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Case no. DLO.0210.270.2024



## Legal Monitor of the Silesian University of Technology item 1562

### ORDINANCE NO. 251/2024 OF THE RECTOR OF THE SILESIAN UNIVERSITY OF TECHNOLOGY of 18 December 2024

#### on the Regulations for financing project-based learning (PBL) under the Excellence Initiative - Research University programme

Pursuant to Article 23 section (1) of the Law of July 20, 2018 - Law on Higher Education and Science (consolidated text, Journal of Laws of 2024, item 1571, as amended) and in connection with the participation of the Silesian University of Technology in the Excellence Initiative - Research University program (Contract No. 08/IDUB/2019/94 of 16 December, 2019), it is ordered as follows:

#### § 1

1. Under the Excellence Initiative - Research University Programme, Project-Based Learning may be financed in the form of a project, hereafter referred to as a PBL project.
2. Participants in a PBL project may be students and the project may additionally involve students from Academic High Schools for which the Silesian University of Technology is the managing authority, as well as students from schools that have entered into a cooperation agreement with the Silesian University of Technology.
3. Under the Excellence Initiative - Research University Programme, a student may participate in one PBL project in a given semester.
4. Each PBL project is supervised by two or three supervisors including the main supervisor. The main supervisor who decides on key issues for the implementation of the project is an academic teacher. Secondary supervisors may be academic teachers or doctoral students.
5. The project may involve consultants, including representatives of the socio-economic environment, as well as senior students active in student research clubs.
6. The project may be implemented in cooperation with another domestic or foreign university on the basis of a bilateral agreement, constituting Attachment no. 4 to the Ordinance.
7. An academic teacher can be engaged in the role of a supervisor in the implementation of two PBL projects per semester. A doctoral student may be engaged as a supervisor in one PBL project per semester.
8. The awarding of a project for implementation is executed through a competition announced by the Vice Rector for Student Affairs and Education.
9. The competition is open to teams of 5 to 7 students who, within the required timeframe, have submitted to the Studies Service Centre a project application addressed to the Vice Rector for Student Affairs and Education, signed by all members of the team, including the data listed in §2, as well as a positive opinion of academic supervisors willing to undertake substantive supervision of the project.
10. Funding for a PBL project, amounting up to PLN 5 000 gross, applies in particular to:
  - 1) purchase of necessary materials or apparatus,
  - 2) purchase of services,
  - 3) participation of students and one research supervisor in a conference or subsidising the publication presenting the results of the project,
  - 4) participation of students and one research supervisor in competitions, contests and exhibitions.
11. In the case of financing publications referred to in § 1, section (10), item (3), it is required to include the information: 'Publication supported by the Excellence Initiative - Research University programme implemented at the Silesian University of Technology, year .....'. or its equivalent in a foreign language.

12. Purchases under the project shall be made in accordance with the rules specified by the applicable regulations.
13. The commitment of the project supervisors is taken into account as a total of 60 hours credited to their teaching load, including no more than 30 hours for one supervisor.
14. Where the inclusion of hours in the teaching load of the project supervisor results in exceeding the permissible number of overtime hours for full-time studies as referred to in § 50, section (3) of the Work Regulations (Legal Monitor of the Silesian University of Technology of 2019, item 224, as amended), the academic teacher shall receive a one-off funding in the form of a salary supplement as referred to in § 22 of the Remuneration Regulations (Legal Monitor of the SUT of 2020, item 210, as amended).
15. The amount of the salary supplement referred to in section (14) shall be the equivalent of the remuneration payable for the performance of a specified number of teaching hours of overtime, taking into account the rates applicable in the academic year for the position concerned as specified in a separate ordinance.
16. The granting and payment of the salary supplement shall be awarded and paid after the teaching assignments actually taught in the given academic year have been accounted for after the end of the academic year, but no later than by 30 November of that year.
17. Project topics are proposed by supervisors or interested students.
18. The Vice Rector for Student Affairs and Education may also propose a list of topics, especially those obtained from the socio-economic environment.

## § 2

The project application includes:

- 1) proposing a project topic;
- 2) selection of supervisors and appointment of the lead supervisor;
- 3) proposing a project team with the appointment of the team leader;
- 4) presentation of premises, objectives, methods of implementation, expected results, risk assessment of the project;
- 5) division of the project into tasks and appointing task leaders;
- 6) presentation of milestones;
- 7) presentation of a schedule and detailed budget for the implementation of the project.

In accordance with Attachment No. 1 to the present Ordinance.

## § 3

1. Evaluation of the project application is conducted by a committee consisting of: the Vice Rector for Student Affairs and Education, the director of the College of Studies, Vice Deans for Student Affairs and Education/Deputy Director for Student Affairs and Education, director of the Studies Service Centre, director of the Centre for Modern Education, managers of university-wide projects financing the PBL projects, a representative of the Student Council, hereinafter referred to as the committee. The Vice Rector for Student Affairs and Education may appoint experts to give an opinion on an application.
2. The application shall be evaluated on the scale from 0 to 25 points, with an accuracy of 0.5 points in terms of:
  - 1) correctness of the preparation of the application, including the budget of the project from 0 to 4 points;
  - 2) merits of the project from 0 to 7 points;
  - 3) importance of the project for the acquisition of competencies by team members in the field of study from 0 to 7 points;
  - 4) cooperation with external entities and interdisciplinarity of the project, in particular, the participation of students representing different fields of study or different specialties or students of secondary schools from 0 to 7 points.
3. Vice Rector for Student Affairs and Education may define mandatory criteria in a given competition, e.g. regarding the implementation of projects in international cooperation, with industry, selected partners or on selected topics, as well as determine the number or announce an additional competition for the financing of projects meeting the above criteria.
4. The funding is provided according to the place on the ranking list to projects that have received at least 17 points, until the funds provided for support of a given competition and to support PBL projects under the Excellence Initiative - Research University program are exhausted, subject to the provisions of section (5).
5. The committee may decide to award funding to a project regardless of its place on the ranking list, in case it is the only project related to a particular field of study and has received at least 17 points.
6. When applying for funding for projects requiring more than one semester of implementation, it is required to describe in the application the matter listed in §2 for the semester in question, as well as the remaining implementation period.
7. Granting of project funding in a given semester does not guarantee granting of funding in subsequent semesters. Applicants should reapply for funding in subsequent semesters, after successfully clearing the project implementation in the previous semester.
8. At all stages of project evaluation, implementation and reporting, the Vice Rector for Student Affairs and Education may be represented by another committee member appointed by the Rector.
9. Project settlement requires:

- 1) submission, within two weeks after the completion of the project, of a report addressed to the Vice-Rector for Student Affairs and Education to the Studies Service Centre in accordance with the template specified in Attachment 2 to the Ordinance. The project completion date should be set before the start of the examination session so as to enable the student to pass the semester no later than the last day of the retake session in a given semester;
  - 2) presentation of the results of the project on the Internet, on the University's website in the form of one word-graphic page according to the template constituting Attachment No. 5;
  - 3) presentation of the project results by students and at least one supervisor before a committee appointed by the Vice-Rector for Student Affairs and Education, hereinafter referred to as the committee.
10. Vice-Rector for Student Affairs and Education shall settle the project completion taking into account the report of the committee. A template of the report constitutes Attachment no. 3 to the present Ordinance.

§ 4

1. The individual contribution of each student to the project is confirmed in a statement signed by all team members and supervisors.
2. Learning outcomes confirmed as a result of the project may be credited within the courses taken in the semester in which the project is implemented, as well as in subsequent semesters.
3. Credit for learning outcomes is conditional on a positive assessment by the committee.
4. Vice Dean for Student Affairs and Education/Deputy Director for Student Affairs and Education responsible for the faculty in which the student is studying, on the basis of the provisions specified in the Study Regulations, decides on crediting the learning outcomes within specific subjects, corresponding to the total number of ECTS points from 8 to 10.
5. PBL projects may constitute a part of an engineering project, an undergraduate thesis, a transition thesis or a master's thesis of a student or students who are part of a team. In such cases, the student shall attach the statement referred to in section (1) to the manuscript.
6. The PBL competition is open to supervisors who:
  - 1) have successfully completed projects implemented in previous editions of the PBL competition;
  - 2) have submitted the report referred to in § 3, section (9) by the required deadline.

§ 5

Participation in this competition does not exclude the possibility of taking part in other pro-quality programmes, unless their regulations state otherwise.

§ 6

In matters not regulated by the present ordinance, decisions are taken by the Rector.

§ 7

1. The Ordinance shall take effect on the date of its signature.
2. Ordinance no. 55/2020 dated 13 March 2020 on the Regulations for financing project-based learning – PBL under the Excellence Initiative – Research University programme, shall be repealed.

**Rector of the SUT: *M. Pawełczyk***

**Vice Rector for Student Affairs and Education  
via the Studies Service Centre**

**APPLICATION  
for a grant for project-based learning - PBL,**

I request a grant for project-based learning - PBL,

.....

1. Subject of the project

.....

2. Project team

Name and surname	Team member's field of study	Level of study	Semester

3. Team leader (name and surname) .....

e-mail .....

4. Main scientific supervisor (name and surname) .....

organisational unit .....

e-mail .....

Assistant scientific supervisor (name and surname) .....

organisational unit .....

e-mail .....,

Assistant scientific supervisor (name and surname) .....

organisational unit .....

e-mail .....,

5. Premises .....

6. Objectives.....

7. Implementation methods.....

8. Expected results .....

9. Project risk assessment .....

10. Milestones .....

11. Other project information .....

.....

PROJECT IMPLEMENTATION SCHEDULE

Task in the project	Task leader	Implementation period

BUDGET OF THE PROJECT

Planned expenditure	Planned date of expenditure

Signatures of team members:

1. ....
2. ....
3. ....

Opinion of academic supervisors:

.....

.....

.....

.....

.....

Proposed distribution of teaching hours according to § 1 section (11) of the Ordinance

.....

.....

.....

.....	.....	.....
date and signature of supervisor	date and signature of supervisor	date and signature of supervisor

**Vice Rector for Student Affairs and Education  
via the Studies Service Centre**

**REPORT  
on the implementation of project-based learning – PBL**

We submit a report on the implementation of project-oriented learning - PBL

.....:

1. Subject of the project

.....

2. Project team

Name and surname	Team member's field of study	Level of study	Semester

3. Team leader (name and surname) .....

e-mail .....

4. Main scientific supervisor (name and surname) .....

organisational unit .....

e-mail .....

Assistant scientific supervisor (name and surname) .....

organisational unit .....

e-mail .....

Assistant scientific supervisor (name and surname) .....

organisational unit .....

e-mail .....

5. Premises .....

6. Objectives achieved .....

7. Implementation methods.....

8. Obtained results .....

9. Milestones achieved .....

10. Other project information .....

**SETTLEMENT OF THE BUDGET OF THE PROJECT**

expenditure incurred	date of expenditure

Signatures of team members:

1. ....

2. ....

3. ....

### Opinion of academic supervisors

.....  
.....

List of activities and learning outcomes that can be credited to students for their participation in a PBL project

Name and surname of the student	Field of study	Level of study	Semester	Subject	Proposed grade

.....  
date and signature of supervisor

.....  
date and signature of supervisor

.....  
date and signature of supervisor

VERIFIED

.....

Studies Service Centre

ACCEPTED AND SETTLED on the basis of the report of the committee (Attachment no. 3 to the Ordinance)

.....

Date and signature of the Vice Rector for Student Affairs and Education

**Report of the Committee**  
**on implementation of project-oriented learning in the form of a PBL project**

The committee in the following composition:

1. ....
2. ....
3. ....

evaluated the implementation of the project within project-oriented learning – PBL programme

Subject of the PBL project:

.....

Evaluation criteria	Evaluation by the committee YES/NO
Report submitted	
Presentation of the project to the committee	
Presentation of the results on the Internet	
Involvement and cooperation of team members and supervisors	

The committee proposes to accept / not to accept\* and clear / not to clear\* the PBL project.

Signatures of the committee members

1. ....
2. ....
3. ....

Gliwice, date .....

\* Delete as appropriate.



Joint Student Project Agreement

Concluded between:

Politechnika Śląska, seated in Gliwice, at ul Akademicka 2A, 44-100 Gliwice, Poland, NIP 631-020-07-36,  
represented by the Vice Rector for Science and International Cooperation .....,  
hereinafter referred to as Party A,

and

.....,  
represented by .....  
Hereinafter referred to as Party B

jointly referred to as the Parties

**Article 1**

The present agreement concerns the implementation of a joint student project.

**Article 2**

1. The Parties agree that the following students (enter name and surname, field of study, level of study and semester):  
Party A:

1. ....  
2. ....

Party B:

1. ....  
2. ....

in the period from ..... to ..... will jointly implement a project entitled

“ ..... ”.

2. The supervisors, responsible for the implementation of the project are:

Party A:

1. .... - main supervisor  
2. ....

Party B:

1. .... - main supervisor  
2. ....

3. A description of the project and the tasks to be carried out by the Parties constitute Attachment no. 1 to the present Agreement. In the course of implementation, it is possible to update the substantive scope of the project justified by the achieved partial results, without the need to annex the Agreement, provided that the objectives of the project do not change.
4. The implementation of the project shall be the responsibility of the main supervisors representing each Party.
5. The intellectual property contributed to a project shall remain the property of the contributor, and any results generated by the project shall be owned jointly by both Parties in the proportions resulting from their participation.
6. Each Party may invite consultants, students or pupils of cooperating schools to participate in the project.
7. Each Party may integrate the outcomes of the project and the learning outcomes of the students into its education system according to its own rules.

8. Students of both Parties and supervisors shall attend regular joint seminars related to the implementation of the project.
9. The Parties to this Agreement agree to use each other's logos in order to implement the activities covered by the Agreement, to promote the results of the project, including through the websites operated by the Parties and in the media.
10. The present Agreement does not entail financial obligations for any of the Parties, and all expenditure relating to the implementation of the project shall be borne by the Party to which such expenditure relates.

### **Article 3**

1. The Agreement shall be made in writing, in two identical copies, one for each of the Parties to the Agreement.
2. In matters not regulated by this Agreement, the provisions of the Civil Code shall apply.
3. Disputes arising from the performance of the Agreement, not resolved by means of a settlement, shall be resolved by competent common courts with their seat in Gliwice.

On behalf of Party A:

On behalf of Party B:

.....

.....

TEMPLATE FOR THE PRESENTATION OF PROJECT RESULTS ON THE INTERNET



Ja, Małgorzata Sokołowska, tłumacz przysięgły języka angielskiego w Gliwicach, nr wpisu na listę tłumaczy przysięgłych Ministra Sprawiedliwości: TP/1509/05, poświadczam, zgodność tłumaczenia z języka polskiego na język angielski niniejszego dokumentu z uwzględnieniem terminów uniwersyteckich oraz nazw obowiązujących w nomenklaturze Politechniki Śląskiej. Gliwice 27 grudnia 2024 roku. Nr repertorium 759/2024.

I, Małgorzata Sokołowska, a sworn translator of the English language in Gliwice, no. on the list of sworn translators of the Minister of Justice: TP/1509/05, certify that I have verified the conformity of the translation from Polish into English of the above document, taking into account university terms and names in force in the nomenclature at the Silesian University of Technology. Gliwice 27 December 2024. Repert. No. 759/2024.