

Regulation no 5
of the Rector of Poznan University of Technology of April 1, 2019
(RO/IV/5/2019)

On taking up and pursuing studies at Poznan University of Technology by individuals who are not Polish nationals in the academic year of 2019/2020

Pursuant to Art. 323, 324 and 326 of the Act of Higher Education and Science of 20 July 2018 – (Journal of Laws of 2018, item 1668 with further amendments), further referred to as UPSWN, in connection with the Act of June 13, 2003 on foreign individuals (Journal of Laws of 2018, item 2094 with further amendments), further referred to as UOC, and with §2 item 5 of the Resolution Nr 132/2016/2020 of the PUT Academic Senate of December 19, 2018, on terms and conditions of enrolment in the academic year 2019/2020, further referred to as the Resolution, **I order as follows:**

§ 1

General rules

1. This Regulation defines the principles for taking up and pursuing studies at Poznan University of Technology, further referred to as PUT, by individuals who do not hold Polish citizenship, further referred to as international students.
2. Polish law defines international students as individuals who do not hold Polish national citizenship. Persons who hold Polish citizenship as well as citizenship of another country or several countries are regarded as Polish citizens in the territory of the Republic of Poland.
3. PUT accepts international students to study in first-cycle and second-cycle programmes within the quota determined for individual forms and fields of study.
4. The decision of launching a programme in a given field of study is taken by the Rector.
5. International students may enroll to programmes upon completing a qualification procedure.
6. Persons transferring from another university or a foreign university are accepted in accordance with the principles defined in the PUT programme regulation.

§ 2

Legal basis

1. International students may undertake to enroll in university programmes on the basis of:
 - 1) International contracts in accordance with terms and conditions defined in these contracts;
 - 2) Contracts concluded by university with foreign entities in accordance with terms and conditions defined in these contracts;
 - 3) Ministerial decisions;
 - 4) Decision made by the Director of the Polish National Agency for Academic Exchange, further referred to as NAWA, in relation to its scholarship recipients;
 - 5) Administrative decision made by the Rector.
2. International students may be granted a ministerial scholarship, funding or additional funding for educational services as well as a lump-sum to cover costs of travel, upkeep and accommodation, with the financial resources paid through NAWA.

§ 3

Terms and conditions of enrolment

1. Enrollment in the first year programmes in the academic year 2019/2020 will be conducted in two periods – in winter and summer.
2. Enrollment of international students will take place in dates listed in §10, item 1, of the Resolution. Detailed timetable of enrollment for international students is established by the Rector and is announced on PUT website.
3. An eventuality of conducting additional enrollment is foreseen.
4. A candidate may be accepted to only one field of study, but is entitled to present a list of several fields of study with personal preferences marked.
5. Candidates are qualified in accordance with their preferred options as defined in point 4 above, pursuant to the ranking list.
6. Candidates are required to pay an enrollment fee into PUT account to the amount defined in §38 of the Regulation of the Ministry of Science and Higher Education of September 27, 2018 (Journal of Laws , 2018, item 1861). Fees paid are not refundable. Candidates are obliged to bear any costs connected with paying enrollment fee such as handling fees, banking fees, commissions as well as any costs of refunding excess payments in enrollment procedure occurring beyond PUT control.
7. To ensure organisational and substantive requirements of the enrollment process the Rector nominates an International Students Enrollment Board, further referred to as ISEB, which will be made up of academic teachers and administrative staff at PUT.
8. It is up to the ISEB to determine the results of candidate qualifications and to create ranking lists on such basis.
9. Enrollment process takes place in two recruitment sessions. After each session a ranking list is drawn up with the information about qualification results.
10. Places freed by candidates who do not comply with the required procedures or who withdraw from undertaking programmes are taken by candidates form a waiting list.

§ 4

Registration and conduct of qualification procedure

1. Enrollment for the first year of study is carried out online through an online recruitment system.
2. Candidates set up their individual accounts in the recruitment system by filling an e-form with required data.
3. Candidates transfer and confirm information indispensable in the recruitment procedure in individual fields of study through their accounts.
4. Candidates must submit required documents in time periods listed in the detailed recruitment timetable as mentioned in § 3 point 2.
5. Candidates are held fully responsible for not entering data, or for entering data that are incomplete, erroneous or false, as well as for any effects resulting from such actions.
6. Upon recording a registration fee and placing a complete set of documents in the system by candidates the Lifelong Learning and International Education Office at PUT, further referred to as LLL&IEO, assesses documentation for its formal merits.
7. If the documentation is in formal order then LLL&IEO sends it to ISEB.
8. ISEB draws up a record of:
 - a) for first-cycle programmes: evaluation of grades in certificates
 - b) for second-cycle programmes:
 - results of interview checking their predispositions for undertaking studies, and/or
 - result arrived at from documents submitted, and/or
 - any other terms and conditions as defined by the unit,and then sends it to LLL&IEO.

9. Candidates receive information about university readiness to accept them via electronic mail and recruitment system. Candidates are then required to pay tuition fees within three weeks of the date of receiving this information.
10. Upon completion of the qualification procedure, ranking lists for each field of study are drawn up.
11. Information about the course of the qualification procedure is sent to candidates via the recruitment system mentioned in point 2 above and via email at the email address given by candidates for the recruitment. Candidates are required to read consecutive communications on this individual email address and are held responsible for any results of neglecting this obligation.
12. The decision about admission or non-admission is made by the Rector.

§5

Admission requirements

1. International students applying to study at PUT must submit following documents:
 - 1) In the case of first-cycle programmes:
 - a) official high school transcript/maturity certificate obtained abroad:
 - accompanied by an apostille, when the country issuing the document is part of the convention abolishing the requirement of legalization for foreign public documents drawn up in the Hague on October 5, 1961 (Journal of Laws of 2005, nr 112, item 938), or
 - officially legalized in all other cases. Such legalization can be obtained from a Polish consular office in the country where the certificate was issued.

An exception are foreign certificates which are recognized by operation of law, as mentioned in article 93 of the Act of system of education of September 7, 1991 (Journal of Laws of 2018, item 1457 with further amendments), further referred to as USO; in such cases the requirement of legalisation or obtaining an apostille does not apply;

 - b) confirmation of the right to apply for admission to university programmes of any type in a country in whose education system an organization exists that issues such certificates when such information is not stated on the certificate;
 - c) transcript of grades that entitles candidates to apply for first-cycle programmes in the country of issue along with an official grading system if it is not listed in document mentioned in point a) above, confirmed by the school from which the candidate graduated;
 - d) decision of the appropriate Board of Education to recognize school-leaving examination certificate on the territory of the Republic of Poland, or a written statement in which the candidate commits himself/herself to submit such a decision not later than by the end of the first semester of study. In reasoned cases the Rector may defer submission of such decision at a written request from a candidate;

All the above applies to school leaving certificates that must be recognized by means of an administrative decision as documents that confirm the right to apply for admission to university in accordance with Article 93 of USO.
 - 2) In the case of second-cycle programmes:
 - a) A graduation diploma or a certificate obtained abroad that entitles candidates to apply for admission to second-cycle university programmes in the country where this university is located. When such a certificate is presented a candidate must submit a proper diploma without delay.
A graduation diploma obtained abroad must:
 - bear an apostille if the country issuing it is a member of the Hague convention of October 5, 1961, which abolishes the requirement to legalise foreign official documents (Journal of Laws of 2005 nr 112, item 938);

- or
 - be legalised in all other cases – documents can be legalised in Polish consular offices in the country of issue;
 - b) an attestation of equivalence with respective graduation diplomas issued in the Republic of Poland, or a statement written by the candidate in which he commits to submit such attestation not later than by the end of the first semester of study if the diploma of completing higher education is undergoing validation by means of nostrification;
 - c) transcript of grades entitling to attend second-cycle programmes along with an official grading scheme if it is not included in the transcript, confirmed by the university from which the candidate graduated.
- 3) A proof of knowledge of the language in which studies will be conducted:
- a) for first- and second-cycle programmes conducted in Polish, candidates must submit one of the following documents:
 - attestation of the knowledge of Polish at the level of at least B2 according to the Common European Framework of Reference for Languages, or
 - proof of Polish as the language of instruction in previous stages in education, or
 - certificate of the knowledge of Polish at the minimum level of B2 issued by PUT Centre of Languages and Communication following an online interview;
 - b) for first- and second-cycle programmes conducted in English, candidates must submit one of the following documents:
 - international certificate proving the knowledge of English at the level of B2 according to Common European Framework of Reference for Languages, (a list of such certificates is posted on PUT website), or
 - attestation of completing previous stages of study in English with a level of the knowledge of this language, or
 - attestation of the knowledge of English at the level of B2 according to Common European Framework of Reference for Languages, issued by the PUT Centre of Languages and Communication following an interview;
 - attestation of the knowledge of English is not required if previous stages of education were conducted in a country where English is the official language.
- 4) Curriculum vitae
- 5) Passport or another identification
- 6) Confirmation of legal stay in the territory of the Republic of Poland
- 7) Doctor's opinion stating the absence of contraindications to attend programmes in the chosen field of study
- 8) Proof of medical insurance in one of the following forms below:
- Medical insurance policy for the period of study in Poland
 - European Health Insurance Card
 - Public health insurance as understood by the Act of August 27, 2004 on *health insurance services financed by public funds* (Journal of Laws of 2018, item 1510 with further amendments)
 - Proof of insurer's cover of medical costs in the territory of the Republic of Poland to the minimal amount of €30 000 valid for the duration of a planned stay in Poland to cover any expenses that may arise during this stay due to the necessity of a return trip for medical reasons, medical emergency, emergency hospital treatment or death, in which the insurer undertakes to cover the costs of health services rendered to the policyholder paid directly to the entity providing such services pursuant to the invoice issued
- 9) Portfolio for candidates to study architecture in first- and second-cycle programmes. Detailed criteria that must be met in artworks submitted are listed on the PUT website.
- 10) A document entitling for exemption from tuition fees for international students pursuant to article 324 point 2 of the UPSWN.
- 11) Decision of the Director of the NAWA with a list of scholarship holders directed to study at PUT, or another document issued by an organisation authorised by the Minister of science

and higher education. In absence of such documents a written notification of their delivery on a date given by LLL&IEO must be sent to fee-paying students.

2) All the documents listed in point 1 must meet one of the requirements below:

- 1) they must be drawn up in Polish
- 2) they must be drawn up in English
- 3) they must be translated into Polish or English by a sworn translator or equivalent in the country of issue.

3) Documents listed in paragraph 2 point 3 above must be translated in one of the methods below:

- 1) By a person from the list of sworn translators of the Ministry of Justice
- 2) By a person listed as a person holding a function equivalent to the function of sworn translators in the Republic of Poland in a country that is an EU member, in a country that is a member of the European Free Trade Association, further referred to as EFTA, a member of the agreement on European Economic Area, further referred to as EOG, or a member of the Organisation for Economic Cooperation and Development, OECD.
- 3) By the consul of the Republic of Poland in the country in whose territory, or in whose education system the document was issued
- 4) By diplomatic missions or consular offices of a country in whose territory or in whose education system the document was issued, accredited in the Republic of Poland.
- 4) Throughout the recruitment process candidates enclose scans of required documents, however, on arriving in Poland they must immediately contact LLL&IEO to present the originals of all documents required.
- 5) It is permissible to require documents different from those mentioned in point 1 due to particular terms and conditions of the recruitment.
- 6) All current information on documents required is given to candidates via PUT website.

§ 6 **Fees**

1. PUT charges fees for educational services for:
 - 1) Teaching in part-time programmes;
 - 2) Resit programmes in full time programmes due to unsatisfactory academic results;
 - 3) Programmes conducted in a foreign language;
 - 4) Extra-curricular classes;
 - 5) Teaching international students in full time programmes conducted in Polish.
2. Fees are not collected for teaching international students in full time programmes conducted in Polish and in English from:
 - 1) Citizens of EU countries, Swiss Confederation or EFTA members – parties of the agreement on European Economic Area and members of their families residing in the territory of the Republic of Poland;
 - 2) International students who have been granted residence permit or who are long-term EU residents;
 - 3) International students granted temporary residence permit in light of the circumstances listed in article 159 para.1 or article 186 para.1 point 3 or 4 of the UOC;
 - 4) International students with a status of refugee granted in the Republic of Poland, or who are under temporary protection or subsidiary protection in the territory of the Republic of Poland;

- 5) International students who hold a certificate attesting their knowledge of Polish as a foreign language as mentioned in article 11a para.2 of the Act of October 7, 1999, on the Polish language (Journal of Laws of 2018, item 931 with further amendments) with the result of at least C1 level;
 - 6) Holders of the Pole's Card, or persons who have been given decision on their Polish origin;
 - 7) International students who are married to, or who are ascendants or descendants of citizens of the Republic of Poland residing in Poland.
3. Persons listed in article 2 point 4 of the Act of July 14, 2006, *on entry into the territory of the Republic of Poland, on stay and on departure from this territory by citizens of EU countries and their family members* are considered to be family members of persons listed in para.2 point 1 above. (Journal of Laws of 2019, item 293).
 4. International students not listed in para.2 are obliged to pay fees for educational services to the amount defined in a separate regulation issued by the Rector.
 5. International students who undertake to study at PUT pursuant to international agreements or agreements concluded by PUT with foreign organisations pay fees for educational services as mentioned in such agreements.
 6. International students who apply to study in a part-time mode and who have met the criteria listed in para. 2. ,points 1-7 above, pay fees to the same amount as Polish citizens.
 7. If an international student studying full time in programmes conducted in Polish or in English on a fee-paying basis acquires rights listed in para.2 points 1-7 above, then the Rector may change financial terms and conditions at a written request from the person. Such an application along with a cover letter and dean's opinion must be submitted through LLL&IEO.
 8. Beside financial arrangements for teaching, PUT collects fees for issue of documents connected with the programme of study as listed in the price list in the Rector's regulation on fees for educational services and document issue.

§ 9

Fee exemptions

1. International students may be exempt from fees listed in §6 para.1, points 2,3,5 as determined in agreements between universities or in international agreements.
2. Fee exemption may also occur pursuant to:
 - a) Rector's administrative decision,
 - b) Decisions made by the Minister, or by the NAWA Director for its scholarship holders.
3. PUT Rector may exempt from all fees or break tuition down into instalments at a written request from an international student studying at PUT on a fee-paying basis, which must be accompanied by a cover letter and an opinion from the Dean.
4. A complete application must be submitted to the Rector through LLL&IEO.

§8

Fee refunds

1. Tuition fees may be refunded for periods when tuition was not given in one of the circumstances below:
 - 1) When a student was granted a leave of absence from classes or any other break in studying as defined in the regulations;
 - 2) When a student was forced to stop studying for health reasons confirmed by a medical certificate, or for any important and documented unforeseen reasons;
 - 3) When a student was refused a visa as understood by UOC regulations.
2. In a situation when the transaction of refunding tuition fee to the candidate's bank account is rejected as a result of giving faulty banking data, then the consecutive transaction, less the

cost of another bank transfer, will be made to the amount calculated in accordance with average exchange rate of the Polish National Bank on the day the transfer was rejected.

§9

Rights and obligations of international students

1. International students not mentioned in §6 para.2 points 2-7 may not apply for a need-based scholarship or a student loan.
2. International students are obliged to present for inspection in PUT current valid documents granting them the right to stay in the territory of the Republic of Poland and attesting to their right to health insurance when previously issued documents expired.
3. International students are obliged to inform about any changes in correspondence address or e-mail address in writing or in person within 7 days of such changes. When this requirement is not met then all correspondence sent to the address given by the student is considered to be delivered.
4. International students must observe all duties imposed by the PUT statute and PUT regulation and any other acts of internal law at PUT.

§10

Other provisions

It is the duty of the body overseeing the course of study programme to inform the Rector in writing through LLL&IEO about all changes in the programme of studies of international students such as removal from student list or not completing in due time.

§11

Final provisions

The Rector authorises prorectors to act on his behalf and to make decisions and resolve any issues connected with international students in the scope defined in this Regulation.

§12

This Regulation shall become effective on the day of signature.

PUT Rector
Profesor dr hab. inż Tomasz Łodygowski