

# STUDY REGULATIONS

o f

**full-time and part-time first and second cycle and long-cycle studies**

adopted by the Academic Senate of Poznan University of Technology

Resolution No. 42/2020-2024 of 31 May, 2021



<b>A.</b>	<b>Definitions</b> .....	4
A.	Recruitment.....	5
B.	Professional titles.....	6
C.	Students' representatives.....	6
<b>II.</b>	<b>ORGANIZATION OF STUDIES</b> .....	6

A.	Study schedule.....	6
B.	Study program and plan .....	7
C.	Fees.....	8
1.	The list of fees for educational services and the rules for charging them shall be established by the Rector by way of a regulation. ....	8
III.	STUDENT’S RIGHTS AND OBLIGATIONS .....	8
A.	Student’s rights.....	8
1)	develop his/her scientific interests using the infrastructure of the University, as well as the assistance of the lecturers and the University authorities;.....	8
2)	be a member of academic clubs and participate in scientific research, development and implementation works according to the rules adopted at the Academy;.....	8
3)	associate with organizations according to the rules specified in the Act;.....	8
4)	develop his/her cultural, tourist and sport interests, make use of the Academy's facilities and resources, and receive assistance from academic staff and the Academy authorities pursuant to the rules governing the conduct of such activities by relevant organizations .....	8
5)	transfer and receive credit for classes passed together with ECTS credits .....	8
6)	excuse absences from classes.....	8
7)	leaves of absence from classes and leaves of absence from classes with the possibility to verify the acquired learning outcomes specified in the curriculum.....	8
8)	change of field of study.....	8
9)	transfer to full-time or part-time study;.....	8
10)	review his or her graded written work within 14 days of making the result available.	8
11)	take a board examination with the participation of an observer appointed by the student	8
12)	be allowed to repeat certain classes due to unsatisfactory results.....	8
13)	receive awards and distinctions .....	8
14)	receive benefits according to the rules laid down in separate regulations.....	8
15)	follow an individual course of study in accordance with the rules laid down by the dean	8
16)	participate in lectures conducted at the University, and - upon the consent of the tutor and the Dean - in other forms of classes.....	8
17)	participate actively in the assessment procedure of the learning process .....	8
18)	receive psychological assistance.....	8
19)	participate in training on the rights and duties of a student; the training shall be conducted by the University Students' Self-government in cooperation with the Students' Parliament of the Republic of Poland.....	8
B.	Student’s obligations .....	9
C.	Ensuring accessibility for people with special needs .....	9
D.	Individual organization of studies.....	9
E.	Secondary school students.....	10
<b>A.</b>	<b>Transferability and recognition of ECTS credits .....</b>	<b>10</b>
<b>B.</b>	<b>Student’s responsibilities .....</b>	<b>12</b>
<b>II.</b>	<b>PASSING SYSTEM.....</b>	<b>12</b>
<b>A.</b>	<b>General provisions .....</b>	<b>12</b>
B.	Completing the semester .....	12
C.	Passing the courses.....	13
D.	Examinations.....	14
E.	Internships .....	15
F.	Sanctions .....	15
G.	Repetition of classes.....	16
H.	Resumption of studies.....	16

<b>III. LEAVE FROM CLASSES</b> .....	16
<b>IV. DIPLOMA THESIS</b> .....	17
<b>A. Form of the diploma thesis</b> .....	17
B. Uniform Anti-Plagiarism System .....	17
C. Deadline for submission of the diploma thesis .....	18
D. Supervisor and reviewer.....	18
<b>V. DIPLOMA EXAMINATION</b> .....	18
<b>A. Admission to the diploma examination</b> .....	18
B. Diploma Examination Board .....	19
C. Organization of the diploma examination .....	19
D. Completion of studies .....	20
<b>VI. AWARDS AND DISTINCTIONS</b> .....	21
<b>VII. PENALTIES</b> .....	21
<b>VIII. FINAL PROVISIONS</b> .....	21

## GENERAL PROVISIONS

### § 1

1. The Regulations of full-time and part-time first- cycle, second-cycle and long- cycle studies, hereinafter referred to as Regulations, apply to:
  - all students,
  - academic staff and
  - other persons teaching at Poznan University of Technology.
2. The Regulations use the terms defined in the Act on Higher Education of 20 July 2018, the *Law on Higher Education and Science* (Journal of Laws of 2021, item 478, as amended) and in the Statute of Poznan University of Technology.

### A. Definitions

#### § 2

The terms used in the Regulations shall mean:

- 1) BON – Office for People with Disabilities ;
- 2) Dean’s Office - students administration and management office
- 3) learning outcomes – knowledge, skills and social competences gained in the process of education in the system of study;
- 4) form of study – full-time study or part-time study;
- 5) form of classes - the method of conducting classes and acquiring learning outcomes, i.e. lectures, classes, laboratory, and project classes, and internships;
- 6) IOS (individual organization of studies) - a personalized mode of courses organization granted to the student in justified cases, including the possibility of modifying the methods and forms of education while maintaining the learning outcomes adopted for a given field of study;
- 7) Course description card - a document describing the classes conducted in accordance with the study program, including the number of hours and ECTS points, the list of persons responsible for the course, the course objective, the description of the learning outcomes concerned, as well as the methods for their verification and the assessment criteria, and also the curriculum contents, teaching methods, literature and workload balance;
- 8) field of study – area of education assigned to one or several scientific disciplines, implemented at the University in the manner specified by the study program;
- 9) study plan - a part of the study program in which classes or groups of classes, their hourly dimension, forms and number of ECTS points, broken down into individual semesters, are specified;
- 10) confirmation of learning outcomes - a formal process of verifying one's learning outcomes acquired in the process of learning outside the system of studies;
- 11) level of education – first-cycle program or second-cycle program;
- 12) study profile – general academic profile (more than half of the ECTS points are assigned to classes related to the scientific activity of the university) or practical profile (more than half of the ECTS credits are allocated to practical skills);

- 13) study program - a description of coherent learning outcomes specified by the University and a description of the learning process leading to achieving these effects along with ECTS credits assigned to individual classes;
- 14) ECTS points (European Credit Transfer and Accumulation System) - points defined in the European system of accumulation and transfer of credit points being a measure of the average student workload necessary to obtain the assumed learning outcomes;
- 15) first-cycle studies - a form of learning which ends with obtaining a full qualification at level 6 of the Polish Qualifications Framework;
- 16) second-cycle studies - a form of learning which results in obtaining a full qualification at level 7 of the Polish Qualifications Framework;
- 17) full-time studies - a form of higher education in which at least half of the ECTS credits covered by the study program are obtained as part of classes with the direct participation of academic teachers or other persons conducting classes and students;
- 18) part-time studies - a form of higher education in which less than half of the ECTS credits covered by the study program can be obtained with the direct participation of academic teachers or other persons conducting classes and students;
- 19) the University – Poznan University of Technology;
- 20) the Act - Act of 20 July 2018 Law on Higher Education and Science;
- 21) faculty - the basic organizational unit of the University, whose task is to conduct research and teaching activities as well as to train scientific staff in at least one discipline;
- 22) classes or groups of classes - a subject or block of subjects, field classes or internships;
- 23) ZCO (ISC - Integrated Service Center) - a place of administrative support for students.

## **A. Recruitment**

### § 3

1. The terms, procedure, as well as the start and end dates of recruitment for studies and the manner of conducting it at the University shall be determined by the Senate.
2. The Senate defines the rules for admitting laureates and finalists of central level olympics and may determine the rules for admission of laureates of international and national competitions.
3. A person holding a secondary school-leaving certificate or other document specified in art. 69 item 2 of the Act, may be admitted to first-cycle studies..
4. A person holding a diploma of study completion may be admitted to second-cycle studies.
5. The organization of the confirmation of learning outcomes acquired in the process of learning outside the system of studies to persons applying for admission to a degree program shall be determined by the Senate.

### § 4

1. A person admitted to studies starts studies and acquires the rights of a student upon taking the oath.
2. The University issues the ID card to a student.

3. Student achievements are recorded in the University's IT system.
4. The student is obliged to follow the Regulations and the oath, the text of which is included in the Annex to the Regulations.
5. The University and the student will consider documents bearing an advanced electronic signature verified by a certificate issued by the University to be valid.

## **B. Professional titles**

### § 5

1. Having submitted the diploma examination with a positive result, the student receives a diploma of higher education of first- or second-cycle studies.
2. Issuing the diplomas of study completion, the University confers the following professional titles:
3. licencjat,
4. inżynier,
5. inżynier architekt
6. magister,
7. magister inżynier,
8. magister inżynier architekt.

## **C. Students' representatives**

### § 6

1. The only representative of all students of the University is Students' Self-Government.
2. Student organizations at the University, as well as associations operating at the University associating only students or students and academic teachers, within the scope of their statutory activities are authorized to act before the University authorities or bodies of Student Self-government in matters concerning students.

## **II. ORGANIZATION OF STUDIES**

### § 7

1. Studies are conducted in a specific field, level and profile.
2. Studies are conducted in full-time or part-time form.
3. In studies in a given field, part of the learning outcomes covered by the study program may be obtained as part of classes conducted using distance learning methods and techniques using infrastructure and software ensuring synchronous and asynchronous interaction between students and persons conducting classes if the specificity of education allows.

### **A. Study schedule**

#### § 8

1. The academic year lasts from October 1 to September 30 and is divided into 2 semesters.
2. The Rector determines and publicizes the detailed organization of an academic year, minimum 2 months before its commencement.
3. The dean informs students of the schedule for the semester not later than 3 days before the beginning

of the semester.

4. Classes organized in the last diploma semester of study may be completed in a shorter time, with the dean's consent.
5. Classes at full-time studies take place from Monday to Friday, and at part-time studies - on Saturdays and Sundays, except on public holidays or, after agreeing with students, also on Fridays.
6. Studies conducted with the use of methods and techniques of distance learning are not related to the dates of the detailed organization of the academic year, referred to in clause 2. These courses are accountable on a semester basis
7. The Rector may establish holidays during the academic year, and cancel part of the classes. The dean, in consultation with the rector, may establish hours free of classes for faculty students during the academic year.

## **B. Study program and plan**

### § 9

1. Studies are carried out according to the study program, which is a description of the learning process leading to learning outcomes and specifies in particular:
  - 1) classes or groups of classes with the assignment of assumed learning outcomes and the number of ECTS points to each class,
  - 2) study plan defining the didactic forms of classes and their division into semesters,
  - 3) ways to verify the assumed learning outcomes achieved by the student.
2. Classes and tests of obtained learning outcomes, as well as diploma exams can be conducted in a foreign language. Also diploma theses may also be prepared and tests of obtained learning outcomes may be conducted in a foreign language during university admissions.
3. The study program, including the study plan, descriptions of classes containing, inter alia: the purpose of education, description of content and learning outcomes, forms and conditions for passing individual classes and internships, and description of acquired qualifications, are made known to students by being placed on faculty website.
4. At the student's request, the student may be given the dean's consent to study and pass some classes at other faculties and in other colleges.
5. At the request of the head of the organizational unit in which an academic teacher is employed, the dean shall appoint persons responsible for individual classes. The person responsible for a course shall coordinate and agree on the scope of all forms and principles of monitoring the progress of learning - uniform within the course for all students, and shall also develop and update the ECTS card for the course, which he or she shall upload into the computer system at least one week before the beginning of the academic year.
6. During the first class the teacher presents to the students the following:
  - 1) the course syllabus for each form together with a list of literature;
  - 2) the required form of participation in classes, the method of ongoing verification of the assumed learning outcomes, the form of credits and examinations, the dates and places of student consultations, and other requirements;
  - 3) the method of communicating the results of examinations and final course tests.
7. The teacher shall be required to enter and approve grades in the University's computer system within the time limits specified by the Rector's order.
8. Participation in classes, laboratories, and projects is mandatory and monitored by the teacher.
9. The teacher shall determine the manner and deadline for making up any arrears resulting from a student's excused absence from classes.
10. A student's absence, including an excused absence, for more than one-third of a form of instruction may be grounds for failing that form of instruction. Failure to perform tasks specified in the laboratory regulations makes it impossible to pass the course.

### **C. Fees**

#### **§ 10**

1. The list of fees for educational services and the rules for charging them shall be established by the Rector by way of a regulation.

### **III. STUDENT'S RIGHTS AND OBLIGATIONS**

#### **A. Student's rights**

#### **§ 11**

1. A student has the right to:
  - 1) develop his/her scientific interests using the infrastructure of the University, as well as the assistance of the lecturers and the University authorities;
  - 2) be a member of academic clubs and participate in scientific research, development and implementation works according to the rules adopted at the Academy;
  - 3) associate with organizations according to the rules specified in the Act;
  - 4) develop his/her cultural, tourist and sport interests, make use of the Academy's facilities and resources, and receive assistance from academic staff and the Academy authorities pursuant to the rules governing the conduct of such activities by relevant organizations
  - 5) transfer and receive credit for classes passed together with ECTS credits
  - 6) excuse absences from classes
  - 7) leaves of absence from classes and leaves of absence from classes with the possibility to verify the acquired learning outcomes specified in the curriculum
  - 8) change of field of study
  - 9) transfer to full-time or part-time study;
  - 10) review his or her graded written work within 14 days of making the result available
  - 11) take a board examination with the participation of an observer appointed by the student
  - 12) be allowed to repeat certain classes due to unsatisfactory results
  - 13) receive awards and distinctions
  - 14) receive benefits according to the rules laid down in separate regulations
  - 15) follow an individual course of study in accordance with the rules laid down by the dean
  - 16) participate in lectures conducted at the University, and - upon the consent of the tutor and the Dean - in other forms of classes
  - 17) participate actively in the assessment procedure of the learning process
  - 18) receive psychological assistance
  - 19) participate in training on the rights and duties of a student; the training shall be conducted by the University Students' Self-government in cooperation with the Students' Parliament of the Republic of Poland.



## **B. Student's obligations**

A student is obliged to:

- 1) act in accordance with the oath taken;
- 2) sign a declaration that he/she is familiar with the rules of fees and undertakes to abide by them;
- 3) attend all obligatory classes prescribed in the study plan, and meet other requirements stipulated in the study plan and the Rules and Regulations in a timely manner
- 4) acquaint himself/herself with the regulations of occupational safety and health in force in laboratories where classes provided for in the study program are held
- 5) ensure the resources necessary for full participation in classes, according to the assumptions adopted in the course description sheets
- 6) justify absences from classes to the instructor immediately after the reason for the absence no longer exists
- 7) immediately notify the dean's office or ZCO of a change in his/her personal data
- 8) submit a statement of resignation to the dean's office if they decide not to continue their course of study;
- 9) check the completeness of the credits earned in the electronic system.

## **C. Ensuring accessibility for people with special needs**

### § 12

1. The Authorities of the University undertake actions, in accordance with the policy of accessibility, aimed at ensuring equal opportunities of realization of the learning process by students who are disabled persons, taking into account the degree and character of disability and the specificity of the field of study by adjusting the form of classes to their individual abilities.
2. Students who are disabled may apply for adaptation of the form, dates and duration of credits and examinations to meet their reasonable needs. The manner and extent of the adaptation in accordance with their individual abilities is determined by the course instructor in consultation with the dean and a BON representative.
3. In the case of difficulties in studying resulting from a disability, in order to equalize educational opportunities, a student with a disability may apply for individual support, including the assignment of an assistant who will provide assistance during classes, examinations and final course tests. He or she may also apply to study according to the provisions of §13.
4. A student who is a person with a disability may, during classes and examinations, use specialized equipment that enables him/her to participate fully in the educational process, after obtaining prior approval from the dean in consultation with a BON representative.

## **D. Individual organization of studies**

### § 13

1. A student has the right to apply for a course of study in a particular field of study, level and profile according to IOS.
2. Students who are eligible to apply for IOS are:

- 1) particularly talented and outstanding in their studies;
  - 2) in a difficult life situation, i.e. handicapped students, pregnant students, students who are parents, students whose health condition requires it;
  - 3) who participate in sports competitions at the national or international level;
  - 4) who have been assigned numerous tasks in connection with the University's activities;
  - 5) who have been enrolled on the basis of § 3 section 5 and whose learning outcomes have been confirmed.
3. IOS may be for one semester, with the possibility of extension on the basis of a subsequent application.
  4. In the case of full-time studies, a pregnant student or a student who is a parent may not be refused permission to study in a particular field of study, level and profile according to the IOS until the completion of the studies
  5. IOS may consist in particular in:
    - 1) individual selection of methods and forms of education;
    - 2) modification of the form and dates of credits and examinations, in consultation with the course tutor;
    - 3) choosing a group in such a way as to enable the student to follow the current curriculum in accordance with the student's time capabilities.
  6. In the case of students referred to in para. 2, item 1), it is permissible to broaden the curriculum content or use alternative forms of instruction through the involvement of the student in research, creating a direct master-student relationship. Taking such courses, however, may not lead to changes in the directional learning outcomes for a given course of study, level, or profile, nor may it extend the time limit for graduation.
  7. A student should submit an application for an IOS to the dean of the faculty along with a justification immediately after the reason for granting the IOS occurs. The request should be properly documented.
  8. Detailed rules of studying according to IOS are set by the Dean of the Faculty.
  9. A student who has been approved for IOS is required to make arrangements with the instructors of each course as to how the course will be completed.

### **E. Secondary school students**

#### § 14

1. Highly gifted secondary school students may participate in classes in the fields of study compatible with their talents, upon a written request, with the dean's consent, upon the recommendation of the school headmaster, and in the case of underage students, also with the consent of their parents or legal guardians.
2. Students referred to in section 1, admitted to the classes:
  - 1) may participate in the activities of a student scientific association;
  - 2) are obliged to comply with the rules in force at the University;
  - 3) pass classes on the principles set out in these Regulations.
3. In the case of admitting secondary school students referred to in section 1 for studies at the University, the person conducting the classes may release them from the obligation to participate and / or pass classes completed in accordance with section 2 point 3) if there were no changes in the learning outcomes achieved as part of their implementation.

### **A. Transferability and recognition of ECTS credits**

#### § 15

1. The student may move to the University from another university, including a foreign one, and change the field, profile, and form of studies within the University.
2. Transfer to the University is possible not earlier than after completing one semester.
3. Changing the field of study and profile of studies at the University is possible not earlier than after completing the first semester in the case of first-cycle studies. The decision to change the field of study and profile is made by the dean, determining the semester to which the student may be transferred and the curriculum differences.
4. Admission to studies from a transfer from another university is based on entry on the student list. The entry is made on the basis of the rector's consent, after taking into account the opinion of the dean of the receiving faculty. In the case of a negative opinion of the dean, the refusal of admission to studies is made by the rector's decision.
5. A student may transfer from full-time studies to part-time studies. The decision to transfer is made by the dean, determining the semester to which the student may be transferred and the curriculum differences.
6. Part-time students may apply for transfer to full-time studies after completing at least two semesters in the case of first-cycle studies and at least one semester in the case of second-cycle studies. The decision to transfer is made by the dean, determining the semester to which the student may be transferred and the curriculum differences.
7. When transferring from another university, and transferring from full-time to part-time studies, the student may not continue his studies in a semester lower than the semester following the last credited semester.
8. A student transferring classes credited according to another study program receives the number of ECTS points that is attributed to the learning outcomes obtained for classes and internships at the host unit, in accordance with the study program that he will be implementing. The condition for recognizing the classes is the confirmation of the convergence of the learning outcomes.
9. The decision on recognition of classes is made, at the student's request, by the dean of the receiving faculty, after getting acquainted with the student's documentation of the course of study.
10. In the case of transferring and crediting ECTS points obtained for classes in another field, faculty, or another university, the following rules shall apply:
  - 1) ECTS points obtained at another university are recognized without re-checking the learning outcomes achieved, if the education took place in accordance with the agreement concluded between the universities;
  - 2) ECTS points may be recognized in place of points for classes included in the study program in the case of concurrence of learning outcomes;
  - 3) at the student's request, the decision to transfer and credit the points referred to in items 1) and 2) is taken by the dean;
  - 4) if the classes credited at another faculty or university are not assigned ECTS points, then the points are assigned by the dean of the receiving faculty in accordance with the principles set out in the Regulations and in accordance with the study program in force.
11. In the case when a student obtained the number of ECTS points outside the University, as a result of which the number of points required to pass the semester was exceeded, then:
  - 1) this does not have to cause a correction of the number of points required in the further course of study;

- 2) classes increasing the number of points are entered in the diploma supplement as additional student achievements.

## **B. Student's responsibilities**

### § 16

1. Loss of student rights before the statutory graduation occurs in the event of removal from the list of students.
2. A student who has lost his student rights should immediately settle all his obligations towards the University. The settlement of part of the commitments is confirmed by a clearance slip, the model of which is set by the rector.
3. The student is obliged to immediately notify the dean's office or ISC about the loss of student ID, stating the circumstances of its loss.
4. In the event of loss of student ID as a result of theft or another random event, the student shall obtain a duplicate.
5. A student has the right to have a student ID card until graduation, with the exception of first-cycle graduates who retain this right until October 31 of the year of graduation.

## **II. PASSING SYSTEM**

### **A. General provisions**

#### § 17

1. To check the learning outcomes obtained and to credit periods of study the ECTS system is used.
2. The principles of the point system are as follows:
  - 1) credit points are assigned to all classes in the study program, with the exception of physical education and classes organized for information purposes, library training, Health and Safety, etc.;
  - 2) credit points are assigned to classes, not to individual forms of classes. The assignment of credit points for some classes is used only when the classes last longer than 1 semester;
  - 3) the number of credit points assigned to the classes is an integer,
  - 4) the number of credit points assigned to classes for each semester of study is specified in the study program and amounts to a minimum of 30 ECTS points. For part-time studies, the number is respectively lower, as long as these studies last longer than the corresponding full-time studies.
  - 5) in order to obtain a graduation diploma, the necessary condition is to obtain the number of ECTS points provided for in the study program and to pass the diploma examination with a positive result.

### **B. Completing the semester**

#### § 18

1. The semester is the accounting period in all fields of study.
2. The condition for passing the semester is obtaining at least a satisfactory grade from all forms of classes provided for in the study program and passing without grades: internships, physical education classes, and the required information classes.

3. A student who has not completed all the classes provided for in the study program of a given semester is conditionally enrolled in the next semester of study if the total number of ECTS points assigned to the failed classes does not exceed 14 ECTS points, and the delay in completing the credit is no longer than two semesters.
4. In particularly justified cases, a conditional permit to continue studies in the next year or semester may be granted by:
  - 1) the dean, if the total number of ECTS points assigned to failed classes does not exceed 14 ECTS points, and the delay in completing credit is longer than two semesters;
  - 2) the rector, without meeting the conditions referred to in section 3.

### C. Passing the courses

#### § 19

The University uses the following grading scheme:

Descriptive grade	Letter symbol	Numerical grade
very good	A	5.0
good plus	B	4.5
good	C	4
satisfactory plus	D	3.5
satisfactory	E	3.0
unsatisfactory	F	2.0

#### § 20

1. The basis for passing all forms of classes that do not end with the exam are the positive results of ongoing verification of the degree of learning outcomes achieved. Verification in accordance with the rules established by the person responsible for the classes is carried out by the teacher who gives the grade by the end of the semester.
2. Credit is given by the teacher conducting the classes. In special cases, the crediting may be carried out by another academic teacher appointed by the dean.
3. A student who, as a result of current control of the degree of obtaining learning outcomes, received an unsatisfactory grade, is entitled to one resit pass until the end of the examination session.
4. The teacher shall provide students with a grade for checking the degree of learning outcomes not later than 7 days after the checking is done. The resit period starts not earlier than 3 days after the results are available.
5. The teacher is obliged to keep students' written assignments for at least 12 months.

#### § 21

1. A student participating in research and implementation work or research groups, at the request of the person supervising these works, may be exempted from participating in classes with which the work is thematically related, by the person responsible for the classes. The student can also get credit for the classes related to the work they are doing.
2. The person responsible for the classes may make credit for the classes dependent on passing a test

that checks the knowledge of the material covered by the study program and goes beyond the research work done by the student.

## § 22

1. At the student's request submitted to the dean's office or ZCO, respectively, within 3 working days from the date of making the results of the retake test available, the head of the organizational unit conducting the classes orders - only in justified cases - a final attempt to pass the course before a faculty commission within the time limit set by him.
2. The reassessment is carried out by a commission composed of three persons conducting the classes, appointed by the head of the organizational unit conducting the classes. The chairman of the board should be the head of the organizational unit or a person designated by him or her. The commission, apart from the chairman and the teacher conducting the classes, should include a specialist in the discipline to which the field of study is assigned. In the application referred to in section 1, the student may indicate an observer from among academic teachers or University students participating in his or her final attempt before a commission.
3. In the event when the reassessment by a commission applies to classes conducted by the head of the organizational unit conducting the classes, the decision on a reassessment by a commission is made by the dean.
4. The person who previously carried out the credit may not be the chairman of the commission.
5. The assessment by the commission is final.

## **D. Examinations**

### § 23

1. The examination is a test of the degree to which a student achieves the learning outcomes specified in the curriculum.
2. The schedule of exams is established by the Dean in consultation with the teachers and student representatives.
3. The examination is conducted by the lecturer. In justified cases, with the consent of the Dean, the examination may be carried out by other persons .
4. The student has the right to take the exam twice, including a resit exam, from a given class in a given semester.
5. Unexcused student's failure to take the exam is tantamount to losing this deadline.
6. The student's absence from the exam does not result in an unsatisfactory grade, he/she receives an absent status.
7. Unexcused failure to take the resit exam or obtaining a negative grade in this exam will result in failing classes.
8. If the student justifies his / her absence within 7 days from the date of the examination, he / she has the right to an additional date. The additional date may not be later than two weeks after the beginning of the next semester. It extends the period up to which a conditional entry can be obtained.
9. The exam grade is made available to students by the teacher no later than 7 days from the date of the exam. The resit period starts not earlier than 3 days after the results are available.
10. The lecturer is required to keep written examination papers or sets of questions and oral examination reports for 12 months.

11. Taking the exam is not conditional on passing other forms of classes.

#### § 24

1. At the student's request submitted to the dean's office or ZCO, respectively, within 3 working days from the date of making the results of the re-sit examination available, the dean may order - only in justified cases - an examination before an examination commission on a date set by him / her.
2. The reassessment by a commission is chaired by the dean or a person appointed by him. The chairman of the commission may not be the person who previously examined the student.
3. The board, in addition to the chairman and examiner, should include at least one specialist in the discipline to which the field of study is assigned.
4. In the application referred to in section 1, the student may indicate an observer from among academic teachers or University students participating in his or her final examination before a commission.
5. The reassessment by a commission may take the an oral, written or written and oral form. The decision on this matter is made by the chairman of the commission.
6. The assessment by the commission is final.

### **E. Internships**

#### § 25

1. Vocational placements, hereinafter referred to as internships, are part of the study program and are subject to credit.
2. The method of organizing and crediting internships is specified in separate regulations.

### **F. Sanctions**

#### § 26

1. The Rector removes the student from the list of students in the case of:
  - 1) failure to take up studies;
  - 2) resignation from studies;
  - 3) failure to submit a diploma thesis or take a diploma examination on time;
  - 4) punishment with disciplinary expulsion from the University.
2. The rector may remove a student from the list of students in the event of:
  - 1) not attending compulsory classes;
  - 2) finding no progress in learning;
  - 3) failure to obtain credit for a semester within a specified period;
  - 4) non-payment of fees related to studies.
3. The rector states:
  - 1) not taking up studies - if a student has not taken the oath within 1/3 of the semester from its beginning,
  - 2) no progress in learning - pursuant to § 18 section 3 and § 20 section 1;
  - 3) not attending compulsory classes - in the case of being absent in more than 30% of classes in the study plan;

and makes the appropriate decisions.

### **G. Repetition of classes**

#### § 27

1. The student may repeat the failed forms from individual classes.
2. The possibility of repeating a semester of study is excluded.
3. In justified cases, after obtaining the consent of the teacher conducting the classes, it is possible to supplement the arrears without participating in the classes.

### **H. Resumption of studies**

#### § 28

1. Re-admission to studies of a person who has dropped out or has been removed from the list of students without having previously obtained credit for the first semester takes place according to general principles applicable to recruitment.
2. A student who has been struck off from the student list after completing at least the first semester may apply for resumption of studies.
3. The decision to resume studies is made by the Dean, taking into account the current study program, program differences, the time that has elapsed since being struck off the list of students, as well as the current course of studies that guarantees their completion.
4. In the event of negative premises referred to in section 3, the dean may order an examination. The result of the examination is the basis for a decision to resume studies.
5. Studies can be resumed at a semester which is not higher than the one following the semester passed before being removed from the list of students. The dean may oblige the student to compensate for program differences caused by the change of the study program.
6. A student, with the dean's consent, may resume studies in a different form than the one in which he studied before being struck off.
7. A student may apply to the dean, in writing, for the recognition of credits in classes (or their individual forms), from which they obtained a positive grade, provided that their learning outcomes have not changed. For this purpose, the student submits an application each time before the beginning of the semester for which the crediting applies.

## **III. LEAVE FROM CLASSES**

#### § 29

1. In justified cases, the dean may, at the student's request, grant him / her leave of classes, hereinafter referred to as leave.
2. The period of leave should ensure continuity of education, which means that its end must coincide with the beginning of the semester for which the student was registered.
3. Leave is granted:
  - 1) to pregnant students for a period up to the day the child is born;
  - 2) to a student who is a parent for a period of up to 1 year;
  - 3) in other justified cases - up to two semesters;

except that if the end of the leave falls during the semester, the leave may be extended until the end



of this semester.

4. A student who is a parent submits an application for leave within 1 year of the child's birth.
5. The student cannot get leave for the past period.
6. During the leave, the student retains the student's rights with the proviso that the right to benefits for University students in this period is governed by separate provisions.
7. A student on leave, with the dean's consent, may proceed to verify the achieved learning outcomes specified in the study program.
8. The condition for continuing education after a leave from classes is to notify the dean of readiness to take up studies. If necessary, the dean determines the program differences and deadlines for their completion.

#### **IV. DIPLOMA THESIS**

##### **§ 30**

1. Preparation of a diploma thesis is required at all levels, forms and fields of study.
2. A diploma thesis is an independent study of a scientific, artistic or practical issue or a technical or artistic achievement, presenting the student's general knowledge and skills related to the studies in a given field, level and profile, as well as the ability to analyze and deduce independently.
3. The title of the diploma thesis is determined not later than before the student's registration for the last semester of studies. The diploma thesis card is issued until the end of the first month of the last semester. Its receipt is confirmed by a student.

##### **A. Form of the diploma thesis**

4. The diploma thesis can be a written paper or a project work. Diploma theses covered by legally protected secret are implemented as project works.
5. The diploma thesis can be completed individually or in a team. If the thesis is performed as a team, the authorship of its individual parts or the contribution of individual co-authors must be indicated.
6. The completed diploma thesis is subject to copyright. The University has priority in publishing the student's thesis. If the University did not publish the diploma thesis within 6 months of its defense, the student who prepared it may publish it, unless it is part of a collective work.
7. The diploma thesis with accompanying computer software may be made available on the basis of an open license. This requires the consent of the authors of the thesis and the supervisor on the diploma thesis card referred to in section 3.
8. The diploma thesis is submitted in paper and electronic forms.

##### **B. Uniform Anti-Plagiarism System**

9. Before the diploma examination, the diploma thesis is checked by the University using the Uniform Anti-Plagiarism System.
10. Successful submission of the diploma thesis is deemed to meet the following conditions:
  - 1) uploading the thesis to the university's repository of written diploma theses,
  - 2) submitting a declaration on the self-completion of the diploma thesis,

- 3) approval of the work by the supervisor.

### C. Deadline for submission of the diploma thesis

11. The student is required to meet the conditions for submitting the diploma thesis, specified in section 10, until:

studies ending	full-time		part-time
	first-cycle	second-cycle	first and second cycle
winter semester	January 31st	March 31st	March 31st
the summer semester	June 30th	June 30th	September 30th

12. At the request of the supervisor or student, the dean may postpone the deadline for submitting the diploma thesis by no more than 2 months, in the event of:
- 1) student's long-term illness, confirmed by a certificate;
  - 2) inability to complete the diploma thesis within the applicable deadline for justified reasons.
13. A student who has not submitted his / her diploma thesis by the dates specified in sections 11 and 12 or did not obtain the number of ECTS points provided for in the study program, shall be struck off from the list of students. Graduation is then possible on the terms set out in § 28 section 5 and § 35 section 2.
14. After the defense, a written diploma thesis is entered by the University in an electronic form into the National Repository of Written Diploma Theses (ORPPD).

### D. Supervisor and reviewer

#### § 31

1. The student performs the diploma thesis under the supervision of an academic teacher with the title of professor, postdoctoral degree or doctor, hereinafter referred to as the supervisor.
2. In the case of first-cycle studies, the dean may authorize a specialist who is not an academic teacher, who holds the professional title of magister (or equivalent) or a doctoral degree, to supervise the diploma thesis.
3. In the event of a prolonged absence of the supervisor, which could affect the delay in submitting the thesis by the student, the dean is obliged to appoint a person who will take over the duty to supervise the work.
4. The work is reviewed by the supervisor and at least one reviewer. Reviewers shall be subject to the provisions of sections 1 and 2 respectively. In the case of master's theses, when the supervisor is a doctor, the reviewer must be a person with the title of professor or the degree of habilitated doctor.
5. In the event of a negative opinion by a thesis reviewer, the dean, having consulted an additional reviewer, will determine whether a student will be allowed to take a diploma examination.
6. In the case of resumption of studies, referred to in § 35 section 2, with the consent of the supervisor, the diploma thesis undertaken before being struck off from the list of students may be continued.

## V. DIPLOMA EXAMINATION

### A. Admission to the diploma examination

#### § 32

1. Admission to the diploma examination is conditioned by:
  - 1) obtaining the number of ECTS points confirming the achievement of learning outcomes provided for in the study program as well as passing all required informative classes;
  - 2) submission of the diploma thesis referred to in § 30 section 2 and 6;
  - 3) the supervisor's positive opinion on the diploma thesis, taking into account the obligation referred to in § 30 section 9;
  - 4) positive opinion on the thesis of at least one reviewer;
  - 5) submitting a set of required documents to the dean's office or ISC before the planned date of defense.
2. The diploma examination takes place within the time limit set by the dean, no later than 3 months from the day specified in § 31 section 11; in the case of postponing the submission of the thesis referred to in § 30 section 12, the exam should take place within a month of submitting the thesis.

### **B. Diploma Examination Board**

3. The diploma examination takes place in front of a board appointed by the dean, which consists of at least three persons: chairman, supervisor, and reviewer, with the proviso that the examination board must include at least one academic teacher with the title of professor or the degree of habilitated doctor.
4. The examination board is chaired by the dean, vice-dean, professor, university professor, or habilitated doctor employed at the University.
5. In the case of first-cycle studies, the dean may authorize the academic teacher with a doctoral degree to act as chairman of the examination board.

### **C. Organization of the diploma examination**

6. The diploma examination is an oral examination, however, with the dean's consent it may contain a written part.
7. Before the beginning of the final semester, the dean announces the list of issues which are obligatory at the diploma examination.
8. At the request of the student or the thesis supervisor, the diploma examination may be an open examination. The decision on the open nature of the examination is made by the chairman of the diploma examination board, who at the same time determines the scope and conditions for the audience's participation in this examination.

### § 33

1. The diploma examination board determines the grade for the diploma thesis, taking into account the opinions of the supervisor and reviewer.
2. When determining the grade for the diploma thesis, the grading scheme specified in § 19 shall be used.

### § 34

1. The diploma examination consists of the defense of the diploma thesis and answers to at least 3 questions from the list of issues referred to in § 32 section 7.
2. When assessing the defense of the diploma thesis and answers to the questions, the scale specified in § 19 is used.
3. The grade for the diploma examination is the arithmetic mean 2 (rounded off to two decimal places)

2 of the grade for the defense of the diploma thesis and the partial grades obtained for answering all the questions asked

4. A diploma examination is considered passed if the grade for the diploma thesis defense and most of the other partial grades are positive.
5. Descriptive grade for the diploma examination passed with a positive result is determined as follows:

Scope of the result	Descriptive grade	Letter symbol	Numerical grade
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
up to 3.25	satisfactory	E	3

6. In the case of the diploma examination with a negative result, the student receives an unsatisfactory grade (F) 2.0. and fails the exam.

### § 35

1. To the student who will justify not taking the diploma exam or obtain a negative grade from this exam, the dean shall set a second date. This examination may take place no later than three months after the date of the first examination.
2. A person who does not submit the diploma thesis by the deadline or does not justify not taking the diploma examination, may resume studies in the last semester and complete them on the terms set out by the dean.

## D. Completion of studies

### § 36

1. A course of study is completed when the student earns a positive result on the diploma examination.
2. The graduate receives a diploma of completion of studies in a given field and profile together with a diploma supplement and their duplicates.
3. The average of grades from the course of studies is a weighted average. The grade from the classes is assigned a weight equal to the number of ECTS points assigned to the given class:

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

4. Grade from the classes (or part of it, in accordance with § 17 section 2 point 2) is the arithmetic mean of all grades in each form of classes.
5. The final study result is determined by the diploma examination board and calculated with two decimal places based on the sum of:
  - 1) 0.6 of weighted average of grades from the whole study period
  - 2) 0.2 of a diploma thesis grade;
  - 3) 0.2 of diploma examination grade;
6. The descriptive grade of the final result of the studies is determined as follows:

Scope of the result	Descriptive grade	Letter symbol
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
up to 3.40	satisfactory	E

7. The numerical and descriptive grades of the diploma thesis, diploma examination and the final result of studies shall be entered in the protocol of the diploma examination.
8. The descriptive grade of the final result of studies is entered in the diploma.

#### § 37

The rules and procedure for the organization of studies conducted jointly with other universities, including foreign ones, and the rules for issuing a graduation diploma are specified in agreements with these universities.

### **VI. AWARDS AND DISTINCTIONS**

#### § 38

Students with outstanding academic performance, sports achievements, cultural or organizational activity for the benefit of the University may be awarded prizes and distinctions.

#### § 39

Graduates who stand out during their studies may be awarded the medal "Outstanding Graduate of Poznan University of Technology". The rules for awarding the medal are specified in separate regulations.

### **VII. PENALTIES**

#### § 40

1. The student is subject to disciplinary liability for violation of the regulations in force at the University and for an act that violates the student's dignity, on the terms set out in the provisions of the Act.
2. Disciplinary penalties are admonition, reprimand, reprimand with warning, suspension in certain rights of a student for up to 1 year, expulsion from the University.

### **VIII. FINAL PROVISIONS**

#### § 41

1. The rector is the appellate instance against the dean's decisions in all matters covered by the Regulations, except for matters stipulated in the Act.
2. The appeal should be submitted in writing, through the dean, within 14 days of obtaining information on the decision issued.
3. The rector's decision in the appeal proceedings is final.
4. The rector decides on matters relating to the rules and procedures for studying, not provided for in the Regulations. Rector's decisions are final.

The regulations come into force from the academic year 2021/2022.

## Appendix

### THE VOW

Aware of my duties as a student of Poznan University of Technology, on the day of commencement of my studies, I solemnly swear

- ❖ to persistently acquire knowledge, skills and competencies,
- ❖ take care of the student's dignity and the good name of my University,
- ❖ observe the rules of coexistence of the academic community
- ❖ and observe the rules and regulations binding at the University.