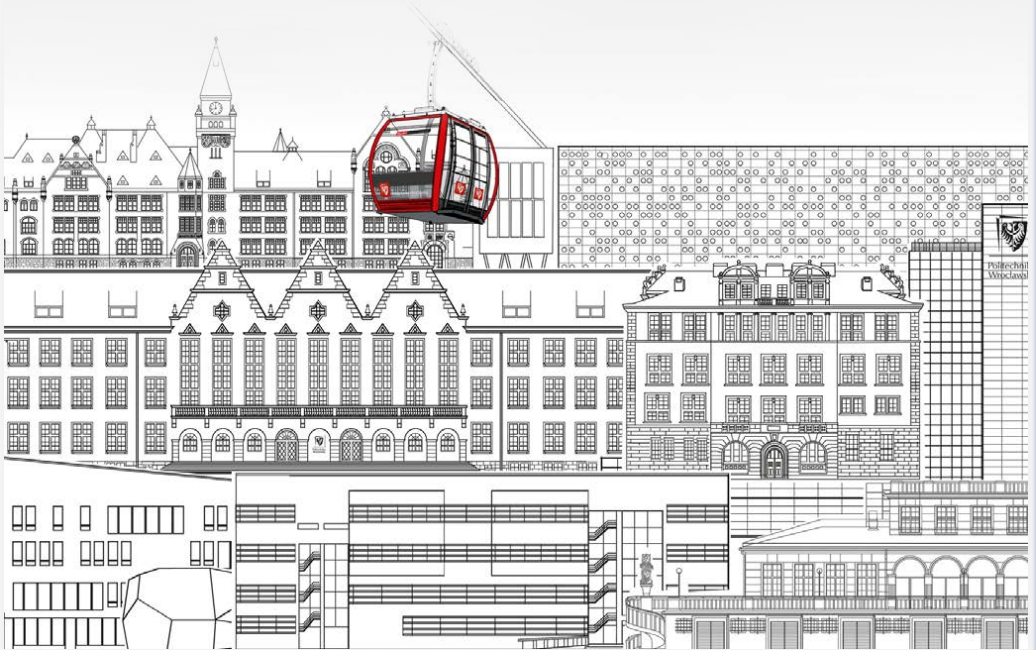




Wrocław
University
of Science
and Technology



WELCOME

A Guide
for New Employees



I. BASIC INFORMATION

1. Mission of the university: „We co-create a competent future”

Wrocław University of Science and Technology is a technical university and research institution. Teaching students is not only providing them with accurate knowledge, but also developing creative and critical thinking. The institution carries out its mission primarily through: highest standards in research, internationalization and high quality education tailored to market requirements. Wrocław University of Science and Technology as an academic community is open, cultivates university values and traditions, comprehensive partnerships with other colleges and external partners.

Nowadays, it belongs to the largest and the best universities of technology in the country - at **13 faculties** and **3 branches**, under the direction of **2 thousand** academic teachers, there are over **23 thousand students** being educated.

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



2. University authorities



JM RECTOR

prof. Arkadiusz Wójs,
DSc, PhD, Eng.



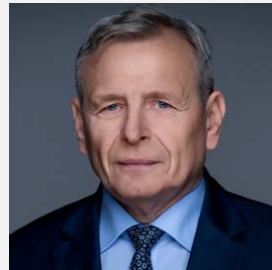
**VICE-RECTOR FOR ORGANIZATION
AND DEVELOPMENT
OF THE UNIVERSITY**

prof. Tomasz Nowakowski,
DSc, PhD, Eng.



VICE-RECTOR FOR EDUCATION

prof. Kamil Staniec,
DSc, PhD, Eng.



VICE-RECTOR FOR COOPERATION

prof. Dariusz Łydzba, DSc, PhD, Eng.



VICE-RECTOR FOR SCIENCE

prof. Andrzej Ożyhar , 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

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

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



2. Development prospects

The Department of Foreign Languages at Wrocław University of Science and Technology is one of the largest academic language centres in Poland. We provide foreign language learning opportunities for Bachelor's, Master's, Doctoral students and staff across the university (<https://sjo.pwr.edu.pl/en/about-us/profile>).

Trainings – employees of Wrocław University of Science and Technology have the opportunity to create their professional development by taking part in trainings upgrading their qualification and extending their knowledge. Moreover, each employee may apply for funding for studies in the amount of up to 50% of their costs

(https://intranet.pwr.edu.pl/doc/View.aspx?doc=ZW_50_2021).

Full details can be obtained in **Recruitment, Training and Social Affairs Section** in room 106a, bud. A-1, tel. 71 320 46 70, 71 320 20 36.

Currently, the University presents the **Integrated Development Program of the Wrocław University of Science and Technology**

(<https://zpr.pwr.edu.pl/>).



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

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”.

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)

As part of the “Accessible University” competition, we are implementing a project entitled “University of Technology of New Opportunities”, thanks to which you can take part in, among others:

- awareness training on how people with disabilities function, how to reduce fear of the unknown, how to behave when working with people with disabilities,
- workshops on teaching people with different types of disabilities,
- specialist workshops for administrative and supporting staff.

Detailed information and the possibility to apply for training courses can be found at: <https://pns.pwr.edu.pl/>



5. Psychological Consultation and Mediation

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: m.kur@tnm.org.pl, phone: 516 005 583,

Aneta Zarzeczna,

e-mail: a.zarzeczna@tnm.org.pl, phone 573 980 985.





6. Anti-discrimination measures – Equal WUST

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

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

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



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:

<http://dso.pwr.edu.pl/SitePages/regulamin.aspx>

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



2. Employee Loan and Donation Association

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

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 24 01. **All information concerning group insurance is available at:**

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



4. Employee Capital Plans

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>

5. Electronic Card

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.



IV. „IT’S GOOD TO KNOW...”

1. Intranet of Wrocław University of Science and Technology

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

Every employee of Wrocław University of Science and Technology has access to the intranet.

2. Rules of internal communication

Each new employee receives his / her individual email address (usually his / her name and surname) within the Unified Electronic Mail System of Wrocław University of Science and Technology.

3. TETA






Access to the Teta system gives an employee the opportunity to obtain information on: their holidays and absences, social benefits, personal data, employment and payments. To access the permissions mentioned above, go to <https://di.pwr.edu.pl/systemy/teta> and read the security policy and log in (using PWR login and password).



4. E-BIP, STYK Television Station, Radio Luz

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://twitter.com/PWr_Wroclaw
 <https://www.youtube.com/user/pwrmojeklimaty>
 <https://www.linkedin.com/school/politechnika-wroclawska/>

5. 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/>

6. 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:

http://dso.pwr.edu.pl/SitePages/dok_s_rozwoju.aspx



Department of Human Resource Contact

Wybrzeże Wyspiańskiego 27

50-370 Wrocław

A-1 building

room 105

phone 71 320 35 50