

**Ordinance No. 14
of the Rector of Poznan University of Technology
of 23 April 2026
(RO/IV/14/2026)**

**on the undertaking of studies at Poznan University of Technology
by persons who are not Polish nationals in the academic year 2026/2027**

Acting pursuant to Articles 69, 70, 323, 324 and 326 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws 2024, item 1571, as amended), hereinafter referred to as “UPSWN”, in conjunction with the Act of 12 December 2013 on Foreigners (Journal of Laws 2026, item 203, as amended), hereinafter referred to as “UOC”, § 15 and § 38 of the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (Journal of Laws 2023, item 2787), and Resolution No. 53/2020–2024 of the Senate of Poznan University of Technology of 30 April 2025, as amended, hereinafter referred to as the “admissions resolution”, the following **is ordered**:

§ 1

General provisions

1. This Ordinance sets out the rules governing the undertaking of studies at Poznan University of Technology, hereinafter referred to as “PUT”, by persons who are not Polish nationals, hereinafter referred to as “foreigners”.
2. A foreigner, within the meaning of Polish law, shall be any person who does not possess Polish citizenship. Persons holding both Polish citizenship and the citizenship of another state may undertake and pursue higher education at PUT exclusively under the rules applicable to Polish nationals.
3. PUT admits foreigners to first-cycle and second-cycle degree programmes within the limits established for particular forms and fields of study, as specified in Attachment No. 2 to this Ordinance.
4. Admission of a foreigner to studies shall be based on the results of the qualification procedure.
5. Foreigners may undertake and pursue studies on the basis of:
 - a) international agreements, in accordance with the terms specified therein;
 - b) agreements concluded by the University with foreign entities, in accordance with the terms specified therein;
 - c) a decision of the minister;
 - d) a decision of the Director of the National Agency for Academic Exchange (NAWA), with regard to its scholarship holders;
 - e) a decision of the Director of the National Science Centre (NCN) granting financial resources for the implementation of basic research in the form of a research project, internship or scholarship, awarded through a competitive procedure;
 - f) an administrative decision of the Rector.

§ 2

Conditions and procedure for admission

1. The admission process for foreigners shall take place within the time limits specified in Attachment No. 1 to this Ordinance.
2. An applicant for studies shall sign a declaration confirming that they have acquainted themselves with the schedule and rules for the payment of fees and undertake to comply with them in the event of being entered on the list of students of PUT. The template of the declaration is set out in Attachment No. 3 to the Ordinance of the Rector of PUT on the amount, detailed rules for the collection of fees, and the conditions and procedure for exemption from fees in the academic year 2026/2027.
3. In order to ensure the organisational and substantive requirements of the admissions process, the Rector shall appoint the Foreigners’ Admissions Committee, hereinafter referred to as the “FAC”, composed of academic staff and administrative employees of PUT.
4. Entrance examinations confirming the possession of knowledge required to undertake studies in a given field, as well as assessments of artistic aptitude, shall be conducted by the FAC appointed by the Rector.

5. The FAC shall determine the results of the qualification procedure for applicants participating therein.
6. The qualification procedure shall be conducted in two admission rounds (for the winter semester and for the summer semester). After each round, a ranking list shall be prepared (in the case of first-cycle studies), as well as an admissions report containing information on the qualification results.
7. In the event that the admission limits for particular fields of study are not filled, the FAC reserves the right to qualify additional applicants who have met the admission requirements.

§ 3

Registration and course of the qualification procedure

1. Admission to the first year of studies shall be conducted electronically via the admissions system; the application form is available at: <https://rekrutacja.put.poznan.pl/>.
2. The applicant shall create an individual account in the admissions system, complete all required data, select the field(s) of study (a maximum of three fields within a given cycle and mode of study), and upload electronic copies of the required documents and a photograph.
3. The applicant is obliged to submit electronic copies and the originals of the required documents within the time limits specified in the detailed admissions schedule referred to in § 2(1).
4. The applicant shall bear full responsibility for failure to provide data or for providing incomplete, incorrect or false data, as well as for any consequences arising therefrom.
5. A person shall acquire the status of an applicant for studies upon payment of the admissions fee.
6. Following the creation of an individual account in the admissions system, communication with applicants shall be conducted through that system.
7. After confirmation of payment of the admissions fee and submission by the applicant of complete documentation in the system, the FAC shall assess the documentation in terms of formal and substantive compliance.
8. In the qualification procedure for first-cycle studies, a ranking list shall be used, prepared in accordance with the formula referred to in § 3(5) of the admissions resolution. Grades from the secondary school leaving certificate and the results of central examinations shall be taken into account. Where the document corresponding to the Polish secondary school leaving certificate (matura) does not specify the examination level, the result shall be deemed equivalent to the basic level of the Polish matura examination. In countries where an applicant may take an external examination as an additional qualifying examination for first-cycle studies, the result of such an examination shall be considered equivalent to the extended level of the Polish matura examination.
9. The applicant shall receive the results of the qualification procedure via the admissions system.
10. A condition for admission to studies is the payment in full of the tuition fee for at least the first semester of studies or the submission of a document entitling the applicant to exemption from fees.
11. Decisions on admission to studies shall be delivered by post or via the admissions system.
12. A decision on admission to studies shall be conditional. The condition for the decision to become final shall be the opening of the field of study specified in the decision and the submission of the original documents listed therein.
13. The applicant is obliged to regularly review information provided via their individual account and shall bear responsibility for the consequences of failure to fulfil this obligation.
14. Decisions on admission or refusal of admission of foreigners shall be issued by the Rector.

§ 4

Documents entitling a candidate to undertake studies

1. Foreigners applying for admission to studies at PUT shall be required to submit the following documents:
 - 1) Educational documents:
 - 1.1) In the case of first-cycle studies:
 - a) a secondary school leaving certificate (matura) or another document referred to in Article 69(2) of the UPSWN;
 - b) a written statement concerning the above-mentioned document issued by the Director of the National Agency for Academic Exchange (NAWA), confirming eligibility to apply for admission to studies, or such a statement issued by the Director of NAWA confirming eligibility to apply for admission to studies—in the cases referred to in Article 93a of the Act of 7 September 1991 on

the education system, as indicated in Article 70(5b)(1) of the UPSWN—or a decision of the Superintendent of Education recognising secondary education and the right to apply for admission to higher education;

- c) a transcript of records from the course of education, entitling the holder to undertake first-cycle studies in the country of issuance of the certificate, together with the official grading scale, where this is not specified in the educational document referred to in point 1.1(a), certified by the secondary school completed by the applicant;
- d) where available, a document certifying the result of an external examination qualifying for first-cycle studies in the country or education system in which the certificate referred to in point 1.1(a) was issued.

1.2) In the case of second-cycle studies:

- a) a diploma of completion of first-cycle studies or long-cycle Master's studies, or a certificate obtained abroad entitling the holder to undertake second-cycle studies in the country in whose system the awarding institution operates. Where a certificate is submitted, the applicant shall be required to provide the appropriate diploma immediately upon receipt, and no later than before the commencement of the first semester of studies;
- b) foreigners who do not possess a document referred to in Article 326(1) or Article 327(1) of the UPSWN shall be admitted to second-cycle studies under the rules set out in § 4 of the admissions resolution and shall, in the course of the admissions process, submit a diploma of completion of studies issued abroad by an institution recognised by the state in whose territory or higher education system it operates, together with a written statement issued by the Director of NAWA confirming eligibility to apply for admission to studies, as referred to in Article 70(5d)(1) of the UPSWN;
- c) a transcript of records from the course of education entitling the holder to undertake second-cycle studies, together with the official grading scale where this is not specified in the transcript, certified by the higher education institution completed by the applicant;
- d) a certificate issued by the relevant higher education institution indicating the overall grade average from the entire course of first-cycle or long-cycle Master's studies, where such average is not included in the diploma supplement.

2) Proof of language proficiency (at least B2 level) required to undertake studies. The University shall verify proficiency in the language of instruction in accordance with the Regulation of the Minister of Science and Higher Education of 30 July 2025 on the types of documents certifying knowledge of the language in which studies are conducted.

3) The page of the passport or other travel document containing the photograph and personal data of the foreigner, for the purpose of verifying the correctness of the data entered and making any necessary corrections on the basis of the attached document.

4) For programmes in Architecture and Interior Design: a portfolio and a declaration of its independent preparation in the case of applicants for first-cycle studies; a diploma project, portfolio and a declaration of its independent preparation in the case of applicants for second-cycle studies. The portfolio requirements are set out in Attachment No. 3 to this Ordinance.

5) A document entitling the holder to exemption from tuition fees, where applicable, in the case of foreigners exempt from fees pursuant to Article 324(2) of the UPSWN.

6) A decision of the Director of NAWA, in the case of scholarship holders.

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

1) be drawn up in Polish;

2) be drawn up in English;

3) be translated into Polish or English in one of the following ways:

a) by a person entered on the list of sworn translators maintained by the Minister of Justice;

b) by a person registered as performing a function equivalent to that of a sworn translator in the Republic of Poland in a Member State of the European Union, a Member State of the European Free Trade Association (EFTA), a party to the Agreement on the European Economic Area (EEA), or a member state of the Organisation for Economic Co-operation and Development (OECD);

c) by a consul of the Republic of Poland competent for the state in whose territory or education

- system the document was issued;
- d) by a diplomatic mission or consular office accredited in the Republic of Poland of the state in whose territory or education system the document was issued.
- In the event of difficulties in obtaining a translation into Polish or English, the International Relations Office (IRO) may grant consent for the applicant to submit a translation prepared by another institution whose reliability raises no doubts.
3. The University reserves the right to require additional documents beyond those listed in paragraph 1, depending on the specific conditions of admission.
 4. All current information regarding required documents shall be provided to applicants via the PUT website, the admissions system, or by email.

§ 5

Medical examinations

1. The list of degree programmes for which the University issues referrals to an occupational health physician is as follows:
 - Architecture,
 - Architecture [English track],
 - Interior Design,
 - Civil Engineering,
 - Civil Engineering [English track],
 - Sustainable Building Engineering [English track],
 - Chemical and Process Engineering,
 - Pharmaceutical Engineering,
 - Environmental Engineering,
 - Chemical Technology,
 - Chemical Technology [English track],
 - Circular SystemTechnologies.
2. Persons admitted to studies in the programmes listed in paragraph 1 shall receive, from the International Relations Office (IRO), a referral to an occupational health physician. On the basis of this referral, they are required to undergo medical examinations and submit a certificate issued by the occupational health physician to the Faculty Dean's Office or the Student Affairs Centre (SAC) prior to the commencement of classes. Failure to comply with this obligation shall prevent participation in classes.
3. A list of occupational health units providing examinations free of charge on the basis of a referral issued by Poznan University of Technology is available on the University's website.

§ 6

Fees

1. The fee for conducting the admissions procedure for first-cycle and second-cycle studies shall be as follows:
 - for the programmes: Architecture, Architecture [English track], and Interior Design (requiring assessment of artistic aptitude) – PLN 150
 - for other programmes of study, where the applicant:
 - takes an entrance examination – PLN 100
 - does not take an entrance examination – PLN 85
2. The applicant shall pay a single fee for the admissions procedure for a given mode and level of study, regardless of the number of programmes selected. Where programmes with different fees are selected, the higher fee shall apply. The fee paid shall be non-refundable.
3. The admissions fee shall be paid no later than the final day designated for registration in the admissions system, in accordance with the admissions schedule.
4. The applicant shall bear all costs associated with payment of the admissions fee and tuition fees, including handling charges, bank fees, commissions, and costs related to the reimbursement of overpayments in the qualification procedure for reasons not attributable to PUT.

5. Foreigners shall be required to pay fees for educational services in the amount specified in a separate ordinance of the Rector on the amount, detailed rules for the collection of fees, and the conditions and procedure for exemption from fees.
6. Foreigners undertaking studies at PUT on the basis of international agreements or agreements concluded by PUT with foreign entities shall pay fees for educational services as specified in those agreements.
7. Where a foreigner undertaking or pursuing full-time studies in Polish or English on a fee-paying basis possesses or acquires the entitlements listed in Article 324(2)(1)–(8) of the UPSWN, they may at any time submit an application to the Rector for exemption from fees. In such a case, the Rector may, upon a written application from the foreigner, modify the financial conditions of the studies.
8. Reimbursement of tuition fees in the event of failure to commence studies shall be carried out in accordance with the provisions set out in the relevant ordinance of the Rector on the amount, detailed rules for the collection of fees, and the conditions and procedure for exemption from fees for the academic year 2026/2027.

§ 7

Rights and obligations of applicants

1. A foreigner shall be obliged to notify any change of correspondence address and email address in writing or in person at the Faculty Dean's Office or the Student Affairs Centre (SAC) within 7 days of the change. Failure to comply with this requirement shall result in correspondence sent to the address indicated in the student's records being deemed duly delivered.
2. A foreigner shall be obliged to upload to the admissions system a photograph meeting the requirements applicable to identity documents.
3. A foreigner shall be obliged to familiarise themselves with and comply with all obligations imposed by the Study Regulations and other internal legal acts of the University.
4. Minors may participate in the admissions process with the consent of their legal representative. For this purpose, the legal representative shall submit a written declaration of consent to the minor undertaking studies, together with a document confirming the status of the legal representative of the minor applicant.

§ 8

Final provisions

1. The Rector hereby authorises the Vice-Rector for International Relations to take decisions and make determinations on his behalf in matters concerning foreigners, within the scope specified in this Ordinance.
2. This Ordinance shall enter into force on the date of its signing.

Rector
of Poznan University of Technology

Prof. Teofil Jesionowski, Ph.D., D.Sc.