

Organizational rules and regulations  
of Lodz University of Technology

*(Consolidated text as amended by the Ordinances: No. 60/2019, 64/2019, 74/2019, 76/2019, 3/2020, 13/2020, 20/2020, 24/2020, 43/2020, 69/2020, 7/2021, 12/2021, 53/2021, 67/2021 and 72/2021)*

SECTION I  
**Organizational structure of Lodz University of Technology and the division of tasks within this structure**

Chapter 1  
**Organizational units of Lodz University of Technology**

§ 1

Independent organizational units are:

1) Faculties:

a) **Faculty of Mechanical Engineering**, with the symbol **W1:**

- **Institute of Materials Science and Engineering**, symbol **I11,**

- **Institute of Turbomachinery**, symbol **I12,**

- **Institute of Machine Tools and Production Engineering**, symbol **I13,**

- **Department of Automation, Biomechanics and Mechatronics**, symbol **K11,**

- **Department of Strength of Materials**, a symbol **K12,**

- **Department of Dynamics**, a symbol **K13,**

- **Department of Materials Engineering and Production Systems**, symbol **K14,**

- **Department of Vehicles and Fundamentals of Machine Building** (Department of Vehicles and Fundamentals of Machine Design), symbol **K15,**

- **Dean's office**, symbol **W1D**,

b) **Faculty of Electrical, Electronic, Computer and Control Engineering**, with the symbol **W2:**

- **Institute of Automatic Control** symbol **I21,**

- **Institute of Electrical Power Engineering**, symbol **I22,**

- **Institute of Electronics**, symbol **I23**,

- **Institute of Applied Computer Science**, symbol of **I24,**

- **Institute of Mechatronics and Information Systems**, symbol of **I25,**

- **Institute of Electrical Engineering Systems**, symbol of **I26,**

- **Department of Electrical Apparatus**, symbol **K21,**

- **Department of Microelectronics and Computer Science**, symbol **K22,**

- **Department of Semiconductor and Optoelectronic Devices** symbol **K23,**

- **Faculty IT Section**, symbol **W2WSI**,

- **Dean's office**, symbol **W2D**,

c) **Faculty of Chemistry**, symbol **W3:**

- **Institute of General and Ecological Chemistry,** symbol **I31.**

- **Institute of Organic Chemistry**, a symbol of **I32,**

- **Institute of Polymer and Dye Technology**, symbol **I33,**

- **Institute of Applied Radiation Chemistry**, symbol **I34**,

- **Department of Molecular Physics**, symbol **K31,**

- **Dean's office**, symbol **W3D**,

d) **Faculty of Material Technologies and Textile Design**, with the symbol **W4:**

- **Institute of Architecture of Textiles**, symbol **I41,**

- **Institute of Material Science of Textiles and Polymer Composites**, symbol **I42,**

- **Department of Mechanical Engineering, Informatics and Chemistry of Polymer Materials**, symbol **K41,**

- **Department of Knitting Technology and Textile Machines,** symbol **K42,**

- **Dean's office**, symbol **W4D**,

e) **Faculty of Biotechnology and Food Sciences**, symbol **W5:**

- **Institute of Molecular and Industrial Biotechnology**, symbol **I51,**

- **Institute of Natural Products and Cosmetics**, symbol of **I52,**

- **Institute of Fermentation Technology and Microbiology**, symbol **I53,**

- **Institute of Food Technology and Analysis**, symbol **I54,**

- **Department of Environmental Biotechnology**, symbol **K51,**

**- Department of Sugar Industry and Food Safety Management, symbol K52,**

- **Dean's office**, symbol **W5D**,

f) **Faculty of Civil Engineering, Architecture and Environmental Engineering**, symbol **W6:**

- **Institute of Architecture and Urban Planning**, symbol **I61,**

- **Institute of Environmental Engineering and Building Services**, symbol **I62,**

- **Department of Concrete Structures**), symbol **K61,**

- **Department of Building Materials Physics and Sustainable Design**, symbol **K62,**

- **Department of Structural Mechanics**, symbol **K64,**

- **Dean's office**, symbol **W6D**,

g) **Faculty of Technical Physics, Information Technology and Applied Mathematics**, symbol **W7:**

- **Institute of Physics**, symbol **I71,**

- **Institute of Information Technology**, symbol **I72,**

- **Institute of Mathematics**, symbol **I73,**

- **Dean's office**, symbol **W7D**,

h) **Faculty of Organization and Management**, symbol **W8:**

- **Institute of Management**, symbol **I82,**

- **Institute of Marketing and Sustainable Development, symbol K83,**

- **Dean's office**, symbol **W8D**,

i) **Faculty of Process and Environmental Engineering**, symbol **W9;**

- **Department of Safework Engineering**, symbol **K91,**

- **Department of Bioprocess Engineering,** symbol **K92,**

- **Department of Chemical Engineering**, symbol **K93,**

- **Department of Molecular Engineering,** symbol **K94,**

- **Department of Environmental Engineering,** symbol **K95,**

**- Financial and Accounting Office, symbol W9BFK,**

**- Administration and Maintenance Section, symbol W9SAT,**

- **Dean's office**, symbol **W9D** ;

2) general university units:

a) **TUL Sports and Education Centre “Sports Bay”**, with the symbol **ACSD**,

b) **Library of Lodz University of Technology**, symbol **B,**

c) **TUL E-Learning Centre**, symbol **CEL**,

d) **Language Centre at Lodz University of Technology**, symbol **S2**,

e) **Multimedia Centre Lodz University of Technology**, symbol **CM**,

f) **Centre of Mathematics and Physics**, symbol **CMF,**

g) **Centre of Papermaking and Printing at Lodz University of Technology**, symbol **CPP**,

h) **Sports Centre at Lodz University of Technology**, symbol **S3**,

i) **Information Technology Centre**, symbol **CTI,**

j) **TUL International Cooperation Centre**, symbol **CWM**,

k) *repealed*

l) **Lodz University of Technology Interdisciplinary Doctoral School**, symbol **ISD TUL,**

m) **Spatial Development College**, symbol **KGP,**

n **Logistics College**, symbol **KLO,**

o) **Commodity Science College**, symbol **KTO,**

p) **Children University of Lodz University of Technology**, symbol **LUD,**

q) **International Centre for Research on Innovative Biobased Materials (ICRI-BioM) – International Research Agenda**, symbol ICRI**-BioM,**

r) **Museum of Lodz University of Technology,** symbol **M,**

s) **Campus of Lodz University of Technology**, symbol **OA**,

t) **TUL Computing & Information Services Centre,** symbol **UCI**,

u) **University of the Third Age at Lodz University of Technology**, symbol **U3A**,

w) **5G** **Competence Centre Lodz University of Technology,** symbol **CK5G**.

§ 2

1. Establishing an independent organizational unit may take place after determining its tasks, scope of activities and sources of financing. Independent organizational units are created, transformed and closed by the Rector.

2. The procedure for appointing the dean and the director of a university unit is specified in the Statute.

3. By way of an ordinance, the Rector may grant a university unit the status of a leading unit in a group of indicated university units with a similar scope of tasks. The head of the leading unit sets the directions of activities and coordinates their implementation by other units.

4. The organizational structure of university units is determined by their regulations issued by the Rector.

§ 3

1. The organizational units of the faculty are institutes and departments.

2. Institutes and departments at the faculty are created, transformed and closed by the Rector. A faculty organizational unit may be established after determining its tasks, scope of activities and sources of financing.

3. The procedure for appointing the head of the institute and the head of the department, as well as the staffing minimums for institutes and departments, are specified in the Statute.

4. Internal units in institutes and departments may be sections/departments.

5. The departments/sections are established, transformed and closed by the Rector at the request of the head of the institute or the head of the department, after consulting the dean.

6. The head of the department/section is appointed and dismissed by the Rector at the request of the head of the institute or the head of the department, after consulting the dean.

Chapter 2  
**Tasks of organizational units**

§ 4

1. The basic tasks of the faculties are:

1) carrying out the education process at studies specified by the Rector for a given faculty;

2) conducting scientific activity within the represented scientific disciplines;

3) provision of services, including research services.

2. The university organizational unit performs separate basic tasks of the University in the field of education, scientific activity, provision of services, including research, dissemination and multiplication of the achievements of science, national culture and technology, or undertakes activities for local and regional communities or organizational and technical tasks ensuring proper operating conditions The university or other independent organizational units. Detailed tasks of the university unit are specified in its organizational regulations, referred to in § 2(4).

3. The institute and the department conduct research and teaching activities as well as service activities, including research.

4. The Department/section conducts research within the scientific discipline and may participate in the education process.

SECTION II  
**Organization and operation of the University administration**

§ 5

The administration of Lodz University of Technology implements the University's tasks, performing administrative, economic, technical and financial activities.

§ 6

1. In the administration of Lodz University of Technology, there is a separate central administration, which includes the Financial Director, the rector's administration, the chancellor's administration and the bursar's administration, as well as the basic administration, which includes the administration of faculties, called faculty administration, and the administration of university units.

2. Organizational units of administration cooperate with each other in the scope of their tasks, in particular: they conduct arrangements and consultations, provide materials and data, and jointly carry out specific tasks. Basic administration employees provide central administration units with the necessary information related to the scope of operation of the serviced units. The heads of organizational units are responsible for data reliability and compliance with regulations.

3. The operation and cooperation of administrative organizational units is established in internal normative acts, procedures and current decisions of superiors.

4. The tasks and obligations of University administration employees delegated to work in other organizational units of the University and other institutions are determined by the heads of these units or institutions in consultation with the Human Capital Management Centre.

§ 7

1. The central administration participates in the implementation of the tasks and duties of the Rector, Vice Rectors, Financial Director, Chancellor and Bursar, and performs other tasks and obligations specified in these regulations. With the help of the central administration, the Rector, Vice Rectors, Financial Director, Chancellor and Bursar, within the scope of their activities, plan, organize and supervise the activities of Lodz University of Technology and its organizational units.

2. In the central administration, there are organizational units such as: centres, departments, sections, workplaces, inspectors, spokespersons, offices, secretariats and the Rector's Office.

3. Rector's administration consists of organizational units performing administrative, economic, technical and financial activities in the area of Rector's and Vice Rector's tasks, reporting directly to the Rector or through Vice Rectors.

4. The chancellor's and bursar's administration includes organizational units that perform administrative, economic, technical and financial activities in the area of tasks of the Chancellor or Bursar, respectively, reporting to the Chancellor or the Bursar directly or through their deputies.

5. Organizational units of the central administration are created, transformed or closed by the Rector at the request of the immediate superior of this unit or on their own initiative.

6. The scopes of tasks of the central administration organizational units are specified in Appendix 1.

7. The duties of each organizational unit of central administration include in particular:

1) keeping and dealing with matters related to the implementation of their tasks and documenting their course, consisting in keeping case files as well as records and registers;

2) preparation of applications, opinions and draft documents, preparation of materials and information, plans and reports;

3) preparation of draft internal normative acts, procedures, contracts, agreements and other documents or participation in their opinion and agreement;

4) executing or supervising the implementation of orders and decisions of the Rector, Vice Rectors, Chancellor, Financial Director and Bursar;

5) cooperation with senate and rector's committees as well as administrative services for selected committees;

6) running an internal website of the University informing TUL employees at least about:

a) matters handled by an organizational unit,

b) the rules and requirements applied in the organizational unit when conducting cases,

c) applied procedures and binding forms,

d) arrangements of the University authorities in the scope supported by the particular unit.

§ 8

1. *repealed*

2. The service dependencies of the organizational units of the rector's administration result from substantive and organizational subordination, the source of which are the obligations of the Rector and Vice Rectors, set out in the ordinance on the duties of the Rector's authorities, and in the case of the Financial Director - resulting from these regulations.

3. The head of the organizational unit of the rector's administration: manages the organization of work, including the means and methods of work; personnel matters; plans and assigns tasks and substantive work to be performed; supervises the implementation and monitors the results of tasks; plans and manages the financial resources allocated to the activities of his unit.

4. The organization, personnel matters and financial management of organizational units of the rector's administration are monitored by the Rector.

§ 9

Basic administration performs administrative, economic, technical and financial duties and activities related to the performance of the tasks of its organizational units, with the exception of activities reserved for central administration. Basic administration includes, in particular:

1) conducting and dealing with matters related to the implementation of the tasks of an organizational unit and documenting their completion, consisting in keeping case files as well as records and registers;

2) preparation of applications, opinions and draft documents, preparation of materials and information, plans and reports;

3) preparation of draft decisions, procedures, contracts, agreements and other documents or participation in their opinions and arrangements;

4) executing or supervising the execution of orders and decisions of the head of the organizational unit.

§ 10

1. In the basic administration, there may be separate organizational units, such as: dean's offices, centres, sections, offices, secretariats and workplaces, and also in the Residential Campus, halls of residence.

2. The tasks and duties of organizational units of basic administration are defined by the heads of organizational units in which they operate. The tasks and responsibilities are communicated to the employees of the organizational unit.

3. The faculty administration includes organizational units that perform administrative, economic, technical and financial activities related to the implementation of tasks and the management of faculty funds and other tasks commissioned to university units.

4. Organizational units of the faculty administration are created, transformed or closed by the Rector, at the request of the Dean or on their own initiative.

5. Organizational units of faculty administration in an institute or department are established, transformed or closed by the Dean, at the request of the director of the institute or the head of the department or on their own initiative.

6. The administration of university units includes organizational units that perform administrative, economic, technical and financial activities related to the implementation of tasks and the management of funds of these organizational units, which are subordinate to their heads.

7. Organizational sections of the university units’ administration are created, transformed or closed by the Rector, at the request of the head of the university unit or on their own initiative.

8. The decision to establish an organizational unit of administration also determines its scope of activity and subordination.

§ 11

1. The administration of Lodz University of Technology is organized according to the principles of one-person and uniform management.

2. The principles of one-person and uniform management in particular are:

1) the head independently manages the organizational unit and is responsible for its operation;

2) the employee reports directly to one superior from whom he receives orders and to whom he is responsible for the performance of official duties;

3) the senior supervisor gives orders to the employees through their immediate superiors, and the employees address the senior managers through the direct supervisor (official procedure).

3. In the rector's administration, the substantive and organizational superior of the head of an organizational unit is the Rector or Vice Rector, respectively.

§ 12

1. The duty of an administration employee is to know and apply generally applicable laws and internal normative acts of the University.

2. The scopes of rights, obligations and responsibilities of employees holding managerial positions in administration are specified in the form, a template of which is attached as Appendix 2.

3. The scopes of authority, duties and responsibilities of other employees in administration are specified in the form, a template of which is attached as Appendix 3.

4. The immediate supervisor of the employee determines their rights, duties and responsibilities related to the work performed on the template constituting the appropriate Appendix 2 or 3. With regard to the heads of organizational units of the Rector's administration, the role of the immediate superior is performed by the Rector or Vice Rectors, respectively.

§ 13

1. Financial management responsibilities consist of: Establishing material and financial plans, raising money for operations, disbursing money, and exercising financial control.

2. The duties in the field of financial management are performed by:

1) Vice Rectors in terms of the funds allocated to them, and also: The Vice Rector competent for student affairs in the scope of the Fund referred to in art. 412 of the Act of July 20, 2018 - Law on Higher Education and Science (i.e. Journal of Laws of 2020, item 85, as amended), Vice Rector responsible for science in the field of pro-quality measures in the field of science and Vice Rector competent for education in the field of pro-quality measures in the field of education;

2) The Chancellor in the scope of the funds allocated to them for university tasks and for the activities of the chancellor's administration, the funds of the Social Benefits Fund and in the course of performing the duties set by the Rector;

3) The Bursar is responsible for the circulation and control of financial and accounting documents, disposal of funds, preliminary control of the conformity of economic and financial operations with the financial plan, including contracts concluded by the University, preliminary control of the completeness and accuracy of documents relating to economic and financial operations, financial control, including supervision over the observance of financial discipline and keeping of financial and accounting documentation by the University's organizational units, as well as over the financial resources allocated to the Bursar's administration;

4) Financial Director in the field of: TUL's material and financial plan, raising funds for the operations of TUL, spending the TUL's funds, including financial liquidity and risk management, and financial analysis;

5) *repealed*

6) heads of organizational units in the financial management of their organizational units.

§ 14

1. The initiator of an ordinance may be the Rector, Vice Rector, Financial Director, Chancellor or Bursar. The initiator appoints a subordinate organizational unit of the administration to develop the project.

2. The draft of an internal normative act is developed by the relevant organizational unit of administration in consultation with the substantive superior. The draft of an internal normative act should contain all the substantive matter to be regulated, including attachments, templates, tables, diagrams, drawings, etc.

3. The Rector may entrust the standing Senate committee or the Rector's committee appointed by the Rector to prepare a draft resolution of the Senate. Works on the project in the committee are handled by the relevant organizational unit of the administration.

4. A draft normative act approved by the head of the unit preparing the project, and in the case of a draft prepared by the committee by its chairman, it is submitted to the Management Organization Office.

5. The Management Organization Office analyses the formal and legal correctness of the project and requests the necessary opinions, depending on the subject of the project, in particular: in each case - the opinion of the Legal Services; if the issuance of the act has financial consequences - the opinion of the Bursar and the Finance Director; in matters covered by trade union rights - opinions of trade union bodies.

6. The Rector may delegate the opinion on a draft resolution of the Senate to a relevant Senate committee. Works on the bill in the Senate committee are handled by the relevant organizational unit.

7. Modifications to the draft act resulting from the opinions obtained are introduced to the draft by the Management Organization Office in agreement with the unit preparing the draft act.

8. Discrepancies in the process of agreeing a draft normative act are resolved by the Rector.

9. The agreed draft of an internal normative act is edited and presented to the Rector for signature by the Management Organization Office and in the case of a draft Senate resolution, for a decision on referral to a Senate meeting.

10. The publication of internal normative acts takes place by posting the text of the issued acts on the University website and sending notifications about the issued act by e-mail to the addresses of functional mailboxes. The Management Organization Office is responsible for publishing internal normative acts and placing them on the University website.

11. The responsibility for updating a normative act after its issuance is the responsibility of the head of the unit essentially developing the draft act or the head of the unit handling the work on the drafting of the act by the Senate committee.

§ 15

1. The circulation of documentation, marking and registering cases as well as keeping files of cases are carried out by organizational units and units in accordance with the "Chancellery Instruction of Lodz University of Technology", hereinafter referred to as the office instruction.

2. After the period of storing the documentation in the organizational unit / unit specified in the office instructions, files of completed and unused cases should be submitted to the TUL Archives in a timely manner in accordance with the guidelines in the above-mentioned normative.

3. The supervision of the correct and timely performance of the tasks referred to in paragraphs 1 and 2 shall be the responsibility of the head of the unit or organizational unit.

4. On the basis of the uniform list of files of Lodz University of Technology, hereinafter referred to as JRWA TUL, the head of the organizational unit shall establish a list of files for its organizational unit, in accordance with the template constituting Appendix 4. The list should include only the files of cases generated and conducted in a given organisational unit and should be consistent with the scope of its tasks.

5. In the case of the emergence in a given organisational unit of a type of case which does not appear in the TUL uniform itemised file list and, consequently, the production of documentation related to it, the head of the organisational unit shall inform the Registry and Archive Office. Substantiated submissions will be considered during periodic updates of the TUL uniform itemised file list.

§ 16

Heads of administrative organisational units keep organisational records, which consist of:

1) the organisational chart of the organisational unit if it includes lower-level units;

2) scope of powers, duties and responsibilities of the head of a unit;

3) scopes of powers, duties and responsibilities of other employees;

4) list of files kept in an organizational unit.

§ 17

1. The Chancellor may act with the help of deputies, in the number determined by the Rector. The scope of competences and duties of the Chancellor's deputies is determined by the Chancellor in consultation with the Rector.

2. The bursar is the chief accountant and reports directly to the Rector.

3. The duties and powers of the Bursar, as the University's chief accountant, are specified in separate regulations.

4. The Bursar may act with the help of deputies, in the number determined by the Rector. The scope of powers and duties of the Bursar's deputies is determined by the Bursar in consultation with the Rector.

Appendix 1

to the Organizational Regulations of Lodz University of Technology

SCOPE OF TASKS OF THE MANAGEMENT AND ORGANIZATIONAL UNITS  
CENTRAL ADMINISTRATION

1. FINANCIAL DIRECTOR (DF)

1. Financial management of the University, including:

1) task-oriented, material-financial planning and budgeting;

2) supervising the acquisition of funds for operations, in particular the acquisition and distribution of subsidies;

3) supervision over cash disbursement, including financial liquidity and financial risk management;

4) financial analyses and evaluation of the financial situation of the University;

5) long-term financial forecasts and short-term financial plans.

2. Accounting and management control, in particular supervision over the implementation of management control standards in the part related to objectives and risk management.

3. Managing the University's reporting, excluding reporting assigned to other units.

4. University strategy in the area of finance.

5. Supervision in terms of financial implementation of strategic goals and the compliance of incurred financial liabilities with strategic goals and material and financial plans.

6. Analysis of the University's operating costs with a view to their optimization and rationalization.

2. RECTOR'S ADMINISTRATION

**Rector's administration units**

2.1. repealed

2.1.1. repealed

2.1.2. repealed

2.1a. Rector's Office (RRK)

1. Administrative, office and technical support for the Rector.

2. Administrative and technical support for meetings organized by the Rector.

3. Keeping an external inspection log book and external inspection file.

4. Handling requests for public information.

2.1b. Financial Section (RBF)

1. Monitoring the implementation of the material and financial plan of the rector's administration.

2. Keeping financial records of the rector's administration.

3. Checking the compliance of the Rector's administration expenditure with the Regulations on awarding public contracts by TUL and the Act - Public Procurement Law.

4. Keeping records of contracts concluded as part of the tasks performed by the rector's administration.

5. Keeping records and verifying settlements of domestic business trips of employee delegations of the rector's administration and students.

6. Keeping a list of property components subject to quantitative records in the rector's administration.

2.2. Management Organization Office (ROO)

1. Organizational support for the University administration.

2. Monitoring the integrity and formal organization of the University.

3. Monitoring the implementation of the University's Development Strategy.

4. Preparation of an annual report on the University's activities.

5. Preparation of annual reports to the Minister on complaints and motions.

6. Organization and administrative service of the work of the Council of Lodz University of Technology.

7. Organization and administration of the work of the Senate.

8. Administrative support for the University Electoral Commission.

9. Serving the Senate Committee on Organization and Statutes.

10. Keeping an electronic register of contracts concluded by the University.

11. Updating the organizational structure of the University in the IT system.

12. Handling and supervision over the publications of the internal website, the Bulletin of the Senate of Lodz University of Technology and the Public Information Bulletin with regard to the organization of the University and internal legal acts.

13. Publication, archiving and keeping records of issued normative acts.

14. Coordination of the drafting of internal normative acts and procedures: supervision over compliance with the organizational system of Lodz University of Technology, formal analysis of the correctness of projects, seeking additional opinions, modification of the content of the project resulting from the opinions obtained, preparation for signature, submission for publication and archiving, supervision over their updating

2.3. repealed

2.4. Legal Services (RDP)

1. Preparation of powers of attorney and authorizations granted by the Rector and keeping their archives and records.

2. Providing formal and legal opinions on the University's draft internal normative acts.

3. Verifying TUL's contracts and agreements with external institutions in terms of formal and legal aspects.

4. Preparation of an appropriate strategy for proceedings and court proceedings.

5. Preparation of documents in court and administrative proceedings and their submission to competent authorities.

6. Representing the University as an attorney in court and administrative proceedings and negotiations regarding ongoing proceedings.

7. Conducting legal supervision over the enforcement of TUL's receivables.

8. Participation in negotiations conducted by Lodz University of Technology aimed at establishing, changing or terminating a legal relationship.

9. Providing legal and administrative services to disciplinary commissioners and disciplinary commissions.

10. Providing legal assistance in the application of law to the University's organizational units in matters related to the activities of the University, in particular providing legal advice, drawing up legal opinions.

11. Providing legal advice to employees, students and doctoral students as well as student organizations, social and professional organizations operating at the University in the field of their activities at the University.

12. Notifying of changes in the law by posting announcements on the University's internal website.

13. Informing University units about noticed shortcomings in the application of law in their activities and their effects.

14. Legal support for the University administration.

15. Monitoring the legal status of industry laws and normative acts, preparing information about changes and their consequences for the University for organizational units of the University administration.

2.5. Human Capital Management Centre (RCZKL)

1. Implementation of the University's human capital management policy.

2. Handling matters related to the conclusion, duration and termination of employment relationships.

3. Preparation of new employment contracts, amendments to the existing forms of employment relationships and determination of entitlements to an internship allowance, jubilee awards and additional annual remuneration for employees of budgetary sector units.

4. Collection, implementation and archiving of employment documents in order to perform work in projects financed from extra-budgetary funds, in particular from: European Union, National Science Centre, National Centre for Research and Development.

5. Administrative operation of the electronic database of personal data (gathering information, processing, preparing payment orders for all remuneration and awards).

6. Collecting and storing employee documentation in individual personal files.

7. Maintaining the Archive of Personal Files of former employees of Lodz University of Technology.

8. Fulfilment of the obligation to obtain declarations about the ability to work of new employees, issuing referrals for preliminary medical examinations and initial health and safety and fire protection training. Issuing referrals for medical examinations in connection with academic teachers applying for a leave for health improvement.

9. Serving the Senate Committee on Staff Development, Awards and Decorations and the Rector's Committees on personnel matters.

10. Reporting on the employment of employees under the employment relationship with the Central Statistical Office, ministries, for some organizational units of Lodz University of Technology.

11. Drafting and publishing advertisements about vacancies for academic staff positions. Publication of recruitment results and monitoring of their validity dates.

12. Proper supervision of documents collected in the unit in accordance with the principles of the GDPR.

13. Periodic evaluation of academic teachers and non-academic staff (qualifying persons subject to evaluation with the analysis of the final results).

14. Support for personnel matters of the Public Secondary School of Lodz University of Technology.

15. Issuing membership cards for academic staff.

16. Service of the POL-on system in the field of personnel matters.

17. Handling formalities related to applications for state and departmental awards and decorations, ministerial awards, rector's awards and keeping records of completed applications.

18. Creating and updating a strategy and human capital management policy, including individual employee development paths.

19. Participation in the creation of regulations, orders and other internal regulations indicated by the employer.

20. Creating a remuneration policy supporting employee development.

21. Conducting systematic employee satisfaction surveys.

22. Participation in the organization and carrying out of the processes: recruitment and selection.

23. Analysis of exit interview results.

24. Organization of the adaptation process of new employees.

25. Planning and organization of training processes.

26. Actions to build a high-quality work environment, including, inter alia: initiating projects aimed at building relationships within and between TUL units, creating conditions for involvement, responding to identified cases of discrimination, mobbing, unethical behaviour, assistance in resolving disputes and conflicts. Anti-corruption prevention.

27. Communicating Human Capital Management initiatives to employees and ensuring transparency of actions taken.

28. Coordination of activities as part of the processes related to the implementation of the HR Excellence in Research campaign.

2.6. Centre for Data and Strategic Analyses (RCDAS)

1. Data acquisition and processing at Lodz University of Technology with the use of IT systems integrated into one information and IT system.

2. Acquisition, archiving, sharing and processing of all kinds of numerical data related to the implementation of science and education processes and administrative support of Lodz University of Technology.

3. Coordination of entering and updating data in the POL-on system.

4. Coordination of reporting to the Central Statistical Office (GUS).

5. Preparation of strategic analyses on request of the University authorities or heads in Lodz University of Technology.

6. Coordination of evaluation processes of the quality of scientific activity at the University and preparation of periodic bibliometric reports.

7. Preparation of analyses, statistics, summaries and rankings of the scientific achievements of employees and units.

8. Coordination of creating a knowledge system and a publication repository for TUL employees, including open access publications.

9. Cooperation with the TUL publishing house and journal editors in order to improve their publishing quality, in particular through regular assessments and the level of visibility of journals published by TUL.

10. Organization of training sessions on the principles of assessing scientific achievements and the possibilities of disseminating the results of research conducted at TUL.

11. Development of rules and implementation of a risk management system.

12. Coordination of risk management at the University scale: risk identification, risk analysis and risk response.

13. Risk identification and monitoring by risk types and risk owners.

14. Analysis of identified risks.

15. Operation of the risk response system, preventive and corrective actions.

16. Preparation of reports and updates in the field of risk management.

2.7. Media and Communications Office (RPR)

1. Coordination of the University's promotional activities. Promotion of TUL in Poland, including at exhibitions, fairs, conferences, shows and other promotional events, as well as support for the promotion of the University abroad.

2. Development of information and advertising materials about Lodz University of Technology.

3. Support for TUL websites.

4. Organization and conducting cultural events of TUL.

5. Photographic documentation of university events.

6. Organization of university academic celebrations.

7. Running a warehouse of advertising and promotional materials.

2.8. Internal Audit Services (RAW)

Planning and conducting internal audits and other activities provided for by the Public Finance Act and internal audit standards, in particular:

1) developing an internal audit plan and reports on its implementation;

2) establishing rules and procedures related to internal audit;

3) systematic assessment of adequacy, effectiveness and efficiency of management control in the areas covered by the audit.

2.9.  Occupational Health and Safety Office (RAH)

1. Obligations set out in the regulation on Health and Safety at work.

2. Conducting first aid trainings for employees of Lodz University of Technology designated to provide first aid.

3. Participation in determining the circumstances and causes of accidents for students and doctoral students and in the development of conclusions resulting from the examination of causes and circumstances of these accidents, as well as control of implementation of these conclusions.

4. Keeping registers, completing and storing documents on accidents of students and doctoral students.

5. Consultations in the field of occupational health and safety, regarding the creation of new and modernization of existing student rooms, including the indication of technical and organizational solutions ensuring the improvement of safety.

6. Participation in the development of internal regulations, regulations and general instructions regarding occupational health and safety and training students and doctoral students.

7. Expressing opinions on detailed instructions concerning health and safety at work and education.

8. Advising on the application of regulations and safety rules related to education.

9. Advising on the organization of classes where there are hazardous, harmful factors or burdensome conditions and the selection of the most appropriate means of collective and individual protection.

10. Cooperation with the Student Government and Doctoral Students Government on issues related to occupational health and safety and education.

11. Consultation in making a risk assessment related to education at the University.

12. Advising on the application of ergonomic principles when organizing and equipping training places.

13. Consultations on health and safety obligations of persons supervising the activities of student research groups, sports sections, etc.

14. Supervision over the functioning of the electronic database of chemical reagents used at Lodz University of Technology.

15. Supervision over the functioning of the website of the Occupational Health and Safety Office

2.9a. Sports Department (RRS)

1. Comprehensive coordination, implementation and settlement of the "Sixth European Universities Games Lodz Poland 2022", in particular the implementation of obligations of Lodz University of Technology indicated in the Agreement with the Academic Sports Association Main Board and the City of Lodz dated 28 November 2018.

2. Preparation of studies and analyses on physical culture, including physical education, sport and recreation.

3. Tracking the directions of development and innovative solutions in the field of physical education, sports and academic recreation, and indicating the possibilities of implementing these solutions at Lodz University of Technology.

4. Cooperation with universities, organizations and associations in the development of physical culture.

2.10. Data Protection Officer (RBI)

Implementation of tasks provided for by common law and the European Union contained in the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016.

2.11. repealed

2.12. Press Officer (RRM)

1. Creating the image of TUL, cooperation with the media.

2. Preparation of information about TUL for the needs of external institutions.

3. Press service for general university events.

4. Organization of press conferences.

5. Maintaining ongoing, proper relations with journalists.

6. Review of information in the media related to TUL: media monitoring, archiving of press clippings, quantitative and qualitative statistics.

7. Editing of "Życie Uczelni", authorship of articles, promotion and distribution of the publication.

8. Maintaining the website of "Życie Uczelni".

9. Support and cooperation in the implementation of substantive tasks related to the promotion of the University.

2.13. Classified Information Chancellery (RKT)

Implementation of tasks specified in generally applicable regulations on the protection of classified information.

2.13a. Alchemium Project Office (ATA)

Organization and implementation of the task entitled "Alchemium - the magic of tomorrow's chemistry. Construction of a modern conference, teaching and laboratory building for the Faculty of Chemistry at Lodz University of Technology.

**Administration units of the Vice Rector for Science**

2.15. Office of the Vice Rector for Science (RNB)

1. Administrative, office and technical support for the Vice Rector for Science.

2. Administrative and technical support for meetings and meetings organized by the Vice Rector for Science.

3. Handling secondary proceedings and applications for reconsideration ending in administrative decisions in individual cases of doctoral students of doctoral schools.

2.16. University Office for Science (RNN)

1. Scientific and research activity of TUL.

2. Regional scientific cooperation.

3. Scientific development of staff, including academic degrees and titles, and related reporting.

4. Conducting the procedure for awarding the title of doctor honoris causa of Lodz University of Technology and the Honorary Medal of Lodz University of Technology.

5. Administering the TUL's own Scholarship Fund and calls for grants and scientific awards of the Rector.

6. Serving the Senate Committee on Science, Promotion and International Cooperation.

7. Organization of the Festival of Science Technology and Art at Lodz University of Technology.

2.17 Project Services (RCOP)

1. Analysis of available funding sources, rules of calls for proposals, guidelines for application and implementation of projects.

2. Disseminating knowledge about available sources of financing from external sources, rules of competitions, guidelines for applying and implementing projects.

3. Searching for contractors implementing projects at TUL.

4. Support at the stage of preparing applications.

5. Support for applicants in the circulation of documentation at the University.

6. Preparation of document templates.

7. Assistance in operating electronic systems for submitting applications and project implementation.

8. Project management and accounting.

9. Monitoring of project implementation and maintenance of indicators during the durability period.

10. Maintaining databases of applications, projects and partners.

11. Supervision over the IT tool for project management.

12. Cooperation with local governments and the economy in the field of:

1) initiating and building consortia within projects;

2) cooperation within projects with local government units;

3) cooperation within projects with entrepreneurs, technology parks and business support institutions;

4) cooperation in government and pilot projects.

2.17.1 Structural Funds (RCOP1)

1. Information and advisory activities in the field of obtaining resources under the structural funds.

2. Coordination of the preparation of project concepts.

3. Building consortia in R&D projects in terms of finding partners or evaluating partners in terms of projects.

4. Coordination of obtaining external expertise.

5. Preparation or supervision over the preparation of project documentation and applications for project co-financing.

6. Assistance in the preparation of project budgets.

7. Assistance at the stage of drawing up the consortium agreement as well as drawing up and signing the project financing agreement.

8. Verification of applications for project co-financing.

9. Records of submitted and approved applications for project co-financing.

10. Evaluation and obtaining external reviews for prepared projects.

11. Consulting in the field of project management.

2.17.2. National Projects (RCOP2)

1. Information and advisory activities in the field of obtaining resources from national funds.

2. Coordination of the preparation of project concepts.

3. Building consortia in R&D projects in terms of finding partners or evaluating partners in terms of projects.

4. Coordination of obtaining external expertise.

5. Preparation or supervision over the preparation of project documentation and applications for project co-financing.

6. Assistance in the preparation of project budgets.

7. Assistance at the stage of drawing up the consortium agreement as well as drawing up and signing the project financing agreement.

8. Verification of applications for project co-financing.

9. Records of submitted and approved applications for project co-financing.

10. Advisory services in the field of project management.

2.17.3. International Projects (RCOP3)

1. Analysis of international programs.

2. Information and advisory activities in the field of fundraising under international projects.

3. Building project consortia in terms of finding partners or evaluating partners in terms of projects.

4. Supervision over the preparation of the design concept and application documentation.

5. Coordination of obtaining external expertise.

6. Preparation or supervision over the preparation of project documentation.

7. Assistance in the preparation of project budgets.

8. Assistance at the stage of drawing up the consortium agreement as well as drawing up and signing the project financing agreement.

9. Verification of applications for project co-financing.

10. Records of submitted and approved applications for project co-financing.

11. Advisory services in the field of project management.

**Administration units of the Vice Rector for Development**

2.18. Office of the Vice Rector for Development (RIB)

1. Administrative, office and technical support for the Vice Rector for Development.

2. Administrative and technical support for sessions and meetings organized by the Vice Rector for Development.

2.18a. Centre for Innovation and Entrepreneurship (RICIP)

1. Creation of a system for the commercialization of intellectual property.

2. Counselling on the commercialization and protection of intellectual property.

3. Cooperation with the economy.

4. Academic entrepreneurship.

5. Provision of accredited services.

6. Carrying out promotional activities in the field of commercialization and promotion of innovative solutions of TUL

7. Representing TUL and its employees in relations with business and industry.

2.18a.1.  Technology Transfer Section (RICIP1)

1. Creation and implementation of the university system for commercialization of intellectual property.

2. Representation of TUL in meetings on technology transfer, cooperation with industry and the creation of consortia.

3. Promoting the technology offer during fairs, business conferences and direct meetings with potential technology recipients.

4. Drawing up payment orders for authors and units for licences granted and sales contracts.

5. Opinion on consortium agreements in the scope of sharing intellectual property rights.

6. Collecting information on the current state of the research infrastructure of Lodz University of Technology and sharing it with the special purpose vehicle of Lodz University of Technology, in accordance with the applicable Research Infrastructure Management Regulations.

7. Coordination and supervision of activities related to the collection of documentation regarding intellectual property, including inventions submitted for protection and know-how, and its sharing with the special purpose vehicle of Lodz University of Technology.

8. Conducting educational activities on commercialization of intellectual property, technology transfer, entrepreneurship among scientists, doctoral candidates and students of Lodz University of Technology.

9. Inspiring the creation of network connections between TUL and companies and external institutions.

10. Information and advice on the valuation of intellectual property (cooperation with appraisers).

11. Provision of consulting and training services for external entities.

12. Implementation of projects financed from external sources and contracts with business and other entities, within the scope activities carried out by the Centre for Innovation and Entrepreneurship.

13. Implementation of other tasks ordered by the authorities of Lodz University of Technology.

14. Organization of seminars and conferences promoting and stimulating the academic community in the area of entrepreneurship with the participation of other units.

15. Cooperation with entrepreneurship support organisations in cooperation with the TUL special purpose vehicle in the area of: coordination and cooperation with entrepreneurs in the field of implementing the technology of TUL and joint research and implementation projects, including the negotiation of relevant agreements, coordination and implementation of research commissioned by TUL in accordance with its internal regulations, and negotiation of contracts concerning commissioned research.

2.18a.2. Patent Attorneys’ Office (RICIP2)

1. Development, implementation, supervision and compliance with internal procedures for the protection of intellectual property.

2. Preparation of documentation related to applications for inventions, industrial designs, trademarks, utility models and topographies of integrated circuits for legal protection to the Patent Office in the country and countries belonging to the European Patent Convention.

3. Acting on behalf of TUL before the Polish Patent Office, courts and adjudicating bodies in matters related to the submission and examination of inventions, utility models, industrial designs, trademarks topografii układów scalonych..

4. Initial determination of patentability of przedmiotów własności przemysłowej submitted for protection.

5. Providing legal and formal assistance to creators of objects of industrial property in the field of intellectual property protection.

6. Keeping a register of wzorów użytkowych, applications for industrial designs, trademarks, topography of integrated circuits, as well as granted patents, protection rights and registration rights.

7. Cooperation with the Patent Office of the Republic of Poland, national Patent Information Centres, the Polish Chamber of Patent Attorneys and organizations that specialise in industrial property matters.

8. Cooperation with external patent offices commissioned by TUL in the field of patent applications and other proceedings in the field of patent protection.

9. Conducting information activities regarding the protection of intellectual property among employees, doctoral candidates and students of Lodz University of Technology.

Patent attorneys perform tasks in the Patent Attorneys’ Office in compliance with the provisions of the Act: 11 April 2001 on Patent Attorneys (i.e. Journal of Laws of 2019, item 1861, as amended).

2.18a.3. Office for Academic Entrepreneurship (RICIP3)

1. Promoting and developing the idea of entrepreneurship in the academic environment of TUL.

2. Assisting students, doctoral students and employees of Lodz University of Technology in starting, organizing and running a business.

3. Stimulating the academic community of Lodz University of Technology to engage in entrepreneurial activities.

4. Advising on academic entrepreneurship for students, doctoral students and employees of Lodz University of Technology.

5. Conducting training activities improving the qualifications of TUL graduates, students and researchers in the field of entrepreneurship.

6. Organization of seminars and conferences promoting and activating the academic community in the field of entrepreneurship.

7. Supporting the creation of start-up and spin-off companies by employees of TUL, cooperating with the university and using the technological and intellectual potential of TUL departments on a fee-paying basis.

8. Organization of events promoting creating start-ups and spin-offs at TUL.

9. Acquiring funds to support the activities of the Incubator.

10. Cooperation with organizations supporting the development of entrepreneurship.

2.19. University Office for Development (RUR)

1. Participation in clusters and coordination of the activities of clusters managed by TUL.

2. Analysing the situation and activities of TUL against the background of leading national and foreign academic institutions.

3. Initiation of the implementation of pro-development solutions and initiatives identified outside TUL.

4. Identification of the best solutions within TUL and supporting their diffusion among the University's units.

5. Handling the task-based budget of the University.

6. Running the IDEA BOX project - a good participatory practice (involving employees and students of the University) for the implementation of tasks improving the operation of the University.

7. Consolidating data and coordinating activities related to participation in national rankings of Higher Educational Institutions.

8. Supporting the cooperation of TUL with local government authorities and governmental administration units in the region as regards initiatives for the development of the University (including the creation and updating of regional strategic documents).

9. Promoting and building institutional involvement of the academic community of Łódź in Corporate Social Responsibility activities as part of the University's Third Mission.

10. Supporting activities aimed at strengthening cooperation with outstanding graduates of the University in the implementation of developmental initiatives for the benefit of the University.

11. Provision of services to the Senate Committee on Budget and Finance.

2.19a. Careers Office (RIK)

1. Job placement for TUL graduates.

2. Providing students, doctoral students and graduates with job offers and internships.

3. Conducting information, consulting and training activities in the field of job placement, the labour market and professional predispositions.

4. Tracking the labour market and employers' expectations towards TUL graduates.

5. Monitoring the professional careers of graduates.

6. Running employment agencies (according to entry no. 2414 of the register of the Marshal of the Lodz Voivodship of entities running employment agencies).

**Administration units of the Vice Rector for Education**

2.20. Office of the Vice Rector for Education (RKB)

1. Administrative, office and technical support for the Vice Rector for Education.

2. Administrative and technical support for sessions and meetings organized by the Vice Rector for Education.

2.20a. Centre for Teaching and Learning (RKCK)

1. Development of the Integrated Teaching Information System in terms of the organization of the education process.
2. Cooperation with the International Cooperation Centre of Lodz University of Technology in the field of internationalization of education.

2.20a.1. Curriculum Division (RKCK1)

1. Organization of education, authorizations to conduct studies and other forms of education, coordination of study programmes and other forms of education, as well as didactic planning, verification of compliance of the documentation of the education process with the applicable law, including internal regulations and normative acts of the University.

2. Distance learning.

3. Teaching load and its settlement.

4. Teaching staff development, consulting and training in the design of study programs and subjects.

5. Projects in the area of education.

6. Recognition of learning outcomes.

7. Cooperation with primary and secondary education.

8. Accreditations.

9. Student internships.

10. Education promotion.

11. Implementation of the procedures of the education quality assurance system and monitoring of their functioning.

12. Cooperation and service of the university committee responsible for the quality of education.

13. Monitoring qualitative and quantitative indicators related to education, in particular related to institutional and program rankings.

14. Substantive support and full administrative service in the field of developing and reporting full and partial qualifications and to the Integrated Qualifications Register.

15. Building and servicing the University Base of Elective Courses (UBPO).

16. Database of tools for the assessment of learning outcomes and assessment criteria.

2.20a.2. Technical and Administrative Support (RKCK2)

1. Preparation and issuance of higher education diplomas.

2. Diplomas and certificates of completion of postgraduate studies and other forms of education.

3. Preparation of draft legal acts and model documents related to education.

4. Serving the Senate Committee for Didactics and Student Affairs.

5. Reporting on education.

6. Providing content support for the Centre for Teaching and Learning website and liaising with the Lodz University of Technology's IT Centre in this regard.

7. Support in the organization of summer schools and special programs for University units.

2.20a.3. Instructional Support Section (RKCK3)

1. Identification and analysis of the needs and expectations of academic staff.

2. Mentoring program for young teachers.

3. Defining and implementing forms and methods of didactic improvement.

4. Tracking global trends, implementing and developing modern methods and forms of education.

5. Cooperation with IDS in the field of basic methodological training for teachers.

6. Preparation of training materials and organization of intra-university and commercial methodological training.

7. Developing methodological guides (including the Didactic Book) and supporting employees in creating teaching materials.

8. Digital database of teaching methods, tools and materials.

9. Cooperation with domestic and foreign higher education centres in the field of organization, systems and methods of education.

10. Promoting a culture of learning and good practice (setting up SIGs - Special Interest Groups for each method among practitioners-educators).

11. Cooperation with University units in the organization and implementation of commercial forms of education (training, courses, schools).

12. Organization of seminars and conferences in the field of education.

13. Promoting educational projects at the University.

2.21. repealed

2.21.1. repealed

2.21.2. repealed

2.22. Admissions (RKR)

1. Preparation of draft normative acts and other regulations regarding admissions for first and second cycle studies.

2. Organization and implementation of the admissions process for first and second cycle studies, including: registration of candidates in the SID-recruitment system, sending out information on the need to supplement the documents (summons, messages to mobile devices), importing data from the National Matura Register, verification of data entered into the system, organization of aptitude tests and cooperation in carrying them out, reimbursement of overpaid enrolment fees and their registration, returning documents to candidates whose applications for admission to studies were not examined.

3. Conducting and servicing instant payments (admission fees).

4. Preparation and implementation of IT projects related to the development of an IT system supporting the admissions process.

5. Handling of events related to the functioning of the SID IT system, admissions and e-admissions, including: accepting applications regarding the operation of the IT system supporting the admissions process for studies at TUL, solving system problems in cooperation with the TUL IT Centre.

6. Maintaining and updating admissions websites.

7. Support for the University Admissions Committee.

8. Preparation of analyzes and reports, including for the University authorities.

9. Awarding register numbers to students.

10. Entering data of students who change their field of study into the SID system.

11. Cooperation in the preparation of promotional materials.

2.22a. repealed

**Administration units of the Vice Rector for Student Affairs**

2.23. Office of the Vice Rector for Student Affairs (RSB)

1. Administrative, office and technical support for the Vice Rector for Student Affairs.

2. Administrative and technical support for sessions and meetings organised by the Vice Rector for Student Affairs.

3. Handling of secondary proceedings ending in administrative decisions in individual cases of students and participants of doctoral studies.

2.24. Student Affairs (RSS)

1. Individual matters of students and participants of doctoral studies related to the study regulations, course of study and living matters.

2. Disciplinary matters of students and doctoral students.

3. Coordination of the process of granting financial assistance and other benefits for students and participants of doctoral studies - regulations, compliance with higher level acts.

4. Student and doctoral students’ government and other government and educational matters.

5. Student research groups.

6. Student organizations and associations.

7. Matters arising from the Vice Rector's supervision over the Student Residential Campus and other social, living and recreational facilities of students and doctoral students.

7a. Development of the Integrated Teaching Information System in the administration of the course of studies.

8. Tasks to be performed as part of separate Benefits Services.

2.24.1. Benefits Services (RSS1)

1. Administrative support for granting material aid and other benefits for students and participants of doctoral studies.

2. Cooperation with Bursar’s administration in the process of administering the Scholarship Fund referred to in art. 412 of the Act of July 20, 2018 - Law on Higher Education and Science (i.e. Journal of Laws of 2020, item 85, as amended).

3. Administrative service of matters related to student loans, health insurance for students and participants of doctoral studies.

4. Administrative service of matters related to applications of students and persons admitted to studies for accommodation in student dormitories.

2.25. Office for People with Disabilities (RSN)

Organizational, technical and psychological activities for disabled students, doctoral students and employees.

3. CHANCELLOR’S ADMINISTRATION

3.1. Chancellor (RA)

1. The Chancellor manages the Chancellor's administration and the University's economy and makes decisions regarding the University's property in the scope of day-to-day management, with the exception of matters stipulated in the Act or the Statute for other University bodies.

2. Within the scope of his tasks, the Chancellor coordinates the activities of the rector's administration, bursar’s administration, faculty administration and administration of university units.

3. The tasks of the Chancellor include, in particular:

1) taking actions and decisions to ensure the preservation, proper use of the University's property, and its enlargement and development;

2) organizing and coordinating the administrative, financial, technical, economic and investment activities of the University and public procurement;

3) implementing the University's personnel and payroll policy in relation to its employees;

4) performing the function of an official superior in relation to employees who are not academic teachers, who are not subject to other University bodies;

5) management of the University's assets to the extent indicated by the Rector;

6) managing and supervising the implementation of tasks and projects entrusted by the Rector.

4. The Chancellor, with the help of his deputies, manages the implementation of the tasks of the organizational units of the chancellor's administration, and directly manages the implementation of the tasks of the Administrative Department, the Chancellery and Archives Department, the Public Procurement Department and the Fire Protection Section and Defence Affairs.

**Administration units of the Chancellor**

3.2. Administration Office (RAA)

1. Organization of the work of the Chancellor's Office and deputies, including administrative and office services.

2. Records and service of documents in the chancellor's administration.

3. Administrative service of trade unions and clubs.

4. Administrative and IT services for the organizational units of the Chancellor's division and his deputies.

5. Handling cases related to the use of company cars of Lodz University of Technology.

6. Keeping a register of business trips orders for the chancellor's administration.

7. Handling cases related to the use of private cars for business purposes.

8. Material supply for central administration, and for TUL in the field of specific types of materials.

9. Running a warehouse.

10. Clearance and customs declarations.

3.3. Registry and Archive Office (RAK)

1. Handling the correspondence flow at the University as well as handling and supervising courier shipments of the central administration and selected organizational units of Lodz University of Technology, including cost settlement.

2. Conducting for the central administration: subscriptions to the press and placing press advertisements, including cost settlement.

3. Control of compliance with the rules concerning the circulation of correspondence and handling of documentation and updating of office and archival standards.

4. Administering the university account on ePUAP and handling the university's electronic inbox (ESP).

5. Organization and running of the Archives of Lodz University of Technology and all archival activities.

6. Support for the "Archive" module in ZSID TUL and creating a database of resources stored in the archive.

3.4. Public Procurement Office (RAP)

1. Planning of public procurement.

2. Coordination and conduct of public procurement procedures for central administration.

3. Implementation of university tasks in the field of public procurement law for all organizational units of TUL, including, in particular:

1) advising TUL organizational units in the preparation of formal proceedings;

2) ongoing analysis of the application of the public procurement law;

3) organization and maintenance of an internal information and knowledge transfer system in the field of public procurement law.

4. Conducting public procurement procedures to the extent specified by the Rector.

3.5. Fire Protection and Defence Services (RAO)

1. Control of compliance with fire regulations and rules.

2. Participation in commissioning buildings and premises.

3. Opinions and consultancy in the design of renovations.

4. Supervision over the organization of evacuation.

5. Initial and periodic training in the field of fire protection.

6. Fire hazard analysis.

7. Tasks in the field of state defence and crisis management resulting from generally applicable regulations.

8. Tasks related to the safety of artistic, entertainment and sports events organized by TUL, including mass events.

3.6. Vice Chancellor for Management (AG)

1. Social and living activities of Lodz University of Technology, supervision over the Social Benefits Fund.

2. Real estate administration.

3. Determining the terms of TUL property insurance and group insurance for employees and their families.

4. Planning an inventory of TUL assets.

5. Supervision over waste management.

6. Organization and functioning of the University campuses.

7. Supervision over technical and economic services for university celebrations.

8. Supervision over the activities of holiday resorts, cooperation with employee and senior clubs.

9. Determining the principles of protection operation in the premises and facilities of Lodz University of Technology

**Administration units of the Vice Chancellor for Management**

3.7. Property Management Office (AGN)

1. Administration and economic service of real estate (supervision of the technical, sanitary and aesthetic condition, equipment and inventory, security, concierge and cloakrooms, rental, etc.) and the campus surroundings.

2. Keeping formal and legal documentation of TUL real estate.

3. Liability insurance of Lodz University of Technology and property insurance against theft, robbery and other random events.

4. Calculation and payment of local taxes and fees.

5. Administration of housing premises.

6. Academic uniforms and insignia; technical and economic service of state holidays and TUL celebrations.

7. Management of waste and recyclable materials, fees for using the environment.

8. Matters of collection of solid waste and municipal waste from TUL, excluding Student Residential Campus and holiday resorts

9. Undertaking organizational and legislative activities as well as reporting in the field of environmental protection and waste management.

10. Supervision over the proper storage of waste.

11. Organization of activities and rules for dealing with harmful biological agents and radioactive materials, including hazardous waste.

3.8. Inventory Services (AGI)

1. Preparation of inventory plans and reports on their implementation.

2. Supervision over marking the assets of TUL.

3. Maintaining a list of inventory and a register of materially liable persons.

4. Organization of census teams, participation in census teams.

5. Settlement of inventory sheets.

6. Keeping records of the course of the inventory and statements of materially responsible persons along with reconciliation of the status of fixed assets.

7. Proceedings explaining inventory differences.

8. Training of census teams.

3.9. Social Affairs Office (AGS)

1. Principles of running a social activity.

2. Managing the Social Benefits Fund, including the material and financial plan of the Social Benefits Fund.

3. Implementation of decisions regarding the use of the Social Benefits Fund, including individual benefits granted to employees, pensioners, disability pensioners and other persons.

4. Functioning of TUL holiday resorts.

3.10. Vice Chancellor for maintenance (AT)

1. Technical condition of facilities and infrastructure.

2. Investments and renovations.

3. Settlement of electricity, utilities and telecommunications charges.

4. Supervision over the organization and implementation of the tasks “Alchemium - the magic of tomorrow's chemistry. Construction of a modern conference, teaching and laboratory building for the Faculty of Chemistry at Lodz University of Technology”.

**Vice Chancellor for Maintenance**

3.11.  *repealed*

3.12. Maintenance Office (ATE)

1. Maintaining construction facilities, equipment and installations in proper technical condition and other tasks related to technical operation, required by construction law, including inspections, reviews and measurements.

2. Determining the conditions of power supply in facilities.

3. Ensuring the continuity of operation of systems supporting entry to Lodz University of Technology.

4. Provision of telephone communication and operation of the TUL switchboard.

5. Handling matters related to the supply of electricity, heat, gas, water and telecommunications services as well as cost settlement.

6. Operation of electricity and heat stations and networks.

7. Supervision of the archive of documentation of the buildings of which the Chancellor is in charge, as well as of the networks and utilities of the TUL Campuses.

8. Managing an account in the Central Register of Operators and taking organizational and legislative measures in this regard.

3.13. Investments and Repairs Office (ATR)

1. Planning the expansion and urban planning of the University.

2. Investment and renovation plans and cost estimation of their implementation.

3. Preparation of the subject of the contract for the development of technical documentation for investments and repairs and for the specification of essential terms of contract for their implementation.

4. Conducting and technical supervision over repairs and investments.

5. Settlement and acceptance of works.

6. Advice on investment and renovation.

4. BURSAR ADMINISTRATION

4.1. BURSAR (AK)

1. Keeping the University's accounting, including accounting policy.

2. Supervision over the circulation and control of financial and accounting documents.

3. Carrying out money transfers.

4. Initial control of the compliance of economic and financial operations with the financial plan, including contracts concluded by the University.

5. Initial control of completeness and accuracy of documents relating to economic and financial operations.

6. Financial control, including compliance with financial discipline and keeping financial and accounting records by the University's organizational units.

7. Financial Reporting.

8. The Bursar supervises the Accounting Section and the Finance Section with the help of his deputies.

**Administration units of the Bursar**

4.2 Bursar's Office (AKB)

Administrative and office services for the Bursar, in particular:

1) administrative and office services for the Vice Bursars;

2) personnel matters of employees whose place of work are departments of the bursar administration (attendance lists, leaves and leaves, etc.);

3) preliminary records of granted subsidies, specific and special-purpose subsidies and their division by organizational units;

4) settlement of subsidies, Rector's reserves by organizational units, introduction to the FK system – decisions on the distribution of subsidies with the FK records.

4.3. Office for Economic Affairs (AKE)

1. Planning, budgeting, controlling, economic and financial analyses.

2. TUL reporting in the financial field.

3. Distribution of budget subsidies and grants.

4. The provisional budget and the physical and financial plan, its analyses, revisions and implementation reports.

5. TUL's economic and financial assessment materials and economic and financial analyses.

6. Financial forecasts and long-term plans.

7. Monitoring and analysis of the implementation of the material and financial plan of the University and organizational units.

4.4. Project Finance Services (AKO)

1. Financial and accounting records of structural projects and national projects of the National Center for Research and Development and the National Science Center and agreeing the correctness of entries in accounting records.

2. Register of applications submitted for applications under structural projects and register of ongoing projects.

3. Verification of application forms and financial attachments to the application forms.

4. Verification of eligibility for financing financial documents.

5. Financial monitoring of projects.

6. Verification and financial compliance control of payment schedules and payment requests.

7. Financial attachments to requests for payment.

8. Receiving from organizational units accounting documents regarding projects and their verification in terms of formal and accounting correctness.

9. Project related payments and control of their compliance with the project budget, contracts and payment schedules.

10. Control of correctness and compliance with the accounting records of applications, statements, periodic and final reports in the financial part of the project.

11. Information and reporting.

12. Archiving project accounting documentation.

4.5. Accounting Services (AKP)

1. Preparation of lists of payments of salaries, allowances and other amounts due under employment contracts, civil law contracts and other contracts and making deductions from salaries.

2. Personal income tax settlements.

3. Keeping settlements in the field of social insurance, health insurance and labour fund.

4. Reporting to social and health insurance under concluded civil law contracts.

5. Administrative support for the personnel database of contractors and interns.

6. Administrative support for the electronic payroll database of employees, contractors, fellows, interns and doctoral students.

7. Preparation of information on annual income and withheld personal income tax for employees and tax offices.

8. Creation of electronic files for transferring payroll, payroll tax and social security, health and labour fund transfers.

9. Support for the Public Secondary School of Lodz University of Technology in the field of creating payrolls, calculating benefits, charges and deductions.

10. Providing data for electronic accounting and cost settlement of salaries.

11. Preparation of a list of remuneration for retirement and disability pension purposes.

12. Issuing certificates of the amount of earned remuneration.

13. Participation in the preparation of the University's material and financial plan in the field of remuneration from employment.

14. Ongoing analysis of the implementation of the remuneration plan for the employment relationship and remuneration in professional groups.

15. Reporting on remuneration for the Central Statistical Office and the ministry.

16. In cooperation with the Accounting Section and the Finance Section, establishing accounts and balances of Social Security settlements and payroll settlements and deductions with tax offices.

17. Archiving of payroll documentation.

4.6. Vice Bursar for Accounting (AK1)

1. Organization of work in the field of accounting, supervision over the work of the Accounting Section.

2. Organizing and improving the circulation of accounting documents.

3. Supervision and control of the correctness of accounting documents and their assignment to the financial and accounting system.

4. Secondary control of documents prepared for transfer, approval for payment, payment execution (checking the transfer to the bank, authorization of the file for payment).

5. Secondary control of compliance of economic and financial operations with the material and financial plan.

6. Support for the operation of the Financial Data Reporting System.

7. Supervision over timely establishment and analysis of entries in the analytical records.

8. Supervision over the timely debt collection.

9. Determining the financial results of organizational units and analysing the correctness of financing individual types of activity.

10. Supervision over tax reporting, excluding personal income tax.

11. Supervision over the functioning and maintenance of IT systems used in Bursar’s administration.

12. Financial reporting (balance sheet, profit and loss account, statement of changes in equity, cash flow, additional information), budget reporting, for the Central Statistical Office and for the ministry.

**Vice Bursar for Accounting Units**

4.7. Accounting Section (AKK)

1. Accounting records of business operations for all types of activities, except for the records referred to in point 2.24.1 and determination of the correctness of entries on accounting accounts.

2. Analytical and quantitative-value records of fixed and current assets and its determination with the records of organizational units.

3. Records of the University's revenues and costs by type and calculation, individual activities, organizational units and tasks.

4. Periodic settlement of income and costs, determination of the cost and financial result of the University's organizational units.

5. Documentation and settlement of purchases and sales for VAT purposes, preparation of VAT returns.

6. Tax records and settlements with the budget.

7. Settlements with domestic and foreign suppliers and recipients as well as settlements with employees.

8. Control of the state of receivables, liabilities and claims of the University, settlements with the budget, domestic and foreign suppliers and recipients, charging interest on late payments, debt collection.

9. Documentation and records of outstanding debts for the purposes of court proceedings.

10. Agreeing the correctness of economic operations in the University's books of accounts with the auxiliary records of organizational units, confirming the compliance of financial reports, invoices and settlements with accounting records.

11. Accounting of the Employee Benefit and Loan Fund and the Social Benefits Fund.

12. Data and statements in the field of records kept for the University's reports.

13. Financial reporting for the Central Statistical Office and the ministry.

14. Inventory and valuation of assets and liabilities by verifying and agreeing balances.

15. Operation of the POL-on system in terms of investments.

16. Archiving of accounting records.

4.8. Vice Bursar for Finances (AK2)

1. Organization of work in the financial field, supervision over the work of the Financial Section.

2. Initial control of completeness and accuracy of documents relating to economic and financial operations.

3. Initial control of compliance of economic and financial operations with the material and financial plan of the organizational unit and the University.

4. Supervision over the timely execution of payments.

5. Update of bank account data and address data for the purpose of VAT settlement in the relevant offices.

6. Ongoing cooperation with banks, including in the field of bank guarantees.

7. Control of the amount of funds spent from subsidies, special purpose subsidies, other separate subsidies, supervision of timely settlement of funds from special purpose subsidies.

8. Ongoing analysis of the University's financial liquidity.

**Vice Bursar for Finances Units**

4.9. Finance Section (AKF)

1. Receipt from organizational units of accounting evidence documenting economic operations and their verification in formal and accounting terms and preliminary control of the compliance of economic operations with the material and financial plan.

2. Support for banking and cash operations, opening and closing bank accounts, control of cash balances on bank accounts and cash desks, organization of transport and money protection.

3. Establishing and maintaining bank deposits, within the limits permitted by law.

4. Preparation and sending of bank statements to organizational units.

5. Record of cash resources from subsidies and budget subsidies as well as project resources.

6. Settlement of financial obligations towards contractors, budget, employees, students, doctoral students and control of its timeliness.

7. Financial services for the Employee Emergency and Loan Fund.

8. Archiving banking documentation.

Appendix No. 2

to the Organizational Regulations of Lodz University of Technology

FORM ON THE SCOPE OF POWERS, DUTIES AND RESPONSIBILITIES OF A UNIT HEAD

|  |  |  |  |
| --- | --- | --- | --- |
| **LODZ UNIVERSITY OF TECHNOLOGY** | | **SCOPE OF POWERS, DUTIES AND RESPONSIBILITIES OF A UNIT HEAD** | **Number of pages:** |
| **Organizational unit**) |  | |  |
| **Organizational unit** **)** |  | |  |
| **Position** |  | |  |
| **First name and last name** |  | | |

1. **The head of a unit is authorized to**:

1) direct management of a subordinate unit\*) and making decisions on matters falling within its scope of activity;

2) assessment of the performance of tasks by subordinate employees;

3) resolving conflicts between subordinate employees;

4) participating in sessions and meetings concerning the work of a subordinate unit \*);

5) taking action at all levels at the University in the event of abuses noticed;

6) requests from the immediate superior:

a) determining the scope of tasks and allocating the necessary resources necessary to perform these tasks,

b) compliance with the principle of one-man management,

c) transferring all commands and decisions concerning the operation of a subordinate unit\*) ;

7) applications in cases of:

a) selecting employees for a subordinate organizational unit\*),

b) awards, bonuses, changes, promotions and transfers of subordinate employees,

c) organizational changes and work style of a subordinate unit\*),

d) applying statutory penalties to subordinate employees.

**Powers on the position held:**

2. **The duties of the head of a unit include:**

1) detailed development of scheduled tasks to be performed in the organizational unit\*) ;

2) submitting information to the immediate supervisor on the status of performance of the assigned tasks;

3) conducting work briefings with directly reporting employees;

4) submitting cases for inspection and enabling inspection to be carried out by authorized persons;

5) initiating, developing and implementing modern methods and means of work at the level of modern knowledge and technical achievements;

6) contributing to the professional development of subordinates by supporting their education, assistance and care;

7) dealing politely but firmly and consistently with subordinates;

8) developing scopes of rights, duties and responsibilities of subordinate employees and updating them if necessary;

9) exercising functional control within the scope of own powers and duties, in particular financial control specified in the Public Finance Act;

10) controlling presence at workplaces and effective use of working time by subordinate employees;

11) supervision:

a) correct and timely circulation of internal documentation,

b) keeping appropriate personnel records of a subordinate unit\*),

c) timely settlement of subordinate employees on the property entrusted to them,

d) proper management of the University's assets,

e) compliance with the rules of intellectual property protection;

12) performing other orders of the immediate superior resulting from the scope of performed tasks or going beyond them, as long as it results from important and justified reasons;

13) ensuring the correct implementation of tasks set for the subordinate organizational unit\*).

**Responsibilities in the position held:**

3. **The head is responsible for the proper performance of his duties, in particular for:**

1) organization of work in the position held and in a subordinate organizational unit [[1]](#footnote-1)\*) at the level of modern work organization;

2) implementation of tasks entrusted to a subordinate unit \*) and selection of rational methods and means of operation;

3) records of ordinances and other regulations and their timely implementation;

4) correct and timely handling of matters (correspondence, applications, documents, reporting, etc.);

5) compliance with work discipline and the provisions of the work regulations;

6) the University's property at the disposal of the unit \*) and its protection against damage or theft;

7) economical management of the University's funds entrusted to them;

8) strict compliance with professional secrecy and the rules on protection of classified information;

9) health and safety and health and life protection of employees in a subordinate organizational unit \*) ;

10) compliance with fire regulations;

11) other own action, as well as for failure to act or for preventing subordinate employees from properly performing their duties.

**Responsibility in the position held:**

Date and signature:

|  |  |
| --- | --- |
| **Immediate supervisor** | **Human Capital**  **Management Centre** |
|  |  |

I state that I am aware of the scope of the powers, duties and responsibilities and undertake to abide by them.

.....................................................................

*(date and employee's signature)*

Appendix No. 3

to the Organizational Regulations of Lodz University of Technology

FORM ON THE SCOPE OF POWERS, DUTIES AND RESPONSIBILITIES OF AN EMPLOYEE

|  |  |  |  |
| --- | --- | --- | --- |
| **LODZ UNIVERSITY OF TECHNOLOGY** | | **POWERS, DUTIES AND RESPONSIBILITIES OF AN EMPLOYEE** | **Number of pages:** |
| **Organizational unit** |  | |  |
| **Organizational unit** |  | |  |
| **Position** |  | |  |
| **First name and last name** |  | | |

1. **The employee is entitled to:**

1) submitting proposals to improve the University's operations;

2) addressing a higher-level superior through the immediate supervisor;

3) taking action at all levels of management in case of noticed irregularities;

4) requests from the immediate superior:

a) determining the scope of activities,

b) instructions on how to handle entrusted activities,

c) guaranteeing the allocation of the necessary resources necessary to implement the assigned tasks,

d) compliance with the principle of one-man management.

**Powers on the position held:**

2. **The employee is obliged to perform his work conscientiously and diligently, to observe work discipline and to comply with the instructions of his superiors that relate to work. The employee's duties include, in particular:**

1) complying with the working time agreed at the University and using it in the most effective way;

2) striving to achieve the best possible results at work and taking the appropriate initiative to this end;

3) compliance with the work regulations and the order established at the University;

4) compliance with the provisions and rules of occupational health and safety as well as fire regulations;

5) caring for the welfare of the University, protecting the University's property and using it as intended;

6) observance of the secrecy and regulations on the protection of classified information;

7) adherence to the rules of social coexistence;

8) compliance with the rules of intellectual property protection.

**Responsibilities in the position held:**

3. **The employee is responsible for the proper performance of their duties, in particular for:**

1) organizing workplace and activities performed at the level of modern work organization;

2) compliance with the provisions of the work regulations;

3) strict compliance with professional secrecy and the rules on protection of classified information;

4) accounting for the University's entrusted property within the applicable deadlines;

5) compliance with the provisions and principles of occupational health and safety as well as fire regulations.

**Responsibility in the position held:**

Date and signature:

|  |  |
| --- | --- |
| **Immediate supervisor** | **Human Capital**  **Management Centre** |
|  |  |

I state that I am aware of the scope of the powers, duties and responsibilities and undertake to abide by them.

.....................................................................

*(date and employee's signature)*

Appendix No. 4

to the Organizational Regulations of Lodz University of Technology

LIST OF FILES PRODUCED AND STORED

BY ................................................. .............................

*(name of organizational unit)*

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Classification symbol from JRWA TUL | Classification entry from JRWA TUL  (name of files - type of cases) | Comments |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
|  |  |  |  |
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|  |  |  |  |
| ... |  |  |  |

.........................................................................................

*(date and signature of the head of the organizational unit / unit)*

1. [↑](#footnote-ref-1)