Appendix

to Regulation No. 50/2019

of 1 October 2019



ORGANISATIONAL REGULATIONS

of the Marie Curie-Skłodowska University

in Lublin

# Chapter I

# General provisions

**§ 1**

1. The organisational regulations, hereinafter referred to as the "Regulations", define the organisational structure of the Maria Curie-Skłodowska University, hereinafter referred to as the "University,” and the division of tasks within that structure.
2. The Regulations also define the organisation and principles of operation of the University's administration, including its organisational structure, principles of operation and principles of management and supervision, as well as the framework scopes of activities for organisational units of the administration, hereinafter referred to as the "administrative units".

**§ 2**

1. The University’s organisational structure is composed of the following organisational units:
2. units conducting scientific and teaching activities;
3. units providing education to doctoral students;
4. university units;
5. units performing administrative tasks;
6. units conducting separate economic activity.
7. Internal organisational units with teaching purposes that are not organisational units of the University may be established within a faculty.
8. The organisational units referred to in section 2 are established by the Rector at the Dean’s request.
9. The tasks of the University's administration are performed by organisational units and employees categorised as:
10. central administration, grouped in divisions:
11. the division of the Rector;
12. the division of the Deputy Rector for general affairs;
13. the division of the Deputy Rector for academic affairs and international cooperation;
14. the division of the Deputy Rector for students and quality of education;
15. the division of the Deputy Rector for development and business cooperation;
16. the division of the Chancellor and their deputies;
17. faculty administration;
18. university administration.

# Chapter II

**Organisational units conducting research and teaching activities**

**§ 3**

**Faculties**

1. Faculties are organisational units whose primary task is to provide education as part of given degree programmes, postgraduate programmes and other forms of education within these degree programmes.
2. The University has the following faculties:
3. Faculty of Biology and Biotechnology;
4. Faculty of Earth Sciences and Spatial Management;
5. Faculty of Mathematics, Physics and Informatics;
6. Faculty of Chemistry;
7. Faculty of Law and Administration
8. Faculty of History and Archaeology;
9. Faculty of Philology;
10. Faculty of Economics;
11. Faculty of Pedagogy and Psychology;
12. Faculty of Philosophy and Sociology;
13. Faculty of Political Science and Journalism;
14. Faculty of Arts;
15. Branch Faculty of Puławy (a branch of the University).
16. The Senate's resolution on the establishment of a degree programme specifies the faculty or faculties responsible for its management.

**§ 4**

**Institutes**

1. Institutes are organisational units responsible for conducting scientific research or artistic work within a discipline of science or a discipline of art.
2. Institutes operate within individual faculties:
3. Faculty of Biology and Biotechnology
4. Institute of Biological Sciences – within the discipline of biological sciences;
5. Faculty of Earth Sciences and Spatial Management,
6. Institute of Earth and Environmental Sciences – within the discipline of Earth and environmental sciences,
7. Institute of Socio-Economic Geography and Spatial Management – within the discipline of socio-economic geography and spatial management;
8. Faculty of Mathematics, Physics and Computer Science,
9. Institute of Physics – within the discipline of physical sciences,
10. Institute of Mathematics – within the discipline of mathematics,
11. Institute of Computer Science – within the discipline of technical informatics and telecommunications;
12. Faculty of Chemistry,
13. Institute of Chemical Sciences – within the discipline of chemical sciences;
14. Faculty of Law and Administration,
15. Institute of Legal Sciences – within the discipline of legal sciences;
16. Faculty of History and Archaeology,
17. Institute of History – within the discipline of history,
18. Institute of Archaeology – within the discipline of archaeology;
19. Faculty of Philology,
20. Institute of Linguistics and Literary Studies – within the discipline of linguistics and the discipline of literary studies,
21. Institute of Cultural Studies – within the discipline of cultural and religious studies;
22. Faculty of Economics,
23. Institute of Economics and Finance – within the discipline of economics and finance,
24. Institute of Management and Quality Sciences – within the discipline of management and quality sciences;
25. Faculty of Pedagogy and Psychology,
26. Institute of Pedagogy – within the discipline of pedagogy,
27. Institute of Psychology – within the discipline of psychology;
28. Faculty of Philosophy and Sociology,
29. Institute of Philosophy – within the discipline of philosophy,
30. Institute of Sociology – within the discipline of sociological sciences;
31. Faculty of Political Science and Journalism,
32. Institute of Social Communication and Media Sciences – within the discipline of social communication and media sciences,
33. Institute of Political Science and Administration – within the discipline of political science and administration;
34. Faculty of Arts,
35. Institute of Fine Arts – within the discipline of fine arts and art conservation,
36. Institute of Music – within the discipline of musical arts.

**§ 5**

**Departments and laboratories**

1. Departments and laboratories function as internal organisational units within individual institutes:
2. Institute of Biological Sciences:
3. Department of Functional Anatomy and Cytobiology,
4. Department of Biochemistry and Biotechnology,
5. Department of Cell Biology,
6. Department of Molecular Biology,
7. Department of Botany, Mycology and Ecology,
8. Department of Plant Physiology and Biophysics,
9. Department of Animal Physiology and Pharmacology,
10. Department of Genetics and Microbiology,
11. Department of Immunobiology,
12. Department of Industrial and Environmental Microbiology,
13. Department of Virology and Immunology,
14. Department of Zoology and Nature Protection,
15. Laboratory of Bioinformatics and Biostatistics,
16. Microscopy Laboratory;
17. Institute of Earth and Environmental Sciences:
18. Department of Geomorphology and Palaeogeography,
19. Department of Geology, Soil Science and Geoinformation,
20. Department of Hydrology and Climatology;
21. Institute of Social and Economic Geography and Spatial Management:
22. Department of Social and Economic Geography,
23. Department of Spatial Economy,
24. Department of Regional Geography and Tourism,
25. Department of Geomatics and Cartography;
26. Institute of Physics:
27. Department of Biophysics,
28. Department of Materials Physics,
29. Department of Surface and Nanostructure Physics,
30. Department of Theoretical Physics;
31. Institute of Mathematics:
32. Department of Mathematical Analysis,
33. Department of Applied Mathematics,
34. Department of Mathematics and Computer Science Teaching;
35. Institute of Computer Science:
36. Department of Neuroinformatics and Biomedical Engineering,
37. Department of Intelligent Systems,
38. Department of Cybersecurity,
39. Department of Software Information Systems;
40. Institute of Chemical Sciences:
41. Department of Inorganic Chemistry,
42. Department of Analytical Chemistry,
43. Department of Physical Chemistry,
44. Department of Interphase Phenomena,
45. Department of Chromatography,
46. Department of Theoretical Chemistry,
47. Department of Chemical Technology,
48. Department of General Chemistry, Coordination Chemistry and Crystallography,
49. Department of Polymer Chemistry,
50. Department of Organic Chemistry,
51. Department of Radiochemistry and Environmental Chemistry,
52. Laboratory of Fibre Optics Technology,
53. Analytical Laboratory;
54. Institute of Legal Sciences:
55. Department of History of State and Law,
56. Department of Theory and Philosophy of Law,
57. Department of Constitutional Law,
58. Department of Administrative Law and Administrative Science,
59. Department of Information Law and Legal Professions,
60. Department of Criminal Law and Criminology,
61. Department of Civil Law,
62. Department of Economic and Commercial Law,
63. Department of Civil Procedure and International Commercial Law,
64. Department of Labour Law,
65. Department of Administrative Procedure,
66. Department of Financial Law,
67. Department of Criminal Procedure,
68. Department of European Union Law,
69. Department of Political and Legal Doctrines and Roman Law,
70. Department of Public International Law,
71. Department of Agricultural Law and Land Management,
72. Academic Mediation Centre Laboratory;
73. Institute of History:
74. Department of Ancient and Medieval History,
75. Department of 16th-19th Century History and Eastern Europe,
76. Department of Methodology and Twenty-First Century Research,
77. Department of Archival Studies and Auxiliary Sciences of History,
78. Department of Social History and Education,
79. Department of Digital Humanities and Methodology of History;
80. Institute of Linguistics and Literary Studies:
81. Department of the History of Polish Literature,
82. Department of Contemporary Polish Literature and Culture,
83. Department of Textology and Grammar of Polish.
84. Department of Semantics, Pragmatics and Theory of Language,
85. Department of Logopaedics and Applied Linguistics,
86. Department of Polish Language Education,
87. Department of English and General Linguistics,
88. Department of English and American Studies,
89. Department of German Studies,
90. Department of Hispanic Studies,
91. Luis Lindley Cintra Department of Portuguese Studies,
92. Department of Romance Studies,
93. Department of Slavic Linguistics,
94. Department of Slavic Literary Studies,
95. Department of Applied Linguistics;
96. *(deleted)*
97. Institute of Archaeology:
98. Laboratory for Archaeological Research into the Medieval Ages in the Lublin region,
99. Archaeometry Laboratory;
100. Institute of Cultural Studies:
101. Department of Audiovisual Culture and Arts Sciences,
102. Department of Intangible Cultural Heritage,
103. Department of Information and Digital Culture,
104. Department of Jewish Culture and History;
105. Institute of Economics and Finance:
106. Department of Banking and Financial Markets,
107. Department of Corporate Finance and Accounting,
108. Department of Public Finance,
109. Department of World Economy and European Integration,
110. Department of Microeconomics and Applied Economics,
111. Department of Economic and Regional Policy,
112. Department of Statistics and Econometrics,
113. Department of Insurance and Investment;
114. Institute of Management and Quality Sciences:
115. Department of Intellectual Capital and Quality,
116. Department of Marketing,
117. Department of Management Research Methods,
118. Department of Information Systems and Logistics,
119. Department of Management Sciences;
120. Institute of Pedagogy:
121. Department of Labour Pedagogy and Andragogy,
122. Department of Special Psychopedagogy and Special Sociopedagogy,
123. Department of Methodology of Pedagogical Sciences,
124. Department of Educational Theory,
125. Department of Early Childhood Education,
126. Department of Re-socialisation Pedagogy,
127. Department of Cultural Pedagogy,
128. Department of Pedeutology and Health Education,
129. Department of Social Pedagogy,
130. Department of Teaching
131. Neuroeducation Research Laboratory,
132. Cultural Animation Laboratory,
133. Human Resource Development Laboratory;
134. Institute of Psychology;
135. Department of Clinical Psychology and Neuropsychology,
136. Department of Psychology and Personality,
137. Department of Social Psychology,
138. Department of Educational Psychology and Psychological Diagnosis;
139. Institute of Philosophy;
140. Department of Aesthetics and Philosophy of Culture,
141. Department of Ethics,
142. Department of History of Philosophy and Comparative Philosophy,
143. Department of Logic and Cognitive Science,
144. Department of Ontology and Epistemology,
145. Multimodality Research Laboratory;
146. Institute of Sociology:
147. Department of Cultural and Communication Studies,
148. Department of Economic Sociology and Social Research Methods,
149. Department of Social Change Sociology,
150. Department of Social Problems of Health;
151. Institute of Social Communication and Media Sciences
152. Department of Media Communication,
153. Department of Media Theory,
154. Department of Informatology, Bibliology and Media Education,
155. Department of Journalism,
156. Paris Literary Institute Research Laboratory;
157. Institute of Political Science and Administration:
158. Department of Public Administration,
159. Department of International Security,
160. Department of Political Thought,
161. Department of Political Movements and Ethnic Studies,
162. Department of International Relations,
163. Department of Political Systems and Human Rights,
164. Department of Theory and Methodology of Political Science and Administration,
165. Laboratory of the Centre for European Documentation of the Maria Curie-Skłodowska University;
166. Laboratory for International Memory Studies;
167. Institute of Fine Arts:
168. Department of Painting and Drawing,
169. Department of Graphic Design and Flat Printing,
170. Department of Workshop Printmaking,
171. Department of Intermedia,
172. Department of Sculpture and Ceramics,
173. Department of Digital Media Art;
174. Institute of Music:
175. Department of Choral and Vocal Education,
176. Department of Instrumental Pedagogy and Music Theory,
177. Department of Jazz and Popular Music.
178. The scope of activities of the internal organisational units within an institute is determined by the institute director.

**Chapter III**

**Organisational units providing education to doctoral students**

**§ 6**

1. Organisational units providing education to doctoral students within the relevant scientific disciplines are doctoral schools.
2. The University has the following doctoral schools:
3. Doctoral School of Science and Natural Sciences;
4. Doctoral School of Social Sciences;
5. Doctoral School of Humanities.
6. The detailed tasks of the individual doctoral schools are specified in the respective regulations of the doctoral schools.

**Chapter IV**

**University organisational units**

**§ 7**

1. University units conduct educational, cultural and sporting activities and support the University as a whole in the fields of research, teaching and international cooperation.
2. The University has the following university units:
3. Chatka Żaka Centre for Academic Culture and Media
4. Archives and Museum
5. Library

3a) Centre for Climate and Environmental Change Research

1. e-Humanities Research and Development Centre
2. Centre for Video Games Research
3. *(deleted)*
4. ECOTECH-COMPLEX Centre
5. European Centre
6. Centre for Eastern Europe
7. Centre for the Polish Language and Culture for the Polish Community Abroad and Foreigners
8. *(deleted)*
9. Camoes Institute Portuguese Language Centre
10. Centre for Physical Culture
11. Centre for Foreign Language Teaching and Certification
12. Centre for Knowledge and Technology Transfer
13. Botanical Garden
14. Children's University
15. Maria Curie-Skłodowska University Publishing House
16. University units are grouped under the Rector's and Deputy Rectors' divisions.
17. The scopes of activity of individual university units are defined in the ***Appendix*** to these Regulations and in their regulations issued under the Statutes of the Maria Curie-Skłodowska University.

# Chapter V

**University administration**

**Chapter 1**

**General principles**

**§ 8**

1. The administration operates at:
2. the central level;
3. the level of organisational units as:
	1. faculty administration;
	2. administration of university units.
4. The central administration reports to:
	* 1. in substantive terms - the members of the University's management, designated by the Rector, whose responsibilities include the management divisions referred to in § 2(4)(1);
		2. in terms of administration and staff - to the Chancellor, who is the supervisor, as understood in the Labour Law, of all administrative staff.
5. Faculty administration reports in substantive terms to the Deans and institute directors respectively, and in terms of administration and staff to the Chancellor.
6. The administration of university units reports in substantive terms to the heads of these units, and in terms of administration and staff to the Chancellor.

**§ 9**

The task of the University administration is, in particular, to:

1. perform administrative, financial, economic, technical and service activities;
2. organise the social activities of staff, students and doctoral students;
3. participate in the management of the University's property;
4. support the management of the University.

**§ 10**

1. The administration of the University is supervised by the Rector, who is the supervisor of all University staff.
2. The Rector evaluates the functioning of the administration.
3. The Chancellor manages the entire administration and the economy of the University within the scope defined by the Statutes of the Maria Curie-Skłodowska University, these Regulations and the ordinances and authorisations issued by the Rector.
4. The University administration is governed by the principle of one-person management, which means that each employee has only one direct supervisor.

# Chapter 2

# Principles of administrative management

**§ 11**

* + - 1. The Rector defines the internal structures and the scopes of tasks of the central administration units in the ***Appendix*** to these Regulations.
			2. The Rector defines the scope of matters in the area of administration remaining within their competence and those delegated to the Deputy Rectors and the Chancellor.
			3. The University's administration reports to the Rector directly or through the Deputy Rectors, Deans, the Chancellor and heads of university units.

**§ 12**

***Rector***

1. The Rector exercises all the competences arising from generally applicable laws and the Statutes of the Maria Curie-Skłodowska University.
2. The Rector is responsible for the observance of law and safety on the University's premises.
3. The Rector:
4. makes decisions on all matters that are not within the scope of competence of other bodies of the University;
5. acts as an appellate body if separate regulations provide so;
6. represents the University externally;
7. In the event of the Rector’s unforeseen absence or temporary inability to perform their duties, the Rector shall be replaced by the designated Deputy Rector.

**§ 13**

## Deputy Rectors

* + - 1. The Deputy Rectors act on the terms and within the scope of the authorisation granted by the Rector, subject to section 3.
			2. The Deputy Rectors exercise substantive supervision over the administrative units and matters delegated to them by the Rector and perform duties arising from the internal legal acts adopted by the University.
			3. The detailed scope of duties of the Deputy Rectors is determined by the Rector in a separate regulation.
			4. The Deputy Rectors are also obliged to observe the discipline of public finances in the scope of financial management, in accordance with the powers granted.
			5. If the Deputy Rector is temporarily absent or unable to perform their duties, they shall be replaced by a Deputy Rector designate by the Rector.

**§ 14**

#### Chancellor

1. The Chancellor reports solely to the Rector and is accountable to the Rector for the consequences of their decisions or statements of intent made on behalf of the University.
2. The Chancellor acts within the limits of the powers granted by the Rector.
3. The Chancellor co-operates with the Deputy Chancellors and heads of organisational units in administrative matters and also co-operates with the Deputy Rectors in matters designated by the Rector.
4. The Chancellor is the official supervisor of all the administrative and support staff of the University.
5. If the Chancellor is temporarily absent or unable to perform their duties, they shall be replaced by the designated Deputy Chancellor.
6. The allocation of responsibilities in the Chancellor's division is defined, at the Chancellor's request, by the Rector in a separate ordinance.
7. The duties of the Chancellor, in addition to those specified in the Statutes of the Maria Curie-Skłodowska University, include:
	1. participating in the preparation of the University's development strategy, analysing the economic, technical and organisational possibilities of implementing the strategy;
	2. monitoring the University's economy for its compliance with the material and financial plan and the established strategic plans;
	3. representing the University externally within the authorisation granted by the Rector and to the extent specified therein;
	4. representing the University vis-à-vis entrepreneurs operating on its premises and monitoring their activity from the perspective of the University's interests;
	5. observing the discipline of public finances in terms of financial management, in accordance with the powers granted;
	6. supervising the work of their deputies and directly subordinate organisational units;
	7. representing the employer vis-à-vis administrative and support staff in matters of labour law;
	8. ensuring the proper functioning of the University in handling the teaching and research process, in particular by maintaining an efficient, safe and economical technical infrastructure;
	9. ensuring that the University's administration improves its operations through professionalisation and rationalisation of the organisational structure and the use of IT management support systems;
	10. participating in the development of projects related to the University’s development with external funding;
	11. performing any other tasks commissioned by the Rector based on relevant authorisations.

**§ 15**

### ***Deputy Chancellors***

1. The Chancellor has three deputies: the Bursar, the Deputy for Technical and Property Affairs and the Deputy for General Affairs.
2. The Deputy Chancellors are appointed and dismissed by the Rector upon the Chancellor’s request, subject to § 51(2) of the Statutes of the Maria Curie-Skłodowska University.
3. The Deputy Chancellors report directly to the Chancellor, subject to §16(8) of the Regulations.
4. The duties of the Deputy Chancellors include in particular:
	1. supervising the planning and implementation of tasks delegated by the Chancellor and controlling their execution;
	2. managing the University's properties;
	3. overseeing the proper management of the University's assets;
	4. overseeing the compliance of investment and renovation processes performed at the University with the adopted plans;
	5. preparing annual and long-term renovation and investment plans;
	6. ensuring the proper functioning of the University's technical infrastructure, including its proper modification and upgrading, and ensuring that the University's systems and facilities are inspected and functioning in accordance with the applicable regulations;
	7. observing the discipline of public finances in terms of financial management, in accordance with the powers granted;
	8. performing any other tasks assigned by the Rector or the Chancellor based on relevant authorisations.
5. The Chancellor is responsible for supervising the performance of the duties referred to in section 4.

**§ 16**

***Bursar***

1. The Bursar is the chief accountant of the University.
2. The Bursar performs duties resulting from the regulations on public finances and accounting, as well as those set out in other generally applicable regulations and internal legal acts adopted by the University.
3. The Bursar is responsible for compliance with the public finance discipline in terms of financial management.
4. The Bursar cooperates with the Deputy Rectors and heads of organisational units in financial matters.
5. The Bursar is responsible for the overall functioning of the Bursar's Office and its subordinate units.
6. If the Bursar is temporarily absent or unable to perform their duties, they shall be replaced by a Deputy Bursar designated by the Bursar with the approval of the Rector.
7. The duties of the Bursar include in particular:
	1. developing accounting rules (policies), maintaining and supervising the University's accounts;
	2. drawing up material and financial plans and monitoring their implementation;
	3. organising and conducting the financial control of the University, as referred to in the public finance regulations, with regard to costs and revenues;
	4. conducting the financial management of the University in accordance with the applicable regulations;
	5. disposing of funds;
	6. performing preliminary, current and follow-up control of the compliance of economic and financial operations, concerning expenses and revenues, in accordance with the applicable regulations, principles of rational management and the material and financial plan;
	7. preparing economic and financial analyses and assessing the financial efficiency of the activities and undertakings of the University and its units;
	8. introducing modern financial techniques;
	9. overseeing the implementation of IT systems supporting financial management;
	10. giving an opinion on the University's development plans in terms of their financial feasibility;
	11. performing any other tasks assigned by the Rector or the Chancellor based on relevant authorisations.
8. The Bursar, in their capacity as chief accountant, is accountable for the duties entrusted to them to the Rector and, in their capacity as Deputy Chancellor, to the Chancellor.

**§ 17**

#### Deputy Bursars

* + - 1. The Deputy Bursars are hired and dismissed by the Chancellor at the Bursar’s request.
			2. The Deputy Bursars shall report directly to the Bursar, to whom they shall be accountable for the performance of their duties.
			3. The Deputy Bursars shall be responsible for compliance with financial discipline.
			4. The duties of the Deputy Bursars include in particular:
				1. ensuring, in financial terms, the regularity of contracts concluded by the University's organisational units;
				2. scrutinising documents from a formal and accounting point of view, as well as verifying their legality and completeness;
				3. supervising the correct execution and safeguarding of banking operations;
				4. supervising IT systems supporting students in terms of financial settlements;
				5. preparing summary financial reporting of the University's organisational units;
				6. maintaining the University's accounts, including:
	1. timely and correct settlement of accounts,
	2. taking inventory of cash, receivables, loans and liabilities;
		+ - 1. performing the following checks as part of internal control:
			1. preliminary, ongoing and follow-up functional checks within the scope of assigned responsibilities,
			2. follow-up checks of economic operations subject to accounting;
				1. performing other tasks assigned to them by the Bursar or the Chancellor based on relevant authorisations.
			3. The Bursar shall supervise the performance by the deputies of their duties referred to
			in section 4.

**Chapter 3**

**Administrative units and their competences**

**§ 18**

* + - 1. The tasks of the University's administration are performed by organisationally separate administrative units or independent positions.
			2. An administrative unit is established if the following conditions are jointly met:

the separation of the scope of tasks is substantively justified;

the performance of these tasks requires the organisational separation of a group of employees and their subordination to a single manager.

* + - 1. Central administration units may take the following organisational forms:
1. centre;
2. department
3. bureau;
4. independent section;
5. section;
6. team;
7. secretary’s office;
8. administrative office;
9. independent position.

4. Faculty administration includes positions that support:

1. the functioning of the entire faculty;
2. teaching activities;
3. scientific activities.

5. The administration in university units is composed by secretary’s offices.

**§ 19**

1. A centre or department is composed of at least five persons including the head, while an independent section or bureau is composed of least three persons. A team consists of positions with a homogeneous or similar subject of work.
2. In justified cases, the Rector may decide not to apply the rules specified in section 1.
3. A centre may have subordinate organisational units within its structure, referred to in § 18(3)(3)-(6), while departments and bureaus may have administrative units referred to in § 18(3)(4)-(6).
4. In order to streamline the work of the individual administrative units, the heads of these units may establish internal teams within their units, without giving them any authority to act outside the unit. The work of a team is directly organised by an employee designated by the head of the unit. This duty shall be identified in the individual scope of duties of the designated employee.
5. The teams referred to in section 4 may be established between the University’s organisational units. Such teams are established by the Rector or the competent Deputy Rector, who entrusts the management of the team to a designated employee.

**§ 20**

1. The following organisational units operate within the central administration:
2. Research Centre
3. HR and Payroll Centre
4. Centre for Education and Study Support
5. Legal and Organisational Centre
6. Promotion Centre
7. International Cooperation Centre

6a) Centre for Analyses and Development

6b) Press Centre

1. Kościuszko Manor House
2. Health, Safety and Fire Safety Department
3. Real Estate Management Centre;
4. Investment and Renovation Department
5. Public Procurement Department
6. Administrative Office
7. Bursar’s Office
8. Lubman Maria Curie-Skłodowska University
9. Patent Attorney
10. Control and Audit Team
11. *(deleted)*
12. Recruitment Bureau;
13. Sports Bureau
14. Faculty administration operates in each of the faculties referred to in § 3(2) of the Regulations. The division of tasks within the faculty administration is defined by the Chancellor, considering the need to ensure that the faculty performs its tasks.
15. The administration of university units operates within the units referred to in §7(2).

**§ 21**

1. The common elements of the activities of all administrative units are:

1. performing substantive tasks arising from current legislation;
2. protecting and taking care of the property entrusted to them;
3. managing the unit's pre-numbered forms according to the applicable rules of procedure;
4. applying health, safety and fire safety measures in accordance with the applicable regulations;
5. maintaining the unit's records and transferring them to the archives, in accordance with the applicable regulations;
6. providing clerical and administrative support to the unit's collective and single-member bodies handling the unit's substantive matters, unless specific provisions stipulate otherwise;
7. preparing analytical information and reporting on the scope of activity in question for the needs of the management and collective bodies and duly authorised units outside the University;
8. in the case of central administrative units, additionally:
9. working closely with the organisational units and supervising and controlling their activities to the extent indicated by the Rector, Deputy Rectors or the Chancellor, as well as the duty to coordinate the undertakings of the cooperating units,
10. providing instructions, guidelines and recommendations concerning the conduct of supervised affairs in the organisational units;
11. in the case of faculty administration units and university units additionally:
12. working closely with the competent central administrative units with regard to the matters they supervise and control,
13. providing the necessary information, preparing and submitting reports, summaries and statements at the request of the competent central administrative units,
14. applying instructions, guidelines and recommendations received with regard to matters handled.
15. The scopes of competence of the various administrative units are specified in the ***Appendix*** to these Regulations.

**§ 22**

1. The administrative unit ordered to handle a particular case is responsible for the full implementation of the order and for providing information on how and when the case will be handled.
2. If an administrative unit receives an order that does not fall within its competence, it is obliged to forward the case immediately to the unit competent to handle it.
3. In a situation where the completion of a task requires the cooperation of several administrative units, the head of one of them, designated by the substantive supervisor, shall act as a coordinator. In order to perform the task, the coordinator shall be entitled to establish a working team and to receive the necessary information, data and documents from the other units.
4. In performing their tasks, the administrative units are obliged to cooperate closely, agree, consult, make available the materials and data required to cooperate on the task in hand, and to provide each other with substantive support with a view to performing the tasks of the University’s administration.

**§ 23**

1. Disputes of competence between individual administrative units are resolved by members of the University's management who exercise substantive supervision over the relevant divisions.
2. Disputes of competence between persons exercising substantive supervision over individual divisions are resolved by the Rector.

#### Chapter 4

#### Head of an administrative unit

**§ 24**

* + - 1. The scope of competence of the head of an administrative unit of the University includes all the activities assigned to the respective unit.
			2. The head of an administrative unit of the University is directly responsible for the performance of the tasks of their unit and is also financially liable for the property entrusted to them.
			3. In administrative units with 10 or more persons including the head, the position of deputy head may be established.
			4. If the head of an administrative unit is temporarily absent or unable to perform their duties, they shall be replaced by the deputy or, in the deputy’s absence, by a designated employee.

**§ 25**

The duties of the head of an administrative unit include, in particular:

1. with regard to the organisation of the work and the performance of the substantive tasks of the unit:
	1. managing the activities of the unit,
	2. organising the work and determining the responsibilities of subordinate staff,
	3. supervising compliance with the provisions of the work regulations,
	4. approving draft decisions and letters prepared by the unit's employees for the University's management,
	5. preparing periodic work plans and reports,
	6. liaising with other administrative and core business units on matters and problems requiring joint handling or resolution,
	7. proposing developed and appropriately consulted drafts of detailed solutions to issues within the scope of the substantive activity of the unit,
	8. reporting promptly to their supervisors on any noticed violations of law and counteracting such irregularities,
	9. providing systematic training to staff and familiarising them with the applicable regulations,
	10. making proposals for the conclusion, amendment and termination of employment relationships, for honouring, rewarding and punishing employees,
	11. drawing up draft material and financial plans for the unit and controlling the correctness of their implementation,
	12. taking care of proper hygienic and sanitary condition and providing fire protection equipment for the facilities administered and premises used,
	13. ensuring that employees work in accordance with health and safety and fire safety rules and other regulations relevant to the activities in question, and that employees who have not received adequate training in these areas are not allowed to work;
2. in the exercise of the internal control function:
	1. controlling the decisions made by the unit's staff and the draft decisions prepared by them for the University's management with respect to economic activities, as well as the course of economic operations and the corresponding documents in the scope of the activities of the subordinate administrative units in terms of reasonableness, correctness, cost efficiency and compliance with the applicable regulations,
	2. controlling the correctness and reliability of the records kept by the staff of the assets transferred to the unit for use or entrusted to its care,
	3. accepting, under a report, property for which they are responsible according to the regulations in force, filing a declaration of responsibility for the entrusted property and, upon dismissal or removal from their position, transferring this property under a report to a person designated by the University's management in accordance with the procedure established by the regulations,
	4. participating in periodic and ad hoc physical inventories of property safeguarded by the unit,
	5. organising the protection of assets in the use or care of the unit in order to properly safeguard them against theft, destruction, damage, etc,
	6. observing and monitoring compliance by the unit managed with the regulations in force.

**§ 26**

1. The core competences of the head of an administrative unit include making decisions, giving orders and guidelines to subordinate staff, in accordance with the scope of the unit’s activity.
2. The head of an administrative unit has also other powers, arising from the applicable regulations or decisions of the University's management, related to their function.

**§ 27**

The provisions of the Regulations as they relate to heads of administrative organisational units apply to centre directors, centre managers, heads of departments, heads of offices, heads of faculty administrations and employees employed in independent positions.

**Chapter VI**

**Heads of organisational units**

**§ 28**

1. The duties of the heads of units, in addition to those set out in the Statutes of the Maria Curie-Skłodowska University, include:
	1. ensuring the proper operation of the unit with regard to administrative, financial, economic and technical tasks;
	2. drafting material and financial plans for the units;
	3. observing the discipline of public finances in terms of financial management, in accordance with the powers granted;
	4. agreeing the manner in which tasks are to be performed with the relevant units of the central administration with regard to matters over which the administration exercises supervision or control;
	5. defining the scope of responsibilities of the heads of the units reporting directly to them;
	6. proposing employment, remuneration, bonuses and rewards, and monitoring compliance with the work discipline of subordinate staff;
	7. observing and supervising the observance in the unit managed of generally applicable regulations and internal legal acts adopted by the University.
2. Making decisions or declarations of intent where they have financial consequences for the University requires prior agreement with the Bursar, if provided for by separate regulations.
3. If the head of a unit is temporarily absent or unable to perform their duties, they shall be replaced by the designated deputy or, in the deputy’s absence, by a designated employee.

**§ 29**

The head of an organisational unit shall receive customers to handle complaints and requests.

The head of the unit referred to in section 1 shall, under an appropriate decision with respect to the scope of activities, designate an employee responsible for complaints and requests in the subordinate unit and to keep a relevant register.

The full name of the employee referred to in section 2 should be provided to the Legal and Organisational Centre, which keeps a central register of complaints and requests of the University.

In late December each year, the head of the unit shall submit information to the Legal and Organisational Centre on the number of complaints and requests received by the unit and the manner in which they were handled.

**Chapter VII**

##### Signing of letters

**§ 30**

1. Outgoing letters, documents, reports and information are signed by the Rector as well as by Deputy Rectors, Deans, institute directors, the Chancellor, the Bursar, heads of university units and other persons, within the scope of their activities and authorisations granted by the Rector.
2. Decisions and orders addressed to the University’s organisational units are signed by the persons mentioned in section 1 within their scope of competence or by authorised heads of central administrative units.
3. Internal letters containing information or interpretations resulting from regulations or decisions of the management shall be signed by the heads of the competent organisational units of the University.
4. Letters and documents are signed by one person, except in cases resulting from special regulations.
5. All documents and letters, before being signed by the Rector or authorised persons, are initialled by the employee who prepared them and the head of the unit which prepared the letter or document, as well as the head of the unit with whom the content of the letter or document was agreed in terms of content.
6. If any difficulties arise in the proper interpretation of legal provisions, it is advisable to consult a legal adviser.
7. A legal advisor's opinion is required for:
8. non-standard contracts and models of typical contracts;
9. cases reported to law enforcement bodies and submitted to courts or other adjudicatory bodies;
10. cases concerning employment contract termination;
11. cases concerning the write-off of debts or the write-down of losses of the University's property;
12. cases concerning the gratuitous transfer or sale of fixed assets;
13. cases concerning the disposal or acquisition of real estate;
14. other matters concerning the University's property relations.
15. The heads of organisational units or employees working in independent positions by virtue of signed or initialled documents or correspondence are responsible for:
16. compliance with applicable regulations;
17. agreeing their content in substantive terms;
18. proper form;
19. the timeliness of case handling;

**Chapter VIII**

# Provision of information

**§ 31**

* + - 1. Information for the mass media concerning the University is provided by the Rector or the spokesperson according to the rules established by the press law and the regulations on access to public information.
			2. Information for entities other than those mentioned in section 1 may be provided by employees acting under the authority of the Rector based on the applicable regulations.
			3. The sharing of secret and confidential material is governed by separate regulations.
			4. Personal data may be share in compliance with the provisions laid down in the legislation on personal data protection.

**Transitional and final provisions**

**§ 32**

The organisational units indicated in these Regulations which have not been part of the University’s structure so far shall commence their activities on 1 October 2019.

The organisational units which have been part of the University’s structure so far that are not indicated in these Regulations shall cease to function on 30 September 2019.

The organisational units referred to in section 2 shall delegate the scope of matters within their competence to the competent substantive units referred to in section 1.

**§ 33**

The Regulations shall become effective as of 1 October 2019.

Appendix

to the Organisational Regulations
of the Maria Curie-Skłodowska University in Lublin

of 1 October 2019

**FRAMEWORK SCOPES OF OPERATION**

**OF UNIVERSITY AND ADMINISTRATIVE
ORGANISATIONAL UNITS**

# University units

**§ 1**

**Chatka Żaka Centre for Academic Culture and Media**

* + 1. The tasks of the Chatka Żaka Academic Centre for Culture and Media include in particular:
1. inspiring, supporting and promoting the cultural and educational activities of students, doctoral students and staff;
2. supporting the activities of student art teams and groups and the academic media;
3. popularising student initiatives in the fields of culture, arts and media;
4. cherishing national traditions and developing national, civic and cultural awareness;
5. conducting educational activities in the area of culture, arts and media;
6. integrating students around cultural and educational activities;
7. providing organisational and substantive support for university artistic events and promoting the Maria Curie-Skłodowska University through cultural activities;
8. liaising with national and international cultural and educational institutions;
9. managing the facilities and property of the Chatka Żaka Centre for Academic Culture and Media, organising their planned and intended use.
	* 1. The detailed rules of operation of the Chatka Żaka Centre for Academic Culture and Mediaare laid down in separate regulations.

**§ 2**

**Archives and Museum**

* + 1. The tasks of the Archives and Museum include in particular:
1. supervising the University's archival resources;
2. receiving and safeguarding the University's documentation;
3. processing and recording archival materials;
4. providing access to archival materials and iconographic objects;
5. service activities: issuing certificates and other documents concerning the course of studies and employment;
6. presenting the University’s history;
7. collecting the University’s iconographic documentation and other material items created at the University;
8. collecting and preserving works of contemporary art;
9. preserving press publications relating to the University.
	* 1. The detailed rules for the operation of the Archives and Museum are laid down in separate regulations.

**§ 3**

**Library**

* + 1. The Library constitutes a unified library and information system of the University composed of the Main Library and specialised libraries in other organisational units of the University.
		2. The Library's tasks include in particular:
1. building traditional collections and collecting electronic information resources;
2. processing the collections in a way that ensures universally accessible and consistent information about them through the creation of a common online catalogue of the library-information system;
3. making the resources available in a way that ensures full access to all members of the University community;
4. performing information activities that enable the effective use of the Library's resources and information across the Internet space;
5. conducting teaching activities in the form of library training courses, consultations, traineeships and internships;
6. creating the Maria Curie-Skłodowska University Digital Library;
7. cooperating in the documentation of scientific achievements.
	* 1. Detailed rules for the operation of the Library are laid down in separate regulations.

**§ 3a**

**Centre for Climate and Environmental Change Research**

1. The tasks of the Centre for Climate and Environmental Change Research include in particular:
2. conducting scientific research and conducting promotional and educational activities in the scope of climate change and the environment in a broad sense, the resulting natural and social changes on an interdisciplinary, inter-institutional and international level, with a particular emphasis on polar areas and areas vulnerable to climate change;
3. undertaking research, development and implementation activities, as well as activities whose goal is to commercialise results of scientific and development work produced in the Centre;
4. applying for external funding to conduct joint research projects, including high-budget ones; and, if funding is obtained, implementing these projects;
5. preparing and publishing joint publications, exclusively in impacted journals, containing the results of joint research, including their global dissemination;
6. preparing expert reports and opinions by the Centre's experts;
7. disseminating knowledge of the Centre's research and activities;
8. organising national and international conferences, workshops, summer schools, training, scientific or educational seminars;
9. lobbying for the need for climate change research;
10. striving to make the Centre an opinion-giving body for government initiatives and legislation being developed on climate change in Poland and around the work.
11. The detailed rules for the operation of the Centre for Climate Change and Environmental Research are laid down in separate regulations.

**§ 4**

## e-Humanities Research and Development Centre

1. The tasks of the e-Humanities Research and Development Centre include in particular:
2. initiating, supporting and monitoring the development of the creative industry in the Lublin region through the creation of dedicated projects, establishment of consortia, participation in the establishment of economic entities, including spin-off or spin-out initiatives.
3. monitoring current trends in the labour market surrounding the humanities and higher education in the humanities;
4. analysing demand for research and development services and implementation work in the cultural and creative industries;
5. developing new cultural products based on copyright and intellectual property rights and implementing them in response to current and anticipated market and societal demands;
6. building public-public and public-private partnerships in the area of creative industries; building the social capital required for sustainable development and a knowledge-based economy;
7. establishing and maintaining an online communication and cooperation platform for entities from the science and education sectors, the business environment and NGOs in the fields of creative industries;
8. disseminating humanistic knowledge with a particular focus on its innovative application in the public space;
9. recommending implementation paths for research directions and education in the humanities at the University;
10. initiating and coordinating activities with a view to preparing students and doctoral students of the Maria Curie-Skłodowska University to meet the needs of the labour market in the cultural and creative industries sector, using internships and traineeships and the academic business incubator;
11. managing products developed through the Centre's collaboration with other entities;
12. promoting the Centre's activities as a form of presence and functioning of the humanities in the economy and modern knowledge society.
13. The detailed rules for the operation of the e-Humanities Research and Development Centre are laid down in separate regulations.

**§ 5**

## Centre for Video Games Research

1. The tasks of the Centre for Video Games Research include in particular:
2. research devoted to video and computer games as well as cyberculture and digital media in the form of research projects, seminars and interdisciplinary programmes, inter-environmental and international cooperation;
3. initiating, supporting and monitoring the development of the video games industry in the Lublin region through the creation of dedicated projects, the establishment of consortia, participation in the establishment of economic entities, including spin-off and spin-out initiatives;
4. specialised consulting and expert activities to address the needs of academic units and external entities; preparing expert opinions, analyses, educational programmes and publications;
5. supporting and participating in the development of video games, with a particular emphasis on the educational role of video games;
6. building public-public and public-private partnerships in the video game industry;
7. establishing and maintaining an online communication and cooperation platform for entities from the science and education sectors, the business environment and NGOs in the fields of the video games industry;
8. establishing an archive of Polish cultural heritage in the field of video games in cooperation with entities from the scientific and educational sectors and business entities from the video games industry;
9. initiating and coordinating activities with a view to preparing students and doctoral students of the Maria Curie-Skłodowska University to meet the needs of the labour market, with a particular emphasis on the game industry, using internships and traineeships and the academic business incubator;
10. managing products developed through the Centre's collaboration with other entities;
11. promoting the Centre's activities as a bridge for cooperation in the field of video games between academia, the video game industry, video game critics and consumers.
12. The detailed rules for the operation of the Centre for Video Games Research are laid down in separate regulations.

**§ 6**

*(deleted)*

**§ 7**

**ECOTECH - COMPLEX Centre**

1. The tasks of the ECOTECH-COMPLEX Centre include in particular:
2. conducting scientific research and performing development work included in particular in four priority groups, i.e. ECO, AGRO, FOOD, BIOL-MED;
3. implementing scientific research results;
4. addressing modern and up-to-date research topics of importance to the regional and national economy based on funding from national and international sources and support in obtaining this funding;
5. improving the innovativeness of industries-substantive profiles, in particular in the areas of ECO, AGRO, FOOD, BIOL-MED; developing and marketing new innovative technologies and products;
6. working to enhance the competitiveness and potential of the scientific sector by broadening and enriching its research services through the integration of specialists into interdisciplinary research teams;
7. increasing the role of science in economic development by reorienting research topics and transferring research and development results into economy;
8. organising and conducting training and promotion activities in the area of the Centre's operation by improving the qualifications of industry employees, including in particular the ECO, AGRO, FOOD, BIOL-MED sectors in the Lublin region;
9. effectively striving to make use of the Centre's potential by raising external funds for scientific and research activities and supporting interested persons in obtaining these funds;
10. renting premises and making the Centre's equipment available on a commercial basis;
11. conducting expert studies commissioned by external entities.
12. The detailed rules for the operation of the ECOTECH-COMPLEX Centre are laid down in separate regulations.

**§ 8**

## European Centre

1. The tasks of the European Centre include in particular:
	1. cooperating with the Centre's partners in order to develop existing and create new research and teaching programmes in the field of European studies;
	2. providing support for interdisciplinary research in the field of European studies, with a particular focus on European integration studies and the EU;
	3. organising studies and other teaching programmes in the field of interdisciplinary European studies with a focus on legal, political, administrative and management studies;
	4. developing and promoting education for European integration in Ukraine, with a particular focus on the education of public sector staff and civic education;
	5. developing good practice in European studies and exchanging it with the Centre’s partners;
	6. transferring knowledge in the field of integration to the economic sector, public administration, local government and non-governmental sector.
2. The detailed rules for the operation of the European Centre are laid down in separate regulations.

**§ 9**

**Centre for Eastern Europe**

1. The Centre for Eastern Europe performs its basic tasks through:
2. scientific activities: conducting and coordinating research on Eastern European countries and organising international conferences, symposia and scientific seminars;
3. publishing activities: publication of scientific and teaching materials on Eastern European studies, including the semi-annual journal "Wschód Europy. Studia humanistyczno-społeczne”;
4. international activities: establishing, supporting and coordinating cooperation between the Maria Curie-Skłodowska University and universities and other entities from Eastern European countries;
5. teaching activities: running courses and training in Eastern European studies and popularising knowledge of Eastern European countries;
6. grant-related activities: applying for and implementing scientific and training projects;
7. organisational activities: supporting the organisation of education of foreigners from Eastern European countries in degree programmes at the University.
8. The detailed rules for the operation of the Centre for Eastern Europe are laid down in separate regulations.

**§ 10**

### **Centre for the Polish Language and Culture for the Polish Community Abroad and Foreigners**

### The tasks of the Centre for the Polish Language and Culture for the Polish Community Abroad and Foreigners include in particular:

1. conducting teaching activities:
	1. running annual Polish language courses preparing participants for higher education in Poland for foreigners and members of the Polish community abroad
	and Polish minorities from abroad, in accordance with relevant regulations,
	2. running postgraduate qualification studies in teaching Polish as a foreign language at home and abroad,
	3. running specialist summer courses: methodological, language and folklore
	and Polish culture courses;
	4. running annual and term courses as part of grants and contracts (Erasmus+, Kirkland, Study of Eastern Europe, Kalinowski Programme, International Brigade, courses in Lviv, language courses for English-speaking faculties at the Maria Curie-Skłodowska University, *Welcome to Poland* and more);
	5. organising certificate examinations in Polish and preparing courses for certificate examinations;
	6. organising training courses and workshops in language, culture and methodology at home and abroad;
	7. organising university lectures;
	8. organising specialised classes in the Faculties;
	9. preparing internal and external (including state) tests, both national and international ones;
	10. staff mobility within projects of the Ministry of Science and Higher Education;
2. conducting research activities, mainly in the field of linguistics, including glottodidactics and translation studies;
3. organisational activities in the field of scientific conferences, seminars, examinations and others; organising cultural events as well as sightseeing and sporting events; participating in the work of state committees, associations and foundations, including holding managerial positions;
4. publishing activities, related to the publication of teaching aids for the Polish community abroad and foreigners, as well as scientific studies, mainly in the field of linguistics and literary studies; preparing teaching aids (including online) for the needs of domestic and foreign centres;
5. promotional activities of the University and the Centre; developing cooperation, establishing contacts, participating in international projects, supporting initiatives of other centres at home and abroad;
6. patronage over centres and teaching facilities of the Polish community abroad.
7. The detailed rules for the operation of the Centre for the Polish Language and Culture for the Polish Community Abroad and Foreigners are laid down in separate regulations.

**§ 11**

*(deleted)*

**§ 12**

**Camoes Institute Portuguese Language Centre**

* + 1. The tasks of the Camoes Institute Portuguese Language Centre include in particular:
1. cooperating with the Embassy of Portugal and other embassies of the Lusophone countries;
2. disseminating the Portuguese language and the cultures of the Lusophone countries (e.g. Brazil, African Portuguese-speaking countries, communities in Asia, Timor and more);
3. conducting cultural and scientific activities through:
	1. lectures and scientific lectures in Portuguese and Polish,
	2. organising screenings of feature films and documentaries,
	3. organising music concerts and musing evenings, poetry evenings, dance shows,
	4. organising book promotions,
	5. organising exhibitions, slide shows;
4. running Portuguese language courses at various levels;
5. providing access to its library and multimedia collections.
	* 1. The detailed rules for the operation of the Camoes Institute Portuguese Language Centre are laid down in separate regulations.

**§ 13**

# Centre for Physical Culture

The tasks of the Centre for Physical Culture include in particular:

* 1. implementing a programme of physical education, sport and tourism;
	2. running physical education classes included in the study plans;
	3. providing qualified teaching and coaching/instruction staff;
	4. initiating the development and expanding the material base necessary for the implementation of the university's physical education, sport and tourism programme;
	5. performing scientific and research work, related to the teaching programme implemented by the Centre;
	6. conducting fitness and physical performance tests for students;
	7. conducting commercial activities in the field of physical culture and sport, addressed to staff, doctoral students and students of the Maria Curie-Skłodowska University, as well as residents of Lublin and the region;
	8. conducting health-promoting programmes for students;
	9. organising sports and leisure events for the academic community;
	10. cooperating with the faculties of the University by providing teaching in the area of physical culture;
	11. conducting physical culture classes for students with disabilities;
	12. cooperating with other partners in the area of physical culture.

The detailed rules for the operation of the Physical Culture Centre are laid down in separate regulations.

**§ 14**

### **Centre for Foreign Language Teaching and Certification**

The tasks of the Centre for Foreign Language Teaching and Certification include in particular:

1. conducting teaching activities in the form of foreign language classes
for students, doctoral students and staff of the Maria Curie-Skłodowska University, conducting final tests and examinations;
2. promoting and showing the importance of foreign language teaching at the University;
3. conducting international language examinations;
4. cooperating directly with language certification centres at home and abroad;
5. running training courses for the licensing of foreign language examiners;
6. running commercial courses for staff, doctoral students and students of the University, as well as for persons from outside the University;
7. translating from English, Russian, German and French and from these languages into Polish for the benefit of all organisational units of the University;
8. participating in the conduct of language examinations in procedures for the award of the doctoral degree.

The detailed rules for the operation of the Centre for Foreign Language Teaching and Certification are laid down in separate regulations.

**§ 15**

**Centre for Knowledge and Technology Transfer**

The tasks of the Centre for Knowledge and Technology Transfer include in particular:

1. conducting comprehensive activities for a better use of the intellectual and technical potential of the Faculties of the University, transferring the results of scientific work to the economy within the framework of research cooperation and the implementation of commercial research at individual Faculties;
2. performing activities to stimulate and promote innovation, raising awareness of the commercialisation of research results, and intellectual property rights among the University staff;
3. supporting and organising activities based on the scientific and technical potential of the University, including in terms of spin off and spin out business activities undertaken by staff;
4. initiating and coordinating cooperation with national and foreign entities within the framework of research and development projects financed from external sources, in which the leading role is played by an entrepreneur and/or the substantive scope of which is closely related to the Centre's activity, and supervising the implementation of these projects within the University;
5. implementing the process of commercialisation of the results of scientific work with implementation potential, including:
6. making a preliminary assessment of the market potential and the possibility of obtaining patent protection for such projects,
7. promoting the technological offer, innovative solutions and the use of modern technologies during fairs, conferences and face-to-face meetings with potential customers,
8. attracting business entities interested in research and other forms of cooperation, building a network of contacts with the external environment and establishing business relations within the scope of the technological offer,
9. selecting the optimal method of commercialisation, in cooperation with creators and interested entrepreneurs,
10. negotiating, preparing and supervising the execution of contracts related to commercialisation;
11. cooperating with the University's Patent Attorney, in particular in assessing the commercialisation potential of research and development results and protecting the intellectual property of the University's staff;
12. performing tasks related to initiating and concluding agreements with domestic and foreign entities resulting from the Centre's activities and supervising their subsequent implementation and compliance with contractual provisions.

# The detailed rules for the operation of the Centre for Knowledge and Technology Transfer are laid down in separate regulations.

**§ 16**

## Botanical Garden

* 1. The Botanical Garden performs the duties set out in the applicable legislation on botanical gardens, in particular the Nature Conservation Act.
	2. The tasks of the Botanical Garden include in particular:
1. collecting and maintaining scientifically documented collections of plants of different climatic zones and habitats, including plants under species protection and endangered plants in a free state, with a view to their protection *ex situ*;
2. planning, conducting and participating in scientific research and projects/contracts based on the collected plant collections in the Garden (*ex situ*) and outside the Garden, on natural plant sites (in situ) with a special focus on species in danger of extinction in a free state;
3. cooperating with entities of a similar profile of activity and other scientific institutions and institutions related to the protection of nature and the environment within the scope of exchanging plant material, conducting scientific research, education and organising events, conducting activities and implementing projects/contracts for the popularisation of natural knowledge and biodiversity conservation;
4. making the collected plant material available to the University’s units and other scientific and teaching institutions for the purposes of observation, research and the teaching process;
5. producing scientific publications and popularising the Garden's activities, natural knowledge and biodiversity conservation;
6. preparing expert opinions, reviews and consultations on scientific issues and the Garden's activities;
7. conducting educational activities in line with the profile of the unit's activities, addressed to various social groups;
8. promoting natural knowledge through plant exhibitions, lectures, exhibitions, workshops, conferences, trips, etc. and making the Garden's resources available to visitors;
9. conducting organised teaching, training, courses, traineeships and internships.
	1. Detailed rules for the operation of the Botanic Garden are laid down in separate regulations.

**§ 17**

**Children's University**

1. The tasks of the Children's University include in particular:
	* 1. developing children's curiosity and creativity;
		2. introducing children to various fields of science and culture;
		3. supporting and discovering children's interests, abilities and talents;
		4. strengthening parents’ motivation to consciously and actively support their children's development;
		5. organising educational activities in the form of lectures, workshops, scientific, educational trips and events and more;
		6. raising external funds for the activities of the Children's University;
		7. promoting a positive image of the Maria Curie-Skłodowska as a university friendly to the local community.
2. The detailed rules for the operation of the Children's University are laid down in separate regulations.

**§ 18**

**Maria Curie-Skłodowska University Publishing House**

1. The tasks of the Maria Curie-Skłodowska University Publishing House include in particular:
2. editing, overseeing the production cycle, distribution and dissemination of publications by University staff in the form of textbooks, monographs, collective works, serial and continuous publications, postdoctoral theses, PhD theses, handbooks and others works accepted for publication in the publishing plan;
3. initiating and implementing its own publishing projects;
4. providing services for customers from outside the University;
5. drawing up periodic drafts of the University's publishing plans and implementing them;
6. managing funds and resources allocated for the implementation of publishing plans (concluding contracts with authors, reviewers, translators, graphic designers and scientific editors within the limits of a separately granted authorisation from the Rector);
7. keeping records and distributing own publications and publications received;
8. taking steps to commercialise publishing and commercial activities;
9. preparing analytical information and reporting on its scope of activity for the purposes of the management, collective bodies and duly authorised units outside the University.
10. Detailed rules for the functioning of the Maria Curie-Skłodowska University Publishing House are defined in separate regulations.

**Administrative units**

**§ 19**

**Research Centre**

1. The organisational units of the Centre are:
	1. Team for National Research Projects;
	2. Team for Research Funding;
	3. Team for EU Research and Investment Projects.
2. The tasks of the Centre include in particular:
	1. participating in the raising of funds for national research projects conducted within the framework of basic research originating from the state budget in the course of competitions of the Ministry of Science and Higher Education, the National Science Centre, the National Centre for Research and Development and the Foundation for Polish Science, as well as supporting them in administrative terms;
	2. participating in the raising of funds for other national research projects launched within the framework of basic research financed by public institutions, non-governmental organisations or other entities, as well as supporting them in administrative terms;
	3. participating in the acquisition of subsidies of the Ministry of Science and Higher Education for financing scientific research, e.g. maintenance of special research facilities, purchase or construction of large research infrastructure, science promotion, support for scientific magazines and other subsidies established by the Minister, as well as supporting them in administrative terms;
	4. providing formal support to University units interested in strategic initiatives of the Ministry of Science and Higher Education in the area of research funding e.g. Regional Initiative of Excellence, Polish Map of Research Infrastructure, Virtual Research Institute and others established by the Minister.
	5. supporting the Senate Committee on Research, providing internal and external reporting in the area of research;
	6. monitoring the needs and possibilities of obtaining sources of financing and co-financing for the University's investment, research and development projects from European funds and other non-returnable aid funds;
	7. coordinating the correct implementation and settlement of projects and other investment, research and development projects financed from European and other non-repayable aid funds, including monitoring and reporting, handling external audits, supervising the maintenance of sustainability and ensuring promotion and information for the projects in accordance with the rules for individual programmes;
	8. providing formal support for the University's participation in national science and research consortia;
	9. implementing tasks related to the conclusion of contracts with national entities resulting from the Centre's activities;
	10. initiating all training courses and information activities in the area of the Centre's activities.

**§ 20**

### **HR and Payroll Centre**

1. The organisational units of the Centre are:
2. The Human Resources Bureau, comprising the Team for Academic Staff and the Team for Non-Academic Staff;
3. Payroll Bureau;
4. Civil Contracts and EU Projects Bureau;
5. Welfare Bureau
6. IT and Planning and Statistics Section;
7. Social Security Section;
8. The tasks of the Centre include in particular:
9. forecasting, planning and balancing the University's staffing needs;
10. planning the salary fund and analysing the degree of implementation of these plans on an ongoing basis;
11. preparing reports for the Central Statistical Office, the National Disabled Persons Rehabilitation Fund (PFRON) and the Ministry of Science and Higher Education on employment, working time, remuneration;
12. transferring data to external systems, i.e. POLON, Płatnik, e-Deklaracje;
13. drafting reasonable principles of remuneration and draft regulations on remuneration and granting bonuses and rewards;
14. handling all matters related to employee services resulting from the employment relationship of employees, established both under the provisions of the
Law on Higher Education and Science and the Labour Code;
15. conducting matters related to awards and distinctions of the University's staff;
16. conducting matters related to periodic evaluation of employees, professional training, education, further education and qualification improvement of the University's employees, including identification of needs in this respect;
17. liaising with the Labour Officer and other entities regarding internships at the University;
18. providing services to doctoral students studying in the Doctoral Schools, in terms of their settlement with the Social Insurance Institution and the payment of scholarships;
19. operating the HR SAP system by performing HR and payroll activities, handling personnel matters and liaising with other units of the University;
20. performing tasks related to the payment of salaries and other benefits to employees and contractors of the University;
21. concluding employee accident insurance contracts with insurance companies
to provide insurance for the University’s staff;
22. handling matters relating to the determination of salaries, contributions due and employee benefits, as well as matters relating to the handling of civil law contracts;
23. HR and payroll services for staff employed by the University on international and national projects;
24. handling matters related to the social and welfare activities of the University's employees;
25. organising welfare and social care for pensioners of the University
26. overseeing the condition of the building and the external infrastructure of the Training and Leisure Centre in Kazimierz Dolny, including preparing the Centre to be fit for the leisure purposes of employees and former employees of the University and the training courses, conferences, seminars and symposia organised there.

**§ 21**

**Centre for Education and Study Support**

1. The organisational units of the Centre are:
2. The Education Bureau, comprising the Team for the Course of Studies and Doctoral Education, the Team for Teaching Settlements and Study Plans;
3. The Lifelong Learning Bureau, which includes the Team for Postgraduate Studies and other forms of education and the Team for Educational Projects;
4. The Student Services and Foreign Students Bureau, comprising the International Educational Mobility and Erasmus+ Team and the Foreign Student Services Team;
5. Student Affairs Bureau;
6. The Bureau for Persons with Disabilities and Psychological Support, comprising the Team for Persons with Disabilities and the Psychological Counselling Service;
7. Educational Quality Analysis Bureau;
8. Remote Learning Bureau.
9. The tasks of the Centre include in particular:
10. supervising and coordinating the teaching process at first-cycle and second-cycle degree programmes, long-cycle master's degree programmes, doctoral programmes/doctoral schools and postgraduate programmes, further education courses, including control of the correctness of study/education plans and programmes;
11. supervising and coordinating the process of drafting internal legal acts concerning enrolment in studies and doctoral schools;
12. exercising substantive supervision of published information and promotional materials regarding the educational offer and support of the educational process;
13. drafting study regulations, regulations of student/doctoral benefits and other internal legal acts concerning education and study support;
14. providing substantive support to organisational units with regard to the education they provide;
15. maintaining documentation on the organisation of the course of study/education, including the management of printed materials related to the handling of the course of study/education;
16. cooperating with organisational units in the creation/liquidation of faculties and specialisations for all types of studies;
17. maintaining a central register of students, doctoral students and postgraduate students and courses;
18. organising university lectures;
19. coordinating and supervising the MOST student/doctoral mobility programme,
20. managing the affairs of foreign students and supporting the process of foreign student acquisition, as well as coordinating academic exchange programmes of an educational/teaching nature, including in particular the Erasmus+ programme;
21. activities related to controlling and supervising the correct implementation of study plans and teaching loads of academic staff;
22. initiating and coordinating activities to create and develop postgraduate programmes and further education courses, to convert or discontinue them;
23. coordinating the studies and courses conducted by the University’s units, i.e. in particular: drafting university regulations on the implementation of the educational process; monitoring education as part of studies and courses;
24. providing administrative support to the operation of the internal education quality assurance system;
25. organising and conducting research into the quality of education within the framework of the Internal Education Quality Assurance System, including the preparation of sample questionnaires, the analysis and presentation of the results obtained, and the preparation of promotional information on the research;
26. administering the internship system for the students of the Maria Curie-Skłodowska University in cooperation with the Lubman Study Course System Section;
27. supporting the implementation and maintenance of the syllabus system and the Thesis Archive in cooperation with the Lubman Study Course Systems Section;
28. supporting the University's organisational units in the preparation of self-evaluation reports for the Polish Accreditation Commission and analysing them;
29. supporting the University's organisational units in the preparation of documentation related to national and international accreditation to the extent not delegated to other units;
30. performing promotional activities at the University concerning the idea of improving the quality of education and the need to participate in research (e.g. in cooperation with students and doctoral students);
31. supporting other organisational units in the design and implementation of their research, in particular university research affecting the quality of education;
32. coordinating activities related to the welfare and living conditions of students and doctoral students, including those related to the distribution and allocation of places in the University's dormitories to students, doctoral students and course participants, and reporting on them;
33. performing tasks related to the planning and operation of the benefit fund for students and doctoral students and the support fund for disabled persons;
34. handling the University's student and doctoral student appeals committees;
35. handling matters related to the awarding of prizes and distinctions to students and doctoral students;
36. administrative handling of disciplinary cases of students and doctoral students;
37. coordinating and handling matters related to health insurance for students and doctoral students;
38. handling matters related to student bank loans;
39. maintaining a register of student organisations and research clubs operating at the University and providing assistance in their functioning and establishment;
40. performing tasks related to the provision of conditions for disabled persons to participate fully in the process of enrolment in degree programmes and doctoral schools, education as part of degree programmes and doctoral schools or scientific activity;
41. liaising with institutions and organisations working for the benefit of persons with disabilities;
42. managing/administering the Virtual Maria Curie-Skłodowska University Campus e-learning platform in cooperation with Lubman;
43. providing technical support and support on remote teaching methodology to teachers teaching in the Virtual Maria Curie-Skłodowska University Campus;
44. providing training in remote teaching methodology and the use of the remote learning platform (MOODLE);
45. cooperating with organisational units in the development of the remote teaching formula at the University;
46. analysing the use of ICT in education (remote teaching methodology, e-learning platforms, techniques of creating e-learning and multimedia courses);
47. monitoring the needs and possibilities of obtaining sources of financing and co-financing of the University's educational/teaching/integrated projects from external funds, including European and other non-returnable aid funds;
48. participating in and coordinating the process in obtaining external funds for educational/teaching/integrated projects, e.g. within the framework of ministerial programmes, competitions of the National Centre for Research and Development, the National Agency for Academic Exchange, the European Commission;
49. coordinating the proper implementation and settlement of projects and other undertakings supported by the Centre, including monitoring and reporting, handling external audits, supervising the maintenance of sustainability and ensuring promotion and information related to projects in accordance with the rules for individual programmes
50. administrative handling of acquired projects/contracts of an educational/teaching/integrated nature;
51. initiating all training courses and information activities in the area of the Centre's activities;
52. preparing summary statements, plans, forecasts and analyses for the University authorities;
53. supporting the relevant Senate Committee on Education and Teaching and the field-specific boards;
54. initiating actions aimed at eliminating barriers to people with disabilities, including in the scope of communication, architecture, transport and access to information resources;
55. giving an opinion on the University's building investments in terms of adapting the facilities to the needs of people with various types of disabilities;
56. counselling on the prevention of mental health problems and providing support in gaining access to therapy;
57. organising training courses, workshops, events on mental health problems, their prevention and treatment;
58. organising/taking part in the organisation of training courses, workshops and other events on equal opportunities in studying for people with disabilities.

**§ 22**

### **Legal and Organisational Centre**

1. **The organisational units of the Centre are:**
2. **Organisational Section;**
3. **Internal Legislation Team;**
4. Team of Legal Advisors;
5. Secretarial Services Team;
6. Classified Information Protection and Defence Affairs Team:

a) Rector's Officer for Classified Information Protection,

b) Secret Office,

c) Independent Position for Defence Affairs.

1. The tasks of the Centre include in particular:
	1. organising and co-ordinating work on internal legislation and cooperating with the competent organisational units in this respect;
	2. recording, collecting and publishing internal legislation passed by the Senate and issued by the Rector, the Deputy Chancellors and the Chancellor;
	3. providing organisational and legal services to the University authorities, including administrative and clerical services for the Senate, the Statute Committee and the University Electoral Committee;
	4. providing secretarial services, especially for the University authorities;
	5. organising University ceremonies;
	6. supplying the University’s organisational units with seals, including official seals;
	7. keeping a central register of powers of attorney and authorisations granted by the Rector and a central register of contracts to the extent not reserved for other units;
	8. drafting the organisational structure plans and general regulations;
	9. preparing and making available interpretations of internal legal acts adopted by the University and providing information on the interpretation of generally applicable legal acts;
	10. providing legal services, through the Team of Legal Advisers, to the University and its units, including representing the University in judicial and administrative proceedings.
2. The Centre's tasks with regard to the protection of classified information and defence affairs include:
3. developing a plan for classified information protection at the University;
4. organising and coordinating compliance with the rules for classified information protection;
5. providing training to University staff in the protection of classified information;
6. ensuring the protection of ICT systems and networks where classified information is produced, processed, stored or transmitted;
7. providing training to University staff in civil defence;
8. keeping a secret office;
9. organising and coordinating activities to prepare the University's organisational units for the implementation of defence tasks;
10. preparing periodic information, analyses and reports on specific areas of defence activities;
11. initiating and organising the necessary undertakings in the field of securing and protecting state and official secrets and defence matters, including controlling compliance with the regulations in force in this respect;
12. developing and updating the documents as part of the operational plan of the University's functioning under conditions of an external threat to state security and in wartime.

# § 23

**Promotion Centre**

1. The organisational units of the Centre are:
2. The Promotion Projects Bureau comprising: Marketing Team, Foreign Promotion Team;
3. Science Promotion and Popularisation Bureau;
4. Competence Development Bureau comprising: Entrepreneurship Team, Personal Development Team.
5. The tasks of the Centre include in particular:
6. Promotion Projects Bureau:
	* + - 1. creating promotional and information policies and a positive image of the University addressed to different audiences,
				2. liaising with secondary schools and coordinating the Maria Curie-Skłodowska partner schools programme,
				3. exercising substantive supervision over the University's websites in areas pertaining to university applicants and managing content on the recruitment portal,
				4. operating and maintaining the University's official social media channels (e.g.: Facebook, Instagram, YouTube, LinkedIn),
				5. promoting the University's offer at educational fairs, conferences, lectures, sports and cultural events organised in Poland and abroad,
				6. processing orders for university promotional materials for the University’s purposes,
				7. creating university information materials in print, film or graphic form,
				8. running the Maria Curie-Skłodowska University's Alumni Programme,
				9. selling university promotional materials,
				10. organising promotional events (e.g. "Maria Curie-Skłodowska University Open Doors", "Webinars for Candidates") and coordinating tasks in this regard,
				11. cooperating with advertising agencies, design studios and printing houses in matters related to the development and preparation of advertising, promotional and information materials for the purposes of the University’s units,
				12. conducting the University's promotional policy addressed to foreign markets in cooperation with the Rector's Representative for the Internationalisation of Education,
				13. preparing and implementing projects financed from external funds related to the promotion of the University's offer addressed to various groups, including foreigners,
				14. organising university events indicated by the University’s authorities,
				15. managing the University's advertising space,
				16. coordinating marketing research on the Maria Curie-Skłodowska University brand among different audience groups,
				17. cooperating in the marketing activities undertaken with the faculty promotion coordinators,
				18. cooperating with the Press Centre and the editorial staff of the Maria Curie-Skłodowska University website,
				19. cooperating with the University Students' Self-Government Board, the University Club of the Maria Curie-Skłodowska University Students’ Sport Association and other organisations and research clubs operating at the Maria Curie-Skłodowska University;
			1. Science Promotion and Popularisation Bureau:
				1. popularising and promoting science and research results and presenting scientific problems to a wide audience, including through the organisation of, inter alia, interactive lectures, workshops, classes, seminars,
				2. organising scientific demonstrations, competitions, tournaments, knowledge contests and exhibitions,
				3. organising the Lublin Science Festival,
				4. taking part in the organisation cyclical scientific events prepared by the units of the Maria Curie-Skłodowska University,
				5. promoting science using Internet tools, with a particular emphasis on research conducted at the Maria Curie-Skłodowska University and programmes, e.g. Research in Lublin,
				6. preparing video materials, podcasts, interviews concerning scientific research conducted at the Maria Curie-Skłodowska University,
				7. liaising with scientific centres and associations at home and abroad to promote and popularise research conducted at the Maria Curie-Skłodowska University,
				8. defining the potential of Maria Curie-Skłodowska University, including the offer of cooperation between Maria Curie-Skłodowska University and the socio-economic environment,
				9. cooperating with local self-government units in the scope of promotion and popularisation of research conducted at the Maria Curie-Skłodowska University,
				10. running a website dedicated to the promotion of science at the Maria Curie-Skłodowska University,
				11. promoting the scientific achievements of Maria Curie-Skłodowska University doctoral students and undergraduates,
				12. organising undertakings to strengthen the competencies of Maria Curie-Skłodowska University scientific staff in the field of science promotion,
				13. raising funds from domestic and foreign sources for the implementation of activities to promote and popularise science,
				14. cooperating with other Maria Curie-Skłodowska University units in promoting the achievements of Maria Curie-Skłodowska University scientists, in particular with the Press Centre, the Chatka Żaka Maria Curie-Skłodowska University Academic Centre for Culture and Media, the Centre for Scientific Research, the Centre for International Cooperation and the Centre for Knowledge and Technology Transfer.
			2. Competence Development Bureau:
				1. creating employment opportunities and supporting the professional development of students and graduates of the University through their professional education by:
* providing career and educational guidance,
* obtaining and making available job offers, internships, apprenticeships and supporting volunteering,
* running the kariera.umcs.lublin.pl website,
* organising additional student internships outside the education process,
* organising meetings with employers, presentations of enterprises at the University,
* implementing recruitment projects,
* cooperating with institutions and organisations operating on the labour market,
* cooperating with student organisations in the promotion of professional activity,
* collecting and making available publications and information in the field of labour market,
	+ - * 1. implementing projects and activities in the scope of development of entrepreneurship and competences among students, graduates and young scientific staff of the University by
* organising workshops, business training courses and meetings with representatives of the business world,
* cooperating with institutions and organisations offering support for those planning to start a business,
* running entrepreneurship education programmes at the University,
* promoting an entrepreneurial culture in the academic community,
	+ - * 1. implementing educational and advisory activities through:
* training courses that shape and improve the level of professional and personal competences of students, doctoral students, graduates and staff of the University,
* coaching.

**§ 24**

**International Cooperation Centre**

1. The organisational units of the Centre are:
	1. International Research Programme Team;
	2. International Travel Team.
2. The tasks of the Centre include in particular:
	1. handling the framework agreements of the Maria Curie-Skłodowska University on foreign cooperation;
	2. coordinating the University's participation in international research networks;
	3. administrative handling of the acquisition of external funds for international undertakings in the field of basic research, e.g. from the Framework Programmes of the European Commission, international programmes of the National Science Centre, other international programmes in the field of basic research;
	4. administrative handling of acquired international projects/grants/scholarships/etc.
	5. administrative handling of business trips abroad of the University’s staff, students and doctoral students as well as the visits of foreign guests;
	6. handling projects and development projects in the area of internationalisation of Maria Curie-Skłodowska University research;
	7. supporting the Senate Committee on International Relations;
	8. performing tasks related to concluding contracts resulting from the Centre's activities;
	9. initiating information activities in the area of the Centre's competence.

**§ 24 a**

**Centre for Analysis and Development**

The tasks of the Centre include in particular:

1. collecting and analysing institutional data, preparing reports and providing institutional information;
2. analysing the planning and implementation of the unit's budget and multiannual financial forecast;
3. defining, based on the University's strategy, the tasks and current undertakings included in the multiannual financial forecast;
4. preparing the unit's action plan in the material and financial and task-oriented system;
5. drawing up operational plans for specific tasks;
6. reporting on the implementation of tasks and current undertakings;
7. analysing income and expenditure arising from the University's activities on an ongoing basis;
8. implementing and monitoring the risk management process as part of management control.

**§ 24 b**

**Press Centre**

1. The Press Centre is composed of:
2. Spokesperson;
3. Spokesperson’s Office;
4. Editorial Board of “Wiadomości Uniwersyteckie”
5. The tasks of the Centre include in particular:
6. maintaining relations with the media, including the organisation of press conferences;
7. monitoring the national and local press in terms of topics related to higher education, Lublin universities and the Maria Curie-Skłodowska University, as well as providing press materials to the University's management and interested units and employees;
8. providing support in the preparation of press statements for the Rector and their speeches for special occasions, etc;
9. acting as an intermediary between media representatives and the University authorities;
10. preparing press, radio and television information on the University's activities;
11. editing and publishing “Wiadomości Uniwersyteckie”;
12. providing photographic support to the University management and events organised at the University.

**§ 25**

## Kościuszko Manor House

1. The Kościuszko Manor House is a venue used for purposes related to the activities of the University, in particular those related to official ceremonies of the University and its organisational units, organisation of symposia, exhibitions and scientific conferences, anniversaries and promotion of the University.
2. The Kościuszko Manor House is open to the public for visits by individuals and organised groups visiting the Botanical Garden.
3. The Kosciuszko Manor House is managed by the Rector and administered by an administrative unit designated by the Rector.

**§ 26**

## Health, Safety and Fire Safety Department

* + 1. The tasks of the Department include in particular:
1. controlling working conditions and the observance of rules and regulations in the area of occupational health and safety by the staff;
2. initiating and coordinating the implementation of fire safety tasks at the University;
3. participating in the investigation of accidents, fires and other local emergencies at the University;
4. initiating and developing various forms of popularising occupational health and safety issues and cooperating in the organisation of employee training on the subject;
5. informing the University authorities of the state of health and safety at work and fire safety, preparing periodic reports and analyses with proposals for the improvement of occupational safety conditions;
6. cooperating with the University's organisational units, commissions, teams and organisations on issues related to health and safety at work and fire protection;
7. providing advice, consultations and opinions on all activities having an impact on the state of health and safety at work and fire safety, including participation in the assessment of assumptions and documentation for new investments and modernisations performed at the University's facilities;
8. participating in the assessment of occupational risks at workplaces;
9. providing general instruction to newly hired employees, students undergoing student internships at the University and students undergoing practical vocational training;
10. participating in audits conducted by external bodies appointed to supervise compliance with occupational health and safety and fire safety regulations;
11. cooperating with external institutions and organisations working in the field of occupational health and safety and fire safety.
	* 1. The department provides all organisational units with the necessary substantive support in the scope of its activities.

**§ 27**

**Real Estate Management Centre**

* 1. The organisational units of the Centre are:
		1. The Operation Section, comprising: Asset Management Team;
		2. Technical Maintenance Section, comprising: Electrical System Team; Sanitary and Gas System Team; Heating and Air Conditioning/Ventilation System Team; General Construction Team; Transport Management Team;
		3. Section for the Management of the Dormitories and the Academic Canteen of the Maria Curie-Skłodowska University.
	2. The tasks of the Centre include in particular:
		1. ensuring the supply of the full range of utilities to the University's facilities;
		2. operating, maintaining, servicing and repairing water, sanitary sewage, rainwater, electrical, lightning protection, telecommunications, gas, district heating, ventilation and air-conditioning systems, equipment and networks;
		3. ensuring the operation, maintenance and repairs of any lifting equipment;
		4. managing and ensuring the proper functioning of the University's facilities, premises and adjacent areas, including cleaning, maintenance and renovation of the University's green spaces;
		5. performing tasks related to the operation of the student dormitories including their proper operation, organising the repair and maintenance of equipment, and performing the commercial activities of the dormitories;
		6. managing the University's academic canteen; including its proper use, operation, organisation of repairs and maintenance of equipment;
		7. managing fixed and mobile telephony and car parks, video surveillance;
		8. implementing waste management and environmental protection tasks;
		9. fulfilling the carriage and transport needs of the University's organisational units;
		10. managing staff housing;
		11. optimising the operating costs of facilities and their equipment;
		12. regulating the legal status of the University's real estate;
		13. collecting legal documentation concerning the University's real estate;
		14. implementing insurance agreement for the University's property;
		15. implementing property liquidation tasks;
		16. concluding and executing lease agreements for the University's space;
		17. keeping reports for the Central Statistical Office in the scope of the Centre’s tasks;
		18. cooperating with the organisational units of the University in determining the plan and implementation of renovation works
		19. defining the conditions and technical requirements for investment tasks planned at the University;
		20. conducting tendering procedures in respect of the Centre's activities;
		21. keeping the data in the University's own and external IT systems up to date with regard to the Centre's tasks.

**§ 28**

**Investment and Renovation Department**

The tasks of the Department include in particular:

1. developing annual and multi-annual investment and renovation plans in consultation with fund administrators;
2. preparing documentation defining the subject of investment tasks and renovation tasks;
3. implementing investment and renovation plans of the University;
4. preparing the necessary documentation and investor supervision of the implementation of investments and renovations at the University, including obtaining the necessary permits;
5. cooperating with the Public Procurement Department and providing substantive support for the preparation of draft documentation in the organisation of public procurement procedures for investments and renovations;
6. preparing the necessary documentation relating to fundraising for investments and renovations;
7. cooperating with the organisational units of the University in determining the renovation and investment needs of the units.

**§ 29
Public Procurement Department**

* + 1. The organisational units of the Department are:
1. Public Procurement Team;
2. Procurement Section, which includes the Warehouse;
3. Scientific Equipment Section.
	* 1. The tasks of the Procurement Section include, in particular:
4. handling procurement procedures and contracts below the negligibility threshold commissioned by the University's organisational units;
5. initiating and implementing public procurement shared by the University's organisational units based on submitted procedure plans, requests and the University's current needs;
6. implementing requests for supplies, services and works based on demands from the University's organisational units;
7. maintaining the Central Register of Public Procurement at the Maria Curie-Skłodowska University and keeping up-to-date documentation on public procurement procedures and transferring it to the archives, with the exception of documentation on projects financed or co-financed by the European Union and other non-refundable international funds;
8. preparing annual plans for public procurement procedures for supplies, services and works;
9. providing substantive support to the University's organisational units where supplies and services are provided directly by these organisational units;
10. preparing annual reports for the President of the Public Procurement Office based on data received from the University's organisational units;
11. monitoring regulations on the awarding of public contracts and regulations related to public procurement issues;
12. cooperating with controlling bodies in the scope of public procurement, by providing documentation and explanations with respect to conducted procurement procedures, in liaison with persons responsible for the substantive part of the procedures and for supervision over the projects.

**§ 30**

**Administrative Office**

The tasks of the University’s Administrative Office include in particular:

1. receiving, distributing and recording internal and incoming correspondence to the University;
2. dispatching outgoing correspondence;
3. running the Maria Curie-Skłodowska University Postal Agency of the University Lublin 9 within the framework of the contract with the Polish Post Office and drawing up the necessary documentation for this purpose;
4. ordering postage stamps for the whole University, keeping appropriate records and preparing monthly reports to the Bursar’s Office, settling invoices for stamps;
5. preparing invoices for mailings for various units and issuing accounting notes;
6. ordering postal forms for the University;
7. managing funds allocated to postal charges;
8. determining the addressees of general domestic and foreign letters;
9. dispatching courier deliveries under a contract with a courier company, drawing up the relevant documents necessary for dispatch, and accounting for dispatch invoices;
10. handling the EPUAP mailbox (sending, receiving, forwarding mails to various units);
11. sending faxes from all over the University (especially for units without their own telefax or telephone output);
12. keeping records of forms of particular importance.

**§ 31**

# Bursar’s Office

1. The main task of the Bursar’s Office is to support the University's financial management in accordance with the regulations on public finances and accounting, as well as other generally applicable regulations and internal legal acts adopted by the University.
2. The Bursar’s organisational units are:
	1. Financial Team;
	2. Financial Accounting Team;
	3. Operational Accounting and Special Fund Team;
	4. Property Accounting Team;
	5. Inventory Team;
	6. Controlling Team.
3. The tasks of the Bursar’s Office include in particular:
4. keeping general and itemised records of cash, loans, settlements, income, funds and results, as well as general records of materials, perishables and fixed assets;
5. maintaining the University's accounts in accordance with current legislation, including checking the correctness of economic operations;
6. keeping records of tangible assets of the University and its organisational units;
7. enforcing the University's receivables;
8. preparing analyses of the University's activity costs and financial performance;
9. supervising the correctness of maintaining off-balance sheet records in organisational units;
10. managing financial resources and bank loans;
11. conducting settlements with staff, students, doctoral students and contractors;
12. supervising the employees' social benefits and loans fund;
13. preparing the University's material and financial plan;
14. providing substantive support to the University's organisational units in the development of their material and financial plans;
15. monitoring and controlling the implementation of the material and financial plans of the organisational units and the University’s material and financial plan’
16. preparing adjustments and implementing the University's material and financial plan;
17. preparing summary statements, plans, forecasts and analyses for the University authorities.

**§ 32**

**LUBMAN Maria Curie-Skłodowska University**

1. The organisational units of which the LUBMAN Maria Curie-Skłodowska University is composed are:
	1. IT Infrastructure Section;
	2. Central System Section;
	3. Section for the Course of Study Systems
2. The tasks of the LUBMAN Maria Curie-Skłodowska University with regard to the urban academic network LubMAN include, in particular:
3. maintaining and developing the IT infrastructure of the LubMAN network;
4. maintaining and developing IT services made available in the LubMAN network;
5. connecting new subscribers to the LubMAN network;
6. undertaking activities to improve the quality of services provided to LubMAN network beneficiaries;
7. cooperating with operators of other municipal, national and international ICT networks;
8. The tasks of LUBMAN Maria Curie-Skłodowska University with regard to the Maria Curie-Skłodowska University IT infrastructure include, in particular:
9. maintaining and developing the IT infrastructure of the Maria Curie-Skłodowska University;
10. maintaining and developing an IT system supporting the management of the University;
11. maintaining and developing an IT system supporting the course of studies;
12. maintaining and developing an IT system supporting remote teaching;
13. undertaking activities to improve the quality of ICT services provided to the University.

**§ 33**

**Patent Attorney**

The task of the Patent Attorney is to act for the benefit of the University in matters related to industrial property, in particular:

1. obtaining exclusive rights relating to industrial property items such as: patents for inventions, protection rights for utility models and trademarks, rights from registration of industrial designs and topographies of integrated circuits;
2. supervising the maintenance of these rights and their exercise and assertion;
3. acting as a representative of the University in proceedings before the Patent Office of the Republic of Poland, courts and bodies adjudicating in industrial property matters;
4. cooperating with organisational units and the Knowledge and Technology Transfer Centre in securing and obtaining legal protection for the results of research or research and development work performed at the University;
5. providing patent, procedural and legal information on industrial property to interested University employees;
6. cooperating with other universities, research and development institutions or entrepreneurs undertaking joint research and development or innovative activities with the University in obtaining, retaining or exercising rights relating to industrial property items;
7. cooperating with the Patent Office of the Republic of Poland, with the national Patent Information Centres, with the Polish Chamber of Patent Attorneys and with organisations handling industrial property issues as part of their duties.

**§ 34**

# Control and Audit Team

1. The Team comprises an Independent Position for Internal Audit and, as required, a position for internal control.
2. The tasks of the Control and Audit Team include in particular:
3. conducting internal audit at the University in accordance with the Public Finance Act and implementing regulations;
4. preparing, in consultation with the Rector, an annual internal audit plan;
5. presenting reports on the implementation of the audit plan to the Rector and the Minister of Finance;
6. developing and updating internal audit procedures;
7. submitting proposals to the Rector to improve the operation of the University;
8. developing the annual audit plan;
9. conducting planned and ad hoc audits of economic, financial and organisational activities in the University's organisational units;
10. preparing post-audit documentation and performing audit activities of audited units;
11. cooperating with external bodies controlling the University's activities;
12. controlling compliance with internal legal acts adopted by the University within the scope agreed with the Legal and Organisational Centre.

**§ 35**

## Classified Information Security and Defence Affairs Team

*(deleted)*

**§ 35a**

**Recruitment Bureau**

The Recruitment Bureau is composed of:

1. Recruitment Support Team;
2. Polish-Language Recruitment Team;
3. English-Language Recruitment Team.

The tasks of the various organisational units of the Bureau include in particular:

1. **Recruitment Support Team**
2. operating the IT system supporting the recruitment process at the Maria Curie-Skłodowska University,
3. technical support of the recruitment process for full-time and part-time studies at all levels,
4. technical support of the recruitment process for postgraduate studies, doctoral schools, language courses, training courses and the Children's University,
5. preparing recruitment statistics and providing data to other Maria Curie-Skłodowska University units necessary to prepare reports for state institutions,
6. ensuring the integrity of data from the IT system supporting the recruitment process at the Maria Curie-Skłodowska University with other IT systems of the University,
7. preparing reports on recruitment in the scope of the number of candidates and candidates admitted studies after the recruitment process,
8. supporting the activities of the Representative for Recruitment in the scope necessary for the proper implementation of the recruitment process for Polish-language studies with the use of the IT system,
9. supporting the activities of the Representative for Internationalisation of Education to the extent necessary for the proper conduct of recruitment for English-language studies with the use of the IT system.
10. **Polish-Language Recruitment Team**
11. conducting an information campaign on studies at the University, including providing interested persons with information on the teaching activity and educational offer of the University in Polish,
12. providing day-to-day customer service in Polish, Russian and Ukrainian,
13. implementing the process of accepting documents from foreigners for full-time studies in Polish,
14. accepting, through the Recruitment Committees, appeals against recruitment decisions,
15. verifying individual accounts of candidates for studies in order to check the correctness of the data entered,
16. cooperating with external institutions (e.g. the Polish National Agency for Academic Exchange (NAWA), consular departments) in the recruitment of students for Polish-language programmes,
17. handling the process of verifying the Polish language skills of foreign candidates for full-time studies,
18. cooperating with faculties and units of the Maria Curie-Skłodowska University in the process of recruitment of students for Polish-language paths,
19. supporting the activities of the Representative for Recruitment,
20. cooperating with the Student Services and Foreign Students Bureau to the extent necessary for the correct transfer of data on students enrolled for full-time studies in Polish.
21. **English-Language Recruitment Team**
22. conducting information campaigns on studies at the University, including providing interested persons with information on the University's teaching activities and educational offer in English,
23. organising the recruitment process for English-language pathways conducted at the Maria Curie-Skłodowska University,
24. providing services to English-speaking candidates for studies at the Maria Curie-Skłodowska University,
25. accepting documents from foreigners for full-time studies in English,
26. cooperating with faculties and units of the Maria Curie-Skłodowska University in the process of recruitment of students for English-language paths,
27. cooperating with external institutions (e.g. the Polish National Agency for Academic Exchange (NAWA), consular departments) in the recruitment of students for English-language paths,
28. cooperating with foreign entities for acquiring English-speaking students,
29. handling the process of verifying the English language skills of foreign candidates for full-time studies
30. supporting the activities of the Rector's Representative for Internationalisation of Education,
31. cooperating with the Student Services and Foreign Students Bureau to the extent necessary for the correct transfer of data on students enrolled for full-time studies in English.

**§ 35b**

**Sports Bureau**

1. The tasks of the Bureau include in particular:
2. supporting the sports teams of the Maria Curie-Skłodowska University in national state and union leagues;
3. applying for funds for sport and leisure, with a particular emphasis on the EU framework and structural programmes;
4. identifying and creating sports teams of the Maria Curie-Skłodowska University;
5. organising the participation of the Maria Curie-Skłodowska University sports teams in the system of academic sports competition in Poland and abroad;
6. applying for and organising sports competitions in the system of academic sports competition in Poland and abroad;
7. organising sports training (securing a sports hall, training staff); monitoring the sporting performance of Maria Curie-Skłodowska University students, doctoral students and staff active in academic sports sections;
8. monitoring the system of sports competitions of secondary school students and helping athletically talented young people to study at the Maria Curie-Skłodowska University;
9. preparing annual, interim and other reports on university sport;
10. preparing reports containing the sporting results of the Maria Curie-Skłodowska University;
11. organising cooperation with all units and entities at the Maria Curie-Skłodowska University concerning the development of sport and recreation; in particular, with the students' self-government and the doctoral students' self-government;
12. cooperating with national and foreign sports associations and organisations;
13. organising and conducting training courses and conferences in the field of sport and leisure, with a particular emphasis on the participation of own coaching and training staff;
14. taking part in conferences, training courses and panel discussions thematically related to sport in higher education institutions at home and abroad;
15. giving an opinion on investment tasks concerning sports infrastructure at the University;
16. organising meetings of the University authorities with medallists of national and international competitions;
17. promoting the University through sport.
18. Within the scope of its tasks, the Bureau is also supervised by the Rector's Representative for Sport.

**§ 36**

**University management secretary’s offices**

The tasks of the University's management secretary’s offices include, in particular:

1. keeping the schedule of meetings and appointments, answering and connecting telephone calls, providing organisational support for meetings as assigned, handling business trips of the Rector, Deputy Rectors, Chancellor and Deputy Chancellors respectively;
2. ensuring the timely handling of current affairs performed at the request of
the Rector, Deputy Rectors, Chancellor and Deputy Chancellors, respectively;
3. collecting the documentation necessary for decisions and forwarding decisions to the Rector, Deputy Rectors, Chancellor and Deputy Chancellors respectively;
4. handling correspondence: forwarding incoming correspondence for appropriate allocation and drafting short letters within the assigned areas of responsibility, replying to incoming correspondence and other letters ordered by the Rector, Deputy Rectors, Chancellor and Deputy Chancellors respectively;
5. taking minutes of the University's management meetings as instructed by the Rector, Deputy Rectors, Chancellor and Deputy Chancellors respectively;
6. conducting a preliminary check in formal terms of all documents submitted for signature to the Rector, Deputy Rectors, Chancellor and Deputy Chancellors respectively;
7. proper safeguarding of the seals and stamps and printed matter of the Rector, Deputy Rectors, Chancellor and Deputy Chancellors respectively;
8. keeping a register of complaints and applications received by the Rector, Deputy Rectors, Chancellor and their deputies;
9. participating in the preparation of university ceremonies attended by the Rector, Deputy Rectors, Chancellor and Deputy Chancellors respectively;
10. providing other administrative and secretarial services.

**§ 37**

# Secretary’s offices of organisational units

The tasks of the secretary's offices of the organisational units include in particular:

1. secretarial services (registration, collection, dispatch and delivery of correspondence), including maintaining the documentation of the unit, transcription of letters
and other documents;
2. preparing materials for the unit's reports on its activity;
3. cooperating with the various administrative units of the University in the performance of assigned tasks;
4. supporting the management of conferences, meetings, gatherings and meetings organised by the unit;
5. ensuring that the tasks of the unit are performed in a timely manner;
6. handling matters directly related to the work of the head of the unit;
7. providing information to the unit’s staff,
8. informing the units about planned meetings, training sessions and conferences;
9. drawing up plans and reports requested by the head of the unit;
10. providing other administrative support for the unit.