COURSE DESCRIPTION CARD - SYLLABUS

Course name
Rights and duties [N1MiBP1>PiO]

Course

Field of study Mechanical and Automotive 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 part-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	**Lecturers**
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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 secondary school level in the humanities, natural and social sciences.

Course objective

The main aim of the training is to introduce new students to the university life, to familiarize them with the rules of the university, to present the Student Government as the first line of support, to 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. Conducting in consultation with the Faculty Authorities: WILIT Faculty Student Self-Government Council. Leader: member of the Student Self-Government, previously trained, directly or indirectly, by the Students" Parliament of the Republic of Poland.

Course-related learning outcomes

Knowledge:
Has knowledge in the field of mathematics, including algebra, analysis, theory of differential equations,

probability, analytical geometry necessary to: describe the operation of discrete mechanical systems, understand computer graphics methods, describe the operation of electrical and mechatronic systems. Has elementary knowledge of the impact of technology changes on the organization of social life as well as the health and psyche of individuals in human-machine contact.

Has elementary knowledge of law, in particular security, copyright and security law industrial property and its influence on the development of technology.

Skills:
Can obtain information from literature, the Internet, databases and other sources. Can integrate the obtained information, interpret and draw conclusions from it, and create and justify opinions.
Can interact with other people as part of teamwork (also of an interdisciplinary nature).
Has the ability to self-educate with the use of modern teaching tools, such as remote lectures, websites and databases, teaching programs, e-books.

Social competences:
Is ready to critically assess his knowledge and received content.
Is ready to recognize the importance of knowledge in solving cognitive and practical problems and to consult experts in case of difficulties in solving the problem on his own.
Is ready to fulfill professional roles responsibly, including:
- observing the rules of professional ethics and requiring this from others, - caring for the achievements and traditions of the profession.

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Learning outcomes presented above are verified as follows:
Compulsory class attendance. Confirmation with a signature on the attendance list.

Programme content

social aspects and conditions in the study process

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,
- eInquiry,
- 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, talk 4

Bibliography

Basic
Study regulations of the Poznań University of Technology
Binding ordinances of the Rector
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