

**Rules for awarding bonuses to Poznan University of Technology employees
for outstanding didactic achievements in the academic year 2024/2025**

§ 1

1. Outstanding teaching achievements of employees of Poznan University of Technology, hereinafter referred to as "the University", attained during the 2024/2025 academic year shall be recognised through the payment of teaching bonuses, hereinafter referred to as "bonuses".
2. A University employee may be awarded a bonus for exceptional activities contributing to the enhancement of the quality of education, learning outcomes and the promotion of science, in particular for activities falling within the following categories:
 - 1) developing and implementing innovative methods of teaching;
 - 2) carrying out outstanding activities promoting science and education at the University;
 - 3) developing and launching international educational programmes delivered by the University in cooperation with a foreign partner institution;
 - 4) designing and establishing a new teaching laboratory;
 - 5) delivering teaching in an outstanding and innovative manner;
 - 6) publishing an outstanding educational or teaching-related publication;
 - 7) making a creative contribution to the academic development of students and/or doctoral students (e.g. through student scientific societies);
 - 8) co-organising educational or scientific projects or competitions for students and/or doctoral students in cooperation with business entities and other organisations, including international partners;
 - 9) organising the first edition of a summer school or developing and launching, for the first time, a postgraduate programme or a course/training programme at the University;
 - 10) supervising students and/or doctoral students who receive distinctions or awards in competitions not organised by the University, where the applicant for the bonus acted as the academic supervisor (or thesis supervisor) of the awarded work;
 - 11) securing competitive funding for an educational project aimed at improving the quality of education or enhancing/extending the competences or practical experience of students and/or doctoral students.
3. Bonuses shall be awarded exclusively to full-time employees of the University whose duties include teaching on degree programmes currently offered by, or planned to be launched at, Poznan University of Technology.
4. The bonuses shall be financed from the teaching subsidy referred to in § 12 of the *Financial management regulations 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. The bonuses, in the amounts specified in Attachment 1 to these Rules, shall be financed from the increase in the teaching subsidy for 2025. The funds referred to in the preceding sentence may not be used for any purpose other than the payment of these bonuses.
6. Faculties, the Sports Centre, and the Centre for Languages and Communication shall allocate, from within their teaching subsidy, funds for the payment of bonuses amounting to at least the value of the additional subsidy received for this purpose.
7. The total value of bonuses awarded within a faculty may not exceed 0.5% of the teaching subsidy allocated to that faculty (as at 30 June 2025). The corresponding monetary limits shall be determined by the Rector.

8. Upon the request of the Dean or the Director of the relevant organisational unit, and in duly justified cases, the Rector may allocate additional funds from the central budget for the payment of bonuses. Such additional funding may not exceed the equivalent of 20% of the amount allocated by the Dean for this purpose. A condition for submitting such a request is that the Dean has allocated 0.5% of the teaching subsidy awarded to the faculty for the payment of bonuses.
9. A teaching bonus shall not be awarded where a research bonus has already been granted in respect of the same achievement.
10. A teaching bonus within a given category may be awarded only once every three years.

§ 2

1. The amounts of the bonuses for individual teaching achievements and the amount of the bonus for the award of an educational project shall be specified in Attachment No. 2 to these Rules.
2. The maximum number of bonuses awarded by a faculty shall be five for achievements in each of the bonus categories specified in items 7, 8 and 10 of Attachment No. 2, and 5% of the number of academic staff engaged in teaching within the relevant faculty or organisational unit for the category specified in item 5 of the table in Attachment No. 2 to these Rules. In order to identify the recipients recommended for the bonus referred to in the preceding sentence, the Dean or Director of the organisational unit shall prepare a ranked list of achievements, taking into account the prestige of the competitions or events concerned, their scope of impact, and the number of students involved in obtaining the distinctions.
3. Activities referred to in § 1(2) which are financed from sources other than the teaching subsidy shall not be eligible for a teaching bonus.
4. The amount of the bonus for the award of an educational project shall be determined by the Dean, taking into account the amount of indirect costs included in the project, the University's own financial contribution to the project, and the eligibility of VAT within the project.
5. The maximum total value of bonuses awarded to a single employee shall not exceed three times the minimum basic salary of a Professor.
6. Where the achievement is the work of a single author, the full bonus shall be awarded.
7. Where the achievement has multiple authors, the bonus shall be divided by the number of authors, together with an indication of the proposed distribution of the bonus among them.
8. Where the funds allocated pursuant to § 1(7) are insufficient, the Dean may reduce the proposed amount of selected bonuses, but not below 70% of the amount specified in Attachment No. 2 to these Rules.
9. A particular teaching achievement may be recognised for the purposes of a bonus in one category only, as referred to in § 1(2) and Attachment No. 2.

§ 3

1. Teaching bonuses shall be paid by the end of November 2025.
2. By 30 October 2025, the Deans and Directors of organisational units shall prepare the lists of teaching bonuses for the 2024/2025 academic year. The lists shall be compiled on the basis of applications submitted by the heads of the organisational units reporting to the relevant Dean or Director.
3. The template for the list is set out in the table contained in Attachment No. 3 to these Rules.
4. Academic staff holding appointments at more than one higher education institution may be included on the list referred to in paragraph 2 only after submitting a declaration confirming that Poznan University of Technology is their primary place of employment, using the template set out in the Human Resources Policy of Poznan University of Technology.

5. The bonus lists shall be subject to approval by the Vice-Rector for Student Affairs and Education. The final decision on the award of a bonus shall be made by the Rector.
6. The list of employees receiving bonuses, together with the category of the recognised achievement, shall be made available to the staff of the relevant faculty by its Dean or Director of the organisational unit.
7. Bonuses for teaching achievements not listed in § 1(2), but recognised by the Dean or Director of the organisational unit as outstanding, may also be included on the bonus lists, provided that the faculty or organisational unit has unallocated funds available for the payment of bonuses.

Attachment No. 1 to the Rules for awarding bonuses to Poznan University of
Technology employees for outstanding didactic achievements
in the academic year 2024/2025

Additional Teaching Subsidy Allocated for Teaching Bonuses in 2025

Organisational unit	Additional Subsidy Allocation
Faculty of Architecture	PLN 32,000.00
Faculty of Control, Robotics and Electrical Engineering	PLN 68,000.00
Faculty of 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

Attachment No. 2 to the Rules for awarding bonuses to Poznan University
of Technology employees for outstanding didactic achievements
in the academic year 2024/2025

Categories of outstanding teaching achievements and corresponding bonus rates

No.	Achievement	Gross Bonus Rate* (PLN)
1.	Development and implementation of innovative teaching methods (e.g. tutorials, e-learning platforms and other multimedia platforms, development of dedicated websites, conversion of classes to a Problem-Based Learning format), evidenced by their usefulness as reflected in student e-survey results; organisation of distance-learning courses or preparation of electronic learning materials extending students' knowledge of a given subject	6,000.00
2.	Outstanding activities promoting science and education at the University, e.g. delivering a series of lectures for school pupils; maintaining an active blog, vlog or social media profile with a documented audience; active cooperation with schools (participation in science days, careers fairs or other events organised by schools)	6,000.00
3.	Development and launch of international educational programmes delivered by the University in cooperation with a foreign partner institution	6,000.00
4.	Development and establishment of a new teaching laboratory	6,000.00
5.	Outstanding delivery of teaching (eligibility requires the teacher to have achieved an average student evaluation score of between 4.85 and 5.00 across all subjects taught during the academic year, based on completed surveys from at least 30 students in total during the relevant academic year)	3,000.00
6.	Publication of an outstanding educational or teaching-related publication (academic textbook, teaching manual, teaching guide, in particular an electronic textbook or electronic teaching manual made available to University students in multimedia form); excluding revised or subsequent editions	3,000.00
7.	Creative contribution to the academic development of students and/or doctoral students, including active supervision of a student scientific society, organisation of and participation in scientific field schools, student competitions or science outreach events, resulting in a documented distinction at international or at least national level	2,000.00
8.	Co-organisation of educational or scientific projects or competitions for students and/or doctoral students in cooperation with business entities and other organisations, including international partners	2,000.00
9.	Organisation of the first edition of a summer school or development of the curriculum and first launch of a postgraduate programme or a course/training programme at the Unvers	2,000.00
10.	Supervision of students and/or doctoral students who receive distinctions or awards in competitions not organised by the University, where the applicant for the bonus acted as the academic supervisor (or thesis supervisor) of the awarded work	1,000.00
11.	The award, through a competitive funding procedure, of an educational project involving activities to improve the quality of education, enhance or broaden the competences of students and/or doctoral students, or provide them with practical experience (e.g. Erasmus+ Mundus, NAWA, POWER)	from 500.00 to 5,000.00

* - The employing faculty shall bear all employer on-costs associated with the payment of the bonuses.

List of proposed teaching bonuses for outstanding teaching achievements

FACULTY:

1. Development and implementation of innovative teaching methods			
No.	Authors	Achievement	Proposed bonus amount
2. Outstanding activities promoting science and education at the University			
No.	Authors	Achievement	Proposed bonus amount
3. Development and launch of international educational programmes delivered by the University in cooperation with a foreign partner institution			
No.	Authors	Achievement	Proposed bonus amount

4. Development and establishment of a new teaching laboratory			
No.	Authors	Achievement	Proposed bonus amount
5. Outstanding delivery of teaching (maximum 5% of academic staff engaged in teaching within the relevant faculty or organisational unit)			
No.	Authors	Achievement	Proposed bonus amount
6. Publication of an outstanding educational or teaching-related publication			
No.	Authors	Achievement	Proposed bonus amount
7. Creative contribution to the academic development of students and/or doctoral students (maximum 5 awards)			
No.	Authors	Achievement	Proposed bonus amount

8. Co-organisation of educational or scientific projects or competitions for students and/or doctoral students in cooperation with business entities and other organisations, including international partners (maximum 5 awards)			
No.	Authors	Achievement	Proposed bonus amount
9. Organisation of the first edition of a summer school or development and first launch of a postgraduate programme or a course/training programme at the University			
No.	Authors	Achievement	Proposed bonus amount
10. Supervision of students and/or doctoral students who receive distinctions or awards in competitions not organised by the University, where the applicant for the bonus acted as the academic supervisor (or thesis supervisor) of the awarded work (maximum 5 awards)			
No.	Authors	Achievement	Proposed bonus amount
11. The award, through a competitive funding procedure, of an educational project involving activities to improve the quality of education, enhance or broaden the competences of students and/or doctoral students, or provide them with practical experience			

No.	Authors	Achievement	Proposed bonus amount
12. Other			
No.	Authors	Achievement	Proposed bonus amount

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date

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Dean's / Director's Signature