

## **Tasks and responsibilities of University's organizational units**

### **Rector**

Rights and responsibilities of the Rector are stated by law and the Statute of Silesian University of Technology.

Rector exercises direct leadership in terms of:

- Implementation of development strategy of the Silesian University of Technology,
- Employment and remuneration policy,
- Organization of the work of Senate of the Silesian University of Technology,
- Cooperation of the Silesian University of Technology with local government bodies,
- Investment policy,
- Protection of personal data and classified information,
- Management control,
- Internal audit,
- Internal control,
- Occupational health and safety,
- Legal support,
- University's promotion.

### **Vice-Rectors**

Vice-Rectors operate within their power of attorney, as well as the responsibilities given to them by the Rector.

### **Chancellor**

The Chancellor is in charge of the property of Silesian University of Technology and represents the University outside, within the framework of received power of attorney, in administrative and economic matters.

The scope of Chancellor's responsibilities include:

1. Decision-making and control over:
  - Preparation, together with the Bursar, of a draft of the material and financial plan for the University,
  - Current operation of University's facilities,
  - Ensuring law and order, as well as organization of protection of University's property,
  - Administrative and economic activities of the University,
  - Supervision of repairs and investments.
2. Submitting to the Rector applications in terms of recruitment for subordinate organizational units,
3. Supervision over social activities for the University employees, as well as cooperation in this area with trade unions operating within the University,
4. Accepting invoices, bills and approving them for payment,

5. Participation in preparation of internal normative acts, related to the administration and economy of the University

The Chancellor is responsible for the implementation of assigned tasks and reports directly to the Rector. Chancellor completes his duty in cooperation with Vice-Rectors, managers of fundamental units and other organizational units. He also operates through his deputies and managers of subordinate units.

### **Vice-Chancellor**

Upon Chancellors request, Rector can appoint or dismiss Vice-Chancellor, whose responsibilities include:

1. Supervising the proper execution of duties of subordinate organizational units,
2. Preparation of annual and multiannual material and financial plans in terms of investments, repairs and maintenance,
3. Participation in planning and preparation of work in terms of investment and modernization of facilities,
4. Giving opinion and analysis of submitted technical documents for investments and repairs,
5. Handling matters connected to investments and repairs on the University,
6. Making final acceptance of investment or repair works,
7. Controlling and execution of removal of defects revealed during the final acceptance or the warranty period,
8. Giving opinions to projects regarding changes in terms of repair and construction works, as well as water and sewage, central heating and electric works on University's premises,
9. Participation in technical reviews of University's facilities, as well as identifying buildings in need of a complete renovation,
10. Substantive and financial supervision over settlement of funds acquired from institutions and agencies,
11. Participation in Tender Boards,
12. Substituting the Chancellor during his absence.

### **Vice-Chancellor – Bursar**

In accordance with the Act on Accounting and Public Finance, Bursar performs the duties of the chief accountant, and in this regard reports directly to the Rector.

His responsibilities include:

1. Direct management of activities of the Bursar's Office at the University,
2. Managing University's accounts,
3. Execution of cash orders,
4. Adherence to the rules of cash settlement,
5. Ensuring that the agreements concluded by the University are financially valid,
6. Proper disposition of funds,
7. Ensuring that debts are collected on time and soliciting legal claims and repayment of receivables.

## **Rector's Office**

Responsibilities of the Rector's Office include:

1. Secretarial services for the Rector,
2. Administrative and technical support for the Rector and Vice-Rectors,
3. Secretarial service and organization of Senate's sittings and Rector's Council,
4. Keeping a schedule of tasks assigned by the Rector to other units of the University,
5. Preparation and supervision of visits made at the University,
6. Supervision and/or preparation of matters related to the awarding of title of Doctor Honoris Causa of the Silesian University of Technology,
7. Supervision and/or organization of ceremonies and meetings of an institution-wide nature,
8. Maintenance and documentation connected to KRASP, KRPUT, Association of Silesian Universities, Business-Science-Autonomy "Pro Silesia" Association, and other institutions of this kind,
9. Keeping a memorial book of the Silesian University of Technology,
10. Supervision of the use of the Senate Hall and conference rooms in Rectorate,
11. Organization of internal and external flow of the University's correspondence,
12. Financial control of the Rector's Department,
13. Financial control of the Rector's reserve,
14. Improving the management processes at the University,
15. Running the University's television activities, including:
  - Creation and dissemination of TV programs related to the Silesian University of Technology,
  - Implementation of informative and educational function,
  - Implementation of the whole scope of activities resulting from widely understood interest of academic community,

## **Legal Service Office**

The scope of responsibilities of the Legal Service Office derives from the Act on Legal Advisers and includes:

1. Providing legal aid, opinions and advice, as well as explanations and interpretations of legal regulations for the sake of proper completion of tasks and responsibilities conducted by University's organizational units,
2. Informing the Rector and organizational units about amendments and changes of legal regulations, significant from the perspective of University's activities,
3. Participation in creation of drafts for internal legal acts,
4. Reviewing agreements,
5. Reviewing regulations, instructions and internal regulations of the University from the legal point of view,
6. Representation in proceedings before courts and other adjudicating authorities,
7. Legal supervision over the enforcement of the University's claims.

## **Health and Safety Inspectorate**

The responsibilities of the Health and Safety Inspectorate include:

1. Initiation and implementation of tasks in the scope of OSH,
2. Conducting control of work conditions and compliance with the OSH rules and regulations,
3. Updating the Rector about identified occupational hazards and applying for measures intended to remove those hazards,
4. Preparation and presentation of an annual safety conditions analysis,
5. Proposing technical and organizational solutions intended to improve safety conditions,
6. Participation in the creation of University's development and modernization plans, as well as commissioning newly built or modernized facilities,
7. Conducting a registry, completing and storing documents related to accidents that occurred at work, as well as on a way to and from work, and occupational diseases,
8. Participation during the evaluation of occupational risk, associated with the performed works,
9. Providing advice in terms of organization and working methods in a workplace, organizing and ensuring proper level of training in the field of occupational safety and health, as well as ensuring proper professional adaptation of newly employed staff,
10. Cooperation with a physician performing preventive health care over employees, in order to organize periodic medical examinations of employees,
11. Participation in consultations in the scope of OSH, as well as in works of the committee for occupational safety and health and other institutional committees dealing with OSH issues, including the prevention of occupational diseases and work-related accidents,
12. Applying to the employer to impose penalties towards individuals responsible for negligence of OSH duties, as well as suspending the work in case of a direct threat to life or health of employees or other people.

## **Auditor and Internal Control Office**

The responsibilities of the Auditor and Internal Control Office include:

1. Conducting activities intended to support authorities and organizational units of the University during the implementation of their objectives and tasks, through systematic evaluation of the management control and advisory activities,
2. Obtaining an objective and independent assessment of the functioning of University's organizational units in the scope of financial management, in terms of its legality, economy, purpose, reliability, transparency and openness,
3. Preparation of annual plan of internal audit, as well as a report from implementation of the audit plan,
4. Control in terms of credibility and correctness of agreements concluded by the University, and applying for changes in case of detection of formal defects,
5. Keeping records of contracts, agreements and letters of intent concluded by the University, as well as checklists,
6. Implementation of control activities on the basis of Rector's authorization,
7. Accepting applications related to the intention of adopting de minimis aid, plan creation and the balance of de minimis aid, as well as keeping the certificates about received public de minimis aid.

8. Carrying out control activities in terms of compliance with the University's principles of financial management, the violation of which may result in liability for breach of public finance discipline,
9. Supporting the University's authorities during the implementation of activities in terms of public finance discipline.

### **Promotion Office**

The Promotion Office is responsible for:

1. Development and implementation of the promotion plans of the University,
2. Coordinating the promotion within the University and organizational units,
3. Taking care of the proper image of the University among secondary school students, university students, scientific and administration employees, local authorities, industrial enterprises,
4. Inspiring press releases about the activities of the University,
5. Answering journalists' questions regarding the activities of the University,
6. Editorial and graphic design of the "Bulletin of the Silesian University of Technology",
7. Editing of the University's newsletter,
8. Preparation of promotional materials,
9. Responsibility over the University's website.

### **Patent Attorney Office**

Responsibilities of the Patent Attorney Office include:

1. Patent Attorney represents the University in terms of protection of industrial property of the University before the Patent Office of the Republic of Poland,
2. Implementation of national and foreign patent procedures,
3. Consultancy in terms of protection of industrial property, innovativeness, patents and copyrights for University's employees,
4. Preparation, negotiation, organizational, formal and legal service of concluded agreements, in terms of protection of intellectual property of licence agreements, patent sharing agreements, contracts for transfer of patent rights, contracts for dissemination and use of protected and unprotected solutions, know-how agreements and software-related agreements,
5. Conducting patent research in terms of technical state evaluation, patentability and novelty of University's solutions,
6. Participation in conferences, trainings, seminars and workshops in the field of intellectual property protection,
7. Popularization of knowledge on the topics of innovativeness and patent protection on the University.

## **Plenipotentiary for the Protection of Classified Information**

Tasks of the Plenipotentiary for the Protection of Classified Information include:

1. Providing protection of confidential information, including physical protection,
2. Providing protection of data communication systems and networks, where the confidential information is generated, processed, stored or transferred,
3. Cooperation with the Chief of the Academic Guard in terms of physical protection of the University and its property,
4. Control over confidential information protection, as well as compliance with the rules of data protection,
5. Periodical control of records, materials and document workflow,
6. Preparation of the plan for protection of confidential information for the University and supervision of its implementation,
7. Employee training in terms of confidential data protection,
8. Cooperation with specific organizational security service units, as well as keeping the Rector up to date in terms of this cooperation,
9. Taking action to clarify circumstances of the infringement of confidential data protection rules, informing the Rector, and, in case of breach of confidential data protection rules, marked with "Confidential" clause or higher, informing the appropriate state security service,
10. Preparation and presentation for Rector's approval the instruction for method and mode of processing of confidential data marked as "confidential" or "restricted", as well as the scope and method of using the physical security measures to protect those data,
11. Conducting, upon Rector's request, regular inspections of employed people or those applying for employment at the University for positions covered by such proceedings,
12. Supervision over proper storage of files from completed proceedings,
13. Direct supervision over the functioning of the Office of Confidential Materials.

## **Research Office**

Tasks of the Research Office include:

1. Keeping records of applications for subsidies for statutory activities, submitted to the Ministry of Science and Higher Education (MNiSW), as well as verification of reports on the use of grants,
2. Verification and record-keeping of applications for subsidies for popularization of science, as well as verification of reports on the use of grants,
3. Verification and record-keeping of applications for financing investments serving the needs of research or development works,
4. Verification and record-keeping of applications for financing investments serving the needs of research or development works under the "Program for the support of research infrastructure of the Polish Science and Technology Fund",
5. Handling matters related to granting awards from MNiSW, verification and record-keeping of applications for granting such awards,
6. Dealing with issues related to granting awards by the Rector, verification and record-keeping of applications for such awards, supporting Rector's Committee for awards for academic teachers,
7. Handling matters related to granting and accounting of Rector's grants, verification of reports on the use of grants, supporting the committee for Rector's grants,

8. Coordinating issues related to scholarships for outstanding young scholars, granted by MNiSW, record-keeping of applications for payments of scholarships,
9. Verification and coordination of implemented works, financed from off-budget funds, as well as works implemented between University's units, including research and development works, implementation and opinions made on behalf of the judicial authorities,
10. Record-keeping and verification of applications for organization of scientific conferences, organized, jointly or individually, by units of the Silesian University of Technology, making draft plans for scientific conferences,
11. Coordination of financial sources connected with tasks conducted by Research Office in University's IT system, verification and storage of required documentation related to implemented tasks, acting as budget controller for supported groups of funding sources,
12. Preparing reports, statistics, rankings and plans of University's research and development works.

### **International Relations Office**

Tasks of the International Relations Office include:

1. Identification of University's potential and update of data in terms of international cooperation,
2. Help in initiating and maintaining contact and cooperation with foreign institutions,
3. Preparation, concluding and keeping records of international cooperation agreements,
4. Promotion of University's potential through participation in international initiatives meant to develop international cooperation,
5. Participation in organization of university-wide conferences, seminars, workshops, trainings and contests of international scale,
6. Serving international delegations visiting the University,
7. Preparing reports in terms of international cooperation,
8. Supporting the implementation of University's development strategy through cooperation with contact people at its units in terms of internationalization,
9. Organizing foreign business trips of the Rector,
10. In cooperation with other units, keeping records of people arriving and going abroad,
11. Running English website of the University,
12. Implementation of DAAD academic mobility program,
13. CEEPUS network support,
14. Cooperation with KIC companies.

### **Information Technology Centre / IT Centre**

Tasks of the Information Technology Centre include:

1. Maintenance, use and development of Integrated Computer System (ZSI – Zintegrowany System Informatyczny),
2. Maintenance, use and development of Study Course Service System (SOTS – System Obsługi Toku Studiów),
3. Maintenance, use and development of e-CZP system,
4. Providing University's units and employees with basic computer services, including:

- a. Electronic communication system (e-mail, professional accounts),
  - b. Authorization mechanisms in access to controlled computer services of the University (certificates, electronic signatures),
  - c. Maintenance and use of computer services of the of the University, basic and other units, including conferences, scientific clubs and associations,
5. Technical maintenance of work stations, computers, terminals and equipment at units of Rectorate, Central Administration and Administration of University Campus, as well as other University's units, for which the Information Technology Centre was assigned as operator,
  6. Sharing through campus license the specialist software for chosen areas of use to all University's units,
  7. Record-keeping and supervision of licensed software at the University,
  8. Keeping records of University's server resources,
  9. Substantive cooperation with appropriate department, responsible for public procurement and supply in terms of computer equipment and software purchases,
  10. Substantive coordination of investment applications from basic University units, as well as preparation of University's applications for the Ministry of Science and Higher Education in the field of IT infrastructure.

### **Project Management Centre**

The main tasks of the Project Management Centre include:

1. coordination of management of research, educational and investment projects of the University;
2. providing project coordinators with support in terms of preparation of applications for project funding and their verification;
3. providing entrepreneurs with support in terms of preparation of applications for project funding and their verification, for projects, in which the Silesian University of Technology acts as a partner or subcontractor;
4. preparation of applications for funding in contests specified by the Vice-Rector for Science and Development;
5. conducting information activities at the University in terms of contests for project implementation, and taking initiatives over the participation in those contests;
6. supervising proper formal implementation of projects;
7. monitoring and control over implementation of schedules and budgets of projects;
8. supervising projects funding;
9. development of coordinators' knowledge about projects in terms of their management;
10. current cooperation with people responsible for projects, appointed by unit's authorities;
11. support for University's IT systems in terms of proper funding sources;

Project Management Centre consists of the following organizational units:

- National Projects Office
- Structural Projects Office
- International Projects Office
- Infrastructure Projects Office
- Educational Projects Office
- Projects Financial Services Office



Rector administrates, through separate ordinance, specific programs and projects implemented at the University to appropriate Offices, which conduct specific tasks towards them.

### **National Projects Office**

Tasks of the National Projects Office include:

1. informative and advisory activities towards project coordinators in terms of acquiring financing under national programs, as well as help with the preparation of applications for funding of research projects;
2. supporting project coordinators in terms of preparation of budget drafts;
3. supporting project managers at the stage of drafting a consortium agreement, as well as preparation and signing of project financing agreement;
4. verification of applications for project financing and reviewing requests for a power of attorney, as well as authorization for project coordinators;
5. verification of financing from national sources according to application checklists and agreements for research projects;
6. keeping records of submitted and accepted applications for project and agreement funding;
7. consulting project coordinators in terms of national projects management;
8. reporting and statistics in reference to national research projects.

### **Structural Projects Office**

Responsibilities of the Structural Projects Office include:

1. informative and advisory activities towards project coordinators in terms of acquiring financing under structural funds (except Operative Program Knowledge-Education-Development POWER), including support with preparation of project financing application;
2. supporting project coordinators in terms of preparation of budget drafts;
3. supporting project managers at the stage of drafting a consortium agreement, as well as preparation and signing of project financing agreement;
4. verification of applications for project financing and reviewing requests for a power of attorney, as well as authorization for project coordinators;
5. verification of applications and project agreements, according to checklists;
6. keeping records of submitted and accepted applications for project and agreement funding;
7. monitoring projects evaluation;
8. consulting project coordinators in terms of projects management;
9. reporting and statistics in reference to structural projects.

### **International Projects Office**

Tasks of the International Projects Office include:

1. informative and advisory activities for project coordinators in terms of acquiring funding under international programs;
2. support for project coordinators in terms of preparation of budget for submitted projects;

3. support for project coordinators during the creation of consortium agreement, as well as preparation and signing of project funding agreement;
4. verification of project funding applications and reviewing power of attorney requests and authorizations for project coordinators;
5. verification of applications and project agreements, according to checklists;
6. keeping records of submitted and accepted applications for project and agreement funding;
7. monitoring projects evaluation;
8. consulting project coordinators in terms of projects management;
9. acting as LEAR under EU Framework Programs;
10. coordination of Regional Contact Point of the Silesian and Opole Voivodships (including Regional Information Centre for Researchers);
11. reporting and statistics in reference to European projects.

### **Infrastructure Projects Office**

Tasks of the Infrastructure Projects Office include:

1. coordination of the entirety of works related to application for and implementation of infrastructural projects financed with resources of environmental protection funds,
2. supervision of proper implementation of infrastructural projects, conducted directly by the Office for several units,
3. monitoring the implementation of infrastructural projects financed with resources of environmental protection funds by single units,
4. financial settlement of projects implemented directly by the Office,
5. preparing necessary information for institutions financing the projects,
6. keeping records and documentation related to the implementation of the project
7. cooperation with the Deputy Bursar's division in terms of coordination of infrastructural projects.

### **Educational Projects Office**

Tasks of the Educational Projects Office include:

1. informative and advisory activities for project coordinators in terms of acquiring outside funding for educational projects, including support with preparing applications for funding;
2. support for project coordinators in terms of preparation of budget for projects;
3. support for project coordinators during the creation of consortium agreement, as well as preparation and signing of project funding agreement;
4. verification of project funding applications and reviewing power of attorney requests and authorizations for project coordinators;
5. verification of applications and project agreements, according to checklists – in reference to educational projects funded from outside sources;
6. keeping records of submitted and accepted applications for project funding and agreements;
7. monitoring projects evaluation;
8. consulting project coordinators in terms of project management;
9. reporting and statistics in reference to educational projects funded from outside sources.

## **Projects Financial Services Office**

Tasks of the Projects Financial Services Office include:

1. verification of projects' budgets,
2. review of application submitted by Project Coordinator for opening a separate bank account for a particular project,
3. monitoring and control of financial responsibilities, as well as costs of implementation of projects in order to determine their accordance with project budget,
4. support for project coordinators in terms of describing financial documents related to the implementation of projects,
5. verification of availability of financial sources in the project,
6. preparation of payment requests, statements and reports on the financial stage of implementation of projects and preparation of documents in this scope, verification of invoices or billing statements under the projects,
7. preparation of statistics and financial statements for financial institutions, in relation to the project implementation,
8. cooperation with divisions of Bursar's Office responsible for accounting service of projects,
9. participation in projects' audits and controls,
10. preparation of drafts and verification of costing,
11. supervision and implementation of budgets of all projects mentioned above.

## **Human Resources Office**

Tasks of the Human Resources Office include:

1. implementation of human resources policy determined by the University's authorities, as well as initiating activities in this scope,
2. handling matters related to the establishment and termination of the employment relationship, as well as grading and promotion of employees,
3. keeping employee files, divided appropriately into employee groups, divisions and organizational units,
4. determining employee rights in terms of: jubilee awards, allowance for seniority, additional annual remuneration, etc., as well as preparing appropriate documents,
5. handling matters related to the maternity and parental leave, paid and unpaid sabbatical leave, and leave for health reasons,
6. supervising issues connected with employees' retirement or pension,
7. keeping records of all absences of the employees, while controlling the use of annual leave,
8. controlling the compliance with employment discipline, as well as keeping records of imposed penalties,
9. handling matters related to the awards, medals, and related documents, as well as co-organization of the granting ceremonies,
10. handling matters connected to the additional employment and the reduction of remuneration of academic teachers, together with records,
11. handling matters related to further education of employees,
12. keeping records of PhD theses and habilitation proceedings,
13. preparation of PhD and assisting professor diplomas, as well as preparation of the awarding ceremonies,

14. secretary-administrative service for the Senate Committee for Scientific Staff and the Rector's Human Resources Committee,
15. accepting schedules and collective work cards through the e-CZP system,
16. transferring personal files of dismissed employees to the archive,
17. reporting,
18. conducting procedures related to the employment of non-academic staff,
19. handling matters connected with the implementation of Management Control System at the University, including the System of Resource Safety Management and Controlling.

### **Organization Office**

Tasks of the Organization Office include:

1. preparation and record-keeping of powers of attorney and authorizations granted by the Rector,
2. preparation, record-keeping and archiving of internal legal acts (ordinances, circular letters, divisions, regulations, statutes, instructions, etc.) in cooperation with specialized units,
3. preparation of agenda of the Senate (Senate resolutions) in cooperation with specialized units,
4. maintenance of the internet database of University's legal acts, including the powers of attorney,
5. technical and office support of the activities of the University Election Committee and the election of University's administrative bodies, including the collection and storage of electoral documents,
6. administrative support of Senate Statute Committee,
7. participation in organization and support of institution-wide ceremonies and meetings,
8. approving the contents of ordered stamps (stationary and header stamps),
9. preparing requests for information for criminal records of the University bodies,
10. maintaining substantive supervision over the contents of Public Information Bulletin in terms of University's organization and internal legal acts,
11. conducting work related to the POL-on reporting system in terms of University's structure,
12. gathering materials related to the creation, modification and liquidation of organizational units at the University,
13. providing administrative support to disciplinary committee for academic teachers, as well as conciliation committee,

### **Planning, Financial Analyses and Controlling Office**

Planning, Financial Analyses and Controlling Office is responsible for:

1. development, in cooperation with other organizational units, an annual material and financial plan for the University,
2. preparation of the report on the implementation of University's material and financial plan,
3. preparation, in cooperation with substantially relevant organizational units, long-term plans for the University, required by the Ministry of Science and Higher Education,

4. development of foundations for material and financial plans, as well as coordination of planning works at the University, in cooperation with substantially relevant organizational units,
5. cooperation with organizational units in terms of preparing budget provisional, material and financial plan and its adjustments,
6. acting as an advisor for unit managers in terms of development of budget plans and control of their implementation,
7. acquisition of data essential for the internal distribution of educational grants for University's units,
8. preparation of project for distribution of educational grants for University's educational units,
9. preparation of project for University's investment fund,
10. coordination of tasks undertaken within controlling, i.e. the implementation of information search processes, planning and control over University's functioning,
11. analysis of costs and revenues of individual organizational units,
12. analysis of deviations in implementation of budgets and determination of causes, divided into relevant, dependent and independent of the University and organizational units,
13. identifying ways and means to eliminate causes of arising deviations in budget units,
14. preparation of reports of the degree of implementation of plans and submitting them to the Rector,
15. supervision and reporting to Central Statistical Office of Poland,
16. introducing changes to the Integrated IT System in terms of place of cost creation (MPK) and project groups,
17. creation of model of material and financial plan forecasts, as well as budget provisional in the Integrated IT System,
18. conducting analyses for University's authorities, basing on data from individual organizational units,
19. monitoring funds provided as a part of internal lending.

### **Student Career Office**

Tasks of the Student Career Office include:

1. conducting activities towards the professional activation of students and graduates of the Silesian University of Technology, especially:
  - a. providing students and graduates with information about the labour market and opportunities to improve professional qualifications,
  - b. gathering, classifying and publishing offers for jobs, apprenticeships and professional trainings,
  - c. maintaining database of students and graduates of the University, interested in finding a job,
  - d. maintaining database of employers interested in acquisition of candidates for jobs or apprenticeships,
  - e. providing support to employers in acquisition of appropriate candidates for job or apprenticeship vacancies,
  - f. supporting active search for jobs, apprenticeships and trainings,
  - g. substantive supervision and operating the ABSOLWENT program.
2. conducting activities aimed at the implementation of tasks described in point 1., through:

- a. professional advice and counselling for students and graduates,
  - b. support of career development and professional counselling (including outplacement) for employees of the Silesian University of Technology,
  - c. organization and conducting of workshops and trainings in terms of entrepreneurship, social competence, managerial, linguistic and specialist/technical knowledge,
  - d. qualitative research on professional activities of students, as well as tracking the professional paths of graduates,
  - e. establishment, development and maintaining bonds with graduates of the Silesian University of Technology, with the help of a loyalty program for graduates,
  - f. conducting opinion surveys among employers about students and graduates of the Silesian University of Technology in order to check the effectiveness of education at the Silesian University of Technology,
  - g. supervision and coordination of students and graduates' didactic apprenticeships at the University,
  - h. initiation and coordination of cooperation agreements between the Silesian University of Technology and enterprises in terms of strengthening the practical aspects of education, including:
    - organization of extra-curricular student trainings,
    - organization of industrial apprenticeships,
    - publication of materials and knowledge useful during the preparation of diploma theses,
  - i. organization of Job and Entrepreneurship Fairs,
  - j. organization of conferences, seminars and contests in the field of entrepreneurship and knowledge of labour market, including the "My idea for business" contest,
  - k. cooperation with the Academic Business Incubator of the Silesian University of Technology, Centre for Innovation and Transfer of Technology, and Science and Technology Park "TECHNOPARK GLIWICE",
  - l. cooperation with Regional Labour Office, as well as local ones, including in the field of professional activation of youth, using labour market instruments,
  - m. preparation and submitting applications for outside funding, supporting Office's activities,
  - n. participation in the work of the Silesian and national network of academic career offices,
3. Student Career Office conducts the abovementioned tasks divided into task teams:
- a. Labour market team (agency, professional counselling, advising, professional suitability tests),
  - b. Team for trainings and courses, contests, academic entrepreneurship, labour market preparatory workshops, including organization of interpersonal trainings,
  - c. Team for monitoring of graduates' professional paths, as well as employers' opinions and expectations, creating, developing and maintaining relationships with graduates in terms of labour market and promotion.

## **Defence Office**

Tasks of the Defence Office include:

1. programming, planning and preparation of defence in time of peace and state of national security threats, as well as in the field of crisis management,
2. coordination of tasks deriving from provisions on the general obligation to defend the Republic of Poland,
3. coordination and participation in the implementation of tasks in the field of crisis management,
4. conducting, within the University, all matters related to civil defence, including maintenance of equipment and protective measures,
5. conducting ad hoc and periodic inspections, supervising the implementation of post-control recommendations and tasks imposed on managers of University's facilities,
6. coordination and review of technical solutions, construction projects and technical documentation regarding the University facilities,
7. development of documentation related to fire protection of the University, conducting analysis and evaluation of fire protection status, recognizing possibilities and conditions for rescue operations in the University's facilities, and conducting instructional activities in this area,
8. cooperation with the appropriate local commands of the State Fire Service.

## **Infrastructure and Investment Officer**

The main responsibility of the Infrastructure and Investment Officer is to review the renovation and investment tasks of the Silesian University of Technology.

## **Student Affairs and Education Office**

Tasks of the Student Affairs and Education Office include:

1. organization and coordination of course of I, II and III degree studies, including keeping records of student and PhD student albums,
2. coordination and monitoring of Course Management System, as well as cooperation with its modules' users,
3. collaboration with faculties' admission committees and university's admission committee,
4. keeping records of diplomas and presenting them for Rector's signature,
5. managing registered forms,
6. preparing reports on studies and related statistics,
7. cooperation with other organizational units, as well as Rectors proxies, in terms of education,
8. preparing documentation related to appeals, applications for reconsideration of the case and complaints from students and PhD students,
9. supervision of a proper organization of student training, cooperation with basic organizational units and university's committee for trainings and scientific-research camps, in terms of students' national and international trainings,
10. coordination of scholarship activities at the University on I, II and III degree of study, including the process of application for scholarship from the Ministry of Science and Higher Education,

11. cooperation with disciplinary spokespersons for students and PhD students, as well as administrative support for disciplinary committees for students and PhD students,
12. cooperation with student and PhD student environment, student council and its agendas, as well as organizations, including student scientific clubs,
13. collaboration with the Administration of University Campus in terms of proper use of space and vacancies in student dormitories,
14. cooperation with health care institutions and the Regional Centre for Occupational Health in terms of health care for students and PhD students,
15. coordination of matters related to postgraduate studies, training courses and workshops conducted at the University,
16. collective and individual planning and accounting of the performance of overtime hours by the University's academic teachers, as well as planning and accounting of teaching hours of non-University employees,
17. reporting in the field of planning and accounting of didactic hours at the University,
18. preparation of joint plans and analyses of the execution of didactic burden of institutes, departments and inter-faculty units,
19. preparation of annual plans for the needs of a personnel wage fund to finance overtime hours,
20. analysis and preparation of data concerning the quality of education based on survey results and other available materials,
21. cooperation with the University Council for Education Quality Assurance System in terms of improvement of the University Education Quality Assurance System,
22. handling matters of disabled students and PhD students within the activities of Disabled Persons' Office,
23. providing personal information according to the security policy at the Silesian University of Technology.

### **Mobility Office**

Tasks of the Mobility Office include:

1. organization of departures and arrivals of students and academic teachers for studies, apprenticeships and seminars conducted within various programs related to the mobility of students and employees of the University,
2. coordination of academic mobility conducted within various academic mobility programs, as well as keeping records of such departures,
3. organisation of long-term delegations of employees and students of the University, as well as keeping records of such departures,
4. organisation of stays for foreign delegates, PhD students and fellows at the University,
5. organisation of delegations of managerial staff of the University abroad.

### **Administration of University Campus**

Tasks of the Administration of University Campus include:

1. handling all matters related to the functioning of student dormitories,



2. managing the accounting of receipts from payment for using student dormitories and preparing monthly reports for the Bursar's Office,
3. planning and implementation of supply for student dormitories,
4. planning of student dormitories' renovations,
5. supervision and control in terms of the ongoing maintenance of student dormitories and university campus,
6. supervision over the SEZAM Guest House and Assistant Dormitory,
7. initiation of activities leading to the rationalization of maintenance costs of the dormitories.

### **Real Estate and Social Affairs Office**

Tasks of the Real Estate and Social Affairs Office include:

1. handling field and legal matters related to the University's estates,
2. issuing declarations of the right to use the property for construction purposes,
3. handling matters related to estates under department's management,
4. coordinating and handling matters related to the functioning of housing communities,
5. coordinating – in the university scale – activities in the fields of:
  - a. waste management,
  - b. property and civil liability insurance,
  - c. maintenance of green areas,
  - d. central register of stamps and implementation of orders related to their manufacture,
  - e. drinking water supply,
  - f. rent and lease of space for economic activities,
  - g. property tax,
  - h. removing snow from areas and roofs,
  - i. real estate module in the POL-on system,
  - j. occupational health,
6. handling matters related to the census area regarding the University's real estate,
7. storage, transfer and disposal of hazardous waste, keeping records of waste transfer and register of waste cards,
8. coordination of activities and supervision over the clean-up team, janitors and business employees within the central administration,
9. preparation of the estimate and supervision over disbursement of funds from the company's social benefits fund,
10. maintaining database of current and former employees of the University, entitled to use the Company Social Benefits Fund,
11. handling matters related to social assistance, granting loans for residential purposes, preparing documents for payment of holiday benefit,
12. organization, in the scope of Social Fund, of cultural and entertainment activities in the Silesian University of Technology Staff Club and in the Student Cultural Centre "MROWISKO",
13. organization of events and cultural activities for current and former employees, as a part of social activities,
14. organization of touristic and sightseeing events for current and former employees, as a part of social activities,
15. management of "KROPKA" Toddler Club,

16. management of a holiday centre in Jastrzębia Góra, "CIS" Training and Conference Centre in Szczyrk and student huts.

### **Inventory Office**

Tasks of the Inventory Office include:

1. preparation of a four-year inventory plan for continuous and detailed annual work schedules, basing on established plans,
2. current update of the register of census fields at the University,
3. preparation of the annual inventory register in terms of quantity and value,
4. organization of physical listings in all units of the University in accordance with applicable regulations,
5. cooperation with the chairman of the university inventory committee,
6. office service of the university inventory committee and keeping correspondence related to the inventory,
7. conducting, at the time of censuses, controls of the correctness of management of property components, development of post-control orders and control of their implementation,
8. conducting liquidation of fixed assets and cooperating with a company receiving post-liquidation waste (electro-waste),
9. keeping a register of scrap protocols and waste transfer cards,
10. instructing and informing employees of the University in matters related to the proper preparation of the census field for inventory and keeping records of assets in the unit.

### **Academic Guard**

Tasks of the Academic Guard include:

1. providing security of persons and property within the boundaries of protected areas and university facilities,
2. maintaining order and providing security for University employees, students and other persons staying in protected areas,
3. 24-hour service and control of hazard warning devices,
4. ongoing surveillance of protected property and maintaining order and public security by carrying out preventive patrols,
5. 24-hour service and analysis of reports about threats occurring within the protected area,
6. escorting property according to needs and for the University,
7. maintaining full readiness while performing permanent or ad hoc tasks resulting from the Silesian University of Technology Security Plan, legal regulations and instructions,
8. keeping up the ongoing cooperation – regarding the protection of persons and property – with Police, Municipal Police, State Fire Service and other specialized municipal services,

## **Technical and Investment Office**

Tasks of the Technical and Investment Office include:

1. making required by law (construction law) periodic technical inspections of the University facilities,
2. performing inventory measurements, take-offs and preparing investment cost estimates for planned renovation and investment tasks,
3. preparation of technical specifications of performance and acceptance of works for the needs of tender procedures for construction works,
4. monitoring the implementation of investment and renovation tasks,
5. maintaining technical supervision over the performance of investment and renovation tasks, making receipts in terms of quantity, quality, time and money,
6. enforcing warranty rights based on concluded construction contracts,
7. participation in committees assessing the expected scope of works in case of failure requiring outsourcing,
8. acting as a manager for infrastructural networks, i.e. energy, rainwater, hydro and solar systems owned by the University,
9. maintaining records of the technical and financial documentation related to the construction tasks carried out, as well as handling the collection of the pop-up archive,
10. preparation of annual plans of investment and renovation tasks,
11. keeping records on the implementation of financial plans for construction works, the state of progress of expenditures on construction works in relation to the agreed budget, contracts and orders for ongoing works,
12. implementation of minor repair and maintenance works ordered by university facilities managers, as well as removal of small breakdowns, reading measuring devices and media accounting,
13. providing transport services for the University.

## **Public Procurement and Supply Office**

Tasks of the Public Procurement and Supply Office include:

1. preparing on the basis of units' plans and submitting to the Rector a collective public procurement plan for the University in the scope of deliveries, services and construction works,
2. balancing deliveries, services and works in order to establish procedures for awarding contracts in accordance with the principles set out in the Act – Public Procurement Law,
3. accepting the needs of units with the indication of the public procurement procedure,
4. preparing, conducting and documenting statutory procedures for the award of public contracts,
5. development of the Specification of Essential Terms of the Contract for procedures in accordance with the Public Procurement Law,
6. preparation of orders, contracts and supervising their implementation, as well as issuing financial and accounting documents and other documentation related to purchases,
7. cooperation with the customs office and carriers during the delivery of supplies and services imported from abroad,
8. verifying invoices' compliance with requirements, contracts and orders,
9. conducting any complaint proceedings and charging contractual penalties,

10. central warehouse management,
11. preparation of reports required by law.

### **Communications Office**

Tasks of the Communications Office include:

1. comprehensive protection of telephone, landline and mobile communication for the entire University,
2. ensuring proper technical condition of telephone communication devices and networks at University facilities located in Gliwice, Katowice, Rybnik and Zabrze,
3. management of the University telecommunications system and cooperation with fixed telephony and GSM operators,
4. keeping technical documentation of the University's devices and telephone network,
5. giving opinions on projects in the field of telephone communication of the University,
6. planning material and financial needs related to the operation and development of the University's communication system,
7. approving, in technical terms, all orders regarding the University telephone communication,
8. optimizing the costs of telephone calls through the use of modern technical solutions and the most advantageous offers for telecommunications services,
9. accounting telephone costs for University units,
10. maintaining and updating the online telephone directory of the University.

### **Archive**

Tasks of the Archive include:

1. collecting, recording, storing, securing and sharing documentation and other archival materials of the University,
2. archival resources development,
3. cooperation with University units in terms of proper procedures while handling documentation and preparing it to submission to the Archive,
4. ordering and preliminary maintenance of documentation,
5. initiating the disposal of category "B" files, upon approval of the State Archives in Katowice – a branch in Gliwice,
6. maintaining contact with the State Archives in Katowice and its branch in Gliwice.

### **Printing Centre**

Tasks of the Printing Centre include:

1. providing printing services for organizational units of the Silesian University of Technology,
2. providing printing services for outside units.

## **Financial Office**

Tasks of the Financial Office include:

1. organizing and conducting activities related to trade of financial resources,
2. keeping records of purchase invoices,
3. completing money transfers and checks,
4. control of financial documents in terms of formal and accounting aspects, as well as their records,
5. charging interests on late payments,
6. issuing and settlement of interest notes,
7. preparing loan applications,
8. running the University's cash register,
9. settling domestic and foreign delegations,
10. settling advance payments in PLN and in currency,
11. keeping records of post-graduate studies.

## **General Accounting and Assets Office**

Tasks of the General Accounting and Assets Office include:

1. debt collection,
2. consulting contractors regarding issues of mutual settlements,
3. conducting synthetic and analytical accounting in accordance with the accounts' plan,
4. completing and decreeing accounting documents,
5. maintaining control of accounting and data documents,
6. performing accounting operations related to the closing of individual reporting periods,
7. preparing internal and external reports,
8. preparing annual financial reports in accordance with the Accounting Act (balance sheet, profit and loss account, cash flow statement),
9. keeping records of invoices related to sales,
10. compliance with tax obligations in accordance with current legal regulations regarding VAT,

## **Taxation and Social Security Office**

Tasks of the Taxation and Social Security Office include:

1. performing the functions and tasks of the "payer" within the meaning of the Act on Personal Income Tax and the Act on the Social Security and Health Insurance System,
2. cooperation with administrative and organizational units of the University in the scope of applicable tax and insurance regulations,
3. consulting tax chambers and Social Insurance Institution regarding the correct interpretation of tax and insurance regulations,
4. providing employees with information about incomes or settling employees with the income earned,
5. providing comprehensive service of employees' contributions for social and health insurance, in accordance with legal requirements,

6. preparing reports, declarations, corrections and transfers of insurance contributions and funds for the needs of the Social Insurance Institution, the Ministry of Science and Higher Education and employees,
7. calculating employee remuneration for sickness, maternity, care and rehabilitation benefits,
8. preparing and issuing certificates for employees about sickness benefits paid, confirming the right to health services,
9. keeping an archive of tax and insurance documents.

### **Cost Office**

Tasks of the Cost Office include:

1. keeping analytical records of costs by type of activity,
2. settling faculty and university costs,
3. preparing accounting notes and entering data into the computer system,
4. keeping off-balance-sheet records of tangible assets acquired during the implementation of research works,
5. preparing financial statements related to costs,
6. register and control of funds on projects' bank accounts,
7. control of applications for payment and reports (in the financial aspects) related to the implementation of projects in terms of compliance with accounting records,
8. preparing accounting documentation and participation in project audits and controls.

### **Project Accounting Services Office**

Tasks of the Project Accounting Services Office include:

1. keeping separate accounting records of each project – decreeing and entering documents into the system in accordance with the applicable University's account plan,
2. formal and accounting verification of documents,
3. register and control of funds on projects' bank accounts,
4. monitoring expenses of a given project in order to maintain financial liquidity,
5. keeping records and archiving accounting documents of individual projects,
6. preparation of accounting documentation and participation in project audits and controls,

### **Wages Office**

Tasks of the Wages Office include:

1. analysis of personal and impersonal wage fund, preparation of the Rector's awards and bonus funds, as well as additional annual remuneration,
2. payroll services for projects financed from the European Union foreign funds from the personal and impersonal wage funds,
3. payroll services for domestic projects from the personal and impersonal wage funds,
4. generating payrolls from the personal and impersonal wage funds,
5. generating monthly reports for the Social Insurance Institution,
6. preparation of bank transfers of employee remunerations,

7. analysis of wage components for the purposes of suspension or reduction of pension benefits for the Social Insurance Institution, as well as preparing corrections and other documents at the Institution's request,
8. analysis of wage components, preparation and issuing of wage certificates for employees,
9. preparation of data for calculation of pensions, sickness, maternity, care and other benefits resulting from insurance regulations,
10. keeping a payroll archive.