



COURSE DESCRIPTION CARD - SYLLABUS

Course name

Basic training on university-based regulations [S1S1E>PIOS]

Course

Field of study

Artificial Intelligence

Year/Semester

1/1

Area of study (specialization)

–

Profile of study

general academic

Level of study

first-cycle

Course offered in

English

Form of study

full-time

Requirements

compulsory

Number of hours

Lecture

2

Laboratory classes

0

Other

0

Tutorials

0

Projects/seminars

0

Number of credit points

0,00

Coordinators

dr hab. inż. Marek Wojciechowski prof. PP
marek.wojciechowski@put.poznan.pl

Lecturers

Prerequisites

None

Course objective

The aim of the course is to familiarize students with their rights and obligations at Poznan University of Technology.

Course-related learning outcomes

Social competences:

- is aware of the social role of a student and a graduate of a technical University (K1st_K6)

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

A test consisting of 5 questions. Students receive 1 point for each correct answer. The training is considered passed if the student has obtained at least 50% of the possible points.

Programme content

Student rights and obligations under current regulations. Basic information about the university and faculty. Tips on how to function at the university.

Course topics

1. Sources of rights and obligations (law, statutes, study regulations, unit regulations).
2. Study regulations – key provisions.
3. Basic information about the university – where to find information (WWW, FB, EDUROAM).
4. University structure: field of study, faculty, university.
5. University authorities.
6. Faculty authorities.
7. Authorities responsible for student affairs.
8. Dean's office: location, opening hours.
9. Student ID card in mObywatel (mLegitymacja) and plastic card - rules of validity.
10. Student discounts and terms of use.
11. How to write a proper email to a lecturer (good and bad practices).
12. Types of classes (lectures, exercises, laboratories, seminars, language classes).
13. Absences - make-up work, attendance thresholds, classification.
14. Study program - why you should know it and where to find it.
15. ECTS card - content (methods, content, literature, teaching methods) and binding force.
16. ECTS points - definition and student workload conversion.
17. Forms of short knowledge verification (entrance tests, tests, colloquiums; oral answers).
18. Exams, deadlines, entering grades, retakes.
19. Examination board – when it is applicable and student rights (observer).
20. Repeating courses – limits on failed ECTS credits.
21. Fees and tuition – calculation rules, restrictions on fee increases.
22. Individualization of studies: IOS.
23. Individualization of studies: IRPS.
24. Financial support system - academic and social scholarships.
25. Support for people with disabilities.
26. Other scholarships (local government, foundation).
27. Financial aid (one-time benefit) – when and how to apply.
28. Insurance: health insurance (up to 26 years of age) and accident insurance.
29. Student dormitories and recruitment in E-Academic.
30. Access to psychological support, “5P” point.
31. Student council president – role and tasks.
32. Student involvement: student council, organizations, clubs - recruitment and events.
33. Exchange programs: Erasmus+, EUNICE.
34. National programs: POMOST/MOSTECH and bilateral agreements.
35. Changes in the course of study: change of mode/university/field of study.
36. Breaks in studies - rules and resumption.
37. Removal from the student register - cases and appeal procedure.
38. Evaluation surveys - anonymity and purpose.
39. PSRP Student Rights Office - contact and support.

Teaching methods

Presentation, online course.

Bibliography

1. Regulations of first-cycle and second-cycle studies
2. Regulations for granting benefits to students of Poznań University of Technology
3. Act on Higher Education and Science
4. The Statute of Poznan University of Technology

Breakdown of average student's workload

	Hours	ECTS
Total workload	2	0,00
Classes requiring direct contact with the teacher	2	0,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	0	0,00