REGULATIONS FOR STUDYING
full-time and part-time
first-cycle and second-cycle
made by the Academic Senate of Poznań University of Technology
Resolution number 175 from 25 April 2012 r.
Amendments introduced by Resolution number 185 from 27 June 2012 r.
Unified text

Poznan, April 2012
Regulations for studies offered jointly by Adam Mickiewicz University and the Poznan University of Technology in the micro-field of *Bioinformatics*

Regulations for second-cycle studies offered jointly by the Faculty of Electronics and Telecommunication at the Poznan University of Technology, the Faculty of Computer Science and Electronic Economics at the Poznan University of Economics and the Institute of Physics at Adam Mickiewicz University, Poznan, in the study field of *Applications Of The Internet In Technology.*
I. GENERAL RULES

Paragraph 1
These regulations shall apply to first-cycle studies, second-cycle studies and long-cycle studies leading to a master’s degree as well as Poznan University of Technology tutors.

Paragraph 2
Rules for the admission of students to the University shall be laid down by its Senate.

Paragraph 3
1. A person admitted to the Poznan University of Technology shall acquire academic rights upon matriculation and taking the academic oath.
2. A student shall receive a student identity card and a student record book *(indeks)* (if the Faculty documents studies and study results by means of record books *(indeksy)*). A student record book *(indeks)* belongs to the student and is a document which shows their progress of study and academic records.
3. Upon the motion of the Dean consulted by the Faculty Board and the Students’ Union body of a given Faculty, the Senate of the Poznan University of Technology may limit, under a separate resolution, the keeping of students’ academic records and grades in a particular Faculty to the filing of examination reports and students’ academic progress reports (also referred to as European Credit Transfer System reports).
4. A student shall show conduct in accordance with the academic oath taken and these Regulations.

Paragraph 4
1. To obtain a Poznan University of Technology diploma, a student shall pass their diploma examination.
2. Poznan University of Technology issues graduation diplomas, thus awarding the following degrees:
   - a Bachelor of Science (the degree of *licencjat*),
   - b Bachelor in Engineering (the degree of *inżynier*),
   - c Bachelor of Science Eng. in Architecture (the degree of *inżynier architekt*),
   - d Master of Science (the degree of *magister*),
   - e Master of Engineering (the degree of *magister inżynier*),
   - f Master of Architectural Engineering (the degree of *magister inżynier architekt*).

Paragraph 5
1. Students’ Union bodies are the sole representative of all Poznan University of Technology students.
2. The University’s student organizations as well as associations that bring together students only or students and tutors are entitled to approach the authorities of the Poznan
University of Technology or Students’ Union bodies, within their statutory activities, to address matters relating to the students.

II. ORGANISATIONAL INFORMATION

Paragraph 6
1. Poznan University students may enrol for both full-time and part-time studies.
2. Part-time studies comprise evening, extramural and auditing students academic programmes.
3. Courses may be taught using distance-learning methods and techniques.

Paragraph 7
1. An academic year commences not later than in the first week of October and terminates not earlier than in the last ten days of September and consists of a winter semester and a summer semester.
2. Each semester comprises a fifteen-week period of tutorials and an examination period.
3. Upon the consent of the Dean of the Faculty on which a student is enrolled, tutorials held in the last semester of study (the so called “thesis semester”) may be completed in a shorter period of time.
4. A detailed organisation of an academic year shall be decided upon and communicated by the Dean not later than four months before the beginning of the year.
5. Evening courses within both full-time and part-time studies should take place between Monday and Friday, and extramural courses within part-time studies tutorials – on non-working days with the exceptions of Bank Holidays or on Fridays after the students have been consulted.
6. Dates as specified in a detailed organisation of an academic year referred to in Paragraph 7, Section 5 shall not apply to auditing students academic programmes and distance-learning programmes. Such students’ performance shall be assessed on a semester basis.
7. The Rector may establish class-free days and cancel part of tutorials during an academic year.

Paragraph 8
1. Studying takes place according to study programmes (curricula) comprising syllabi and learning outcomes.
2. Study programs describe the educational process which lead to learning outcomes. They specify among other things:
   a) Modules of education (a module is a subject, a group of subjects, practice or field practice) with learning outcomes and ECTS credits assigned to each module. (ECTS – European Credit Transfer and Accumulation System),
   b) A study programme (curriculum) which defines forms of educational activities and their division into semesters,
   c) Ways of verifying learning outcomes achieved by students.
3. Tutorials, skills and knowledge assessment tests and diploma examinations may be conducted in a foreign language to the extent and under conditions set out by the Faculty Board. This may also apply to skills and knowledge assessment tests during the process of recruitment. Diploma theses may also be prepared using a foreign language.

4. Deans’ Offices make curricula and plans of studies for particular Faculties, major courses and areas of specialisations available to students.

5. The Poznan University of Technology shall recognise curricula completed at other universities under conditions specified in relevant agreements in compliance with principles of the European Credit Transfer and Accumulation System (ECTS).

6. Upon the motion of a student, the Dean of the Faculty on which they are enrolled may consent to them studying and completing part of their subjects in other faculties and universities.

7. The Dean of Faculty appoints persons in charge of particular modules as recommended by head of the organizational unit in which the faculty member is employed. The person in charge of the module arranges and coordinates the contents of all activities and ways of verifying progress in learning – unified for all students within one module as well as prepares and updates ECTS card for this module.

8. A person responsible for a particular module or a tutor designated by them shall provide students during the first class with:
   a) module syllabus (specifying its didactic forms) together with a reading list,
   b) regulations concerning students’ class attendance, the methods of their performance assessment, the procedures for the completion of the course and the form of examination, the tutor’s office hours and office number and other relevant requirements.
   c) the way of informing students about examination and test results they achieved.

9. Both tutors and students shall attend courses specified in the plan of studies. Students’ attendance in classes, laboratory classes, project classes, seminars, work groups, language classes and physical education classes shall be checked by the tutor.

§ 9

1. The list of paid educational services is defined by the Senate Resolution.
2. The payments for educational services are defined by Rector.
3. Terms and conditions of payment for educational services are defined in the contract made between the University and the student. The contract is made in writing.

§ 10

1. The Dean shall publish schedules of courses not later than a week before each semester commences.
2. The Dean shall specify the template and method of a student record book (indeks) being filled out not later than a month before the termination of courses in each semester, if their faculty keeps transcripts of academic records and transcripts of marks that include student record books (indeks).
Paragraph 11
1. Upon consulting Directors and Heads of interested organisational units the Dean divides students into areas of specialisations and major courses. In doing so the Dean takes into account students’ interests and the University’s capabilities. Priority shall be given to students who have a higher weighted average of grades obtained in their current period of study.
2. The division mentioned in Section 1 shall be completed before the termination of the semester preceding the one during which the relevant courses shall be conducted in compliance with the plan of studies.

III. RIGHTS AND DUTIES OF STUDENTS
Paragraph 12
1. A student shall have the right to:

1) pursue their academic interests using the University’s specially designated infrastructure under conditions agreed upon with the administrators of the facilities as well as seeking help from their tutors and relevant authorities of the Poznan University of Technology including help in their duty hours from academic teachers who conduct the student’s classes

2) associate themselves in students’ research groups and participate in scientific, development and implementation programmes under rules specified by the Poznan University of Technology,

3) associate themselves in organisations under rules laid down in the Polish Higher Education Act (Ustawa Prawo o szkolnictwie wyższym),

4) develop their interests in the areas of culture, tourism and sports, and to have this achieved, use the University’s specially designated facilities and resources, seek help from their tutors and relevant bodies of the Poznan University of Technology under regulations governing these activities by relevant organisations,

5. actively participate in the procedure of education evaluation process,

6. have access to their marked written assessment work within one month of the date on which the results are communicated,

7. be awarded prizes and distinctions,

8. be granted financial support under rules laid down in relevant separate regulations,

9. study according to individual study program following the regulations provided by the Faculty Council (Rada Wydziału),

10. study according to interdisciplinary study programs,

11. enrol on more than one faculty or specialisation, also in other universities,

12. participate in lectures held for students of other faculties. They may also attend other types of tutorials upon the consent of the tutor responsible for the subject and the Dean of the Faculty on which they are enrolled.
13. be instructed in student’s rights and duties; instruction by the Parliament of Students in the Republic of Poland (Parlament Studentów Rzeczypospolitej Polskiej) in cooperation with the University Student Self-Government (Samorząd Studentów Uczelni).

2. A student is obliged to:

1) sign the contract concerning payments for educational services,
2) actively participate in all educational activities stipulated in the program of studies and punctually fulfil all duties defined in the curriculum, syllabi and plans of studying,
3) provide an excuse to the course instructor without delay for all absences on activities with roll call,
4) inform the Faculty Dean’s Office about all changes of personal details, such as names and addresses
5) submit the student record book (indeks) for registration, (if the Faculty documents studies and study results by means of record books (indeksy).
6) submit the student record book (indeks) and student’s progress record sheet (karta okresowych osiągnięć studenta) to the course instructor for entering credits on the day the instructor chooses, – (if the Faculty documents studies and study results by means of record books (indeksy). – oraz karty okresowych osiągnięć studenta.

Paragraph 13

1. University authorities make efforts to give equal chances to disabled students so that they could follow and complete the program of studies taking into account the kind and level of disability and the characteristics of the field and discipline of study by adapting activities to individual abilities of disabled students.

2. Disabled students can apply for adapting the form, dates and time of tests and examinations to their individual and reasonable needs. The way and range of adaptation is determined by the Dean of the Faculty in cooperation with the University Coordinator for Disabled Persons.

3. In case of difficulties in studying which result from disability, a disabled student may have assistance of a disabled person’s assistant during educational activities and examinations in order to have equal educational opportunities.

4. A disabled student may use specialized assistive equipment during educational activities and examinations with prior permission from the University Coordinator for Disabled Persons in cooperation with the Dean of the Faculty in order to participate fully in the educational process.
Paragraph 14

1. A Poznan University of Technology student shall be issued with a student identity card which will be valid as long as they maintain their academic rights.
2. A student shall lose their academic rights before their scheduled graduation when their name has been excluded from the register of students.
3. A person who has lost their academic rights shall return their identity card to the Dean’s Office and fulfil other obligations and requirements to Poznan University of Technology that they may have outstanding. Fulfilment of some of the obligations and requirements shall be confirmed in a student checkout list (karta obiegowa), whose template shall be decided upon by the Rector.
4. If a student loses their identity card, they shall immediately notify the Dean’s Office of the loss in writing, describing circumstances in which it occurred.
5. If a student’s identity card has been lost as a result of theft or other random events, the student shall be issued with a duplicate one.
6. A student has a right to possess a student’s identity card until the day of the final examination, except for first-cycle students who have this right until 31 October the year they complete their studies.

Paragraph 15

1. Students may complete the individual programme of studies and curricula only within faculties that are offered by the Poznan University of Technology.
2. The way and conditions of individual programmes of interdisciplinary studies are defined by the Faculty Council.
3. Individual programmes of studies are available to students who have very good study results and who have completed at least one semester of their studies at Poznań University of Technology.
4. Decisions stipulated in Subclause 3 are made upon application from the student by the Faculty Board who develops an individual curriculum at the same time appointing an individual tutor from among professors, associate professors, assistant professors or assistant doctors.
5. The fact that a student follows an individual curriculum may not result in extending the length of the course beyond the planned course length in a given field of study.”

Paragraph 16

1. Upon the consent of relevant Deans, a student may study subjects in other faculties outside their home Faculty, also in other universities. In the case of first-cycle studies and full-cycle programmes leading to a master’s degree a student may do this after successfully completing two semesters of studies.
2. If a student is completing two specialisations within the same faculty for the same form of studies and during the same semester, they may prepare one diploma thesis and take one diploma examination. The graduate shall then be issued with one diploma.
Paragraph 17

1. A student may transfer from the Poznan University of Technology to another higher education institution or from a higher education institution, including a foreign one, to the Poznan University of Technology having obtained consent of the Dean of the receiving faculty and confirmation that they have fulfilled all obligations stemming from the regulations in force at the institution that they are leaving.

2. A student may transfer to the Poznan University of Technology and change their faculty, provided that they have completed 2 semesters for first-cycle studies and long-cycle programmes leading to a master’s degree and 1 semester.

3. A student may change their faculty or specialisation at the Poznan University of Technology provided that they have completed the first semester for first-cycle studies and long-cycle programmes leading to a master’s degree.

4. A student leaving the Poznan University of Technology shall receive their documents only after the Dean’s Office of the Faculty on which they are enrolled have filled in the “university leaving certificate” (świadectwo odejścia) in the student record book (indeks), if their faculty keeps transcripts of academic records and transcripts of marks that include student record books (indeks).

5. A student that has transferred from another institution of higher education to the Poznan University of Technology shall be issued with a student identity card and a new student record book (indeks), if the faculty on which they are to be enrolled keeps transcripts of academic records and transcripts of marks that include student record books (indeks). The new student record book shall lay down the basis for the student’s admission to the University, the differences in curricula that they must make up and the relevant deadlines. The student record book issued by the leaving institution of higher education shall be kept in the student’s files for the period of their study at the Poznan University of Technology.

Paragraph 18

1. A full-time student may transfer to the part-time study option.

2. The semester to which the student is eligible to transfer and the differences in curricula that the student shall make up shall be decided upon by the Dean of the Faculty on which they are enrolled.

Paragraph 19

A part-time student may apply for the full-time study option after they have received credits after two semesters if enrolled on a first-cycle programme and a long-cycle master’s degree and credits after at least one semester if enrolled on a second-cycle programme. The final decision shall be made by the Dean of the Faculty on which they are enrolled.
Paragraph 20

1. If a student transfers from full-time to part-time studies or from part-time studies at a higher education institution to full-time studies at the Poznan University of Technology or when a student returns to the University after having studied for a period of time at another institution, they may not continue their studies on a semester lower than the one that follows the semester that they completed in the institution that they are leaving.
2. In cases when learning outcomes are not achieved the Dean of the Faculty may define programme differences and the way they should be eliminated.
3. A student receives the number of ECTS credits in the accepting institution which is equivalent to the learning outcomes for these activities and practices in this institution.
4. Confirming that the learning outcomes are equivalent is a necessary condition to credit activities and practices from another faculty of the University or another institution, including foreign institutions if crediting should be done for activities and practices defined in study programmes.
5. The decision to credit activities is made by the Dean of the Faculty which accepts the student, at student’s request and on submitting proper documentation of studies which took place at another faculty of the University or elsewhere.
6. If a student studied elsewhere and followed the ECTS requirements and achieved the number of credits exceeding the number which is necessary to complete a semester:

   1. this situation does not require changing the number of credits necessary in further studies,
   2. the subjects which caused this excess may be entered in the student’s supplement as additional achievements.

Paragraph 21

1. Students who take auditing academic programmes and who are taught using distance-learning methods and techniques have a right to consult tutors appointed by the Dean of the Faculty on which they are enrolled.
2. The decision whether a student may take an auditing academic programme or study using distance-learning methods and techniques shall be made by the Dean of the Faculty on which they are enrolled.

Paragraph 22

1. The tutor responsible for a particular subject shall determine the manner of and the deadline for a student making up the missed tutorials for which the absences have been explained.
2. If a student has failed to attend more than 1/3 of all classes, they may be denied credits in a particular subject, even if all their absences have been explained. A student’s failure to perform exercises laid down in the regulations of a laboratory class shall result in them not obtaining relevant credits.
3. The Dean may use sanctions against those who have failed to provide excuse for their absences up to and including the exclusion of a particular person’s name from the register of students.
IV. COMPLETION OF SEMESTERS AND YEARS

A. General provisions

Paragraph 23

1. For checking knowledge and skills as well as crediting periods of studies the University uses a system of points.
2. The system shall be based on the following rules:
   1) credit points are attached to all subjects in the plan of studies, excluding those of informational nature (library training, health and safety courses, etc.),
   2) students shall be subject to assessment during all lessons to which credit points have been attached, with the exception of internships and work practice,
   3) credit points are attached to particular subjects and not to the form that a lesson can take. Credit points are attached to part of a subject only if it lasts longer than one semester,
   4) the number of credit points attached to a module is an integer,
   5) the decision regarding the number of credit points attached to modules shall be made by the Faculty Board on the motion of the Dean,
   6) the number of credit points attached to modules in each semester shall be specified in the program of studies and it ranges 30 ECTS credits. For extramural courses it is suitably lower, provided that these courses last longer than their full-time counterparts,
   7) to obtain a diploma in both full-time and extramural courses it is indispensable for a student to fulfill curriculum requirements as well as to obtain a number of ECTS credits not lower than the number of semesters specified in the full-time course curriculum for a particular level of studies multiplied by 30

3. Conditions that shall be met by a student who wishes to take part in their courses outside their home faculty as well as credit points transfer rules shall be specified by the Dean of the Faculty on which they are enrolled.

Paragraph 24

1. A semester is a basic performance period for students of all faculties.
2. The organisation of a semester and the method of its completion shall be decided upon by the Dean of the Faculty on which a student is enrolled. In faculties that keep transcripts of academic records and transcripts of marks that include student record books (indeks), the Dean shall also assign a deadline for students to submit their record books to be registered for the next semester. There may be justified individual cases when the Dean may reschedule the original date for submission of record books.
3. A student is eligible to register for the next semester when:
   1) by the date specified by the Dean they will have been awarded the number of credits not lower than:
      
      \[30 \cdot K - (12 + N)\]

      for the full-time study programme,
26 \cdot K - (11 + N) for part-time first-cycle eight-semester study corresponding to full-time seven-semester study,
23 \cdot K - (10 + N) for part-time first-cycle nine-semester study corresponding to full-time seven-semester study,
22 \cdot K - (10 + N) for part-time second-cycle four-semester study corresponding to full-time three-semester study,

where,
K is the number of semesters that have passed since the beginning of study,
N is the number of additional credit points from the closed interval \([0, 2]\) specified by the Faculty Board.

2) they have completed the modules listed in the program of studies with a delay not longer than two semesters. There may be justified cases when the Dean may allow a longer period for students to complete a particular subject.

4. The Rector may grant permission to continue studying on the next semester or year on consulting the Dean.

**Paragraph 25**
1. A student is considered to have passed a semester on condition they have received at least a satisfactory grade for all types of classes specified in the program of studies and they have completed their internships and obligatory trainings successfully (without grades).
2. If a given faculty keeps transcripts of academic records and transcripts of marks that include student record books (indeks), students’ grades given after examinations and semester assessments, taking into consideration Section 1, must be entered in examination protocols, credit protocols, students’ academic progress reports and students’ record books (indeks).

**Paragraph 26**
Poznan University of Technology has the following grading scheme:
1. very good – (A) – bardzo dobry – 5.0,
2. good plus – (B) – dobry plus – 4.5,
3. good – (C) – dobry – 4.0,
4. satisfactory plus – (D) – dostateczny plus – 3.5,
5. satisfactory – (E) – dostateczny – 3.0,
6. unsatisfactory – (F) – niedostateczny – 2.0.

**B. Receiving credits**

**Paragraph 27**
1. Positive results of regular knowledge and skill tests are necessary to pass all courses which do not end with an examination. The tests, which are in accordance with the guidelines prepared by the person responsible for the module, are performed by the course instructor. The course instructor also gives grades to students and the deadline for that is the end of the semester.
2. Credits shall be awarded by tutors responsible for particular subjects. In particular cases a credit may be awarded by another tutor appointed by the Dean.

3. When a student has failed in a particular test, they shall have the right to re-sit it once.

4. A student’s failure to complete a particular class may result in them not being able to sit an examination in a particular module. If the student has failed to complete other forms of the class, the final decision whether such a student will be allowed to take the examination shall be made by the tutor responsible for the module.

5. The course instructor is obliged to let students take a resit test if it is necessary to be admitted to the examination.

Paragraph 28
1. Upon the motion of the supervisor of research and implementation programmes, the person responsible for a particular module may exempt a student from participation in certain module, if the subject is related to the programmes. In such a case, the student may also obtain credits for recitations, laboratories, projects or seminars, for modules which are connected with the project being implemented.

2. The person responsible for a module may make the completion of their tutorial conditional upon each student passing a test on the content provided for in the curriculum that is not covered during the research and implementation programmes.

Paragraph 29
1. On the motion of a failed student submitted to the head of the faculty on which the student is enrolled within 3 working days of the date on which the results of the semester re-take assessment are communicated, the head shall order, and only in justified cases, an additional semester assessment be taken by them before an examination commission.

2. The examination commission consists of three university tutors appointed by the head of the faculty in which the module is taught. The chairperson of the board should be the head of the department themselves or a person designated by them. Apart from the chairperson and the tutor responsible for the subject that the student has failed to pass, the board should also consist of a tutor specializing in the same or related field of science. In the motion referred to in Section 1 the student may designate a person from the academic community to act as an observer during the whole assessment.

3. The chairperson of the re-take examination commission may not be the person whose duty was to give credits in a given subject.

4. The board’s grade shall be conclusive.

C. EXAMINATIONS

Paragraph 30

1. The examination schedule is made by the Dean on consulting students’ representatives. In two last semesters three examination dates are set in the schedule.

2. The examination is a way of checking if the student has achieved learning outcomes defined in the module programme.
3. The examination is organized by the lecturer. In reasonable cases and with the Dean’s permission the examination in a given semester may be organized by other persons who are employed as senior lecturers or adjunct professors.

4. A student has a right to take the examination twice and that includes a resit.

5. If a student who is absent during the examination gets an unsatisfactory grade for it (F).

6. In two last semesters a student may take the examination on two dates the student chooses out of three mentioned in number 1 above, one of them being the resit.

7. Except last semesters mentioned in number 6 above, if a student submits a valid excuse within 7 days from the examination date, the student has a right to an additional one date. The additional date may not be later than two weeks after the start of the new semester and it extends the registration period.

8. In the last two semesters the third date mentioned in number 1 above may not be later than 4 weeks and 8 weeks after the start of the new semester.

Paragraph 31

1. If a student requests for it within 3 days from the date the results are announced, the Dean orders – only in reasonable cases- an examination before an examination commission which will take place on the day the Dean chooses.

2. An examination before an examination commission shall be chaired by the Dean or a person designated by them. The person who has previously examined a student must not be the chairperson of the board.

3. Apart from the chairperson and the examiner, the board should also comprise at least one tutor specialising in the same or related field of science.

4. In the motion referred to in Section 1 the student may designate a person from the academic community to act as an observer during the whole examination.

5. An examination before the examination commission may be oral or written and oral. The decision concerning the choice of the form of the exam shall be taken by the chairperson.

6. The board’s grade is conclusive.

D. INTERNSHIPS

Paragraph 32

1. Internships are part of the educational process and students shall obtain credits after completing them.

2. In faculties that keep transcripts of academic records and transcripts of marks that include student record books ("indeks"), internships shall be recorded therein together with other courses in accordance with a template decided upon by the Dean of the Faculty on which a student is enrolled.

3. Students shall be given credits by their internship supervisor.

4. In faculties that keep transcripts of academic records and transcripts of marks that include student record books (indeks), the venue and the date of a student’s internships,
as well as the supervisor’s first name and surname shall be entered on a specially designated page in the student record book (indeks).

5. A student’s participation in a scientific camp may be treated as the completion of the whole or part of their internship if the curriculum taught during the camp corresponds to the requirements laid down in the curriculum of a particular internship.

6. The Dean of the Faculty on which a student is enrolled may credit a student’s time spent working both at home and abroad towards a particular internship if its nature fulfils criteria laid down in the curriculum of student internships.

7. The Dean of the Faculty on which a student is enrolled shall specify consequences resulting from the student being expelled from their internship by the company that it is offered by.
E. CIRCUMSTANCES OF EXCLUSION OF A STUDENT’S NAME FROM THE REGISTER OF STUDENTS AND ARRANGEMENTS FOR RESUMING STUDY

Paragraph 33

1. The Dean of the Faculty on which a student is enrolled shall exclude their name from the register of students if:
   1) the student has failed to take up study,
   2) the student has withdrawn from study,
   3) the student has failed to meet deadlines for submitting their diploma thesis and taking their diploma examination,
   4) the student has been punished with the disciplinary penalty of expulsion from the University.

2. The Dean of the Faculty on which a student is enrolled may exclude their student’s name from the list of students if:
   1) the student has failed to show adequate learning progress,
   2) the student has not obtained semester credits before a specified date,
   3) the student has not paid the tuition fee for study.

3. The Dean states that studying was not commenced in the following cases:
   1) if the oath was not taken;
   2) if the contract concerning payments for educational services was not signed;
   3) if a student has been absent for 1/3 of the semester since the start of this semester.
   4) if the Dean states that no progress has been made in studying according to § 24 ust. 3 oraz § 27 ust. 1 and makes appropriate decisions.

Paragraph 34

1. A student may repeat classes that they have failed in particular modules.
2. A student may not repeat a semester.
3. In reasonable cases the Dean may grant permission to retake the module without attending activities after consulting the person responsible for the module.

Paragraph 35

1. A person who has withdrawn from study or whose name has been excluded from the register of students without them having obtained the permission to register for the second semester of the studies may be readmitted to the university on the basis of general rules of admission.
2. A person whose name is excluded from the register of students after they have obtained the permission to register for at least second semester may apply for resumption of study.
3. The decision concerning a student’s resumption of study shall be taken by the Dean of the Faculty on which the student is enrolled. The Dean may make this decision conditional upon the student sitting additional exams.
4. A student may resume their study starting with a semester not higher than the one following the semester that was already completed before they withdrew from their
study or before their name was excluded from the register of students. The Dean of the Faculty on which the student is enrolled may oblige them to make up the curricula differences caused by change in the program of studies; however, these curricula differences may only concern those basic and subject-related issues which were not covered in the semesters completed before the student’s name was excluded from the register of students.

5. Upon the consent of the Dean of the Faculty on which a student is enrolled the student may resume study in a form and type other than the one that they pursued before the exclusion of their name from the register of students.

6. During the first two weeks of courses and meetings (the latter applying to part-time programmes) a student who has resumed their study may apply to the tutor responsible for the subject for their grade received before the exclusion to be transferred to their record book (indeks).

7. In the case of resuming the course the value of parameter K as laid down in Paragraph 24 is equal to the number of semesters that the student has been credited for. Any decisions in this matter shall be made by the Dean.

V. LEAVES OF ABSENCE

Paragraph 36
1. On the motion of a student the Dean of the Faculty on which the student is enrolled may grant them sick, special, compassionate and personal leave of absence, whereby first-year students may only be given sick leave.

2. A leave of absence may be short-term (up to 5 weeks) or long-term (2 semesters).

3. The type of leave of absence that a student wishes to request shall be entered in the student’s leave card and record book (indeks) if their faculty keeps transcripts of academic records and transcripts of marks that include student record books (indeks).

Paragraph 37
1. A student may not be granted leave of absence for a period of time that has already passed.

2. For the period of their leave of absence students shall retain student rights. Entitlement to financial support shall be governed by separate regulations.

3. The Dean may give a student on leave of absence permission to complete particular modules.

4. The period of time spent on leave of absence shall not alter the value of parameter K, i.e. the current number of semesters of study.

5. If a student has been granted a long-term leave of absence, they shall complete their study later than scheduled.

VI. AWARDS, DISTINCTIONS AND PENALTIES

Paragraph 38
Students who achieve academic excellence and show exceptional conducts may be awarded by the University with rewards and distinctions as laid down in relevant regulations.

Paragraph 39
The Dean may also use other methods of awarding students, such as congratulation letters, entry in the Faculty register of students with outstanding achievements and their student
record books (*indeks*), if the faculty keeps transcripts of academic records and transcripts of marks that include student record books (*indeks*), etc.

**Paragraph 40**
A graduate who showed excellent academic achievements during their study may be presented the “Wyróżniającemu się Absolwentowi Politechniki Poznańskiej” medal (the “To Poznan University of Technology Outstanding Graduate” medal). Relevant procedures are laid down in separate regulations.

**Paragraph 41**
1. Students who have shown conducts contrary to the academic oath taken, have infringed on law regulations or responsibilities laid down in these study regulations as well as in regulations of the Students’ Union shall be subject to rules of disciplinary action laid down in relevant regulations.
2. Penalties shall include admonition, reprimand, reprimand with a warning, suspension of a student’s certain rights for the period of up to one year or expulsion from the University.

**VII. DIPLOMA THESES**

**Paragraph 42**
1. Students of all types and faculties of studies shall defend their diploma thesis. A student’s diploma is understood as a piece of work.
2. A diploma thesis understood as a piece of work shall be a monograph in writing which may be supplemented with designed models, graphic designs, prototypes, constructions, technological specimens, computer software, etc.
3. In the case of the first-cycle study programme a thesis can be a project, including an engineering one.
4. A diploma thesis may be completed individually or jointly. If a thesis is a result of a joint work, the students shall provide the names of the authors of its particular parts.
5. A completed thesis shall be protected by copyright. University has a right to publish a student’s thesis first. If the University has not published the thesis for 6 months since the day of defending it, it may be published elsewhere unless it is part of a collective project.
6. A student shall present their diploma thesis in a form provided for in Section 2, together with its digital version, not later than:
   1) the end of January – for full-time courses ending with a winter semester,
   2) the end of June – for full-time courses ending with a summer semester,
   3) the end of March – for part-time courses ending with a winter semester,
   4) the end of September – for part-time courses ending with a summer semester.
7. On the motion of a student or their thesis supervisor the Dean of the Faculty on which the student is enrolled can postpone the deadline for submission of their thesis by not more than 3 months in the case of:
   1) the student’s long-term illness, confirmed by a doctor’s certificate,
2) the student’s inability to complete their thesis by a particular deadline for justified reasons beyond their control.

8. A student who has not submitted the thesis or has not achieved the number of ECTS credits stipulated in the curriculum in periods defined in numbers 6 and 7 above is removed from the students’ roster. Finishing studies is possible when the conditions stipulated in § 47 ust. 2 oraz § 35 ust. 4 are fulfilled.

**Paragraph 43**

1. A student prepares their diploma thesis, which is supervised by an academic tutor: a professor, a doctor habilitatus or a doctor.

2. Upon the consent of the Faculty Board the Dean of the Faculty on which each student is enrolled may appoint a professional who is not an academic tutor at the Poznan University of Technology to supervise the thesis with the stipulation that such a person should hold a professional degree not lower than the degree awarded to the student after the defence of their thesis.

3. In the case of a prolonged absence of the supervisor of a student’s thesis, which might result in the student submitting it with delay, the Dean of the Faculty on which the student is enrolled, upon receipt of relevant information from the Director and Head of the organisational unit that awards the degree, shall appoint a person to supervise the student’s work.

4. The research topic of each student’s diploma thesis shall be specified not later than before the student’s registration for the last semester of their studies. The student shall confirm in writing that they have received their topics.

5. If a student resumes study, as specified in Paragraph 47, Section 2, upon the consent the supervisor of the thesis, they may continue the thesis commenced before their exclusion from the register of students.

6. A student who submits their thesis shall make a written statement in compliance with the template in force that they have completed their work individually.

7. A student’s thesis shall be submitted to its supervisor. It shall be assessed by the supervisor and at least one reviewer. Reviewers are subject to provisions in Sections 1 and 2 respectively. In the case of master’s theses for which the supervisor holds the degrees of doctor or Master of Science, the reviewer shall hold the degrees of professor or doctor habilitatus.

8. If the reviewer has negatively assessed the diploma thesis, the Dean, upon consulting an additional reviewer, shall make a decision whether the student will be allowed to sit their diploma examination.
VIII. DIPLOMA EXAMINATIONS

Paragraph 44

1. A student shall have the right to take their diploma examination when:

   1) the student achieves the necessary number of ECTS credits and learning outcomes stipulated in study programmes and finishing all necessary trainings,
   2) they have submitted their diploma thesis,
   3) their diploma thesis has been approved by its supervisor and at least one thesis reviewer,
   4) the student submits all necessary documents in the Faculty Dean’s Office where the student is registered before the date of defending the thesis.

2. A diploma examination shall take place at a date arranged by the Dean of the Faculty on which the student is enrolled not later than 3 months after conditions laid down in Section 1. If the date for the submission of a student’s thesis specified in Paragraph 42, Section 6 has been rescheduled for a later date, the examination diploma should take place within a month of the date on which the thesis is submitted.

3. A diploma examination shall be conducted by a board appointed by the Dean of the Faculty on which the student is enrolled, comprising at least 3 persons: the chairperson, the supervisor of the diploma thesis and the thesis reviewer.

4. A diploma examination board shall be chaired by the Dean of the Faculty on which a student is enrolled, a Deputy Dean or a professor, a docent, or a doctor habilitatus employed by Poznan University of Technology.

5. In the case of first-cycle studies the Dean of a particular Faculty can authorize an academic with a doctoral degree to act as the chairperson of the examination board, whereby the board must consist of at least one professor or a doctor habilitatus.

6. A diploma examination shall be oral, if the Dean agrees, it may also contain a written part.

7. If a student or a thesis supervisor requests for it, the diploma examination may be open for audience. The decision to make the examination open to audience is made by the Dean who also determines the rules, range and conditions for the audience to attend the examination.
Paragraph 45
1. An examination commission shall specify the grade for a diploma thesis taking into consideration the supervisor’s and reviewer’s opinions.
2. The grading scheme laid down in Paragraph 26 shall be used to specify the grade for a diploma thesis.

Paragraph 46
1. A diploma examination consists in a student defending their thesis and answering at least three faculty-related questions.
2. To grade these the scheme laid down in Paragraph 26 shall be used.
3. The grade for a diploma examination shall be the arithmetic average (rounded to two decimal places) of the grade for a diploma thesis and the grades earned for all questions asked during the examination. A diploma examination shall be considered to be passed if the grade awarded for the defending of the diploma thesis and most of the remaining grades are at least satisfactory.
4. A satisfactory grade after an oral diploma examination shall be determined as follows:

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Description</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.76 – 5.00</td>
<td>very good with distinction <em>bardzo dobry z wyróżnieniem</em></td>
<td>A (A+)</td>
</tr>
<tr>
<td>4.51 – 4.75</td>
<td>very good <em>bardzo dobry</em></td>
<td>A</td>
</tr>
<tr>
<td>4.21 – 4.50</td>
<td>good plus <em>dobry plus</em></td>
<td>B</td>
</tr>
<tr>
<td>3.81 – 4.20</td>
<td>good <em>dobry</em></td>
<td>C</td>
</tr>
<tr>
<td>3.41 – 3.80</td>
<td>satisfactory plus <em>dostateczny plus</em></td>
<td>D</td>
</tr>
<tr>
<td>up to 3.40</td>
<td>satisfactory <em>dostateczny</em></td>
<td>E</td>
</tr>
</tbody>
</table>

5. If a student has failed to pass their diploma examination, they shall receive an unsatisfactory grade (*niedostateczny*) (F).

Paragraph 47
1. A Student who has a reasonable excuse for absence during the diploma examination or fails this examination has another date set for the examination by the Dean. The examination may take place after one month and not later than three months after the original examination date.
2. A student who does not submit the thesis in time or does not excuse the absence during the diploma examination may finish studies by reinstating according to the rules determined by the Dean.
Paragraph 48
1. A student shall complete their studies after they have passed their diploma examination.
2. The university’s graduate shall receive a Master of Science higher education diploma together with its supplement.
3. A student’s average overall grade shall be weighted. The grade for a particular module is allocated to the weight equalling the number of points attached to a particular module:
   \[ \text{the grade average} = \frac{\sum (\text{subject grade} \times \text{points})}{\sum \text{points}} \]
4. The grade for a particular module (or its part, as laid down in Paragraph 23, Section 2, Item 3) shall constitute the arithmetic average of all grades for all types of lessons taught for this module.
5. The final grade relating to the whole studies shall be determined by the diploma examination commission and shall be calculated rounding it two decimal places on the basis of the sum of:
   - 0.6 of the weighted average overall grade,
   - 0.2 of the diploma thesis grade,
   - 0.2 of the diploma examination grade.
6. The oral part grade of the final result of the studies shall be determined in accordance with the grading scheme laid down in Paragraph 46, Section 4 and shall be entered on the graduate’s diploma.
7. The number and oral grade for a student’s diploma thesis, diploma examination and final result of the studies shall be entered in a diploma examination certificate and the student’s record book (indeks) if their faculty keeps transcripts of academic records and transcripts of marks that include student record books (indeks).
8. After completing study a student shall retain their record books (indeks), if the faculty keeps transcripts of academic records and transcripts of marks that include student record books (indeks).

Paragraph 49
Rules and modes of organisation of studies, regulations concerning graduation diplomas issued at the Poznan University of Technology jointly with other higher education institutions, including foreign ones, as well as concerning the issue of a double or a joint diploma with a foreign institution shall be provided for in these Regulations as well as relevant agreements with these institutions.

IX. FINAL PROVISIONS

Paragraph 50
A Student giving up studies submits a written resignation to the Dean.

Paragraph 51
1. A student has the right to appeal with the Rector of the University against any decisions taken by the Dean of the Faculty on which they are enrolled concerning all issues laid down in these Regulations.
2. Such an appeal should be submitted in writing via the Dean of the Faculty on which they are enrolled within 14 days of the day on which a particular decision is communicated.

3. The Rector’s decision taken in the appeal procedure shall be conclusive.

4. Rules and modes of studies not provided in these Regulations shall be decided upon by the Rector. First-instance decisions rendered by the Rector shall be conclusive.

5. Administrative Code (Kodeks Postępowania Administracyjnego) and regulations relating to appeals against decisions to the Administrative Court (sąd administracyjny) shall be applied to decisions regarding students’ matters rendered by a Poznan University of Technology body.

6. If a faculty has decided to keep transcripts of academic records and marks on the basis of ECTS protocols and progress assessment reports (also referred to as ECTS reports), during the transition period students who hold student record books (indeks) shall complete their studies without having to switch to the new system.

**Paragraph 52**

These Regulations shall become effective commencing from the academic year 2012/2013.
STATEMENT

I, undersigned

.............................................................., a student of the Faculty of

.............................................................. at the Poznan University of Technology, hereby certify that my MSc/engineer’s/BSc diploma* thesis titled

.............................................................. is a result of solely my own work and effort. It means that during the preparation of the thesis I did not obtain help from other persons, and in particular I did not commission my thesis or any of its parts to be prepared by other persons or copy the thesis or any of its parts from other persons.

I further acknowledge that if this statement should turn out to be false, the decision to issue me with a diploma shall be revoked.

..............................................................

/signature/

Poznan, ...........................................

*/delete where applicable*
Regulations for studies offered jointly by Adam Mickiewicz University, Poznan, and the Poznan University of Technology in the micro-field of Bioinformatics

Paragraph 1

These Regulations shall lay down rules and modes of organisation of studies as well as rules regarding the issue of graduation diplomas after completing studies offered jointly by the Department of Biology at Adam Mickiewicz University, Poznan, and the Faculty of Computing Science and Management at the Poznan University of Technology in the micro-field of Bioinformatics, hereinafter referred to as “Studies”.

Paragraph 2

1. A student admitted to the Studies shall be matriculated and take the academic oath at the institution which has conducted recruitment and has taken the decision to admit the person.

2. As understood in these Regulations the institution as provided for in Section 1 is the student’s home University. The name of the person admitted to the Studies shall be included in the register of students at the home University and the student shall be issued with a student record book (indeks) if the Faculty documents studies and study results by means of record books (indeksy) and a student identity card. Upon the matriculation and taking the academic oath the person shall acquire the rights and obligations in force at the home University.

Paragraph 3

During the Studies a student shall be subject to regulations in force at their home University with the stipulation of Paragraph 4. Decisions concerning the person’s matters shall be taken by the Dean of the relevant Faculty and the Rector of the home University.

Paragraph 4

During courses a student shall be subject to Health and Safety (Bezpieczeństwo i Higiena Pracy) regulations as well as regulations in force in particular classrooms and laboratories at the University at which the courses are taken.

Paragraph 5

There is a mutual study programme and a plan of studies which are a basis for organizing the educational process. This mutual study programme as well as the plan of studies are recommended by Faculty Councils and accepted by means of Resolutions made by Senates of each University in accordance with regulations in force at each University.

Paragraph 6

1. A student shall prepare their BSc or MSc thesis in compliance with regulations in force at the home University with the stipulation of Item 2 of these Regulations.
2. Assessment of a student’s BSc or MSc thesis shall be made by its supervisor and a reviewer appointed by the Dean.

Paragraph 7

Graduates from the Studies shall receive a graduation diploma after first-cycle studies leading to a Bachelor of Science degree (the degree of *licencjat*) or a graduation diploma after second-cycle studies leading to a Master of Science degree (the degree of *magister*), issued by their home universities.

Paragraph 8

Matters not provided for in these Regulations shall be resolved in compliance with respective Regulations of home Universities, constituting parties of this Agreement.

Paragraph 9

These Regulations shall become effective at dates laid down in resolutions of the Senates of the Universities constituting parties of this Agreement, in force from October 1, 2012.
Regulations for second-cycle studies offered jointly by the Faculty of Electronics and Telecommunication at the Poznan University of Technology, the Faculty of Computer Science and Electronic Economics at the Poznan University of Economics and the Institute of Physics at Adam Mickiewicz University, Poznan, in the study field of Applications Of The Internet In Technology.

Paragraph 1

These Regulations shall lay down rules and modes of organisation of studies as well as rules regarding the issue of graduation diplomas after completing studies offered jointly by the Faculty of Electronics and Telecommunication at the Poznan University of Technology, the Faculty of Computer Science and Electronic Economics at the Poznan University of Economics and the Institute of Physics at Adam Mickiewicz University, Poznan, in the study field of Applications Of The Internet In Technology”, hereinafter referred to as “Studies”.

Paragraph 2

1. A student admitted to the Studies shall be matriculated and take the academic oath at the institution which has conducted recruitment and has taken the decision to admit the person.

2. As understood in these Regulations the institution as provided for in Section 1 shall be the student’s home University. The name of the person admitted to the Studies shall be included in the register of students at the home University and the student shall be issued with a student record book (indeks) (if the Faculty documents studies and study results by means of record books (indeksy) and a student identity card. Upon the matriculation and taking the academic oath the person shall acquire the rights and obligations in force at the home University.

Paragraph 3

During the Studies a student shall be subject to regulations in force at their home University.

Paragraph 4

There is a mutual study programme and a plan of studies which are a basis for organizing the educational process. This mutual study programme as well as the plan of studies are recommended by Faculty Councils and accepted by means of Resolutions made by Senates of each University in accordance with regulations in force at each University.

Paragraph 5

The form and the extent of the MSc diploma examination, uniform for all Faculties and Institutes offering the Studies, shall be laid down in resolutions of relevant Faculty Boards.

Paragraph 6

Graduates of such studies are granted a diploma of completing mutually organized second-cycle
studies issued by their home university with the title in accordance with the learning outcomes achieved.

Paragraph 7

Matters not provided for in these Regulations shall be resolved in compliance with respective Regulations of home Universities, constituting parties of this Agreement.

Paragraph 8

These Regulations shall become effective at dates laid down by resolutions of the Senates of the Universities constituting parties of this Agreement, in force from October 1, 2012.