

Ordinance No. 11
of the Rector of Poznan University of Technology
of 15 April 2024
(RO/IV/11/2024)

on undertaking and pursuing studies at Poznan University of Technology
by persons who are not Polish citizens in the academic year 2024/2025

Acting pursuant to Article 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 this 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. 123/2020-2024 of the Academic Senate of Poznan University of Technology of 26 April 2023 *on the conditions and procedures of admission for studies in the academic year 2024/2025*, hereinafter referred to as the Resolution, **it is ordered** as follows:

§ 1

General rules

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 international students.
2. An international student, 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 international students 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. An international student is admitted to university 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. International students may undertake and pursue studies on the basis of:
 - 1) international agreements, according to the principles stipulated therein;
 - 2) agreements concluded with foreign entities by universities, on the principles stipulated therein;
 - 3) 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) Rector's administrative decision.
2. The Minister may grant an international student 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 2024/2025 will be conducted for the winter and summer semesters.
2. Recruitment of international students takes place within the timeframe and in accordance with the limits indicated in Annex 1 and 2 to the Ordinance. A detailed schedule of the recruitment of international students and admission limits are published on the PUT website.
3. 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.
4. 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) or an admission report (in the case of second-cycle studies).
5. 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 at Poznan University of Technology. The template of the declaration is attached to the Ordinance of the Rector of PUT on the amount, detailed rules for collection and conditions and mode of exemption from fees in the academic year 2024/2025.
6. A candidate is obliged to pay a fee for the qualification procedure to the PUT bank account in the amount specified in the Ordinance of the Rector of PUT on the amount, detailed rules for collection and conditions and mode of exemption from fees in the academic year 2024/2025. The fees paid are not 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.
7. In order to secure the organisational and substantive recruitment needs, the Rector appoints the International Student Recruitment Commission, which is composed of PUT academic teachers and administrative staff.
8. The Commission determines the results of 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).
9. 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.
10. If the limit of places in individual fields of study is not met, the Commission reserves the right to qualify additional candidates who have met the recruitment requirements.
11. 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 regulations issued on the basis of Article 2 section 4 of the Special-Purpose Act will be adopted on the basis of the provisions contained therein.

§ 4

Registration and the 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 recruitment fee and uploading full documentation in 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 *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 obtaining an assessment of artistic aptitude is the provision of a portfolio (guidelines for the portfolio are specified on the University's website). The condition for admission to the further qualification procedure is a positive assessment of checking artistic aptitude, i.e. obtaining a minimum of 120 points;

In the event that the level of the exam has not been specified in the document corresponding to the Polish secondary school-leaving exam certificate, its result will be considered equivalent to the basic level of the Polish secondary school-leaving exam. In countries where a candidate may take an external exam, as an additional qualifying exam for first-cycle studies, the result of such an exam may be considered equivalent to the extended level of the Polish secondary school-leaving exam.

- 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 or on-site test checking predispositions to undertake studies, and for the fields of *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 obtaining an assessment of artistic aptitude is the provision of a diploma thesis and a portfolio and/or
 - b) other conditions specified by the unit.
 and then forwards it to the International Relations Office.
9. A candidate receives the results of the recruitment procedure via e-mail and/or the recruitment system. Within three weeks of receiving the information, a candidate is obliged to pay the tuition fee for the first semester of studies.
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 condition for the validity of the decision is to start the field of study listed in the content of the decision and to provide the original documents listed in the decision.
13. Admission to the second field of study in the same recruitment process is considered as part of the appeals lodged.
14. 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.
15. Decisions on admitting or not admitting international candidates for studies are issued by the Rector.

Entitlement to study

1. The following documents are required from international candidates taking part in the recruitment process at PUT:

1) Education-related documents:

1.1) In the case of first-cycle studies:

a) a secondary school-leaving exam certificate obtained abroad:

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

The exceptions are foreign certificates recognised by virtue of law mentioned in Article 93 of the Act of 7 September 1991 *on the education system* (Journal of Laws of 2022, item 2230), in this case there is no obligation to legalise 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 exam certificate (concerns secondary school-leaving exam 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 on 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 decision 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 exam 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;
- e) in the case of possessing a document confirming the result of an external exam qualifying for first-cycle studies in the country or education system in which the certificate referred to in point a) was issued

1.2) In the case of second-cycle studies:

a) a university graduation diploma or a certificate obtained abroad entitling to undertake second-cycle studies in the country in whose system the university operates. In the case of submitting a certificate, a candidate is obliged to provide the relevant diploma immediately after receiving it, at the latest before the beginning of the first semester of studies.

A university graduation diploma obtained abroad should:

- bear an apostille, when the issuing country is covered by the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents drawn up in the Hague on 5 October 1961 (Journal of Laws of 2005, No. 112, item 938) or
- be subject to legalisation in other cases. Legalisation 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 the proficiency of a language in which study programmes will be run:

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

- a secondary school-leaving exam certificate obtained in the Polish education system;
- a certificate or attestation of completion of a one-year preparatory course for taking up education in Polish in units designated by the minister competent for higher education at level B2;
- a certificate of proficiency in Polish as a foreign language issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language at level B2;
- a certificate or attestation confirming proficiency in Polish as a foreign language at level B2 according to the Common European Framework of Reference for Languages issued by a language school or other educational institution running Polish language courses;
- a higher education diploma in degree programmes conducted in Polish or a certificate of graduation and a professional title obtained together with an annotation of the university about the language of instruction in the event that a candidate has not yet been issued with a diploma.

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

- one of the language certificates listed in Annex 3,
- a secondary school-leaving exam certificate - a score of at least 30% in English at the extended or bilingual level,
- International Baccalaureate (IB) Diploma - a score of at least 2 in the English language exam passed at the extended level (higher level – HL),
- a document confirming the completion of the educational stage abroad or in the Republic of Poland if the language of instruction was only English.

3) Curriculum vitae (applies to candidates for second-cycle studies).

4) A page with a photo and personal data from an international candidate's passport or other travel document in order to verify the accurateness of the entered data and their possible correction based on the attached document.

5) For the fields of *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.

6) A document entitling to exemption from tuition fees in the case of international candidates 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 authorised by the minister competent for science and higher education, in the case of these scholarship holders. In the absence of the documents referred to in point 6) and 7) a written declaration on their delivery should be sent within the time limit specified by the International Relations Office on pain of undertaking studies on a paid basis.

2. All the documents referred to in section 1 must meet one of the following conditions:

- 1) be drawn up in Polish;
- 2) be drawn up in English;
- 3) be translated into Polish or English by a sworn translator or equivalent 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 - 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.

In the event of difficulties in the process of translating documents into Polish, the International Relations Office may grant permission to a candidate to present a translation performed by another credible institution.

4. During the recruitment process, a candidate attaches scans of the required documents, but is obliged to present the originals of all the documents that were required during registration within two weeks after the beginning of the academic year at the latest.
5. It may be necessary to ask for documents other than those mentioned in section 1 due to the detailed conditions of the recruitment.
6. All current information about the required documents is provided to candidates via the PUT website, the recruitment system or by e-mail.

§ 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
 - Civil Engineering - Construction Engineering and Management
 - Civil Engineering - Structural Engineering
 - Sustainable Building Engineering
 - Chemical and Process Engineering
 - Pharmaceutical Engineering
 - Environmental Engineering
 - Chemical Technology
 - Circular System Technologies
2. Persons admitted to studies in the fields listed in section 1 will receive a referral to an occupational medicine doctor in the International Relations Office. On the basis of this referral, they are obliged to undergo tests and provide a certificate from the occupational medicine doctor to the Dean's Office of their respective 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 (obligatory checking of artistic aptitude) – PLN 150
 - other fields of study – PLN 85
 - b) for second-cycle studies:
 - field of study: Architecture and Interior Design (obligatory checking of artistic aptitude) – PLN 150
 - other fields of study (obligatory 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) educating in part-time studies;
 - 2) repeating certain classes in full-time studies due to unsatisfactory learning outcomes;
 - 3) educating in studies conducted in a foreign language;
 - 4) conducting classes not covered by the programme of studies;
 - 5) educating international students in full-time studies in Polish.
4. Fees for educating international students in full-time studies in Polish and English are not collected from:
 - 1) an international student - 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) an international student who has been granted a permanent residence permit or the status of a long-term resident of the European Union;
 - 3) an international student 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) an international student who has the status of a refugee granted in the Republic of Poland or is provided with temporary protection or complementary protection in the territory of the Republic of Poland;
 - 5) an international student - the holder of a certificate confirming proficiency in 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 672), at least at the C1 language proficiency level;
 - 6) a holder of the Polish Card or a person who was issued with a decision confirming Polish origin;
 - 7) an international student 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) an international student 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. 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 4, point 1.
6. International students 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. International students 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. An international student applying for part-time studies with the entitlements listed in section 4, points 1-8 pays a fee in the same amount as Polish citizens.
9. If an international student pursuing full-time studies in Polish or English on a fee-paying basis acquires the rights listed in section 4, points 1-8, the Rector, at an international student's written request, may change the financial conditions of the pursued studies. The application in question together with the document confirming the acquisition of rights should be submitted via 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 2024/2025.

§ 8

Reimbursement of fees

1. The reimbursement of the 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 studying. In the event of removal from the list of students due to resignation from studies, the tuition fee is calculated until the date of resignation;
 - 3) receipt of a decision refusing to issue a visa according to the provisions of the Act on Foreigners;
 - 4) expiration of the date of commencement of participation in the classes.
2. In the event of removal from the list of students after the beginning of the semester, a student is entitled to receive the reimbursement of the tuition fee paid for the entire semester, after deducting a part of the fee calculated in proportion to the number of classes attended in the semester resulting from the schedule.
3. The costs of the reimbursement of the study fee are covered by a candidate.
4. If the transaction of reimbursing the tuition fee to a candidate's account is rejected as a result of providing incorrect bank details, 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.
5. The refund is made within 4 weeks from the date of receipt of the candidate's request.

§ 9

Candidates' rights and obligations

1. An international student is obliged to provide information about the change of the correspondence address and e-mail address in writing or in person in the Dean's Office within 7 days from the date of address change. If this requirement is not met, the correspondence sent to the address indicated in the student's files will be deemed delivered.
2. An international student 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.
3. Minors may participate in recruitment with the consent of their statutory representative. For this purpose, a statutory representative submits an appropriate declaration of consent for a minor to study in writing together with a document confirming the status of a statutory representative.

§ 10

Other provisions

The unit conducting studies for international students 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

1. The Rector authorises the appropriate Vice-Rector to make decisions and settlements concerning international students' affairs on his behalf, within the scope specified in the ordinance.
2. The Ordinance enters into force on the day of signature.

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