

**Ordinance No. 15**  
**of the Rector of Poznan University of Technology**  
**of 5 May 2023**  
**(RO/V/15/2023)**

**on undertaking and pursuing studies at Poznan University of Technology**  
**by persons who are not Polish citizens in the academic year 2023/2024**

Acting pursuant to Articles 323, 324 and 326 of the Act of 20 July 2018 *Law on Higher Education and Science* (Journal of Laws of 2023, item 742) in connection with the Act of 12 December 2013 on Foreigners (Journal of Laws of 2023, item 519, as amended), § 15 and § 38 of the Regulation of the Minister of Science and Higher Education of 27 September 2018 on Studies (Journal of Laws of 2021, item 661) and Article 2 of the Act of 12 March 2022 on Assistance to Ukrainian Citizens in Connection with the Armed Conflict in the Territory of the Country (Journal Of Laws of 2023, item 103, as amended), hereinafter referred to as the Special-Purpose Act and § 2 section 5 of Resolution No. 78/2020-2024 of the Academic Senate of Poznan University of Technology of 27 April 2022 *on the conditions and procedures of admission for studies in the academic year 2023/2024*, hereinafter referred to as the Resolution, **it is ordered** as follows:

§ 1

**General principles**

1. The Ordinance defines the rules of undertaking and pursuing studies at Poznan University of Technology, hereinafter referred to as PUT, by persons who are not Polish citizens, hereinafter referred to as foreigners.
2. A foreigner, under the provisions of Polish law, is any person who does not hold Polish citizenship. Persons who hold Polish citizenship and citizenship of another state or several other states are treated in the territory of the Republic of Poland as Polish citizens.
3. PUT admits foreigners for first- and second-cycle studies within the limits established for individual forms and fields of study.
4. The decision to start a study programme in a given field is taken by the Rector.
5. A foreigner is admitted for studies on the basis of the results of the qualification procedure.
6. Persons being transferred from another university or a foreign university are admitted according to the principles set out in the PUT Study Rules and Regulations.

§ 2

**Legal basis**

1. Foreigners may undertake and pursue studies on the basis of:
  - 1) international agreements, on to the principles stipulated therein;
  - 2) agreements concluded with foreign entities by universities, on the principles stipulated therein;
  - 3) the Minister's decision;
  - 4) decisions of the Director of the National Agency for Academic Exchange, hereinafter referred to as NAWA, with regard to its scholarship holders;
  - 5) the Rector's administrative decision.
2. The Minister may grant a foreigner a scholarship, fully or partially cover the cost of fees for educational services and offer a lump sum for travel, living and accommodation costs, with the funds being paid through NAWA.

§ 3

**Conditions and mode of recruitment**

1. Recruitment for the first year of studies in the academic year 2023/2024 will be conducted for the winter

and summer semesters.

2. The recruitment of foreigners takes place within the timeframe and in accordance with the limits indicated in Appendices 1 and 2 to the Ordinance. A detailed schedule of the recruitment of foreigners and admission limits are published on the PUT website.
3. Supplementary recruitment can be carried out.
4. A candidate may only be admitted to one field of study, but has the right to indicate several fields of study, setting the preferred sequence in which he/she is ready to pursue them.
5. A candidate is qualified for studies with the preferences of the fields of study referred to in section 4, on the basis of a ranking list (in the case of first-cycle studies) and an admission report (in the case of second-cycle studies).
6. A candidate for studies signs a declaration that he/she has read the list and rules of charging fees and undertakes to comply with them in the event of being entered on the list of students of Poznan University of Technology. The template of the declaration is attached as Appendix No. 3 to Ordinance No. 13 of the Rector of PUT of 27 April 2023 (RO/IV/13/2023) on the amount, detailed rules for collection and conditions and mode for exemption from fees in the academic year 2023/2024.
7. A candidate is obliged to pay to the PUT account a fee for the qualification procedure in the amount specified in Ordinance No. 13 of the Rector of PUT of 27 April 2023 (RO/IV/13/2023) on the amount, detailed rules for collection and conditions and mode for exemption from fees in the academic year 2023/2024. The fees paid are non-refundable. A candidate bears all costs related to the payment of the recruitment fee, including handling costs, bank charges, commissions, as well as costs related to the reimbursement of overpaid amount in the qualification procedure for reasons not attributable to PUT.
8. In order to secure the organizational and substantive recruitment needs, the Rector appoints the International Student Recruitment Commission, which is composed of PUT academic teachers and administrative staff.
9. The Commission determines the results of the qualification of candidates participating in the qualification procedure and on this basis creates ranking lists (in the case of first-cycle studies) and admission reports (in the case of second-cycle studies).
10. The qualification procedure is carried out as part of two recruitment stages (recruitment for the winter semester and recruitment for the summer semester). After each recruitment stage, a ranking list is prepared (in the case of first-cycle studies) and an admission report (in the case of second-cycle studies) containing information about the qualification results.
11. Places vacated by candidates who will fail to comply with the required procedures or who will resign from studying are filled with reserve candidates.
12. Ukrainian citizens who came to the territory of the Republic of Poland from the territory of Ukraine in the period from 24 February 2022 to the date specified in the provisions issued on the basis of Article 2 section 4 of the Special-Purpose Act are admitted on the basis of separate provisions.

#### § 4

##### **Registration and course of the qualification procedure**

1. Recruitment for the first year of studies is carried out electronically via the recruitment system.
2. A candidate sets up an individual account in the recruitment system by filling in an electronic form in which he/she provides the required data.
3. A candidate, via his/her account, submits and approves the information required in the qualification procedure for particular fields of study.
4. A candidate is obliged to submit the required documents within the time limit specified in the detailed recruitment schedule referred to in § 3 section 2.
5. A candidate is fully responsible for not entering data or entering incomplete, incorrect or false data, as well as for the consequences resulting from it.

6. After registering the payment of the recruitment fee and uploading full documentation into the system by a candidate, the International Relations Office assesses the documentation in a formal way.
7. If the formal assessment of the documentation is positive, the International Relations Office sends the documentation to the appropriate members of the International Student Recruitment Commission.
8. The Commission draws up a report on:
  - 1) in the case of first-cycle studies: converting the grades from the secondary school-leaving exam certificate, and for the fields of study *Architecture* and *Interior Design* a positive result of checking artistic aptitude (Checking artistic aptitude includes portfolio assessment consisting in checking the ability to transpose space onto a picture plane. The condition for having artistic aptitude assessed is the submission of a portfolio. The condition for admission to further qualification procedure is a positive assessment of artistic aptitude, i.e. receiving a minimum of 120 points);
  - 2) in the case of second-cycle studies:
    - a) a positive result of the entrance exam in the form of an interview or an online test checking predispositions to undertake studies, and for the fields of study *Architecture* and *Interior Design* additionally a positive result of checking artistic aptitude (Checking artistic aptitude includes portfolio assessment consisting in checking the ability to transpose space onto a picture plane. The condition for having artistic aptitude assessed is the submission of a diploma thesis and a portfolio) and/or
    - b) the result established on the basis of the submitted documents and/or
    - c) other conditions specified by the unit.
 and then forwards it to the International Relations Office.
9. A candidate receives information about readiness for admission via e-mail and the recruitment system. Within three weeks of receiving the information, a candidate is obliged to pay a tuition fee.
10. Decisions regarding admission for studies are delivered via e-mail or the recruitment system.
11. The decision is deemed to have been effectively served on the date of its sending to the above-mentioned e-mail address or on the date it was accessed in the recruitment system. Unaccessed decisions are deemed to have been automatically served within 14 days of their date of issue.
12. The admission decision that has been issued is conditional. The validity of the decision is conditioned by opening the field of study specified in the decision.
13. Admission to the second field of study in the same recruitment process is considered within appeals lodged.
14. After the completion of the recruitment procedure, ranking lists (in the case of first-cycle studies) and admission reports (in the case of second-cycle studies) of candidates are prepared for each field of study.
15. In the event of vacancies in the ranking lists, consecutive candidates from outside the list with the highest ranking result will be qualified.
16. Information on the recruitment procedure is provided to candidates via the recruitment system referred to in section 2 and e-mail to the address provided by a candidate during recruitment. A candidate is obliged to read the information provided through the individual account on an ongoing basis and is responsible for the consequences of failing to do so.
17. Decisions on admitting or not admitting foreigners for studies are issued by the Rector.

## § 5

### **Entitlement to study**

1. The following documents are required from foreigners taking part in the recruitment process at PUT:
  - 1) Education documents:
    - 1a) In the case of first-cycle studies:
      - a) a secondary school-leaving certificate obtained abroad:
        - an affixed apostille, if the issuing country is covered by the Convention Abolishing the Requirement of Legalization for Foreign Public Documents drawn up in the Hague on 5 October 1961 (Journal of Laws of 2005, No. 112, item 938) or

- legalized in other cases. Legalization is carried out by a Polish consular post in the country where the certificate was issued.

The exceptions are foreign certificates recognized by virtue of law specified in Article 93 of the Act of 7 September 1991 on the Education System (Journal of Laws of 2022, item 2230, as amended), in this case there is no obligation to legalize and provide the certificates with an apostille;

- b) confirmation of the entitlement to apply for admission to any type of higher education institution in the country in which the certificate issuing institution operates, if such an annotation is missing on the secondary school-leaving certificate (applies to secondary school-leaving certificates requiring recognition by an administrative decision as documents confirming the entitlement to apply for admission for studies, in accordance with Article 93, section 3 of the Act on the Education System);
- c) a list of grades obtained in the course of education, entitling to undertake first-cycle studies in the country where the certificate was issued, along with the official grading scale, if it is not indicated in the education document referred to in letter a), confirmed by the secondary school completed by a candidate;
- d) a decision of the competent school superintendent regarding the recognition of the secondary school-leaving exam certificate in the territory of the Republic of Poland or a written declaration in which a candidate undertakes to submit the above-mentioned decisions no later than by the end of the first semester of studies. In justified cases, at the written request of a student, the Rector may postpone the deadline for submitting the decision;

The above applies to secondary school-leaving certificates requiring recognition by way of an administrative decision as documents confirming the entitlement to apply for admission for studies, in accordance with Article 93, section 3 of the Act on the Education System.

1b) In the case of second-cycle studies:

- a) a graduation diploma or a certificate obtained abroad entitling to undertake second-cycle studies in the country in whose system the university operates. In case the certificate is submitted, a candidate is obliged to provide the relevant diploma immediately after receiving it.

A graduation diploma obtained abroad should:

- bear an apostille, when the issuing country is covered by the Convention Abolishing the Requirement of Legalization for Foreign Public Documents drawn up in the Hague on 5 October 1961 (Journal of Laws of 2005, No. 112, item 938) or
- subject to legalization in other cases. Legalization is carried out by a Polish consular post in the country where the diploma was issued;

- b) a list of grades from the course of education, entitling to undertake second-cycle studies, together with the official grading scale, if not indicated in the list of grades, confirmed by the higher education institution from which a candidate graduated.

2) Confirmation of a command of the language in which studies will be conducted:

- a) in the case of first-cycle and second-cycle studies conducted in Polish, candidates submit one of the following documents:

- a confirmation of Polish language skills at B2 level or higher according to the Common European Framework of Reference for Languages or
- a confirmation that Polish was used as the language of instruction during the previous stage of education or

- b) in the case of first-cycle and second-cycle studies conducted in English candidates submit one of the following documents:

- an international certificate confirming English language skills at B2 level or higher according to the Common European Framework of Reference for Languages (the relevant list is available on the PUT website) or
- a certificate confirming the completion of the previous stage of studies in English with the

- specified level of competence (at least B2)<sup>1</sup> or
      - confirmation of English language skills is not required if the previous stage of education was conducted in a country where the only official language is English.
  - 3) Curriculum vitae. Applies to candidates for second-cycle studies.
  - 4) Passport or other identity document for inspection.
  - 5) For the fields of study *Architecture* and *Interior Design*: a portfolio and a declaration of its independent preparation in the case of candidates for first-cycle studies; a diploma thesis, a portfolio and a declaration of its independent preparation in the case of candidates for second-cycle studies. Detailed criteria that must be met in the submitted works are available on the PUT website.
  - 6) A document entitling to exemption from tuition fees in the case of foreigners who are not charged any fees pursuant to Article 324, section 2 of the Act - Law on Higher Education and Science.
  - 7) A decision of the NAWA Director and a list of scholarship holders directed to PUT or another document issued by a unit authorized by the Minister competent for science and higher education, in the case of these scholarship holders. In the absence of the above-mentioned documents, a written declaration of their delivery should be sent within the deadline specified by the International Relations Office, under pain of undertaking studies on a fee-paying basis.
  - 8) A certificate from an occupational medicine doctor issued on the basis of a referral issued by Poznan University of Technology. It applies to Architecture, Interior Design, Civil Engineering, Sustainable Building Engineering, Chemical and Process Engineering, Pharmaceutical Engineering, Environmental Engineering, Chemical Technology, Circular System Technologies. Candidates for other fields of study are not required to undergo medical examinations.
2. All the documents referred to in section 1 must meet one of the following conditions:
    - 1) must be drawn up in Polish;
    - 2) must be drawn up in English;
    - 3) must be translated into Polish or English by a sworn or equivalent translator in the country of issue.
  3. In the case referred to in section 2 point 3, documents must be translated in one of the following ways:
    - 1) by a person entered by the Minister of Justice on the list of sworn translators;
    - 2) by a person registered as a person performing the function of a sworn translator in the Republic of Poland, in a Member State of the European Union, a Member State of the European Free Trade Agreement, hereinafter referred to as the EFTA – a party to the Agreement on the European Economic Area, hereinafter referred to as the EEA or a Member State of the Organization for Economic Cooperation and Development;
    - 3) by a consul of the Republic of Poland, competent for the country in whose territory or in whose education system the document was issued;
    - 4) by an accredited diplomatic agency in the Republic of Poland or a consular office of the country in whose territory or in whose education system the document was issued.
  4. During the recruitment process, a candidate attaches scans of the required documents, and upon arrival in Poland, he/she immediately contacts the International Relations Office and presents the originals of all the documents that were required during registration.
  5. It is allowed to require documents other than those mentioned in section 1 due to the detailed conditions of the recruitment.
  6. All current information on the required documents is provided to candidates on the PUT website.

## § 6

### **Medical examinations**

1. List of fields of study for which the University issues referrals to an occupational medicine doctor:
  - Architecture
  - Interior Design
  - Civil Engineering

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<sup>1</sup>Not applicable at the Faculty of Engineering Management

- Sustainable Building Engineering
  - Chemical and Process Engineering
  - Pharmaceutical Engineering
  - Environmental Engineering
  - Chemical Technology
  - Circular System Technology
2. Persons admitted for studies in the fields listed in section 1 will receive, along with written information about the admission, a referral to an occupational medicine doctor. On the basis of this referral, they are obliged to undergo tests and provide a certificate from an occupational medicine doctor to the Dean's Office of the Faculty.
  3. The list of occupational medicine units that provide medical examinations free of charge on the basis of a referral issued by Poznan University of Technology can be found on the University's website.

## § 7 Fees

1. The amount of the recruitment fee is:
  - a) for first-cycle studies:
    - field of study: Architecture and Interior Design  
(with a need to check artistic aptitude) – PLN 150
    - other fields of study – PLN 85
  - b) for second-cycle studies:
    - field of study: Architecture and Interior Design  
(with a need to check artistic aptitude) – PLN 150
    - other fields of study  
(with a need to conduct an entrance exam) – PLN 100
2. A candidate pays one fee for the procedure related to admission for studies, for a given form of study (full-time, part-time) and cycle (first- and second- cycle studies), regardless of the number of indicated fields of study. In the case of indicating fields of study for which different fees apply, a higher fee must be paid. The fee paid is non-refundable.
3. PUT charges fees for educational services related to:
  - 1) education in part-time studies;
  - 2) repeating certain classes in full-time studies due to unsatisfactory learning outcomes;
  - 3) education in studies conducted in a foreign language;
  - 4) conducting classes not covered by the programme of studies;
  - 5) educating foreigners in full-time studies in Polish.
4. Fees for educating foreigners in full-time studies in Polish and English are not collected from:
  - 1) a foreigner - a citizen of a European Union Member State, the Swiss Confederation or an EFTA Member State - a party to the agreement on the European Economic Area and their family members residing in the territory of the Republic of Poland;
  - 2) a foreigner who has been granted a permanent residence permit or a long-term resident of the European Union;
  - 3) a foreigner who has been granted a temporary residence permit in connection with the circumstances referred to in Article 159, section 1 or Article 186, section 1 point 3 or 4 of the Act on Foreigners;
  - 4) a foreigner who has a refugee status granted in the Republic of Poland or is provided with temporary protection or complementary protection in the territory of the Republic of Poland;
  - 5) a foreigner - the holder of a certificate confirming a command of Polish as a foreign language, referred to in Article 11a section 2 of the Act of 7 October 1999 on the Polish Language (Journal of Laws of 2021, item 674), at least at C1 language proficiency level;
  - 6) a holder of the Polish Card or a person who was issued with a decision confirming Polish origin;
  - 7) a foreigner who is a spouse, ascendant or descendant of a citizen of the Republic of Poland, residing

- in the territory of the Republic of Poland;
- 8) a foreigner who has been granted a temporary residence permit in connection with the circumstances referred to in Article 151 section 1 or Article 151b section 1 of the Act on Foreigners or staying in the territory of the Republic of Poland in connection with the use of short-term mobility of a researcher under the conditions specified in Article 156b section 1 of the Act on Foreigners or holding a national visa for the purpose of carrying out scientific research or development work.
  5. The persons referred to in Article 2 point 4 of the Act of 14 July 2006 on *Entering the Territory of the Republic of Poland, Residence and Departure from This Territory of Nationals of Member States of the European Union and Their Family Members* (Journal of Laws of 2021, item 1697, as amended) are considered as family members of the persons referred to in section 2 point 1.
  6. Foreigners not mentioned in section 2 are obliged to pay fees for educational services in the amount specified in a separate ordinance issued by the Rector.
  7. Foreigners undertaking studies at PUT on the basis of international agreements or contracts concluded by PUT with foreign entities pay fees for educational services indicated in these agreements.
  8. A foreigner applying for part-time studies with the rights listed in section 2 points 1-7 pays a fee in the same amount as Polish citizens.
  9. If a foreigner pursuing full-time studies in Polish or English on a fee-paying basis acquires the rights listed in section 2 points 1-7, then the Rector, on a foreigner's written request, may change the financial conditions of the pursued studies. The application in question, together with the Dean's justification and opinion, should be submitted through the International Relations Office.
  10. Regardless of the financial rules for studying, PUT charges fees for the issuance of documents related to the course of studies in accordance with the applicable fee list contained in the Rector's ordinance on the amount, detailed rules of collection and conditions and procedure for exemption from fees in the academic year 2023/2024

## § 8

### **Reimbursement of fees**

1. The reimbursement of a tuition fee for the period of not receiving education takes place in the event of one of the following circumstances:
  - 1) receiving a leave from classes or granting another break in studying on the terms and in the manner specified in the Study Rules and Regulations;
  - 2) resignation from education for health reasons confirmed by a medical certificate, or for other important and documented unforeseen reasons;
  - 3) receiving a decision of a visa refusal as understood by the provisions of the Act on Foreigners.
2. The costs of the reimbursement of a tuition fee are covered by a beneficiary (candidate).
3. If the transaction of reimbursing a tuition fee to a beneficiary's (candidate's) account is rejected as a result of providing incorrect bank details, then the next transaction, reduced by the costs of the next money transfer, will be made for the amount calculated on the basis of the average exchange rate of the National Bank of Poland on the day on which the transfer was rejected.

## § 9

### **Foreigners' rights and obligations**

1. A foreigner not listed in § 6 section 2 points 2-7 cannot apply for need-based financial aid and for a student loan.
2. A foreigner is obliged to submit for inspection by an appropriate PUT unit valid current documents entitling him/her to stay in the territory of the Republic of Poland and certifying the right to use health insurance in the territory of the Republic of Poland, when previous documents have expired.
3. A foreigner is obliged to inform the Dean's Office in person or in writing about any change of the correspondence address and e-mail address within 7 days from the date the change happened. If this requirement is not met, correspondence sent to the address indicated in the student's files shall be deemed

delivered.

4. A foreigner is obliged to comply with all the obligations imposed on him/her by the PUT Statutes, Study Rules and Regulations and the University's other internal legal acts.

#### § 10

##### **Other provisions**

The unit conducting studies for foreigners is obliged to notify the Rector in writing, through the International Relations Office, about each change in the course of studies for international students, removal from the list of students, as well as failure to complete the year of studies within a specified period.

#### § 11

##### **Final provisions**

The Rector authorizes an appropriate Vice-Rector to make decisions and settlements concerning international students' affairs on his behalf and within the scope specified in the Ordinance.

#### § 12

The Ordinance enters into force on the day of signing.

Rector  
of Poznan University of Technology  
Professor Teofil Jesionowski, Ph.D., D.Sc.

pp. Professor Wojciech Sumelka, Ph.D., D.Sc.  
Vice-Rector for Research