

# **REGULATIONS OF STUDIES**

**full-time and part-time**

**first and second cycle**

adopted by the Academic Senate of Poznan University of Technology

Resolution No. 142/2012-2016 of 25 March 2015

Poznan, 2015

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## I. GENERAL PROVISIONS

### § 1

1. The Regulations apply to all first – and second - cycle students, as well as to academic staff of Poznan University of Technology.
2. The Rules use the terms defined in the Act on Higher Education.

### § 2

The terms used in the Rules shall mean:

- 1) education outcomes – knowledge, skills and social competences gained in the process of education in the system of study;
- 2) graduate competence – knowledge, skills and social competences gained in the process of education outside the system of study;
- 3) form of studies – full-time study and part-time study;
- 4) matriculation – a formal process where a person becomes part of the University student community;
- 5) main field of study – a distinct part of one or several areas of education, carried out at the University in the manner specified by the program of studies;
- 6) National Qualifications Framework for Higher Education – description of qualifications gained in Polish higher education system by means of education outcomes;
- 7) qualifications – education outcomes attested by a diploma confirming obtaining of the intended education outcomes;
- 8) second-cycle qualifications – learning outcome at the second-cycle program, completed with obtaining a professional title of *magister*, *magister inżynier* or equivalent of a specified field of study and education profile, confirmed by the relevant diploma;
- 9) first-cycle qualifications – learning outcome at the first-cycle program, completed with obtaining a professional title of *licencjat*, *inżynier* or equivalent of a specified field of study and education profile, confirmed by the relevant diploma;
- 10) module – subject, block of subjects, field studies or vocational internship;
- 11) validation of education outcomes – formal process of verification of possessed outcomes of learning organized institutionally outside the system of study and learning not organized institutionally, implemented in the manner and with methods of increasing knowledge, skills and social competence;
- 12) level of qualifications – first-cycle program, second-cycle program or uniform MA studies or third-cycle program;
- 13) education profile – practical program or general academic program;
- 14) general academic program – education program profile including the modules of activities related to scientific research conducted at the University, implemented under the assumption that more than half of the study program specified in ECTS credits includes activities aimed at gaining in-depth knowledge by the student;
- 15) practical program – education program profile including the modules of activities for the acquisition of practical skills and social competence by the student, carried out under the assumption that more than half of the study program specified in ECTS credits involves practical classes shaping these skills and competencies, including skills obtained at the workshops, which are run by persons with professional experience gained outside the University;
- 16) education program – description of consistent education outcomes defined by the University, in line with the National Qualifications Framework for Higher Education, and a description of the education process leading to the achievement of these outcomes, together with ECTS credits assigned to particular modules of that process;
- 17) ECTS credits (European Credit Transfer and Accumulation System) – credits defined in the European Credit Transfer and Accumulation System as a measure of the average workload of the learner, necessary to obtain the assumed education outcomes;

- 18) student – a person enrolled in program of higher education;
- 19) higher education – first-cycle programs , second-cycle programs and uniform Master’s program;
- 20) first-cycle studies – form of education where candidates holding a secondary-school leaving certificate / Matura certificate/ are admitted, concluding with obtaining first-cycle qualifications ;
- 21) second-cycle studies – form of education where candidates holding at least first-cycle qualifications are admitted, concluding with obtaining second-cycle qualifications ;
- 22) long-cycle studies – form of education where candidates holding a secondary-school leaving certificate / Matura certificate/ are admitted, concluding with obtaining second-cycle qualifications;
- 23) full-time studies – form of higher education where at least half of courses is implemented in the form of classes requiring direct participation of academic staff and students;
- 24) part-time studies – form of higher education where less than half of courses is implemented in the form of classes requiring direct participation of academic staff and students;
- 25) University – Poznan University of Technology;
- 26) faculty – basic organizational unit of the University providing degree programs in at least one field of study, doctoral programs or research in at least one discipline of science.

### § 3

The rules of admission to study at the University are specified by the Senate.

### § 4

1. A person admitted to the University acquires the student's rights upon matriculation and taking the oath
2. Each student receives a student ID card, which is a document certifying student status.
3. The course of study is documented in the examinations and credits reports and in student periodic achievement forms.
4. Each student is obliged to proceed in compliance with the oath taken and the study regulations.

### § 5

1. Having submitted the final examination with a positive result, the student receives a diploma of higher education of first or second cycle.

### § 6

1. The only representatives of all students of the University are student self-government bodies.
2. Student organizations within the University, as well as associations existing in the institution which bring together either only students or students and academic staff in terms of their statutory activities shall have the right to submit proposals to the University authorities or to student self-government bodies in matters relating to students.

## II. ORGANIZATION OF STUDIES

### § 7

1. The studies are conducted in both full-time and part-time form.

2. Part-time studies are conducted as evening courses or weekend courses.
3. Studies may be carried out using methods and techniques of distance learning.

### § 8

1. The academic year starts no later than the first week of October and ends not earlier than in the last decade of September and consists of two semesters: winter and summer.
2. Each semester includes a fifteen-week period of teaching and an examination session.
3. Classes in the last semester of studies (the so-called diploma semester) can, with the approval of the Dean, be completed in a shorter time.
4. Detailed organization of the academic year shall be established by the Rector and announced no later than four months prior to its commencement.
5. The Dean informs students about the timetable of classes in the semester one week before the beginning of the semester at the latest.
6. The full-time and part-time studies classes carried out in the evening form shall take place from Monday to Friday, and part-time studies conducted in weekend form - on Saturdays and Sundays with the exception of public holidays, or by appointment with the students, also on Fridays.
7. Studies conducted with the use of methods and techniques of distant learning are not bound by the terms of detailed organization of the academic year, as referred to in point 6. In this program the method of semester settlement of the course of study is applied.
8. The Rector may establish class-free days and cancel part of the classes. The Dean, in consultation with the Rector, may establish class-free hours for the students of a given faculty during the academic year.

### § 9

1. Studies are carried out according to educational programs including curricula and education outcomes.
2. The program of study is a description of the educational process leading to the achievement of education outcomes and specifies, inter alia:
  - 1) modules of education including assigning to each module assumed education outcomes and the number of ECTS credits,
  - 2) plan of studies defining the didactic forms of classes and their division into semesters,
  - 3) ways of verification of the assumed education outcomes achieved by a student.
3. Classes as well as tests of achieved education outcomes and diploma examinations may be conducted in a foreign language. Also the tests of achieved education outcomes conducted during admission to degree programs and prepared diploma thesis may be in a foreign language.
4. Dean's offices provide students with study programs in force in individual fields of studies, levels, forms and profiles of education.
5. The education program and study plan, including descriptions of modules containing, among others,: learning objectives, description of the content and education outcomes, forms and conditions for crediting particular modules and internships and a description of the qualification obtained are given to students by posting on the faculty website and by other means of communication

6. Study programs of other universities are recognized under the terms of previously signed agreements between the parties concerned, taking into account the principles of ECTS credits.
7. At the request of the student the Dean may express consent to their studying and obtaining credits from part of the subjects at other faculties and other universities.
8. The Dean appoints persons responsible for individual modules at the request of the head of the organizational unit in which the academic teacher is employed. The person responsible for the module coordinates and agrees the range of all classes and principles of monitoring progress in education - uniform within a module for all students, as well as compiles and updates the ECTS credits record for a module and places it in a computer system at least a week before the start of the semester.
9. During the first class the person responsible for a module or an academic teacher appointed by this person should provide students with:
  - 1) the program of the module according to particular forms of teaching, together with a list of literature,
  - 2) the required form of participation in classes, the method of the current control of teaching results, the form of credits and exams, dates and places of consultation for students and other requirements,
  - 3) the way of informing students about the results of credits and examinations.
10. The lecturer conducting the course is required to enter and approve the grades in the electronic system of protocols and to provide the signed hard copy to the Dean's office.
11. Participation in the classes covered by the plan of study is mandatory for academic staff and students. Participation in classes, laboratory and project classes, seminars, workshops, foreign language classes and physical education classes is controlled by the teacher.

## § 10

1. The list of fees for educational services is specified by the Senate's resolution.
2. The amount of the fees referred to in para 1 is determined by the Rector.
3. The terms of payment are specified by a written agreement between the University and the student.

## § 11

1. Studies at the University are conducted within main fields of study. In particular fields of study education may take place within specialties.
2. The Dean, upon prior agreement with heads of interested organizational units, divides students into groups within the specialty. If it is not possible to admit to a given specialty all the people interested, the results of the qualification procedure, achievements and interests of the student are taken into account.
3. The detailed rules for dividing students into specializations are resolved by the Faculty Board.

### III. RIGHTS AND OBLIGATIONS OF A STUDENT

#### § 12

##### 1. Students have the right to :

- 1) develop their own scientific interests using for this purpose relevant University infrastructure on the basis agreed with administrators of the resources, as well as the help of University staff and University bodies, including the time of office hours of academic teachers conducting particular classes.
- 2) associate in student scientific groups and to participate in scientific developmental and implementation works, according to the principles adopted by the University,
- 3) associate in organizations based on principles specifies in the Act on Higher Education,
- 4) develop their cultural, tourist and sports interests, using for this purpose the equipment and facilities of the University as well as the help of University staff and University bodies, based on the principles governing conducting such activity by competent organizations,
- 5) access to their assessed written work within two weeks from the date of announcement of the result,
- 6) receive awards and honors,
- 7) receive financial assistance under the terms of separate regulations,
- 8) study according to an individual study program as specified by the Faculty Board,
- 9) study according to individual multi-area study,
- 10) participate in lectures conducted on other fields of study, and upon the consent of the lecturer and the Dean - in other kinds of classes,
- 11) training in the rights and obligations of the student; the training is carried out by the Students' Parliament of the Republic of Poland in consultation with the Students' Self-Government,
- 12) active participation in the evaluation procedure of the education process.

##### 2. Students are obliged to:

- 1) act in accordance with the contents of the submitted oath,
- 2) sign an agreement on the conditions of payment for educational services within 30 days of the start of classes,
- 3) active participation in all educational activities envisaged in the study program and the timely fulfillment of all obligations specified in the program of studies and study regulations,
- 4) submit within two weeks an excuse for their absence to the lecturer conducting the course where the presence is checked,
- 5) immediately notify the Dean's office about the change in personal data,
- 6) submit to the Dean in writing a statement of resignation in the case of resignation from continuing their studies.

#### § 13

1. University authorities take action to ensure equal opportunities of the education process for students who are persons with disabilities, taking into account the degree and nature of disability and the specificity of a given field of study by adapting the classes to their individual capabilities.
2. Students who are disabled may apply for adjustment of form, timing and duration of

credits and exams to their legitimate needs. The form and scope of the adjustment consistent with their individual ability is determined by the lecturer conducting the classes in consultation with the Dean of the faculty and the Rector's proxy for persons with disabilities.

3. In case of difficulty in studying due to disability, in order to equalize educational opportunities, a student who is a disabled person can benefit during classes and exams from the aid of assistants to disabled people.
4. Disabled students may, during classes and exams, use some specialized equipment to enable them full participation in the education process, with the prior consent of the Rector's proxy for the persons with disabilities and in consultation with the Dean of the faculty.

#### § 14

1. In the period of having student rights, students of the University are entitled to hold a student's ID card.
2. The loss of student rights before the regular graduation takes place when a student is struck from the register of students.
3. Students who have lost student rights must settle all liabilities towards the University. Settlement of part of the liabilities is confirmed by a clearance slip, a model of which is determined by the Rector.
4. Students are required to notify promptly in writing the Dean's Office about the loss of the student ID card, stating the circumstances of its loss.
5. In the case of the loss of a student ID card as a result of theft or other random event, a student obtains a duplicate.
6. Students have the right to hold a student ID card until the day of the final exam, with the exception of first-cycle graduates who retain this right until 31 October of the year of studies completion.

#### § 15

1. Outstanding students with very good academic performance are provided by the University with teaching and research advise and care through the selection of modules, methods and forms of education to be completed according to an individual program.
2. The form and conditions of teaching within individual programs multi-area study is determined by the faculty board.
3. Students can apply for study according to an individual study program after completing the first year for the first-cycle students and after completing the first semester in the case of the second-cycle students.
4. Students interested in an individual program of studies and plan of studies submit a written request to the Dean. Detailed rules of study according to an individual program of studies, including the plan of study, are established and approved by the Faculty Board that also appoints an academic tutor.
5. Changes in an individual program of studies may not relate to the education outcomes



specified for a particular main field of study, they cannot lead to changes in the expected duration of the studies in the given field nor change the required number of ECTS credits or result in obtaining a lower number of ECTS credits in a semester than that specified in § 24 item 2 point 1).

### § 16

1. Students admitted to study as a result of acknowledgment of education outcomes pursue their studies according to an individual study plan and under the scientific supervision.
2. The organization of confirmation of education outcomes, including the principles, the limit of places, conditions and form for carrying out studies by students enrolled in the result of acknowledgment of education outcomes, as well as the method of appointment and operation of verification boards are specified by the University Senate.
3. The persons referred to in item 1 will be included in a regular form of study, no abbreviated curricula are created for them or for other groups of students studying according to a separate study program.

### § 17

1. Exceptionally gifted secondary school students can participate in classes set out in the study plan in the fields consistent with their abilities, upon a written request, with the consent of the relevant faculty Dean, after receiving the recommendation of their school headmasters, and in the case of minor students also the consent of the parents or legal guardians.
2. Students referred to in item 1, allowed to participate in the classes:
  - 1) may participate in the activities of student scientific movement;
  - 2) are obliged to respect the laws and rules of the University;
  - 3) credit the courses according to the principles defined in these Rules of Study.
3. In the case of admission of students referred to in item 1 to study at the University, the lecturer responsible for a teaching module may exempt them from the obligation to participate and / or credit the previously credited courses, if in the meantime there were no changes in the education outcomes obtained in the course of their implementation.

### § 18

1. A student may transfer from the University to another school or from another higher education institution, including foreign ones, to the University, if he or she obtains the consent of the host school Dean expressed by the decision as well as the confirmation of fulfillment of all liabilities under the rules in force in the school he or she is leaving.
2. The transfer to the University is possible not earlier than after completing one semester.
3. When transferring from full-time to part-time studies, from part-time to full-time studies, when transferring from another higher education institution to the University, and when returning to the University after a period of studies at another higher education institution to which the student was directed, the student cannot continue his studies at a semester lower than the semester following the last semester credited.
4. In the events of failure of required education outcomes, the Dean may determine program differences and the way they should be compensated.
5. The student receives in the receiving institution such a number of credits which is assigned to the education outcomes obtained as a result of implementation of appropriate modules, forms of classes and internship in this unit.

6. The condition of the transfer of the courses credited in another organizational unit of the University or outside the University, including foreign universities, in lieu of points assigned to courses and internships specified in the study plan and the program of studies is stating of the discrepancies in achieved education outcomes.
7. The decision about the transfer of the courses shall be made, at the request of the student, by the Dean of the receiving faculty, after getting acquainted with the documentation of the study undertaken in another organizational unit of the University or outside it, presented by the student.
8. In the case where the student studied under the terms of ECTS credits outside the University and obtained a number of points by which exceeded the number required to pass the semester, then:
  - 1) it does not necessarily result in correction of the number of points required in the further course of study,
  - 2) modules resulting in obtaining an increased number of points are entered in a diploma supplement as additional student's achievements.
9. Changing the main field of study in the University is possible not earlier than after passing the first semester for first-cycle studies.
10. A student admitted to the University from another higher education institution receives a student ID, decision of admission and a list of program of studies differences and deadlines for their compensation. Documents relating to the course of studies at the university from which the student is transferrin, remain in the student's personal file at the University.

#### § 19

1. Students can transfer from full-time studies to part-time studies. The decision about the transfer is made by the Dean.
2. The Dean points out the semester to which a student can be transferred and the way to compensate for program of studies differences.

#### § 20

1. Part-time students may apply for a transfer to full-time studies after completing at least 2 semesters in the case of first-cycle program and at least 1 semester in the case of the second-cycle program. The decision about the transfer is made by the Dean.
2. The Dean points out the semester to which a student can be moved and the way to compensate for program of studies differences.

#### § 21

1. Students of studies conducted with the use of learning methods and techniques for distant learning have the right to be provided with the consultation academic staff.
2. The decision to study using the methods and techniques of distance learning is made by the Dean.

#### § 22

1. The lecturer responsible for the course determines the manner and deadline to level

- up the outstanding material due to the excused absence of students in the class.
2. The absence of a student, including the excused one, for more than 1/3 of the classes, may be the basis for a failure of these classes. Failure to perform the tasks specified by laboratory classes regulations prevents a student from passing the laboratory program.
  3. Unexcused absence from classes may result in sanctions taken by the Dean, including striking a student from the list of students.

#### **IV. EARNING CREDITS AT THE END OF A SEMESTER AND ACADEMIC YEAR**

##### **A. General Provisions**

##### **§ 23**

1. For checking the acquired education outcomes and crediting periods of study a points system is used.
2. Rules of the credit system are as follows:
  - 1) points are assigned to all modules occurring in the study program, except for the informative classes (library training, health and safety, etc.),
  - 2) except for internship, all classes to which are assigned points are assessed,
  - 3) points are assigned to modules, and not to particular forms of classes. Assigning points to a part of the module is used only when the module takes longer than 1 semester,
  - 4) number of points assigned to the module is an integer,
  - 5) number of points assigned to the modules of each semester of studies is specified in the program of studies and is at least 30 ECTS credits. For part-time studies it is proportionally smaller, as long as these programs last longer than corresponding full-time programs,
  - 6) to obtain the diploma of both full-time and part-time studies, it is necessary, in addition to meeting study program requirements, to acquire not less of ECTS credits than the number of semesters stipulated in the program of full-time studies for a given level of study multiplied by 30.
3. In the case of student's transfer and validating of credits obtained for modules of education in a different field, faculty or another university, the following rules apply:
  - 1) ECTS credits earned at another university will be accepted without re-checking of the education outcomes achieved if education was carried out consistently with the agreement between the universities,
  - 2) ECTS credits may be accepted in lieu of points for the educational modules included in the program of studies in the case of convergence of education outcomes,
  - 3) the decision about the transfer and validation of the points referred to in items 1) and 2) is made by the Dean or his representative at the request of the student,
  - 4) if the educational modules validated in another faculty or another higher education institution have not assigned ECTS points, then the points are assigned by the Dean of the receiving faculty in accordance with the principles set out in these regulations and in accordance with the program of studies in force.

##### **§ 24**

1. For every field of study the semester is a settlement period.
2. The conditions of registration for the next semester are:

- 1) obtaining, within the period specified by the Dean, the number of points not less than:
  - 30·K – (12 + N) for full-time program,
  - 26·K – (11 + N) for 8-semester part-time first-cycle program corresponding to 7-semester full-time program,
  - 23·K – (10 + N) for 9-semester part-time first-cycle program corresponding to 7-semester full-time program,
  - 22·K – (10 + N) for 4-semester part-time second-cycle corresponding to 3-semester full-time program,

where:

K – represents the number of semesters which have passed since the start of the study,

N – represents the number of extra points from a closed interval [0, 2] specified by the faculty board,

- 2) crediting the modules occurring in the study program with a delay not longer than two semesters. In justified cases, the Dean may introduce a longer period of obtaining credits.
3. The Rector, after consultation with the Dean may grant conditional permission to undertake studies in the next year or semester.

### § 25

1. In order to complete a semester, the student must obtain at least satisfactory grade in all courses required by the program of studies of study and passing, without the assessments, all internships and required trainings.
2. The course of study is documented in:
  - 1) the protocols of passing of individual forms of classes for all modules prepared in the form of printouts of electronic data from the computer system of the University,
  - 2) semester periodic achievement forms of the student prepared in the form of printouts of electronic data from the computer system of the University,
  - 3) in the computer system of the University.

### § 26

The university uses the following grading scale:

- |                             |       |
|-----------------------------|-------|
| 1) very good (A)            | - 5,0 |
| 2) good plus (B)            | - 4,5 |
| 3) good (C)                 | - 4,0 |
| 4) satisfactory plus (D)    | - 3,5 |
| 5) satisfactory (E)         | - 3,0 |
| 6) unsatisfactory/ fail (F) | - 2,0 |

## B. Course credits

### § 27

1. The basis for passing of all forms of classes which are not concluded with an examination are the positive results of the ongoing monitoring of the education outcomes obtained. This monitoring, in the form compliant to the principles established by the person responsible for the module, is carried out by the course teacher, who also issues the grade by the end of classes in the semester.
2. Credit shall be awarded by the course teacher. In special cases, the credit can be awarded by another university teacher appointed by the Dean.
3. The student who as a result of ongoing monitoring of the degree of obtaining the

education outcomes received a failing grade, is entitled to one re-sit until the end of the examination session.

4. The course teacher is required to keep written assignments for at least 12 months.

### § 28

1. The student participating in research or implementation works, at the request of a person supervising the work, may be released by the module tutor from participation in certain classes in the module which are thematically related to the work performed. In such a case, the student can also get credit from tutorials, laboratory and design classes or seminars from the modules thematically related to the work performed.
2. The module tutor may subject obtaining the credit for the course to passing the colloquium checking the knowledge of the topics covered by the program of studies and going beyond the research conducted by the student.

### § 29

1. At the student's request made within 3 working days from the date of announcement of the resit results to the head of an organizational unit conducting the module, the head orders - only in justified cases – the reassessment before the faculty board on the determined date.
2. Course reassessment is carried out by the board composed of three academic teachers appointed by the head of an organizational unit conducting the module. The chairman of the board should be the head of an organizational unit or a person appointed by him or her. The board, in addition to the chairman and the teacher, should include a specialist in the same or related field of knowledge. In the motion referred to in item 1, the student may indicate an observer chosen from the academic teachers and students of the University, participating in his or her reassessment.
3. Where the reassessment concerns the head of an organizational unit conducting the module, the decision about board reassessment is made by the Dean.
4. The Chairman of the course reassessment board cannot be a person previously conducting the final course test.
5. The grade awarded by the board is final.

## C. Examinations

### § 30

1. The examination is a test of the degree of education outcomes achieved by a student, specified in the program of studies of a particular module.
2. The examination schedule is determined by the Dean in consultation with student representatives.
3. The examination is carried out by the lecturer. In justified cases, upon the Dean's consent, exams in a given semester may be carried out by other persons.
4. The student is entitled to take the exam twice, including the resit, from a given module in a given semester.
5. If the student fails to take the examination for no justifiable reason, it is equal to losing this examination attempt.
6. The absence of a student on the examination does not result in the failing grade.

7. Unexcused failure to appear for the re-sit of the examination or getting a negative result from this examination results in the failure to pass the module.
8. If the student justifies the absence within 7 days from the date of the examination, he or she will be entitled to one additional date for the exam. Additional time may not be later than two weeks after the start of the next semester. It extends the registration period.
9. The lecturer is obliged to keep written examination papers for at least 12 months.
10. Sitting for the exam is not conditioned by crediting of the other forms of activities within a given module.

### § 31

1. At the request of the student submitted within 3 working days from the date of publication of the results of the re-sit exam, the Dean may order – only in justified cases – the final re-sit examination conducted before an examination board and fix the time for this exam.
2. The chairperson of the re-sit examination board is the Dean or a person appointed by him. The chairperson of the examination board cannot be a person who previously conducted the examination of the student.
3. The board, in addition to the chairman and the examiner, shall include a specialist in the same or related field of knowledge.
4. In the motion referred to in point 1, the student may indicate an observer chosen from the academic teachers and students of the University, participating in his or her re-sit examination in front of a special board.
5. The re-sit examination may have an oral, or oral and written form. The decision in this respect is made by the chairman of the examination board. The grade awarded by the board is final.

## D. Internships

### § 32

1. Internships are a part of program of studies and are subject to compulsory crediting.
2. Internships are credited by a internship supervisor appointed by the Dean.
3. The student's participation in the work performed at the so-called 'scientific camp' may be considered sufficient grounds for passing in-service training or a part thereof, if the camp program satisfies the requirements specified in the program of studies for a particular internship.
4. The internship supervisor may credit the work students perform as an internship, including the work abroad, if it meets the requirements specified in the program of studies for a particular internship.
5. The Dean specifies the results of the removal of a student from internship upon the request of the work establishment.

## E. Sanctions

### § 33

1. The Dean will strike the student from the list of students in the event of:
  - 1) failure to take up studies;
  - 2) resignation from the studies;
  - 3) failure to submit a diploma thesis or diploma exam within a specified period;

4) punishment by disciplinary expulsion from the university.

2. The Dean may strike the student from the list of students if the student :

- 1) has made no progress in learning;
- 2) has not credited the semester within a specified period;
- 3) has not paid the fees for studies;
- 4) has not signed the contract on conditions of payment for tuition or education services submitted by the University.

3. The Dean verifies:

- 1) failure to begin studies – in the case of not taking an oath or absence of the student at classes in the period of 1/3 of the semester from its beginning,
- 2) no progress in learning – on the basis of § 24 item 2 and § 27 item 1 and takes decisions as appropriate.

#### § 34

1. The student can re-sit failed classes from individual modules.
2. There is no possibility to re-sit the semester of the study.
3. In justified cases, upon the consent of a course teacher, it is possible for the student to complete the outstanding module without attending classes.

#### § 35

1. Re-admission of a person who resigned from the studies or has been struck from the list of students without first obtaining the credits for the first semester of study, follows the general rules governing the admission to higher education studies.
2. The student who has been struck from the list of students after completing at least the first semester, may apply for resuming a course of study.
3. Decision on resuming the study shall be made by the Dean. The Dean may decide that the resumption of studies will depend on passing the exams checking the education outcomes achieved earlier.
4. Studies can be resumed on the semester not higher than the one following the semester completed before being struck from the list of students. The Dean may require the student to make up program of studies differences resulting from the changes in the program of studies.
5. Upon the Dean's consent, the student can resume studies in different form and mode than the one in which he studied before being struck.
6. The student who resumed studies may, during the first two weeks of classes or on-campus sessions, apply in writing to the course teacher for transferring the grades obtained before being struck from the list of students.
7. In the case of resumption of studies, the value of K parameter referred to in § 24. 2 pt. 1) equals the number of semesters credited by the student. .

### V. LEAVES

#### § 36

1. The Dean may, at the request of the student, grant him convalescent leave, compassionate leave or special leave, but the first-cycle student during the first two semesters may be granted only convalescent leave.
2. The leave may be short-term (up to 5 weeks) or long-term (2 semesters).

3. The decision on granting the leave should be stored in the documentation of the course of studies.

### § 37

1. The student cannot be granted the leave for the past period.
2. During the leave of absence the student shall retain student rights with the restriction that the right to financial assistance in this period is governed by separate regulations.
3. During the leave of absence the student may be granted a consent by the Dean to complete some particular modules.
4. The period of being on the leave does not change the value of K parameter – the number of semesters of study so far.
5. Granting the long-term leave extends the deadline for planned graduation.

## **VI. PRIZES, DISTINCTIONS AND PENALTIES**

### § 38

1. Students who distinguish themselves with excellent educational results and impeccable fulfillment of their duties may be awarded with prizes and distinctions – in accordance with the rules applicable to these awards.
2. The Dean may apply other forms of distinguishing students.

### § 39

The graduates with outstanding achievements during the course of study may be granted a medal „ For the Outstanding Graduate of Poznan University of Technology”. The rules for granting the medal are specified by separate regulations.

### § 40

1. The student is liable for violation of the regulations in force in the University and acts demeaning student's dignity, under the terms of the regulations on disciplinary responsibility of students.
2. Disciplinary penalties are: admonition, reprimand, reprimand with a warning, suspension in certain student rights for a period of up to one year, expulsion from the University.

## **VII. DIPLOMA THESIS**

### § 41

1. Diploma thesis must be performed at all levels, forms and fields of study. The student prepares a diploma thesis which is understood as a piece of work.
2. Diploma thesis is an independent development of a specific scientific or artistic issue or artistic accomplishment presenting student's general knowledge and skills related to the particular field of study, the level and profile of education as well as skills of independent analysis and inference.
3. Diploma thesis may in particular be some written form, published article, project work, including the design and implementation of the program or computer system, as well as the construction, technological or artistic work.
4. Diploma thesis may be performed individually or as a team work. If it is a team work, the



authorship of its individual parts or the contribution of individual co-authors must be indicated.

5. Written diploma thesis is submitted both in paper and in electronic form.
6. Both copies of the thesis referred to in pt. 5 must be identical, which is confirmed by the student by making the statement the model for which is annex 1 to these rules.
7. Before the diploma examination, the written thesis is checked using the anti-plagiarism software co-operating with national repository of written diploma theses.
8. After the acceptance of the thesis by the supervisor, the student is required to enter the copy of the diploma thesis in an electronic form to the university repository of written theses.
9. The completed diploma thesis is subject to copyright. The University possesses a prior right to publish the diploma thesis of a student. If the University does not publish the thesis within 6 months of its defense, the student who prepared it can publish it, unless thesis is part of a collective work.
10. The student is obliged to submit the diploma thesis in the form specified in pt.5 by:
  - 1) the end of January – at full-time studies ending with a winter semester,
  - 2) the end of June – at full-time studies ending with a summer semester,
  - 3) the end of March – at part-time studies ending with a winter semester,
  - 4) the end of September – at part-time studies ending with a summer semester.
11. At the request of the thesis supervisor or the student, the Dean may postpone the deadline for submission of the thesis, no more than three months, in the event of:
  - 1) student's prolonged illness, confirmed by relevant documents,
  - 2) the inability to complete the thesis within the deadline due to well justifiable reasons independent of the student.
12. The student who did not submit the thesis within the time limits specified in pts. 10 and 11, or did not receive the number of credits provided in the study program, shall be struck off from the list of students. Graduation is then possible under the terms specified in § 46 pt. 2 and § 35 pt. 4 respectively.
13. After the defense, the University feeds the thesis in an electronic form to a national repository of written theses.

## § 42

1. The diploma thesis is prepared by a student under the supervision of a university teacher: professor, habilitated doctor or doctor.
2. To supervise the diploma thesis, the Dean may authorize a specialist who is not an academic teacher of the University, who holds the professional title no lower than the title given after the defense of the supervised thesis.
3. In the case of prolonged absence of the diploma thesis supervisor, which could cause a delay in the deadline for submission of the thesis by the student, the Dean is obliged to appoint a person who will take the responsibility of supervising the work.
4. The topic of the thesis should be set no later than before the registration of the student for the last semester. The work card of the thesis must be issued by the promoter by the end of the first month of classes of the last semester of studies. Student confirms the receipt of a topic in writing.
5. In the case of resumption of studies referred to in § 46 point 2, with the approval of the thesis supervisor the student can continue the topic of the thesis undertaken prior to the

deletion from the list of students.

6. Submitting a diploma thesis the student, using the binding model, encloses a written statement of an independent implementation of this thesis and the compatibility of the paper version with the electronic version, a model of which is attached as Annex 1 to the Rules.
7. Diploma thesis is accepted by the thesis supervisor. The thesis is assessed by the promoter and at least one reviewer. The reviewers undergo the provisions of points 1 and 2 respectively. In the case of master's theses, when the promoter is a doctor or master of art, the reviewer must be a professor or habilitated doctor.
8. In the case of a negative assessment of the thesis by the reviewer, the decision to admit the student to the final exam is taken by the Dean, after consultation with an additional reviewer.

## **VIII. DIPLOMA EXAMINATION**

### **§ 43**

1. The conditions for students to be admitted to the diploma examination are:
  - 1) obtaining the number of ECTS credits proving the achievement of education outcomes envisaged in education program and completion of all required training,
  - 2) submission of the thesis,
  - 3) positive opinion on the thesis from the thesis supervisor and at least one reviewer.
  - 4) submitting a set of required documents in the Dean's office of the home department before the planned date of defense.
2. The diploma examination is carried out within the period prescribed by the Dean, no later than three months from the date of satisfying the requirements referred to in point 1; when the deadline for submission of work referred to in § 41 point 11 is postponed move, the diploma exam should take place within one month from the date of submission of the thesis.
3. The diploma examination is held before a board appointed by the Dean, which is composed of at least three persons: the chairman, by the supervisor and reviewer.
4. The diploma examination board is chaired by the Dean, vice-Dean, professor, habilitated doctor or assistant professor employed at the University.
5. In the case of first-cycle degree, the chairperson of the examination board may be an academic teacher with a Ph.D. degree authorized by the Dean, while in the composition of the board there must be at least one academic teacher employed as a professor or holding the academic degree of habilitated doctor
6. The diploma examination is an oral exam, and upon the consent of the Dean it may contain a written part.
7. At the request of the student or thesis supervisor, the diploma examination may be open to public. The decision to make the diploma exam open is taken by the chairperson of the diploma examination board, determining simultaneously the scope and conditions for the participation of the public in this examination.

### **§ 44**

1. The diploma examination board shall determine the final grade for the diploma thesis, taking into account the assessment of the supervisor and reviewer.
2. In determining the grade for the thesis, the grading scheme specified in § 26 is applied.

## § 45

1. The Diploma examination consists of the defense of diploma thesis and answers to at least three questions from the scope of a given field of study.
2. In assessing the thesis defense and answers to the questions, the grading scheme set out in § 26 applies.
3. A grade of the final exam shall be the arithmetic mean (rounded to two decimal places) of the assessment for the defense of the thesis and of the marks received for answers to all the questions. The diploma examination is passed when the grade for the defense of the thesis is positive, and most of the other partial grades are positive as well.
4. The descriptive grade for the diploma examination passed with a positive result shall be as follows:

4,76 - 5,00	very good (A)	5
4,26 - 4,75	good plus (B)	4,5
3,76 - 4,25	good (C)	4
3,26 - 3,75	satisfactory plus (D)	3,5
to 3,25	satisfactory (E)	3

5. In the case of the diploma exam with a negative result, the student receives a failing grade (F) 2.0.

## § 46

1. For the student who will justify his failure to take the diploma examination or will receive a negative grade from this examination, the Dean shall designate another date for the examination. This examination may take place after one month and not later than three months from the date of the first examination.
2. A person who fails to submit the thesis before the deadline or will fail for no justifiable reason to take the diploma examination on the date fixed may graduate by the resumption of study on the terms specified by the Dean.

## § 47

1. A course of study is completed when the student earns a positive result on the diploma examination.
2. A graduate receives a diploma of completing higher education along with a diploma supplement .
3. The grade point average of the course of studies is a weighted average. To the grade of the module is attributed the weight equal to the number of ECTS credits assigned to a given module:

$$\text{\textit{średnia ocen}} = \frac{\sum(\text{\textit{ocena z modułu}} \cdot \text{\textit{punkty}})}{\sum \text{\textit{punkty}}}$$

The overall grade for a given module ( or for its parts, according to § 23 item 2 pt. 3) is the arithmetic mean of all the grades from all types of classes conducted within this module.

4. The final grade for the course of study is determined by the diploma examination board, and is calculated rounded to two decimal places based on the sum of:
  - 1) 0,6 of the weighted average from the course of study,

- 2) 0,2 grade for the diploma thesis,
- 3) 0,2 grade for the diploma examination.

5. The descriptive grade of the final result for the course of study is determined as follows:

4,76 - 5,00	very good with distinction	A+
4,51 - 4,75	very good	A
4,21 - 4,50	good plus	B
3,81 - 4,20	good	C
3,41 - 3,80	satisfactory plus	D
do 3,40	satisfactory	E

6. Numerical and descriptive grades for: diploma thesis, diploma examination and final grade for the course of study are entered into the diploma examination protocol.
7. The descriptive grade of the final result for the course of study is entered into the diploma.

#### § 48

The rules and procedures for the organization of studies and rules for issuing the diploma of studies carried out by the University jointly with other universities, including foreign universities, as well as those for the issue of dual or joint degree together with a foreign university, are stipulated in the regulations of these studies and appropriate agreements or contracts with those universities.

### IX. FINAL PROVISIONS

#### § 49

1. An appeal body for decisions of the Dean on all matters covered by the rules of the studies is the Rector.
2. An appeal shall be made in writing, via the Dean, within 14 days upon the receipt of the decision.
3. The decision of the Rector in appeal proceedings shall be final.
4. In matters concerning the principles and form of studies not covered in the study regulations, the Rector shall take the decision. Decisions issued by the rector in the first instance shall be final.
5. To the decisions taken by the university body in student matters, the provisions of the Code of Administrative Procedure and the legislation on appeals against decisions to the administrative court shall apply.

#### § 50

The study regulations shall enter into force in the academic year 2015/2016.

Annex 1**STATEMENT**

I, the undersigned, .....,  
 student of the Faculty .....  
 of Poznan University of Technology hereby declare that when preparing my diploma  
 thesis (to obtain qualifications of magister, inżynier, licencjat\*) on the subject of .....

.....  
 I was working on my own. This means that when writing my thesis, except for  
 necessary consultations, I did not make use of the assistance from other persons, in  
 particular I did not boarded to develop my diploma thesis or a part thereof to other  
 persons, nor did I copy the paper or its parts from others.

Moreover, I declare that the enclosed electronic version of the thesis is compatible with  
 the paper version of my diploma thesis submitted to the Dean's Office of the Faculty.

At the same time I acknowledge that if the above statement fails to be truthful, the  
 decision to grant me a professional title shall be repealed.

.....  
 Legible signature

Poznan, dated on .....

\*/ delete as appropriate

## Annex 2

### **Rules of study carried out jointly by Adam Mickiewicz University in Poznan in the macro-field of study *Bioinformatics***

#### § 1

These Regulations define the rules and procedures for the organization of studies and the rules for issuing the diploma of studies conducted jointly by the Faculty of Biology of Adam Mickiewicz University in Poznan and the Faculty of Computing of Poznan University of Technology at the macro-field of study *Bioinformatics*, hereinafter referred to as "Studies".

#### § 2

1. A person admitted to the Studies is matriculated and shall take the oath in the university which conducted the recruitment procedure and issued a decision of admission to the Studies.
2. Within the meaning of these Regulations, the University referred to in pt. 1 is the home university - *alma mater*. A person admitted to Studies is entered in the list of students of home university and receives a student record book in this university (if the documentation of the course of study and the results in a particular faculty also includes student record books) and a student ID. Upon matriculation and taking the oath the person acquires the rights and obligations of a student of home university.

#### § 3

In the course of studies a student shall be subject to the rules applicable at the home university with the reservation for § 4. Decisions on his/her matters are taken by the Dean of the relevant faculty and rector of home university.

#### § 4

During the implementation of the course the student shall be subject to health and safety regulations, and the regulations for workshops and laboratories of the university which hosts these classes.

#### § 5

The basis for the organization of educational process for Studies is a joint program of studies and study plan. The joint program of studies and study plan are subject to the opinion of appropriate faculty boards and adopted by university senates, in accordance with applicable regulations at the given institution.

#### § 6

1. The diploma thesis (*licencjat* or *magister*), is performed by the student in accordance with the rules in force at the home university with the reservation for pt. 2 of this paragraph.
2. The assessment of the diploma thesis (*licencjat* or *magister*) is made by the supervisor and the reviewer appointed by the Dean.

#### § 7

Graduates of Studies shall receive a diploma of completion of first-cycle joint studies issued by the home university with the professional title of *licencjat* or a diploma of second-cycle joint studies with the professional title of *magister*.

#### § 8

In any matters not covered by these Regulations, the relevant rules of study of home universities shall apply.

### Annex 3

**Rules of second-cycle study carried out jointly by Faculty of Electronics and Telecommunications of Poznan University of Technology, Faculty of Informatics and Electronic Economy of Poznan University of Economics, and Faculty of Physics of Adam Mickiewicz University in Poznan in the field of study *Technological Applications of the Internet***

#### § 1

These Regulations define the rules and procedures for the organization of studies and the rules for issuing the diploma of studies conducted jointly by the Faculty of Electronics and Telecommunications of Poznan University of Technology, Faculty of Informatics and Electronic Economy of Poznan University of Economics, and Faculty of Physics of Adam Mickiewicz University in Poznan in the field of study *Technological Applications of the Internet*, hereinafter referred to as "Studies".

#### § 2

1. A person admitted to Studies is matriculated and shall take the oath in the university which conducted the recruitment procedure and issued a decision of admission to Studies.
2. Within the meaning of these Regulations, the University referred to in pt. 1 is the home university - *alma mater*. A person admitted to Studies is entered in the list of students of home university and receives a student record book in this university (if the documentation of the course of study and the results in a particular faculty also includes student record books) and a student ID. Upon matriculation and taking the oath the person acquires the rights and obligations of a student of home university.

#### § 3

During the implementation of the course the student shall be subject to the regulations in force at the home university.

#### § 4

The basis for the organization of educational process for Studies is a joint program of studies and study plan. The joint program of studies and study plan are subject to the opinion of appropriate faculty boards and adopted by university senates, in accordance with applicable regulations at the given institution.

#### § 5

The form and scope of the diploma examination ( magister ), the same at all the faculties conducting Studies, shall be determined by the resolutions of relevant faculty boards.

#### § 6

Graduates of Studies shall receive a diploma of completion of second-cycle joint studies issued by the home university, with the professional title relevant to the achieved education outcomes.

#### § 7

In all matters concerning the organization and course of Studies and related to them rights and obligations of a student, study regulations of the home university shall apply.