

Ordinance No. 14
of the Rector of Poznan University of Technology
of 29 May 2024
(RO/V/14/2024)

on the introduction of a course description card template for studies conducted
at Poznan University of Technology

Acting pursuant to Article 23 sections 1 and 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), **it is ordered** as follows:

§ 1

1. A unified template of a course description card – syllabus, hereinafter referred to as the card, applicable to the curricula of studies at Poznan University of Technology, in accordance with the Attachment to the Ordinance, is introduced:
 - 1) First- and second-cycle studies
 - a) the card in Polish – Attachment No. 1,
 - b) the card in English – Attachment No. 2.
 - 2) Postgraduate studies: the card in Polish – Attachment No. 3.
2. The cards should be completed for all classes provided for in the curricula of studies.
3. The cards are published on the University website.

§ 2

1. Selected elements of the course description card are an integral part of the curriculum of studies. They are:
 - 1) information about the course resulting from the curriculum of studies,
 - 2) prerequisites,
 - 3) course objective,
 - 4) course-related learning outcomes,
 - 5) programme content,
 - 6) breakdown of average student's workload.
2. Other elements:
 - 1) lecturers,
 - 2) methods for verifying learning outcomes and assessment criteria,
 - 3) course topics,
 - 4) teaching methods,
 - 5) bibliography,are complementary and may be subject to changes, under the supervision of an appropriate Vice-Dean, during the education cycle, taking into account the latest scientific achievements.

§ 3

1. The Vice-Rector for Student Affairs and Education appoints a university coordinator for course description cards.
2. Deans of individual faculties appoint coordinators responsible for the process related to the preparation, updating and publication of course description cards.

§ 4

The implementation of this Ordinance is supervised by the Vice-Rector for Student Affairs and Education.

§ 5

The card templates referred to in § 1 are valid from the academic year 2024/2025.

§ 6

Ordinance No. 4 of the Rector of Poznan University of Technology of 24 January 2020 (RO/I/4/2020) on the introduction of a course description card template for studies conducted at Poznan University of Technology is repealed.

§ 7

The Ordinance enters into force on the day of signing.

The original signed by

Rector
of Poznan University of Technology

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