

**Rules for awarding bonuses
to Poznan University of Technology employees
for outstanding didactic achievements in the academic year 2023/2024**

§ 1

1. Outstanding didactic achievements accomplished in the academic year 2023/2024 by employees of Poznan University of Technology, hereinafter referred to as "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, popularizing 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 run 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 candidate for the award,
 - 11) being awarded a didactic project covering activities aimed at improving the quality of education or increasing/extending competences or gaining practical experience by students and/or Ph.D. students, financed following 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 2024. 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 2024) and is determined, regarding the amount, 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 the request is the allocation by the Dean 0.5% of the subsidy awarded to the faculty for the payment of bonuses.
9. The didactic bonus cannot be awarded in 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 bonus rates 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 positions Nos. 7, 8 and 10, and 5% of the number of employees conducting classes from a given faculty/unit – position 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 competition events, 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 a professor's basic 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. It is assumed 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 2024.
2. The Deans/Directors of particular units prepare lists of bonuses for the academic year 2023/2024 by 30 October 2024. 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 contacts 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 the payment of bonuses.

Increase amounts of subsidies for didactic bonuses in 2024

Unit	Increase amount
Faculty of Architecture	PLN 32,000.00
Faculty of Automatic Control, Robotics and Electrical Engineering	PLN 68,000.00
Faculty of Automatic Control, Robotics and Electrical Engineering – Institute of Mathematics	PLN 10,000.00
Faculty of Computing and Telecommunications	PLN 91,000.00
Faculty of Civil and Transport Engineering	PLN 90,000.00
Faculty of Materials Engineering and Technical Physics	PLN 34,000.00
Faculty of Mechanical Engineering	PLN 86,000.00
Faculty of Environmental Engineering and Energy	PLN 48,000.00
Faculty of Engineering Management	PLN 59,000.00
Faculty of Chemical Technology	PLN 57,000.00
Sports Centre	PLN 10,000.00
Centre of Languages and Communication	PLN 15,000.00
Library	PLN 5,000.00

Table of categories of outstanding didactic achievements with the amount of the bonus rate

No.	Achievement	Bonus rate - gross (in PLN)
1.	Development and implementation of innovative methods of conducting didactic classes (e.g. tutorials, e-platforms and other multimedia platforms, development of own websites, changing classes into the form of Problem Based Learning reflecting its usefulness in student eSurvey results; organization of distance learning courses or electronic materials extending students' knowledge in a given subject)	6,000.00
2.	Distinctive activities popularizing science and education at the University, e.g. giving a series of lectures for young people; maintaining a permanent and active blog, vlog, or profile in social media, confirmed by the number of followers, active cooperation with schools (participation in science days, job fairs or other events organized by schools)	6,000.00
3.	Development and launching of international didactic programmes run by the University with a foreign entity	6,000.00
4.	Development and creation of a new didactic laboratory	6,000.00
5.	A distinctive form of conducting didactic classes (the necessary condition for submitting this achievement is to obtain by an academic teacher an average grade from all courses run in the academic year in the range of 4.85-5.0, subject to the condition of questionnaires being completed by a minimum of 30 students in total during the analyzed academic year)	3,000.00
6.	Releasing a distinctive educational/didactic publication (academic textbook, script, didactic guide to classes, in particular an e-textbook or e-script available to University students in multimedia form) – does not apply to a re-issued publication	3,000.00
7.	Creative participation in student and/or Ph.D. student development, active supervision of a science club, including the organization and participation in science and research camps, student competitions or popularizing events; with documented distinction on a foreign or at least nationwide scale	2,000.00
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	2,000.00
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	2,000.00
10.	Obtaining distinctions and awards in competitions not organized by the University by students and/or Ph.D. students for work supervised by a candidate for the award	1,000.00

11.	Being awarded a didactic project involving activities aimed at improving the quality of education or increasing/extending competences or gaining practical experience by students and/or Ph.D. students, financed following a competitive procedure (ERASMUS+ Mundus, NAWA, POWER, etc.)	from 500.00 to 5,000.00
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List of proposed bonuses for outstanding didactic achievements

FACULTY:

1. Development and implementation of innovative methods of conducting didactic classes			
No.	Authors	Achievement	Proposed bonus amount
2. Distinctive activities popularizing science and education at the University			
No.	Authors	Achievement	Proposed bonus amount
3. Development and launching of international didactic programmes run by the University with a foreign entity			
No.	Authors	Achievement	Proposed bonus amount
4. Development and creation of a new didactic laboratory			
No.	Authors	Achievement	Proposed bonus amount

5. A distinctive form of conducting didactic classes (max. 5% of employees conducting classes from a given faculty/unit)			
No.	Authors	Achievement	Proposed bonus amount
6. Releasing a distinctive educational/didactic publication			
No.	Authors	Achievement	Proposed bonus amount
7. Creative participation in student and/or Ph.D. student development (max. 5)			
No.	Authors	Achievement	Proposed bonus amount
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 (max.5)			
No.	Authors	Achievement	Proposed bonus amount
9. Organization of the first edition of the summer school, development and launching of the first postgraduate study or course/training programme at the University			
No.	Authors	Achievement	Proposed bonus amount

10. Obtaining distinctions and awards in competitions not organized by the University by students and/or Ph.D. students for work supervised by a candidate for the award (max. 5)			
No.	Authors	Achievement	Proposed bonus amount
11. Being awarded a didactic project covering activities aimed at improving the quality of education or increasing/extending competences or gaining practical experience by students and/or Ph.D. students, financed following a competitive procedure			
No.	Authors	Achievement	Proposed bonus amount
12. Other			
No.	Authors	Achievement	Proposed bonus amount

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date

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signature of the Dean/Director of a unit