

**Regulations for financing post-graduate studies, specialist courses  
and certified training courses - individual forms of support for the professional  
development of employees of the Warsaw University of Technology from the funds of the  
'Excellence Initiative - Research University' programme**

hereinafter referred to as 'Regulations'

§ 1

GENERAL PROVISIONS

1. Postgraduate studies, specialised courses and certified training courses are individual forms of support for the professional development of the Warsaw University of Technology staff.
2. The content of postgraduate studies, specialised courses and certified training shall be related to the scope of activities of staff at the Warsaw University of Technology and aimed at the development of their professional competences.
3. Postgraduate studies are a form of training intended for holders of a minimum first-cycle degree, enabling them to acquire new professional qualifications or supplement their knowledge in a specific field. These studies do not lead to the award of a professional title but are concluded with the award of a postgraduate study certificate.
4. Specialised courses are a structured form of continuing professional development aimed at acquiring or updating specific skills and knowledge, which are intended for staff members wishing to enhance their competences in selected specialisations.
5. These courses are concluded with a certificate of completion of a specialist course.
6. Certified training is a formally structured learning process that concludes with a certificate, which is an official document confirming the acquisition of a specific qualification. These certificates are often required or preferred for certain positions.

§ 2

SCOPE OF FUNDING

1. Funding for postgraduate studies, specialised courses and certified training courses covers the expenses associated with:
  - 1) a participation fee (i.e. tuition fees, registration fees, participation);
  - 2) access to online learning platforms (subscription fees for e-learning platforms or educational tools used in courses or training);
  - 3) taking the examination at the end of the course or training;
  - 4) the issuance of official certificates confirming the qualifications obtained (in Polish or English);
  - 5) travel, accommodation, daily allowance and insurance.
2. The maximum amount of funding under Action D23 or D24 is:
  - 1) PLN 30,000 for postgraduate studies;
  - 2) PLN 15,000 for specialised courses;
  - 3) PLN 15,000 for certified training.
3. The maximum amount of funding under Action D27 is:
  - 1) PLN 15,000 for postgraduate studies;
  - 2) PLN 7,000 for specialised courses;
  - 3) PLN 7,000 for certified training.

4. Maximum amounts of funding for one of the individual forms of professional development support shall not apply to Laureates of the 'Best of the Best PW' competition.

### § 3

#### PRINCIPLES OF RECRUITMENT AND PARTICIPATION

1. WUT employees who meet the criteria listed below are eligible to apply for funding for postgraduate studies:
  - 1) They hold a professional title of Master of Science, Engineer, Bachelor of Science or equivalent, obtained in Poland or another country.
  - 2) They are employed under a job contract of indefinite duration.
  - 3) They have the approval of his/her superiors to participate in selected postgraduate studies.
  - 4) They have been recommended by the mentor (for the laureates of the 'Best of the Best PW').
  - 5) They meet the terms and conditions of the Professional Qualifications Agreement, a template of which is attached as Annex No. 4 to the Regulations.
2. WUT employees who meet the criteria listed below are eligible to apply for funding for a specialised course or certified training course:
  - 1) They are employed under a job contract.
  - 2) They have the approval of his/her superiors to participate in the selected course or training.
  - 3) They have been recommended by the mentor (for the laureates of the 'Best of the Best PW').
3. All individual forms of professional development support referred to in § 1 section 1, funded under the 'Excellence Initiative - Research University' programme must be completed and settled by 20 December 2025.
4. An employee may only benefit from one form of professional development support, as specified in § 1 sections 4 and 5, per relevant period. An employee may apply for funding for another specialised or certified training course only after the completion and settlement of a previously funded form of support.
5. Applications for funding for an individual form of professional development support, the content of which overlaps with a university-wide training offer, shall not be eligible for funding.
6. A WUT employee willing to participate in a postgraduate programme shall complete an application form available on the Intranet, in accordance with Annex No. 1 to the Regulations.
7. A WUT employee willing to participate in a specialist course or certified training shall complete an application form available on the Intranet, in accordance with Annex No. 2 to the Regulations.
8. Postgraduate funding decisions are issued once a month by the Vice-Rector for General Affairs.
9. A WUT employee applying for funding for postgraduate studies shall receive feedback by e-mail no later than within 5 working days of the decision on the application mentioned in section 8.
10. All applications for funding for specialised courses and certified training that meet the formal requirements shall obtain funding.
11. A WUT employee applying for funding for specialised and certified training courses shall receive information on the award of funding by e-mail no later than 14 days after submitting the application form.
12. Having received information on the financing of the selected form of professional

development support mentioned in § 1, section 1, the employee shall follow the subsequent procedure in accordance with Annex No. 3 to the Regulations.

§ 4

PRINCIPLES OF SETTLEMENT

1. A WUT staff member who has completed the selected form of professional development support referred to in § 1 section 1 shall:
  - 1) make every effort to use the knowledge and competences acquired in his/her work at the Warsaw University of Technology;
  - 2) within 14 days of the receipt of the document, forward electronically a copy of the certificate of completion of a postgraduate course, a certificate of completion of a specialised course, a certificate of completion of a certified training course or any other document confirming the completion of a given form of training, to the Training Department and the employee responsible for personnel matters of the relevant organisational unit;
  - 3) give the required feedback to monitor the outcomes of the support provided.
2. The head of the organisational unit in which the employee has completed the chosen form of professional development support referred to in § 1 section 1 shall give the necessary information to monitor the outcomes of the support provided.

§ 5

All matters not regulated herein shall be resolved by the Vice-Rector for General Affairs.

Application no.		Date of receipt	
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### Application for postgraduate studies funding

#### Part A

To be completed by Applicant

DATA OF STAFF MEMBER APPLYING FOR POSTGRADUATE STUDIES	
First name and surname	
Personal SAP number	
WUT organisational unit	
Position	
Functions fulfilled (if applicable)	
Staff group	<input type="checkbox"/> AS <input type="checkbox"/> NAS
Phone number	
Email address	
Date of signing job contract at WUT	
Higher education	<input type="checkbox"/> YES <input type="checkbox"/> NO

INFORMATION ON SELECTED POSTGRADUATE STUDIES	
Name of the programme and a link to the website with a description of the programme	
Institution organising the study programme (name, address, www)	
Implementation period (from MM-YY to MM-YY)	
Estimated cost of postgraduate studies (in compliance with § 2.1 of the Regulations)	participation fee (tuition, registration fee, etc.):..... travel, accommodation, subsistence and insurance (if applicable.): ..... Total:.....

LETTER OF APPLICATION
Please describe how completing your postgraduate studies will affect your professional development. (up to 800 characters)

Please confirm (by ticking the answer):	
<input type="checkbox"/>	I accept the Regulations for funding postgraduate studies, specialised courses and certified training courses.
<input type="checkbox"/>	I declare that I will use the acquired competences in my professional work at the Warsaw University of Technology.

.....  
Date and signature of Applicant

**Part B**

To be completed by the Applicant's superior

<b>OPINION OF THE IMMEDIATE SUPERIOR</b>	
First name and surname	
Function performed	
WUT organisational unit	
Please tick (one) answer	The staff member's participation in postgraduate studies aims to support the development of professional competences in the field of: <input type="checkbox"/> research <input type="checkbox"/> teaching <input type="checkbox"/> administration <input type="checkbox"/> management
Please justify the need to participate in postgraduate studies in the context of your tasks/professional development (up to 350 characters)	

I support the application for funding participation in selected postgraduate studies of Mr/Ms

.....  
(First name and surname)

.....  
Date, signature and stamp of immediate superior

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**Part C**

To be completed by Training Department

Higher education	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Fixed-term contract	<input type="checkbox"/> YES	<input type="checkbox"/> NO
The staff member's tasks in accordance with the subject of the postgraduate studies	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Positive recommendation from immediate supervisor/mentor	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Based on the analysis of the submitted Application, I confirm/do not confirm that the staff member meets the formal requirements for participation in postgraduate studies.

.....  
Date and signature of Training  
Department

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**Part D**

The decision of Vice-Rector for General Affairs of WUT

I grant/do not grant<sup>1</sup> postgraduate studies funding to the Applicant.

Date	Stamp and signature
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Application no.		Date of receipt	
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### Application for specialised courses/certified training funding

#### Part A

To be completed by Applicant

DATA OF STAFF MEMBER APPLYING FOR A COURSE OR TRAINING	
First name and surname	
Personal SAP number	
WUT organisational unit	
Position	
Functions fulfilled (if applicable)	
Staff group	<input type="checkbox"/> AS <input type="checkbox"/> NAS
Phone number	
Email address	
Date of signing job contract at WUT	
Higher education	<input type="checkbox"/> YES <input type="checkbox"/> NO

INFORMATION ON SELECTED FORM OF EDUCATION	
Name of the course/training and link to the website with a course or training description	
Institution organising the course/training (name, address, www)	
Time of implementation (from MM-YY do MM-YY)	
Estimated cost of the course /training (compliant with § 2 section 1 of the Regulations):	participation fee (tuition, registration fee, etc.):..... travel, accommodation, subsistence and insurance (if applicable): ..... <div style="text-align: right;">Total:.....</div>

LETTER OF APPLICATION
Please describe how completing your postgraduate studies will affect your professional development. (up to 800 characters)

Please confirm (by ticking the answer):	
<input type="checkbox"/>	I accept the Regulations for funding postgraduate studies, specialised courses and certified training courses.
<input type="checkbox"/>	I declare that I will use the acquired competences in my professional work at the Warsaw University of Technology.

.....  
Date and Applicant's signature

**Part B**

To be completed by the Applicant's superior

<b>OPINION OF THE IMMEDIATE SUPERIOR</b>	
First name and surname	
Function performed	
WUT organisational unit	
Please tick (one) answer	The staff member's participation in a specialised course/certified training aims to support the development of professional competences in the field of: <input type="checkbox"/> research <input type="checkbox"/> teaching <input type="checkbox"/> administration <input type="checkbox"/> management
Please justify the need to participate in a specialised course/certified training in the context of your tasks/professional development (up to 350 characters)	

I support the application for funding participation in selected postgraduate studies of Mr/Ms

.....  
(First name and surname)

.....  
Date, signature and stamp of immediate superior

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**Part C**

To be completed by the Training Department

Higher education	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Fixed-term contract	<input type="checkbox"/> YES	<input type="checkbox"/> NO
The staff member's tasks in accordance with the subject of the course/certified training	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Positive recommendation from immediate supervisor/mentor	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Based on the analysis of the submitted Application, I confirm/do not confirm that the staff member meets the formal requirements for participation in the course/certified training.

.....  
(First name and surname)

.....  
Date and signature of Training  
Department

**Part D**

The decision of the Vice-Rector for General Affairs of WUT

I grant/do not grant<sup>1</sup> the course/certified training funding to the Applicant.

Date	Stamp and signature
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**The procedure for registration and payment of the participation fee for the selected individual form of professional development support**

Once informed that they have been awarded funding for the selected individual professional development support, the staff member shall proceed with the registration and payment steps as described below.

1. Once informed of the award of funding for the selected individual form of professional development support, the staff member fills in an Application for Public Procurement Award (Annex No. 9 to Regulation No. 85/2021 of the Rector of the Warsaw University of Technology), whereby:
  - 1) The person preparing the application is the staff member who has been awarded funding for the selected individual form of professional development support.
  - 2) The person confirming the amount awarded for the procurement and the sources of funding is the Bursar's representative of the Central Administration (shall apply to the source of funding under the IDUB Action D21 or D24) or the Bursar's representative of IDUB (shall apply to the source of funding under Action D27).
  - 3) The applicant is the head of the organisational unit employing the staff member.
  - 4) The person appointed to give an opinion on the decision of the contracting party's representative is the representative of the Logistics and Purchasing Department.
  - 5) The contracting party's representative is the WUT Chancellor.
2. The required annexes to the Application for the award of a public procurement contract are:
  - 1) An offer for the course/training/postgraduate course, including, but not limited to: its name and objective.
  - 2) The outline of the programme, place of delivery, cost of attendance (including the issuance of certificate if applicable) and payment arrangements.
  - 3) The printout of confirmation of information on awarding funding for the selected individual form of professional development support.
  - 4) A sanction statement (according to the template available on the Intranet).
3. The implementation of the actions outlined in items 1-2 does not apply to staff members starting postgraduate programmes available at the Warsaw University of Technology.
4. In the case of postgraduate studies, the staff member completes a Professional Qualifications Agreement (in accordance with Annex No. 4 to these Regulations). The Training Department confirms the compliance of the data contained in the Agreement and then forwards it to the Vice-Rector for General Affairs for signature.
5. The staff member shall personally:
  - 1) register for the course/training/postgraduate course of his/her choice;
  - 2) take the necessary steps to obtain an invoice/proforma invoice or internal memorandum from the organiser of the selected course/training course/postgraduate course;
  - 3) describe the invoice/proforma invoice or internal note and obtain signatures:
    - a) from the Head of the Training Department in terms of the content;
    - b) from the Bursar's representative (in accordance with section 1, item 2) for formal and accounting purposes;
    - c) from the funds' administrator - the Chancellor of WUT (applicable to the funding source under IDUB Actions D21 or D24) or the Head of the Management Team for IDUB (applicable to the funding source under Action D27);
  - 4) forward the invoice/proforma invoice or internal memorandum to the designated Bursar's representative (pursuant to section 1, item 2).
6. If domestic travel is required, the employee shall also complete a Business Travel Instruction (in accordance with Annex No. 1 to Regulation No. 93/2020 of the Rector of WUT).
7. In the event of the requirement to travel outside the country, the employee fills in an application for travel abroad (WWZ) (in accordance with Regulation No. 97/2021 of the Rector of the Warsaw University of Technology (WUT)).
8. All documents referenced in this procedure are available on the Intranet.

Personnel Office (BSO) .....

### Professional Qualifications Agreement

The following agreement is concluded on ..... (date) between the Warsaw University of Technology with its registered seat in Warsaw, Pl. Politechniki 1, hereinafter referred to as 'Employer' represented by the Vice-Rector for General Affairs, Professor Mirosław Karpierz, and Ms./Ms. ...., PESEL: ....., hereinafter referred to as 'Employee'.

1. Under Article 103<sup>1</sup> § 1 and Article 103<sup>4</sup> § 1 of the Labour Code, the Employer shall agree for the Employee to upgrade his/her professional qualifications as part of postgraduate studies....., organised by ....., lasting ..... semester(s), beginning in..... (year). The cost of studies amounts to PLN ..... .00 (in words PLN: .....).
2. The Employer shall grant paid exemptions from all or part of the Employee's working day, for the period resulting from a study programme and for the time necessary to arrive punctually to the compulsory classes - upon presentation of the class timetable. The exemption shall be granted by the head of the organisational unit employing the staff member.
3. The Employer shall cover the costs of improving the Employee's professional qualifications, listed in item 1.
4. The Employee shall be required to provide proof of completion of the study.
5. The Employee shall immediately notify the Vice-Rector for General Affairs, through the head of the unit, of any failure to undertake or discontinuation of the professional qualification upgrading referred to in section 1 and of the underlying reasons. The decision as to whether the reasons are justified is taken by the Vice-Rector for General Affairs.
6. The Employee shall undertake to remain in employment at the Warsaw University of Technology for 12 months after the completion of the professional qualification development referred to in section 1.
7. The Employee upgrading their professional qualifications:
  - 1) who, without justifiable reasons, does not undertake the upgrading of professional qualifications or discontinues the upgrade;
  - 2) with whom the Employer terminates the employment relationship without notice through no fault of the Employer, in the course of or upon completion of professional qualification, within the period specified in section 6;
  - 3) who, within the period referred to in section 2 or 6, terminates the employment relationship by notice, except for termination of the employment contract for the reasons set out in Article 94<sup>3</sup> of the Labour Code;
  - 4) who, during the period referred to in section 2, terminates the employment relationship without notice under Article 55 or Article 94<sup>3</sup> the Labour Code, despite the absence of reasons specified in those provisionsshall reimburse the costs incurred by the Employer for this purpose in respect of additional benefits, in an amount proportionate to the period of employment after the completion of the professional qualification or the period of employment while the qualification was being enhanced.
8. The Agreement has been executed in 2 counterparts, one for each party.

.....  
Employee's signature

.....  
Stamp and signature of Vice-Rector for General Affairs