



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Rights and obligations [S1Bud1>PiO]

### Course

Field of study

Civil Engineering

Year/Semester

1/1

Area of study (specialization)

–

Profile of study

general academic

Level of study

first-cycle

Course offered in

Polish

Form of study

full-time

Requirements

compulsory

### Number of hours

Lecture

4

Laboratory classes

0

Other (e.g. online)

0

Tutorials

0

Projects/seminars

0

### Number of credit points

0,00

### Coordinators

dr inż. Justyna Grzymisławska prof. PP  
justyna.grzymislawska@put.poznan.pl

### Lecturers

### Prerequisites

The student knows the basic concepts related to the essence of interpersonal communication, knows the interpersonal rules, knows the basics of Savoir vivre. General knowledge at the high school level in the humanities, natural and social subjects.

### Course objective

The main purpose of the training is to introduce new students to university life, learn about the rules of the university, present the Student Government as the first line of support, provide them with information from "older colleagues" that will always be better assimilated than those written on the website or briefly provided at an organizational meeting with 1st year students.

### Course-related learning outcomes

Knowledge:

1. has basic general knowledge in the field of mathematics, physics, chemistry, biology and other areas of science, creating theoretical foundations useful for formulating and solving construction-related tasks
2. knows the basics of Savoir vivre.

## Skills:

1. can independently plan and implement their own lifelong learning and use their knowledge in the field of construction in order to communicate with the environment using specialized terminology, discussing important problems of the construction industry
2. knows the basics of Savoir vivre

## Social competences:

are able to adapt to new and changing circumstances, can define priorities for performing tasks defined by themselves and other people, acting in the public interest and with regard to the purposes of sustainable development.

take responsibility for the accuracy and reliability of working results and their interpretation.

are ready to autonomously complete and broaden knowledge in the field of modern processes and technologies of building engineering.

understand the need of team work, are responsible for the safety of their own work and team's work.

can realise that it is necessary to improve professional and personal competence, understand the need and opportunities of continuous learning (Master and PhD studies, post-diploma studies, trainings).

are communicative in multimedia presentations.

understand the need to transfer to the society the knowledge about sustainable building engineering, transfers the knowledge in a clear and easily comprehensible manner.

are able to critically evaluate the results of their own work.

understand that it is necessary to protect the intellectual property and are ready to obey the principles of professional ethics.

can realise how important is to take care of personal health and physical fitness.

## Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Learning outcomes presented above are verified as follows:

Obligatory attendance. Confirmation with signature on the attendance list.

## Programme content

Familiarization with the principles of operation of the University.

## Course topics

### 1. Student status

- rights and obligations arising therefrom
- student ID as a confirmation of student status
- student ID functions (access, PEKA, payment card)

### 2. Student-University Agreement

- determines the amount of fees that the university may charge a student
- presented as a benefit for the student, so that the amount of fees is transparent and constant

### 3. Savoir vivre at the University

- writing letters and e-mails to presenters, using title phrases
- behavior during classes, appropriate clothes, not being late

### 4. The difference between school and university

- the function of the Guardian of the Year, Group Starosts

### 5. Organization of studies

- schedule of the academic year
- secretary's office, dean's office, rector's office
- Institute, Faculty, University
- presentation of the University authorities

### 6. Classes

- forms of classes
- absences
- educational program
- ECTS points
- class evaluation (eQuestion)

### 7. Grades and credits

- colloquium, exams, diploma theses
- resumption of studies
- credits and commission examinations
- 8. Protection of intellectual property
  - anti-plagiarism systems, disciplinary liability.
- 9. System of financial aid for the student
  - Chancellor's Scholarship
  - social scholarship
  - allowances
  - student loan
  - medical insurance
  - accident insurance
- 10. Rights and obligations
  - compliance with university regulations, attendance at classes,
  - examination session
  - Dean's leave,
  - enquiry,
  - Individual year and study program,
  - mobility, discounts, material assistance
- 11. Disciplinary Responsibility
  - Disciplinary Committee for Students
- 12. Legal acts
  - where to look (law, regulations, statutes, ordinances)
  - administrative proceedings (administrative decisions, appeal)
- 13. Scientific Circles,
- 14. Student Organizations

### Teaching methods

lecture, discussion with colleagues

### Bibliography

Basic

study regulations, Rector's ordinances<sup>4</sup>

Additional

### Breakdown of average student's workload

	Hours	ECTS
Total workload	8	0,00
Classes requiring direct contact with the teacher	4	0,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	4	0,00