

VICE-RECTOR FOR STUDENT AFFAIRS AND EDUCATION (R₁)

1. The scope of duties and responsibility of the Vice-Rector for Student Affairs and Education results directly from the provisions contained in this document, the Study Rules and Regulations, Senate resolutions and Rector's ordinances regarding the area of activity of the Vice-Rector for Student Affairs and Education, as well as in authorizations granted by the Rector.
2. The Vice-Rector for Student Affairs and Education fulfills the assigned duties in compliance with the provisions contained in the Act of 20 July 2018 – Law on Higher Education and Science, the Act of 27 August 2009 on Public Finance, the Act of 17 December 2004 on Liability for Breaching Public Finance Discipline, the Statutes and Principles of Financial Management of Poznan University of Technology.
3. The main scope of responsibility of the Vice-Rector for Student Affairs and Education includes:
 - A) providing education at full-time and part-time first- and second-cycle studies,
 - B) providing education at postgraduate and MBA studies,
 - C) students' social affairs,
 - D) activities related to students' and Ph.D. students' union, research, culture, and sports.
4. The Vice-Rector for Student Affairs and Education represents the University in external relations in the scope specified in point 3, as well as in the scope of authorizations granted by the Rector.
5. The Rector serves as the direct superior of the Vice-Rector for Student Affairs and Education. The Rector may extend, change or specify the scope of the Vice-Rector's duties presented in this document.
6. The Vice-Rector for Student Affairs and Education performs the assigned duties directly or through the Deans, Directors and Heads of organizational units of Poznan University of Technology, in particular:
 - bears responsibility for the operations of the Education Office (R₁K), the Recruitment Office (R₁R) and the Student Affairs Centre (R₁O);
 - supervises the activities of the Sports Centre (R₁CS) and the Department of Physical Education, the Modern Didactics Centre (R₁CN), the University Culture Centre (R₁Z) and the Students' Union;
 - cooperates with the Rector's Plenipotentiary for the Quality of Education, the Senate Education Committee and the Careers Service Centre (R₃P) in matters related to student traineeships.
7. The Vice-Rector for Student Affairs and Education is responsible, in particular, for:
 - A) *in terms of the educational process:*
 - 1) fulfilling valid external requirements by the curricula of studies,
 - 2) initiating new forms of education and new fields of study (especially inter-faculty ones) enabling effective implementation of the University's development strategy,
 - 3) coordinating (supervising) accreditation,
 - 4) student recruitment, including setting recruitment limits,
 - 5) functioning of the quality assurance system of the education process,
 - 6) functioning of the student traineeship system,
 - 7) proper distribution of tasks and didactic workloads of academic teachers,
 - 8) issuing and awarding university diplomas of first- and second-cycle studies,
 - 9) functioning and following the Rules and Regulations of first- and second-cycle studies,
 - 10) students' disciplinary matters,
 - 11) giving opinions on the operational plans and the budget plan of R₁K, R₁R i R₁O,
 - 12) supervising the financial discipline of R₁K, R₁R i R₁O,
 - 13) substantive supervision of R₁K, R₁R i R₁O;
 - B) *in terms of education at postgraduate studies:*
 - 1) fulfilling formal requirements by the curricula of studies,
 - 2) issuing and awarding graduation certificates;
 - C) *in terms of student affairs:*
 - 1) distribution of subsidies from financial resources for student allowances,
 - 2) determining the rules for allocating aid from financial aid funds for students and from external sources, planning and supervising expenditure from the fund,
 - 3) establishing rules and supervising the allocation of places in dormitories,

- 4) supporting the implementation of student initiatives,
 - 5) initiating modern solutions in didactics and didactic undertakings;
- D) in terms of activities related to students' and Ph.D. students' union, research, culture, and sports:*
- 1) giving opinions on content-related activity plans and the budget plan of the Students' Union, the University Culture Centre, the University Sports Association of Poland at PUT, science clubs and student organizations,
 - 2) distribution of funds from the FSD fund for the activities of the above-mentioned units,
 - 3) supervising the financial discipline of the above-mentioned units,
 - 4) substantive supervision of the activities of the above-mentioned units.
8. The Vice-Rector for Student Affairs and Education chairs or participates in the work of committees and teams as agreed by the Rector.