Appendix no. 2 to Ordinance no. 103 of the Rector of the Cracow University of Technology from 23 December 2022

### BYLAWS OF REMUNERATION FOR EMPLOYEES OF THE TADEUSZ KOSCIUSZKO CRACOW UNIVERITY OF TECHNOLOGY

**Uniform text**

### GENERAL PROVISIONS

**§ 1**

1. Bylaws of remuneration for employees of the Cracow University of Technology hereinafter referred to as hereinafter

“Bylaws” shall specify the principles of remuneration for work and the remaining benefits related to work as well as principles of establishing their level, conditions for their allocation and terms of payment as well as detailed qualification requirements for some work positions.

1. Legal basis for establishing the Bylaws shall be the provisions of Art. 772 of the Act of 26 June 1974 of the Labour Code (Journal of Laws from 2019, item 1040 and 1043) and Art. 23 sec. 1, Art.

126 sec. 2, Art 136 sec. 2 point 6 and Art 184 of the Act of 20 July 2018 on Higher Education Law and Science (Journal of Laws from 2020 item 85).

### § 2

Whenever the Bylaws refer to:

* 1. Employer, university or PK – it shall be understood as the Cracow University of Technology;
	2. Employee, without more specific definition – it ought to be understood as employees of PK, both academic teachers and employees who are not academic teachers, employed on the basis of the provisions of the labour code, regardless of the nature of the concluded agreement or nomination, type of conducted work, position held, and dimension of work performed;
	3. Act – it shall be understood as the Act of 20 July 2018 on Higher Education and Science Law (Journal of Laws from 2020, item 85; as amended),
	4. l.c. – it ought to be understood as the Act of 26 June 1974 on Labour Code;
	5. Bylaws – ought to be understood as the hereby Bylaws of Remuneration;
	6. Bylaws of work – ought to be understood as the Bylaws of Work at PK;
	7. Employment Contract – ought to be understood as both employment contract and nomination;
	8. Professor's remuneration – ought to be understood as remuneration rate specified in the Ordinance issued on the basis of Art. 137 sec. 2 of the Act;
	9. Individual remuneration – ought to be understood as remuneration of employee established depending on the type of work sand applied system of remunerations;
	10. the lowest basic remuneration for PK employees – it ought to be understood as a monthly minimum rate of basic remuneration for employees, specified in appendices to the hereby Bylaws;
	11. organizational unit – ought to be understood as organizational units specified in the Organizational Bylaws of PK;
	12. Managers – ought to be understood as both persons specified in Art. 23 sec. 2 point 6 of the Act as well as other persons managing the work of organizational units or employee teams;
	13. subvention – ought to be understood as financial means specified in Art. 366 point 1 and 2 of the Act;
	14. grant – ought to be understood as other than subvention of financial means granted to the university from the state budget;

### § 3

1. Bylaws shall cover all employees of the university with its scope.
2. Prior to allowing a newly employed person to work one must familiarize them with the content of the bylaws which is subsequently confirmed by the employee by signing the content of the employment contract.
3. With regards to matters not covered by the bylaws, the provisions of the labour code, both generally applicable and those concluded in internal normative acts of the university shall apply.
4. Decisions concerning establishing the level of basic remuneration, functional allowance and other remuneration components of university employees, including academic teachers, taking into account in particular qualifications, individual assessment, employee achievements, work seniority as well as significance of entrusted tasks are undertaken by the rector.

### Remuneration components

**§ 4**

1. The following remuneration components binding at the university shall be established:
	1. constant, obtained by the employee:
		1. basic remuneration,
		2. allowance for work seniority;
	2. variable which the employee may obtain:
		1. functional allowance,
		2. task-related allowance,
		3. remuneration for overtime hours,
		4. remuneration for on-call time,
		5. remuneration for overtime hours,
		6. allowance for activeness,
		7. additional remuneration for distinctive research and research-didactic employees,
		8. periodical allowance,
		9. didactic allowance
		10. organizational allowance,
		11. remuneration for actions related to assigning scientific titles,
		12. for employees who are not academic teachers:
			* statutory bonus,
			* appreciation bonus.
2. Regardless of the provisions in sec. 1 employees shall be entitled to allowances specified in the provisions of the Labour Code, including addition for work during night-time and shift work.
3. Employees shall be entitled to additional annual remuneration (the so-called “thirteenth salary”) in the level and according to the principles specified in the provisions concerning additional annual remuneration of employees in the budgetary sector.
4. Employees are further entitled to annual leave remuneration for the period of remaining on an annual leave as well as to the provisions for the period of temporary inability to work according to the principles and in the level specified in the provisions of law and the provisions of the act.

### Other provisions

**§ 5**

1. Employees of the university shall be entitled also to:
	1. jubilee award;
	2. retirement pay or severance pay;
	3. financial severance pay on account of employment contract termination due to causes not concerning the employee;
	4. equivalent for unused annual leave;
	5. equivalent for washing of working clothes;
	6. lump sum for using own car for work-related purposes;
	7. reimbursement of costs of business travel;
	8. additional remuneration for legal counsel;
	9. additional remuneration for social labour inspector.
2. Employee may be granted an award called “Rector's award”.
3. In case of university employee's death in the course of labour relationship or during collection after its termination of allowance on account of inability to work as a result of a disease, the family shall be entitled from the university to a death benefit as specified in § 45 and § 46 of the bylaws.
4. A person may be entitled to the provision under the company social benefits fund according to separate provisions.

### Payment of remuneration term

**§ 6**

1. Terms of payments of remuneration for academic teachers:
	1. basic remuneration, allowance for work seniority and allowances specified in § 4 sec. 1 point 2 with the exception of remuneration components specified in letter c, d, e, f, i, is paid upfront for a given month, that is, on the first day of a given month. This entitlement expires on the last day of the month in which the labour relationship has ceased, whereas the employee preserves the right to remuneration paid for that month;
	2. remuneration for overtime hours in case of academic teachers is paid after completing the settlement of hours realized in a given academic year, once a year, on or before 30 November of a given year. In case of earlier, total settlement of hours realized by employees of a given organizational unit, which should be pursued, remuneration is paid in the shortest possible term.
2. Employees who are not academic teachers are paid all remuneration components, both constant and volatile, in arrears for the monthly period, on the 27th day of a given month.
3. Benefits are paid within the terms of remuneration payments.
4. Remuneration components financed from the sources other than a grant, with the exception of those specified in § 4 sec. 1 point 1 and point 2 letter a, b in case of academic teachers may be paid for the worked month in arrears on the 27th day of a given month.

### § 7

1. If the payment term falls on the day that is a statutory free day, payments of remuneration to academic teachers, as specified in § 6 sec. 1 point 1 shall be performed on the fallowing, first working day after such day and for other employees on the working day preceding the free day.
2. Payment of remuneration is carried out to the bank account specified by the employee unless the employee submits an application in a written or electronic form for payment of remuneration in cash. Remuneration is paid in bank branches subject to presentation of an identity proof.
3. Detailed information concerning bank branches in which one may execute payments are presented in the chancellor's notification.
4. The employer shall not be responsible for delays related to the employee indicating an incorrect bank account number.
5. Potential reservations as to the level of paid remuneration may be submitted by employees to the Payroll Department.

### § 8

1. Remuneration is paid for the conducted work. Employee maintains the right to remuneration for the time of non-completion of work solely when the provisions of labour law state as above. An employee cannot waive the right to remuneration, nor can they transfer this right onto a third party.
2. Employer, upon employee’s request, is obliged to disclose documents based on which his remuneration was calculated.
3. The employer is obliged to protect confidentiality of information concerning individual remunerations of employees and other benefits to which employees are entitled. The provisions of the preceding sentence do not concern remuneration of persons to which provisions on access to public information apply.
4. The level of individual remuneration of employees constitutes an entrepreneur’s secret in the meaning of the provisions on combating unfair competition and is subject to ban on disclosure by the University. The provision of sec. 3 second sentence shall be applicable.
5. Remuneration of the Rector and the Bursar is open.

### § 9

The following shall be defined:

* 1. monthly minimum rates of basic remuneration for academic teachers employed on research-didactic, research and didactic positions - **Appendix no. 1;**
	2. monthly rates of functional allowances or organizational allowances for academic teachers performing managerial functions and principles of their establishing - **Appendix no. 2;**
	3. table of work positions, qualification requirements and minimum classification of employees who are not academic teachers employed on scientific-technical, engineering-technical, technical, administrative, economic and other positions - **Appendix no. 3;**
	4. table of work positions, qualification requirements and minimum classification of employees employed on working positions - **Appendix no. 4;**
	5. table of work positions, qualification requirements and minimum classification of library employees and employees of documentation and scientific information departments - **Appendix no. 5;**
	6. table of monthly rates of functional allowance for employees of PK Library employed in the group of academic teachers and other employees performing managerial functions - **Appendix no. 6;**
	7. table of work positions, qualification requirements and minimum classification of employees employed on working positions - **Appendix no. 7.**

### Basic remuneration

**§ 10**

1. The level of basic remuneration is determined, in particular, by the type of conducted work, qualifications required upon its conduct, qualifications held by the employee and his experience, skills and practice as well as responsibility and effort put into a given type of work and significance of the conducted work for the employer. The level of basic remuneration ought to be related also to the results of periodical evaluation of employees.
2. Basic remuneration constitutes a permanent amount stemming from the employment contract established on the basis of monthly rates of employee classification, subject to § 8 sec. 1
3. Hourly rate of basic remuneration is calculated through dividing basic remuneration stemming from the employment contract of the employer by the number of hours of work to be worked in a given month and in case of academic teachers - by the number 168. In case of the need to establish an average monthly number of hours of work of an employee who is not an academic teacher it is assumed that 168 is a divider. In case of projects financed directly from the EU funds an annual number of effective hours of work at the level of 1720 is assumed.

### § 11

1. The level of minimum basic remuneration of academic teachers employed on individual positions and holding specific qualifications is specified in **Appendix no. 1** to the hereby bylaws.
2. Basic remuneration for the rector is established by the relevant minister for higher education upon request of the university council. Rector's basic remuneration cannot exceed 300% of average basic remuneration at the university of persons employed on the position on which the rector is employed, calculated on the basis of average remuneration for the calendar year preceding the year of rector’s selection.

### § 12

In case when minimum basic remuneration for a full-time basis established by the Minister of Labour and Social Policy is increased to exceed the level of basic remuneration and statutory bonus specified in the employment contract, the employer is obliged to immediately increase the employee's basic remuneration.

### § 13

Employee employed on a part-time basis shall be entitled to basic remuneration at the level proportional to the dimension of work stemming from the concluded employment contract. The amount of basic remuneration after calculation into full dimension of work is rounded upwards to full PLN.

### Allowance for work seniority

**§ 14**

1. Allowance for work seniority may be granted at the level of 1% of basic remuneration for each year of employment. The allowance is paid within monthly periods starting from the fourth year of employment (after working 3 years), whereas the level of this allowance cannot exceed 20% of basic remuneration.
2. If an employee obtains the right to the allowance for work seniority or the right to a higher rate of this allowance on the first day of the month - then this allowance shall be granted for that month.
3. If the employee obtains the right to the allowance for seniority or the right to a higher rate of that allowance within a month - then this allowance shall be granted starting from the first day of the month following the month in which the employee obtained this right.
4. The allowance for work seniority shall be granted to the employee for days in which he obtains remuneration and for days of absence at work due to inability to work as a result of disease or necessity to personally look after a child or a sick member of their family, for which he or she obtains remuneration or social insurance benefits.

### § 15

1. In case of periods of employment considered while calculating the level of allowance for the work seniority the following are included:
	1. completed period of employment subject to sec. 3;
	2. other periods included on the basis of separate provisions such as periods on which employee entitlements depend;
	3. periods of assistant studies prepared, held on the basis of provisions concerning the principles and conditions of formation in higher education facilities of assistant preparatory studies;
	4. periods of stay abroad stemming from referral granted on the basis of provisions on referral abroad of employees for scientific, didactic and trainings purposes.
2. In case of the employee remaining in more than one employment periods eligible for allowance on account of seniority must be considered separately for each labour relationship.
3. Upon establishing period eligible for allowance on account of seniority the part of completed period of employment with another employer with which the employee is or was employed simultaneously and which are parallel to the period of employment at the university shall not be considered.
4. Periods specified in sec. 1 point 1 are calculated on the basis of employment certificate and periods specified in sec. 1 points 2-4 - pursuant to another document that confirms their occurrence.
5. The completed period of employment specified in sec. 1 point 1 is also considered on the basis of other documents which certify that the employee was employed by a foreign employer as part of labour relationship in the meaning of the law of the country in which the work was conducted. Provisions of sec. 3 in the part concerning parallel labour relationships shall be applicable, respectively.
6. Documents specified in sec. 5 which confirm the work seniority ought to contain at least the following data:
	1. data of the person who is the data subject,
	2. indication of the employer with an indication of his full name and specification of the legal form in the framework of which he conducts business,
	3. indication of the employer's seat and precise address,
	4. indication of employment form,
	5. marking of employment period in such a way so as to indicate the daily date of commencement and completion of employment,
	6. indication of periods of unpaid leaves,
	7. marking that identifies the person who issued the document.
7. Documents indicated in sec. 5, elaborated in a foreign language, must be submitted to PK along with their translations into Polish. PK may demand from the employee to deliver translations performed by a sworn translator, especially if the content of the submitted translation raises doubts as to its validity.

### Functional allowance

**§ 16**

1. Functional allowance may be granted to employees for performing functions related to managing a team of persons, whereby the team cannot comprise more than five persons, together with the person managing it. The level of the functional allowance cannot exceed 67% of professor's remuneration.
2. A team shall be understood as employees directly or indirectly subordinated, whose professional subordination stems from the university organizational structure. Functional allowance may be designated also for the manager's deputy in case when permanent scope of duties of the deputy manager fulfils the requirements specified in sec. 1 or in the period of manager's absence.
3. The level of functional allowance is established individually and depends on the number of employees in the managed team and on the degree of complexity and importance of tasks related to the conducted function.
4. Functional allowance may be granted from the first day of the function performance when it comes to functions related to managing a team until the last day of the month in which completion of this function performance occurred.
5. In case of employment on a part-time basis, the functional allowance may be granted proportionally to the dimension of work.
6. Employee may obtain more than one functional allowance subject to the total sum of both of them not exceeding 67% of professor's remuneration.
7. The level of functional allowances for employees who are not academic teachers is specified in **Appendix no. 3** to the hereby bylaws. The level of functional allowances for academic teachers is specified in **Appendix no. 2** to the hereby bylaws. In case of employees of the PK library employed in a group of academic teachers and other employees, the level of functional allowances is specified in **Appendix no. 6.**
8. The level of rector’s functional allowance cannot exceed 100% of professor's remuneration. Functional allowance for the rector is established by the relevant minister for higher education upon request of the university council.

### § 17

1. Employee reserves the right to a functional allowance during a justified absence at work, however, no longer than for a period of 3 months subject to sec. 2.
2. Functional allowance shall not be granted to an employee in case of ceasing to perform the function. Functional allowance shall not be granted to the academic teacher also in the period of suspending performed duties on the basis of provisions of the act.

### Organizational allowance

**§ 18**

1. An organizational allowance may be granted for the performance of additional duties or organizational tasks for the university which are valuable for its functioning. In particular, organizational allowance may be granted for: managing post-graduate studies, student internships, additional trainings courses, performing the function of rector's proxy, dean's proxy, performing the function of doctoral studies manager, legal counsel, investor's supervision inspector etc.
2. Organizational allowance may be granted also in relation to performing managerial functions, in particular, functions specified in § 2 point 12 in case when the employee does not fulfil the necessary conditions to obtain the functional allowance.

2a. Organizational allowance may be granted also to chairmen of scientific councils of faculties the faculty disciplines of which obtained categories A+, A or B+.

1. Organizational allowance may be granted to employees who organize and manage the work of a brigade that consists of at least five persons employed on working positions together with a foreman, subject to the level not exceeding 15% of basic remuneration stemming from personal classification of a given employee.
2. Rector conducts the assessment of significance for the university of circumstances that may justify granting of organizational allowance.

### § 19

1. Organizational allowance may be granted on a one-off basis, periodically or for an indefinite period of time.
2. The allowance is granted by the Rector:
	1. at his own initiative;
	2. upon request of employee or their superior;
	3. upon request of manager of another organizational unit, positively opinionated by the employee's superior.
3. The allowance is granted in amounts and its level cannot exceed 67% of professor's remuneration subject to § 18 sec. 3.
4. The allowance cannot be granted also from the resources other than a grant or a subvention. The application for allowance must contain confirmation of possessing means for its payment regardless of the source of funding.
5. Employee reserves the right to an organizational allowance during a justified absence at work, however, no longer than for a period of 3 months.
6. Organizational allowance shall not be granted to an employee in case of ceasing of the title for obtaining it.
7. Employee may obtain more than one organizational allowance subject to the total sum of all granted allowances not exceeding 67% of professor's remuneration and in cases specified in § 18 sec. 3 – it cannot exceed 15% of basic remuneration stemming from the personal classification of a given employee.
8. Sample application form for organizational allowance may be found in **Appendix no. 8** to the hereby bylaws. The application form must be submitted in two copies.

### Task-related allowance

**§ 20**

1. Task-related allowance may be granted on account of temporary increase of professional duties or temporary entrustment of additional tasks or on account of the nature of work or the conditions of its completion.
2. Task-related allowance may be granted on a one-off basis or periodically.
3. The employee may obtain only one task-related allowance in a given point in time.
4. The allowance is granted by the Rector
	1. at his own initiative;
	2. upon request of employee or their superior;
	3. upon request of manager of another organizational unit, positively opinionated by the employee's superior.
5. The allowance is granted in amounts subject to its level not exceeding 80% of the sum of basic remuneration and the employee's functional allowance.
6. The allowance cannot be granted also from the resources other than a grant or a subvention. The application for allowance must contain confirmation of possessing means for its payment regardless of the source of funding
7. Employee reserves the right to an organizational allowance during a justified absence at work, however, no longer than for a period of 3 months.
8. Task-related allowance shall not be granted to an employee in case of ceasing of the title for obtaining it, as specified in sec. 1.
9. Sample application form for allowance may be found in **Appendix no. 9** to the hereby bylaws. The application form must be submitted in two copies.
10. The task-related allowance may be granted to the rector by university council.

### Periodic allowance

**§ 21**

1. Periodic allowance may be granted for the realization of tasks of particular importance to the functioning and development of PK, including among others for:
	1. special engagement in conducting tests of significance for the university,
	2. special engagement in applying for financial means from other sources than grants and subventions,
	3. realization of basic and additional tasks of significance for the university and its safety, in particular, for realization of the university development strategy,
	4. realization of additional tasks financed from external funds, in particular, in case of engagement in realization of project works, grants etc.
2. In cases specified in sec. 1 points 1, 2 and 3 of the assessment of importance for the university of circumstances that may justify granting of periodic allowance is made by the rector.
3. In case specified in sec. 1 point 4, the principles of granting periodic allowances must encompass “Bylaws of employment at the Tadeusz Kościuszko Cracow

University of Technology under projects financed from external resources” specified by means of a separate ordinance.

1. Periodic allowance is granted on a periodic basis.
2. The allowance is granted by the Rector:
	1. at his own initiative;
	2. upon request of employee or their superior;
	3. upon request of manager of another organizational unit/project manager, positively opinionated by the employee's superior.
3. Periodic allowance is granted in amounts subject to its level not exceeding 300% of the sum of basic remuneration and the employee's functional allowance.
4. Simultaneously more than one periodic allowance may be granted whilst the total level of it cannot exceed the amount specified in sec. 6. Subject to the fact that in case of realization of projects under the European Regional Development Fund, European Social Fund and the Cohesion Fund, employee may obtain solely one periodic allowance settled proportionally to its engagement in a given task.
5. The periodic allowance cannot be granted also from the resources other than a grant or a subvention. The application for allowance must contain confirmation of possessing means for its payment regardless of the source of funding.
6. Employee does not maintain an entitlement to periodic allowance in the month in which his absence covered all days scheduled in his or her time schedule of work.
7. Sample application form for obtaining periodic allowance specified in sec. 1 point 1-3 is defined in **Appendix no. 10** to the hereby bylaws, whilst one specified in sec. 1 point 4 is outlined in **Appendix no. 11.** The application form must be submitted in two copies.

### Activeness allowance

**§ 22**

1. Activity allowance is an addition to basic remuneration for PK employees.
2. Means for activeness allowance are gathered by the rector, vice-rectors, chancellor with respect to the divisions and non-faculty units they supervise as well as deans - with regards to individual faculties. These funds originate, first of all, from resources devoted to remuneration of employees employed on a full-time basis in financial ventures financed from external resources, refunded from these sources. In addition, they may be supplemented by a write-off for indirect costs calculated into external ventures and other non-budgetary sources.
3. The level of payments on account of activeness allowances cannot exceed the means gathered for these purposes in a given calendar year. Non-used funds are transferred for the subsequent calendar year.
4. This allowance cannot be granted to employees who obtained additional remuneration in the form of task-related allowance, periodic allowance and organizational allowance for actions specified in sec. 6.
5. Ventures of unit value up to PLN 50,000.00 net which are related to expertise and analyses as part of scientific and development works as well as motions and ventures targeted at co-financing remuneration in other ventures cannot be rewarded.
6. The following actions cannot constitute the basis for allowance allocation:
	1. submission of an application for ventures financed from external resources as part of the contest procedure which have not been qualified for financing on account of limited means, but which obtained a positive assessment from reviewers or experts,
	2. obtaining external financing at the level of ≥ PLN 50,000.00 net for realization of venture as part of the contest proceeding, completed in signing the agreement for realization or on the basis of the concluded agreement with an external financing unit,
	3. participation (solely as part of labour relationship) in realizing conceptual tasks in research, scientific, development, innovative, didactic, organizational, promotional ventures as well as other ventures targeted at realization of the university or faculty strategy,
	4. managing/coordinating venture realization (solely as part of a full-time position),
	5. publishing an article in a scientific journal which obtained at least 70 points according to the list of the relevant minister for science, whilst all publications which were granted 200 points will be awarded. In case of completing all slots in the period of evaluation of a given employee, next such publication may be awarded – subject to the dean's decision,
	6. obtaining an affiliated patent at PK, granted by the Patent Office of the Republic of Poland or granted to an entity in a state belonging to the Organisation for Economic Cooperation and Development “OECD” or in the procedure compliant with the Patent Cooperation Treaty,
	7. obtaining the status of faculty contest winner or the best educationalist of the year.
7. The allowance may be granted:
	1. on a one-off basis for activeness specified in sec. 6 point 1,2,5,6 and 7 at the maximum level of 2 average monthly gross remunerations at PK in the previous year,
	2. on a monthly basis for activeness specified in sec. 6 point 3 and 4 at the maximum level of one average monthly gross remuneration at PK in the previous year,
8. The principles of awarding actions specified in sec. 6, including detailed criteria for rewarding these actions, manner of division of the amount among co-authors and manner of establishing the level of the allowance (subject to sec. 7) are determined by deans.
9. An employee is entitled to an allowance provided for in sec. 6 point 3 and 4 for effective working time in a venture from a given month.
10. The allowance is granted on the basis of correctly filled out application forms submitted to the University Office for Strategy and Development, in line with the specified pattern by an interested employee, constituting **Appendix no. 12** to the bylaws.
11. Activity allowance is granted by the rector at their own initiative or at the request of the vice-rector, chancellor with regards to the divisions and non-faculty units subordinated to them or deans - with respect to faculties. Each employee may also apply for obtaining the allowance on their own.
12. The application for allowance payment payable to the employee for activeness specified in sec. 6 point 1,2 and 4 ought to be submitted within 60 days from obtaining the decision on financing denial or from the date of concluding the agreement for financing of external ventures.
13. Application for payment of allowance payable to the employee for activeness specified in sec. 6 point 5 ought to be submitted after the term in which the publication was published. A current printout from the Cracow University of Technology Employee Publications Bibliography base (BPP PK) constituting an attachment to the application form is a document confirming the publication of articles.
14. Payment of the allowance to a given employee occurs in the first possible term for payment of remuneration after verifying the application form, respectively, by the Department of Scientific Research, CTT or the Team for Settling International Projects, confirming available funds by relevant position on limits and obtaining a positive decision of the PK Rector or of a person authorized to do so. If the allowance is paid cyclically, each payment of it occurs along with the payment of remuneration to the employee for each subsequent calendar month in which the employee is eligible to the allowance in arrears.
15. The responsibility of immediate notification of the University Office for Strategy and Development concerning each case when, due to discontinuing active participation in a venture the employee loses their entitlement to the allowance paid according to the principles specified in sec. 9 of the hereby paragraph rests on the venture manager or on his direct superior.

### Additional remuneration for distinctive research and research-didactic employees

**§ 23**

1. In order to support and distinguish research and research-didactic employees of the Cracow University of Technology whose scientific achievements have a crucial influence of the results of evaluation of disciplines, items in rankings and PK development, targeted measures must be separated at disposal of the rector. The level and source of funds designated for this purpose are specified in the principles of financing university activities in a given year.
2. Additional remuneration is paid from the targeted measures for employees specified in sec. 1 for 12 subsequent months which is hereinafter referred to as “additional remuneration”.
3. Additional remuneration, granted by the PK Rector, cannot exceed 30% of average gross monthly remuneration of an employee at the Cracow University of Technology.
4. Additional remuneration may be designated for research and research-didactic employees of the Cracow University of Technology, who fulfil the following combined conditions:
	1. obtain outstanding achievements in their scientific work. Scientific achievements should be documented by significant publications in the last two years preceding the allocation of additional remuneration or should be confirmed by patented or commercialized effects of their research work in the year preceding allocation of additional remuneration,
	2. In the academic year preceding obtaining additional remuneration they realized the agreed didactic pensum in accordance with the work bylaws (concerns research-didactic employees).
5. Additional remuneration cannot be granted to: PK Rector, vice-rectors and deans.
6. Candidates for obtaining additional remuneration from amongst research and research-didactic employees of the Cracow University of Technology are submitted by way of contest by the deans. Submissions to the contest are directed by involved academic teachers to the relevant deans proper for the scientific discipline represented by a given candidate.
7. The principles of selecting candidates in individual units are each time established by deans. These principles encompass additional criteria to be fulfilled by candidates in order to obtain additional remuneration apart from those specified in sec. 4. These criteria ought to be made publicly known to all employees of a given unit.
8. The lists of candidates elaborated by deans ought to constitute the ranking lists. Brief justifications for the selection of each candidate must be attached to the lists. Candidate lists ought to be submitted to the Rector's secretary office until 31 January of each calendar year.
9. Employees who obtained additional remuneration in a given calendar year may obtain additional remuneration also in the subsequent years subject to the basis for granting additional remuneration not being the same scientific achievements.
10. The Senate Commission for Staff Development analyses the submitted candidate lists, conducts selection of candidates based on the assessment of their achievements and recommends the list of employees to the PK Rector with proposals of granting additional remuneration as part of the limit of funds allocated in a given financial year.
11. Employee is notified in writing by the PK Rector of the allocation of additional remuneration to him.
12. Additional remuneration is paid upfront for 1 year (12 months) after conducting qualification procedure specified in the hereby paragraph with adjustment from 1 January. In the period of unpaid leave, health leave or off-site internship, payments of additional remuneration are withheld.
13. The planned number of awarded employees from individual organizational units and the level of additional remuneration in a given calendar year are determined by the PK Rector, taking into consideration the financial possibilities of the Cracow University of Technology, no later than on 30 November of the year preceding allocation of additional remuneration.
14. The number of distinguished research and research-didactic employees who obtain additional remuneration in a given organizational unit is determined by participation of that unit in the algorithmic coefficient applied upon the distribution of grants at the Cracow University of Technology.
15. Negative financial result of the University specified int he financial statement, risk of disrupting financial liquidity of the university or other random events resulting in significant financial expenditure may constitute the basis for the PK Rector withholding the allocation of additional remuneration on the basis of the hereby paragraph.
16. Based on the list of persons to whom additional remuneration was allocated in a given calendar year approved by the PK Rector, organizational units employing these persons will obtain the funds to cover the effects of allocation of additional remuneration along with derivatives and funds for additional annual remunerations.
17. The distinguished academic teachers will obtain congratulation letters which will be handed over during the University Festival.
18. Persons who, after the qualification procedure at the faculty, have been highly assessed but failed to reach the limit set by the PK Rector for a given year, after receiving approval from the PK Rector may obtain additional remuneration, upon application of the dean from the faculty resources, as specified in sec. 2 in the amount not exceeding 20% of average monthly gross remuneration at the Cracow University for the final year.

### § 23a

**Additional remuneration for publication outcomes of outstanding research and research-didactic employees (“TOP20%”)**

1. In order to support and distinguish research and research-didactic employees of the Cracow University of Technology whose publications and patents are of significance for the results of evaluation of scientific disciplines, additional remuneration is granted for the above-specified employees, hereinafter referred to as remuneration for publication efficiency”.
2. Additional remuneration for publication efficiency is covered by faculty funds.
3. Decision concerning payment of additional remuneration for publication efficiency in a given calendar year is undertaken by the PK Rector in cooperation with deans and Vice-Rector for Science, taking into consideration financial possibilities of the Cracow University of Technology and its individual faculties.
4. Additional remuneration for publication efficiency may be designated for research and research-didactic employees of the Cracow University of Technology, who fulfil the following combined conditions:
	1. belong to the N number within one of the faculty disciplines,
	2. are on the ranking list of 20% of employees calculated to the N number in the faculty discipline with the largest number of points falling per an employee for publications and patents subjected to evaluation as per the state on 31 December of the calendar year preceding payment of remuneration established in accordance with the principles specified in sec. 5.
	3. In the academic year preceding obtaining additional remuneration they realized the agreed didactic pensum in accordance with the work bylaws (concerns research-didactic employees).
5. The principles of establishing ranking lists of employees who may obtain additional remuneration for publication efficiency and the level of such remuneration are established by faculty deans after obtaining opinions in this regard issued by faculty scientific committees. These principles ought to be made publicly known to all employees of a given faculty.
6. Deans hand over to the rector the ranking lists of employees who fulfil the requirements specified in sec. 4 within the term up to 31 January.
7. Employee is notified in writing by the PK Rector on the allocation to him of additional remuneration for publication efficiency.
8. Additional remuneration for publication efficiency is paid upfront for 1 year (12 months) with adjustment from 1 January. Employee reserves the right to an organizational allowance for publication efficiency during a justified absence at work, however, no longer than for a period of 3 months.
9. Negative financial result of the University specified in the financial statement, risk of disrupting financial liquidity of the university or other random events resulting in significant financial expenditure may constitute the basis for the PK Rector withholding the allocation of additional remuneration for publication efficiency.

### Didactic allowance

**§ 24**

1. Employees who obtained a didactic allowance for:
	1. participation in actions related to the recruitment process for the thirst and second cycle studies,
	2. managing and supervising student internships,
2. Participation in the works of recruitment committee on admission to the first and second cycle of studies entitles an employee (academic teacher or employee who is not an academic teacher) a didactic allowance in the amount applied for by the dean.
3. Allowance, as specified in sec. 1, shall be paid on a one-off basis and in case of recruitment committees participating in recruitment conducted in the summer and winter semester, the allowance shall be paid twice. Employees who participate in the works of two recruitment committees shall be entitled to an allowance for work in both committees.
4. Academic teachers participating in the works of the examination boards of qualification committees appointed to carry out actions in the recruitment process for the first and second cycle studies in a given academic year shall be entitled to a didactic allowance the amount of which

Cannot exceed 40% of the sum of basic remuneration and employee’s functional allowance.

1. Academic teachers shall be entitled to a didactic allowance for participation in confirmation of learning outcomes at the level of up to 80% of the sum of basic remuneration and employee’s functional allowance.
2. A didactic allowance to which an academic teacher is entitled in a given academic year for supervision over student professional internships in the amount not exceeding 30% of professor's remuneration may be granted once in that period.
3. The level of allowances specified in sec. 2-5 is established by the rector upon the dean’s application.
4. Allowances specified in sec. 2-5 shall be distributed out of resources originating from recruitment fees and fees for confirmation of learning outcomes. In case of failure to launch any of the offered fields of study at a given faculty in a given academic year, as specified in sec. 2-4, shall be paid from the resources of that faculty.

### Statutory bonus

**§ 25**

1. Employee who is not an academic teacher may obtain a bonus from the rector calculated on the basis of their basic salary.
2. The bonus specified in sec. 1 shall be granted for abiding by the discipline of work and for:
	1. proper and timely fulfilment of the assigned scope of tasks,
	2. effective and impeccably worked through working time,
	3. thorough and autonomous conduct of entrusted tusks in line with employer work position description sheet.
3. The premium does not apply for the period of absence at work for which remuneration in paid for the duration of disease and social insurance benefits or accident benefits are applicable.
4. The rector specifies the percentage level of premium fund for a given calendar year and establishes the allowed minimum and maximum bonus percentage subject to the maximum percentage of the bonus not exceeding 80% of employee's monthly basis remuneration. The rector may establish the level of bonuses individually.
5. Employee may be deprived of their entitlement to the bonus entirely or partly in the month following the month in which a breach by them of the Bylaws of Work occurred, in particular in case when:
	1. the assigned obligations were carried out improperly by them,
	2. they did not abide by the work discipline,
	3. they left the workplace without justification,
	4. they improperly used devices, equipment, work tools, materials, causing their destruction.
6. The employee shall be deprived of a bonus no longer, however, than for a period of three months, in case when:
	1. they failed to abide by H&S regulations and fire protection provisions,
	2. they appeared at work under the influence of alcohol or consumed alcohol in the workplace,
	3. they exposed the university to the risk of financial or material losses,
	4. they obtained a standard disciplinary sanction.
7. In case of depriving an employee of a bonus entirely or partly due to causes other than those specified in sec. 5 and 6, the Employer shall hand over applicable written justification explaining the undertaken decisions to the employee.
8. Depriving an employee of a bonus entirely or partly shall not exclude application by the employer of disciplinary penalties provided for in the Bylaws of Work.
9. Savings under the bonus fund allocated to the organizational unit shall remain at the disposal of the rector, vice-rectors, chancellor with respect to the divisions and non-faculty units they supervise as well as deans - with regards to individual faculties.
10. Decision regarding allocation of savings under the bonus fund is undertaken after obtaining opinions of managers of subordinated organizational units.
11. Under savings from the bonus fund at disposal, upon justified motion submitted by the superior, an additional bonus may be granted to the employee. Template constitutes **Appendix no. 13** to the Bylaws. Source of funding must be specified in the application form and the funds at disposal must be confirmed. Savings for financial bonuses under grants must be confirmed by the University Office for Strategy and Development.
12. A justified application for granting of statutory bonus must be submitted to the University Office for Strategy and Development subject to the last statutory bonus in a given calendar year being paid on the basis of the submitted application within the absolute term of 10 December of a that year.

### APPRECIATION BONUS

**§ 26**

1. Employee who is not an academic teacher may obtain an appreciation bonus from the rector.
2. Appreciation bonus may be granted to:
	1. Employee who is found to possess:
		1. significant engagement in the conducted work,
		2. creativity and innovation when carrying out work duties,
		3. high personal culture in building positive relations inside and outside of the university,
	2. employee who conducts additional tasks:
		1. which are of particular importance for the university interest and performance of which involves significant personal responsibility of the employee,
		2. Which consist in a substantive participation in rector’s committees, senate, faculty, dean and other commissions appointed by the Rector of PK.
3. Appreciation bonus is granted quantitatively not more frequently than once a quarter.
4. The PK Rector specifies the percentage level of the fund for the appreciation bonus with regards to a single monthly basic remuneration for a given calendar year for individual units.
5. Funds from the appreciation fund remain at disposal of: Unit heads – in the scope of funds for bonuses for the subordinated employees’ sand for: rector, vice-rectors, chancellor and his deputies and for the deans in the scope of funds for bonuses for heads of units subordinated to them and other persons directly subordinated to them.
6. The maximum level of appreciation bonus allocated to an employee in a given quarter may not exceed an average monthly gross remuneration in a group of employees who are not academic teachers of PK from the previous year.
7. Funds for appreciation bonuses that have not been used in a given quarter are transferred onto the subsequent quarter.
8. Non-used funds for appreciation bonuses are transferred for the subsequent calendar year.
9. Direct superior submits an application for granting of appreciation bonus to the subordinate of higher rank, consideration the criteria specified in sec. 2. The appreciation bonus is approved by the PK Rector. Template application form constitutes **Appendix no. 14** to the Bylaws. Source of funding must be specified in the application form and the funds at disposal must be

confirmed. Funds allocated within the grant limit must be confirmed by the University Office for Strategy and Development.

1. A justified application form for granting an appreciation bonus must be submitted to the University Office for Strategy and Development on or before 10th day of the month occurring after a completed quarter with the exclusion of quarter IV for which the application form must be submitted until 10 December of a given year.

### RECTOR’S AWARD FOR ACADEMIC TEACHERS

**§ 27**

1. Each year a write-off at the level of 2% is conducted of the planned annual expenditure for personal remunerations for academic teachers with designation for Rector's award for academic teachers.
2. The Rector grants awards to academic teachers for:
	1. original and creative scientific achievements, including:
		1. scientific publications with significant impact on the state of knowledge and directions of further research;
		2. obtaining a scientific degree of doctor habilitatus in the field of art (subject to all reviews in the habilitation procedure having been positive) and distinguished doctoral dissertations;
		3. construction, technological and design works characterized by novel, scientific approach to the given issue;
		4. managing research teams realizing financial projects by way of national and foreign contests,
		5. artistic work;
	2. shaping scientific personnel confirmed by: initiation of the research problem, performing the function of a promotor, assistant promotor, consultant and opinionator of scientific works or reviewer;
	3. didactic achievements, including:
		1. elaboration of a handbook appreciated by the academic environment;
		2. authorship or co-authorship in distinguished didactic aids, methodological guidebooks or teaching programmes;
		3. successes won as a promotor of awarded diploma works;
		4. successes won as scientific club supervisor;
		5. systematic obtaining very good grades in student surveys (average grade from all surveys in a given calendar year above 4.85 subject to the number of filled out forms remaining above 25 or the teacher was assessed by no less than 15% of students entitled to perform the assessment and no less than 6 students);
		6. conduct of classes in foreign languages;
		7. indication of above-average initiative during realization of didactic process;
	4. organizational achievements, including:
		1. specific actions that caused significant improvement of working conditions, increase of educational or scientific effects or related to the development of general, didactic or research infrastructure at the university,
		2. expanding international cooperation towards increasing the quality of scientific research, development works and education,
		3. Developing cooperation with the social-economic environment, in particular for the purpose of:
			* conducting scientific research or development works towards entrepreneurs,
			* elaborating programmes of education and professional improvement adjusted to social-economic needs of the region and country;
	5. overall achievement (scientific, didactic, organizational activity, shaping scientific staff),
	6. overall work history at PK;
	7. creating an e-learning course,

### § 28

1. Awards are granted on an annual basis:
	1. for scientific or didactic achievements; they concern achievements gained in the previous calendar year;
	2. for preparation and launching of e-training in an academic year preceding granting of awards, fulfilling the requirements specified in sec. 2;
	3. for organizational achievements; gained in the previous academic year.
2. E-course which is the subject of award ought to fulfil the following conditions:
	1. it ought to be strictly linked to a given type of class in the scope of the module or subject,
	2. it ought to be placed in the relevant structure of catalogues of courses on the Moodle platform (department, direction),
	3. it ought to specify the target group of students (full-time studies, extramural studies, first and second cycle studies),
	4. it ought to contain:
		1. module name and name of type of classes,
		2. information elements of initial and organizational nature concerning a given type of classes (that is, conditions for participating in classes and passing them, initial information concerning individual student work as part of the e-course and manner of verifying student work as part of the e-course),
		3. educational elements (that is lecture materials, materials used during practical classes and project classes and instructions for laboratory classes; sample tasks with solutions, sample project works, lines for resources on the internet and other materials of educational nature),
		4. knowledge verification elements, that is, quizzes, tests, sets of tasks for individual solving, used mechanisms of randomness implemented on the Moodle platform,
		5. communication elements (teacher - student communication tools, that is, electronic reports, communication and discussion tools i.e. discussion panels).
		6. Control questions grouped in quizzes and blocks of tasks for individual solving should be assessed (graded by the system). Other student activities (i.e. familiarizing with laboratory instruments, sending e-reports) should also be graded by the system) General number of points gathered by the student during their participation in an e-course ought to be considered in the framework of credit conditions.
3. Awards may be individual or group, whereas awards for overall achievements are of individual nature.
4. The basis for establishing the level of awards specified in § 27 sec. 2 point 1-5 is the monthly rate of basic remuneration on the position of professor, specified in the provisions on remuneration of academic teachers in place on the 30th of June of the calendar year in which the award is granted.
5. The following level of awards is agreed, as specified in § 27 par. 2 point 1-5:
	1. individual award up to the level of 250% of the basis specified in sec. 4,
	2. team award up to the level of 500% of the basis specified in sec. 4.
6. The level of this award, as specified in § 27 par. 2 point 7 is each year established by the rector.
7. The team award is allocated to the team that comprises no more than 10 members and in case of awards specified in § 27 sec. 2 point 7, no more than 3 members. Participation of each of them in reaching the achievement should be specified in percentages, depending on the input of work in the obtained achievement, on the form constituting **Appendix no. 19** to the hereby bylaws.
8. Meritorious academic teachers who finish work at PK due to retirement or pension commencement may be granted awards for overall achievements at PK.
9. The level of the award for overall achievements at PK cannot be lower than the level of the last basic remuneration of the academic teachers and it cannot exceed the triple amount of remuneration.

### § 29

1. The application for granting awards, as specified in § 27 par. 2 point 1-5 is submitted by: The rector, the dean - after obtaining an opinion in this regard from the faculty college or from the non-faculty unit head - after opinionizing by the relevant vice-rector, whereas in case of awards for achievements specified in § 27 sec. 2 point 1 the application is submitted by the faculty dean with the faculty discipline of whom the achievements are related and after obtaining an opinion from the college or the faculty itself. Sample application forms constitute **Appendix no. 15 and 16** of the hereby bylaws.
2. Application form for granting award for overall achievements at PK are submitted to the rector by the direct superior to the teacher, whilst maintaining the professional path.
3. The application on granting award, as specified in § 27 par. 2 point 7, is submitted by academic teachers to the dean. The dean presents this application for an opinion of the faculty college. Sample application forms constitute **Appendix no. 17 and 18** of the hereby bylaws.
4. In particularly justified cases the rector may grant an award out of his own initiative.
5. Persons or teams that apply for an award granted by the Minister of Science and Higher Education, whose applications were sent from the university to the Ministry of Science and Higher Education and who did not obtain an award may apply for the rector’s award solely on the basis of the application and the identical achievements presented in the application for obtaining award - without conducting the procedure.
6. Applications for obtaining award of the rector must be submitted until 15 November of the calendar year in which the award may be granted.
7. The rector undertakes a decision on granting the award after familiarizing with the opinion of the Rector Committee on Awards for Academic Teachers (awards specified in § 27 sec. 2 points 1-5) or the Rector Commission on granting awards of the rector for creating e-courses.
8. An academic teacher may obtain only one award of the following sort: Award of the Minister of Science and Higher Education or rector
9. Awards are paid by the end of the calendar year in which the award was granted.

### RECTOR'S AWARD

**for employees who are not academic teachers**

### § 30

1. The fund of awards for PK employees who are not academic teachers in a given calendar year if formed at the level of 1% of the planned annual remuneration for this group of PK employees.
2. The fund for employees who are not academic teachers is devoted to awards for achievements in professional work.
3. The following is separated from the fund for awards:
	1. anticipated number of payments of awards for employees who retire in a given year,
	2. rector's provision at the level of 5% designated, among others, for financing the fund of awards for small organizational units.
4. The fund of awards remaining after separating the amounts specified in sec. 3 is subject to division into departments, non-faculty units and divisions of university administration

in proportional ratio to the level of current remuneration of employees of a given faculty, non-faculty unit or division.

1. Employee’s direct superior submits an application for granting an award to that employee which is received by the head of organizational unit or the division manager.
2. The rector may grant an award at his own initiative as well.
3. The award may be granted to an employee who is not an academic teacher and who is an employee of PK at least since 1 January of a given year for which the award is granted and who:
	1. through exemplary fulfilment of his duties, taking initiatives at work and through lifting their efficiency contributes to the conduct of PK tasks,
	2. possesses special achievements related in particular to the improvements of work organization.
4. Meritorious employees who are not academic teachers, completing work at PK due to retiring or undertaking a pension scheme, may obtain the award for overall achievements at PK at the level not exceeding the one month's basic remuneration obtained for the last month of employment.
5. The level of the award cannot be lower than 20% of the lowest monthly basic remuneration from the currently binding table of monthly rates of basic remuneration of employees who are not academic teachers, and it cannot exceed 15% of basic annual remuneration of a given employee.
6. The awards are granted and paid at the end of a calendar year, subject to sec. 11. The awards for overall achievements at work at PK are granted and paid:
	1. in case of professors and university professors after completing the academic year in which the finally terminated employment relationship with PK,
	2. in other cases after final termination of employment relationship with PK.
7. The awards for outstanding achievements in the field of safety and health protection are granted and paid within the terms specified in the bylaws of granting these awards.

### Remuneration for actions related to assigning scientific titles

**§ 31**

1. Academic teachers are entitled to additional remuneration for:
	1. performing the function of promotor in the doctoral proceeding;
	2. performing the function of auxiliary promotor in the doctoral proceeding;
	3. elaboration of a review in the doctoral proceeding or in the habilitation proceeding;
	4. membership in the habilitaiton committee, including participation in elaborating the committee's opinion.
2. Remuneration specified in sec. 1 point 1 and 2 shall be granted after adoption by an authorized body of a resolution on issuance of doctoral scientific degree. Remuneration specified in sec. 1 point 3 shall be granted after the release of elaborated review. Remuneration specified in sec. 1 point 4 shall be granted after adoption by an authorized body of a resolution on issuance or refusal to assign a doctoral scientific degree.

### Remuneration for over contract hours

**§ 32**

1. An academic teacher obtains remuneration for working during over contract hours stemming from the hourly rate for over contract hours for academic

teachers employed on research-didactic and didactic positions.

1. hourly rates of remuneration for work during over contract hours amount to:
	1. 128 PLN - for the professor,
	2. 106 PLN - for the professor at the university and adjunct with habilitation,
	3. 96 PLN - for an adjunct without habilitaiton, trainer, lecturer of a foreign language, lecturer of Polish as a foreign language,
	4. 64 PLN - for assistant, language teacher and instructor.

### Remuneration for overtime hours

**§ 33**

1. Work carried out above the established working time standard as well as work carried out above the extended daily dimension of work, stemming from the binding for the employee system and schedule of the working time, constitutes an overtime work.
2. The dimension of work of an employee in the settlement period is decreased in that period by the number of hours of fair absence at work, falling for elaboration during that absence, in line with the adopted schedule of working time.
3. Employees are entitled for working overtime, provided that they did not obtain a compensation in the form of free days or hours, part from the standard remuneration to an allowance at the level of:
	1. 100% of remuneration - for work during overtime hours falling:
		1. at night,
		2. on Sundays and holidays which are not working days for the employee, in line with the binding schedule of the working time,
		3. on days off granted to the employee in exchange for work on Sunday or a bank holiday, in line with the binding schedule of the working time,
	2. 50% of remuneration - for work during overtime hours falling on each other day.
4. An allowance at the level specified in sec. 3 point 1 shall furthermore be granted for each extra working hour on account of exceeding the average weekly standard of the working time in an average settlement period, unless exceeding this standard occurred as a result of overtime work for which the employee is entitled to an allowance at the level specified in sec. 3.
5. The basis for calculating the allowances specified in sec. 3 is the employee's basic remuneration.
6. Pursuant to the application submitted by organizational unit’s head, it is allowed to introduced employees carrying out work permanently outside of the workplace a bulk sum for overtime work according to the principles specified in the Labour Code.

### Remuneration for on-call time

**§ 34**

An employee is entitled to remuneration for on-call time according to specific principles defined in the Labour Code and in case of employees employed on positions of drivers - in the act on working time of drivers.

### Allowance for night-time work

**§ 35**

1. Night-time is specified by the provisions of the bylaws of work.
2. An employee who carries out work during night is entitled to an allowance to remuneration for each hour of work during night-time at the level of 20% of hourly rate of basic remuneration, no less than 20% of hourly rate stemming from the minimum remuneration for work specified in separate provisions.
3. Allowance for work during night-time is paid within the term of payment of remuneration for a given month on the basis of the register of working time tracking system and the information passed on by the direct superior of that employee.

### Allowance for shift work

 **§ 36**

1. Employees employed in a modified working time system increases specified in § 70 of the Bylaws of work at PK are entitled to an allowance of 10% of the hourly rate of basic remuneration for each hour of work on the second shift.
2. Allowance for shift work is paid within the term of payment of remuneration for a given month on the basis of the register of working time tracking system and the information passed on by the direct superior of that employee.

### Remuneration for the duration of annual leave

**§ 37**

1. Remuneration for annual leave of employees who are not academic teachers is established in accordance with the provisions of the labour code. For the duration of annual leave an employee is entitled to remuneration which he or she would obtain if they worked during that time. Permanent and variable remuneration components in a constant monthly rate are incorporated into the amount payable in the month of annual leave conduct. Variable components of remuneration may be calculated on the basis of an average remuneration for the period of 3 months preceding the month of annual leave commencement; in cases of significant fluctuation of the level of remuneration, this period may be extended up to 12 months.
2. Remuneration of academic teachers for annual leave is calculated according to the principles specified in the act. An academic teacher is entitled to remuneration during an annual leave at the same level that he or she would obtain if they worked during that time. Permanent and variable remuneration components in a constant monthly rate are incorporated into the amount payable in the month of annual leave conduct. Variable remuneration components such as: remuneration for work during over contract hours, didactic allowance, are calculated from the period of 12 months preceding the month of annual leave commencement. Remuneration for one day of an annual leave is established on the basis of variable components through dividing the work dimension basis by 252. If employment lasted shorter than that, the variable components of remuneration are calculated for the whole employment period.
3. Remuneration for annual leave constitutes the sum of remuneration specified via a permanent monthly rate payable in the month of annual leave and an allowance to remuneration for the duration of leave calculated from variable components.
4. Remuneration for the duration of paid leaves as specified in Art. 130 and 131 sec. 1 of the Act is calculated as remuneration for annual leave.

### Equivalent for unused annual leave

**§ 38**

1. In case of not using the entitled annual leave entirely or partly due to termination or expiry of the labour relationship the employee shall be entitled to a financial equivalent.
2. In case of academic teachers the financial equivalent for the period of unused annual leave is established applying the principles in place when calculating remuneration for annual leave. The basis for the dimension established on the basis of components specifying a fixed monthly rate is divided by 21 and multiplied by the number of days of unused annual leave. The basis for the dimension established on the basis of variable components from the period of 12 months preceding obtaining of the right to equivalent is divided by 252 and multiplied by the number of days of unused annual leave.
3. In case of employees who are not academic teachers the financial equivalent for the period of unused annual leave is established in accordance with the provisions of the labour law. The basis of the dimension established on the basis of components specified by the fixed monthly rate and the basis of dimension established on the basis of variable components is divided by annual leave coefficient and multiplied by the number of days of unused annual leave. Annual leave coefficient is calculated in each calendar year by dividing the statutory number of working days falling for workdays in a year by 12 months.
4. The employer is not obliged to pay the financial equivalent for unused annual leave in case when the Parties decide about the use of annual leave during the employee remaining in a labour relationship on the basis of subsequent employment contract concluded with the university directly after termination or expiry of the previous employment contract.
5. Payment of equivalent for unused annual leave occurs in arrears on the first possible term of remuneration payment.

### REMUNERATION FOR THE PERIOD OF INABILITY TO WORK

**§ 39**

1. The period of inability to work by an employee as a result of:
	1. diseases or isolation on account of infectious disease – the employee maintains an entitlement to 80% of remuneration;
	2. accident on the way to or from work or a disease occurring during pregnancy – employee reserves the right to 100% of remuneration;
	3. Subjecting to necessary medical tests provided for the candidates for cell, tissue and organ transplantations and subject to procedures of cell, tissue and organ collection – an employee maintains the right to 100% of remuneration.
2. Remuneration specified in sec. 1 shall be paid for the duration of inability to work that lasts in total:
	1. up to 33 days during a calendar year;
	2. up to 14 days within a calendar year in case of employee who completed the age of 50.
3. Remuneration specified in sec. 1 is calculated according to the principles in place in separate provisions whilst establishing the bases for the dimension of sickness benefit for each day of inability to work, not excluding non-working days.
4. Remuneration specified in sec. 1 is not applicable in cases when the employee is not entitled to sickness benefit.
5. Time of inability to work specified in the hereby paragraph which lasts in total more than 33 days within a calendar year and in case of employees who completed the age of 50, lasting in total more than 14 days within a calendar year, the employee is entitled to sickness benefit according to the principles specified in separate provisions.
6. The provisions of the hereby paragraph in the part concerning employees who completed the age of 50 concern inability to work falling in a calendar year in which the employee completed the age of 50.

### ADDITIONAL ANNUAL REMUNERATION (“THIRTEENTH SALARY”)

**§ 40**

1. All employees of the university shall be entitled to additional annual remuneration.
2. The employee who has not worked through the whole calendar year in the university obtains entitlement to annual remuneration at the level proportional to the worked period provided that this period amounts to at least 6 months subject to the provisions of the Act of 12 December 1997 on additional annual remuneration from 12 December 1997 on additional annual remuneration for employees from units of the budgetary zone.
3. To establish the level and the principles of allocating remuneration specified in sec. 1, the provisions of the act specified in sec. 2 shall apply.
4. Remuneration specified in sec. 1 is paid no later than on 31 March of the year following the year it concerns.
5. Additional annual remuneration is not granted in case of:
	1. unjustified absence at work lasting more than two days;
	2. appearance at work or remaining at work under the influence of alcohol;
	3. employee obtaining a disciplinary penalty of expulsion from work;
	4. Termination of employment contract without notice period due to the employee's fault.

### Jubilee award

**§ 41**

1. All employees of the university are entitled to a jubilee award for many years of work.
2. The level of the jubilee award amounts to:
	1. 75% of monthly remuneration – for 20 years of work,
	2. 100% of monthly remuneration – for 25 years of work,
	3. 150% of monthly remuneration – for 30 years of work,
	4. 200% of monthly remuneration – for 35 years of work,
	5. 300% of monthly remuneration – for 40 years of work,
	6. 400% of monthly remuneration – for 45 years of work.
3. All completed periods of employment and other periods if, based on separate regulations, they fall within the calculation of the period of work which determines employee entitlements form part of the period of work entitling the employee to receive a jubilee award. Employees who remain in more than one labour relationship at once must have the periods entitling them to the jubilee award established separately for each labour relationship.
4. Upon establishing periods entitling to the jubilee award this part of completed periods of employment for another employee are not considered with respect to employers for whom the employee is or

was employed simultaneously which cover the periods of employment at the university.

1. The employee obtains the right to an award at the university in which he or she is employed on the day of the expiry of the period entitling them to an award.
2. payment of the jubilee award occurs in arrears:
	1. in case of academic teachers - within the first term of payment of remuneration to which the employee is entitled after the expiry of the month in which he or she obtained the right to receive the award;
	2. in case of employees who are not academic teachers in the first possible term of remuneration payment.
3. The employee is obliged to document his right to the jubilee award if there are not relevant documents within their personnel files.
4. In case of termination of the employment relationship due to retirement or pension period commencement on account of inability to work, the award may be granted subject to expected obtaining the right to the award in line with sec. 2 in less than 12 months counting from the date of termination of the labour relationship. The award specified above is paid within the terms specified in sec. 6

### § 42

1. The basis for calculation of the level of the jubilee award is the remuneration to which the employee is entitled on the date of its payment provided this is beneficial for the employee

– remuneration to which the employee is entitled on the date of obtaining the right to the award, whilst the components of remuneration and other provisions stemming from the labour relationship shall be accepted for calculation of the financial equivalent for the annual leave.

1. If an employee obtains the right to the award whilst being employed in another dimension of work than the dimension on the date of its payment, the basis for calculation of the level of the award shall be the remuneration to which the employee was entitled on the day of obtaining the right to the award.

### § 43

1. If on the date of entry into force of provisions introducing the possibility of calculating the periods entitling to employee benefits periods not so far settled the period entitling the employee to two or more jubilee awards expires, the employee obtains solely one award - the higher of the two.
2. The employee who on the date of entry into force of the provisions specified in sec. 1 above possesses the period of employment including other periods calculated into the duration of the period longer than the required one for the jubilee award for a given degree and within 12 months from that day the period entitling them to obtain a higher degree award expires, the lower award must be paid in full and on the day of obtaining the right to the higher award - the difference between the amount of the higher award and the amount t of the lower award must be paid.
3. Provisions of sec. 1 and 2 are applicable, respectively, in case when the employee of the university on the day on which the right to the jubilee award was documented by them was already entitled to the award of the higher degree and in case when the employee obtains this right within 12 months from that day.
4. The employee who due to failure to provide all documents impacting the level of the award within the relevant timeframe obtained a lower award shall be entitled to the award constituting supplementation of the higher dimension of the award calculated on the basis of remuneration to which he is entitled on the day of payment of remuneration of the lower degree.

### Retirement pay or pension severance pay

**§ 44**

1. The employee for whom PK constitutes the basic workplace, who retires or commences severance pay on account of inability to work shall be entitled to a one-off severance pay at the level of 300% of basic remuneration obtained for the last full month of employment.
2. An academic teacher for whom PK is not the basic workplace shall be entitled to severance pay in the amount of 1 month’s remuneration established according to the principles of calculating the equivalent for annual leave.
3. Employees who are not academic teachers are entitled to severance pay specified in sec. 1.
4. In case of employees specified in sec. 1 and 3, if in the last full month of employment basic remuneration was paid to them decreased on account of settling absence at work on account of diseases or other, short-term, justified absence at work without the right to remuneration, the basis for severance pay shall constitute basic remuneration payable for a given month, specified in the employment contract.
5. The employee who obtained severance pay cannot obtain an entitlement to it again.

### Death benefit

**§ 45**

1. In case of university employee's death in the course of labour relationship or during collection after its termination of allowance on account of inability to work as a result of a disease, the family shall be entitled from the university to a death benefit.
2. The level of severance pay as specified in § 1 is determined by the period of employment of the employee at the university and amounts to:
	1. one month's remuneration if an employee is employed for a period below 10 years;
	2. three month's remuneration, if an employee has been employed for a period of at least 10 years;
	3. six month's remuneration, if an employee has been employed for a period of at least 15 years;

### § 46

1. The death benefit is granted to the following employee family members:
	1. spouse;
	2. Other family members who fulfil the conditions required in order to obtain family pension benefit in light of the provisions on retirement and pension benefits under the Social Insurance Fund.
2. Death benefit is divided in parts equally distributed among authorized family members. If solely one family member remains after a deceased employee who is entitled to severance pay, he or she will be entitled to the severance pay at the level of half of the relevant amount specified in § 45 sec. 2.
3. Death benefit shall not be granted to family members specified in sec. 1 if the employer insured the employee for life and the insurance compensation paid by the insurance institution is not lower than the death benefit in accordance with § 45 sec. 2 or sec. 2 second sentence of the hereby paragraph. If compensation is lower than the death benefit the employer is obliged to pay the family the amount constituting the difference between these two benefits.
4. Severance pay is paid pursuant to the application of persons authorized no later than within 30 days from submission of the application. The applicant for severance pay submits declaration concerning other known to them entitled parties to obtain the benefit under sec. 1.

### SEVERANCE PAY ON ACCOUNT OF TERMINATION OF EMPLOYMENT CONTRACT

**DUE TO CAUSES NOT CONCERNING THE EMPLOYEE**

### § 47

1. Unless otherwise stated in a separate agreement with trade unions in place at the university, the university employee, due to termination of employment relationship as part of collective redundancies or individual redundancy to which the provisions of Act on special principles of terminating employment relationships due to causes not resting on the side of employees, is entitled to the severance pay in the amount of:
	1. one month's remuneration if the employee was employed at the university for a period below 2 years;
	2. two month's remuneration, if the employee was employed at the university for a period between 2 and 8 years;
	3. three month's remuneration, if the employee was employed at the university for a period above 8 years.
2. Upon establishing the period of employment specified in sec. 1 the provision of Art. 36 § 11 of the Labour Code shall apply, respectively.
3. The severance pay is established in accordance with the principles in place while calculating the cash equivalent for holiday leave.
4. The level of severance pay cannot exceed the amount of five-fold minimum remuneration for work established on the basis of the Act on minimum remuneration for work in place on the date of employment contract termination.
5. The provisions of the hereby paragraph shall apply with respect to PK employees employed pursuant to nomination.
6. In all issues unresolved in the hereby bylaws the provisions of the Act on special principles of terminating employment relationships with employees due to causes not resting on the side of the employees shall apply.
7. Severance pay shall be paid on the last day of employment relationship.

### XXVII. Equivalent for laundry and repair of work clothes

**§ 48**

Employees entitled to the equivalent for laundry and repair of work clothes according to the principles specified in the bylaws of work.

### XXVII. ADDITIONAL REMUNERATION FOR LEGAL ADVISORS

**§ 49**

A legal advisor obtains additional remuneration in the amount not lower than 65% of costs of court representation awarded in favour of PK or granted by way of court settlement, amicable proceeding, foreign arbitration or enforcement proceeding should these costs be collected from the opposite party. The level and term of payment of remuneration is specified in the civil-law agreement concluded with the legal advisor.

### Additional remuneration for social labour inspector

**§ 50**

In case of a significant burden with tasks stemming from performance of the function of social labour inspector, the rector may, upon motion submitted by the company trade unions, grant a flat-rate monthly remuneration agreed according to the principles specified in the Act on social labour inspection to the employee performing the obligations of social inspector.

### Reimbursement of costs of business travel

**and lump sum for using own car for work-related purposes**

### § 51

1. Employee of the university who conducts, at the order of the employer, work-related tasks outside of the city in which the seat of the employer is based or outside of the permanent place of work shall be entitled to the reimbursement of costs related to business travel.
2. Employees of the university shall be granted, on account of business travel, provisions according to the principles and at the levels stemming from the provisions specifying the level and the conditions of establishing receivables to which the employee working in a state-owned or self-government owned budget entity is entitled on account of business travel in the area of the country or outside of its borders.
3. Employees of the university, pursuant to the employer's consent, may use company cars which do not constitute property of the employer for work-related purposes.
4. Detailed principles of releasing orders for business travel and their settlement and principles of using cars that are not the property of the employer for business purposes are specified by separate ordinances of the rector.

### Final and transitional provisions

**§ 52**

1. Periodic remuneration contributions granted prior to other date of entry into force of the hereby Bylaws, including special allowances shall be paid according to the so far principles, levels and in the timeframe for which they were granted, subject to sec. 3, sec. 5 and sec. 9.
2. Applications concerning allocation of periodical remuneration components as specified in sec. 1 which have not been considered until entry into force of the hereby bylaws shall be subject to consideration according to the previous principles.
3. Employees who prior to entry into force of the bylaws obtained a functional allowance and in accordance with the hereby bylaws ceased to fulfil the requirements entitling them to obtain it shall obtain an organizational allowance in the amount and in the period for which the functional allowance was granted to them. Organizational unit heads where persons are employed who perform the function of deputy managers shall pass onto the PK Rector information concerning fulfilling or ceasing to fulfil the above-specified requirements by deputy manager within the term of 29 May 2020.
4. Functional allowances for:
	1. Institute Directors,
	2. Plant Managers,
	3. Chair Heads comprising institutes,
	4. heads other than those specified in points 1-3 faculty units which are not separated laboratories or other accredited units

in the period from the time of adjusting the structure to the requirements of the PK Statute are established according to the principles specified in Appendix no. 7 to the Bylaws of remuneration for the Tadeusz Kościuszko Cracow University of Technology, the uniform text of which constitutes an appendix to the Ordinance no. 80 of the PK Rector from 10 October 2019.

1. In the period until 28 February 2021 an academic teacher performing two functions shall also be entitled to an allowance for the second function at the level of 50% of the rate of allowance established for this function (this limitation does not concern persons performing the function of rector, vice-rector, dean) subject to the sum of both allowances not exceeding 67% of professor's remuneration.
2. Employees employed on the date of entry into force of the hereby Bylaws on positions on which so far remuneration was lower in the scope of education must supplement the requirements in this scope within the term until 31 December 2023.
3. In order to establish the level of remuneration for over contract hours occurring as a result of exceeding the minimum level of teaching hours scope for the academic year 2019/2020, the rates specified in § 32 of the hereby Bylaws shall apply.
4. Payments of remuneration stemming from the annex to the employment contract or the nomination contract, established on the basis of the provisions in place prior to the date of entry into force of the hereby Bylaws, shall be made according to the so far principles, that is, until the 10th day of the following month.
5. Remuneration in projects for which agreements were concluded or negotiated prior to entry into force of the hereby Bylaws shall be established according to the so far principles with the use of the so far binding forms. For projects specified in the preceding sentence it is possible to establish remuneration on the basis of the provisions of the hereby Bylaws, provided that they comply with the concluded or negotiated agreements.
6. To establish the level of remuneration for over contract hours for employees not possessing a doctoral degree employed on the position of assistant who were employed as senior lecturers before 1 October 2019 the rate specified in § 32 sec. 2 point 3 of the hereby Bylaws shall apply.

### § 53

Changes to employment contracts with employees of the university related to the necessity to adjust their content to the hereby Bylaws shall be conducted within 6 months from the date of entry into force of the hereby Bylaws.

### § 54

In all matters unresolved by the hereby Bylaws the generally binding provisions shall apply.

### § 55

The content of the hereby Bylaws was agreed with company trade unions.

### § 56

All changes to the Bylaws occur in the written form in the mode provided for when elaborating same.

Appendix no. 1 to the Bylaws of Remuneration

### MONTHLY MINIMUM RATES OF BASIC REMUNERATION FOR ACADEMIC TEACHERS

**EMPLOYED ON RESEARCH-DIDACTIC, RESEARCH AND DIDACTIC**

### POSITIONS

**(full-time working time dimension)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Group of positions | Position and qualifications | Minimum monthly basic remuneration– percent of professor's remuneration | Minimum remuneration on the date of entry into force of the Bylaws(in PLN)\* |
| 1 | Professors | professor | 100% | 7,210.00 |
| University professor with a scientific degree of assistant professor | 90% | 6,489.00 |
| University professor without a scientific degree of assistant professor | 83% | 5,985.00 |
|  |  | Adjunct with a scientific |  |  |
|  |  | Degree of assistant professor |  |  |
|  |  | or doctor |  |  |
|  |  | of fine arts, | 80% | 5,768.00 |
|  |  | Academic librarian |  |  |
|  |  | with a scientific degree  |  |  |
|  |  | of assistant professor |  |  |
|  | adjuncts |  |  |  |
| Adjunct - holding a scientific degree of a doctor, lecturer of a foreign language - with a scientific degree of a doctor, Polish language lecturer or foreign language lecturer - with a scientific degree of a doctor, trainer* with a scientific degree of a doctor, academic librarian
* with a scientific degree of a doctor
 |  |  |
|  | lecturer |  |  |
|  | of a foreign language, |  |  |
|  | lecturer |  |  |
| 2 | Polish language as a foreignlanguage, | 73% | 5,264.00 |
|  | trainers, |  |  |
|  | Academic  |  |  |
|  | librarians |  |  |
|  |  | lecturer of a foreign language, |  |  |
|  |  | lecturer of Polish language, |  |  |
|  |  | trainer,  | 56% | 4,038.00 |
|  |  | academic librarian - without |  |  |
|  |  | a scientific degree |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3 | assistants, lecturers, instructors | assistants, | 52% | 3,745.00 |
| lecturers, instructors | 50% | 3,605.00 |

\* rounded up to full PLN

Appendix no. 2 to the Bylaws of Remuneration

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### MONTHLY RATES OF FUNCTIONAL ALLOWANCE OR ORGANIZATIONAL

**ALLOWANCE FOR ACADEMIC TEACHERS PERFORMING MANAGERIAL FUNCTIONS AND PRINCIPLES OF ESTABLISHING THEM**

|  |  |  |
| --- | --- | --- |
| No. | Function | Rate of functional or organizational allowance – producer professor's remuneration |
| minimum | maximum |
| 1 | Rector | X | up to 100% |
| 2 | Vice-Rector | 67% |
| 3. | Dean | 65% |
| 4 | Vice-dean | 30% | 50% |
| 5 | Doctoral School Headmaster | 30% | 45% |
| 6. | Chair Head, Laboratory Head and Head of another accredited unit | 12% | 40% |
| 7 | Deputy chair manager  | 6% | 20% |
| 8. | Head of non-faculty unit/ scientific-research centre or didactic centre | 12% | 30% |
| 9 | Deputy head of non-faculty unit/ scientific-research centre or didactic centre | 6% | 15% |
| 10 | Head of post-graduate studies | 4% | 11% |

1. The level of functional and organizational allowances is established by the rector, whilst in case of allowances for heads of faculty units he or she obtains an opinion of the relevant deans.
2. The level of functional allowances for persons performing functions specified in points 6,7, 8 and 9 from the table is determined by the number of persons employed in the unit and the degree of complexity of tasks related to the conducted function.
3. It is possible to increase the level of a functional allowance to 20% for persons performing the functions specified in points 6,7, 8 and 9 from the table, distinguished in the scope of:
	1. scientific-research activity related to the staff development,
	2. obtaining grants and projects,
	3. cooperation with the economy sector.
4. An academic teacher who performs two functions, in line with the principles specified in the PK Statute, shall also be entitled to an allowance for the second function at the level of 50% of the rate of the allowance established for that function in a manner specified in the hereby appendix.
5. Each chairman of the scientific council of the faculty obtains an organizational allowance at the level of
	1. 40% of the obtained functional allowance - in case when the faculty discipline has category A+,
	2. 30 % of the obtained functional allowance - in case when the faculty discipline has category A,
	3. 15 % of the obtained functional allowance - in case when the faculty discipline has category B+.

Appendix no. 3 to the Bylaws of Remuneration

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### Table

**WORK POSITIONS, QUALIFICAITON REQUIREMENTS AND**

### MINIMUM CLASSIFICAITON OF EMPLOYEES EMPLOYED ON SCIENTIFIC-TECHNICAL, ENGINEERING-TECHNICAL, ADMINISTRATION, ECONOMIC, TECHNICAL AND OTHER POSITIONS

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Position (or equivalent position) | Qualifications | Minimum rate |
| education | number of years worked | of basic remuneration\* (in PLN) | Functional allowance (in PLN) |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | Chancellor | higher | 8, including 4 on the managerial position/managerial function | 6,410.00 | 2,000.00 |
| 2 | Bursar | higher | 8, including 3 on managerial position/managerial function or independent position/independent function | 5,900.00 | 1,500.00 |
| 3 | Administrative Director Technical Director University Development DirectorIT Director | higher | 6, including 2 on managerial position/managerial function or independent position/independent function, including | 5,500.00 | 1,500.00 |
| 4 | Vice-Bursar | higher | 6, including 1 on managerial position/managerial function or independent position/independent function, including | 5,000.00 | 600.00 |
| 5 | Internal auditor | according to separate provisions | 4,000.00 | - |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 6 | Administrative Manager of the Faculty Manager/Director of the centre/non-faculty unit/self-financing unit or other separated organizational unitManager of Student Dormitory, | higher | 6 | 4,500.00 | 350.00 |
| 7 | Deputy Administrative Manager of the Faculty, Manager/Director of the centre/non-faculty unit/self-financing unit or other separated organizational unit, Student Estate Manager, | higher | 5 | 4,200.00 | 300.00 |
| 8 | Legal Counsel | according to separate provisions | 4,000.00 | - |
| 9 | Representative for undisclosed information protection | 4,000.00 | - |
| 10 | Manager of the department or other equivalent organizational unit, Administrative Manager of Faculty Unit i.e. Chair, dean's office manager, office manager, assistant house manager, student dormitory manager, complex network administrator, key specialist | higher | 5 | 4,200.00 | 150.00 |
| 11 | Key specialist on health and safety of work, key specialist managing the health and safety department, specialist managing the health and safety department | according to separate provisions | 3,800.00 | 200.00 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 12 | Senior Specialist - expert, senior specialist - coordinator | Higher | 5 | 3,800.00 | 150.00 |
| 13 | Senior scientific-technical specialist, senior engineering-technical specialist, senior specialist for financial, administrative or economic matters or for didactic matters, research or IT matters, deputy faculty manager or deputy manager of another equivalent organizational unit, local network administratorSection manager, warehouse manager, hall manager, secretary office manager, deputy student dormitory manager | Higher | 5 | 3,400.00 | 125.00 |
| 14 | Senior specialist for health and safety at work | according to separate provisions | 3,600.00 | - |
| 15 | Patent ombudsman | 3,600.00 | - |
| 16 | Scientific-technical specialist, engineering-technical specialist, financial specialist, administrative or economic specialist or didactic, research, IT specialist or senior master, | higher | 3 | 3,300.00 |  |
| secondary | 8 |
| 17 | Specialist for health and safety at work | according to separate provisions | 3,400.00 | - |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 18 | Museum curator | according to separate provisions | 3,500.00 | - |
| 19 | Museum assistant | according to separate provisions | 3,300.00 |  |
| 20 | Senior (or independent): technical referee, economic, administrative, financial referee, other equivalent positions, mechanic, technologist, designer, IT master, senior/independent accountant, cashier, senior technician, senior (independent) engineering-technical referee | higher | - | 3,200.00 | - |
| secondary | 4 |
| 21 | Senior Investment Supervision Inspector | according to separate provisions | 3,900.00 | - |
| 22 | Senior Inspector for hygiene and safety at work | 3,700.00 | - |
| 23 | Investment Supervision Inspector | 3,800.00 | - |
| 24 | Inspector for hygiene and safety at work | 3,600.00 | - |
| 25 | Technical, economic, administrative, financial referee, technician, craftsman, warehouser, receptionist, accountant | secondary | - | 3,173.00 | - |
| primary vocational | 2 |
| 26 | Property Protection Inspector | secondary | - | 3,173.00 | - |
| primary | 2 |
| 27 | Technical assistance, administrative assistance, laboratory assistant and other equivalent positions, senior cloakroom assistant, senior | vocational | - | 3,173.00 | - |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | chambermaid, senior guard |  |  |  |  |
| 28 | Pedel, maintenance employee, senior usher, senior porter, housekeeper, property protection guard | primary | 3,173.00 |
| 29 | Assistant administration or service employee, cleaner, porter, chambermaid, cloakroom assistant, usher | primary | - | 3,173.00 | - |

\* In accordance with the Act on minimum remuneration (Journal of Laws from 2020, item 2207) in order to calculate the guaranteed level of minimum remuneration, the granted statutory bonus is considered.

Appendix no. 4 to the Bylaws of Remuneration

### TABLE OF WORK POSITIONS, QUALIFICAITON REQUIREMENTS AND

**MINIMUM CLASSIFICAITON OF EMPLOYEES EMPLOYED ON BLUE-COLLAR POSITIONS**

|  |  |  |
| --- | --- | --- |
| No. | Required qualifications | Level of minimum basic remuneration\* |
| 1 | 2 | 3 |
| 1 | Blue collar employees without professional preparation | 3,173.00 |
| 2 | Trained blue-collar employees with vocational skills in the scope necessary for the conduct of assistive types of works | 3,200.00 |
| 3 | Qualified blue-collar employees with vocational skills in the scope necessary for the conduct of works under supervision or independently | 3,250.00 |
| 4 | Employees with vocational preparation for the conduct of independent work of complex nature | 3,300.00 |
| 5 | Highly qualified employees holding a technician diploma or master of a profession diploma in the scope in which they carry out independently difficult and precision-requiring works | 3,300.00 |
| 6 | Passenger vehicle driver – as per separate provisions  | 3,300.00 |
| 7 | Cargo vehicle driver – as per separate provisions | 3,300.00 |
| 8 | Bus driver – as per separate provisions | 3,300.00 |

\* In accordance with the Act on minimum remuneration (Journal of Laws from 2020, item 2207) in order to calculate the guaranteed level of minimum remuneration, the granted statutory bonus is considered.

Appendix no. 5 to the Bylaws of Remuneration

### TABLE OF WORK POSITIONS, QUALIFICAITON REQUIREMENTS AND

**MINIMUM CLASSIFICATION OF LIBRARY EMPLOYEES AND EMPLOOYEES OF DOCUMENTATION AND SCIENTIFIC INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Position (or equivalent position) | Required qualifications | Minimum basic remuneration\*  ~~–~~ |
| education | Number of years at work and required practice |
| 1 | 2 | 3 | 4 | 5 |
| 1 | Senior library curator | Higher, master's degree | 15 years in a scientific library | 4,000.00 |
| 2 | Library curator | Higher, master's degree | 10 years in a scientific library | 3,800.00 |
| 3 | Senior librarian | higher | 6 years in a scientific library | 3,700.00 |
| 4 | Senior book conservator | higher | 2 | 3,400.00 |
| 5 | Librarian | higher | 3 | 3,400.00 |
| Librarian study | 5 |
| Secondary librarian | 6 |
| Book conservator | higher | 3 |
| secondary | 5 |
| 6 | Senior library warehouser | secondary | 6 | 3,200.00 |
| 7 | Junior librarian | Higher or library study | - | 3,200.00 |
| Secondary librarian | 1 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Junior book conservator | higher | - |  |
| secondary | 3 |
| 8 | Library warehouser | secondary | - | 3,200.00 |
| 9 | Library assistant | Vocational or primary | - | 3,200.00 |

\* In accordance with the Act on minimum remuneration (Journal of Laws from 2020, item 2207) in order to calculate the guaranteed level of minimum remuneration, the granted statutory bonus is considered.

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Appendix no. 6 to the Bylaws of Remuneration

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### TABLE OF MONTHLY RATES OF FUNCTIONAL ALLOWANCE FOR LIBRARY EMPLOYEES OF PK EMPLOYED IN THE GROUP OF ACADEMIC TEACHERS

**AND OTHER EMPLOYEES PERFORMING MANAGERIAL FUNCTIONS**

|  |  |  |
| --- | --- | --- |
| No. | Function | Rate of functional allowance in PLN |
| minimum | maximum |
| 1 | Library Director at PK | 800.00 | 2,000.00 |
| 2 | Deputy Library Director at PK | 400.00 | 1,500.00 |
| 3 | Branch Manager (section) at BPK, library branch manager or institute manager, faculty manager or institute scientific information centre manager | 150.00 | 750.00 |

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Appendix no. 7 to the Bylaws of Remuneration

### TABLE OF WORK POSITIONS, QUALIFICAITON REQUIREMENTS AND

**MINIMUM CLASSIFICATION OF EMPLOYEES OF PUBLISHING AND PRINTING ACTIVITY**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Position (or equivalent position) | Required qualifications | Minimum level  |
| Education | Number of years worked | basic remuneration\* | Functional allowance  |
| 1 | Manager/publishing director or printing house department director, editor in chief | Higher | 5 | 4,200.00 | 350.00 |
| 2 | Deputy manager/publishing house or printing house deputy director, deputy editor in chief, publishing house secretary, editing house manager | Higher | 4 | 3,800.00 | 250.00 |
| Senior editor | Higher | 4 | 3,500.00 | 250.00 |
| 3 | Division manager: typesetting, computer graphics or equivalent | Higher | 4 | 3,400.00 | 150.00 |
| 4 | Technical editor | Secondary | 3 | 3,200.00 | - |
| 5 | Editor | Higher | 2 | 3,300.00 | - |
| 6 | Junior editor | Higher | - | 3,200.00 | - |
| 7 | Illustrator | Secondary | 1 | 3,200.00 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 8 | Computer composition operator or computer graphic operator | Higher | - | 3,300.00 | - |
| Secondary | 2 | 3,200.00 |
| 9 | IT specialist, technologist | Higher | - | 3,300.00 | - |
| 10 | Draftsman, corrector | Secondary | - | 3,200.00 | - |
| 11 | Bookseller | Secondary | - | 3,200.00 | - |
| 12 | Bookbinder, offset copyist, offset editor, computer floodlight specialist, offsetting typist | Secondary | - | 3,200.00 | - |
| Basic printing  | 2 | 3,173.00 |  |
| 13 | Operator: bookbinding and digital machines | Secondary | - | 3,200.00 | - |
| Basic printing | 2 | 3,173.00 |  |
| 14 | Assistant | Basic | - | 3,173.00 | - |

* \* In accordance with the Act on minimum remuneration (Journal of Laws from 2020, item 2207) in order to calculate the guaranteed level of minimum remuneration, the granted statutory bonus is considered.

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(unit stamp)

Appendix no. 8 to the Bylaws of Remuneration

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**APPLICATION FOR GRANTING**

**ORGANIZATIONAL ALLOWANCE**

**JM Rector**

**.................................................**

I hereby apply for granting ORGANIZATIONAL allowance in relation to:

* + the conduct of additional obligations or organizational tasks
	+ performance of managerial functions

### EMPLOYEE DATA WHO IS THE SUBJECT OF THE APPLICATION

|  |  |
| --- | --- |
| Surname and first name |  |
| Position |  |
| Employing unit |  |
| Proposed period of allowance | From.................................. 20......... To................................... 2 |
| Proposed percentage of professor's remuneration | .............................. % (no less than 67%) |
| Monthly allowance amount |  |
| Source of financing |  |
| Confirmation of possessing financial means for payment of allowance  |  |
| Signature of the disposer of funds  |  |
| **JUSTIFICATION (in particular one must indicate/list the scope of additional duties/tasks/performance of managerial function)** |
| ...........................................................................(date, signature and stamp of direct superior) |

Opinion of higher-level superior (Vice-rector/Dean, Chancellor/Bursar/Director)

.

.............................................................

(Date, signature)

1. **RECTOR'S DECISION**

I grant / I do not grant

..............................................................................................................................................

..............................................................................................................................................

..............................................................................................................................................

..............................................................................................................................................

....................................................................

(date, signature and stamp of rector)

|  |
| --- |
| **EMPLOYEE STATEMENT** |
| I hereby declare that I accept additional duties or tasks specified in the application form and I undertake to carry them out in line with my best knowledge and skills.I declare that I have familiarized with the decision on granting the allowance and I have obtained its copy and I thereby accept it. |
| .......................................................... |
| (date and signature of employee) |

 **ORIGINAL APPLICATION FORM MUST BE INCLUDED**

IN PERSONNEL FILES OF THE EMPLOYEE IN THE HR DEPARTMENT OF PK

(unit stamp)

Appendix no. 9 to the Bylaws of Remuneration

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**APPLICATION FOR OBTAINING TASK-RELATED ALLOWANCE**

**JM Rector**

**.................................................**

I hereby apply for granting TASK-RELATED allowance in relation to:

* + periodical increase of duties **** entrustment of additional tasks**** nature of work
	+ conditions of work performance

### EMPLOYEE DATA WHO IS THE SUBJECT OF THE APPLICATION

|  |  |
| --- | --- |
| Surname and first name |  |
| Position |  |
| Employing unit |  |
| Proposed period of allowance | From.................................. 20......... To: 20 |
| Proposed percentage of basic remuneration and functional allowance of the employee | .............................. % (no less than 80%) |
| Monthly allowance amount |  |
| Source of financing |  |
| Confirmation of possessing financial means for payment of allowance |  |
| Signature of the disposer of funds |  |
| **JUSTIFICATION (in particular one must indicate/list the scope of additional duties/tasks/nature of work or conditions of its performance)** |
|  |

|  |
| --- |
| ...........................................................................(date, signature and stamp of direct superior) |
| Opinion of higher-level superior (Vice-rector/Dean, Chancellor/Bursar/Director)..............................................................(Date, signature) |

1. **RECTOR'S DECISION**

I grant / I do not grant

..............................................................................................................................................

..............................................................................................................................................

..............................................................................................................................................

..............................................................................................................................................

...............................................................................................

....................................................................

(date, signature and stamp of rector)

|  |
| --- |
| **EMPLOYEE STATEMENT** |
| I hereby declare that I accept additional duties or tasks specified in the application form and I undertake to carry them out in line with my best knowledge and skills.I declare that I have familiarized with the decision on granting the allowance and I have obtained its copy and I thereby accept it. |
| .......................................................... |
| (date and signature of employee) |

 **ORIGINAL APPLICATION FORM MUST BE INCLUDED**

IN PERSONNEL FILES OF THE EMPLOYEE IN THE HR DEPARTMENT OF PK

(unit stamp)

Appendix no. 10 to the Bylaws of Remuneration

................................................

**APPLICATION FOR OBTAINING PERIODIC ALLOWANCE**

**JM Rector**

I hereby apply for granting PERIODIC allowance for realization of tasks of particular importance for the functioning and development of PK:

* + special engagement in conducting tests of significance for the university;
	+ special engagement in applying for financial means from other sources than grants and subventions,
	+ realization of basic and additional tasks of significance for the university and its safety, in particular, for realization of the university development strategy,
	+ other (indicate which ones)...................................................................................

### EMPLOYEE DATA WHO IS THE SUBJECT OF THE APPLICATION

|  |  |
| --- | --- |
| Surname and first name |  |
| Position |  |
| Employing unit |  |
| Proposed period of allowance | From.................................. 20......... To................................... 20 |
| Proposed percentage ofBasic remuneration and functional allowance of the employee | .............................. % (no less than 300%) |
| Monthly allowance amount |  |
| Source of financing |  |
| Confirmation of possessing financial means for payment of allowance |  |
| Signature of the disposer of funds |  |
| **JUSTIFICATION (in particular one must indicate/list the scope of additional duties/tasks important for the functioning and development of PK)** |

|  |
| --- |
| .......................................................................................(Date and signature of direct superior of the employee) |
| Opinion of higher-level superior (Vice-rector/Dean, Chancellor/Bursar/Director)..............................................................(Date, signature) |

1. **RECTOR'S DECISION**

I grant / I do not grant

..............................................................................................................................................

..............................................................................................................................................

..............................................................................................................................................

..............................................................................................................................................

....................................................................

(date, signature and stamp of rector)

|  |
| --- |
| **EMPLOYEE STATEMENT** |
| I hereby declare that I accept additional duties or tasks specified in the application form and I undertake to carry them out in line with my best knowledge and skills.I declare that I have familiarized with the decision on granting the allowance and I have obtained its copy and I thereby accept it. |
| .......................................................... |
| (date and signature of employee) |

 **ORIGINAL APPLICATION FORM MUST BE INCLUDED**

IN PERSONNEL FILES OF THE EMPLOYEE IN THE HR DEPARTMENT OF PK

(unit stamp)

Appendix no. 11 to the Bylaws of Remuneration

* PROJECT LOGO EUROPEAN UNION MARK

**APPLICATION FOR OBTAINING PERIODIC ALLOWANCE**

**JM Rector**

I hereby apply for granting PERIODIC allowance for realization of tasks of particular importance for the functioning and development of PK:

* + realization of additional tasks financed from external funds, in particular, in case of engagement in realization of project works, grants etc.
	+ Other (indicate which ones)...................................................................................

### EMPLOYEE DATA WHO IS THE SUBJECT OF THE APPLICATION

|  |  |
| --- | --- |
| Surname and first name |  |
| Position |  |
| Employing unit |  |
| Proposed period of allowance | From .............................20......... to...................................20 |
| Proposed percentage ofBasic remuneration and functional allowance of the employee | .............................. % (no less than 300 %) |
| Monthly allowance amount |  |
| Source of financing(Acronym, contract no., task no., item no.) |  |
| Source of funding for the payment of additional annual remuneration (“thirteenth salary”)(After project completion or in case of its non-eligibility in the project) |  |
| Confirmation of possessing financial means for payment of allowance |  |
| Signature of the disposer of funds |  |
| * At the same time, please be informed that the employed person possesses relevant qualifications to carry out work in the above project.
* The burden resulting from it does not exclude the possibility of correct and effective realization of tasks entrusted to the given person
* Average monthly number of hours of work in case of entrusting the tasks in the project will not exceed….. of hours/month*1-*
 |
| **JUSTIFICATION (in particular one must indicate/list the scope of additional duties/tasks important for the functioning and development of PK)** |

|  |
| --- |
| ...........................................................................(Date and Signature of project head)............................................................................(Employee signature) |
| ..........................................................................................Date and signature of direct superior of the employee |
| Vice-rector/Dean/Chancellor's signature (highest superior in the division in which the project is realized).............................................................(Date, signature) |

1. **RECTOR'S DECISION**

I grant / I do not grant

..............................................................................................................................................

..............................................................................................................................................

..............................................................................................................................................

........................................................................................

....................................................................

(date, signature and stamp of rector)

......................................................

|  |
| --- |
| **EMPLOYEE STATEMENT** |
| I hereby declare that I accept additional duties or tasks specified in the application form and I undertake to carry them out in line with my best knowledge and skills.I declare that I have familiarized with the decision on granting the allowance and I have obtained its copy and I thereby accept it. |
| .......................................................... |
| (date and signature of employee) |

1.If applicable.

Appendix no. 12 to the Bylaws of Remuneration

Letter reference Cracow on

…………….....................................................................

First name and surname

Faculty/Organizational Unit

**JM Rector**

**at the Cracow University of Technology**

In accordance with the Bylaws of remuneration at the Tadeusz Kościuszko Cracow University of Technology § 22, I hereby kindly request for granting an **allowance for activeness**

|  |  |  |
| --- | --- | --- |
| No. | Rewarded actions | Level of allowance (in PLN)2/ |
| 1. | Submission of application for financial venture from external funds as part of the contest procedure which has not been qualified for funding due tolimited funds but which obtained a positive assessment |  |
| 2. | Obtaining external financing at the level of ≥ 50,000.00 net for realization of ventures as part of the contest proceeding, completed in signing agreement for realization or pursuant to the concluded agreement with an external financing entity |  |
| 3. | Participation in realizing conceptual tasks in research, scientific, development, innovative, didactic, organizational, promotional ventures as well as other ventures targeted at realization of the university or faculty strategy, |  |
| 4. | Directing/coordinating venture realization |  |
| 5. | Publishing articles in scientific journals specified on the list of the Minister of Science and Higher Education |  |
| 6. | Obtaining an affiliated patent at PK, granted by the Patent Office of the Republic of Poland or granted to an entity in a state belonging to the Organisation for Economic Cooperation and Development “OECD” or in the procedure compliant with thePatent Cooperation Treaty |  |
| 7. | Winner of the contest for the best educator in the faculty |  |
|  | Total |  |

one-off/monthly/1/from....................................to........................

for action3/………………………………………………………………………………………………….

conducted as part of venture.......................................................................

At the same time I declare that I have not obtained additional remuneration for the rewarded actions in the form of a task-related allowance, periodical or organizational allowance.

………………………………………………………. ……………………………………………………………………….

/ signature of employee / signature of direct superior/ signature or manager/leader of venture

……………………………………………………….

/ signature of dean/vice-rector/chancellor/

…………………………………………………….

/Signature of Scientific Research Department/ Team on Settlements of International Projects/CTT Source of funding: ……………………….

……………………………………………………….

/ limits/ (confirmation of obtained funds as part of indicated source of funding)

…………………………………………………………………………………………………………………………………………………………………

/ decision of the rector or of authorized person/

1. Select adequate term
2. level of allowance is proposed by the superior or manager/venture leader
3. describe the type of action in detail and in case of publication one must attach the printout from BPP PK

Appendix no. 13 to the Bylaws of Remuneration

Application for granting additional statutory bonus

## ………………………………….. ………………….

Name of organizational unit city, date

# JM Rector via official route

## I kindly request for granting an additional statutory bonus for the month for the below specified\* employees\*:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **First name and surname** | **basic remuneration\*\*** | **% of additional statutory bonus** | **Monthly amount of statutory bonus****additional** |
| 1 |  |  |  | 0.00 |
| 2 |  |  |  | 0.00 |
| 3 |  |  |  | 0.00 |
| 4 |  |  |  | 0.00 |
| 5 |  |  |  | 0.00 |
| 6 |  |  |  | 0.00 |
|  |  |  |  | 0.00 |
|  |  |  |  | 0.00 |
|  | **TOTAL:** | **0.00** | **-** | **0.00** |

Justification:

## ………………………………………………………………………… signature of organizational unit head

................................................................./ signature of dean/vice-rector/chancellor

## ………………………………………………………………………… source of financing

…………………………………………………………………………

## / limits/ (confirmation of obtained funds as part of indicated source of funding)

………………………………………………………………………… signature of rector

\* delete as appropriate

\*\* in accordance with employment as part of specific source of funding

Appendix no. 14 to the Bylaws of Remuneration

Application for granting appreciation bonus

## ……………………………………………… ………………………

Name of organizational unit city, date

# JM Rector via official route

## I hereby request for granting an appreciation bonus for...........quarter

for the below-specified employees.

|  |  |  |
| --- | --- | --- |
| **No.** | **First name and surname** | **amount of appreciation bonus** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| ... |  |  |
| **TOTAL:** | **0.00** |

## Justification:

………………………………………………………………………… signature of unit head supervision

## ................................................................./ signature of dean/vice-rector/chancellor

………………………………………………………………………… source of financing

## …………………………………………………………………………

/ limits/ (confirmation of obtained funds as part of indicated source of funding)

## ………………………………………………………………………… signature of rector

\* delete as appropriate

Appendix no. 15 to the Bylaws of Remuneration

………………………………………… Cracow, on…………………........

Applicant

### APPLICATION

**FOR GRANTING INDIVIDUAL AWARD OF THE CRACOW UNIVERSITY OF TECHNOLOGY RECTOR**

|  |  |  |
| --- | --- | --- |
| **1** | **TITLE SCIENTIFIC DEGREE FIRST NAME AND SURNAME OF CANDIDATE TO AWARD** |  |
| **2** | **AGE** |  |
| **3** | TYPE OF AWARD**1)** |  |
| **4** | TYPE OF ACHIEVEMENT**2)** |  |
| **5** | **FIELD OF SCIENCCE OR ART****SCIENTIIFIC DISCIPLINE OR ARTISTIC DISCIPLINE** |  |
| **6** | **Position held 3)** |  |
| **7** | **INFORMATION CONCDERNING POTENTIAL DISTINCTIONS GRANTED FOR THE ACHIEVEMENT IN QUESTION** |  |
| **8** | **SHORT JUSTIFICATION OF THE APPLICATION** |  |
| **9** | **LIST OF APPENDICIES ATTACHED TO THE APPLICATION** |  |

…………………………………………………..................

**Date and signature of the applicant**

**The application must be accompanied by:**

1. Copies of pages of journals or books containing names and surnames of author or names and surnames of authors, title of publication, name of publishing house, place issue, month and year of issue, circulation, ISBN number or ISSNI number, DOI number or description of achievement constituting the subject of application,
2. at least one review or opinion, whilst:
	* In case of awards for achievements submitted in the habilitation procedure and distinguished doctoral theses it is possible to attach the review or the resolution on distinguishing the doctoral thesis),
	* Scientific publications in journals covered by the list of the Minister of Science and Higher Education and notebooks do not require a review. In case of other publications it is possible to attach a publisher’s review.
3. documentation confirming the implementation or adoption of work and its assessment conducted by the ordering party in case when granting an award for a non-published work make for the purposes of national economy is proposed,
4. Information on the so far obtained awards – year of obtaining the award and type of award (individual, team, scientific, scientific staff education, didactic, organizational or for overall achievements),
5. Excerpt from the protocol from the meeting of faculty college or, in case of non-faculty units, Rector's College.

Explanations

1) Type of award: scientific, education for scientific personnel, didactic, organizational, for overall achievements.

2) Type of achievement according to §27 sec. 2 (1-5).

Please indicate the title of work, notebook or other scientific, didactic or organizational achievement In case of publication please indicate whether they are covered by the list of the Ministry of Science and

Higher Education along with the volume of points. In case of numerous publications (above three) in the field type of achievement please indicate their general number with a division into type and summary points, whilst their detailed list must be attached to the application.

3) occupied position according to the new division:

* professor;
* PK professor;
* adjunct,
* assistant,

in the group of didactic, research-didactic or research employees.

* lecturer of a foreign language,
* lecturer of Polish as a foreign language,
* trainer,
* lecturer,
* instructor

in the group of didactic employees

* academic librarian

in the group of research employees

Appendix no. 16 to the Bylaws of Remuneration

………………………………………… Cracow, on……………………………

Applicant

### APPLICATION

**FOR GRANTING TEAM AWARD OF THE CRACOW UNIVERSITY OF TECHNOLOGY RECTOR**

|  |  |
| --- | --- |
| **TYPE OF AWARD**(Scientific, didactic, organizational) |  |
| **TYPE OF ACHIEVEMENT**(Title of work, handbook or other scientific achievement, didactic or organizational achievement, in case of articles please indicate whether they are listed on the list of the Minister of Science and Higher Education |  |
| **SHORT JUSTIFICATION OF THE APPLICATION** |  |

**TEAM COMPOSITION:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Scientific title and degree x/Surname and first name | Position | Field / discipline | Work input in%xx/ | Comments |
| 1 | 2 | 3 | 5 | 6 | 7 |

X/ please indicate team members, precisely their titles and scientific degrees and professional titles as a necessary condition for diploma preparation

xx/ indicated participation must be agreed with all team members,

**The application must be accompanied by:**

…………………………………...................

Date and signature of the applicant

1. Copies of pages of journals or books containing names and surnames of author or names and surnames of authors, title of publication, name of publishing house, place issue, month and year of issue, circulation, ISBN number or ISSNI number, DOI number or description of achievement constituting the subject of application,
2. at least one review or opinion, whilst:
	* In case of awards for achievements submitted in the habilitation procedure and distinguished doctoral theses it is possible to attach the review or the resolution on distinguishing the doctoral thesis),
	* Scientific publications in journals covered by the list of the Minister of Science and Higher Education and notebooks do not require a review. In case of other publications it is possible to attach a publisher’s review.
3. Documentation confirming the implementation or adoption of work and its assessment conducted by the ordering party in case when granting an award for a non-published work make for the purposes of national economy is proposed,
4. Information on the so far obtained awards – year of obtaining the award and type of award (individual, team, scientific, scientific staff education, didactic, organizational or overall achievements),
5. excerpt from the protocol from the meeting of faculty college or, in case of non-faculty units, Rector's College,
6. statement on the level of participation of each team member.

Appendix no. 17 to the Bylaws of Remuneration

### APPLICATION

**On granting individual award of the Cracow University of Technology Rector for creation of e-course**

I hereby submit an application for obtaining individual award for

....................................................................................................................................................

....................................................................................................................................................

....................................................................................................................................................

(course title, place of e-course location on the e-learning platform)

1. Title and scientific degree, surname and first name of the candidate for award:

....................................................................................................................................................

1. Position held, dimension of working time, name of organizational unit at the university (in case when the university is not the basic workplace of the candidate please indicate the form of employment at the university and the dimension of work as well as information about the main workplace)

....................................................................................................................................................

....................................................................................................................................................

....................................................................................................................................................

...................................................................................................................................................

1. Module or subject and type of classes that the e-course covers

....................................................................................................................................................

### SHORT JUSTIFICATION OF THE APPLICATION:

...............................................................

Date and signature of applicant Opinion of the faculty dean or non-faculty unit head:

...............................................................

Date and signature of the dean or non-faculty unit head

Appendix no. 18 to the Bylaws of Remuneration Kraków, on

### APPLICATION

**on granting team award of the Cracow University of Technology Rector for creation of e-course**

I hereby submit an application for obtaining team award for

....................................................................................................................................................

....................................................................................................................................................

....................................................................................................................................................

(course title, place of e-course location on the e-learning platform)

1. Title and scientific degree, surname and first names of the candidates for award:

....................................................................................................................................................

1. Position held, dimension of working time, name of organizational unit at the university (in case when the university is not the basic workplace of the candidate please indicate the form of employment at the university and the dimension of work as well as information about the main workplace)

....................................................................................................................................................

....................................................................................................................................................

....................................................................................................................................................

...................................................................................................................................................

1. Module or subject and type of classes that the e-course covers

....................................................................................................................................................

### SHORT JUSTIFICATION OF THE APPLICATION:

...............................................................

Date and signature of applicant Opinion of the faculty dean or non-faculty unit head:

...............................................................

Date and signature of the dean or non-faculty unit head

Appendix no. 19 to the Rules and Regulations at PUEB

### Statement on confirming the specific percentage of participation of individual persons in the occurrence of achievement in the application on granting rector's team award

**STATEMENT**

|  |  |  |
| --- | --- | --- |
| First name and surname of team member | Percentage participation in occurrence of the achievement | Signature of team member |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |