Annex No. 1
to the Principles of Financial Management
of Poznan University of Technology

Allocation of the subsidy from the Ministry of Science and Higher Education budget

1. Allocation of the subsidy

The subsidy from the state budget – S_{BP} – allocated for the current costs of full-time educational activities and research, including investment-related activities, is divided as follows:

1) for the teaching and research activities of faculties (S_{WD}),
2) for the central budget (S_{BC}).

2. Rules for the allocation of the Ministry of Science and Higher Education (MNiSW) subsidy

2.1. Sequence of allocation

The subsidy from the state budget is allocated in the following order:

a) the amount allocated to the central budget (S_{BC}) is determined; the state budget subsidy (S_{BP}) is reduced by the S_{BC} amount,
b) the remaining portion of the subsidy, $S_{WD} = S_{BP} – S_{BC}$, is allocated among the faculties, according to the rules described in point 2.2,
c) the $S_{WD}[i]$ subsidy allocated to faculties is then reduced by:
   - the costs of activities in support of full-time studies conducted by the Centre for Languages and Communication, the Sports Centre, and the Library (points 2.3.a–c),

The transfer of funds to faculties to cover part of the costs of their educational activities is carried out based on lists of teaching hours and curricula of studies submitted to the Analysis and Forecast Office, following prior approval of these lists by the relevant deans. The monitoring and supervision of curricula of studies fall under the responsibility of the Vice-Rector for Student Affairs and Education and the University Senate

The overarching goal of the balanced financial management of Poznan University of Technology is to deliver education and conduct research at the highest level.
Therefore, core and general subjects are delivered by units – including teaching units – specifically appointed for that purpose within the University. Teaching services may be commissioned to external units or individuals only with the Rector's consent, and only when delivery by University units is not possible. In the case of commissioning work to retired employees or pensioners formerly employed by a given unit, the Dean's approval is required

2.2. Allocation of the subsidy to faculties

2.2.1. Subsidy allocation formula for faculties:

The share of the subsidy allocated to faculty i. $S_{WD\_b}[i]/S_{WD\_b}$ is determined according to the following formula:

$$S_{WD\_b}[i]/S_{WD\_b} = C \cdot S_{WD\_p}[i]/S_{WD\_p} + (1–C) \cdot (Ws \cdot S_i + Wk \cdot K_i + Wb \cdot B_i + Wu \cdot U_i + Wn \cdot N_i) \quad (1)$$

where:

- $S_{WD\_b}[i]$ – initial subsidy for faculty [i] in the current year [PLN];
- $S_{WD\_p}[i]$ – initial subsidy for faculty [i] w roku poprzednim [PLN];
- S_{WD_p} – initial subsidy distributed among faculties in the previous year [PLN];
- S_{WD_b} – initial subsidy distributed among faculties in the current year [PLN];
- C – carry-over coefficient from the previous year;
- Ws – weight of the student component;
- S_i – student component of faculty i;
- Wk – weight of the staffing component;
- K_i – staffing component of faculty i;
- Wb – weight of the research component;

B_i – research component of faculty i;
Wu – weight of the internationalisation component;
U_i – internationalisation component of faculty i;
Wn – weight of the research and development component;
N_i – research and development component of faculty i.

Starting from the 2023 financial year, the following weight values apply at the University:
a) 0,30 – carry-over coefficient from the previous year *C*,
b) 0,35 – weight of the student component *Ws*,
c) 0,25 – weight of the staffing component *Wk*,
d) 0,05 – weight of the internationalisation component *Wu*,
e) 0,25 – weight of the research component *Wb*,
f) 0,10 – weight of the research and development component *Wn*,

2.2.2. Formula for calculating the shares of the K, S, B and U components

Part I – consideration of the staffing component at faculties

The share of the adjusted number of academic staff is calculated using the following formula:

$$K_i = \frac{NA[i]}{NA} \quad (2)$$

where:

$$NA[i] = 2{,}5Lprof_i + 2Lpu_i + 1{,}5La_i + Lpn_i + 3LZprof_i \quad (3)$$

$$NA = \sum_{i=1}^{n} NA[i] \quad (4)$$

and:

NA[i] – adjusted number of academic staff in faculty i,
NA – total adjusted number of academic staff across all faculties,
$Lprof_i$ – average number of academic staff employed in faculty i in the year preceding the subsidy allocation, at the position of professor (converted to full-time equivalents, rounded to one decimal place),
Lpu_i – average number of academic staff employed in faculty i in the year preceding the subsidy allocation, at the position of university professor (converted to full-time equivalents, rounded to one decimal place),
La_i – average number of academic staff employed in faculty i in the year preceding the subsidy allocation, at the position of assistant professor (converted to full-time equivalents, rounded to one decimal place),
Lpn_i – average number of other academic staff employed in faculty i in the year preceding the subsidy allocation (converted to full-time equivalents, rounded to one decimal place),
$LZprof_i$ – number of individuals who are not Polish citizens and who either hold the academic title of professor or are employed as university professors at another university, foreign university, foreign research institution, or as institute professors in institutes of the Polish Academy of Sciences (PAN), research institutes or international institutes, and who delivered at least 60 hours of classes at the University in the previous academic year (excluding those employed by the University),
n – number of faculties.

Part II – consideration of the student component at faculties

The value of the student component for faculty i is calculated using the formula:

$$S_i = \frac{ELS_i}{\sum_{j=1}^{n} ELS_j} \tag{5}$$

where:

ELS$_i$ – estimated number of students at faculty i,
n – number of faculties,
i – faculty number,

The estimated number of students *ELS$_i$* is calculated as:

$$ELS_i = \sum_{k=1}^{l} ks_k * PLS_{ki} \tag{6}$$

where:

l – number of fields of study at the university,
k – the k-th field of study at the university,
ks$_{ki}$ – cost-intensity coefficient for the k-th field of study, in accordance with the Rector's ordinance,

PLS$_{ki}$ – adjusted number of students on the k-th field of study delivered by faculty i,

The adjusted number of students *PLS$_{ki}$* is given by :

$$PLS_{ki} = \sum_{r=1}^{5} LS_{kr} * GP_{kri} * WL_r \tag{7}$$

where:

LS$_{kr}$ – number of full-time students on the k-th field of study in year r, excluding foreign students. The student count is taken from the report as of 31 December of the year preceding the subsidy year,
WL$_r$ – year coefficient, defined as,

Year R	WL value
1	*WL$_1$*=0,9
2	*WL$_2$*=1,0
3	*WL$_3$*=1,1
4	*WL$_4$*=1,2
5	*WL$_5$*=1,3

GP$_{kri}$ – share of teaching hours from the curriculum of studies of the k-th field of study in year r delivered by faculty i in a given academic year,

defined as:

$$GP_{kri} = \frac{LGP_{kri}}{\sum_{j=1}^{n} LGP_{krj}} \tag{8}$$

where:

LGP$_{kri}$ – number of hours from the curriculum of studies of the k-th field of study in year r delivered by faculty i during the academic year,
n – numer of faculties.

Assumed student group sizes:

- lecture hall, seminar, and classes – 30 students,

- Sports Centre exercise classes and language courses in the Centre for Languages and Communication – 20 students,
- project classes – minimum 20 students*,
- laboratory and Sports Centre rehabilitation classes – 15 students*.

* not applicable to fields of study with separate educational standards defining group sizes.

<u>Part III</u> – consideration of the research component at faculties

The share of the research component is calculated using the following formula:

$$B_i = \frac{\sum_{j=1}^{y} kdn_j \cdot N_{i,j} \cdot K_j}{\sum_{i=1}^{n}\left(\sum_{j=1}^{y} kdn_j \cdot N_{i,j} \cdot K_j\right)} \quad (9)$$

where:

- y – number of scientific or artistic disciplines in which faculty i conducts research activities and holds a scientific category higher than C,
- kdn_j – cost-intensity coefficient for conducting research activity in the j-th scientific or artistic discipline, as defined in the regulations issued pursuant to Article 367 Section 2 of the Act,
- $N_{i,j}$ – number of individuals engaged in activities within the j-th scientific or artistic discipline (taking into account the proportion of their working time devoted to research activities in each discipline), in which the i-th faculty holds a scientific category higher than C, who have submitted to the university the declaration referred to in Article 265 Section 5 of the Act, as of 31 December of the year preceding the year the subsidy is granted (expressed in full-time equivalents, rounded to one decimal place,
- K_j – value assigned to the j-th scientific or artistic discipline, defined as:
  - 1,75 – for scientific or artistic disciplines in which the University holds scientific category A+,
  - 1,25 – for scientific or artistic disciplines in which the University holds scientific category A,
  - 1,00 – for scientific or artistic disciplines in which the University holds scientific category B+,
  - 0,75 – for scientific or artistic disciplines in which the University holds scientific category B,
- n – number of faculties.

For disciplines that have resulted from the merger of departments, the value K_j is calculated using the following formula:

$$K_j = \frac{1{,}25Na_i + Nb_i}{Na_i + Nb_i} \quad (10)$$

where:

- K_j – the coefficient of the scientific category in which the faculty conducts research activities,
- Na_i – the number of employees at the i-th faculty who received scientific category A as a result of the most recent comprehensive evaluation of the quality of research activity (expressed in full-time equivalents, rounded to one decimal place), who submitted the declaration referred to in Article 343 Section 7 of the Act, in the given scientific or artistic discipline,
- Nb_i – the number of employees at the i-th faculty who received scientific category B as a result of the most recent comprehensive evaluation of the quality of research activity (expressed in full-time equivalents, rounded to one decimal place), who submitted the declaration referred to in Article 343 Section 7 of the Act, in the given scientific or artistic discipline.

<u>Part IV</u> – consideration of the internationalisation component at faculties

The share of the internationalisation component is calculated according to the following formula:

$$U_i = \frac{Lsu_i + 2L_{\ \ i} + 4Lsp_{\ i} + 7Lsn_i + 6Ldpc_i}{\sum_{i=1}^{n}(Lsu_i + 2Lsp_i + 4Lspc_i + 7Lsn_i + 6Ldp_{\ i})} \quad (11)$$

where:

- Lsu_i – the sum of the number of students and doctoral candidates (from the i-th faculty) who, in the previous academic year, participated in international academic exchange programmes involving study abroad lasting at least three months,
- Lsp_i – the number of students and Ph.D. students from foreign universities who, in the previous academic year, studied at the i-th faculty within the framework of international academic exchange for a period of at least three months,
- Lpc_i – the number of students and Ph.D. students who are not Polish citizens and who, in the previous academic year, completed a full study cycle at the i-th faculty,
- $Lspc_i$ – the number of foreign students at the i-th faculty, excluding individuals already included under Lsn_i, as of December 31 of the year preceding the year the subsidy is granted,
- Lsn_i – the sum of the number of students and Ph.D. students from the i-th faculty enrolled in the doctoral school who are foreign nationals receiving a scholarship awarded by the National Agency for Academic Exchange (NAWA), as of December 31 of the year preceding the year the subsidy is granted,
- $Ldpc_i$ – the number of foreign Ph.D. students at the i-th faculty enrolled in the doctoral school, excluding individuals counted under Lsn_i, as of December 31 of the year preceding the year the subsidy is granted,
- n – the number of faculties.

<u>Part V</u> – consideration of the research and development component at faculties

The share of the research and development component is calculated according to the following formula:

$$N_i = \frac{Nbr_i}{\sum_{i=1}^{n} Nbr_i} \quad (12)$$

where:

- Nbr_i – the amount of internal expenditure incurred by the i-th faculty on research and development activities, as reported in the PNT-01/s – Report on Research and Development Activities (R&D) in the year preceding the year in which the subsidy is granted,
- n – the number of faculties.

The final allocation of the subsidy to faculties is approved by the Rector.

2.3. Reductions in the teaching subsidy allocated to faculties

a) due to the activities of the Centre for Languages and Communication (CLC) on behalf of the faculty

The reduction of the subsidy for the faculty is determined according to the following formula:

$$PD_{CJK}[i] = PLG_{CJKstacj}[i] * \frac{CLC\ costs^*}{total\ number\ of\ teaching\ hours\ conducted^{**}} \quad (13)$$

where

- $PD_{CJK}[i]$ – reduction of the subsidy for faculty [i] due to the activities of the CLC,
- $PLG_{CJKstacj}[i]$ – number of 45-minute units planned by faculty [i] to be delivered by the CLC for full-time studies,

* Costs of the CLC in the area of teaching activities.

** Total number of 45-minute units commissioned by faculties for both full-time and part-time studies.

b) due to the activities of the Sports Centre (SC) on behalf of the faculty

The reduction of the subsidy for the faculty is determined according to the following formula:

$$PD_{CS}[i] = PLG_{CSstacj}[i] \cdot \frac{SC\ costs^{*}}{total\ number\ of\ teaching\ hours\ conducted^{**}} \qquad (14)$$

where

PD$_{CS}$[i] – reduction of the subsidy for faculty [i] due to the activities of the SC,
PLG$_{CSstacj}$ [i] – number of 45-minute units planned to be delivered by the SC for faculty [i],

* Costs of the SC in the area of teaching activities

** Total number of 45-minute units commissioned by faculties for both full-time and part-time studies.

c) due to the activities of the Library

The reduction of the teaching subsidy for a faculty due to the activities of the Library in support of full-time studies, excluding the costs of database and publication purchases, is determined as follows:

$$PD_{BST}[i] = (1 - W_{NST}) * \frac{KB_{D} * GD_{ST}[i]}{\sum_{1}^{n} GD_{ST}[i]} \qquad (15)$$

where

PD$_{BST}$[i] – reduction of the subsidy for faculty [i] due to the activities of the Library for full-time studies,
W$_{NST}$ – indicator of the share of part-time study revenues in the previous financial year relative to the sum of the MNiSW teaching subsidy and part-time study revenues in the previous financial year,
KB$_{D}$ – costs of the Library excluding the costs of database and publication purchases,
GD$_{ST}$[i] – number of teaching hours conducted in full-time studies at faculty [i],
n – number of faculties.

Annex No. 2
to the Principles of Financial Management
of Poznan University of Technology

Principles and criteria for the transfer of revenues from part-time studies

1. Allocation of revenues from part-time studies

Revenues from part-time studies – PP – are at the disposal of the faculty. From these, funds are allocated for:

1) the Centre for Languages and Communication (PP_{CJK}),
2) the Sports Centre (PP_{CS}),
3) the Library (PP_{B}),

2. Deductions from revenues

1) **Due to the activities of the Centre for Languages and Communication (CLC) for the faculty**
Deductions from a faculty's part-time study revenues are determined using the following formula:

$$PP_{CJK}[i] = PLG_{CJKniest}[i] * \frac{CLC\ costs^{*}}{total\ number\ of\ teaching\ hours\ conducted^{**}} \quad (1)$$

where

$PP_{CJK}[i]$ – deduction from the revenue of faculty [i] due to the activities of CLC,
$PLG_{CJKniest}[i]$ – number of 45-minute teaching units planned by faculty [i] to be delivered by CLC in part-time studies,

* CLC costs related to teaching activities.

** 45-minute teaching units commissioned by faculties in both full-time and part-time studies.

2) **due to the activities of the Sports Centre (SC) for the faculty**

The deduction from a faculty's part-time study revenues is calculated according to the formula:

$$PP_{CS}[i] = PLG_{CSniest}[i] * \frac{SC\ costs^{*}}{total\ number\ of\ teaching\ hours\ conducted^{**}} \quad (2)$$

where

$PP_{CS}[i]$ – deduction from the revenue from part-time studies for faculty [i] due to the activities of the SC,
$PLG_{CSniest}[i]$ – number of 45-minute teaching units planned to be delivered by the SC for faculty [i],

* SC costs related to teaching activities,

** 45-minute teaching units commissioned by faculties in both full-time and part-time studies.

3) **due to the activities of the Library for the faculty**
The deduction from a faculty's revenues from part-time studies due to the Library's activities for part-time studies is calculated as follows:

$$PP_{BNST}[i] = W_{NST} \frac{KB_{D} * GD_{NST}[i]}{\sum_{1}^{n} GD_{NST}[i]} \quad (3)$$

where

$PP_{BNST}[i]$ – deduction from the revenue of faculty [i] due to the Library's activities for part-time studies,
W_{NST} – the ratio of revenues from part-time studies in the year preceding the financial year to the sum of the teaching subsidy from the Ministry of Science and Higher Education (MNiSW) and revenues from part-time studies in the year preceding the financial year,

KB_D – Library costs excluding the costs of database and publication purchases,

$GD_{NST}[i]$ – number of teaching hours conducted in part-time studies at faculty [i],
n – number of faculties.

4) **Deduction / Increase of faculties' revenues from part-time studies by the costs of commissioned teaching hours**
The deduction or increase of revenues from student fees is proportional to the number of teaching hours commissioned from / delivered by a unit in part-time studies.
The hourly rate for teaching services between faculties is determined by mutual agreement between the concerned units.