



Uniwersytet
Ekonomiczny
w Katowicach

/Onboarding

Guide for New Employees

Prepared by:

Personnel Management Office
Marketing Center

We are delighted to welcome you to our Team! :)

We hope you will enjoy working with us and, above all, that your work will bring you a great deal of satisfaction!

The University of Economics in Katowice is an extraordinary place, full of kindness. Our academic community is diverse. It is made up of employees, students, doctoral students and alumni.

The people you will work with include both experienced professionals with many years of practice in their fields and employees who have only just begun their professional careers, as well as programme participants and students who are just entering the labour market.

Thanks to the multigenerational nature of our community, we bring different perspectives to various aspects of how our University operates.

We are glad to have you with us.
See you on the UE Katowice campus!



Basic Information

About the University

The University of Economics in Katowice:

- is a public institution supervised by the Minister of Science and Higher Education,
- is one of the oldest universities in Upper Silesia, established in 1937,
- is one of five public universities of economics in Poland and the largest university in the region providing education in the field of social and economic sciences,
- educates more than 8,000 students, doctoral students and postgraduate programme participants,
- has twice ranked among the top three in the "higher education and science" sector of Forbes magazine's "Poland's Best Employers" ranking, taking 3rd place in Poland.

Research Activities at UE Katowice

Research activities at UE Katowice are conducted in five scientific disciplines: Economics and Finance, Social and Economic Geography and Spatial Management, Information and Communication Technology, Communication and Media Studies, and Management and Quality Studies. They are carried out within five Faculties: the Faculty of Economics, Faculty of Finance, Faculty of Spatial Economy and Regions in Transition, Faculty of Informatics and Communication, and Faculty of Management.

Our Mission, Vision and Values

The UE Katowice Mission refers directly to the mission adopted in the Development Strategy of the University of Economics in Katowice for 2026–2033 and reads as follows:

We create knowledge and educate responsible leaders, strengthening the development of the economy and society through international cooperation and in dialogue with the region. We combine science with practice and tradition with innovation, engaging in cooperation with stakeholders and building a lasting social and economic impact.

The University's Mission is based on six values:

- Excellence,
- Innovation,
- Openness,
- Cooperation,
- Commitment,
- Sensitivity.

L

Learning
Innovation

E

Excellence
in Research

A

Academic-Industry
Strategy

D

Dynamic University
Governance

The University's vision is as follows:

The University of Economics in Katowice strives to strengthen its position as the leading regional center of modern research and education, focused on developing the competencies of future leaders. This vision is pursued through four key strategic pillars: innovative education, research excellence, synergy between academia and business, and dynamic university governance. Each pillar responds to the most significant phenomena and trends identified through strategic analysis.

By 2033, the University of Economics in Katowice will be one of the leading research centers in the region, recognized for its pioneering research, high-quality education, and strong relationships with its environment. The University will become a knowledge hub supporting the region's just transition and a place where stakeholders co-create solutions for the future of the economy.

UE KATOWICE STRATEGY

In response to dynamic changes and growing uncertainty about the future, the Strategy of the University of Economics in Katowice for 2026–2033 was developed on the basis of in-depth analyses, empirical data and a consultation process. Its objective is to effectively address the current and future challenges facing the University. The document also reflects recommendations issued by international accreditation bodies.

The Strategy was prepared using an evidence-based management approach, integrating analyses of internal and external data (inside-out and outside-in perspectives) with the strategic reflection of the University's leadership.

The full Strategy is available [on the University's website](#).

Organisational Structure and Authorities of the University

The highest single-person authority of the University is the Rector, who is the superior of all employees, students and doctoral students of the University. It is the Rector who makes decisions on all matters concerning the University, except for those matters which the Act of July 20, 2018 – Law on Higher Education and Science or the Statute of the University of Economics in Katowice reserve for the competence of other University authorities.

The Rector determines the number of Vice-Rectors and designates one of them to serve as the Rector's first deputy, who substitutes for the Rector in the event of their temporary absence.

The collegial authorities of the University are:

- University Council,
- Senate – the University's highest resolution-making body, composed of representatives of academic teachers, administrative staff and students,
- Scientific Committees: the Scientific Committee for Economics and Finance and the Scientific Committee for Management and Quality.

Another important managerial function is performed by the Chancellor, who supervises the administration and the University within the scope defined by the Statute and the Rector.

Important senior management functions at the University of Economics in Katowice are also performed by the Vice-Rectors, Deans of the Faculties, Dean of the Doctoral School, Dean of the School of Undergraduate and Graduate Studies, and the Bursar.



prof. dr hab. inż. Celina M. Olszak

University Authorities

The Rector of the University is prof. dr hab. inż. Celina M. Olszak.

The Vice-Rectors are:

- prof. dr hab. Maciej Nowak – Vice-Rector for Science and Academic Staff Development;
- prof. dr hab. Wojciech Dyduch – Vice-Rector for Teaching and International Relations;
- dr hab. Robert Wolny, prof. UE – Vice-Rector for Development and Cooperation with External Environment.

Paweł Kadłubiak serves as Chancellor.

The University's organisational structure chart is available on the Public Information Bulletin website. Contact details for the University's organisational units are available in the Organisational Units Directory.



prof. dr hab.
Maciej Nowak



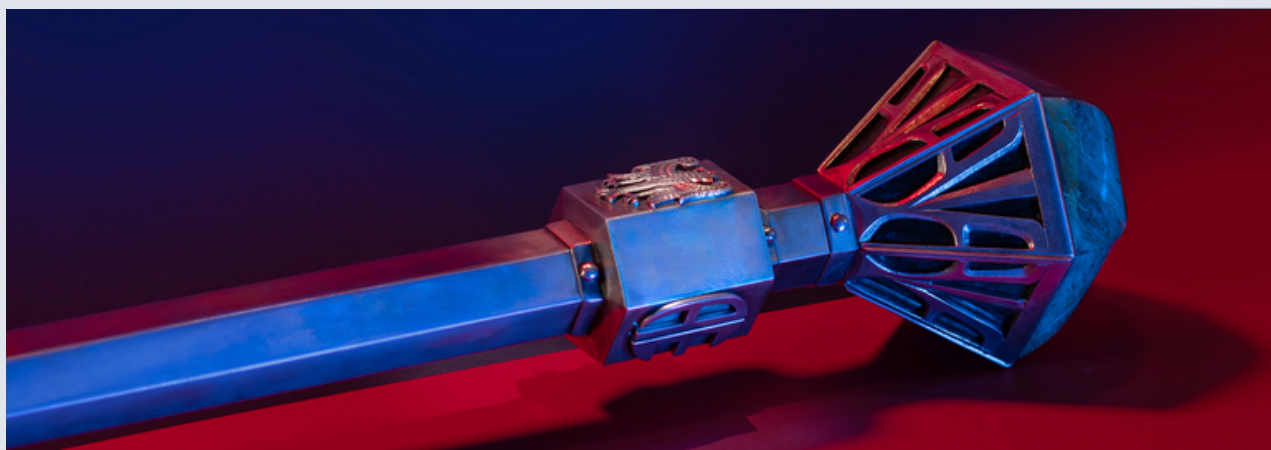
prof. dr hab.
Wojciech Dyduch



dr hab.
Robert Wolny, prof. UE



Paweł Kadłubiak



Academic Customs and Traditions

The academic traditions of the University of Economics in Katowice include, among other things, honours, commendations and distinctions, as well as academic dress and insignia, academic ceremonies and customs.

The University's emblem, which forms part of its logo, is the University's oldest seal, depicting a drawing enclosed within a circle and symbolising the wings of Mercury with a caduceus and an open book.

The seal symbol is an element of the University's visual identification. Together with the name of the University, it forms the logo identifying the University. The rules governing the use of the seal symbol and the name of the University, particularly in publications, printed materials and promotional materials, are specified in the Visual Identification System.

The symbols of the honour, authority and dignity of the University Authorities are, respectively, the Rector's insignia: the chain, sceptre and ring; the Vice-Rector's chain; the chain of the Dean of a Faculty; the chain of the Dean of the Doctoral School; and the chain of the Dean of the School of Undergraduate and Graduate Studies. The insignia are used during academic ceremonies.

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Campus

The University campus consists of 9 buildings (Rectorate, A, B, C, E, F, L, N, CNTI) and the Rybnik Branch. Building C houses a swimming pool, which employees may use for a fee. Detailed information about its operation is available on the website.

Worth Knowing

- CNTI (Advanced Information Technology Center) is the University's most modern building. This intelligent facility is used for teaching and research purposes. It features state-of-the-art information technology and audiovisual solutions, as well as access to specialist software. The building serves as the central hub for IT education and as a venue bringing together IT industry events in the region.
- CINiBA (Scientific Information Centre and Academic Library) is the library of

two Silesian universities: the University of Economics in Katowice and the University of Silesia in Katowice. CINiBA's main task is to provide resources supporting the research and teaching activities of both universities by collecting and processing various sources of information, both traditional and electronic, and ensuring easy and unrestricted access to them for the academic community. The Library holds the largest collection of books in the field of social and economic sciences in Upper Silesia. In addition to traditional collections of books and journals, it also provides electronic resources.

Employees of the University of Economics in Katowice may park free of charge on the campus using their employee card, which authorises entry to the University premises.

The car parks located in the internal courtyard next to Buildings A, B, C, G, E and L, as well as the Building N car park located next to the Academy of Fine Arts, are reserved exclusively for University employees.

Maps showing the locations of the car parks are available on the University's website.

To learn more about our University, we recommend taking a virtual tour of the University of Economics in Katowice and watching the promotional video entitled "Follow me to #UEKatowice".

Employee Matters

Important Documents and Regulations

When starting work at the University, it is worth familiarising yourself with the regulations in force and the rules followed here.

- Statute of the University of Economics in Katowice
- Rules and Regulations of Work
- Remuneration Regulations
- Code of Ethics of the University of Economics in Katowice
- Anti-Harassment and Non-Discrimination Policy
- Social Responsibility Strategy
- Research Integrity Charter
- Legal Acts Database (BAP) – this includes, among other documents, the Rector's Orders.

At the University of Economics in Katowice, we respect fundamental values and diverse views. Ethical principles, which we apply throughout our community, are of key importance to us. We encourage you to familiarise yourself with the documents listed above.

Working at the University

Work at the University is performed in accordance with the Rules and Regulations of Work. Employees are entitled to annual leave, special leave, unpaid leave and leave due to force majeure.

Administrative Staff

Administrative staff at the University of Economics in Katowice work within flexible working hours between 7:00 a.m. and 4:00 p.m. They may make use of:

- private leave during the working day – an employee may leave the workplace during working hours to attend to personal matters. The time spent away from work must be made up.
- remote work, including occasional remote work (24 days per year or more if the employee is caring for a young child).

Both private leave during working hours and remote work require prior approval from the employee's supervisor and the employer. The relevant application forms are available on the website of the Personnel Management Office.

An administrative employee of the University of Economics in Katowice is entitled to a 15-minute break during an 8-hour working day. There are three shops on campus where food, including sandwiches and sweet yeast buns, can be purchased. They are located on the ground floor of Building A, on level –1 of Building B, and next to the main entrance to Building N.

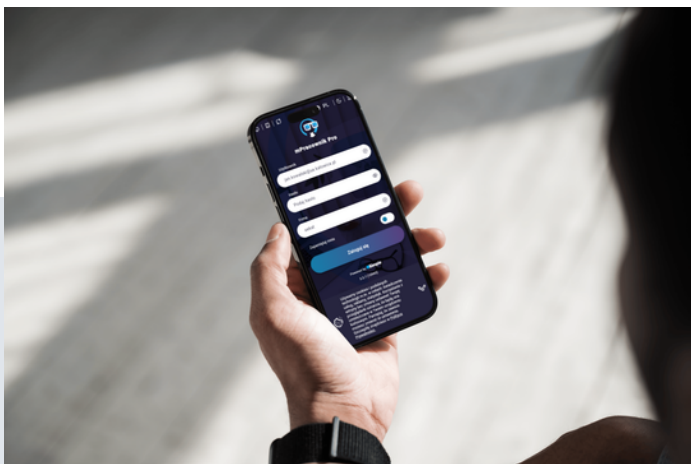
Academic Teachers

Academic teachers generally work under a task-based working time system, in accordance with the teaching, research and organisational duties assigned to them. Teaching activities are conducted in accordance with the established rules for the organisation of education in a given academic year.

Social Benefits Package for Employees

Employees of the University of Economics in Katowice are entitled to a social benefits package, which includes, among other things, vacation subsidies, financial support for services and benefits aimed at improving physical and cultural well-being, and subsidies for the costs of a child's attendance at a nursery, kindergarten or other preschool institution, or for childcare services provided by a day carer or nanny. Detailed information is available on the website of the Personnel Management Office.

In addition, employees may take out voluntary personal accident insurance and health insurance. They may also make use of the benefits offered by the Employee Savings and Loan Association.



Electronic Employee Card and the mPracownik PRO App

The Electronic Employee Card entitles employees to enter the University's free car park and also facilitates the collection of keys to offices or other rooms on campus.

To obtain the card, employees should submit the appropriate application together with their photo to the IT Center. Detailed information is available on the Center's website.

UE Katowice employees can also use the mPracownik PRO app, which can be downloaded to a mobile phone from Google Play or the App Store.

The app provides access to information such as: employee details, payroll documents, including salary payments, social benefits and PIT tax forms, absences, the employee calendar, Employee Capital Plans (PPK).

During registration, the following information must be entered correctly:

- the University email address in the ue.katowice.pl domain, according to the following format: `firstname.lastname@ue.katowice.pl`,
- a personal password for the mPracownik PRO system – it must be entered twice,
- in the "Company" field, enter: uekat.

Detailed step-by-step registration instructions are available on the website.

Wi-Fi Network (Eduroam)

On the campus of the University of Economics in Katowice, more specifically in Buildings A, B, CNTI, E, F, N and R, a free network providing secure wireless and wired Internet access for the academic community is available – eduroam (Education Roaming).

Step-by-step configuration instructions are available on the IT Center website.

Email Signature

Every employee should include an email signature consistent with the University's standards in their email correspondence.

The email signature generator is available on the University's website.

Development

Employees have the opportunity to participate in numerous events organised at the University of Economics in Katowice, as well as in training courses agreed with their immediate supervisor and the HR Development Office. In addition, employees may benefit from numerous scholarships and international programmes available under nearly 400 international agreements. On average, members of the academic community make more than 500 trips abroad each year, while the University hosts more than 300 visitors from abroad. Employees also have the opportunity to participate in mobility programmes under Erasmus+. Detailed information is available on the website of the International Relations Office.

Safety and Accessibility

Campus Safety

The safety of the University of Economics in Katowice is overseen by the Defense Affairs Specialist from the Classified Information Protection Unit. Their responsibilities include, among other things:

- maintaining ongoing cooperation with the Organisational Affairs Department of the Ministry of Science and Higher Education on matters concerning the University's defence preparedness in the event of war or a threat to national security,
- preparing and updating the Operational Plan for the Functioning of the University of Economics in Katowice in Conditions of an External Threat to National Security and during Wartime, which requires the Rector's approval,
- in cooperation with the Military Recruitment Command, maintaining documentation related to the records of persons exempted, ex officio or upon application, from the obligation to perform active military service in the event of mobilisation and during wartime.
- conducting training for persons involved in the implementation of defence-related tasks.

Evacuation and Fires

Evacuation at the University of Economics in Katowice begins when the alarm signal is activated. Upon hearing it, remain calm, leave the room you are in and immediately exit the building using the nearest evacuation routes.

If an alarm is announced and evacuation is ordered, anyone using the building should:

- remain calm and avoid causing panic,

- follow the instructions of the person in charge of the rescue operation or the staff conducting the evacuation,
- leave the building using the designated evacuation routes and exits, following the evacuation directions indicated by staff or by signs along the evacuation routes,
- assist other people who may need help.

Information on how to proceed in the event of other hazards, such as floods, hurricanes, snowstorms and others, is available on the University's website.



First Aid

To ensure the safety of the academic community of the University of Economics in Katowice, we would like to provide information on the most important matters related to the organisation of first aid at the University.

1. First aid kits are located at the porter's lodge/reception desk in each University building. They contain sterile dressings, adhesive plasters, bandages, disposable gloves, scissors, a thermal insulation blanket, a mouth-to-mouth resuscitation mask and disinfectant wipes. Due to generally applicable legal regulations, the University does not provide access to any type of medication.
2. **Each porter's lodge/reception desk is equipped with a wrist blood pressure monitor, a thermometer and a pulse oximeter for measuring blood oxygen saturation and pulse rate.**
3. In each University building, persons have been designated to provide first aid. In situations where we are unsure how to provide assistance, these persons may be contacted for support until specialised medical personnel arrive. A list of the designated persons is available on each first aid kit and on the University website.

4. Fully automated defibrillators are mounted on the walls near the main entrances to Buildings A, C, CNTI and N, as well as at the Rybnik Branch. These devices, in the event of sudden cardiac arrest, together with cardiopulmonary resuscitation, are the only means of saving a person's life. If the device needs to be used, operation is limited to pressing the green button on the device casing. The user is then guided precisely through the procedure by intelligent voice prompts.



Accessibility

The University systematically increases its accessibility by undertaking activities for people with special needs. These activities are primarily aimed at improving architectural, digital, communication and information accessibility, ensuring equal educational opportunities, introducing changes to legal regulations to take special needs into account, and providing financial support.

At the University, people with special needs are represented by the Rector's Representative for Accessibility and Disability. Ongoing support for the entire academic community is also provided by the Accessibility Center, which assists people with special needs, as well as anyone interested in activities related to accessibility.



Psychological Support

At the University of Economics in Katowice, psychological support is available from Monday to Saturday. To make use of it, an appointment should be arranged via [the application form](#).

The support is free of charge and is available to people who need assistance or simply feel the need to talk.

Psychiatric Support

A psychiatrist is also available to members of the academic community. To make an appointment with the University psychiatrist, you must first consult the University psychologist.

More information is available on the University's website.



Communication

Contact with the Academic Community

Employees communicate with one another:

- by telephone,
- by email and mailing lists:
- during meetings and events organised on campus,
- through announcements published on the University's website, including the websites of individual organisational units.

Website and Social Media

All information for employees, as well as news and interesting updates from across the University, is published primarily on the website:

www.ue.katowice.pl. Current initiatives can also be followed on social media: Facebook, Instagram, LinkedIn, YouTube, X, Spotify and TikTok.

If your responsibilities include publishing content on the website, arrange training in consultation with your supervisor and obtain the necessary access permissions from the Communication Department. The regulations governing the granting of access are available at:

www.ue.katowice.pl/pomoc

Communication on the University's website is also very often conducted in English. It is important to use the correct titles and names of administrative units in published content. For this purpose, the Academic Dictionary will be helpful.



Communication Guidelines

In official correspondence, we address every member of the academic community with due respect and use the appropriate title / position / academic degree / academic title / form of address.

- Dear Madam Rector / Dear Mr Rector,
- Dear Professor,
- Dear Doctor,
- Dear Madam / Dear Sir / Dear Ladies and Gentlemen / Good morning.

The same principle applies to closing a message. At the end, we may write:

- With respect,
- Yours sincerely,
- Kind regards,
- Regards.

"Good morning" should not be used in formal correspondence. According to language specialists, "Regards" should also be avoided in formal correspondence. It is also worth remembering that both the content and language of the message should be adapted to the recipient. We do not begin messages with "Welcome".



Positions include:

Rector, Head, Dean, Director, Chancellor.

Professional titles include, for example:

magister, inżynier, licencjat.

Academic titles and degrees include, for example:

doktor (dr), profesor (prof.), prof. dr hab., dr hab., profesor UE (prof. UE).

Please note:

A person holding the degree and title dr hab. ZOFIA PRZYKŁADOWA, prof. UE or dr hab. ZOFIA PRZYKŁADOWA is customarily addressed as:
Dear Professor.

In some messages, we may use the form "Szanowni Państwo P.T.", where the abbreviation P.T. stands for pleno titulo – with due respect for all titles.

A directory of all organisational units, together with their contact details, is available on the University's website. The organisational structure of the University is available on the Public Information Bulletin website.



Events on Campus

Academic events are also an important form of communication and employee integration. The most important events include the inauguration of the academic year and University Day. In addition, numerous academic and business events are organised, including conferences, seminars and various types of meetings.

Rector's Family Day is also organised once a year for employees. The event is intended for academic teachers and administrative staff together with their loved ones. Plenty of attractions await both the youngest and slightly older guests, providing an opportunity to spend an enjoyable time together in a relaxed summer atmosphere.

Plans are also underway to revive the University Ball – a carnival event for the entire academic community.

Contact Details for Your Supervisor

If you have any questions or need assistance, contact your supervisor. Your supervisor is there to help you settle in at UE Katowice. Communication with your supervisor and colleagues should follow the rules established within your organisational unit.

Key Links and Systems to Get Started

Ethics, Integrity, Gender and Open Science

- [Code of Ethics – ethical principles applicable to employees;](#)
- [Research Integrity Charter – standards of integrity in research work;](#)
- [Rules on the Use of Generative AI by Students – applicable to the assessment of coursework and theses – an element of academic integrity;](#)
- [ORCID – a unique, open researcher identifier supporting the transparency of research output;](#)
- [Library and Databases – access to research resources, including open resources.](#)

Research Careers and Talent Development

- [Grants and Calls / Scientific Excellence Office – support in securing research funding;](#)
- [Projects – contact regarding research projects;](#)
- [Research Data Management – rules for storing and sharing research data;](#)
- [International Relations Office – information on international mobility for researchers;](#)
- [Professional Development – HR Development Office – training opportunities for academic teachers.](#)

Assessment, Recruitment and Career Progression of Researchers

- [Periodic Assessment of Academic Teachers – rules and criteria for employee assessment;](#)
- [Registration of Research Publications – reporting publication output;](#)
- [Research Output – Main Library – registration of publications;](#)
- [Economicus – research output repository – the profile is visible for assessment and evaluation;](#)

Working Conditions and Practices

- [IT Services Portal – access to University email and IT services;](#)
- [USOS – study administration system, including access to class schedules and teaching information;](#)
- [Moodle – e-learning platform for conducting classes;](#)
- [Teaching Quality System – principles for ensuring the quality of education;](#)
- [Rules for the Organization of Education 2026/2027 – current regulations concerning the organization of studies;](#)
- [Academic Year Schedule – important dates and deadlines;](#)
- [Faculties Support Office – administrative support for academic and teaching staff;](#)
- [Accessibility Center – accessibility support for persons with disabilities – equal treatment in the workplace;](#)
- [IT Center – technical support and IT-related matters;](#)
- [Promotional and Communication Guide – rules for University communication and promotion;](#)
- [Visual Identification System – UE Katowice logo and graphic materials.](#)

Some of the links above lead to Polish-language webpages, as English-language versions are not currently available for all University content.



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Good luck!

We're glad to have you with us 😊