports;
4) preparation and documentation of internships;
5) keeping records of fees resulting from the course of studies and supervising their timely payment;
6) management of international programmes and bilateral agreements;
7) handling matters concerning health insurance for students, PhD students and their families;
8) services for the Faculty Scholarship Committee (e.g., participation in the work of the Committee, accepting applications for financial aid, checking their completeness and formal correctness);
9) cooperation in terms of assignment of teaching hours to WGiK divisions and other WUT units;
10) verification and drafting of the teaching settlement of WGiK for full-time and part-time study programmes;
11) consultation, determination and preparation of study timetables;
12) management of the system of booking lecture rooms in the SAP PW system;
13) cooperation with WUT central administration units in terms of teaching;
14) collection, verification and entering into the POL-on system of teaching-related data;
15) preparation of data needed to monitor indices related to teaching;
16) administrative management of post-graduate study programmes.

2. The Dean's Office is managed by the Dean's Office Head.
3. The Dean's Office reports to the Dean's Office Head in terms of organisation and to the Vice-Dean for Academic Affairs and the Vice-Dean for Student Affairs in terms of substance, according to their competence.

§ 49

Financial and Economic Department

1. The tasks of the Financial and Economic Department include economic controlling, maintenance of accounting documentation and recording of financial events in individual modules of the accounting system, in particular:
1) cooperation in drafting financial and material plans of WGiK;
2) controlling the conformity of planned expenditures with the financial and material plan, and in particular the analysis of the use of the funds at the disposal of the unit and control of the conformity of the expenditures incurred with the financial and material plan;
3) preparing documents as a basis for remuneration payments;
4) confirming the availability of funds on financial commitment documents;
5) formal and accounting control of accounting evidence;
6) allocation of accounting evidence, which consists in determining and marking on the document the method of its recording in the books of account and initial entry into the SAP system;
7) preparing documents constituting the basis for recording sales of goods and services;
8) giving an opinion on the financial aspect of contracts concluded by the WGiK;
9) checking and confirming that the financial statements of individual projects are consistent with the accounting records;

10) preparing financial information for the WGiK management, creating reports for financial management control;
11) preparing financial data for funding requests and financial statements as defined by external and internal rules.

2. The Financial and Economic Department shall be headed by the Deputy Administration Head for Finance authorized to do so by the Bursar.
3. The Financial and Economic Department reports to the WGiK Administration Head in terms of organisation and to the Dean in terms of substance.

§ 49a
Administration Department

1. The basic tasks of the Administration Department include:

1) performing administrative, service and support activities for the work of the Dean, Vice-Deans, Faculty Council and Consultative Council;
2) services for research activity of WGiK staff and collecting data related to that;
3) cooperation with scientific councils for disciplines;
4) cooperation with the WUT Doctoral School and handling the affairs of PhD students within the WGiK competences;
5) coordination of the activities of faculty-wide units;
6) preparation, in cooperation with other internal units, of the required reporting on the WGiK operations and cooperation in this area with central administration units;
7) cooperation with Warsaw University of Technology central administration units;
8) entering data into information systems and Knowledge Bases;
9) co-participating in the preparation of reports on the WGiK operation;
10) keeping documentation of research work of WGiK employees (agreements, projects, contracts, etc.);
11) handling matters related to projects (substantive assistance in obtaining funds, preparing requests, recording) and cooperation in this regard with external entities;
12) administrative services for public procurement;
13) completion of planned and unplanned purchase proceedings according to the WUT regulations on public procurement and the Public Procurement Act;
14) gathering information on plans and publications of employees and preparing a publishing plan for the WUT Publishing House;
15) supervision and management of fixed assets, intangible assets and low-value assets.

2. The Administration Department Office is managed by the WGiK Administration Head.
3. The Administration Department reports to the Dean and Vice-Deans in terms of substance, according to their competences.

§ 49b
Technical Department

1. The tasks of the Technical Department include:

1) managing matters related to planning, organizing, preparing, and overseeing the execution of faculty investment and renovation works;
2) ensuring the cleanliness of rooms in the administered buildings and adjacent areas;
3) supervising and managing inventory, including entrusted fixed assets and low-value assets;
4) ongoing supervision of the faculty's property condition and the proper functioning of the technical infrastructure in facilities;
5) overseeing external subcontractors in the provision of maintenance services;

6) participating in the preparation of procurements and purchases concerning technical infrastructure and facility operation, including making estimates, purchase plans, and orders, as well as preparing documentation for the necessary supplies;
7) providing technical support for events organized by WGiK;
8) comprehensive ICT service and support for staff and students;
9) analysis of WGiK's needs for ICT equipment, ICT systems, software, and office equipment.

2. The Technical Department is managed by the Technical Department Head.
3. The Technical Department is organizationally subordinate to the WGiK Administration Head and substantively to the Vice-Dean for Development and Cooperation with the Economy.

§ 49c

WGiK Administration Head

1. The WGiK Administration Head manages the administration of WGiK and supervises the heads of organizational units within the faculty administration, as well as employees working in independent positions.
2. The basic tasks of the WGiK Administration Head include, in particular:
   1) coordinating the work of faculty administration units and overseeing their organization, including ensuring the efficient use of their human resources;
   2) taking measures to ensure the proper and efficient use of WGiK's assets, as well as its development by securing funds for investments;
   3) conducting and presenting analyses of WGiK administration activities to the Dean;
   4) overseeing the execution of procurement processes and participating in the handling of public procurement procedures in accordance with WUT's public procurement regulations and the Public Procurement Law;
   5) ensuring the flow of information and documentation between WGiK's organizational units;
   6) overseeing the property and access to facilities, including WGiK's teaching facilities, while ensuring their efficient use;
   7) overseeing matters related to the rental of WGiK's facilities;
   8) overseeing matters related to external contracts, including those concerning research and development work and services provided by WGiK;
   9) coordinating matters related to personal data protection in collaboration with the designated representative;
   10) ensuring order and security on WGiK's premises;
   11) overseeing the required reporting.
3. The WGiK Administration Head reports organizationally and substantively to the Dean.

§ 49d

Deputy WGiK Administration Head for Finance

1. The Deputy WGiK Administration Head for Finance is the Warsaw University of Technology Bursar's representative at WGiK.
2. The Deputy WGiK Administration Head for Finance manages WGiK's financial management within the scope determined by the Dean.
3. The tasks of the Deputy WGiK Administration Head for Finance include:
   1) performing administrative activities related to the financial management;
   2) planning and supervising the implementation of the budget and the financial and material plan;

3) ensuring the circulation of information and documentation in the area of financial management;
4) actions to ensure the financial discipline;
5) performing other tasks assigned by the Dean;
6) preparing the draft financial and material plan of the WGiK, as well as preparing and submitting to the Dean economic analyses of the WGiK activity.

4. The Deputy WGiK Administration Head for Finance is authorized to:
   1) to determine the rules of performing activities in the sphere of financial management, accounting, cost calculation and financial reporting;
   2) to submit motions to the Dean for inspection of specific areas of activity of the WGiK.
5. The Deputy WGiK Administration Head for Finance reports organizationally to the WGiK Administration Head and substantively to the Dean.

§ 49e

Independent Officer for Personnel Administration

1. The basic tasks of the Independent Officer for Personnel Administration include:
   1) managing matters and monitoring processes related to hiring, employment duration, and termination of employment relationships for WGiK employees, as well as preparing the necessary documents in this regard;
   2) collecting and processing personal data of faculty employees in the university's information systems;
   3) preparing personnel-related documentation for the Faculty Board's opinion and the Dean's decision;
   4) preparing personnel-related applications for the Dean's signature (including appointments to positions, granting convalescent leave, scientific leave, and parental leave);
   5) preparing personnel documents for WGiK employees for the Senate's Committee for Personnel session and the WUT Senate sessions;
   6) cooperating with offices and Heads of the Scientific Council for the Discipline regarding personnel-related matters of WGiK employees;
   7) overseeing the work time records and absence records (including leave and sick leave) for WGiK employees, as well as issuing referrals for medical examinations for WGiK employees;
   8) cooperating with the representative for data protection regarding the management of documentation records;
   9) cooperating with other units of the University and WGiK in matters arising from personnel needs;
   10) editing WUT's Public Information Bulletin (BIP) in the section related to WGiK;
   11) providing employees with information on staff issues (including labor law and social affairs).
2. Managing personnel-related matters of WGiK employees is carried out in consultation with the staff of the Personnel Office.
3. The Independent Officer for Personnel Administration is organizationally subordinate to the WGiK Administration Head and substantively to the Dean.

§ 49f

Independent Officer for Organisation

1. The basic tasks of the Independent Officer for Organisation include:
   1) cooperating with central administration units of WUT to ensure that actions taken at the Faculty comply with applicable laws and WUT's internal regulations;

2) co-participation in the preparation of reports required by internal and external regulations related to WGiK's activities;
3) coordinating the operation of the POL-on and EZD systems at WGiK and cooperating with WUT's central administration units in this regard;
4) handling administrative matters related to the preparation of the Dean's decisions and regulations, and cooperating with WUT's central administration units in this regard;
5) coordinating the processing of contract and agreement drafts (including powers of attorney for agreements) and maintaining the required registry and reporting;
6) coordinating applications and maintaining a registry of awarded distinctions, medals, honors, and Rector's awards for NA, while cooperating with the Rector's Office, the Scientific Councils for the Discipline, and the Team for Research in this regard;
7) collaborating with WUT's central administration units in the area of central public procurement, including monitoring demand for the range of goods procured through central tenders and placing orders for any missing items;
8) collaborating with the technical department on administrative matters related to the organizational operations of WGiK in the Main Building (including inspections of facilities, their usage, and access rights, etc.);
9) coordinating schedules, organizing, and managing Faculty Board sessions and faculty events;
10) collaborating with the Chair of the Scientific Council for the Discipline of ILGiT in organizing sessions of the Scientific Council for the Discipline and editing WUT's Public Information Bulletin in the section concerning the Scientific Council for the Discipline.

2. The Independent Officer for Organisation is organizationally subordinate to the WGiK Administration Head and substantively to the Dean and the Vice-Dean for Research.

§ 50

Józefosław Science and Didactics Centre

(*repealed*)

§ 50a

Centre for Geospatial and Satellite Analyses

1. The "Centre for Geospatial and Satellite Analyses", hereinafter referred to as the "Centre," is an internal organizational unit of WGiK, referred to in § 21, section 2, item 5 of the WUT Statute, managing the infrastructure and laboratories established as part of the CENAGIS project, as well as the property and infrastructure of WUT at Ogrodowa 2 in Józefosław, primarily to support scientific research, development work, expert work, and control processes conducted at WUT, mainly in the fields of geodesy, geospatial engineering, and geoinformation, while also fostering collaboration with other research units and the socio-economic environment.
2. The English name of the Centre is: "Center for Geospatial and Satellite Analysis."
3. The Centre may use the acronym "CENAGIS" in both Polish and English.
4. The Centre collaborates with other organizational units of Warsaw University of Technology as well as external entities.
5. The Centre is led by the Head.
6. The Head of the Centre is appointed by the Rector, following a request from the WGiK Dean and after consulting the opinion of the WGiK Board.

7. The organizational structure of the Centre is determined by the WGiK Dean upon the request of the Centre's Head.
8. The Centre performs its tasks with the involvement of employees designated by the WGiK Dean, doctoral students, students, employees from other organizational units of WGiK and the Warsaw University of Technology as designated by the heads of these units, as well as employees directly employed by the Centre.
9. The Head of the Centre reports directly to the WGiK Dean.
10. The Head of the Centre coordinates the work of individuals assigned to carry out the Centre's tasks, in consultation with their direct supervisors.
11. The Centre's budget is a distinct (in terms of internal accounting) part of the WGiK budget, which is managed by the WGiK Dean through the Centre's Head.
12. The Centre’s activities are financed through the rental of infrastructure and property, qualified funds allocated for the use of infrastructure in the implementation of projects (e.g., scientific, research, development, and infrastructure projects) carried out independently or in consortia by Warsaw University of Technology, or from the indirect costs of these projects, funds obtained from events and training organized by the Centre, as well as grants for the operation of such units and subsidies.
13. The remuneration rules for individuals working for the Centre are established by the WGiK Dean, based on the “Remuneration Regulations for Employees of WUT.”
14. The Deputy Head, the Heads of the Centre's organizational units, and the composition of these units are appointed by the WGiK Dean upon the Centre's Head's request..
15. The detailed scope of activities, principles of operation, and organizational structure of the Centre are determined by the Dean in consultation with the Centre's Head.

§ 51

FACULTY OF CHEMICAL AND PROCESS ENGINEERING

1. The Faculty of Chemical and Process Engineering, hereinafter referred to as "WIChiP", (symbol: WICHIP, code: 10700000), comprises:
   1) Division of Biotechnology and Bioprocess Engineering (symbol: ZBIB, code: 10700200);
   2) Division of Chemical Reactor Engineering and Dynamics (symbol: ZIDRCh, code: 10700400;
   3) Division of Kinetics and Process Thermodynamics (symbol: ZKiTP, code: 10700300);
   4) Division of Industrial Process Intensification (symbol: ZIPP, code: 10700500);
   5) Chair of Dispersed Systems Engineering (symbol: KIUR, code: 10700100);
   6) Library (symbol: ICHPBW, code: 10700050);
   7) faculty administration units:
      a) Dean's Secretariat (symbol: ICHBD, code: 10700010);
      b) Financial Department (symbol: ICHDF, code: 10700020);
      c) *(repealed);*
      d) *(repealed);*
      e) *(repealed);*
      f) Public Procurement and Property Management Department (symbol: ICHDZPGM, code: 10700030);
      g) *(repealed);*
      h) Administration and Facilities Department (symbol: ICHDAT, code: 10700071);
   8) independent post - WIChiP Head of Administration (symbol: ICHSSKA).
2. The organisational units referred to in section 1, item 1-5 report to the Faculty Dean in terms of organisation and substance.
3. Descriptions of the research and teaching activities carried out by the units referred to in section 1, items 1-5 shall be included in the characteristics of those units, published, e.g. on the University's website.

§ 52

Library

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

FACULTY ADMINISTRATION

§ 53

Dean's Secretariat

1. The basic tasks of the Dean's Secretariat, in particular, are:
   1) providing administrative service for the WIChiP authorities, employees and visitors,

cooperation with the WUT central administration;
2) managing personnel matters of employees, cooperation with the WUT Personnel Office;
3) running administrative matters related to the activities of the Faculty Council and Dean's Committees;
4) cooperation with scientific councils for disciplines;
5) cooperation with the WUT Doctoral School;
6) *(repealed)*
7) providing administrative services for students of all types and degrees;
8) providing service to international students studying under international exchange programmes;
9) keeping records of fees resulting from the course of studies and supervising their timely payment;
10) handling matters concerning health insurance for students and their families;
11) preparing reports required by internal and external regulations related to student records and achievements;
12) providing administrative support for standing and ad-hoc Faculty and Dean's Committees related to teaching activities.

2. *(repealed)*
3. The Dean's Secretariat reports to the Dean in terms of organisation; substantive supervision is exercised by the Dean and Vice-Deans according to their respective competencies.

§ 54

Financial Department

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

supervision is exercised by the Dean and Vice-Deans according to their competencies.

§ 55
(repealed)

§ 55 a
(repealed)

§ 55 b
(repealed)

§ 55 c
Public Procurement and Property Management Department

1. The basic tasks of the Public Procurement and Property Management Department include in particular:
   1) running public procurement proceedings, including their planning and reporting;
   2) managing the property of WICHiP;
   3) carrying out inventory work of WIChiP assets;
   4) carrying out liquidation of WICHiP assets and procedures of waste utilisation;
   5) coordination of goods, services and construction work orders and deliveries;
   6) sending and receiving parcels via courier companies and preparing documentation for customs clearance of foreign shipments;
   7) maintenance and operation of audio-visual and office equipment maintenance for faculty administration.
2. The Public Procurement and Property Management Department reports to the Dean in terms of organisation; substantive supervision is exercised by the Dean and Vice Deans in accordance with their competencies.

§ 55 d
WIChiP Head of Administration

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

§ 55 e
Administration and Facilities Department

1. The basic tasks of the Administration and Facilities Department in particular include:
   1) administering the buildings and grounds of WIChiP, including managing the rental of premises and land;
   2) planning and coordinating investment, modernisation and renovation works;

3) carrying out administrative tasks related to teaching, research and organisational activities;
4) managing access to WIChiP property and premises;
5) ensuring compliance with occupational health and safety (OHS) and fire safety regulations;
6) inspecting and maintaining equipment, mechanical devices and laboratory installations, and carrying out orders for their modernisation;
7) ensuring the operation of the mechanical workshop, including carrying out work commissioned to meet the needs of WIChiP;
8) preparing reports related to WIChiP activities in accordance with internal and external legal regulations;
9) carrying out information and promotional activities, including those related to information obligations, in cooperation with the relevant Dean's Representative;
10) participating in the preparation of events organised on WIChiP premises;
11) ensuring the protection of personal data;
12) notifying the relevant services in the event of a failure or disruption of order on WIChiP premises, and reporting incidents.

2. The Administration and Facilities Department reports to the Dean in terms of organisation; substantive supervision is provided by the Dean and the Vice-Dean for General Affairs.

§ 56

FACULTY OF CIVIL ENGINEERING

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

§ 57

Library

1. The tasks of the Library include:
   1) collecting, processing and making available collections (books, journals, electronic

publications, graduation theses) profiled for the science and didactics conducted at the WIL;
2) providing information and training service in the field of electronic catalogues and databases;
3) overseeing library training for students;
4) keeping the writing achievements of the employees, WIL students and PhD students in the WUT Knowledge Base;
5) generating and preparing reports on WIL employee publication output based on data from the WUT Knowledge Base.

2. The Library reports to the Faculty Dean in terms of organisation.

FACULTY ADMINISTRATION

§ 58

Dean's Secretariat

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

§ 59

IT Systems and Projects Management Department

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

§ 60

Financial and Accounting Department

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

§ 61

Administration and Facilities Department

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

8) handling personnel matters of employees of the Administration and Facilities Department.

2. The Administration and Facilities Department shall be headed by the Head of Administration.
3. The Administration and Facilities Department reports to the WIL Dean in terms of organisation and substance.

§ 62

Public Procurement Department

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

§ 63

Dean's Office

1. The basic tasks of the Dean's Office include:
   1) handling matters related to the implementation of teaching processes: preparing and keeping documentation of the course of studies, preparing student records for thesis defence and graduation, maintaining personal files of the course of studies, transferring documentation to the Department for Studies or WUT Archive;
   2) preparing ongoing documents related to studies: preparing, sending and archiving administrative decisions (admissions, striking off the register, scholarship documents), calculating and settling fees related to the course of studies and calculating scholarships and other forms of material assistance;
   3) drawing up a timetable of teaching assignments, a timetable for using teaching rooms, handling matters related to commissioning teaching assignments and accounting for teaching hours of WIL employees;
   4) overseeing the processes related to teaching (preparing and accounting for credit reports), preparing and overseeing the surveying of classes;
   5) cooperation with the university and faculty admissions commissions in the administrative support of student admissions, including providing information on admissions rules;
   6) handling matters concerning health insurance for students, PhD students and their families as well as occupational health and safety matters;
   7) keeping records of fees resulting from the course of studies and supervising their timely payment;
   8) cooperation with central administration and Divisional administration units within the scope of matters substantially conducted by them.

2. The Dean's Office reports to the Dean in terms of organisation.
3. The Dean's Office reports to the Vice-Dean for Academic Affairs and the Vice-Dean for Student Affairs in terms of substance.

§ 64

FACULTY OF MATERIALS SCIENCE AND ENGINEERING

1. The Faculty of Materials Science and Engineering, hereinafter referred to as "WIM", (symbol: WIM, code: 10900000), comprises:
   1) Division of Materials Design (symbol: ZPM, code: 10900500);
   2) Division of Structural and Functional Materials (symbol: ZMKiF, code: 10900300);
   3) Division of Surface Engineering (symbol: ZIP, code: 10900100);
   4) Division of Ceramic Materials and Polymers (symbol: ZMCiP, code: 10900200);
   5) Library (symbol: BIBWIM, code: 10900030);
   6) faculty administration units:
      a) Dean's Secretariat (symbol: BDWIM, code: 10900010);
      b) Dean's Office (symbol: DWIM, code: 10900050);
      c) Economic Department (symbol: DEWIM, code: 10900020);
      d) Facilities Department (symbol: DGWIM, code: 10900060);
      e) Public Procurement Department (symbol: DZPWIM, code: 10900070);
      f) Purchasing Department (symbol: DZWIM, code: 10900080);
      g) Project Management Department (symbol: DOPWIM, code: 10900040);
      h) Promotion Department (symbol: DPWIM, code: 10900090).
2. The organisational units referred to in section 1, items 1 - 5 report to the Dean in terms of organisation and substance.
3. Descriptions of the research and teaching activities carried out by the units referred to in section 1, items 1-4 shall be included in the characteristics of those units, published, e.g. on the University's website.

§ 65

Library

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

FACULTY ADMINISTRATION

§ 66

Dean's Secretariat

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

4) cooperation with doctoral schools;
5) managing the affairs of PhD students;
6) providing advice and consultation to WIM employees;
7) handling matters related to health insurance of PhD students and their families.

2. The Dean's Secretariat reports to the Dean in terms of organisation and substance.

§ 67

Dean's Office

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

§ 68

Economic Department

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

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

§ 69

Facilities Department

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

§ 70

Public Procurement Department

1. Provision of organisational and administrative support for matters related to the procurement process.
2. The Public Procurement Department reports to the Dean in terms of organisation and substance.

§ 71

Purchasing Department

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

§ 72

Project Management Department

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

§ 72a

Promotion Department

1. The basic tasks of the Promotion Department include:
   1) promotion of the achievements of WIM students, PhD students and staff and research teams and research done by them;
   2) promotion of materials engineering, especially among candidates to study;
   3) organisation of events, e.g., academic year inauguration, open days and coordination of WIM's participation in science picnics and festivals;

4) promotion of WIM's teaching offer;
5) implementation of the Materials Knowledge Competition;
6) running WIM internet website and social media;
7) cooperation on promotion of materials engineering with the Polish Materials Science Society;
8) cooperation with the Communication and Promotion Office.

2. The Promotion Department reports to the Dean in terms of organisation and substance.

§ 73

FACULTY OF MECHANICAL AND INDUSTRIAL ENGINEERING

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

FACULTY ADMINISTRATION

§ 74

Dean's Secretariat

1. The basic tasks of the Dean's Secretariat include:
   1) performing administrative, service, and support activities for the work of the Dean,

Vice-Deans, and WMT council;
2) collecting data on WMT's scientific activities;
3) cooperation with scientific councils for disciplines;
4) cooperation with doctoral schools;
5) managing the affairs of PhD students;
6) providing advice and consultation to WMT employees;
7) coordination of the activities of faculty-wide units, institutes and divisions;
8) overseeing the personnel matters of WMT employees;
9) preparing, in cooperation with other internal units, the required reporting on the WMT's activity and cooperation in this area with central administration units;
10) systematic input of data into information systems and Knowledge Bases;
11) preparing and carrying out public procurement procedures, drawing up a public procurement plan and implementing public procurement.

2. The Dean's Secretariat reports to the Dean in terms of organisation.
3. The Dean's Secretariat reports to the Dean, Vice-Dean for General Affairs and Vice-Dean for Research in terms of substance.

§ 75
Dean's Office

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

§ 76
Administration and Facilities Department

1. The basic tasks of the Administration and Facilities Department include:
   1) taking care of proper functioning of teaching facilities;
   2) inspecting the technical condition of the property reporting failures and damage and performing ongoing repairs and maintenance work;
   3) ensuring cleanliness of the premises in administered buildings and adjacent areas;
   4) supervision and management of inventory management: outsourced fixed assets, intangible and legal assets and low-value assets.
2. The Administration and Facilities Department shall be headed by the Head of the Administration Facilities Department.
3. The Administration and Facilities Department reports to the Dean in terms of organisation and substance.

§ 76a

Financial and Economic Division

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

§ 77

Independent Administration Officer

1. The basic tasks performed by the Independent Administration Officer include:
   1) running matters related to planning, organizing, preparing and supervising the implementation of faculty investment and repair works;
   2) cooperation with an employee of the Dean's Secretariat who deals with public procurement procedures in preparation of tender documents and participation in works of tender committees;
   3) preparing draft agreements and annexes to agreements already in force;
   4) cooperation with the central administration of the Warsaw University of Technology.
2. The Independent Administration Officer reports to the Dean in terms of substance and organisation.

§ 78

(repealed)

§ 79

FACULTY OF ENVIRONMENTAL ENGINEERING

1. The Faculty of Environmental Engineering, hereinafter referred to as "WIŚ", (symbol: WIŚ, code: 11100000), comprises:
   1) (repealed);
   2) Hydro-Engineering and Hydraulics Division (symbol: ZBWiH, code: 11100200);
   2a) Ecotoxicology and Environment Microbiology Division (symbol: ZEiMŚ, code: 11100100);
   3) Informatics and Environmental Quality Research Division (symbol: ZIiBJŚ, code: 11100300);
   4) Air-Conditioning and Heating Division (symbol: ZKiO, code: 11100400);
   5) Power Engineering and Gas Heating Systems Division (symbol: ZSCiG, code: 11100600);
   6) Water and Wastewater Systems Division (symbol: ZSWIK, code: 11100700);
   7) Chair of Environmental Protection and Management (symbol: KOiKŚ, code: 11100900);
   8) Library (symbol: ISBW, code: 11100099);
   9) faculty administration units:
      a) Dean's Secretariat (symbol: BD, code: 11100010);
      b) Dean's Office (symbol: DWIŚ, code: 11100020);
      c) Financial and Economic Department (symbol: DFE, code: 11100030);
      d) Administration Department (symbol: DA, code: 11100050);
      e) (*repealed*);
      f) (*repealed*).
2. The organisational units referred to in section 1, points 2-8 report to the Dean in terms of organisation and substance.
3. Descriptions of the research and teaching activities carried out by the units referred to in section 1, points 2-7 shall be included in the characteristics of those units, published, e.g. on the University's website.

§ 80

Library

1. The scope of activities of the specialist library of the Faculty of Environmental Engineering of the Warsaw University of Technology is defined and governed by the Library and Information System of the Warsaw University of Technology (SBI WUT).
2. Activities include:
   1) a rational policy of collecting scientific and didactic literature (in accordance with the profile of the unit's activity);
   2) professional collection processing through cataloguing library documents in the Central Collection Catalogue of the SBI WUT;
   3) proper storage of library materials;
   4) handling of borrowings, returns, renewals and monitoring of reader accounts;
   5) the execution of queries;
   6) conducting comprehensive information activities, including scientific information on information sources and information on traditional resources and electronic resources of the SBI WUT;
   7) conducting promotional activities by: organising exhibitions, running websites (publishing informative, promotional, educational content), organizing social actions, participating in university-wide initiatives;

8) co-creation of the Knowledge Base / Repository of the Warsaw University of Technology through:
   a) recording and archiving of writing, publishing and didactic activity of the employees, PhD students and WIŚ students (as faculty editors);
   b) work connected with accreditation of the unit (as Bibliography Managers) in the Reporting Module of the Polish Scientific Bibliography system and in the Integrated Information System on Higher Education POL-on;
   c) support for the process of compiling bibliometric data of the unit's research and teaching employees for reports, project and promotion requests.

3. The WIŚ Library reports to the Dean in terms of organisation.
4. The WIŚ Library reports to the Vice-Dean for General Affairs and Research and to the Director of the WUT Main Library in terms of substance.

FACULTY ADMINISTRATION

§ 81

Dean's Secretariat

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

§ 82

Dean's Office

1. The basic tasks of the Dean's Office include:
   1) administrative support for the proper organisation and implementation of the course of study;
   2) administrative service for students in the course of studies;
   3) handling matters concerning health insurance for students, PhD students and their families;
   4) conducting health and safety matters for students;
   5) administrative support for foreign exchange students;
   6) keeping records of fees resulting from the course of studies;
   7) administrative service of scholarships and financial aid;
   8) handling the process of surveying teaching activities;
   9) cooperation with central administration units within the scope of matters substantially handled by them;

10) performing activities related to the transfer of files to the Department for Studies or WUT Archive;
11) preparing reports on student affairs for the Central Statistical Office, Department for Studies and the WIŚ Council;
12) cooperation with external and internal control bodies at WUT in terms of tasks that fall within the competence of the Dean's Office;
13) performing other work ordered by the management of WIŚ;
14) running matters related to postgraduate studies realized by WIŚ.

2. The Dean's Office reports to the Dean in terms of organisation; in terms of substance, supervision is exercised by the Vice-Dean for Academic Affairs, the Vice-Dean for Part-time and Postgraduate Studies, and the Vice-Dean for Student Affairs.

§ 83

Financial and Economic Department

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

§ 84

(*repealed*)

§ 85

Administration Department

1. The basic tasks of the Administration Department include:

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

2. The Administration Department reports to the Dean in terms of organisation and substance.

§ 86

Information Technology Division

(repealed)

§ 87

FACULTY OF MATHEMATICS AND INFORMATION SCIENCE

1. The Faculty of Mathematics and Information Science, hereinafter referred to as "WMiNI", (symbol: WMiNI, code: 11200000), comprises:
   1) Division of Algebra and Combinatorics (symbol: ZAiK, code: 11200100);
   2) Division of Analysis and Singularity Theory (symbol: ZAiTO, code: 11200200);
   3) Division of Differential Geometry (symbol: ZGR, code: 11200300);
   4) (*repealed*);
   5) Division of Mathematical Statistics and Financial Mathematics (symbol: ZSMiMF, code: 11200500);
   6) Division of CAD/CAM Systems Design and Computer-Aided Medicine (symbol: CADMED, code: 11201700);
   7) Division of Probability and Stochastic Processes (symbol: ZRPiPS, code: 11200600);
   8) Division of Computational Statistics and Data Analysis (symbol: ZSOiAD, code: 11200700);
   9) Division of Functional Equations (symbol: ZRF, code: 11200800);
   10) Division of Partial Differential Equations (symbol: ZRRC, code: 11200900);
   11) Division of Ordinary Differential Equations (symbol: ZRRZ, code: 11201000);
   12) Division of Structural Methods for Knowledge Processing (symbol: ZSMPW, code: 11201800);
   13) Division of Information Processing Systems (symbol: ZSPI, code: 11201500);
   14) Division of Artificial Intelligence and Computational Methods (symbol: ZSIiMO, code: 11201600);
   15) (*repealed*);
   16) Faculty Library (symbol: BWMNI, code: 11200050);
   17) faculty administration units:
      a) Faculty Administration Department (symbol: DAMNI, code: 11200060);
      b) Building Administration Department (symbol: DGMNI, code: 11200070);
      c) *(repealed)*
      d) Financial and Accounting Department (symbol: DFMNI, code: 11200020);
      e) IT Laboratory (symbol: LIMNI, code: 11201300).
2. The units referred to in section 1, items 1-14 report to the Faculty Dean in terms of substance and organisation.
3. Descriptions of the research and teaching activities carried out by the units referred to in section 1, items 1- 14 shall be included in the characteristics of those units, published, e.g. on the University's website.

§ 88

Library

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

4) acquisition, development, maintenance and updating of collections and their ongoing ordering in an integrated electronic library system;
5) organizing activities promoting library collections, sources of information and effective methods of using them.

2. The Library reports to the Dean in terms of organisation.
3. The Library reports to the Vice-Dean for Research in terms of substance.

§ 89

Research Centre for Business
(repealed)

FACULTY ADMINISTRATION

§ 90

Faculty Administration Department

1. The basic tasks performed by the Faculty Administration Department include:
   1) cooperation with other central administration units;
   2) providing administrative service of the course of studies;
   3) keeping records of fees resulting from the course of studies and supervising their timely payment, in cooperation with the Financial and Accounting Department;
   4) preparing reports on the course of studies and students and PhD students of external and internal institutions;
   5) operating the USOS system;
   5a) handling matters related to health insurance for students and their family members;
   6) accounting for hours delegated to other Divisions for studies conducted at WMiNI;
   7) handling welfare matters of students and PhD students;
   8) managing the personnel matters of the WMiNI employees (e.g. hiring, periodic evaluation of employees, holiday records);
   9) operating the university SAP system;
   10) performing work and learning health and safety activities;
   11) implementing reported needs for purchases of fixed assets, non-durable assets and materials in accordance with the Public Procurement Act;
   12) handling public procurement;
   13) administrative service of collective accounting of teaching activities;
   14) running matters related to the activity of the Faculty Council and servicing standing and ad-hoc Faculty and Dean's Committees;
   15) cooperation with scientific councils of disciplines;
   16) cooperation with the WUT Doctoral School;
   17) managing the affairs of PhD students;
   18) providing support for the Knowledge Base (repository) and POL-on database;
   18a) administering academic degree and title procedures for WMiNI employees and WMiNI doctoral students, and cooperating with the central administration units on matters related to academic affairs;
   18b) cooperating with scientific councils for disciplines on matters related to the recognition of higher education diplomas and diplomas confirming the award of academic degrees obtained abroad;
   18c) cooperating with scientific councils for disciplines on matters related to the awarding of doctoral and postdoctoral degrees (doktor habilitowany), and compiling and maintaining the relevant documentation.

19) cooperation with other units of WMiNI;
20) carrying out other tasks as instructed by the Dean and Vice-Deans of WMiNI.

2. The Faculty Administration Department shall be managed by a head.
3. The Faculty Administration Department reports to the Faculty Dean in terms of organisation.

§ 91

Building Administration Department

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

§ 92

Financial and Accounting Department

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

of the conformity of the expenditures incurred with the financial and material plan;
4) preparing documents as a basis for remuneration payments;
5) confirming the availability of funds on financial commitment documents;
6) formal and accounting control of accounting evidence;
7) allocation of accounting evidence, which consists in determining and marking on the document the method of its recording in the books of account and initial entry into the SAP system;
8) preparing documents constituting the basis for recording sales of goods and services;
9) giving financial opinion on contracts concluded by WMiNI;
10) checking and confirming that the financial statements of individual projects are consistent with the accounting records;
11) preparing financial information for the WMiNI management, creating reports for financial management control;
12) preparing financial data for funding requests and financial statements as defined by external and internal rules;
13) *(repealed)*
14) operating the National e-Invoicing System (KSeF), including verifying received invoices and issuing structured invoices;
15) cooperating with project managers, University project managers and research team leaders in initiating, securing and implementing projects and commissioned research services;
16) supporting the preparation of project proposals and offers for research services, including their budgets;
17) monitoring the implementation of projects and research services carried out at WMiNI;
18) maintaining databases of projects and research services;
19) providing support in project management and handling project documentation and documentation relating to research activities;
20) cooperating with other organisational units of WUT on initiated and implemented projects and research services;
21) cooperating with external institutions in securing and implementing projects and research services;
22) promoting projects carried out at WMiNI on the WMiNI website;
23) carrying out other tasks as instructed by the Dean of WMiNI and the Vice-Dean for Research.

2. The Financial and Accounting Department shall be headed by a person authorized to do so by the Bursar.
3. The Financial and Accounting Department reports to the Dean in terms of organisation and substance.

§ 93

(repealed)

§ 94

IT Laboratory

1. The basic tasks performed by the IT Laboratory include:
1) preparation of laboratories for teaching;
2) providing IT support for the implementation of teaching activities;

3) software development, hardware maintenance and administration of the IT infrastructure functioning at WMiNI;
4) operation, maintenance and development of the faculty computer network;
5) taking care of the rooms occupied by the Laboratory and the equipment located there;
6) ensuring reliable and secure operation of the WMiNI IT infrastructure;
7) performing other work and taking actions ordered by the Faculty Dean consistent with the tasks of the Laboratory;
8) maintenance and development of the website in the scope resulting from the tasks of the unit;

2. The IT Laboratory Head must be a person with professional experience in the area of IT infrastructure management.
3. The Laboratory shall be managed by a head.
4. The IT Laboratory reports to the Faculty Dean in terms of organisation.

§ 95

FACULTY OF POWER AND AERONAUTICAL ENGINEERING

1. The Faculty of Power and Aeronautical Engineering (WMEiL) (symbol: WMEIL, code: 11300000), comprises:
   1) Institute of Heat Engineering (symbol: ITC, code: 11310000), comprising:
      a) Division of Energy Technology and Systems (symbol: ZTSE, code: 11310800);
      b) Division of Artificial Intelligence and Hydrogen Technologies in Power Engineering (symbol: ZSITWE, code: 11310900);
      c) Division of Energy Use and Refrigeration (symbol: ZUECH, code: 11311000);
      d) Division of Aircraft Engines (symbol: ZSL, code: 11310400);
      e) Division of Thermodynamics (symbol: ZT, code: 11310500);
      f) ITC Financial Department (symbol: ITCDZF, code: 11310020);
      g) Administration and Facilities Department (symbol: ITCDAG, code: 11310010);
      h) ITC Institute Office (symbol: ITCBIU, code: 11310030);
   2) Institute of Aeronautics and Applied Mechanics (symbol: ITLiMS, code: 11320000); comprising:
      a) Division of Aerodynamics (symbol: ZAE, code: 11320100);
      b) Division of Automation and Aeronautical Systems (symbol: ZAiOL, code: 11320200);
      c) Division of Mechanics (symbol: ZM, code: 11320300);
      d) Division of Fundamentals of Machine Design (symbol: ZPK, code: 11320400);
      e) Division of Aeroplanes and Helicopters (symbol: ZSiŚ, code: 11320500);
      f) Division of Theory of Machines and Robots (symbol: ZTMiR, code: 11320600);
      g) Division of Strength of Materials and Structures (symbol: ZWMiK, code: 11320700);
      h) ITLiMS Financial Department (symbol: ITLFIN, code: 11320020);
      i) Administration and Facilities Department (symbol: ITLDAG, code: 11320032);
      j) (repealed)
      k) ITLiMS Institute Office (symbol: ITLiMSBI, code: 11320040);
   3) Library (symbol: MELBIB, code: 11300030);
   4) faculty administration units:
      a) Dean's Secretariat (symbol: MELBDZ, code: 11300010);
      b) Dean's Office (symbol: MELDZK, code: 11300020).
2. The organisational units (institutes) referred to in section 1, items 1 and 2 report to the Faculty Dean in terms of organisation, while the organisational units referred to in section 1, items 1 a-h, and 2 a-k report to the Director of the Institute to which they belong in terms of substance.
3. Descriptions of the research and teaching activities of the units listed in section 1, items 1-2 include characteristics of these units, published, e.g. on the University's website.

§ 96

Library

1. The basic tasks of the WMEiL Library include collecting, organising and lending the library collections, necessary to implement the teaching process at WMEiL, including:
   1) collecting scientific and teaching literature in line with the WMEiL profile;
   2) shaping the collection and library area in line with the current standards and users' needs;
   3) keeping the inventory and organising the collection;

4) making the collection available;
5) keeping and protecting the collection;
6) conducting inventory and selection of collections, and consulting the inventory value of the collection;
7) cooperation in maintaining ongoing documentation of the writing achievements of WMEiL employees, students and doctoral candidates, kept in the WUT Knowledge Base;
8) providing information on the resources of the University library-information system and other libraries, providing individual assistance to users in satisfying their information needs;
9) preparing reports and statements on library and information operations.

2. The Library reports both to the Dean in terms of organisation and substance, to the Vice-Dean for Academic Affairs and the Vice-Dean for Student Affairs in terms of substance.

§ 97

Dean's Secretariat

1. The basic tasks of the Dean's Secretariat is the conduct of WMEiL organisational affairs, including:
   1) performing administrative duties in support of the work of the Dean, Vice-Deans and WMEiL Council;
   2) running the records management at WMEiL;
   3) running matters related to the activities of the WMEiL Council;
   4) running matters related to WMEiL reporting;
   5) running matters related to administrative tasks for public procurement;
   6) running matters related to services for teaching, student and didactic projects, including running the process of project application and settlement;
   7) running the local project management office LOP WMEiL and matters related to management of research and structural projects, including running the process of application, preparation for implementation and project settlement;
   8) running administrative services and coordination of document flow for personnel matters of WMEiL staff;
   9) running matters related to the supervision of the quality of education;
   10) cooperation with scientific councils for disciplines;
   11) cooperation with the Warsaw University of Technology Doctoral School;
   12) conducting accounting and financial matters of WMEiL and cooperation with financial departments of institutes;
   13) running matters related to promotion of WMEiL and contacts with the surrounding;
   14) running mattes related to documentation archiving.
2. The Dean's Secretariat is headed by the Head.
3. A person holding the proxy of the Bursar is responsible for running the accounting and financial matters of WMEiL.
4. The Dean shall supervise the application and implementation of research projects at WMEiL.
5. The Dean's Secretariat reports to the Dean in terms of organisation and substance and to the Vice-Dean for General Affairs and Research in terms of substance.

§ 98

Dean's Office

1. The basic tasks of the Dean's Office include:
   1) performing administrative tasks supporting the work of the Dean and Vice-Deans in the areas of teaching and student services;
   2) preparing data for the purposes of WMEiL reporting related to course of study implementation;
   3) running matters related to the implementation of teaching processes, in particular:
      a) preparing and keeping documentation of the course of studies,
      b) preparing student records for thesis defence and graduation,
      c) preparing and keeping documentation for student internships,
      d) issuing certificates,
      e) maintaining personal files of students' course of studies,
      f) running matters related to medical insurance of students and their families,
      g) management of the admissions and registration of students,
      h) administrative services and keeping the documentation of the process of awarding financial aid for students,
      i) keeping records of fees resulting from the course of studies and supervising their timely payment;
      j) carrying out activities related to providing course documentation to the WUT Archive and the Department for Studies.
2. The Dean's Office is headed by the Head.
3. The Dean's Office reports to the Dean in terms of organisation and substance, and to the Vice-Dean for General Affairs and Research, Vice-Dean for Academic Affairs, and Vice-Dean for Student Affairs in terms of substance.

§ 99

Financial Departments at WMEiL Institutes

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

11) preparing financial information for the Institute's management, producing reports for the purpose of financial management control;
12) preparing financial data for funding requests and financial statements as defined by external and internal rules;
13) cooperation of institute proxies of the Bursar with the Faculty Secretariat in the scope of supervision of the financial activity of the institutes, including compliance with financial discipline by the institutes, ongoing settlements of particular types of activity and settlement of budgets up to the amount of allocated funds.

2. The Financial Department in an Institute shall be headed by a person authorized to do so by the Bursar.
3. The Financial Departments in the Institutes shall report to the Institute Directors in terms of organisation and substance.

§ 100

Administration and Facilities Departments at WMEiL Institutes

1. The basic tasks of the Administration and Facilities Departments at WMEiL Institutes include the management and administration of the institute building, including:
   1) maintenance of the building's log book, carrying out periodic inspections of the technical condition of the building and adjacent areas and of the technical infrastructure, together with identification of maintenance needs and necessary repairs;
   2) taking care of proper functioning of teaching facilities and equipment and scientific apparatus;
   3) ensuring cleanliness of the premises in administered buildings and adjacent areas;
   4) maintenance and repairs of the buildings and the whole infrastructure;
   5) making small repairs of building installations, including with the assistance of units from outside of WUT;
   6) preparation and coordination of investment and renovation tasks;
   7) cooperation with persons given IT tasks for protection of the building against theft and damage;
   8) cooperation with the Academic Guard in securing the building against theft and damage to the outsourced assets, especially property to which all persons in the building have access.
2. The ITC Administration and Facilities Department reports to the Institute's Director in terms of organisation and substance.
3. The ITLIMS Administration and Facilities Department reports to the Institute's Director in terms of organisation and substance, and to the ITLiMS Deputy Director for General Affairs in terms of substance.

§ 101

Secretariats of WMEiL Institutes

1. The basic tasks of the Secretariats in the institutes are to manage the organisational affairs of the institute, including:
   1) performing administrative, service and support activities for the Director and Deputy Directors of the Institute;
   2) running the Institute's secretariat and managing and coordinating ongoing matters;
   3) providing administrative support in divisions and coordination of the operation of the divisions, in particular for EZD management, preparing and forwarding documents and information, public procurement documentation, financial and accounting documents;
   4) running administrative matters related to the Institute's national and international

scientific activities;
5) running matters related to teaching activities of the institute and divisions;
6) collecting data and preparing the required reporting on the institute's and divisions' operation;
7) handling matters related to the archiving of documentation of the institute and divisions.

2. The Secretariat of the ITC Institute runs the register of working time of ITC staff members in SAP HR and reports in this field.
3. The Secretariat of the ITLiMS Institute runs the institute library.
4. The Secretariat of the ITLiMS Institute reports to the ITLiMS Director in terms of substance and organisation and to ITLiMS Deputy Directors in terms of substance.
5. The Secretariat of the ITC Institute reports to the ITC Director in terms of substance and organisation.

§ 102

(repealed)

§ 103

(repealed)

§ 104

FACULTY OF MECHATRONICS

1. The Faculty of Mechatronics, hereinafter referred to as "WMchtr", (symbol: WMchtr, code: 11400000), comprises:
   1) Automatics and Robotics Institute (symbol: IAiR, code: 11410000);
   2) Metrology and Biomedical Engineering Institute (symbol: IMiIB, code: 11420000);
   3) Micromechanics and Photonics Institute (symbol: IMiF, code: 1143000);
   4) (repealed)
   5) faculty administration units:
      a) Dean's Secretariat (symbol: BDMchtr, code: 11400050),
      b) Financial Department (symbol: DFMchtr, code: 11400060),
      c) Administration Department (symbol: DAFMchtr, code: 11400070),
      d) Public Procurement Department (symbol: DZPMchtr, code: 11400080),
      e) Local Project Centre, South Campus, LOP Południe (symbol: LOPPD, code: 110400040).
2. The organisational units (institutes) referred to in section 1, items 1-3 are administered by the Faculty Dean.
3. Descriptions of the research and didactic activities of the units listed in section 1, items 1-3 include the characteristics of these units, published, e.g. on the University's website.

§ 105

(repealed)

FACULTY ADMINISTRATION

§ 106

Dean's Office

(repealed)

§ 106a

Dean's Secretariat

1. The basic tasks of the Dean's Secreatariat include:
   1) running the secretariat of the Dean and Vice-Deans;
   2) drafting and monitoring the implementation of the Dean's decisions and regulations;
   3) managing personnel matters for employees reporting directly to the Dean;
   4) running the main office stand at WMchtr;
   5) running faculty documentation related to awarding distinctions and awards;
   6) coordination of activities related to giving opinions on the employment of academic teachers by the scientific councils of disciplines and the faculty council;
   7) administrative support for the collegiate bodies of WMchtr, including matters related to the activities of the WMchtr Council, Faculty Council committees, and committees of the Dean and Dean's proxies;
   8) cooperation with scientific councils for disciplines;
   9) cooperation with WUT Doctoral School;
   10) co-participation in the preparation of reports required by internal and external regulations;
   11) providing administrative service of fields of study run by WMchtr;

12) keeping records of fees resulting from the course of study and supervising their timely payment;
13) providing administrative service for WMchtr students;
14) handling matters related to health insurance for students, PhD students and their families;
15) systematic entering data into IT systems and knowledge bases;
16) providing IT and technical support for classrooms and departments reporting directly to the Dean;
17) cooperation with central administration units within the scope of matters substantially handled by them;
18) archiving documentation connected to WMchtr operations.

2. The Dean's Secretariat is managed in terms of administration by the Dean's Seetariat's Head appointed by the Dean.
3. The Dean's Secretariat reports to the Dean in terms of organisation.
4. The Dean's Secretariat reports to the Dean and Vice-Deans in terms of substance.

§ 107
(repealed)

§ 107a
Financial Department

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

or another person appointed by the Dean.
3. The Financial Department reports to the Dean both in terms of substance and organisation.

§ 107b
Administration Department

1. The tasks of the Administration Department include:
1) supervision over the management and administration of the outsourced fixed assets, intangible assets and low-value assets of WMchtr;
2) administration of the WMchtr building, including:
   a) maintaining cleanliness of the premises in the Building of Mechatronics and the adjacent area,
   b) running matters relating to the proper safeguarding and protection of property,
   c) supervising the work of maintenance workers and carrying out supervision over the renovations carried out in order to secure the property;
3) controlling the technical condition of property, reporting failures and malfunctions, as well as performing every-day repairs and maintenance;
4) planning and supervising the implementation of construction investments, building repairs and maintenance of technical equipment.
4. The Administration Department shall be managed by a person appointed by the Dean.
5. The Administration Department reports to the Dean both in terms of organisation and to the Vice-Dean for General Affairs in terms of substance.

§ 107c
Public Procurement Department

1. The tasks of the Public Procurement Department include:
   1) planning and implementing uniform procedures of purchases at WMchtr;
   2) planning and verifying purchase requests;
   3) preparing and performing purchase procedures at WMchtr in a uniform way;
   4) preparing and implementing public procurement proceedings, drafting and updating a public procurement plan and implementation of public procurement;
   5) documenting the purchase and public procurement process;
   6) making lists and reports in line with the Public Procurement Act for the Logistics and Purchasing Department;
   7) archiving the tender documentation of WMchtr.
2. The Public Procurement Department shall be managed a person appointed by the Dean.
3. The Public Procurement Department reports to the Dean in terms of organisation and to the Vice-Dean for Research in terms of substance.

§ 107d
Local Project Centre South Campus (LOP Południe)

1. The tasks of LOP Południe include:
   1) administrative support for persons submitting project applications;
   2) administrative support for project leaders co-funded from external sources;
   3) cooperation with the Project Management Centre in completion of project implementation tasks;
   4) constant monitoring of project-related risks;

5) support in archiving project documents completed in LOP Południe within WMchtr units;
6) support for heads in audits and controls;
7) monitoring of achievement of indices in project durability.

2. The LOP Południe Department shall be managed a person appointed by the Dean.
3. The LOP Południe Department reports to the Dean in terms of organisation and to the Vice-Dean for Research in terms of substance.

§ 108

FACULTY OF AUTOMOTIVE AND CONSTRUCTION MACHINERY ENGINEERING

1. The Faculty of Automotive and Construction Machinery Engineering, hereinafter referred to as "WSiMR", (symbol: WSIMR, code: 11500000), comprises:
   1) (repealed)
   2) (repealed)
   3) (repealed)
   3a) Division of Construction Machinery (symbol: ZMR, code: 11500200),
   3b) Division of Numerical Methods and Intelligent Structures (symbol: ZMNISI, code: 11500300),
   3c) Division of Vehicle Drive Systems (symbol: ZNPO, code: 11500400),
   3d) Division of Machine Design Fundamentals (symbol: ZPBM, code: 11500500),
   3e) Division of Automotive Engineering, Mechatronics and Mechanics (symbol: ZSMIM, code: 11500600);
   4) faculty administration units:
      a) Dean's Secretariat (symbol: BDSIMR, code: 11500040);
      b) Financial Office (symbol: BFSIMR, code: 11500070);
      c) *(repealed)*
      d) *(repealed)*
      e) Facilities and Technical Department (symbol: DGTSIMR, code: 11500140);
      f) *(repealed);*
      g) Dean's Office (symbol: DZKSIMR, code: 11500150);
      h) *(repealed);*
      i) *(repealed);*
      j) *(repealed);*
      k) Administration Office (symbol: BASIMR, code: 11500160).
2. The organisational units referred to in section 1, items 3a-3e and section 4, letters a-b, e and k report to the Faculty Dean in terms of organisation, the unit referred to in section 1, item 4, letters g reports to the Vice-Dean for Student Affairs in terms of organisation.
3. Descriptions of the research and teaching activities of the units referred to in section 1, items 3a-3e include characteristics of these units, published, e.g. on the University's website.

§ 109

(repealed)

FACULTY ADMINISTRATION

§ 110

Dean's Secretariat

1. The basic tasks of the Dean's Secretariat include:
   1) performing administrative services for the WSiMR collegial bodies, including running matters related to the operation of the Faculty Council and Faculty Council commissions;
   2) collection of data on the scientific activities of WSiMR;
   3) cooperation with scientific councils for disciplines;
   4) cooperation with the WUT Doctoral School;
   5) (repealed)

6) providing advice and consultancy to the employees of WSiMR;
7) coordination of the activities of all-faculty units and divisions;
8) running personnel matters of WSiMR employees directly subordinated to the Dean;
9) preparing, in cooperation with other internal units, the required reporting on the activities of WSiMR and cooperating in this respect with central administrative units;
10) (repealed)
11) running the main register office position at WSiMR;
12) preparing projects and monitoring the implementation of the Dean's decisions and regulations;
13) running the secretariat of the dean and vice-deans.

2. The Dean's Secretariat reports to the Dean in terms of organisation and substance.

§ 111

Financial Office

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

§ 112

(repealed)

§ 113

(repealed)

§ 114

Facilities and Technical Department

1. The basic tasks of the Facilities and Technical Department include:
   1) administration of the WSiMR building;
   2) keeping a register of assets, intangible and legal assets, and low-value property;
   3) running matters related to correct safeguarding and protection of property;
   4) supervision of the technical condition of correct functioning of the technical and ICT apparatus and infrastructure of WSiMR;
   5) care for correct functioning of software on WSiMR computers and servers;
   6) planning and preparing documentation for purchasing goods and services necessary for the correct functioning of the apparatus, equipment and technical infrastructure;
   7) cooperation with WUT organisational units and technical staff;
   8) cooperation with external units within the Department's competences and tasks;
   9) cooperation with WSiMR units in terms of research and maintenance, prototype tests, construction, project, technological work, to the extent defined by the WSiMR Dean;
   10) technical support for teaching classes;
   11) running personnel matters of the Facilities and Technical Department;
   12) completion of other tasks given by the WSiMR Dean.
2. The Facilities and Technical Department reports to the Dean and WSiMR vice-deans in terms of organisation and substance, according to their competence.

§ 115
(repealed)

§ 115a

(repealed)

§ 116

Dean's Office

1. The basic tasks of the Dean's Office include:
   1) administrative service of full-time and part-time fields of study conducted by WSiMR, services related to student scholarships;
   2) handling matters related to health insurance for WSiMR students, PhD students and their families;
   3) keeping records of fees resulting from the course of studies and supervising their timely payment;
   4) drawing up teaching schedules, operating the classroom booking system;
   5) handling matters related to teaching assignments and accounting for teaching hours;
   6) preparing reports required by internal and external regulations;
   7) cooperation with WSiMR organisational units, Dean's proxies, faculty student self-government and central administration units within the scope of assigned tasks;
   8) performing other tasks ordered on an ad-hoc basis by the superior;

9) administrative services for post-graduate studies conducted at WSiMR.

2. The Dean's Office reports to the Vice-Dean for Education in terms of organisation, and to the Dean, the Vice-Dean for Education and the Vice-Dean for Student Affairs in terms of substance.

§ 116a

Administration Office

1. The basic tasks of the Administration Office include:
   1) running the personnel affairs of the Administration Office;
   2) performing administrative, service and support tasks for the division heads and the dean;
   3) ongoing input of data on WSiMR to the Integrated Information System on Higher Education and Science POL-on and to the WUT Knowledge Base and their verification;
   4) cooperation with WSiMR organisational units in preparation of all reports and information;
   5) preparing documentation for archiving and forwarding it to the WUT Archive;
   6) organisational and administrative management of matters related to public procurement;
   7) cooperation with project leaders and research team heads in terms of initiation, acquisition and implementation of projects and research orders;
   8) initiation and running of WSiMR promotional activities;
   9) running the Library.
2. The Administration Office reports to the Dean in terms of organisation, and to the Dean and WSiMR Vice-Deans in terms of substance, according to their competences.

§ 117

Part-Time Studies Office

(repealed)

§ 118

Student Affairs Office

(repealed)

§ 119

FACULTY OF TRANSPORT

1. The Faculty of Transportation, hereinafter referred to as "WT", (symbol: WT, code: 16000000), comprises:
   1) (repealed)
   2) Division of Information and Mechatronic Systems in Transport (symbol: SIMT, code: 11601000);
   3) Division of Transportation Systems Engineering and Logistics (symbol: WTISTiL, code: 11600400);
   4) (repealed)
   5) Division of Traffic Control and Transport Infrastructure (symbol: WTSRiIT, code: 11601100);
   6) (repealed)
   7) (repealed)
   7a) Division of Means of Transport Construction and Maintenance (symbol: WTBiEŚT, code: 11601200);
   7b) Division of Air Transport Engineering and Teleinformatics (symbol: WTITLiT, code: 11601300);
   7c) Information and Consultation Point of the Centre for Universal Design and Accessibility Knowledge of the Warsaw University of Technology (PIK WT) (symbol: PIKCPUWT, code: 116001400);
   8) Transport Certification Centre (symbol: OCT, code: 11610000);
   9) Library (symbol: TRBW, code: 11600050);
   10) faculty administration units:
      a) Dean's Secretariat (symbol: WTBD, code: 11600010);
      b) Dean's Office (symbol: WTDZ, code: 11600020);
      c) Technical Department (symbol: WTT, code: 11600070);
      d) Financial Department (symbol: WTFIN, code: 11600040).
2. The organisational units referred to in section 1, item 1-2, item 5 and items 7a-7c report to the Faculty Dean in terms of organisation and substance.
3. Descriptions of the research and teaching activities of the units listed in section 1, items 1-7 are included in the characteristics of these units, which are published, among other places, on the University's website.

§ 119a

Information and Consultation Point of the Centre for Universal Design and Accessibility Knowledge of the Warsaw University of Technology (PIK WT)

1. The Information and Consultation Point of the WUT Centre for Accessibility Knowledge and Universal Design (PIK WT) provides information, consultation and educational services in the field of public transport and transport infrastructure accessibility, including in particular:
   1) providing information and consultations to external entities and internal WUT stakeholders on the accessibility of public transport and transport infrastructure for people with specific accessibility needs, taking into account the principles of universal design;
   2) developing and disseminating accessibility standards in the field of transport, including standards concerning transport infrastructure, safety and technical solutions relating to rolling stock, information and communication aspects of transport, and applications supporting the use of public transport;

3) conducting analyses and preparing expert assessments concerning public transport accessibility for entities within the socio-economic environment, including public administration bodies, local authorities, ministries responsible for transport, and non-governmental organisations.

2. PIK WT administers and makes available training and demonstration rooms equipped with simulation stations, known as the "Simulator Centre", which enable the presentation of solutions relating to the accessibility of transport infrastructure and rolling stock. The Simulator Centre hosts training sessions, workshops and seminars for target groups, including transport engineers, local government representatives, public transport operators and non-governmental organisations.
3. PIK WT cooperates with the CPU PW Information and Consultation Point at the Faculty of Architecture (PIK WA) to exchange knowledge and implement joint training and research initiatives. PIK WT also cooperates with other WUT organisational units and entities within the socio-economic environment, including the "Polska Bez Barier" Foundation.
4. The Director of PIK WT, appointed by the Dean of the Faculty of Transport, is responsible for organising and supervising the activities of PIK WT, including planning and delivering training, maintaining consultation records, coordinating the work of the team of experts at the Faculty of Transport, and submitting reports on PIK WT activities to the Centre for Development Projects, the organisational unit coordinating the project entitled "WUT Centre for Accessibility Knowledge and Universal Design".

§ 120

Library

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

§ 121

Transport Certification Centre

1. The Transport Certification Centre, hereinafter referred to as the "OCT", is a WT organisational unit, referred to in § 21, section 2, item 5 of the WUT Statutes, which conducts service activity, in particular inspection and certification services concerning, inter alia,

equipment, construction products, vehicles, quality management systems and safety management systems, as well as training and laboratory services.

2. The aim of OCT is the continuation of activities carried out at the Warsaw University of Technology in the scope of unit authorized to carry out tests in railway transport and activities in the scope extended by new authorizations and new industries.
3. The OCT implements and maintains a management system and acquires the necessary authority to conduct its operations.
4. The OCT's activities are carried out with the participation of WUT employees, students, PhD students and people from outside the Warsaw University of Technology who have knowledge in the field of the OCT's activities.
5. The OCT cooperates with other WUT organisational units.
6. The OCT's headquarters are located at WT.
7. The OCT conducts activities related to certification, inspection and laboratory, functional and operational testing in the areas of transport, telecommunications and logistics.
8. In particular, the OCT performs tasks related to:
   1) product certification;
   2) drawing up of safety assessment reports;
   3) drawing up of technical opinions;
   4) conducting open trainings within the scope of its competences;
   5) organisation and execution of laboratory, functional and operational tests.
9. The tasks referred to in section 8 shall be performed by the OCT with the use of internal resources of the OCT and Warsaw University of Technology, as well as external resources (subcontractors), on the terms laid down in contracts on cooperation, consistent with the management systems in force at the OCT.
10. The employment relationship with the OCT employees is established and terminated by the Rector upon a motion of the WT Dean, submitted by the OCT Director.
11. Civil-law agreements with persons performing work for the OCT are concluded by the WT Dean within the limits of the Rector's authorizations, upon the OCT Director's motion.
12. In performing its tasks, the OCT may use the premises and didactic and research equipment of the WT and other WUT organisational units pursuant to the rules laid down in the agreements concluded with those units.
13. The share of WUT organisational units, co-operating persons and OCT subcontractors in the implementation of a given task, in particular in the costs and income from the results of its implementation, shall be determined in relevant contracts concluded with the OCT.
14. Within the meaning of PN-EN ISO IEC 17065 and PN-EN ISO IEC 17020 standards, the highest management of the OCT is constituted by the Rector of the Warsaw University of Technology, WT Dean, and OCT Director.
15. The OCT shall be headed by the Director.
16. The OCT Director must be a research and teaching employee member holding at least a PhD degree.
17. The OCT Director is appointed by the Rector upon the motion of the WT Dean, after consultation with the Faculty Council.
18. The OCT Director is appointed for a period not longer than the Rector's term. The appointment may be renewed.
19. The Rector, after consulting the WT Dean, may dismiss the OCT Director before the end of his/her term in case of violation by the Director of the binding regulations or their inability to manage the OCT, e.g. illness lasting longer than three months.
20. The OCT Director is responsible for the operation of the OCT to the WT Dean.
21. The OCT Director's responsibilities include:
   1) preparing activity and financial plans of the OCT, submitted to the WT Council and approved by the WT Dean;

2) managing the property of the OCT and disposing of its financial resources, in accordance with the scope of powers granted;
3) development of certification activities and requirements;
4) establishment of the OCT's policy;
5) establishment of the OCT management system;
6) approval of the OCT management system, in particular:
   a) Quality Manual;
   b) OCT's policy;
   c) OCT's objectives;
   d) procedures for managing impartiality and the OCT impartiality risk register,
   e) management review procedures and management review reports,
   f) other procedures and records of the OCT management system;
7) approving changes to the OCT management system;
8) concluding agreements for the provision of services with WUT organisational units, within the scope of the power of attorney granted;
9) concluding contracts for the performance of service work with principals and contractors, within the scope of the power of attorney granted;
10) approval and issuance of reports, technical opinions and certificates for products, processes and services covered by the scope of concluded agreements;
11) assigning positions and functions and terms of reference to OCT employees;
12) delegation of authority to employees and committees, including approval and issuance of reports, technical opinions, and certifications for products, processes, and services covered by the scope of the agreements entered into, except for entering into financial commitments;
13) ensuring, within the scope of its powers, the conditions for carrying out the OCT's tasks;
14) determination of the OCT organisational structure and the scope of competence requirements for particular positions;
15) Applying to the WT Dean with proposals in all matters concerning the OCT.

22. In accordance with the needs and available resources, the Director may commission specific works to employees of the Warsaw University of Technology and persons from outside the University, in accordance with the rules in force at the Warsaw University of Technology.
23. Depending on the needs and available resources, the OCT may employ employees on the terms set forth in section 10.
24. The remuneration of employees and the OCT Director is determined by the Rector according to the rules in force at the University.
25. The OCT Director is the supervisor of all OCT employees.
26. The OCT Director submits annual reports on the OCT's activities to the WT Dean, no later than the end of June. This provision does not apply to the first year of OCT activity.

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

FACULTY ADMINISTRATION

§ 122

Dean's Secretariat

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

§ 123

Dean's Office

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

§ 124

Technical Department

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

3) ensuring cleanliness of the premises in administered buildings and adjacent areas;
4) supervision and management of inventory management: outsourced fixed assets, intangible and legal assets and low-value assets.

2. The Technical Department shall be headed by the Head of the Technical Department.
3. The Technical Department reports to the Dean in terms of organisation and substance.

§ 125

Financial Department

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

§ 126

FACULTY OF MANAGEMENT

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

§ 127

Production Modelling and Organisation Centre

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

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

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

FACULTY ADMINISTRATION

§ 128

Dean's Secretariat

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

4) cooperation with doctoral schools;
5) managing the affairs of PhD students;
6) preparation of required reporting on WZ activity and cooperation with central administration units in this respect;
7) participation in the development of publishing plans;
8) data collection for parametric evaluation of disciplines;
9) performing activities related to the preparation of contracts, agreements, powers of attorney, projects.

2. The Dean's Secretariat reports to the WZ Dean in terms of organisation.
3. In terms of substance, the Dean's Secretariat reports to the WZ Dean, the Vice-Dean for Research and Development.

§ 129

Dean's Office

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

§ 130

Administration Department

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

§ 131

Economic Department

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

§ 132

WZ Head of Administration

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

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

3. The WZ Head of Administration reports directly to the WZ Dean.

Annex No. 4 to the WUT Organisational Regulations

ORGANISATIONAL UNITS IN THE WUT BRANCH
BASIC ORGANISATIONAL UNITS

§ 1

The basic organisational WUT units operating in the Branch are:

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

§ 2

Faculty of Civil Engineering, Mechanics and Petrochemistry

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

1) Industrial Equipment Division (symbol: ZAP, code: 71901400);
2) General Chemistry Division (symbol: ZCO, code: 71901100);
3) Mechanical Systems Engineering and Automation Division (symbol: ZISMiA, code: 71901300);
4) Environmental Engineering Division (symbol: ZIŚ, code: 71900900);
5) Building Constructions and Technologies Division (symbol: ZKiTB, code: 71900700);
6) Polymers and Petrochemical Processes Division (symbol: ZMPiPP, code: 719001200);
7) Structural Mechanics and Building Materials Division (symbol: ZMKiMB, code: 71900800);
8) Organic Technology Division (symbol: ZTO, code: 71901000);
9) organizational unit of faculty administration
   a) Faculty Administration Department (symbol: DAWBMP, code: 71900030);
   b) Engineering and Technical Department (symbol: DITWBMP, code: 71900040).

§ 3

(repealed)

§ 4

(repealed)

§ 5

(repealed)

§ 6

(repealed)

§ 7

(repealed)

§ 8

(repealed)

§ 8a

Faculty Administration Department

1. The tasks of the Faculty Administration Department include:
1) management of the university's IT systems for education purposes at WBMiP;
2) management of the university's IT systems for staff matters at WBMiP;
3) administrative management of the course of study conducted at WBMiP;
4) administrative management of WBMiP students' social and maintenance matters;
5) keeping documentation of tuition fees for studying at WBMiP and oversight of their timely payment;
6) administrative management of ordering and settling classes at WBMiP;
7) drawing up a financial plan for education at WBMiP;
8) preparing reports on the course of study at WBMiP;
9) preparing reports on the operations of organizational units at WBMiP;
10) cooperation with the WUT Doctoral School;
11) entering data to the POL-on system for studies conducted at WBMiP and staff of the WBMiP organisational units;
12) entering data to the WUT Knowledge Base on staff of the WBMiP organisational units;
13) mail register and administrative services;
14) archiving education documentats;
15) archiving documents on the operations of WBMiP organisational units;
16) updating information on education at WBMiP and operations of the WBMiP organisational units on the website of the WUT Płock Branch;
17) performing other tasks assigned by the WBMiP Dean related to the character and scope of the operations.

2. The Faculty Administration Department reports to the Dean in terms of organisation and substance.

§ 8b

Engineering and Technical Department

1. The tasks performed by the Engineering and Technical Department include:
    1) preparing for teaching activities and providing technical support for laboratories within the divisions;
    2) preparing requests for chemical reagents and laboratory equipment for the divisions;
    3) supervising students completing experimental thesis work in the divisions;
    4) participating in scientific research activities, including internal research carried out by the staff of the divisions;
    5) preparing requests for samples necessary for the completion of diploma theses, internal research of the divisions, and work performed for external entities, as well as organizing the collection and receipt of these samples;
    6) maintaining inventory records in the divisions (both fixed and non-fixed assets) and assigning inventory numbers to newly purchased items;
    7) preparing waste generated in the divisions for disposal;
    8) preparing, in consultation with the heads of the divisions, the work schedule for engineering and technical staff of the divisions;
    9) cooperating with the person responsible for occupational health and safety regarding the ordering of protective and work clothing for division employees and maintaining the registry of such clothing;
    10) performing other tasks assigned by the WBMiP Dean and the heads of the divisions.
2. The Engineering and Technical Department reports to the Dean in terms of organisation and substance.

§ 9

College of Economics and Social Sciences

The College of Economics and Social Sciences comprises the Secretariat of the College of Economics and Social Sciences (symbol: SKNEiS, code: 72000010), which is an administrative organisational unit established to provide administrative support to the director, deputy directors, teachers, students, and the educational process.

§ 10

(repealed)

§ 11

(repealed)

§ 12

(repealed)

§ 13

Secretariat of the College of Economics and Social Sciences

1. The Secretariat of the College of Economics and Social Sciences is subordinated to the College Director of Economic and Social Sciences; the substantive supervision of the Secretariat's activities is exercised by the Vice-Directors for Academic Affairs and for Students, respectively.
2. The Secretariat's tasks include:
   1) conducting and providing administrative services for students and participants of postgraduate studies and other forms of education;
   2) serving the interests of customers and employees, managing correspondence;
   3) USOS and SAP-FI system support in the area of education;
   4) administrative service of granting financial aid benefits to students;
   5) handling the graduation process;
   6) keeping records of fees resulting from the course of studies and supervising their timely payment;
   7) conducting statistics and reporting, in particular for CSO and POL-on system;
   8) keeping a record of education printouts;
   9) accounting for the teaching hours of academic teachers;
   10) preparing contracts connected with realization of teaching activities for persons from outside the University;
   11) preparing orders for teaching assignments by WUT organizational units;
   12) drawing up a financial plan for education;
   13) preparing documentation of the education process survey;
   14) providing organizational support for matriculation and graduation ceremonies;
   15) updating education information on the WUT Branch website in Plock;
   16) archiving of educational records;
   17) cooperation in promoting the University and recruiting candidates for studies, participants of postgraduate studies and other forms of education;
   18) collecting and compiling information on the teaching and research activities of the College, preparing periodical reports and recording the achievements of the academic College teachers;
   19) organizing and servicing meetings, colleges and assemblies;

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

ADMINISTRATION ORGANISATIONAL UNITS OF THE BRANCH

§ 14
Academic Cultural Centre

1. The Academic Cultural Centre (symbol: ACK, code: 78580000) operates asan administrative unit of the Branch. The ACK conducts amateur artistic activity in various fields of art, including music, singing and dancing, theatre, photography and film, literature and other fine arts.
2. The Academic Cultural Centre's tasks includes:
   1) presenting student culture and promoting the Branch in Poland and abroad, including the promotion of national and folklore traditions;
   2) participation in university ceremonies and university cultural, sporting and scientific events;
   3) participation in non-academic ceremonies and festivals at home and abroad, including commercial artistic activities;
   4) developing artistic skills in singing and dancing among members;
   5) maintaining ties with alumni and promoting the university among schoolchildren;
   6) cooperation with other organisational WUT and WUT Branch units in terms of staff exchange and supporting their basic activities, including, among others, units conducting cultural and artistic, sports, recreational and tourist activities, the library and other units conducting cultural and educational activities.
3. The ACK has an Artistic Council, consisting of musicians and instructors employed at the ACK. The task of the Council is to develop artistic plans, realize them and take care of the

high artistic level of the ACK.

4. The competences of the Artistic Council, the method of recruiting the members of ACK and their rights and obligations are defined in the ACK Regulations.
5. The activities of the ACK are financed from the budget of the Branch, funds of the Vice-Rector responsible for student affairs and own income.
6. The ACK administratively reports to the Deputy WUT Chancellor for the Branch. Substantive supervision over its activity is exercised by the Vice-Dean for Student Affairs on the Faculty of Civil Engineering, Mechanics and Petrochemistry.

§ 15
Office of the Vice-Rector

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

§ 16
Public Procurement Office

1. The Public Procurement Office (symbol: BZP, code: 78120000) is the organisational unit that conducts the public procurement proceedings in the Branch.
2. The Public Procurement Office's tasks include:
   1) preparing, in cooperation with the applicant, public procurement procedures;
   2) participating/supervising tender committees;
   3) monitoring changes in the system of universally binding law in the area of public procurement and preparing information on changes in this area for managers of

organizational units of the Branch;
4) giving opinion on requests for incurring financial liabilities in the Branch units;
5) registering invoices in the system of records of planned and realized purchases;
6) preparing reports on the records and implementation of public contracts awarded.

3. The Public Procurement Office reports to the WUT Deputy Chancellor for the Branch. Substantive supervision of the Office's operations is exercised by the WUT Vice-Rector for the Branch.

§ 17

"Wcześniak" Student Hall of Residence

1. The "Wcześniak" Student Hall of Residence (symbol: DS "Wcześniak", code: 78560000) is an organizational unit responsible for satisfying the accommodation needs of WUT students. The dormitory is located within the structure of WUT halls of residence.
2. The tasks of the "Wcześniak" Student Hall of Residence include:
   1) providing accommodation, handling student housing and check-out;
   2) ensuring proper accommodation conditions, personal safety and protection of movable and immovable property within the student dormitory premises;
   3) drawing up economic and financial plans, purchases of equipment, facilities and services necessary for the proper maintenance and operation of the unit;
   4) ensuring proper operation, maintenance and repair of the facility and adjacent land;
   5) providing room rental services to individuals and legal entities, including those outside the University.
3. The "Wcześniak" Student Hall of Residence is a self-financing unit, covering the costs of its activity from the generated income, which are:
   1) student fees for accommodation in a student residence;
   2) room rental charges and guest room rental charges;
   3) university funding;
   4) other income.
4. The "Wcześniak" Student Hall of Residence manages a separate part of the property of the Warsaw University of Technology and operates within the limits of allocated funds.
5. The financial service of the "Wcześniak" Student Hall of Residence is provided by an employee of the Student Hall of Residence, in cooperation with the Bursary.
6. There is a Residents' Council at the "Wcześniak" Student Hall of Residence which cooperates with the manager.
7. The rules of the "Wcześniak" Student Hall of Residence, the rights and duties of residents, the Residents' Council and the Manager, as well as the principles and scope of their cooperation shall be laid down in the Regulations of the WUT Student Hall of Residence, taking into account local conditions.
8. The rules for the allocation and granting of places in the student hall of residence, the determination and collection of fees and their amount, as well as for accommodation and deletion, are laid down in separate regulations and decisions of the Rector and the Accommodation Regulations.
9. The "Wcześniak" Student Hall of Residence is administratively subordinate to the WUT Deputy Chancellor for the Branch. Supervision over its activities in the scope of social and living issues is exercised by the Vice-Dean for Student Affairs on the Faculty of Civil Engineering, Mechanics and Petrochemistry. General supervision is exercised by the WUT Vice-Rector for Student Affairs.

§ 18

Business and Technical Department

1. The Business and Technical Department (symbol: ADT, code: 78020000) is an organisational unit operating in the field of exploitation, modernization and overhaul, as well as maintenance of subordinate facilities and supplies in a proper technical condition.
2. The tasks of the Business and Technical Department include:
   1) providing maintenance services to buildings and security and property register in the Branch facilities;
   2) preparing contracts and billing for utilities, utility services, maintenance and repairs;
   3) preparing contracts for lease of premises and land to foreign institutions and issuing VAT invoices;
   4) servicing the porter's lodge, the telephone switchboard and the cloakroom;
   5) ordering services for university and state ceremonies;
   6) preparing annual investment, renovation and financial plans for the Branch;
   7) participation in liquidation proceedings of fixed assets and equipment;
   8) co-participation in the preparation of contracts for repair works for external contractors;
   9) receiving and forwarding to the Bursary's invoices and accounts relating to the operation of the department;
   10) maintaining proper sanitary and orderly condition of buildings and grounds;
   11) executing repair and renovation works in the scope of general construction, locksmith, electrical and plumbing works as well as permanent maintenance of facilities;
   12) co-participation in periodic building inspections, participation in works introductions and participation in building works acceptance;
   13) carrying out material supply of the Branch units;
   14) running the office of the Branch, handling internal and external mail, subscriptions to magazines, ordering and cancelling stamps.
3. The Business and Technical Department reports to the WUT Deputy Chancellor for the Branch. Substantive supervision of the Department's operations is exercised by the WUT Vice- Rector for the Branch.

§ 19

HR Department

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

supervision of the department's operations is exercised by the WUT Vice-Rector for the Branch.

§ 20
Information and Multimedia Technology Department

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

§ 21
Bursary

1. The Bursary (symbol: AF, code: 78050000) is an organisational unit of the Branch which performs tasks based on the SAP FI and SAP HR systems in the area of planning, economic analysis and reporting in the financial area, recording and stocktaking of the Branch assets, and processing of the Branch liabilities and receivables.
2. The duties of the Bursary include calculating and preparing for payment salaries and other benefits resulting from the employment relationship and from civil law contracts and other titles.
3. The tasks of the Bursary include:
   1) in the process of planning, economic analysis and reporting:
      a) preparing and controlling the implementation of the material and financial plan of the Branch units;
      b) preparing economic analyses for the needs of the Dean and Vice-Rector;
      c) preparing reports for the University authorities and authorized external institutions, especially for the Central Statistical Office and the Ministry of Science and Higher Education;

d) allocating funds for teaching activities for the Branch organizational units;
e) clearing and current control of funds at the disposal of the Branch, including: for renovations and investment projects;
f) accounting for the financial impact of salary increases;

2) in the area of property records and inventories:
a) keeping and reconciling records of tangible and intangible assets, low-value assets, as well as records of quantity and value of precious metals;
b) preparation of documentation and accounting for completed apparatus and construction investment projects;
c) clearing the inventory of fixed assets;
d) transferring the documentation of conducted stock-taking or liquidation of tangible assets of a Branch to the Inventory Department;

3) in matters of handling payables and receivables:
a) receiving from the organizational units of the Branch the accounting evidence concerning financial operations in order to verify and liquidate them;
b) monitoring the balance of funds on bank accounts of the Branch and generating bank statements;
c) issuing invoices for the sale of services in SAP FI;
d) enforcing payments of Branch receivables and charging interest for late payment;
e) preparing, with the participation of the University's organizational units, documents concerning disputable cases and forwarding them to the team of legal advisors in order to refer them to court proceedings;
f) inventorying receivables and liabilities;
g) preparing sales registers in the SAP FI system;
h) analysing and preparing data for the annual closure of accounts;

4) in payroll matters:
a) calculating and preparing lists of salaries and other benefits under employment contracts of Branch employees;
b) calculating receivables and preparation of lists on account of civil law contracts;
c) drawing up lists of payments from external funds (patents, prizes, etc.);
d) handling the bonusing process;
e) calculating and making deductions on the payroll based on external titles or employee statements'
f) settling and collecting advance personal income tax payments, including settlement of tax deductible costs of remuneration for work and use of copyrights'
g) calculating and deducing social and health insurance contributions;
h) generating monthly information about the amount of salaries and deductions made for Branch employees;
i) preparing information on earnings for employees retiring or receiving a pension, for former employees and for the purpose of establishing initial capital;
j) preparing tax documentation for Tax Offices;
k) issuing certificates of remuneration at the request of the court, bailiff, employees' own needs, etc.;
l) preparing information for the Economic Department's reporting needs.

4. The office is subordinated to the WUT Vice-Rector for the Branch.

§ 22

Independent LHS Officer

1. The Independent LHS Officer (symbol: BHP, code: 78060000) is an independent post for performing occupational safety and health tasks.
2. The detailed scope of tasks of the Independent LHS Officer and their authority may be

defined by the WUT Vice-Rector for the Branch by way of a regulation.

3. The Independent LHS Officer is subordinated to the WUT Deputy Chancellor for the Branch. Supervision over its activities is exercised by the WUT Vice-Rector for the Branch.

§ 23

Independent Quality and Environmental Management and Defence Affairs Officer

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

Warsaw University of Technology Organisational Chart

