

# REGULATIONS OF STUDIES

**Regulations of Studies  
full-time and part-time  
first and second cycle  
adopted by the Academic Senate of Poznan  
University of Technology  
Resolution No. 32/2016-2020 of 29 March, 2017**

# REGULATIONS OF STUDIES

## Some most important articles of the regulations

The knowledge of the regulations of studies makes formalities at university easier



# Tuition Fees

## § 10

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.

## 2. Students are obliged to:

### § 12

- 4) present 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.



# Student's card

## § 14

- 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 the student ID card as a result of theft or other random event, a student obtains a duplicate.

# How to catch up learning deficits?

## § 22

1. The lecturer responsible for the course determines the manner and deadline for catching up learning deficits resulting from 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, to striking a student from the list of students, inclusive.

# Earning Credits

## § 23

2. Rules of the credit system are as follows:

4) number of points assigned to the modules of each semester of studies is specified in the curriculum and is at least 30 ECTS credits.(...)

## § 24

2. The condition of registration for the next semester is:

1) obtaining, within the period specified by the dean, the number of points not less than:

$30 \cdot K - (12 + N)$  for full-time program,

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

# Grading Scale

## § 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



# Examinations

## § 30

4. The student is entitled to take the exam twice, including the retake, 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 retake 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.

# When can you have a problem?

## § 33

**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.**



# 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 maybe granted only convalescent leave.
2. The leave may be short-term (up to 5 weeks) or long-term (2 semesters).

## § 37

1. The student cannot be granted the leave for the past period.

# REGULATIONS OF STUDIES

Regulations of studies is available on the website of Poznan University of Technology:

<https://www.put.poznan.pl/en/information-about-studying/university-regulations>