



POLITECHNIKA POZNAŃSKA

POZNAN UNIVERSITY OF TECHNOLOGY

STUDY REGULATIONS

of

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. 55/2024-2028 z dnia 30 April, 2025

<https://intranet.put.poznan.pl/departament/ro/2025/04/30/13252>



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mgr inż. Beata Zarzycka
coordinator to international students on FCTE



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FOR WHOM THE STUDY REGULATION IS
?



ORGANIZATION OF STUDY

1. **Class Schedule** – USOSweb system
2. **Mandatory attendance at all classes** – Absence of more than 30% of classes results in removal from the student list
3. **Tuition fee** – USOSweb system according to the fee schedule
<https://put.poznan.pl/en/node/6099>
4. **Exam session** – scholarship for the best academic results or removal from the student list (due to lack of credits)
5. **University email** – contact only with university staff



PASSING SYSTEM - grading scheme:

Descriptive grade	Letter symbol	Numerical grade
very good	A	5.0
good plus	B	4.5
good	C	4.0
satisfactory plus	D	3.5
satisfactory	E	3.0
unsatisfactory	F	2.0

- Semester completion:

A MAXIMUM 30 ECTS/semester – semester completed

A MINIMUM of minus 14 ECTS from the total – conditional registration



PASSING SYSTEM – Form of assessment:

Name of the credit	Symbol
Absent	NB
Not qualified	NZAL
Passed	ZAL
Not classified	NK



Repeating classes:

Repeating classes at first and second cycle studies

- up to 30 hours per semester	500PLN
- from 30 to 60 hours per semester	600PLN
- over 60 hours per semester	800PLN

SUBJECT =

Lecture + Exercises + Laboratory + Project



SEMESTER FEE:

1. First day of the semester – tuition payment (information in USOSweb)
2. The bank transfer made 2–3 days in advance will be credited on time.
3. Late payments – interest charges apply.
4. Possibility to divide the payment into installments.
5. The fee is calculated per semester proportionally for each week (15-weeks semester)
6. Resignation from studies – interest accrual is frozen

IF YOU ENCOUNTER A PROBLEM:

1. **Coordinator** – from your department (Dean's Office/CSS)
2. **Applications and requests** – website: css.put.poznan.pl
3. **Dean** – office hours (for individual PROBLEMS)
4. **Rector** – final decision, contact only through the Dean's Office



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**WHEN WILL YOU COMPLETE ALL SEMESTERS
AND DEFEND YOUR THESIS?**





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Thank you for being here 😊
I wish you many wonderful days at PUT and in Poland,
joy and health for all the days to come,
and lots of energy for the exam session.
I hope that only the most beautiful memories
will remain in your hearts

நன்றி / Nanri

شكراً لك / shoukran

Gracias

Merci

dziękuję

дядкую

Grazie

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Zor Swpas

Teşekkür ederim

Danke

धन्यवाद / dhanyavaad