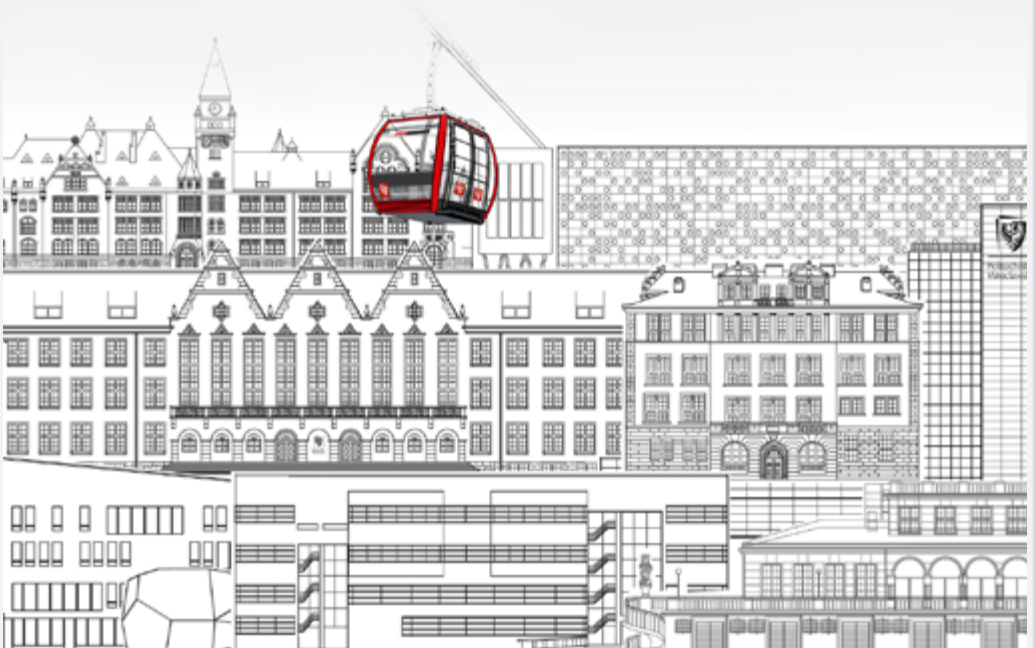




Wrocław  
University  
of Science  
and Technology



# WELCOME

A Guide  
for New Employees



## I. BASIC INFORMATION

### 1. Strategy of Wrocław University of Science and Technology 2023-2030

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***A dream will always triumph over reality,  
once it is given the chance.***

Stanisław Lem “The Futurological Congress”

Wrocław University of Science and Technology (hereinafter also: Wrocław Tech) is a technical university educating students and doctoral candidates, and conducting research to advance science and technology and solve real-world problems of society and economy. The target model of Wrocław Tech assumes a close interaction of research conducted in four large fields: technical sciences, basic sciences, social sciences and humanities, as well as health and life sciences.



## Mission

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Through research, teaching, and collaboration we inspire and support the development of individuals who, based on knowledge, ethical standards and displaying sensitivity to the needs of society and global challenges, shape the future with courage and responsibility.

## Vision

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As a European comprehensive technical university affirming freedom, curiosity, and joy of science, we conduct interdisciplinary education and research in response to the aspirations and challenges of the society and economy.

## Values

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**Excellence** – in education, research and knowledge transfer, and in personal development of our community members.

**Collaboration** – understood as combining individual talents to achieve common goals, mutual support in achieving individual goals, and the University's cooperation with its environment.

**Openness** – to new ideas and challenges and in relation to University community members.

## Key strategic areas and overarching strategic objectives

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**Education:** providing the highest possible level of education for students and doctoral candidates at Wrocław Tech, preparing them for the role of leaders in modern society and economy, among other things, by individualization and internationalization of teaching and by modernization and enhancement of its methods and forms.



**Research and Innovation:** increasing the contribution of Wrocław Tech to the development of science and technology, as well as ensuring its status as a leading research center, among other things, by expansion into the field of medical sciences, development of interdisciplinary research and focus on the following priority areas:

1. Information Technology, Data Science, and Artificial Intelligence;
2. Innovative Materials and Advanced Manufacturing;
3. Sustainable Living Environment;
4. Smart Cities and Future Society;
5. Health and Medical Technologies;
6. Extreme Technologies;
7. Basic Research for Technology and Innovation.

**Cooperation with the Environment:** fostering relationships based on mutual efforts to significantly enhance Wrocław Tech's impact on its environment, and building academic prestige and reputation of a socially engaged university, among other things, by active participation in the Unite! alliance, strengthening ties with the business environment, creating an innovative entrepreneurship environment, and implementing the concept of an entrepreneurial and engaged university.

**Community:** development of the academic community of employees, doctoral candidates, and students of Wrocław Tech, based on cooperation, openness, and respect, engaged in the development of the University and undertaking the challenges of the modern world, among other things, by developing mechanisms that foster participation and communication, as well as implementing the concept of an inclusive university.



**Infrastructure:** providing Wrocław Tech with a modern, sustainable, and accessible material and technological base, supporting the University's mission and offering conducive conditions for education and research, and for the development of community and cooperation, among other things, by investment in modern teaching and research facilities and digitization of the University's key processes.

Wrocław Tech, it belongs to the largest and the best universities of technology in the country - at **14 faculties** and **3 branches**, under the direction of **2 thousand** academic teachers, there are over **20 thousand students** being educated.

**Link:** <https://pwr.edu.pl/en/university/about-us/general-information>





## 2. University authorities



**JM REKTOR**

Prof. Arkadiusz Wójs, DSc, PhD, Eng.



**VICE-RECTOR FOR EXTERNAL  
RELATIONS**

Prof. Katarzyna Chojnacka, DSc, PhD, Eng.



**VICE-RECTOR FOR EDUCATION**

Prof. Kamil Staniec, DSc, PhD, Eng.



**VICE-RECTOR FOR COMMUNITY  
DEVELOPMENT AND INTEGRATION**

Karolina Jaklewicz, PhD



**VICE-RECTOR  
FOR DIGITAL DEVELOPMENT**

Prof. Tomasz Nowakowski, DSc, PhD, Eng.



**VICE-RECTOR FOR ORGANIZATION  
AND INFRASTRUCTURE**

Prof. Piotr Młynarz, DSc, PhD



**VICE-RECTOR FOR RESEARCH  
AND INNOVATION**

Prof. Dariusz Łydzba, DSc, PhD, Eng.



**VICE-RECTOR  
FOR STUDENT AFFAIRS**

Piotr Górski, PhD, Eng.





### 3. University statute

The statute is a legal act which, together with the regulations issued on its basis, defines tasks, organizational structure and functioning of Wrocław University of Science and Technology.

**The document is available at:**

[http://intranet.pwr.edu.pl/doc/View.aspx?doc=PO\\_40\\_2021](http://intranet.pwr.edu.pl/doc/View.aspx?doc=PO_40_2021)

In the Intranet, there are all documents determining current rules and regulations applicable at the university.

### 4. A map of the campus

**An interactive map of the campus is available at:**

<https://pwr.edu.pl/en/university/campus-map>

**WUST virtual tour:**

<https://pwr.edu.pl/en/university/virtual-tour>





## II. EMPLOYEE HANDBOOK

### 1. Work regulations

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The work regulations establish an internal order at Wrocław University of Science and Technology and define the rights and obligations of both an employee and the employer related to the work process.

The work regulations apply to all employees of Wrocław University of Science and Technology.

#### **What is especially important while reading the work regulations?**

- work organization, working conditions at the work place, during work time and after work,
- systems and timetables and accepted working time periods,
- date and frequency of payments,
- health and safety and also fire protection obligations, including manner how the employees are informed concerning occupational risks related to work,
- how the employees are expected to confirm their arrival and attendance, and how to justify an absence.

#### **The document is available at the web:**

[http://intranet.pwr.edu.pl/doc/View.aspx?doc=ZW\\_40\\_2022](http://intranet.pwr.edu.pl/doc/View.aspx?doc=ZW_40_2022)





## 2. Development prospects

The section of Community building and development operates under the **Vice-Rector for Community Development and Integration**.

Wrocław University of Science and Technology offers its employees the opportunity for professional development by participating in training programs that enhance their qualifications and expand their knowledge. These training sessions can be conducted either externally or internally as university-wide sessions. The topics and scope of the training vary depending on the needs submitted by employees.

Employees may also apply for financial support of their studies or language courses up to 50% of the cost.

**The rules and conditions for professional qualification improvement are outlined in the internal document available at the following link:**

[https://intranet.pwr.edu.pl/doc/View.aspx?doc=ZW\\_118\\_2024](https://intranet.pwr.edu.pl/doc/View.aspx?doc=ZW_118_2024)

**For more details, please contact the Training and Community Development Department: L-1 building, room 335, tel. 71 320 46 84, or**

**visit our website: <https://wspolnota.pwr.edu.pl/dzial-szkolen-i-rozwoju-wspolnot-pwr>**





### 3. The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers

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At Wrocław University of Science and Technology we know how important it is to create a friendly and stimulating environment for research and to provide researchers with stable working conditions and professional development. To strengthen the competitiveness of our university and to ensure, to even greater extent, adequate space for the development of science, Wrocław University of Science and Technology signed a declaration of support for the principles and recommendations adopted in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

In June 2016 European Commission granted our University the logo „Human Resources Excellence in Research”.

In April 2023, the European Commission completed the process of evaluating the second phase of the implementation of the European Charter for Researchers at Wrocław Tech. According to the report received, in May 2023, our university received the highest possible rating from the auditors, which entitles us to use the “HR Excellence in Research” distinction for the next three years.

**For more information, please visit:**

<https://pwr.edu.pl/en/university/european-charter-for-researchers>





## 4. Supporting people with disabilities

Wrocław University of Science and Technology, implementing the idea of a “barrier-free” university, open and friendly to people with disabilities, has established the Department of Accessibility and Support for People with Disabilities, which offers psychological support and information about your rights resulting from the disability certificate at work (working hours, breaks, additional leave) and in private life as well as your needs with regard to the access to assistive technologies.

**For more information, please visit**

<https://ddo.pwr.edu.pl/en/>

Building C-13, p. 1.09, phone: 71 320 43 20,

[e-mail: pomoc.n@pwr.edu.pl](mailto:pomoc.n@pwr.edu.pl)

### Accessibility Leaders

In support of the Department of Accessibility and Support for People with Disabilities (DDO), a group of 57 Accessibility Leaders has been established. The new Accessibility Leaders have been selected from among the university’s employees who wish to be involved in promoting the concept of accessibility.

Their tasks include:

- supporting people with special needs in the units of Wrocław University of Science and Technology;
- promoting the idea of accessibility.

Support is also provided in English. **Detailed information at:**

<https://ddo.pwr.edu.pl/en/leaders-of-accessibility>

You can also make your own appointment for a consultation at:

<https://ppp.pwr.edu.pl>



## 5. Psychological Consultation and Mediation

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If you need psychological support in a difficult situation, or need to resolve a contentious situation, you can turn to the Centre for Psychological Consultation and Mediation.

**Detailed information can be found at:**

<https://ddo.pwr.edu.pl/en/students/center-for-psychological-consultation>

**Contact:**

Mateusz Kur,

e-mail: [mateusz.kur@pwr.edu.pl](mailto:mateusz.kur@pwr.edu.pl), phone: 516 005 583,

Aneta Zarzeczna,

e-mail: [aneta.zarzeczna@pwr.edu.pl](mailto:aneta.zarzeczna@pwr.edu.pl), phone 573 980 985.





## 6. Anti-discrimination measures – Equal WUST

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At Wrocław University of Science and Technology we understand the importance of all people studying and working here. Although we are different, as human beings we are all equal and none of us can be treated less favourably because of the group we belong to or personal traits. This is why, we have introduced the **“Equality Plan for Wrocław University of Science and Technology”** the main aim of which is to promote equality and diversity as principles that enable all those working and studying at the University to flourish, develop and fulfil their potential as well as deepen their independence of thought and action. At the same time, they enhance the safety and empowerment of the whole academic community and counteract discrimination.

**Please visit our website:**

<https://rowna.pwr.edu.pl/en/>

**The Equality Plan for WUST for 2022-2024 is available at:**

[https://rowna.pwr.edu.pl/fcp/6GBUKOQtTKlQhbx08SlkAWgVeUTgtCg-g9ACFDCwgCFiFPFRYqCl5tDXdVGnpEQVgQaxMDOCAEDgMdLA5fRE-00PxZSBw/191/public/docs/equality\\_plan\\_2022.pdf](https://rowna.pwr.edu.pl/fcp/6GBUKOQtTKlQhbx08SlkAWgVeUTgtCg-g9ACFDCwgCFiFPFRYqCl5tDXdVGnpEQVgQaxMDOCAEDgMdLA5fRE-00PxZSBw/191/public/docs/equality_plan_2022.pdf)

**Anti-discrimination procedure – if you witness or experience discrimination:**

<https://rowna.pwr.edu.pl/en/support/reporting-problems>



## 7. Whistleblowers..

Wrocław University of Science and Technology has adopted the Regulations on the Disclosure of Information on Violations of Laws and Protection of Whistleblowers. The Internal Order and the Regulations are available on the website of the Representative for Anti-Corruption Activities:

<https://pwr.edu.pl/uczelnia/informacje-ogolne/wladze/pelnomocnicy-rektora/pelnomocnik-ds-przeciwdzialania-korupcji>.





## III. BENEFITS

### 1. Social Benefits Fund

As part of the Social Benefits Fund operating at the Wrocław University of Science and Technology, employees and other authorized persons can benefit from:

- financial assistance to people in difficult financial, family and health situations,
- holiday subsidy,
- housing loans,
- hardship and welfare benefits,
- newborn allowance,
- death allowance.

The people who are entitled to benefit from the Fund are all employees of Wrocław University of Science and Technology, including those on maternity, paternity, parental leaves, health leave, paid ones - scientific leaves and also members of their families.

The total amount of all co-financing depends on the average income per an employee's family member and is available under the link together with the current Terms and Conditions of the Social Benefits Fund:

<https://dso.pwr.edu.pl/dokumenty-do-pobrania/dokumenty-do-pobrania>

All information on social affairs, Social Benefits Fund and allowances can be obtained in the Social Affairs and Recruitment Section in room 106, bud. A-1, tel. 71 320 25 61, 71 320 38 37.





## 2. Employee Loan and Donation Association

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Grants financial aid and non-refundable support to its' members. A separated unit of ELDA is a Peer Assistance Fund, purpose of which is to pay benefits in the case of an unforeseen situation (membership in PAF is independent of ELDA).

**Full details can be obtained in room 116, bud. A-1, tel. 71 320 39 57, or at:**

<https://pwr.edu.pl/pracownicy/sprawy-socialne/organizacje-pracownicze>

## 3. Group Insurance Program

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Group Life Insurance is a comprehensive insurance program that will protect you and your loved ones in case of unexpected events such as hospital stay, serious illness or death. It will also provide financial support for joyful events in your life such as a birth of your child.

The group insurance program covers three scopes and is available to employees of Wrocław University of Science and Technology, their spouses and children of legal age. Monthly fee depends on the chosen scope of the insurance.

To sign up for the group insurance, please contact the Wages Section of the Department of Human Resources of Wrocław University of Science and Technology room 113, A-1 building, tel. 71 320 33 15. **All information concerning group insurance is available at:**

<https://pwr.edu.pl/pracownicy/strefa-pracownika/ubezpieczenia>



## 4. Employee Capital Plans

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Employee Capital Plans are a universal savings system for employees, implemented in cooperation with employers and the state. It allows employees to accumulate additional funds for their future pension.

**All details regarding the programme and necessary form are available at:**

<https://pwr.edu.pl/pracownicy/pracownicze-plany-kapitalowe>

## IV. „IT’S GOOD TO KNOW...”

### 1. Employee mail - internal communication

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An email address is set up for each newly hired employee. The unit manager or the local IT specialist reports the hiring of the new employee to **pomoc+poczta@pwr.edu.pl** and the mail administrator provides them with the necessary credentials for the first login of the new employee, i.e. the email address (**imie.nazwisko@pwr.edu.pl**) and the start password (which allows to create a new password).

**More information can be obtained at:**

<https://di.pwr.edu.pl/uslugi/poczta/poczta-pracownicza>



## 2. Active Directory (AD) account

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An Active Directory account is given to each employee. It allows you to log in to many systems at Wrocław University of Science and Technology.

**The account must be activated:** <https://login.pwr.edu.pl/reset-hasla>.

Access to employee email is required. An email will be sent to the indicated email address informing you that you need to change your AD account password along with your Wrocław Tech. domain login.

From outside the university, logging into Wrocław Tech. systems is possible through the VPN service. Information on how to set up a VPN connection can be found on the Information Technology Department website (<https://di.pwr.edu.pl>) in the VPN tab.

## 3. Intranet of Wrocław University of Science and Technology

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All necessary information related to the functioning of the university, documents, forms are available on the internal computer network.

Access to the Intranet is available to any employee of Wrocław University of Science and Technology who has active access to an Active Directory (AD) account.

## 4. Employee Profile in Teta Me

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Access to the Teta ME web application provides an employee with the ability to obtain information about his or her vacations, absences, personal information, employment, and salary. With Teta Me, the employee can view



documents such as pay slips, RMUA, PIT 11, and there is the possibility to send vacation requests and vacation plans electronically.

The application can be accessed from any device that has Internet access and supports the latest web browsers, as well as on mobile devices with Android 7 or newer, iOS 13.5.1 or newer.

The prerequisite for accessing the application is an active Active Directory account according to Section 2.

**The website of the Information Technology Department** (<https://di.pwr.edu.pl/systemy/teta>) provides information on how to log in to an employee's profile and the necessary instructions to help navigate the profile.

## 5. Electronic Card

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Due to the Integrated System of Access Control and Physical Security operating within the university, any new employee should apply for an Electronic Employee Card. Thanks to that, you will be able to use, among the others, the car park in the Student Cultural Zone building (C18 – multi-storey car park), free journeys by „Polinka” and you will have the possibility to log into the Integrated Information System.

In order to obtain an Electronic Card (EC), you should log into Wrocław University of Science and Technology e-mail account at: <https://ekp.pwr.edu.pl/>

Information on the possibility to receive the card will be sent to your business email address. The Electronic Card can be personally collected at the Environmental Personalization Center of the Electronic Student ID Cards in room 819, building D-20 after showing your ID card.



## 6. Academic Staff Electronic Identity Card

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Academic staff employed at Wrocław University of Science and Technology can obtain an Academic Staff Electronic Identity Card entitling them to discounts on public transport. The right to a discount must be verified with the carrier each time before purchasing a ticket.

The card is issued at the request of the academic staff member.

In order to obtain the card, one should:

- submit an application to the Office of the Department of Personal Affairs (A-1, p.105); the model application is attached as Appendix 1 to Internal Order 87/2020,
- send the application to: [elna@pwr.edu.pl](mailto:elna@pwr.edu.pl) (current photo in jpg format).






## 7. E-BIP, STYK Television Station, Radio Luz

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On average, once a week, employees receive, via email, a newsletter (E-BIP) with news from the University life and current affairs. (<http://biuletyn.pwr.edu.pl/>).

You can also read about current events on Wrocław University of Science and Technology homepage, in the “news” tab (<https://pwr.edu.pl/uczelnia/aktualnosci>), watch on Students’ Television (<https://styk.pwr.edu.pl/>) or listen to on Radio Luz (91,6 FM). (<http://radioluz.pwr.edu.pl/>).



- Join us:  <https://www.facebook.com/politechnika>
-  [https://www.instagram.com/politechnika\\_wroclawska/](https://www.instagram.com/politechnika_wroclawska/)
-  [https://twitter.com/PWr\\_Wroclaw](https://twitter.com/PWr_Wroclaw)
-  <https://www.youtube.com/user/pwrmojeklimaty>
-  <https://www.linkedin.com/school/politechnika-wroclawska/>

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## 8. International Relations Office

Mission International Relations Office is to advance internationalisation of Wrocław University of Science and Technology, enhance the student's experience, create and develop partnerships and facilitate international research cooperation. **More information:** <http://dwm.pwr.edu.pl/en/>

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## 9. Be eco

In accordance with the idea of sustainable development and environmental protection, use the Guide for new employees in the electronic version. You can find it on the intranet at the link:

<https://dso.pwr.edu.pl/dokumenty-do-pobrania/dokumenty-do-pobrania>



## **Department of Human Resource Contact**

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Wybrzeże Wyspiańskiego 27

50-370 Wrocław

A-1 building

room 105

phone 71 320 35 50