

**REGULATIONS
OF THE CENTRE OF LANGUAGES AND COMMUNICATION
OF POZNAN UNIVERSITY OF TECHNOLOGY**

§ 1. General Provisions

1. These Regulations define the tasks, scope of activities, organisation and operating principles of the Centre of Languages and Communication of Poznan University of Technology, hereinafter referred to as the "Centre".
2. The Centre is a university-wide organisational unit of Poznan University of Technology, hereinafter referred to as the "University".
3. The Centre operates in accordance with generally applicable laws, the Statutes of Poznan University of Technology, the University's Organisational Regulations, other internal regulations of the University and these Regulations.
4. The Centre's activities are supervised by the relevant Vice-Rector, in accordance with the allocation of responsibilities in force at the University.

§ 2. Tasks of the Centre

1. The Centre's tasks include, in particular:
 - 1) providing language education through language classes for students and PhD students;
 - 2) providing other classes in response to the needs of faculties and other organisational units of the University;
 - 3) undertaking activities aimed at developing communication skills and soft skills;
 - 4) organising and conducting language examinations;
 - 5) supporting the teaching process through the use of e-learning tools and modern teaching methods;
 - 6) monitoring and improving the quality of language education;
 - 7) developing and improving curricula and teaching materials within the Centre's remit;
 - 8) supporting the internationalisation of the University and the development of intercultural competence;
 - 9) cooperating with national and international entities operating in the fields of language education, communication, training and certification.
2. The Centre may conduct additional activities in accordance with the regulations in force at the University, including, in particular:
 - 1) organising courses and training programmes;
 - 2) providing translation services;
 - 3) organising certification examinations;
 - 4) implementing national and international projects;
 - 5) performing other tasks related to the Centre's activities.

§ 3 Organisation of the Centre

1. The Centre's organisational structure comprises:
 - 1) the Director;
 - 2) Deputy Directors;
 - 3) Heads of Teaching Sections;
 - 4) Teaching Sections;
 - 5) the Library and Media Library;
 - 6) administrative support.
2. The following also operate within the Centre:
 - 1) the Centre Council;
 - 2) course coordinators;
 - 3) teams;
 - 4) specialist units.

§ 4. Director of the Centre

1. The Director manages the activities of the Centre, represents the Centre within the scope of the authorisations granted and makes decisions on all matters concerning the Centre that are not, under the law, the Statutes of Poznan University of Technology or other internal regulations of the University, reserved for the competence of other bodies or persons.
2. The procedure for appointing and dismissing the Director is laid down in the Statutes of Poznan University of Technology.
3. The Director is responsible for the proper functioning of the Centre and the performance of its tasks, including granting permission to undertake additional activities referred to in § 2.
4. The Director determines the detailed organisation of the Centre's work and is the supervisor of all employees of the Centre.

§ 5. Deputy Directors

1. The Director manages the Centre with the assistance of Deputy Directors.
2. The procedure for appointing and dismissing Deputy Directors is laid down in the Statutes of Poznan University of Technology.
3. Deputy Directors assist the Director in managing the Centre and perform tasks within the scope determined by the Director.
4. The Director determines the scope of duties of each Deputy Director.

§ 6. Heads of Teaching Sections

1. Heads of Teaching Sections manage the work of the Teaching Sections under their supervision.
2. Heads of Teaching Sections are appointed and dismissed by the Rector at the request of the Director of the Centre, in accordance with the relevant internal regulations of the University.
3. Heads of Teaching Sections assist the Director and Deputy Directors in organising the Centre's work within the scope of the activities of the sections they manage.
4. Heads of Teaching Sections are responsible for the proper organisation of the work of their respective teams and the performance of the tasks assigned to them.
5. The detailed scope of duties of Heads of Teaching Sections is determined by the Director.

§ 7. Centre Council

1. The Centre Council, hereinafter referred to as the "Council", operates under the Director as an internal advisory and consultative body.
2. The Centre Council comprises:
 - 1) the Director, who acts as Chair;
 - 2) Deputy Directors;
 - 3) Heads of Teaching Sections.
3. The Director may invite other persons to participate in Council meetings.
4. The Council considers and provides opinions on, in particular, matters concerning:
 - 1) the Centre's development priorities;
 - 2) organisational changes;
 - 3) the organisation of the teaching and examination processes;
 - 4) the quality of education;
 - 5) the professional development of employees;
 - 6) the Centre's staffing policy and staffing needs.
5. Council meetings are convened by the Director, who chairs them.
6. Minutes are drawn up for Council meetings.
7. The detailed procedure governing the Council's work is determined by the Director.
8. The Council's opinions and positions are not binding on the Director.

§ 8. Course Coordinators

1. The Director appoints and dismisses Course Coordinators after consulting the Centre Council.

2. Course Coordinators assist the Director, Deputy Directors and Heads of Teaching Sections in organising the teaching process and coordinating the delivery of the courses assigned to them.
3. Course Coordinators are responsible for the proper organisation and coordination of the delivery of the courses assigned to them.
4. The detailed scope of duties of Course Coordinators is determined by the Director.

§ 9. Teams

1. The Centre operates Teams as functionally distinct forms of work organisation serving the performance of teaching, organisational, service-related, development or project tasks.
2. Teams do not constitute separate organisational units of the University, unless otherwise provided for in separate internal regulations of the University.
3. Each Team is headed by a Team Coordinator, who is appointed and dismissed by the Director after consulting the Centre Council.
4. The Team Coordinator is responsible for organising the Team's work and carrying out the tasks assigned to it.
5. The list of Teams, their scope of activities, their coordinators and their membership are determined by the Director in the Centre's internal documents.

§ 10. Task Forces

1. The Director may establish task forces to carry out ongoing, temporary, recurring or ad hoc tasks requiring cooperation among the Centre's employees.
2. Each task force is headed by a Task Force Coordinator, who is appointed and dismissed by the Director after consulting the Centre Council.
3. The Task Force Coordinator is responsible for organising the task force's work and carrying out the tasks assigned to it.
4. The list of task forces, their tasks, their coordinators and their membership are determined by the Director in the Centre's internal documents.

§ 11. Administrative Support, Library and Media Library of the Centre

1. Administrative support for the Centre is provided by administrative staff and persons performing administrative, organisational, information-related or technical tasks for the Centre.
2. The Centre operates a library and a media library to support the performance of its teaching, organisational and development tasks.
3. The detailed organisation of administrative support and the operating principles of the library and media library are determined by the Director in the Centre's internal documents.

§ 12. Final Provisions

1. The Director may establish detailed rules governing the organisation of the Centre's work in the Centre's internal documents.
2. Matters not regulated by these Regulations are governed by generally applicable law, the Statutes of Poznan University of Technology, the University's Organisational Regulations and other applicable internal regulations of the University.
3. These Regulations shall enter into force on the date of their approval by the Rector.