



Politechnika Wroclawska

Wydział Podstawowych Problemów Techniki

DEAN'S REGULATION NO 2/2024-2028

18 September 2024

§ 1

I define the scope of duties of the vice-deans of the Faculty of Fundamental Problems of Technology as stated in the Attachment to this Regulation.

§ 2

Until the appointment of the vice-dean for student affairs, the duties of the vice-dean responsible for student affairs shall be performed by the Vice-Dean for Education.

§ 3

This regulation shall enter into force on the date of publication.

DEAN

Prof. Paweł Machnikowski

**Dr. Adam Sieradzki, professor of the University,
Vice-Dean for General and Financial Affairs**

1. Financial management of the Faculty:
 - a. preparation of the operational and financial plan of the Department
 - b. supervision of the implementation of the Faculty financial policy
 - c. approval of invoices (budget of the Faculty and projects)
2. Fulfillment of orders and purchases
 - a. approval of purchase requests and purchase orders
 - b. approval of documents regarding public procurement (within the scope of the Rector's authorisation)
 - c. concluding contracts for the supply of goods and services (within the scope of the Rector's authorisation)
 - d. approval of documents related to customs law (within the scope of the Rector's authorization)
3. Supervision of the property of the Faculty:
 - a. taking care of the technical condition of the premises and infrastructure of the Faculty
 - b. supervision of the records of fixed assets and approval of registration documents
4. Supervision of compliance with procedures ensuring the safety of research work and teaching activities
5. Supervision of the IT infrastructure of the Faculty
6. Supervision of the mechanical and optical workshop
7. Supervision and coordination of cooperation with the business environment
8. Coordination of the Faculty promotion
 - a. supervision of the website and social media channels of the Faculty
 - b. cooperation with the Department of Information and Promotion and the Press Office of the University in promoting the achievements of the Faculty
9. Cooperation with the Advisory Council of the Faculty
10. Supervision and coordination of activities within the scope of the strategic areas "Infrastructure" and "Cooperation" of the University (in cooperation with the Dean's Representatives)
11. Representing the Dean during his absence, unless otherwise indicated

Dr. Monika Borwińska

Vice-Dean for the organization of teaching

1. Organisation of teaching activities of the Faculty:
 - a. supervision of the implementation of study programs
 - b. supervision of the creation of semester timetables and their approval
 - c. coordination and supervision of the process of assigning teaching duties; approval of teaching assignments
 - d. scheduling the examination session
 - e. creating and approving a schedule of teaching consultations
 - f. decisions regarding the launch of classes for course repetition
 - g. establishing schedules of teaching activities for academic teachers (in consultation with the Vice-Dean for Education)
 - h. coordination and supervision of administrative processes related to teaching
2. The graduation process
 - a. organization of the process of collecting topics for diploma theses, including the use of IT systems
 - b. approval of thesis topics
 - c. appointing reviewers of diploma theses
 - d. appointing diploma examination committees
3. Implementation of university-wide education in the field of basic physics:
 - a. setting the schedule for university-wide exams
 - b. supervision of the implementation of subjects in the field of basic physics provided for other faculties
4. Supervision of financial settlements related to teaching activities
5. Supervision of the teaching infrastructure of the Faculty
 - a. supervision of the technical condition of the premises and teaching equipment
 - b. purchases of materials and fixed assets necessary for teaching activities (in consultation with the Vice-Dean for Finance)
6. Quality of education
 - a. supervision of the education quality system of the Faculty and initiating its improvement (in consultation with the Dean's Representative)
 - b. organization and coordination of work on new fields of study and new or modified study programs
 - c. approval of the schedule of surveys and observation of classes
 - d. supervision of the organization of student internships
 - e. coordination and supervision of the preparation and implementation of accreditation procedures
7. Preparing materials for meetings of the Faculty Council regarding the above-mentioned matters
8. Supervision and coordination of activities within the scope of the strategy area "Education" of the University (in cooperation with the Dean's Representatives)

Dr. Elżbieta Szul-Pietrzak
Vice-Dean for Education

1. Decisions regarding the course of studies, in particular in matters of:
 - a. granting dean's leave, health leave, parental leave
 - b. repeating a stage of study
 - c. conditional enrollment with exceeded deficit of credit points
 - d. settlement and crediting of study stages and enrollment for the subsequent semester
 - e. setting new dates for tests and exams, including the diploma exam
2. Conducting administrative proceedings and issuing decisions in the scope of:
 - a. removal from the register of students
 - b. determining the procedure and conditions for resumption or transfer from another university or a foreign university
 - c. analysis and recognition of academic achievements
 - d. developing an individual plan for implementing courses after resumption, transfer or leave
3. Decisions and resolutions related to student exchange:
 - a. verification of the course implementation plan and selection of replacement courses
 - b. settling students' academic progress after returning from student exchange
 - c. developing a plan to make up for deficiencies in the event of incomplete fulfillment of the exchange plan
4. Consideration of applications for:
 - a. inclusion of courses in the portfolio
 - b. individual course delivery mode, in particular:
 - non-attendance mode, 10-week mode, 15-week mode
 - individualization of the rules for passing or examination
 - advising and solving problems with individual deficiencies of academic progress that cannot be completed in the standard mode
 - implementation of courses outside the study program
 - c. selection of replacement courses
 - d. consent to the 4th implementation of classes and reviewing requests for further implementations
 - e. payment by instalments of fees for repeating subjects and reviewing applications for cancellations
5. Choice of specialization:
 - a. Defining conditions and limits for individual courses and specializations
 - b. Carrying out the specialty selection procedure and issuing decisions
6. Consultations during office hours, online and via e-mail
7. Establishing schedules for teaching activities concerning students (in consultation with the Vice-Dean for the Organization of Teaching)
8. Concluding agreements on the implementation of professional student internships
9. Participation in disciplinary proceedings concerning students
10. Support in resolving conflicts in instructor-student relationships

Vice-Dean for Student Affairs

1. Conducting procedures related to awards/competitions for students:
 - a. Rector's awards (acceptance and verification of applications)
 - b. Dean's awards and distinctions (acceptance, verification and evaluation of applications)
 - c. competition for the Best Graduate (TOP10, preparation of competition documentation)
 - d. preparing individual opinions and recommendations for students (competitions, scholarships, internships, etc.)
2. Cooperation with scientific circles and the Faculty Student Council
 - a. coordination and decisions regarding the allocation of financial resources for student activities (allocation of funds, budget plans, adjustments)
 - b. ongoing care and support for students and supervisors involved in the work of scientific groups
 - c. participating in student events
 - d. chairing the Faculty Committee for Financing Student Activities (organizing and conducting committee meetings, consulting and evaluating competition applications)
 - e. organization of reporting sessions of student scientific groups
 - f. assistance and advice in obtaining funds and resources for student activities
11. Participation in disciplinary proceedings concerning students
12. Support in resolving conflicts in instructor-student relationships