

INTERNAL AUDIT PLAN FOR

2025

1. Public sector entity subject to internal audit:	
a.	POZNAN UNIVERSITY OF TECHNOLOGY
b.	PLAC MARIII SKŁODOWSKIEJ-CURIE 5, 60-965 POZNAN

2. Basic information on internal audit in the entity					
No.	Name and Surname	FTE / Service Provider	Position	Phone Number	Email Address
1.	Martyna Skoracka	1	Internal Auditor	616 653 602	martyna.skoracka@put.poznan.pl

3. Time budget of the internal audit unit

No.	Type of Activity	Planned Person-Days	% of Total Work Time
1.	Annual planning and reporting	15	6,00%
2.	Planning, execution and documentation of assurance tasks	40	16,00%
3.	Planning, execution and documentation of advisory activities	60	24,00%
4.	Monitoring the implementation of recommendations and follow-up activities	10	4,00%
5.	Activities related to audit committee service (Art. 291 of the PFA)		
6.	Training and professional development (including self-development)	10	4,00%
7.	Leave and other absences	26	10,40%
8.	Other activities <i>not classified under items 1–6</i>	9	3,60%
9.	Time reserve	80	32,00%
9a	of which: reserve for a task recommended by the Audit Committee	40	
9b	of which: reserve for a task commissioned by the Ministry of Finance	40	
Total time budget (person-days)		250	100%

4. Planned assurance tasks				
No.	Preliminary Task Title	Operational Area	Continued from Previous Year	Planned Person-Days
1.	" Analysis of the activity of the Interuniversity Student ID Personalization Center".	Area 14: Operational Management	no	40
		Area 13: Financial Management		
		Total		40

5. Planned monitoring of recommendation implementation and follow-up					
No.	Assurance Task Title	Operational Area	Year Task Was Performed	Type of Activity	Planned Person-Days
1.	" Assessment of task implementation by the University Cultural Center".	Area 0: Promotion and development of scientific, cultural and technical achievements; activities for local and regional communities	2024	follow-up	10
Total					10

6. Planned advisory activities				
No.	Subject of Advisory Activity	Operational Area	Continued from Previous Year	Planned Person-Days)
1.	" Analysis of the activity of the Creative Work and Recreation Center in Kołobrzeg"	Area 26: Management of student dormitories, canteens, hotel facilities, and other welfare facilities	no	30
2.	" Opinion on the implementation of the risk management procedure in the area of information security".	Area 27: Information security, protection of classified/public information	no	30
			Total	60