Guide for newly hired

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# **BACKGROUND INFORMATION**

1. Mission of the Academy

The mission of the University is to contribute to the improvement of the level of health and the quality of life of the Society through the creation, expansion and dissemination of Knowledge in the field of physical culture, the formation of skills in the use of Knowledge by experts

and professionals promoting healthy and active lifestyles for the benefit of individual citizens and society as a whole. The University's mission is to uphold and develop academic traditions and to reinforce the ethos of Knowledge, Freedom and respect for the principles of Democracy.

Our highest values are:

- human health and quality of life;

- education with respect for the dignity and rights of the human being regardless of race, nationality and religion, using the latest scientific developments;

- an integrated academic community that identifies with the University and shares responsibility for its development.

Wroclaw University of Health and Sport Sciences is one of the best universities educating staff in the field of physical culture in the country.

It has 2 faculties and, under the guidance of around 300 academics, educates more than 5,000 students.

1. Vision of the Academy

We would like the Wroclaw University of Health and Sport Sciences

- has become:

- a significant European university creating a contemporary model of physical culture;

- combining high-quality education and research;

- a modern centre where the knowledge, competences and skills acquired will be at the highest master level;

- a centre for the development of impeccable ethical attitudes;

- employing the best experts in the field of physical culture sciences;

- providing members of its community with opportunities for individual development;

- An efficiently managed university using the latest decision support tools.

Our motto is: **with AWF Wrocław Everyone Achieves Success.**

1. Strategic objectives

In order to achieve the Academy's Mission and Vision, the following area-based strategic objectives have been defined:

|  |  |
| --- | --- |
| **Education** | To achieve educational leadership in the field of physical culture. Achieving educational excellence in the education of physical culture personnel as expressed by the highest ratings in accreditation proceedings. |
| **Science** | Achieve scientific leadership in the area of physical culture sciences. |
| **Management** | Alignment of the organisation, including infrastructure and finance, and management to achieve learning and teaching objectives. |

more on the website

Statutes of the University, link:   
<https://awf.wroc.pl/wp-content/uploads/2022/10/47_Zalacznik_Uchwala_Senatu_2020.pdf>

1. University bodies

**Single-member authorities:**

- Rector

**Collegiate bodies:**

- University Council

- Senate

- College of Science

Rectoral authorities

Term of office 2020 - 2023

|  |  |
| --- | --- |
| **Rector** | Prof. Dr. Andrzej Rokita |
| **Vice-rectors for:** |  |
| Education | Dr Ryszard Bartoszewicz, Prof. AWF Wrocław |
| Research and International Cooperation | Prof. Dr. Małgorzata Słowińska-Lisowska |
| Student Affairs and Academic Sport | Dr Agnieszka Pisula-Lewandowska |
| Organisational matters  and Cooperation with the Environment | Dr Ireneusz Cichy |

Link: h[ttps://awf.wroc.pl/struktura-organizacyjna/wladze-uczelni/rektor-i-prorektorzy/](https://awf.wroc.pl/struktura-organizacyjna/wladze-uczelni/rektor-i-prorektorzy/)

Authorities of the Faculty of Physical Education and Sport

|  |  |
| --- | --- |
| **Dean** | Prof. Tadeusz Stefaniak, PhD, AWF Wrocław |
| **Vice-deans for:** |  |
| Education in the Field of Physical Education | dr hab. Marta Wieczorek, prof. AWF Wrocław |
| Education in the field of Tourism and Leisure | dr hab. Dariusz Mroczek, prof. AWF Wrocław |
| Education in the field of  Sports | dr hab. Jarosław Domaradzki, prof. AWF Wrocław |
| Student Affairs | dr hab. Aneta Stosik-Sołtyk, prof. AWF Wrocław |

Authorities of the Faculty of Physiotherapy

|  |  |
| --- | --- |
| **Dean** | Prof. Dr Anna Skrzek |
| **Vice-deans for:** |  |
| Education | Prof. Dr. Krystyna Rożek-Piechura |
| Student Affairs | Dr Dorota Wójtowicz |
|  |  |
|  |  |

Administration

|  |  |
| --- | --- |
| **Chancellor** | MA Adam Roczek  [adam.roczek@awf.wroc.pl](mailto:adam.roczek@awf.wroc.pl) |
| **Director of Employee Affairs** | MA Anna Kazmierczak  [anna.kazmierczak@awf.wroc.pl](mailto:anna.kazmierczak@awf.wroc.pl) |

1. Basic internal documents of the AWF Wrocław
2. **The statute** is the legal act which, together with the bylaws issued on its basis, defines the tasks, organisational structure and rules of operation of the Wroclaw University of Health and Sport Sciences.

The document is available at

Link: h[ttps://bip.awf.wroc.pl/artykuly/103/statut](https://bip.awf.wroc.pl/artykuly/103/statut)

1. **The Organisational Regulations**, are the internal legal acts defining, among other things, the organisational structure of the Wroclaw University of Health and Sport Sciences.

The document is available on the website.

Link: h[ttps://bip.awf.wroc.pl/artykuly/100/regulamin-organizacyjny](https://bip.awf.wroc.pl/artykuly/100/regulamin-organizacyjny)

1. **The Work Regulations** establish the internal order at the Wroclaw University of Health and Sport Sciences and defines the rights and obligations of both the employee and the employer related to the work process. The Work Regulations apply to all employees of the Wroclaw University of Health and Sport Sciences. who are not academic teachers, as well as to academic teachers to the extent not regulated by the Act of Higher Education and Science and special regulations issued on its basis.

The document is available on the website.

Link: h[ttps://bip.awf.wroc.pl/artykuly/172/regulamin-pracy](https://bip.awf.wroc.pl/artykuly/172/regulamin-pracy)

1. **The Remuneration Regulations** - the basic document outlining the University's remuneration policy and defining the rules for granting, calculating and paying employees' salaries.
2. Development prospects

Trainings - employees of the the Wroclaw University of Health and Sport Sciences.   
have the opportunity to create their professional development through participation in training to improve their qualifications and broaden their knowledge.

Detailed information can be obtained from the offers of training companies coming to the University, available on the University's website - internal service.

Link: h[ttps://intranet.awf.wroc.pl/](https://intranet.awf.wroc.pl/)

1. Employee benefits
2. Employees may take advantage of benefits under the Social Benefits Fund (ZFŚS) operating at the Wroclaw University of Health and Sport Sciences. All information in the area of social matters, the Social Benefits Fund and allowances can be obtained from the Employee Affairs Department.

Link: h[ttps://intranet.awf.wroc.pl/kategoria/sprawy-pracownicze/](https://intranet.awf.wroc.pl/kategoria/sprawy-pracownicze/)

1. Employees can join the Employees' Loan and Benefit Fund (PKZP). The fund provides financial assistance to members in the form of loans. Detailed information can be obtained from the Management Board of PKZP, contact: Chairperson of the PKZP Board, tel. 71 347 3261.
2. Employees may, on a voluntary basis, join the PZU Group Insurance. Detailed information on the scope of the insurance, the payment and the rules of joining can be obtained from the Department of Employee Affairs - Payroll Section tel. 71 347 3226.
3. All Employees of the University on a voluntary basis can join Employee Capital Plans. The Financial Institution operating the PPK at the University is PKO TFI. All information regarding PPK can be obtained from the Employee Affairs Department. In addition, all documents and current information   
   regarding PPK has been made available on the University's website.

Link: <https://intranet.awf.wroc.pl/informacja-o-pracowniczych-planach-kapitalowych/>

1. Map of the University's facilities

The majority of the University's facilities are located within the Olympic Stadium complex, with some buildings, including the Rector's Office, located in Streets:

Witelon and Banach.

The location of each building is available at: [https:](https://infrastruktura.awf.wroc.pl/mapa-interaktywna-kampusu/)//infrastruktura.awf.wroc.pl/mapa-interaktywna-kampusu/

The university also has a teaching and sports centre in Olejnica.

Find out more about the centre at: <https://olejnica.awf.wroc.pl>

# **"WORTH KNOWING"**

1. **Internal communication principles**

Every new employee is obliged to familiarise himself with the Work Regulations and the Organisational Regulations.

The new employee is given his or her individual email address: (name.surname@awf.wroc.pl)

1. **All necessary information related to the functioning of the university, documents, forms are available on the internal website:** [https://intranet.awf.wroc.pl/.](https://intranet.awf.wroc.pl/)
2. In addition, all employees have **access to the Central User Database** https://cbu.awf.wroc.pl/. To obtain the aforementioned CBU rights, please contact the University's IT Centre centrum.informatyczne@awf.wroc.pl.
3. The IT Centre staff provide a short training course for all new employees, introducing them to the principles of IT security, informing them about available information systems.
4. Each employee, through the CBU, has **access to the system that accounts for their individual working time - HCM Simple**. Access to HCM provides the employee with the possibility to obtain information about his or her: leave and absences, social benefits, personal data, employment and salaries. The employee, through HCM SIMPLE, submits requests for, among other things, annual vacation leave. In case of difficulties in operating HCM, an employee in the Employee Affairs Department or the IT Centre can assist.

Contact details

**Wroclaw University of Health and Sport Sciences.**

35 Ignacego Jana Paderewskiego Av. 51-612 Wrocław

**NIP:** 896-00-07-519

**Regon:** 000327860

More information on the website: <https://awf.wroc.pl/kontakt/> and https://bip.awf.wroc.pl/