

Regulations on Project-Based Learning at Poznan University of Technology in the Academic Year 2025/2026 "Learning through Action"

General Provisions

1. Project-Based Learning (PjBL) is a form of personalised education aimed at developing competences through the implementation of practical, cross-curricular projects, with a preference for interdisciplinary (cross-field) connections, and applies to students selected through a recruitment process.
2. These Regulations set out the principles for the submission, assessment, and implementation of PjBL projects, as well as the financing of activities related thereto at Poznan University of Technology.
3. The implementation of PjBL projects comprises three stages: submission of topics by academic teachers, recruitment of students, and implementation of projects by selected project teams.
4. Education in the PjBL format may be conducted in full-time first-cycle studies, provided that it does not last longer than one semester and should be completed no later than by the end of the penultimate semester of studies at the given level.
5. A student may participate in only one PjBL project during studies in a given field of study.
6. Coordination of the implementation and supervision of PjBL at University level is carried out by the Vice-Rector for Student Affairs and Education.
7. The terms used in these Regulations are defined as follows:
 - a) project supervisor – an academic teacher responsible for a course or form of a course whose learning outcomes are accounted for in the PjBL format, and who is the originator of the PjBL project;
 - b) major field of study – the field of study for which the PjBL project is predominantly dedicated (at least half of the learning outcomes are assigned in the PjBL matrix within the curriculum of studies);
 - c) leader of supervisors – an academic teacher selected from among the project supervisors and associated with the major field of study;
 - d) project team – a group of students jointly implementing a project in the PjBL format;
 - e) project team leader – a student selected from among the students implementing the project in the team as part of PjBL;
 - f) member of the project team – a student implementing the project in the team as part of PjBL;
 - g) contract – a document containing arrangements between Poznan University of Technology, the leader of supervisors, and the student concerning the rules of participation in PjBL.

§ 1

Submission of Projects by Academic Teachers

1. Academic teachers representing courses delivered within the curriculum of studies of the same or different fields of study who are the originators of a PjBL project shall form a group of supervisors, from among whom they shall appoint a leader of supervisors.
2. The proposal of the PjBL area (topic) shall be submitted by the leader of supervisors to the Dean of the faculty where they are employed. The submission must be made in accordance with the schedule for projects carried out in the summer semester.

3. The area (topic) of the project must be cross-curricular in nature and must make it possible to achieve the learning outcomes foreseen for selected courses or course components delivered within one or several curriculums of studies.
4. The Dean shall conduct a preliminary verification of the submitted project areas.
5. The application containing the proposed PjBL project area (Attachment No. 1) shall include:
 - a) the curriculums of studies in which it will be possible to recognise learning outcomes on the basis of PjBL,
 - b) a description of the educational objectives, thematic scope, and expected results of the project,
 - c) a matrix for the recognition of learning outcomes for at least two courses delivered within one or several curriculums of studies,
 - d) the first and last names of the supervisors who will support the students during project implementation.
6. The Dean responsible for the implementation of the curriculum of studies to which the PjBL primarily pertains shall approve one application, after verifying whether the learning outcomes assigned to the specified courses or course components will be achieved. In the course of consultations with the Dean, modification of the linkage to courses and semesters is permissible.
7. After approval of the proposal, the project supervisors shall prepare a concise description of the project for the purposes of the recruitment announcement.
8. Information on the possibility of participating in PjBL projects shall be communicated to students using selected means of communication.

§ 2

Recruitment of Students

1. Students shall submit applications electronically via the University's information system.
2. Students, in teams consisting of between 3 and 5 persons, may apply to carry out a selected project by submitting an application containing:
 - a) a description of the implementation plan,
 - b) a division of roles within the team, indicating the project team leader,
 - c) a preliminary budget.
3. Only students who have fully passed all previous semesters of their studies may participate in PjBL projects.
4. A student may apply to only one project team.
5. The application must be prepared in accordance with the template specified in Attachment No. 2.
6. Applications shall be evaluated by a committee appointed by the Dean of the faculty responsible for the leader of supervisors; the committee shall include at least representatives of the dean's offices of all faculties responsible for the curriculums to which the PjBL pertains, as well as the leader of supervisors.
7. The committee shall evaluate applications for project admission on a scale from 0 to 50 points, with an accuracy of 1 point, in the following areas:
 - a) alignment of the project with its assumptions – from 0 to 10 points,
 - b) innovativeness of the solution and substantive value of the project plan description – from 0 to 5 points,
 - c) potential for academic development, i.e. acquisition of new knowledge and skills not covered by the curriculum of studies – from 0 to 5 points,

- d) anticipated project result and its commercialisation potential (e.g. prototype, model, application, publication) – from 0 to 5 points,
 - e) feasibility of the project within the allocated budget – from 0 to 5 points,
 - f) positive impact of the proposed solution on the environment, society, or its orientation towards a sustainable economy – from 0 to 10 points,
 - g) competences of the project team leader – from 0 to 5 points,
 - h) internationalisation aspects included in the application – from 0 to 5 points.
8. Based on the evaluation results, a ranking list of applications shall be created.
 9. A necessary condition for obtaining project funding is achieving a minimum score of 35 points.
 10. Funding shall be granted to the highest-ranked project on the ranking list within a given field of study. In the event of equal scores, the highest average of the grade point averages of the team members from their academic record to date shall be decisive.
 11. The decision to award funding shall be made by the Rector.

§ 3

Implementation of Projects

1. Prior to commencing project implementation, the leader and members of the project team shall sign a tripartite contract (Attachment No. 3) with the University and the leader of supervisors.
2. At the initial stage of project implementation, project team leaders shall participate in a micro-course on project management organised by the University.
3. Students work within a team in which the project team leader individually assigns tasks to each member. Students implement the project under the substantive supervision of the project supervisors, who verify the implementation of the stages and are responsible for providing students with feedback on the project.
4. The responsibilities of the project team leader include:
 - a) organisation of the work of the project team,
 - b) cooperation and arrangements with the Student Affairs Centre,
 - c) representing the project team within the University,
 - d) submitting a project implementation report to the Student Affairs Centre within the deadline set in the schedule,
 - e) documenting the progress of project implementation.
5. The assessment of students' work and their level of engagement in the project shall be carried out by the project supervisors and submitted to the Student Affairs Centre.

§ 4

Supervision of Projects

1. Supervision of student projects shall be exercised by the project supervisors.
2. An academic teacher may supervise only one project team per semester.
3. Supervision provided by academic teachers includes:
 - a) substantive consultations on the concept, solutions, and progress of the project with the persons implementing it,
 - b) approving organisational and technical conditions necessary for the proper implementation of the project,
 - c) adopting and reviewing the project budget in substantive terms,

- d) evaluation of project progress,
- e) indicating directions for academic development, including sources of new knowledge and skills.

§ 5

Financing and Settlement of Projects

1. Funds for project implementation shall come from the University budget, managed by the Rector.
2. The Rector shall determine the number of available places and the amount of funds allocated to the PjBL programme in a given academic year, as well as the rules for remuneration of supervisors.
3. The project budget should cover only those resources unavailable within the University and necessary for achieving and disseminating the project results.
4. Purchases made within the project shall comply with the regulations in force at the University and may not exceed the budget planned in the preliminary budget as in Attachment No. 2 of the Regulations.
5. The settlement of costs shall be carried out by the Student Affairs Centre.
6. Upon completion of the project, the project team is obliged to submit a final report and financial settlement, as well as to present the results to the project supervisors.
7. As part of project completion, the project team leader shall submit to the Student Affairs Centre a report on the implementation of the PjBL project (Attachment No. 4) within 7 days of project completion.
8. The leader of supervisors, in consultation with the remaining project supervisors, shall prepare an evaluation of the project and the recognition of learning outcomes individually for the leader and members of the project team (Attachment No. 5), which they shall submit to the Student Affairs Centre within 7 days.

§ 6

Learning Outcomes and Course Credit

1. PjBL projects correspond to the implementation of selected courses or forms of course activities delivered within the curriculum of studies and replace the crediting of those courses or course components whose learning outcomes have been achieved within the project.
2. The recognition of learning outcomes should relate to the semester in which the PjBL project is implemented. In exceptional cases, it may concern courses from higher semesters of the given curriculum of studies.
3. It is possible, upon completion of the project, to recognise additional learning outcomes not included in the curriculum of studies.
4. On the basis of the project evaluation form (Attachment No. 5) completed by the leader of supervisors, the Dean shall credit the specified courses or their forms in accordance with the principles set out in the Regulations of First- and Second-Cycle Studies.

§ 7

Schedule

In the academic year 2025/26, the following schedule for the implementation of PjBL projects shall apply:

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|--|------------|
| 1. Deadline for submission of project areas by leaders of supervisors: | 10/12/2025 |
| 2. Selection of project areas by the Deans: | 20/12/2025 |

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|--|-----------------|
| 3. Announcement of recruitment: | 02/01/2026 |
| 4. Deadline for submission of projects by students: | 31/01/2026 |
| 5. Selection of project teams: | 15/02/2026 |
| 6. Signing of contracts: | 28/02/2026 |
| 7. Project implementation period: | 1/03–31/08/2026 |
| 8. Submission of the project implementation report
and settlement of the allocated financial resources: | by 7/09/2026 |
| 9. Submission of the project evaluation form: | by 14/09/2026 |

§ 8

Final Provisions

1. Projects may be carried out in Polish or English.
2. In matters not regulated by these Regulations, decisions shall be made by the Rector.

Application
for the Proposal of a Project Area for Project-Based Learning
under the "Learning through Action" Programme

1. Project area: dedicated to students of the curriculums of studies in which it is possible to recognise learning outcomes:

No.	Faculty	Field of study	Major field of study*
			yes / no
			yes / no

* – mark as appropriate

2. Description of the project area: educational objectives, thematic scope, expected results (max. 500 characters):

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3. Matrix for the recognition of learning outcomes of courses delivered within the curriculum of studies:

Course / form of classes / semester	Field of study A....		Field of study B....		Field of study C....	
	According to the curriculum of studies	Additional course**	According to the curriculum of studies	Additional course**	According to the curriculum of studies	Additional course**
	X*			X		

* – mark in the appropriate cell if the project outcomes correspond to the learning outcomes of the course and form of classes

** – an additional course – recorded in the diploma supplement as additional achievements

4. Project supervisors:

No.	Academic degree/title, name and surname	Organisational unit	Role
1			Leader
2			Supervisor
3			Supervisor

Leader of supervisors, date

5. Opinions of the Dean(s) (applies to fields of study other than the major):

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Dean's/Deans' signature(s), date

6. Decision of the Dean of the faculty administering the major field of study

Accepted*	Rejected*
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* mark as appropriate

Justification

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Dean's signature, date

ATTACHMENT NO. 2

to the Regulations on Project-Based Learning at Poznan University of Technology
in the Academic Year 2025/26 “Learning through Action”

Application
for Admission to a Project-Based Learning Project
under the “Learning through Action” Programme

1. Project area (as specified in the recruitment announcement):
2. Title of the project within the project area:
3. Project team:

No.	Name and surname	Student ID no.	Field of study	Semester	Role
1					Leader
2					Member
3					Member

Description of the experience and organisational competences of the project team leader:

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4. Project start date and end date:
5. Objective and description of the project (max. 500 characters):
(thematic scope, innovativeness, potential for academic development, impact on the socio-economic environment)

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6. Methods of action/implementation (max. 500 characters):

(Consideration of individual tasks and the expected completion time)

7. Intended results and final benefits (max. 500 characters):

(Form of final output: e.g. report, presentation, application, prototype, article)

8. Preliminary budget of the requested funding / planned expenses:

No.	Item*	Estimated gross cost [PLN]
1		
2		
3		

* e.g. materials necessary for task implementation, educational fees, training, teaching materials, licences.

Project team leader, date

§ 1

§ 2

§ 3

- ## § 4

- 10

5. The transfer of economic rights to the work or the granting of a licence to the University requires a separate written agreement.
6. In the event of discrepancies regarding the rights involved, the decision is made by the Rector in consultation with the intellectual property specialist.

§ 5

1. The implementation of the project is associated with receiving a grade (or grades) on a scale from 2 to 5 applicable at the University for courses included in the matrix of recognition of learning outcomes from subjects delivered within the curriculum of studies.
2. The criteria for project assessment are defined in the project evaluation form completed by the leader of supervisors for Project-Based Learning under the "Learning through Action" Programme.
3. Withdrawal of a student from the project within a period not exceeding 30% of the classes scheduled for the given semester in the study curriculum timetable results in the necessity to obtain the learning outcomes through the classes included in the study plan.
4. In the case of later withdrawal from the project or failure by the student to achieve the assumed learning outcomes in the project for a given subject/class, it will be necessary to retake them in accordance with the regulations in force at the University.

§ 6

1. The contract is prepared in written form, in three identical copies, one for each Party to the contract.
2. In matters not regulated by this contract, decisions are made by the Rector.

Poznan University of Technology,
date

Leader of Supervisors, date

Student, date

**Report on the Implementation of the Project-Based Learning Project
within the "Learning through Action" Programme**

1. Project title:

2. Project team:

No.	Name and surname	Student ID no.	Field of study	Semester	Role
1					Leader
2					Member
3					Member

3. Project start and end dates:

4. Description of activities carried out (max. 500 characters):

(Stages of implementation, methods, cooperation with consultants, etc.)

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5. Project results:

(Description of outputs – prototype, model, application, report, participation in a competition, publication, etc.)

6. Forms of dissemination of results:

(Publication, poster, seminar – according to arrangements with supervisors)

7. Use of allocated financial resources:

(List of budget items)

8. Final remarks and recommendations:

(Description of any difficulties, ideas for continuation)

Project Team Leader, date

Leader of Supervisors, date

Project Assessment and Learning Outcomes Recognition Form
within the "Learning through Action" Programme

1. Project title:

2. Student information

Name and surname	Student ID no.	Field of study	Semester	Role*
				Leader / Member

* – mark as appropriate

3. Leader of supervisors:

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(Name and surname, academic degree/title, organisational unit)

4. Project assessment (0–50 points):

No.	Criterion name*	Points**	
		Awarded	Maximum
1	Achievement of objectives and learning outcomes		20
2	Engagement and independence of action		10
3	Quality of final output (prototype, model, report, application, presentation, publication, etc.)		10
4	Ability to collaborate and organisation of team work		10
Total points:			50

* – all criteria are maximised

** – point scale: 0–20 for criterion 1; 0–10 for criteria 2–4)

5. Matrix of recognition of learning outcomes for subjects included in the curriculum of studies

Subject / Form of class / Semester	Grade for subject included in the curriculum of studies	Grade for additional subject

Enter the student's grade/grades for the subjects consistent with the proposal form for the project area within the "Learning through Action" Programme.

6. Supervisor leader's comments (optional: strengths of the project, any remarks):

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7. Recommendations for dissemination of results:

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Leader of Supervisors, date

