Ordinance 17 of
the Rector
of Poznan University of Technology of 19 April 2022
(RO/IV/17/2022)

on undertaking and completing studies at Poznan University of Technology by
non-Polish nationals in the academic year 2022/2023

Acting pursuant to art. 323, 324 and 326 of the Act of 20 July 2018. — Law on Higher Education and Science (Journal of Laws of 2022, item 574, as amended) hereinafter referred to as the Act, in connection with the Act of 12 December 2013 on foreign nationals (Journal of Laws of 2020, item 35) hereinafter referred to as UOC, and § 2 sec. 5 of the Resolution No. 43/2020-2024 of the Academic Senate of Poznan University of Technology of May 31, 2021 *on the conditions and mode of admission to studies in the academic year 2022/2023***, it is hereby decreed** as follows:

§1

General principles

1. The Ordinance defines the principles for undertaking and completing studies at Poznan University of Technology, hereinafter referred to as PUT, by persons who are not Polish citizens, hereinafter referred to as foreign nationals.
2. A foreign national, within the meaning of the provisions of Polish law, is any person without Polish citizenship. Persons who hold Polish citizenship and citizenship of another country or several other countries are treated in the territory of the Republic of Poland as Polish citizens.
3. PUT accepts foreign nationals for first and second cycle studies within the limits set for individual forms and fields of study.
4. A decision to start studies in a given field is made by the Rector.
5. Admission of a foreign national to studies takes place on the basis of qualification procedure results.
6. Persons transferring from another university or a university abroad are admitted according to the rules set out in the regulations of PUT studies.

§2

Legal basis

**1.** Foreign nationals may undertake and conduct studies on the basis of:

1. international agreements in accordance with principles set out in those agreements;
2. agreements concluded with foreign entities by universities on terms specified in these agreements;
3. Minister's decision;
4. decision of the Director of the Polish National Agency for Academic Exchange, hereinafter referred to as NAVA, in respect of its grant recipients;
5. Rector's administrative decision.

2. The Minister may award a scholarship, financing or co-financing, to a foreign national to cover the costs of payment for educational services and a lump sum towards travel, subsistence and accommodation costs; financial resources are paid through NAVA.

§3

Recruitment conditions and mode

1 Recruitment for the first year of studies in the academic year 2022/2023 will be conducted for the winter and summer semesters.

2. Recruitment of foreign nationals takes place on dates and in accordance with the limits indicated in Annexes 1 and 2 to the Ordinance. A detailed timetable for the recruitment of foreign nationals and the limits are published on PUT website.

3. It has been decided that conducting supplementary recruitment will be allowed.

4. A candidate may be admitted to one field of study only, but he/she has the right to indicate several fields of study stating the preferred order in which he/she is ready to take up studies.

5. The candidate is admitted to studies with respect to the preference of fields of study referred to in section 4, on the basis of ranking list (in the case of first-cycle studies), and the admission form (in the case of second-cycle studies). The candidate beside the application for studies signs the declaration that he/she has read the list and the principles for collecting fees and undertakes to comply with them once admitted to PUT. The candidate is obliged to transfer to PUT account the fee for the qualification procedure in the amount specified in § 7 point 1.

1. Fees remitted are non-refundable. The candidate shall bear all costs related to payment of recruitment fee, including handling costs, banking fees, commissions as well as costs related to the refund of fees paid in excess in the qualification procedure for reasons not attributable to PUT.
2. In order to secure organizational and substantive requirements of recruitment procedure, the Rector will appoint the Committee for recruitment of foreign nationals, hereinafter referred to as the CRC, which comprises academic teachers and administrative employees of PUT.
3. CRC determines the results of the qualification of candidates participating in the qualification procedure and on this basis creates ranking lists (for first-cycle studies) and recruitment protocols (for second-cycle studies).
4. Qualification procedure takes place in two recruitment sessions (one for winter semester and one for summer semester). After each recruitment session a ranking list is drawn up (for first-cycle studies) and recruitment protocol (for second-cycle studies) containing information on qualification results.
5. Places freed by candidates who do not comply with the required procedures or who resign from undergraduate studies will be filled with reserve-list candidates.
6. Citizens of Ukraine who came to the territory of the Republic of Poland from the territory of Ukraine in the period from February 24, 2022 to the date specified in the regulations issued on the basis of art. 2, subsection 4 of the Special Act, may be admitted on the basis of different provisions.

§4

Registration and course of qualification procedure

1. Recruitment for the first year of studies is conducted electronically through the recruitment system.
2. The candidate creates an individual account in the recruitment system, filling in the electronic form into which he/she submits the data required.
3. The candidate, through his/her account, provides and approves the information required in the qualification procedure for individual fields of study.
4. The candidate is obliged to provide any required documents within time limit specified in detailed schedule of recruitment for studies referred to in § 3 section 2.
5. The candidate bears full responsibility for failure to enter data or for entering incomplete, faulty or false data as well as for effects resulting thereof.
6. After registering the receipt of recruitment fee and placing by the candidate of documentation in the system of full documentation, the International Relations Office, hereinafter referred to as DWM, assesses the documentation in terms of its form.
7. If the formal assessment of the documentation is positive, the DWM will send the documentation to relevant KRC members.
8. KRC draws up a report based on:
9. for first-cycle studies: conversion of grades from the school-leaving certificate (matura); and for the fields of *architecture* and *interior* *architecture a* positive result of checking artistic abilities. (Checking artistic abilities includes portfolio assessment consisting in checking the ability to transpose space into drawing. A prerequisite for obtaining an assessment of artistic abilities is to provide a portfolio. The condition for admission to further qualification proceedings is a positive assessment of the verification of artistic abilities, i.e. obtaining a minimum of 120 points);
10. for second-cycle studies:
11. a positive result of the admission examination in the form of an interview or an online test verifying predispositions to undertake studies, and for the fields of *architecture* and interior *architecture*, an additional positive result of checking artistic abilities (Checking artistic abilities includes portfolio assessment consisting in checking the ability to transpose space into drawing. The prerequisite for obtaining an assessment of artistic abilities is to provide a diploma thesis and a portfolio), and/or
12. result determined on the basis of documents submitted, and/or
13. other conditions specified by the entities,

and then passes it to DWM.

1. The candidate receives information about a ready place via e-mail and the recruitment system. He/she is obliged to pay tuition fee within three weeks of receiving the information.
2. Decisions on admission to studies are conveyed through the recruitment system.
3. The decision is considered effectively completed on the day of its collection from the recruitment system. Uncollected decisions shall be deemed automatically delivered within 14 days from the date of their issue.
4. The admission decision issued is conditional. The condition of the decision is launching the field of study listed in the content of the decision.
5. Admission to the second field of study in the same recruitment session is considered as part of appeals.
6. Upon completion of qualification procedure, ranking lists (for first-cycle studies) and admission protocols (for second-cycle studies) of candidates are drawn up for individual fields of study.
7. Information on recruitment procedure is provided to candidates by means of the recruitment system referred to in section 2 and by e-mail to the address provided by candidates in recruitment. The candidate is obliged to read the information provided through an individual account and is responsible for the consequences resulting from the failure to comply with this obligation.
8. Decisions on admission or non-admission to studies of foreign nationals are issued by the Rector.

§5

Entitlements to study

1. The following documents are required from foreign nationals applying to study at PUT:

1) for first-cycle studies:

(a) a certificate of completion of secondary school (matura) obtained abroad:

* provided with apostille, when the country issuing the document is covered by the Convention abolishing the requirement of legalization of foreign official documents drawn up in The Hague on October 5, 1961. ( Journal of Laws of 2005), No. 112, item 938), or
* legalised in other cases. The legalization is carried out by a Polish consular institution in the country of issue of the certificate.

The exception are foreign certificates recognized by law listed in art. 93 of the Act of 7 September 1991 *on Education System* (Journal of Laws of 2019, item 1481, [as amended](http://potn.zm/)), hereinafter referred to as USO, in this case there is no obligation to legalize and provide apostille certificates;

1. confirmation of the right to apply for admission to studies to any type of higher education institutions in a country in whose education system the issuing institution operates, if there is no such annotation on the certificate of school completion;
2. a transcript of grades obtained in the course of education, entitling the candidate to take up first-cycle studies in the country of issue of the certificate along with the official grade scale, if it is not indicated in the document on education referred to in point a), confirmed by the school which the candidate attended;
3. a decision by a competent Board of Education official on the recognition of a school completion certificate (matura) in the Republic of Poland, or a written statement in which the candidate undertakes to submit the above-mentioned decision not later than by the end of the first semester of studies. In certain justified cases, the Rector may postpone the deadline for submitting the decision upon the student’s application in writing; the above applies to school completion certificates (matura) requiring recognition by means of an administrative decision as documents confirming the right to apply for admission to studies, in accordance with art. 93, section 3 of the Act of the Education System.

2) for second-cycle studies:

a) a diploma of completion of studies or a certificate received abroad entitling to take up second-cycle studies in the country in which the university operates. The candidate is obliged to submit a valid diploma immediately after receiving it.

The diploma of graduation obtained abroad should be:

* provided with an apostille, when the country of issue of the document is covered by the Convention abolishing the requirement of legalization of foreign official documents drawn up in The Hague on October 5, 1961. (Journal of Laws of 2005, No. 112, item 938) or
* legalised in other cases. Legalization is carried out by a Polish consular institution in the country of diploma issue;
1. a certificate stating the equivalence with an appropriate diploma of completion of studies issued in the Republic of Poland or a written declaration of the candidate in which he/she undertakes to submit the certificate not later than by the end of the first semester of studies, if the diploma of completion of higher education is subject to recognition by means of nostrification;
2. a transcript of grades from the course of education, entitling to take up second-cycle studies along with the official grade scale if it is not indicated in the transcript of grades, confirmed by the university which the candidate has completed.

3) Confirmation of proficiency in the language in which the studies are conducted:

a) for first- and second-cycle studies conducted in the Polish language, candidates submit one of the following documents:

* certificate of proficiency in the Polish language at the level of minimum B2 according to the Common European Framework of Reference for Languages Language Education, or
* certificate of Polish as a teaching language in the course of the previous stage of education, or
* certificate of proficiency of the Polish language at a minimum B2 level according to the Common European Framework of Reference for Languages issued by the Centre of Language and Communication of PUT on the basis of an interview;

b) for first- and second-cycle studies conducted in the English language, the candidate shall submit one of the following documents:

* an international certificate of proficiency in English at the level of at least B2 according to the Common European Framework of Reference for Languages (list can be found on the PUT website), or
* a certificate confirming completion of earlier stage of studies in English with the level of his/her knowledge marked (at least B2 level) 1 or
* certificate of knowledge of English at the level of minimum B2 according to the Common European Framework of Reference for Languages issued by the Centre of Languages and Communication of PUT based on an interview;
* confirmation of knowledge of English is not required if the -previous stage of education was conducted in a country in which English is the only official language.

4) Curriculum vitae

5) Passport or another identification document for review.

6) Confirmation of legal stay in the territory of the Republic of Poland.

7) Medical certificate stating that there are no contraindications to initiate studies in selected fields of study.

8) Confirmation of health insurance in one of the following forms:

* health insurance policies for the period of education in Poland;
* European Health Insurance Card;
* universal health insurance as understood in the Act of 27 August 2004 on health *care services financed from public funds* (Journal of Laws of 2019, item 1373, [as amended](http://po2n.zm/));
* confirmation of coverage by the insurer of costs of treatment in the territory of the Republic of Poland for a minimum amount of €30,000 for the period of planned stay of the foreign national in the territory of the Republic of Poland, covering all expenses that may be incurred during the stay in this territory in connection with the necessity of a return journey for medical reasons, the need for urgent medical assistance, emergency hospital treatment or death, in which the insurer undertakes to cover the costs provided to the insured for health services directly to the entity providing such services, on the basis of an invoice issued by this entity.

*1 Does not apply at the Faculty of Management Engineering*

1. In the fields of *architecture* and *interior architecture:* portfolio and statement of its self-performance in the case of candidates for first-cycle studies; diploma thesis, portfolio and statement of its self-performance in the case of candidates for second-cycle studies. Detailed criteria that must be met in the submitted works are available on the PUT website.
2. A document entitling to tuition exemption for foreign nationals who are not charged fees pursuant to art. 324 par. 2 of the Act.
3. The decision of the NAVA Director and the list of scholarship holders directed to PUT, or another document issued by the unit authorized by the minister for science and higher education. In the absence of the above-mentioned documents, a written statement of their delivery within the time limit specified by the DWM under pain of undertaking studies on a tuition fee basis.
4. Certificate from an occupational medicine doctor issued on the basis of a referral issued by PUT (applies to the following fields: architecture, interior architecture, civil engineering, sustainable building engineering, chemical and process engineering, pharmaceutical engineering, environmental engineering, chemical technology, closed loop technologies, environmental protection technologies. Candidates for other courses are not subject to medical examinations.

2. All documents referred to in section 1 must meet one of the following conditions:

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. In the case referred to in section 2 point 3 documents must be processed in accordance with one of the following methods:

1. by a person entered by the Minister of Justice on the list of sworn translators;
2. by a person registered as a person performing a function corresponding to that of translator in the Republic of Poland in a member state of the European Union, a member state of the European Free Trade Agreement, hereinafter referred to as EFTA — a party to the Agreement on the European Economic Area, hereinafter referred to as the EEA, or a member state of the Organization for Economic Cooperation and Development;
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 a diplomatic representation or consular office accredited in the Republic of Poland, in whose territory or in whose education system the document was issued,

4. Throughout the recruitment process the candidate attaches scans of the documents required, while upon arrival in Poland, he/she immediately contacts the DWM and presents the originals of all documents that were required during registration.

5. Other documents than those listed in section 1 may be required due to individual recruitment conditions.

6. All current information about the required documents is provided to the candidates via the PUT website.

§6

Medical examinations

1. List of fields of study for which the University issues referrals to doctor specialising in occupational medicine

* Architecture
* Interior architecture
* Civil engineering
* Sustainable building engineering
* Chemical and process engineering
* Pharmaceutical engineering
* Environmental engineering
* Chemical engineering
* Closed-loop technologies
* Environmental protection technologies

5

1. Candidates admitted to studies in the fields listed in sec. 1 along with written information on admission will obtain a referral to an occupational medicine doctor. This referral will allow them to carry out examinations and provide a certificate from the occupational medicine doctor which they will have to submit to the dean's office of the faculty.
2. The list of occupational medicine units that carry out examinations free of charge, on the basis of a referral issued by Poznan University of Technology, can be found on the University's website.

§7
**Tuition fees**

1. The recruitment fee is as follows:

1) for first-cycle studies:

1. field of study: architecture, architecture and interior architecture (the need to conduct an initial examination, checking artistic abilities) — PLN 150
2. other fields of study — 85 PLN

2) for second-cycle studies:

1. field of study: architecture, architecture and interior architecture (the need to conduct an initial examination, checking artistic abilities) — 150 zlotys
2. other fields of study (the need for an initial examination) — PLN 100

2. The candidate makes a single payment for the procedure related to admission to studies, for the chosen form of studies (full-time, part-time) and level (first- and second-cycle studies), regardless of the number of indicated fields of study. In the event of indicating the fields of study in which various tuition fees are applicable, the candidate shall pay a higher amount. The fee paid is non-reimbursable.

3. PUT collects tuition fees for educational services related to:

1. education in part-time studies;
2. retakes of specific classes in full-time studies due to unsatisfactory results;
3. studies conducted in a foreign language;
4. conducting classes not included in the programme;
5. teaching foreign nationals in full-time and part-time studies in Polish.

4. Foreign nationals listed in art. 324 par. 2 of the Act in full-time studies in Polish and English will not be charged tuition fees.

5. Foreign nationals not listed in art. 324 par. 2 of the Act are obliged to pay for educational services to the amount specified in the separate ordinance of the Rector.

6. Foreign nationals undertaking studies at PUT on the basis of international agreements or agreements concluded by the PUT with foreign entities pay for the educational services indicated in these agreements.

7. A foreign national applying for part-time studies and holding the rights listed in art. 324 par. 2 of the Act makes the payment to the same amount as Polish citizens.

8. If a foreign national pursuing full-time studies in Polish or English on a fee-paying basis acquires entitlements listed in art. 324 par. 2 of the Act, the Rector, at the written request of the foreign national, may change financial conditions of studying. The application, along with the justification and the Dean's opinion, should be submitted through the DWM.

9. Regardless of financial rules of studying, PUT charges fees for issuance of documents related to the course of studies in accordance with the applicable price list included in the Rector's ordinance on fees, detailed principles of collecting and conditions and procedures for tuition fee exemptions fees in the academic year 2022/2023.

§8

Exemption from tuition fees

1. A foreign national may be exempted from tuition fees listed in § 7 section 1 points 2, 3, 5, on the terms specified in agreements between universities or in an international agreement.

2. Exemption of a foreign national from these fees may also be based on:

1. Rector's administrative decision;
2. a decision issued by the Minister or a NAVA Director’s decision concerning its scholarship holders.

3. The Rector of PUT may exempt foreign nationals undertaking studies at PUT on a fee-paying basis from tuition fees in total, lower them or spread them in instalments at the written request of the student along with a justification, reviewed by the Dean.

4. A complete application form should be submitted to the Rector through the DWM.

§ 9

Fee reimbursements

1. A refund of tuition fees, for the period of not receiving education, occurs in one of the following circumstances:

1. receiving a leave of absence or obtaining another break in studying on the terms and in the manner specified in the study regulations;
2. resignation from education for health reasons confirmed by a medical certificate, or for other important and documented unforeseen reasons;
3. receiving a decision renewing the issuance of a visa within the meaning of the provisions of the UOC.

2. The costs of tuition fee reimbursement are covered by the candidate.

3. If a transaction of reimbursement of tuition fee to the beneficiary's (candidate's) account is rejected as a result of incorrect bank details, a subsequent transaction, reduced by the costs of the next bank transfer, will be made to the amount calculated on the basis of the average NBP exchange rate on the day on which the transfer was reversed.

§10

Rights and obligations of foreign nationals

1. A foreign national not mentioned in art. 324 (2) of the Act, may not apply for a social scholarship or a

 student loan.

1. A foreign national is obliged to submit to an appropriate PUT unit valid current documents entitling him/her to stay in the territory of the Republic of Poland and certifying his/her right to use health insurance in the territory of the Republic of Poland, when the previous documents have lost their validity.
2. A foreign national is obliged to inform the dean's office in writing or in person about any changes in correspondence address and e-mail address within 7 days of the date of address change. If this requirement is not met, any correspondence sent to the address indicated in the student's file is considered as delivered.
3. A foreign national is obliged to comply with all obligations imposed on him/her by the Statute of PUT and the regulations of studies and any other acts of internal University law.

§11

Other provisions

Appropriate unit conducting a foreign national’s study is obliged to notify the Rector, through DWM, about any changes in the course of his/her studies, removal from student list as well as failure to complete the year of study within the specified period.

 §12

Final provisions

The Rector authorizes the Vice-Rector to take decisions on his/her behalf in matters concerning foreign nationals, as specified in the Ordinance.

§13

The Regulation enters into force on the date of its signature.

 PUT Rector

 Professor, habilitated doctor engineer

 Teofil Jesionowski