

**ADAM MICKIEWICZ UNIVERSITY, POZNAŃ**

**AMU**

**Order No 104/2016/2017 of the Rector of Adam Mickiewicz University, Poznań of 30 June 2017 on the principles and procedure for financing costs related to the education of employees of Adam Mickiewicz University, Poznań**

On the basis of Article 66 (1) and (2) of the Act of 27 July 2005 on higher education (Journal of Laws of 2016, item 1842, as amended) and § 59 (1) of AMU Statutes, I hereby order as follows:

**§ 1**

1. An employee employed for an indefinite period of time who takes up education at a public higher education institution:
  - 1) in the form of first-cycle and second-cycle studies in programmes related to the scope of duties of the position held;
  - 2) in the form of third-cycle studies in a discipline related to the scope of duties of the position held;
  - 3) in the form of postgraduate studies related to the scope of duties of the position held;
  - 4) in the form of additional courses related to the scope of duties of the position held– may apply for financing or co-financing of the education costs under the conditions laid down hereunder.
2. The Rector may also, on their own initiative, direct an employee to take up education in the forms referred to in section 1.

**§ 2**

1. If an employee takes up education at AMU, financing of the studies shall be possible:
    - 1) in whole – in the case of first-cycle and second-cycle studies;
    - 2) up to 80% – in the case of third-cycle and postgraduate studies.
  2. If an employee takes up education at another public higher education institution or education institution, financing shall be possible at an amount not exceeding 50% of the entire costs acknowledged by the institution.
  3. Education at a non-public higher education institution shall not be financed or co-financed.
  4. If an employee is directed to take up education in the forms listed in § 1 (1), the Rector may depart from the rules specified in sections 1–3.
- ul. H. Wieniawskiego 1, Collegium Minus, 61-712 Poznań NIP 777 00 06 350, REGON 000001293 tel. +48 61 829 00 00, fax. +48 61 829 00 00 rectorof@amu.edu.pl  
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### § 3

1. The employee's application for financing or co-financing of costs of education at AMU has to include:
  - 1) a detailed justification of the need to improve qualifications related to the position held;
  - 2) information on the amount of tuition fees;
  - 3) opinion of the employee's immediate superior;
  - 4) approval of the authorising officer with the indication of the source of financing;
  - 5) opinion of the chancellor in the case of administrative and service employees;
  - 6) an opinion of the deputy rector for human resources and finance in the case of academic teachers, technical staff, and library staff.
2. The employee's application for financing or co-financing of costs of education outside of AMU has to include:
  - 1) a detailed justification of the need to improve qualifications related to the position held;
  - 2) information on the amount of tuition fees;
  - 3) opinion of the employee's immediate superior;
  - 4) approval of the authorising officer with the indication of the source of financing.

### § 4

1. Financing of education at AMU in the programmes referred to in § 1 (1) shall be approved by the deputy rector for student affairs.
2. Financing of education at AMU in the programmes referred to in § 1 (2) shall be approved by the deputy rector for research and international cooperation.
3. Financing of education at AMU in the programmes referred to in § 1 (3) shall be approved by the deputy rector for teaching.
4. Financing of education at another higher education institution or in an additional course shall be approved by the deputy rector for human resources and finance with regard to academic teachers, technical staff, and library staff, and by the chancellor with regard to administrative and service staff.
5. On the basis of the approval, the Human Resources and Organisation Department shall draft a contract for the financing or co-financing of education. The contract with the employee shall be concluded by the deputy rector for human resources and finance with regard to academic teachers, technical staff, and library staff, and by the chancellor with regard to administrative and service staff.

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### § 5

1. The University shall conclude a contract with the employee referred to in § 1 for the duration of the education, specifying the mutual rights and obligations of the parties.

2. The employee shall undertake to:

- 1) complete their education within the period set in the curriculum;
- 2) work at AMU for three years following the completion of higher education (first-cycle or second-cycle studies) and up to two years following the completion of postgraduate studies and additional courses.
3. An employee shall be entitled to educational leave in the amount of:
  - 1) 5 days per semester – if they undertake first, second, or third-cycle studies;
  - 2) 10 days to prepare a bachelor's or master's thesis and to take the diploma examination;
  - 3) 20 days to prepare a doctoral dissertation and to hold its defence.

### § 6

1. The costs of education at AMU shall be settled by the Bursary without cash on the basis of the approval referred to in § 4 (1–4) and a copy of the contract concluded with the employee.

2. The costs of education outside AMU shall be settled by the Bursary on the basis of the approval referred to in § 4 (1–4), an invoice issued by the higher education institution or other educational institution, approved by the authorising officer, and a copy of the contract concluded with the employee.

### § 7

If the employee fails to fulfil the obligations specified in the contract due to:

- 1) early termination of the employment relationship by the employee by notice or agreement of the parties;
- 2) termination of the employment relationship by the employer without notice due to the fault of the employee  
– the employee shall be obliged to reimburse the costs incurred by AMU related to the employee's education.

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§ 8

Contracts concluded with employees prior to the effective date hereof shall remain valid until terminated.

§ 9

Order No 223/2007/2008 of the Rector of Adam Mickiewicz University, Poznań of 4 August 2008 on the principles and procedure for financing costs related to the education of employees of Adam Mickiewicz University, Poznań shall hereby be repealed, subject to § 8.

§ 10

The Order shall enter into force on 1 July 2017.

**Rector**

**Prof. UAM dr hab. Andrzej Lesicki**

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