

Rules for awarding bonuses to Poznan University of Technology employees for outstanding didactic achievements in the academic year 2025/2026

§ 1

1. Outstanding didactic achievements accomplished in the academic year 2025/2026 by employees of Poznan University of Technology, hereinafter referred to as the "University", are rewarded by the payment of didactic bonuses, hereinafter referred to as "bonuses".

2. A University employee may receive a bonus for special activities contributing to increasing the level of quality of education, its effects, popularization of science, in particular for activities in the following categories:

- 1) development and implementation of innovative methods of conducting didactic classes,
- 2) distinctive activities popularizing science and education at the University,
- 3) development and launching of international didactic programmes carried out by the University with a foreign entity,
- 4) development and creation of a new didactic laboratory,
- 5) a distinctive form of conducting didactic classes,
- 6) releasing a distinctive educational/didactic publication,
- 7) creative participation in student and/or Ph.D. student development (science clubs, etc.),
- 8) co-organization of didactic and scientific projects or competitions for students and/or Ph.D. students in cooperation with economic entities and other organizations, including foreign ones,
- 9) organization of the first edition of the summer school or development and launching of the first postgraduate study or course/training programme at the University,
- 10) obtaining distinctions and awards in competitions not organized by the University by students and/or Ph.D. students for work supervised by a research adviser who was a candidate for the award,
- 11) being awarded a didactic project covering activities aimed at improving the quality of education or increasing/extending competencies or gaining practical experience by students and/or Ph.D. students, financed through a competitive procedure.

3. Bonuses are awarded only to University employees hired on a full-time basis and related to didactic classes in the fields of study pursued or planned to be launched at Poznan University of Technology.

4. Bonuses are financed from the didactic subsidy fund referred to in § 12 of the *Principles of financial management of Poznan University of Technology* (Attachment to Resolution No. 156/2020-2024 of the Academic Senate of Poznan University of Technology of 29 November 2023).

5. Bonuses in the amounts specified in Attachment No. 1 to the Rules are financed from the increase in subsidies for 2026. The awarded funds, referred to in the previous sentence, may not be used for any purpose other than the payment of bonuses.

6. Faculties as well as the Sports Centre and the Centre of Languages and Communication allocate funds for the payment of bonuses as part of the didactic subsidy, at least in the amount of the subsidy increase received for this purpose.

7. The maximum value of bonuses at faculties may not exceed 0.5% of the awarded didactic subsidy (as of 30 June 2026) and is determined, as far as the amount is concerned, by the Rector.

8. At the request of the Dean/Director of a unit, in particularly justified cases, the Rector may award additional funds for the payment of bonuses from the central budget, but not more than the equivalent of 20% of the funds allocated

by the Dean for this purpose. The condition for submitting an application is the allocation by the Dean 0.5% of the subsidy awarded to a faculty for the payment of bonuses.

9. The didactic bonus cannot be awarded in the case of receiving a scientific bonus for the same achievement.

10. The didactic bonus in a given category can be awarded once every 3 years.

§ 2

1. The amount of the rates of bonuses for particular didactic achievements and the amount of a bonus for being awarded a project are specified in Attachment No. 2 to the Rules.

2. One assumes the maximum faculty number of 5 awards for achievements in each of the categories of bonuses specified in Attachment No. 2 as items Nos. 7, 8 and 10, and 5% of the number of employees conducting classes from a given faculty/unit – item 5 in the table in Attachment No. 2 to the Rules. In order to indicate a recommendation for the award referred to in the previous sentence, the Dean/Director of a unit prepares a ranking list of achievements, taking into account the prestige of competitions, the scope of their impact and the number of students involved in obtaining distinctions.

3. The activities referred to in § 1 section 2 financed from sources other than the subsidy are not eligible to be recognized towards a bonus.

4. The amount of a bonus for being awarded a project is determined by the Dean, taking into account the amount of indirect costs in the project, the University's own contribution to the project and the eligibility of VAT in the project.

5. The maximum value of bonuses for one employee is three times the minimum rate of the Professor's base salary.

6. In the case of a single author's achievement, the total bonus rate applies.

7. In the case of a multi-author achievement, the bonus rate is divided by the number of authors together with an indication of the proposed distribution of the bonus amount.

8. In the case of limited funds awarded in accordance with §1 section 7, the Dean may reduce the proposal of selected bonuses, but not lower than 70% of the rate specified in Attachment No. 2 to the Rules.

9. One assumes that a specific didactic activity may be recognized towards a bonus only in one of the categories referred to in §1 section 2 and in Attachment No. 2.

§ 3

1. The payment of didactic bonuses will take place by the end of November 2026.

2. The Deans/Directors of particular units prepare lists of bonuses for the academic year 2025/2026 by 30 October 2026. The list is created on the basis of applications submitted by Heads of particular units subordinate to a given Dean/Director of a unit.

3. The template of the list is set out in the table in Attachment No. 3 to the Rules.

4. Placing on the list, referred to in section 2, academic teachers holding multiple job contracts must be preceded by their declaration of Poznan University of Technology being their primary workplace, according to the template provided in the Principles of HR policy of Poznan University of Technology.

5. The lists of bonuses are subject to approval by the Vice-Rector for Student Affairs and Education. The final decision on awarding a bonus is made by the Rector.

6. The list of distinguished persons together with the category of the distinction is made public among the employees of a given faculty by its Dean/Director of a unit.

7. Bonuses for didactic achievements not listed in § 1 section 2 and recognized by the Dean/Director of a unit as special are included in the lists of bonuses, provided that a faculty/organizational unit has unused funds for their payment.