

**Rules for awarding scientific bonuses to Poznan University of Technology
employees for outstanding scientific achievements in 2025**

§ 1

1. Outstanding scientific achievements accomplished in 2025 by employees of Poznan University of Technology, hereinafter referred to as the "University", are rewarded through the payment of scientific bonuses, hereinafter referred to as "bonuses".
2. A University employee may receive a bonus for:
 - 1) scientific publications;
 - 2) rights of protection granted to Poznan University of Technology;
 - 3) being granted a project involving scientific research or development work, financed under the competition procedure referred to in the Regulation of the Ministry of Science and Higher Education of 22 February 2019 on the evaluation of the quality of scientific activity (Journal of Laws, item 392, as amended).
3. Bonuses are awarded only to University employees conducting scientific research in a discipline subject to the evaluation of the quality of scientific activity referred to in Article 343 section 7 of the Act of 20 July 2018 – Law on Higher Education and Science, hereinafter referred to as the "Act", and who have made a declaration referred to in Article 265 section 5 of the Act in force on the day of accomplishing a scientific achievement and on the day of being awarded a bonus.
4. Bonuses are financed from the research subsidy fund referred to in § 2 section 7 point 2 of the *Principles for the distribution, expenditure and settlement of subsidies for the maintenance and development of research potential at Poznan University of Technology*, constituting an Attachment to Ordinance No. 42 of the Rector of Poznan University of Technology of 16 December 2024.
5. Bonuses are paid until the funds allocated for this purpose under the research subsidy of a given faculty have been exhausted, taking into account the date of release of a scientific publication in its final form, the date of granting the right of protection or the date of being granted a project, subject to § 3 section 5.
6. If funds provided for the payment of bonuses have been exhausted, the Dean may request that the Rector transfer funds from the reserve created for this purpose as part of the research subsidy or allocate to the payment of bonuses the profit gained from projects carried out in 2025 as part of service-related activities. The allocation of the reserve or profit referred to in the previous sentence to the payment of scientific bonuses requires a change in the collective financial plan of the research subsidy funds.
7. If funds, earmarked in accordance with sections 4 and 6, assuming that they represent at least 10% of the research subsidy granted to a faculty, are not sufficient for the payment of bonuses for achievements specified in rows 1-4 and 6-8 of Table 1 of the Attachment to these Rules, such bonuses are paid from the central budget.
8. An employee conducting scientific activity and not meeting the criterion presented in § 1 section 3 may receive a one-time bonus by submitting an appropriate application to the Dean by the last day of each quarter. The amount of a bonus is calculated in accordance with § 2.

§ 2

1. The amount of a bonus for a publication depends on:
 - a. the number of points assigned to conference materials in the list of scientific journals in force on the last day of a given quarter, published in an announcement of the competent Minister for Science;
 - b. percentile values according to the Scopus database (Rank by CiteScore) and Journal Citation

Reports (Rank by Journal Impact Factor or Rank by Journal Citation Indicator) in force on the last day of a given quarter in case of an article in a journal.

2. The amount of the rates of a bonus for publications, rights of protection and the amount of a bonus for being granted a project, subject to section 3, is specified in Table 1 of the Attachment to these Rules (the percentile value referred to in Table 1 should be understood as the highest value determined according to the Scopus database (Rank by CiteScore) and Journal Citation Reports (Rank by Journal Impact Factor or Rank by Journal Citation Indicator); e.g. a provision that the journal has an assigned "percentile value no less than 98" means that a given journal has a percentile value greater than/equal to 98 in both databases).
3. The maximum value of bonuses in 2025 for one employee is four times the minimum rate of a professor's basic salary.
4. In case of a single author's achievement, the total bonus rate applies.
5. In case of a multi-author achievement, the bonus rate is divided by the number of all authors.

§ 3

1. Payment of scientific bonuses, subject to section 5, is made once a quarter by the end of the month following the end of the quarter.
2. The Deans, by the 15th day of the month following the end of the quarter, prepare lists of bonuses for publications, rights of protection and granted projects for the previous quarter. The template of the list is set out in Tables 2-5 in Attachment No. 1 to the Rules. The list of bonuses should include all Poznan University of Technology employees referred to in §1 section 3, with a reservation, in the case of publications and rights of protection, that an achievement must be included in the Scientific Information System of Poznan University of Technology and must be assigned in it to an appropriate scientific discipline.
3. **Placing on the list, referred to in section 2, employees conducting scientific activity additionally in an entity other than Poznan University of Technology must be preceded by the submission of a declaration by them in accordance with Article 265 section 13 of the Act, according to the template provided in the Principles of HR Policy of Poznan University of Technology** (according to Attachment No. 10 – Declaration authorizing an entity to demonstrate the achievements (scientific/artistic/scientific and artistic)* of an employee for the purposes of evaluating the quality of scientific activity).
4. The lists of bonuses are subject to approval by the Vice-Rector for Science. The final decision on the amount of a bonus is made by the Rector.
5. Bonuses for publications in the form of a scientific article which were assigned a percentile value greater than or equal to 85 and less than 90 according to the Scopus database (Rank by CiteScore) and Journal Citation Reports (Rank by Journal Impact Factor or Rank by Journal Citation Indicator) are included in the bonus lists for the fourth quarter, provided that a faculty has unused funds for the payment of scientific bonuses. § 1 sections 5-7 apply accordingly.
6. The provisions of sections 1-5 are applicable to applications referred to in § 1.

Attachment No. 1 to the Rules of awarding
scientific bonuses to Poznan University of Technology employees
for outstanding scientific achievements in 2025

1. Table of outstanding scientific achievements along with the amount of the bonus rate

No.	Achievement	Bonus base rate* (in PLN)
1.	Publication in the final form of a scientific monograph to which a total point value of 200 points or 300 points has been assigned	12,000.00
2.	Publication of a scientific article in a journal that has been assigned a percentile value of no less than 98	15,000.00
3.	Publication of a scientific article in the form of: - conference materials to which a total point value of 200 points has been assigned - an article in a journal that has been assigned a percentile value greater than or equal to 95 and less than 98	12,000.00
4.	Publication of a scientific article in the form of: - conference materials to which a total point value of 140 points was assigned - an article in a journal that was assigned a percentile value greater than or equal to 90 and less than 95	6,000.00
5.	Publication of a scientific article in the form of an article in a journal that has been assigned a percentile value greater than or equal to 85 and less than 90	3,000.00
6.	Granting a European right of protection or a right of protection granted abroad in at least one of the countries belonging to the Organization for Economic Cooperation and Development to Poznan University of Technology provided that the application has also also submitted in the Patent Office of the Republic of Poland and the Intellectual Property Centre of Poznan University of Technology.	6,000.00
7.	Granting a right of protection to Poznan University of Technology by the Patent Office of the Republic of Poland	3,000.00
8.	Being granted a project involving scientific research or development work, financed under the competition procedure referred to in the Regulation of the Minister of Science and Higher Education of 22 February 2019 on the evaluation of the quality of scientific activity (Journal of Laws, item 392, as amended)	2,500.00* ** for each 500,000.00 awarded to Poznan University of Technology

* In the case of a multi-author achievement, where at least one of the co-authors has a foreign affiliation (with a proviso that it cannot be a person simultaneously employed at Poznan University of Technology), the bonus base rate is increased by 50%.

** Regarding conference materials, the bonus rate is equal to the product of the bonus base rate listed in the Table multiplied by 1 in the case of CORE A* or 0.5 in the case of CORE A.

*** For projects financed by Polish institutions (e.g. NCN, NCBR, FNP, ABM) implemented in a consortium with a foreign entity, the bonus base rate is increased by 25%. For projects financed by foreign institutions (e.g. ERC, EC Horizon Europe, Norway Grants) the bonus base rate is increased by 50%. The maximum value of a bonus for "being granted a project" may not exceed PLN 30,000. The method of dividing a bonus for individual employees responsible for preparing the application is decided by the Dean in consultation with the project manager.

2. Publication table:

[illegible]

3. Table of rights of protection:

[illegible]

4. Table of projects:

Title	Authors	Awarding date	Financing institution	Value at PUT [PLN]

5. Bonus table:

No.	Author	Bonus according to Table 2	Bonus according to Table 3	Bonus according to Table 4	Scientific bonus (in PLN)
TOTAL					

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Dean's stamp and signature