

Ordinance No. 3
of the Rector of Poznan University of Technology
of 19 January 2024
(RO/1/3/2024)

on guidelines for creating and changing the curriculum of studies

Acting pursuant to Article 23 section 2 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), in connection with § 1 section 3 of Resolution No. 158/2020-2024 of the Academic Senate of Poznan University of Technology of 20 December 2023 on establishing the curriculum of studies, **it is ordered** as follows:

I. FIRST- AND SECOND-CYCLE STUDIES

A. Creating a new field of study

§ 1

1. In order to obtain the Rector's consent to create a new first-or second-cycle field of study, one should submit a document **Concept of a new field of study – Attachment No. 1**.
2. The Concept, referred to in section 1, should be submitted through the Education Office and Student Affairs Centre to the Vice-Rector for Student Affairs and Education who will give an opinion on it.
3. After obtaining the Rector's consent, an **Application for a new field of study** should be prepared – **Attachment No. 2** and the **Curriculum of studies** should be developed – **Attachment No. 3**.
4. The competences of persons conducting classes in a given field of study should be prepared in accordance with the following attachments:
 - 1) **academic teachers – Attachment No. 4**.
 - 2) **employees who are not academic teachers – Attachment No. 5**.
5. **Teaching in English** requires the creation of a separate curriculum of studies, regardless of the curriculum of studies run in Polish.
6. When creating the curriculum of studies, **Useful materials** should be taken into account – **Attachment No. 6**.
7. The Application for a new field of study, together with attachments, should be submitted through the Education Office and Student Affairs Centre to the Senate Education Committee which will give an opinion on it.
8. The curriculum of studies is established by the Academic Senate of Poznan University of Technology.
9. The Rector issues an ordinance on the creation of studies in a specific field, level and profile.
10. In the case of creating a new field of study and the need to apply for a consent to the Ministry, the documentation sent should be accompanied by:
 - 1) a copy of the act issued by the Rector on the creation of studies in a specific field, level and profile;
 - 2) a copy of the resolution passed by the Academic Senate on the establishment of the curriculum of studies with this curriculum of studies attached;
 - 3) the Rector's statement on non-occurrence of circumstances referred to in Article 53 section 10 of the Act and Article 55 section 1 point 1 letters b and d of the Act.

B. Changes in the curriculum of studies

§ 2

1. In the event of changes in the curriculum of studies, an **Application for changes in the curriculum**

of studies should be prepared – **Attachment No. 7** and the **Curriculum of studies** should be developed – **Attachment No. 3**.

2. The Application for changes in the curriculum of studies, together with attachments, should be submitted through the Education Office and Student Affairs Centre to the Senate Education Committee which will give an opinion on it.
3. The curriculum of studies is established by the Academic Senate of Poznan University of Technology.

C. Joint studies

§ 3.

1. In the case of **jointly conducted studies**, before adopting the curriculum of studies, universities sign a **letter of intent** specifying the initial principles of cooperation.
2. As a result of arrangements between universities, the curriculum of studies is developed and adopted by the Senates of both universities.
3. After adopting the curriculum of studies, universities sign an agreement on conducting joint studies.
4. The Rector issues an ordinance on the creation of studies in a specific field, level and profile.

II. POSTGRADUATE STUDIES

A. Creating a new field of study and subsequent editions of postgraduate studies

§ 4

1. In order to obtain the Rector's consent for the creation of new postgraduate studies, a document **Concept of new postgraduate studies** should be submitted – **Attachment No. 8**.
2. The Concept, referred to in section 1, should be submitted through the Education Office and Student Affairs Centre to the Vice-Rector for Student Affairs and Education who will give an opinion on it.
3. After obtaining the Rector's consent, it is necessary to prepare an **Application for the establishment of postgraduate studies** – **Attachment No. 9** and develop the **Curriculum of postgraduate studies** – **Attachment No. 10** and the **Preliminary budget of postgraduate studies** – **Attachment No. 11**.
4. When creating the curriculum of postgraduate studies, **Useful materials** should be taken into account – **Attachment No. 6**.
5. The Application for postgraduate studies, together with attachments, should be submitted through the Education Office and Student Affairs Centre to the Senate Education Committee which will give an opinion on it.
6. The curriculum of postgraduate studies is established by the Academic Senate of Poznan University of Technology.
7. The Rector issues an ordinance on the establishment of postgraduate studies.
8. In order to obtain consent for the next edition of postgraduate studies without changes in the curriculum of studies, an **Application for the next edition of postgraduate studies** should be prepared – **Attachment No. 12**.
9. The Application, referred to in section 8, should be submitted through the Education Office and Student Affairs Centre to the Vice-Rector for Student Affairs and Education.

B. Changes in the curriculum of postgraduate studies

§ 5

1. In the event of changes in the curriculum of postgraduate studies, an **Application for a change in the curriculum of postgraduate studies** should be prepared – **Attachment No. 13** and the **Curriculum of postgraduate studies** should be developed – **Attachment No. 10**.
2. The Application for changes in the curriculum of studies, together with attachments, should be submitted through the Education Office and Student Affairs Centre to the Senate Education

Committee which will give an opinion on it.

3. The curriculum of postgraduate studies is established by the Academic Senate of Poznan University of Technology.

C. Joint postgraduate studies

§ 6

1. In the case of **jointly conducted postgraduate studies**, before adopting the curriculum of studies, universities sign a **letter of intent** specifying the initial principles of cooperation.
2. As a result of arrangements between universities, the curriculum of postgraduate studies is developed and adopted by the Senates of both universities.
3. After adopting the curriculum of studies, universities sign an agreement on conducting joint postgraduate studies.
4. After signing the agreement, the Rector issues an ordinance on the creation of joint postgraduate studies.

III. COMMON PROVISIONS

A. ECTS cards

§ 7

Modifications to the course description cards (ECTS cards) introduced before the start of classes and related to:

- 1) class instructors,
- 2) methods of verifying learning outcomes and evaluation criteria,
- 3) curriculum content,
- 4) didactic methods,
- 5) literature,

do not require to be approved by the Academic Senate of Poznan University of Technology.

B. Discontinuation of studies

§ 8

1. The discontinuation of first- or second-cycle studies may take place only at the time when the last graduate of a given level and profile completed a degree programme.
2. In the case referred to in section 1, the Dean is obliged to submit an **Application for the discontinuation of the field of study – Attachment No. 14**.
3. The discontinuation of postgraduate studies takes place at the time when postgraduate studies have not been commenced within 5 consecutive years.
4. In the case referred to in section 3, the Dean is obliged to submit an **Application for the discontinuation of postgraduate studies – Attachment No. 15**.
5. The applications, referred to in sections 2 and 4, are submitted by the Dean through the Education Office and Student Affairs Centre to the Vice-Rector for Student Affairs and Education.

C. Document submission schedule

§ 9

1. Deadlines for submitting documents for studies starting from the winter semester:
 - 1) by 1 March – first- and second-cycle studies,
 - 2) by 30 April – postgraduate studies.
2. Deadline for submitting documents for studies starting from the summer semester by 31 October – first and second-cycle studies and postgraduate studies.

§ 10

Ordinance No. 63 of the Rector of Poznan University of Technology of 2 November 2020 (RO/XI/63/2020) on guidelines for creating and changing the curriculum of studies is repealed.

§ 11

The Ordinance enters into force on the day of its publication.

The original signed by

Rector
of Poznan University of Technology

Professor Teofil Jesionowski, Ph.D., D.Sc.