**The procedure for admitting Ukrainian citizens to studies at PUT**

1. Poznan University of Technology conducts studies in Polish or English. The current list of the fields of study is available on the website: <https://www.put.poznan.pl/rekrutacja-dla-cudzoziemcow>
2. Candidates, Ukrainian citizens, can apply for admission to the PUT on the basis of:

- transfer to a specific field and semester of study;

- exchange, i.e. ”Exchange Programme”.

1. Citizens of Ukraine will not be charged fees for education in full-time studies in Polish during the period of temporary protection under Art. art. 2 ust. 4 Ustawy z dnia 12 marca 2022r. o pomocy obywatelom Ukrainy w związku z konfliktem zbrojnym na terytorium tego państwa (Dz. U. 2022 poz. 583) and under  art. 324 ust. 2 pkt 4 Ustawy z dnia 20 lipca 2018 r. – Law on Higher Education and Science. In the case of continuing education after this period, the University will start charging fees for the next semesters in accordance with the current fee table in a given academic year. (<https://www.put.poznan.pl/en/node/6099>). A citizen of Ukraine applying for studies conducted in English, by the Rector's decision, will be exempt from tuition fees, similarly to the holders of the Polish Charter Card.
2. First-year candidates cannot be admitted to the PUT as part of their transfer. In this case, the only option is to admit the student for a semester or the entire academic year as part of an exchange, i.e. "Exchange Programme"
3. A candidate with documents confirming the previous history of education fills in the application form (Annex 1) and sends it to the International Relations Office (IRO, e-mail: study@put.poznan.pl, tel. 61 665 35 44, ul. Piotrowo 5, building A2, <https://www.put.poznan.pl/mapa-kampusu>, room 101), which begins the procedure of consideration**:**
	1. The IRO verifies the application and, after contact with the relevant faculty, determines whether the candidate's field of study is compatible with the field of study at the PUT.
	2. The candidate presents an appropriate language certificate confirming the knowledge of Polish or English at a level of at least B2. In the absence of a certificate, the candidate may be referred by the IRO for the level interview to the Centre of Languages and Communication. Knowledge of the Polish language at the B2 level allows for further examination of the application for admission to studies conducted in Polish. Knowledge of English at the B2 level allows for further examination of the application for admission to studies conducted in English. Lack of knowledge of the Polish language or the English language is the basis for refusal of admission to studies at the PUT.
	3. After formal verification, the candidate's application with attachments is forwarded by the IRO to the appropriate faculty for substantive verification.
	4. The faculty performs the substantive evaluation of the application and issues an opinion:

a) consent to transfer with an indication of the compliance of the field of study and an indication of curriculum differences and ECTS credits obtained

or

b) consent to be admitted as part of an exchange (if possible, the student will join an existing group)

or

c) no consent to admit.

* 1. The faculty forwards the opinion to the IRO.
	2. The IRO forwards the application with the faculty's opinion for the decision of the Vice-Rector for International Relations.
	3. The Vice-Rector for International Relation decides on the matter.
	4. The candidate and the faculty receive the Vice-Rector's decision on the matter via the IRO.
	5. The candidate submits the documents he possess to the IRO personally.
	6. After assigning the PUT index number by the IRO, the relevant Dean's Office registers the candidate in the Sokrates/USOS system.
	7. In the case of transfer, the relevant Dean's Office is obliged to inform the student's home university about the consent of the PUT for the transfer. The IRO will develop a model letter on this matter.
	8. In the case of admission of a student under the exchange program, the IRO informs the partner university about the admission of the student under the "Exchange" program.
1. In the case that the candidate does not have documents confirming his previous studies, he may apply for admission on the basis of art. 45 Ustawy z dnia 12 marca 2022r. o pomocy obywatelom Ukrainy w związku z konfliktem zbrojnym na terytorium tego państwa (Dz. U. 2022 poz. 583). For this purpose, he fills in the application form (Annex 1) and sends it to the IRO, which begins the procedure of consideration.
	1. The IRO verifies the application and, after contact with the relevant faculty, determines whether the candidate's field of study is compatible with the field of study at the PUT.
	2. The IRO sends the candidate for the level interview to the Centre of Languages and Communication in order to verify the level of language proficiency (Polish / English). Knowledge of the Polish language at the B2 level allows for further examination of the application for admission to studies conducted in Polish. Knowledge of English at the B2 level allows for further examination of the application for admission to studies conducted in English. Lack of knowledge of the Polish language or the English language is the basis for refusal of admission to studies at the PUT.
	3. After formal verification, the candidate's application with attachments is forwarded by the IRO to the appropriate faculty for substantive verification.
	4. The faculty establishes a Committee, which will conduct an interview or test with the candidate to verify the learning outcomes, in accordance with the declared level of study and the semester in a given field.
	5. The candidate joins the interview / test in order to verify the learning outcomes (issues in selected essential subjects included in the study program).
	6. The faculty, on the basis of submitted documents and the results of the interview, performs the substantive evaluation of the application and issues an opinion:

a) consent to transfer with an indication of the compliance of the field of study and an indication of program differences and ECTS credits obtained

or

b) consent to be admitted as part of an exchange (if possible, the student will join an existing group)

or

c) no consent to admit.

* 1. The faculty forwards the opinion to the IRO.
	2. The IRO forwards the application with the faculty's opinion for the decision of the Vice-Rector for International Relations.
	3. The Vice-Rector for International Relation decides on the matter.
	4. The candidate and the faculty receive the Vice-Rector's decision on the matter via the IRO.
	5. The candidate submits the documents he possess to the IRO personally.
	6. After assigning the PUT index number by the IRO, the relevant Dean's Office registers the candidate in the Sokrates/USOS system.
	7. In the case of transfer, the relevant Dean's Office is obliged to inform the student's home university about the consent of the PUT for the transfer. The IRO will develop a model letter on this matter.
	8. In the case of admission of a student under the exchange program, the IRO informs the partner university about the admission of the student under the "Exchange" program.
1. List of requested documents that can be submitted in the transfer procedure, translated into Polish or English:

- application for admission to studies under the transfer addressed to the Rector of PUT;

- Attestat and Secondary School Certificate; in the case of second-cycle studies also a Bachelors’ diploma;

- index and grading cards containing ECTS points from the course of studies at the home university (or their copies certified by the university);

- course descriptions (ECTS cards, syllabuses) with a grading scale.

* 1. In the case of absence of a complete set of documents, the candidate submits the application with all owned attachments and fills in a declaration that obliges him to provide the missing documents to the IRO within a specified period.
	2. In the case of inability to deliver the documents within the specified time limit, the candidate shall submit an application for an extension of this period.