

Reviewed by the Faculty Council on 29.06.2022

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Regulations of the Faculty of Information and Communication Technology, Wrocław University of Science and Technology

Preamble

The Faculty of Information and Communication Technology at Wrocław University of Science and Technology, hereinafter referred to as the 'Faculty', was established in 2021 as a group of departments at Wrocław University of Science and Technology, federated around the scientific discipline of information and communication technology. The Faculty was formed by departments which originally operated as part of the Faculty of Electronics, the Faculty of Computer Science and Management, and the Faculty of Fundamental Problems of Technology, and which maintained its scientific and educational profile.

The main mission of the Faculty is to:

- conduct relevant and advanced scientific research aimed at expanding knowledge and technology in the fields of computer science and telecommunications,
- provide modern education in the offered fields of study, in synergy with the conducted scientific research, in collaboration with external entities, and in response to the needs of the labour market.

§ 1 General Provisions

These Regulations define the functioning and internal structure of the Faculty.

§ 2 Faculty Characteristics

1. The Faculty is a basic organizational unit of Wrocław University of Science and Technology, hereinafter referred to as the "University".
2. The Faculty community consists of academic teachers, administrative and technical staff, students, and doctoral students.
3. The Faculty is involved in educational and scientific activities. As part of its educational activities, the Faculty offers programs in fields listed in Appendix No. 1. The Faculty may also offer postgraduate studies, courses, and trainings. The Faculty performs scientific activities in the fields and disciplines listed in Appendix No. 2.
4. The Faculty collaborates with the Doctoral School at Wrocław University of Science and Technology.

§ 3

Dean and Collegial Bodies of the Faculty

1. The Faculty is headed by the dean with the assistance of vice-deans listed in Appendix No. 3 to these Regulations.
2. The competences of the dean include making decisions regarding the functioning of the Faculty, unless reserved for other bodies or individuals holding managerial positions at the University.
3. The specific competencies and responsibilities of each vice-dean are determined by the dean.
4. The dean has the authority to designate staff members to coordinate certain activities related to the Faculty's activities.
5. The dean of the Faculty is advised by a Dean's Management Board, which includes: the dean, vice-deans, and heads of departments. The Board is convened by the dean or at the request of at least half of the heads of departments. The Board formulates opinions based on the results of votes held in the presence of at least $\frac{3}{4}$ of all heads of departments.
Meetings of the Board may be attended by other persons invited by the dean.
6. The Faculty operates a Faculty Council as a collegial advisory and consultative body.
7. The current composition of the Faculty Council is posted on the Faculty's website.
8. The Faculty Council appoints standing committees and elects their members for the duration of its term. The list of standing committees is specified in Appendix No. 4 to these Regulations.
9. The detailed procedure for convening the meetings and the working procedure of the Faculty Council is specified in the Regulations of the Faculty Councils at Wrocław University of Science and Technology.

§ 4

Faculty Social Council

1. The Faculty operates a Faculty Social Council as an advisory body to the dean.
2. Members of the Faculty Social Council are appointed by the rector at the request of the dean, after consulting the Faculty Council, for the dean's term of office.
3. The functioning of the Faculty Social Council is regulated in the Regulations adopted by this Council

and approved by the dean.

§ 5

Faculty Structure

1. The organizational units of the Faculty are departments listed in Appendix 5.
2. The structure of the Faculty departments may include research units, teams, test centres and laboratories. The Faculty may also operate teaching laboratories.
3. The activities of the Faculty's structural unit are supervised by the head of the Faculty's department within which this unit operates.
4. With the dean's consent, laboratories may apply for accreditation from an appropriate accrediting body. Upon receiving accreditation, the laboratory obtains the status of an accredited laboratory within the Faculty's department. The rules for the functioning of accredited laboratories are defined in the Regulations for Accredited Laboratories and take into account the requirements of the relevant accreditation body.
5. The administrative, financial, and technical aspects of the functioning of the Faculty are defined within the following areas:
 - The Communication Area, consisting of the Faculty Office, which supports the work of the dean and the chairpersons of the Discipline Councils listed in Appendix No. 2, as well as of department offices;
 - The Education Area, which includes all processes related both to the organization and implementation of the educational activities and to student affairs;
 - Support Area, which includes processes related to the Faculty's finances, supporting the acquisition and implementation of research projects, handling purchases and maintaining the Faculty's infrastructure, including the IT infrastructure. This area also involves supporting all procedures related to employee and promotion-related matters.
6. The areas are divided into administrative teams as internal units.
7. The activities of the Faculty's administrative teams are supervised by the dean with the assistance of the vice deans and the administrative manager as the coordinator of works carried out within the areas.
8. The organizational structure of the Faculty is specified in Appendix No. 6 to these Regulations.

§ 6

Management of the property and finances of the Faculty

1. The property of the Faculty is the allotted property of the University. The property and finances of the Faculty are managed by the dean.
2. The dean is responsible for the proper use and protection of the Faculty's property (including the

premises and facilities) and for the lawful, purposeful, and economical expenditure of financial resources at the Faculty's disposal.

3. The dean allocates the subsidy among the organizational units of the Faculty based on the principles reviewed by the Dean's Management Board and the Faculty Council, as described in Appendix No. 6.
4. The property of the Faculty's department is the allotted property of the Faculty. The property and finances of the department are managed by the head of this department.
5. The head of the Faculty's department is responsible for the proper use and protection of the property (including the premises and facilities) allotted to the Faculty's department, and for the lawful, purposeful, and economical expenditure of financial resources at the disposal of the Faculty's department.
6. The decisions regarding the allocation of property components to the departments of the Faculty are made by the rector on their own initiative or at the request of the dean.
7. The property components earned, acquired, or obtained as a result of implementing grants, performing commissioned works, etc. by the Faculty's department remain at its disposal. This rule also applies to the property components purchased from its budget.
8. The Faculty manages its finances based on the Faculty's budget and interim budget. The budget and the interim budget are reviewed by the Dean's Management Board and by the Faculty Council, and submitted for approval to the rector.
9. If the Faculty's budget is unbalanced, the dean promptly presents to the rector a remedial program which has been reviewed by the Dean's Management Board and the Faculty Council.
10. The budget and the interim budget for a particular year shall involve necessary general Faculty expenses, including the dean's reserve for unforeseen expenses.
11. The budget of the Faculty recognizes separate budgets of the Faculty's departments. The budget of a department also includes the general fund generated by the department.
12. Except funds resulting from the allocation of subsidies, the budget of the Faculty's department for a given year includes the result of the previous year. The budgets of the departments include surcharges from conducted grants, external commissioned works, expert opinions, fees from the sale of patents and licenses and from the organization of conferences, etc., in the amount resulting from the regulations in force at the University and at the Faculty. The department's budget includes revenue from part-time studies, postgraduate studies, retake courses, refresher courses, etc.
13. In the event when the department's balance is negative, the loss is covered from its general fund. If the financial resources in the general fund of a department are insufficient, it is possible to cover part or all of the deficit from the dean's reserve or from the general funds of other Faculty departments, upon obtaining the consent of the heads of these departments. The head of the department requesting to cover the deficit from the funds of the Faculty or from the funds of other Faculty departments is obliged to present a recovery program containing a repayment schedule for the incurred obligations.

§ 7

Scientific research and teaching

1. The directions of scientific research are defined by the departments of the Faculty.
2. Research projects carried out by Faculty several departments are managed and settled in a manner agreed upon by their heads.
3. The directions of educational activities are defined by the Faculty departments, in

cooperation between the departments and in consultation with the dean, with the Discipline Councils listed in Appendix No. 2, and with the Faculty Council.

4. The dean appoints diploma examination committees in consultation with the heads of the departments responsible for the study field/specialization relevant to the diploma examination.
5. At the request of the head of the Faculty department or on their own initiative, the dean assigns teaching activities to employees, based on their competencies as documented in publications, textbooks, scripts, etc., on the technical capabilities of the department, and on the individual teaching load of the employee. The dean may assign teaching activities to external specialists, doctoral students, and retired academic teachers.
6. The dean supports activities aimed at promoting the didactic offer of the Faculty and the scientific achievements of the students. The amount of funds allocated for this promotional support is consulted with the Dean's Management Board.

§ 8

Faculty System for Quality Assurance in Education

1. The Faculty operates a Faculty System for Assuring the Quality of Education (FSAQE), whose functioning is regulated by the Internal Regulation of the rector of Wrocław University of Science and Technology regarding the introduction of the University System for Assuring the Quality of Education (USAQE).
2. The dean oversees the Faculty System for Quality Assurance in Education.
3. As regards the functions and the structure of the FSQAE at the Faculty, the following are distinguished:
 - a. Faculty Committee for Assuring the Quality of Education (FCAQE),
 - b. Program Committees for the fields of study taught at the Faculty (PCF), appointed in agreement with the heads of departments and Discipline Councils.
4. The dean appoints the Faculty Committee for Assuring the Quality of Education (FCAQE) for the duration of their term after consulting the Faculty Council. The Committee works to ensure and improve the quality of education at the Faculty in accordance with the principles of its operation contained in the USAQE and FSAQE.
5. Program Committees function in accordance with the principles set out in the USAQE and FSAQE.

§ 9

Faculty employees

1. The Faculty's employees comprise academic teachers and non-teaching staff.
2. An academic teacher is supervised by the dean. The immediate supervisor of an academic teacher is the head of the Faculty department in which the teacher is employed.
3. The responsibilities of each academic teacher are specified by the head of the Faculty department.
4. The head of the Faculty department requests the dean to initiate procedures for hiring, promoting, and extending the employment of employees of their department.

5. The detailed scope of duties for the non-teaching staff is defined by their direct supervisors.

§ 10

Students and doctoral students

1. The Faculty collaborates with the Student Union and the Doctoral Student Union.
2. Doctoral students are educated as part of the Doctoral School at Wrocław University of Science and Technology or as part of separate doctoral programs.
3. The dean supports the development of student research clubs, the organization of professional internships, as well as other additional student and doctoral student activities, such as international cooperation and participation in conferences and competitions. The amount of funds allocated for this support is consulted with the Dean's Management Board.

§ 11

Final provisions

These Regulations take effect on the date of approval by the rector.
