

Ordinance No. 44
of the Rector of Poznan University of Technology
of 18 September 2025
(RO/IX/44/2025)

**on the implementation of projects and scholarships at Poznan University of Technology financed
from sources other than the subsidy of the Ministry of Science and Higher Education**

Pursuant to Article 23 section 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), **it is ordered** as follows:

§ 1

The terms used in the Ordinance have the following meaning:

- a) project – a research, development, educational, investment or scholarship-financing undertaking to achieve the assumed result and financed from funds other than those specified in Article 368 section 1 of the Act - Law on Higher Education and Science. The project has clearly defined objectives, quality requirements, timeframe and budget;
- b) Project Coordinator – a person responsible for coordinating the project, managing the project team and achieving the project's objectives and results; the responsibilities of the Project Coordinator are set out in Attachment No. 1 to the Ordinance;
- c) Competition Supervisor – a person in the Research and Project Office (hereinafter referred to as R₂N) responsible for providing explanations on the competition regulations and administrative handling of applications; the responsibilities of the Competition Supervisor are set out in Attachment No. 2 to the Ordinance;
- d) Project Supervisor – a person at R₂N responsible for supporting the project coordination team; the responsibilities of the Project Supervisor are set out in Attachment No. 3 to the Ordinance;
- e) Administrative and Financial Specialist – a person, usually employed in the unit implementing the project, responsible for the formal settlement of the project; the responsibilities of the Administrative and Financial Specialist are set out in Attachment No. 4 to the Ordinance;
- f) Project Supervisor in the Bursar's Office - a person in the Bursar's Office keeping the accounting records of the project; the responsibilities of the Project Supervisor in the Bursar's Office are set out in Attachment No. 5 to the Ordinance;
- g) a person authorized to incur financial obligations – an employee with the Rector's power of attorney, usually the Head of the organizational unit in which the project is implemented;
- h) indirect costs of the project – costs related to the project that cannot be directly linked to substantive tasks, but which are necessary for the proper implementation of the agreement for its financing. Indirect costs may be settled on a lump sum basis or according to the costs or expenses actually incurred, taking into account the bidding rules in the competition.

§ 2

- 1. The Head of the organizational unit in which the project is implemented is responsible for spending the funds transferred to this unit in connection with the implementation of the project in accordance with their intended use specified in the EU, national and Poznan University of Technology regulations.
- 2. Exchange rate differences not settled in the project constitute costs or revenues of the unit in which the project is implemented.
- 3. The rules for the allocation of indirect costs, subject to section 4, are determined by the Rector's separate ordinance.
- 4. The Head of the unit in which the project is implemented allocates – as part of indirect costs remaining in this unit – funds for the disposal of and in agreement with the Project Coordinator. The allocated funds should not exceed 30% of indirect costs attributable to the unit in which the project is implemented. This

limitation results from the need for the unit to cover the overall operating costs for which the Project Coordinator is not responsible. In particularly justified cases, the Head of the unit may grant the Project Coordinator a higher amount of funds – but not more than 50% of indirect costs remaining in this unit – unless the guidelines applicable to a given project provide for different rules for the allocation of indirect costs. However, they exclude the possibility of financing certain categories of expenditure incurred by the unit. Failure to allocate funds at the disposal of the Project Coordinator requires written justification.

§ 3

1. After the announcement of the competition by the funding institution, the Head of the R₂N appoints a competition supervisor.
2. In a situation where the project may lead to results that may be subject to protection by intellectual property rights (in particular know-how, invention, utility model, industrial design, trademark, database, a work, including computer software), it is recommended that the Project Coordinator consults the planned strategy of protecting the results with the Intellectual Property Centre – at the stage of preparing the application and during the implementation of the project.
3. Each application for subsidizing the project must be registered at R₂N.
4. The condition for registering the application at R₂N is the submission of the application form via the EOD system within 10 working days before the closing date of the competition. The application form must be accompanied by:
 - a) a project schedule,
 - b) a project budget,
 - c) a consortium agreement (if attaching a consortium agreement to the application is required in accordance with the competition regulations) or a letter of intent (if Poznan University of Technology is the leader of the consortium and the competition regulations require attaching a consortium agreement to the project implementation agreement),
 - d) other documents, the submission of which is required at the stage of applying for funding in accordance with the rules of the competition or indicated by the Project Supervisor.
5. At the stage of preparing the application form, the Project Coordinator is obliged to reliably determine the amount of indirect costs in the project (in the maximum allowable amount) and their distribution as well as the amount of own contribution and ineligible costs, including VAT (if applicable).
6. The deadline for submitting a set of documents is determined each time by the Competition Supervisor and announced on the intranet on the R₂N subpage.
7. The formal check of the application takes place at R₂N within 3 working days from the moment of its submission. In the event of finding an irregularity, the application is returned to the applicant together with a list of remarks.
8. The Bursar, within a maximum of 2 working days from receipt of the application form (unless the application requires additional explanations) confirms the financial capacity of Poznan University of Technology to participate in the competition and determines the method of VAT settlement.
9. If it is necessary for Poznan University of Technology to make its own contribution to the project or if there are ineligible costs, the Bursar, after consultation with the Rector, gives an opinion on the application in terms of the financial capacity of Poznan University of Technology to accept the obligations resulting from the implementation of the project.
10. The formally verified application is sent through R₂N to the Vice-Rector for Research. Within a maximum of 2 working days, the Vice-Rector for Research makes a decision on the approval of the project (signing the application and/or relevant statements).
11. The Vice-Rector for Research has the option of rejecting the application.

§ 4

1. The Project Coordinator is obliged to immediately provide information on the evaluation of the application made by the financing institution electronically to the business e-mail address of the Competition Supervisor.

2. In order for the Vice-Rector for Research to sign the agreement for the implementation of the project, the Project Coordinator submits to R₂N:
 - a) a checklist for signing an agreement for the implementation of the project, through the EOD system,
 - b) an agreement for the implementation of the project along with attachments (if Poznan University of Technology signs the agreement directly with the financing institution),
 - c) a consortium agreement with attachments (if the project is implemented by the consortium),
 - d) statements required to sign the agreement specified in the competition regulations,
 - e) other documents indicated by the Project Supervisor necessary to make a decision on signing the agreement for the implementation of the project.
3. The Project Supervisor checks the agreement in terms of form and compliance of the budget with the application and the competition regulations, and then submits it with attachments for approval:
 - a) as regards legal terms – to a legal adviser,
 - b) as regards financial terms – to the Bursar,
 - c) for final approval – to the Vice-Rector for Research.

In any case, the approval time should not exceed 3 working days.

§ 5

1. After signing the agreement for the implementation of the project by the parties, the Vice-Rector for Research submits to the Project Supervisor at R₂N the original version of this agreement along with attachments.
2. The Project Coordinator is responsible for the correct preparation of the financial plan of the project in the ERP system project Module and updating it on an ongoing basis.
3. The Project Coordinator submits reports at R₂N no later than 5 working days before the deadline specified in the project implementation agreement in order for them to be verified by the Project Supervisor (in terms of compliance with the agreement and the competition regulations) and the Bursar (in terms of compliance with the accounting records). After obtaining the required signatures on the paper version or the version with the required electronic signatures, the Project Coordinator sends the report in the IT system. The version of the report submitted in the system must be identical with the signed version. Paper reports are sent by the Project Supervisor. The Project Coordinator is responsible for the type and content of the information provided in the reports.
4. The Project Coordinator, in cooperation with the Administrative and Financial Specialist, the Supervisor in the Bursar's Office and the relevant organizational units of Poznan University of Technology, provides appropriate explanations to the bodies conducting controls and audits – both at the stage of project implementation and after its completion.
5. In the event of changing a person performing a role in the project (Administrative and Financial Specialist, Supervisor in the Bursar's Office, Supervisor at R₂N), the appointing person informs the Head of R₂N, who is responsible for updating the data in the ERP system and informing other interested parties, including the Project Coordinator.

§ 6

1. The remuneration of employees for the performance of tasks directly related to the implementation of the project constitutes the costs of the project provided that it has been determined in accordance with the applicable *Regulations for the Remuneration of Employees of Poznan University of Technology*, as well as in accordance with the requirements and guidelines of the programme from which the project is financed and the provisions of agreements specifying the conditions for its implementation.
2. The Project Coordinator specifies in writing the scope of activities and tasks carried out by an employee for the project and the form of payment of remuneration. After approval by the Head of the unit implementing the project and the Head of the unit employing an employee, the documents are transferred to R₂N. Then, after approval by the Vice-Rector for Research, they go to the Human Resources Office in order to prepare an agreement changing the terms of employment.
3. Remuneration components and remuneration derivatives that cannot be covered by the project funds

constitute the cost of the unit in which the project is implemented.

4. The working time of persons performing tasks directly related to the implementation of the project is recorded in accordance with the requirements and guidelines of the programme from which the project is financed and the provisions of agreements specifying the conditions for the implementation of the project. The working time sheet, if required according to the previous sentence, is confirmed once a month by the Project Coordinator. The template of the working time sheet compliant with the requirements of the competition is prepared by the Project Supervisor.
5. The total number of hours settled by an employee as part of all professional activities and all forms of employment (also outside Poznan University of Technology) cannot exceed 276 hours per month. An employee submits a statement that the total number of hours worked in a month does not violate the restrictions of the Labour Code, the Work Regulations and the above-mentioned limit.
6. An employee involved in the implementation of the project who is an academic teacher may apply to the Rector for a reduced annual teaching workload.
7. The author of the project application meeting the requirements of the Grants for Grants project is obliged to submit an application to the Ministry of Science and Higher Education in accordance with the Minister's current announcement in this matter, in accordance with the procedures resulting from this Ordinance.

§ 7

1. If the conditions for the implementation of the project allow the subcontracting of tasks directly related to its implementation, a civil law agreement is concluded with the entity performing these tasks, ensuring the transfer of proprietary copyrights and industrial property rights to Poznan University of Technology.
2. The conclusion of a civil law agreement takes place in accordance with the Public Procurement Law Act and the regulations in force at Poznan University of Technology.
3. On behalf of Poznan University of Technology, a civil law agreement is signed by the Head of the unit in which the project is implemented, provided that he/she has the appropriate authorization.
4. If the contractor is the Head of the unit, then Poznan University of Technology is represented by the Vice-Rector for Research.
5. If the contractor of a civil law agreement is an employee of Poznan University of Technology, the tasks performed under it must be generically different from the tasks performed under the employment relationship and outside an employee's working time.
6. The condition for payment of remuneration on the basis of a civil law agreement in the project is to submit to R₂N:
 - a) a concluded agreement,
 - b) in the case of mandate agreements, an approval report containing a detailed scope of activities performed and the number of hours worked under the agreement,
 - c) in the case of specific task agreements, a report containing confirmation by the Project Coordinator that the work has been accepted without reservations and approved in the Scientific Information System at Poznan University of Technology.

§ 8

1. After signing the agreement for the implementation of the project, the Project Coordinator prepares information about the project for the website and profiles on social platforms of Poznan University of Technology. The information prepared in accordance with the provisions of the agreement for the implementation of the project is forwarded to the Public Relations Office at PUT.
2. If the provisions of the agreement for the implementation of the project require the placement of an information board or an information poster about the implemented project, the cost of its preparation is covered by the funds from the unit in which the project is implemented.
3. After the completion of the project, the Project Coordinator prepares a popular scientific description of the results achieved, emphasizing the impact on the socio-economic environment, for promotion on the PUT website, in the PUT social media and in the national and international press. The developed information is forwarded to the Information and Promotion Office at PUT.

§ 9

1. After the completion of the project, the Project Coordinator is responsible for its timely settlement in terms of substantive content, fulfilling the indicators and maintenance of durability, unless the Rector or Head of the unit in which the project was implemented appoints another person to take over these responsibilities. Supervision over the implementation of these tasks is exercised by the Head of the unit in which the project was implemented and an R₂N employee appointed by the Head of R₂N. The Head of R₂N is obliged to immediately inform the Vice-Rector for Research about any threats in the discharge of responsibilities related to project settlement, fulfilling the indicators and maintenance of durability.
2. Fixed assets, intangible and legal assets and low-value assets acquired from the funds of the project or created as a result of its implementation are, in principle, recorded in the stock of the entity in which the project was implemented. In justified cases, however, they may be included in the records of another entity if it results from the project-financing agreement or other applicable regulations or separate arrangements.
3. The resulting publications, reports, multimedia studies, construction documentation of the created devices, and the developed software together with the documentation are submitted by the Project Coordinator to the Scientific Information System at Poznan University of Technology.
4. After the completion of the project, the Administrative and Financial Specialist prepares a financial report on the implementation of the project, keeps records of costs and revenues related to maintaining the durability of the project, submits reports to the financing institution or the Leader, depending on the role of Poznan University of Technology in the project, in accordance with the deadlines indicated in the project implementation agreement and in accordance with the templates provided by this institution, and provides information in cooperation with the Project Coordinator during the project control.
5. External documents regarding the period of durability are approved by the Vice-Rector for Research after verification by the Project Supervisor at R₂N. The documentation should be delivered to R₂N within 5 working days before the deadline set by the external institution.
6. The project documentation is stored in accordance with the applicable instructions for archiving documents at Poznan University of Technology, the financing agreement and other applicable regulations.
7. If, during the period of project durability, the employment relationship with the Project Coordinator ceases, the Head of the unit in which the project is implemented appoints another person responsible for fulfilling the indicators, within a time limit enabling the transfer of documentation to a new responsible person by the current Project Coordinator.
8. If, during the period of maintaining the durability of the project, the employment relationship with the Administrative and Financial Specialist ceases, the Head of the unit in which the project is implemented appoints another person responsible for monitoring the costs of maintaining the project in a time limit allowing for the transfer of documentation to a new person.
9. The costs of maintaining the durability of the project are borne by the unit in which the project was implemented. In order to record costs and revenues during the period of maintaining the durability of the project, a project (or projects, if it results from the detailed character of the records) is launched in the unit, managed by the Head of the unit. In justified cases, the Vice-Rector for Research may appoint another employee as the coordinator of the project created for the period of maintaining the durability of the project.
10. If the results of the project are the subject of copyright or industrial property rights, one applies the provisions of the *Regulations for the management of copyright and related rights and industrial property rights in force at Poznan University of Technology and the rules for the commercialization of the results of the scientific activities of Poznan University of Technology*, unless the rules of the competition or the project implementation agreement provide otherwise.
11. After settling the project, the Project Supervisor in the Bursar's Office submits an electronically-sent application in the Finance Office to close the project's bank account. The application is also communicated to the Project Coordinator and the Project Supervisor. The Finance Office closes the account after 3 working days at the earliest, unless the Project Coordinator or Project Supervisor lodges an objection during this time.

§ 10

1. The provisions of this Ordinance apply to projects implemented on the date of Ordinance entered into force.
2. The provisions of this Ordinance apply to investment undertakings in the extent appropriate to the nature of the project, in particular taking into account whether the project includes the creation of research infrastructure.
3. Investment undertakings are subject to mandatory registration in the Electronic Document Circulation (EOD) system.
4. The decision on the implementation of the investment undertaking is made by the Rector.
5. In the event of doubts as to the scope of the application of the provisions of this Ordinance to a given investment undertaking, the decision will be made by the Vice-Rector for Research or the Chancellor – within the scope of their competence, and in matters causing financial consequences after prior arrangement with the Bursar.

§ 11

Ordinance No. 18 of the Rector of Poznan University of Technology of 9 April 2020 on the implementation of projects financed from sources other than the subsidy of the Ministry of Science and Higher Education at Poznan University of Technology (RO/IV/18/2020) is repealed.

§ 12

The Ordinance enters into force on the day of signing.

The original signed by
Rector
of Poznan University of Technology

Professor Teofil Jesionowski, Ph.D., D.Sc.