

**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. 154/2016-2020 of 24 April, 2019

## TABLE OF CONTENTS

### CONTENTS

	Page
I. GENERAL PROVISIONS .....	3
II. ORGANIZATION OF STUDIES .....	5
III. STUDENT RIGHTS AND OBLIGATIONS .....	6
IV. CREDIT SYSTEM AND GRADES.....	9
A. General provisions .....	9
B. Passing system.....	10
C. Passing the courses.....	11
D. Examinations .....	12
E. Internships.....	13
F. Sanctions .....	13
V. LEAVE OF ABSENCE FROM COURSES .....	14
VI. DIPLOMA THESIS.....	14
VII. DIPLOMA EXAMINATION.....	16
VIII. AWARDS, HONOURS AND DISTINCTIONS .....	18
IX. FINAL PROVISIONS .....	18
ANNEX:	
Text of student oath .....	19



## I. GENERAL PROVISIONS

### § 1

1. Regulations of first and second cycle studies as well as uniform Master's studies, hereinafter referred to as the Regulations, apply to:  
all students,  
academic teachers.  
other people conducting classes at the Poznan University of Technology.
2. The Regulations use the terms defined in the Act of 20 July 2018 - *Law on Higher Education and Science* (Dz. of Laws, item 1668, with later d.) and the Statute of the Poznań University of Technology.

### § 2

#### I. GENERAL PROVISIONS

### § 1

1. The Regulations of full-time and part-time first- cycle, second-cycle and long- cycle studies, hereinafter referred to as Regulations, apply to:
  - all students,
  - academic staff and
  - other persons teaching at Poznan University of Technology
2. The Regulations use the terms defined in the Act on Higher Education of 20 July 2018, the Law on Higher Education and Science ( Journal of Laws item 1668, as amended) and in the Statute of Poznan University of Technology.

### § 2

The terms used in the Regulations shall mean:

- 1) Dean's Office - students administration and management office
- 2) learning outcomes – knowledge, skills and social competences gained in the process of education in the system of study;
- 3) form of study – full-time study or part-time study;
- 4) form of classes - the method of conducting classes and acquiring learning outcomes, i.e. lecture, auditorium, laboratory, and project classes, seminar, language course, physical education classes and internships;
- 5) individual organization of studies - a personalized mode of organization of classes granted to the student in justified cases, comprising the possibility of modifying the study program, including the study plan and timetable, while maintaining the learning outcomes adopted for a given field of study;
- 6) long-cycle studies – form of education ending with obtaining a full qualification at level 7 of the Polish Qualifications Framework;
- 7) field of study – area of education assigned to one or several scientific disciplines, implemented at the University in the manner specified by the study program;
- 8) study plan - a part of the study program in which classes or groups of classes, their hourly dimension, forms and number of ECTS points, broken down into individual semesters, are specified;
- 9) confirmation of learning outcomes - a formal process of verification of possessed learning outcomes obtained in the learning process outside the study system;
- 10) level of education – first-cycle program, second-cycle program or long-cycle MA program
- 11) study profile – general academic profile (more than half of the ECTS points are assigned to classes related to the scientific activity of the university) or practical profile

- 12) (more than half of ECTS points are assigned to classes shaping practical skills);
- 13) curriculum - a description of coherent learning outcomes specified by the University and a description of the learning process leading to achieving these effects along with ECTS credits assigned to individual classes;
- 14) ECTS points (European Credit Transfer and Accumulation System) - points defined in the European system of accumulation and transfer of credit points being a measure of the average student workload necessary to obtain the assumed learning outcomes;
- 15) first-cycle studies - a form of learning which ends with obtaining a full qualification at level 6 of the Polish Qualifications Framework;
- 16) second-cycle studies - a form of learning which results in obtaining a full qualification at level 7 of the Polish Qualifications Framework;
- 17) full-time studies - a form of higher education in which at least half of the ECTS credits covered by the study program are obtained as part of classes with the direct participation of academic teachers or other persons conducting classes and students;
- 18) part-time studies - a form of higher education in which less than half of the ECTS credits covered by the study program can be obtained with the direct participation of academic teachers or other persons conducting classes and students;
- 19) University – Poznan University of Technology;
- 20) Act - The Act of 20 July 2018 Law on Higher Education and Science;
- 21) faculty - the basic organizational unit of the University, whose task is to conduct research and teaching activities as well as to train scientific staff in at least one discipline;
- 22) classes or groups of classes - a subject or block of subjects, field classes or internships;
- 23) ISC (Integrated Service Center) - a place of administrative support for students.

### § 3

1. The terms, procedure, as well as the start and end dates of recruitment for studies and the manner of conducting it at the University shall be determined by the Senate.
2. The Senate defines the rules for admitting laureates and finalists of central level olympics and may determine the rules for accepting laureates of international and national competitions.
3. A person holding a secondary school-leaving certificate or other document specified in art. 69 item 2 of the Act, may be admitted to first-cycle or long-cycle master's studies..
4. A person with a diploma of study completion may be admitted to second-cycle studies.

### § 4

1. A person admitted to studies starts studies and acquires the rights of a student upon taking the oath.
2. The University issues the ID card to a student.
3. Student achievements are recorded in the University's IT system.
4. The student is obliged to follow the Regulations and the oath, the text of which is included in the Annex to the Regulations.

### § 5

1. Having submitted the diploma examination with a positive result, the student receives a diploma of higher education of first- or second-cycle studies, or long-cycle studies.
2. Issuing the diplomas of study completion, the University confers the following professional titles:

- 1) licencjat,
- 2) inżynier,
- 3) inżynier architekt
- 4) magister,
- 5) magister inżynier,
- 6) magister inżynier architekt.

## § 6

1. The only representative of all students of the University is Students' Self-Government.
2. University student organizations, as well as associations operating at the University associating only students or students and academic teachers, within the scope of their statutory activities are authorized to act before the University authorities or bodies of Student Self-government in matters concerning students.

## II. ORGANIZATION OF STUDIES

### § 7

1. Studies are conducted in a specific field, level and profile.
2. Studies are conducted in full-time or part-time form.
3. In studies in a given field, part of the learning outcomes covered by the study program may be obtained as part of classes conducted using distance learning methods and techniques using infrastructure and software ensuring synchronous and asynchronous interaction between students and persons conducting classes if the specificity of education allows.

### § 8

1. The academic year lasts from October 1 to September 30 and is divided into 2 semesters.
2. The Rector determines and announces the detailed organization of academic year, minimum 2 months before its commencement.
3. The dean informs students of the timetable for the semester not later than 3 days before the beginning of the semester.
4. Classes organized in the last diploma semester of study may be completed in a shorter time, with the dean's consent.
5. Classes at full-time studies take place from Monday to Friday, and at part-time studies - on Saturdays and Sundays, except on public holidays or, after agreeing with students, also on Fridays.
6. Studies conducted with the use of methods and techniques of distance learning are not related to the dates of the detailed organization of the academic year, referred to in clause 2. There is a semester method of accounting for these studies.
7. During the academic year, the Rector may establish days free of classes and cancel part of the classes. The dean, in consultation with the rector, may establish free hours for faculty students during the academic year.

### § 9

1. Studies take place according to the study program, which is a description of the learning process leading to learning outcomes and specifies in particular:
  - 1) classes or groups of classes with the assignment of assumed learning outcomes and the number of ECTS points to each class,

- 2) study plan defining the didactic forms of classes and their division into semesters,
  - 3) ways to verify the assumed learning outcomes achieved by the student.
2. Classes and tests of obtained learning outcomes, as well as diploma exams can be conducted in a foreign language. In a foreign language, diploma theses may also be prepared and tests of obtained learning outcomes may be conducted during university admissions.
  3. The Dean's Office or ZCO provides students with study plans in force at particular fields, levels, forms and study profiles.
  4. The study program, including the study plan, descriptions of classes containing, inter alia: the purpose of education, description of content and learning outcomes, forms and conditions for passing individual classes and internships, and description of acquired qualifications, are made known to students by being placed on faculty website.
  5. The study programs of other universities are recognized under the conditions resulting from previously signed agreements, taking into account the principles of ECTS credits.
  6. At the student's request, the student may be given the dean's consent to study and pass some classes at other faculties and in other colleges.
  7. Academic teachers responsible for particular classes are appointed by the dean at the request of the head of the organizational unit in which the academic teacher is employed. The person responsible for classes coordinates and agrees the scope of all forms and rules for controlling the learning progress - uniform within the framework of classes for all students, as well as develops and updates the ECTS card for classes and places it in the IT system at least a week before the beginning of the academic year.
  8. During the first class the teacher presents to the students which follows:
    - 1) program of classes in cross-section of individual forms with a list of literature,
    - 2) required form of participation in classes, method of ongoing verification of assumed learning outcomes, form of credits and exams, dates and places of consultation for students and other requirements,
    - 3) way of informing about the results of exams and credits.
  9. The teacher is obliged to enter and approve the grades in the University's IT system.
  10. Participation in exercises, laboratory classes, project classes, seminars, language classes and physical education classes is compulsory and controlled by the teacher.
  11. The teacher specifies the method and deadline to make up for arrears caused by the student's justified absence from classes.
  12. The student's absence, including the excused one, for more than 1/3 of the form of classes, may be the basis for failing this form. Failure to perform the exercises specified in the laboratory regulations makes it impossible to pass the laboratory classes.

#### § 10

1. The list of fees for educational services and the rules for their collection are set by the rector.
2. The student signs a declaration of intent that he is familiar with the list and rules of charging fees and undertakes to comply with them.

### **III. STUDENT'S RIGHTS AND OBLIGATIONS**

#### § 11

1. The student has the right to:
  - 1) develop scientific interests using the University's infrastructure as well as the help of the University's lecturers and authorities,

- 2) associate in scientific associations and participating in scientific, development and implementation works, on the principles adopted at the University,
  - 3) associate in organizations on the principles set out in the Act,
  - 4) develop cultural, tourist and sport interests, using for this purpose the facilities and resources of the University and the help of academic teachers and authorities Universities, on the terms regulating the conduct of this activity by competent organizations,
  - 5) transfer and recognition of completed classes together with ECTS credits,
  - 6) excuse absences from classes, leave from classes and leave from classes with the possibility of proceeding to verify the learning outcomes specified in the study program,
  - 7) change the field of study,
  - 8) transfer to full-time or part-time studies,
  - 9) gain an insight into their assessed written work within 14 days of the result made available,
  - 10) take the examination before a board with the participation of an observer indicated by them,
  - 11) repetition of particular classes due to unsatisfactory results,
  - 12) obtain prizes and awards,
  - 13) receive benefits on the terms set out in separate regulations,
  - 14) study according to the individual organization of studies on the principles set out by the discipline council to which a given field of study is assigned,
  - 15) participation in lectures at the University, and with the consent of the teacher and the dean – in other forms of classes,
  - 16) active participation in the learning process assessment procedure,
  - 17) psychological help,
  - 18) participation in training on the student's rights and obligations; trainings are conducted by the University Students' Self-Government in cooperation with the Student Parliament of the Republic of Poland.
2. The student is obliged to:
- 1) follow the principles included in the content of the oath,
  - 2) sign a declaration of intent proving his familiarity with the principles of charging fees and undertakes to comply with them,
  - 3) participation in all compulsory classes provided for in the study plan and timely fulfillment of other requirements provided for in the study program and Regulations,
  - 4) justify the absentee from classes immediately after the cause of the absence has ceased
  - 5) immediately notify the dean's office or ISC about any change in personal data,
  - 6) submitting to the dean a written declaration of resignation in the event of withdrawal from continuing studies,
  - 7) controlling the completeness of the entry of obtained credits in the electronic system.

## § 12

1. University bodies take actions to ensure equal opportunities for students with disabilities to implement the learning process, taking into account the degree and nature of disability and the specificity of the field of study by adapting the form of classes to their individual possibilities.
2. Students who are disabled may apply to adapt the form, dates and duration of credits and exams to their justified needs. The mode and the scope of adjustment in accordance with their individual possibilities is determined by the teacher conducting the classes in consultation with the dean and the rector's representative for the disabled.

3. In the event of difficulties in studying resulting from disability, in order to equalize educational opportunities, a student who is a disabled person may use the assistance of a disabled person's assistant during classes, credits and exams.
4. A student who is a disabled person may, during classes and exams, use specialized equipment enabling him to participate fully in the education process after prior consent of the rector's representative for disabled persons in consultation with the dean.

### § 13

1. Loss of student rights before the statutory completion of studies occurs in the case of striking the student off from the list of students.
3. A student who has lost his / her student rights should immediately settle all their obligations towards the University. The settlement of part of the commitments is confirmed by a clearance slip, the model of which is set by the rector.
4. The student is obliged to immediately notify the dean's office or ISC about the loss of student ID, stating the circumstances of its loss.
5. In the event of loss of student ID as a result of theft or other random event, the student shall obtain a duplicate.
6. A student has the right to have a student ID until the day of graduation, except for first-cycle graduates who retain this right until October 31 of the year of graduation.

### § 14

1. Outstanding students who achieve very good results in education are provided with didactic and scientific care by the University, choosing classes, methods and forms carried out according to the individual organization of studies.
2. After completing the first semester, a first-cycle or long-cycle student may apply for study according to the individual organization of studies.
3. A student interested in the individual organization of studies submits a written application to the discipline council. Detailed rules for studying according to the individual organization of the studies related to the change in the study plan are established and approved by the discipline council which appoints the academic supervisor.
4. Changes in the individual organization of studies may not relate to learning outcomes specified for a given field of study, may not lead to changes in the planned duration of studies in a given field, nor to a change in the required number of ECTS points or be associated with obtaining less points in a semester than the number of ECTS points specified in § 19 item 2.1.
5. A pregnant female student and a student being a parent have the right to study full-time at a specific field and level, according to the individual organization of studies until they graduate. The dean specifies changes in the study plan and timetable.

### § 15

The manner of implementation of learning outcomes confirmation is defined by the Senate.

### § 16

1. Highly talented high school students can participate in classes in fields compatible with their skills, upon a written request, with the consent of the Dean, after obtaining the recommendation of the school head, and in the case of underage students also the consent of their parents or legal guardians.
2. High school students referred to in item 1, admitted to the classes:
  - 1) may participate in the activities of a student scientific association;
  - 2) are obliged to comply with the rules in force at the University;

- 3) pass classes on the principles set out in these Regulations.
3. In the case of admitting high school students referred to in item 1 for studies at the University, the person conducting the classes may release them from the obligation to participate and / or pass classes completed in accordance with item 2.3) if there were no changes in the learning outcomes achieved as part of their implementation.

## § 17

1. A student may move to the University from another university, including a foreign one, and change the field, profile and form of study within the university.
2. Transfer to the University is possible not earlier than after completing one semester.
3. Changing the field and profile of study at the University is possible no earlier than after completing the first semester in the case of first-cycle or uniform master's studies. The decision to change the field of study and profile is made by the dean, determining the semester to which the student may be transferred and the curriculum differences.
4. Admission to studies from a transfer from another university is based on entry on the student list. The entry is made on the basis of the rector's consent, after taking into account the opinion of the dean of the receiving faculty. In the event of a negative opinion of the dean, refusal of admission to studies is made by the rector's decision.
5. A student may transfer from full-time studies to part-time studies. The decision to transfer is made by the dean, who determines the semester to which the student can be transferred and the curriculum differences.
6. A part-time student may apply for transfer to full-time studies after completing at least 2 semesters in the case of first-cycle studies or uniform master's studies and at least 1 semester in the case of second-cycle studies. The decision to transfer is made by the dean, determining the semester to which the student may be transferred and the curriculum differences.
7. When transferring from another university, or from full-time to part-time studies, a student cannot continue his studies in a semester lower than the semester following the last semester passed.
8. A student transferring classes credited according to another study program receives the number of ECTS points that is attributed to the learning outcomes obtained for classes and internships at the host unit, in accordance with the study program that he will be implementing. The condition for recognizing the course is proving the correlation of the learning outcomes obtained.
9. The decision on recognition of classes is made, at the student's request, by the dean of the receiving faculty, after getting acquainted with the student's documentation of the course of study.
10. In the event that a student obtained the number of ECTS points outside the University, as a result of which the number of points required to pass the semester was exceeded, then:
  - 1) this does not have to cause a correction of the number of points required in the further course of study,
  - 2) classes increasing the number of points are entered in the diploma supplement as additional student achievements.

## **PASSING SYSTEM**

### **A. General provisions**

## § 18

1. A system of ECTS points is used for checking the learning outcomes obtained and crediting periods of study.

2. The rules of the points system are as follows:
  - 1) points are assigned to all classes in the study program, with the exception of physical education and classes organized for information purposes, library training, Health and Safety, etc.;
  - 2) points are assigned to classes, not to individual forms of classes. The allocation of points for some classes applies only if the classes last longer than one semester,
  - 3) the number of points assigned to the classes is an integer,
  - 4) the number of points assigned to classes of each semester of study is specified in the study program and amounts to a minimum of 30 ECTS points. For part-time studies, it is respectively lower, as long as these studies last longer than the corresponding full-time studies,
  - 5) to obtain a diploma, it is necessary to obtain the number of ECTS points provided for in the study program and passing the diploma examination with a positive result.
3. In the case of transferring and crediting ECTS points obtained for classes in another field, faculty or another university, the following rules shall apply:
  - 1) ECTS points obtained at another university are recognized without re-checking the learning outcomes achieved, if the education took place in accordance with the agreement concluded between the universities,
  - 2) ECTS points may be recognized in place of points for classes included in the study program in the case of concurrence of learning outcomes,
  - 3) at the student's request, the decision to transfer and credit the points referred to in items 1) and 2) is taken by the dean,
  - 4) if the classes credited at another faculty or university are not assigned ECTS points, then the points are assigned by the dean of the receiving faculty in accordance with the principles set out in the Regulations and in accordance with the study program in force.

## **B. Completing the semester**

### § 19

1. The semester is the accounting period in all fields of study.
2. The condition of registration for the next semester is:
  - 1) obtaining, at the end of the semester, a number of points not less than, in the case of:
    - a) full-time studies:
      - general academic profile:  $30 \cdot K - 14$ ,
      - practical profile:  $30 \cdot K + P - 14$ ,
    - b) part-time studies:
      - 9-semester - corresponding to 7-semester full-time studies:  $23 \cdot K - 12$ ,
      - 8-semester - corresponding to 7-semester full-time studies:  $26 \cdot K - 13$ ,
      - 7-semester - corresponding to 7-semester full-time studies:  $30 \cdot K - 14$ ,
      - 4-semester - corresponding to 3-semester full-time studies:  $22 \cdot K - 12$ ,
      - 3-semester - corresponding to 3-semester full-time studies:  $30 \cdot K - 14$ ,

where:

K - means the number of semesters that have elapsed since the beginning of studies,  
 P - means the sum of points for internships provided for in the study plan from their commencement to the semester K, if the number of credits in the semester including internships exceeds 30,
  - 2) passing the classes in the study program with a delay of not more than two semesters.
3. In particularly justified cases, the dean may grant a conditional permission to continue studies in the next year or semester without meeting the conditions of item 2 points 1) and 2).

- The condition for passing the semester is obtaining at least a satisfactory grade from all forms of classes provided for in the study program and passing, without grades, internships, physical education classes and required classes organized for information purposes.

### **C. Passing classes**

#### § 20

The University uses the following grading scheme:

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

#### § 21

- The basis for passing all forms of classes that do not end with the exam are the positive results of ongoing verification of the degree of learning outcomes achieved. Verification in accordance with the rules set by the person responsible for the classes, is conducted by the teacher who issues the grade by the end of the semester.
- Credit is given by the teacher conducting the classes. In special cases, the crediting may be carried out by another academic teacher appointed by the dean.
- A student who, as a result of current control of the degree of obtaining learning outcomes, received an unsatisfactory grade, is entitled to one resit exam until the end of the examination session.
- The teacher shall provide students with a grade for checking the degree of learning outcomes not later than 7 days after the checking is done. The resit date is not earlier than 3 days after the results are available.
- The teacher is obliged to keep students' written assignments for at least 12 months.

#### § 22

- A student participating in research and implementation work or research groups, at the request of the person supervising these works, may be exempted from participating in classes with which the work is thematically related by the person responsible for classes. The student can also get credit for the classes related to the work they are doing.
- The teacher responsible for the classes may decide that the completion of the course is conditioned by passing a test checking knowledge of the material covered by the study program, and going beyond the research work carried out by the student.

#### § 23

- In justified cases, at the student's request submitted within 3 working days from the date of making the results of the resit exam available to the head of the organizational unit conducting the classes, the head may stipulate reassessment by a board on his or her own initiative within the set time limit.
- Reassessment by a board is carried out by a board composed of three persons conducting the classes, appointed by the head of the organizational unit conducting the classes. The chairman of the board should be the head of the organizational unit or a person designated by him or her. The board, in addition to the chairman and the teacher conducting the classes, should include a specialist from the discipline to which the field of study is assigned. In the application referred

to in item 1, the student may indicate an observer from among academic teachers or University students participating in the reassessment by a board.

3. In the event when the reassessment by a board applies to classes conducted by the head of the organizational unit conducting the classes, decision on reassessment by a board is made by the dean.
4. The chairman of the reassessment by a board may not be a person who previously conducted the test.
5. The board's assessment is final.

#### **D. Examinations**

##### **§ 24**

1. The examination is a test of the degree to which a student achieves the learning outcomes specified in the curriculum.
2. The exam schedule is set by the dean in consultation with the lecturers and student representatives.
3. The exam is conducted by the lecturer. In justified cases, with the consent of the Dean, other persons may carry out the examination.
4. The student has the right to take the examination twice, including the resit examination, covering given classes in a given semester.
5. Unexcused student's failure to take the exam is tantamount to losing this deadline.
6. The student's absence from the exam does not result in an unsatisfactory grade, he / she receives an absent status.
7. Unexcused failure to take the resit exam or obtaining a negative grade in this exam will result in failing classes.
8. In the case when, within 7 days of the date of the exam, the student justifies the absence, he /she has the right to an additional date. The additional date may not be later than two weeks after the beginning of the next semester. It extends the registration period.
9. The examiner provides students with the grade for the exam no later than 7 days after conducting it. The resit date shall be no earlier than 3 days after the results are available.
10. The lecturer is obliged to keep written exam papers or sets of questions and oral exam reports for at least 12 months.
11. Taking the exam is not conditional on passing other forms of classes.

##### **§ 25**

1. At the student's request, submitted within 3 working days from the date of the resit examination results being available, the dean may order - only in justified cases - a reassessment by a board within a deadline set by him.
2. The reassessment by a board is chaired by the dean or a person appointed by him. The person who previously examined the student shall not be the chairman of the reassessment board.
3. The board, in addition to the chairman and examiner, should include at least one specialist in the discipline to which the field of study is assigned.
4. In the application referred to in par. 1 student may indicate an observer from among academic teachers or university students participating in the reassessment examination.
5. The reassessment by a board may take the an oral, written or written and oral form. A decision on this matter is made by the chairman of the board.
6. The board's assessment is final.

## **E. Internships**

### **§ 26**

1. Vocational placements, hereinafter referred to as internships, are part of the study program and are subject to credit.
2. The internship is credited by the internship supervisor.
3. Participation of a student in the work of a research camp may be the basis for completing all or part of the student internship, if the camp program meets the requirements specified in the study program for the given internship.
4. The internship supervisor may include students' work in the internship, including the work abroad, if its nature meets the requirements provided for in the study program for the given internship.
5. The dean determines the effects of student dismissal - at the request of the workplace - from the internship.

## **F. Sanctions**

### **§ 27**

1. The dean strikes off the student from the list of students in the case of:
  - 1) failure to start studies;
  - 2) resignation from studies;
  - 3) failure to submit a diploma thesis or take a diploma exam on time;
  - 4) punishment with disciplinary expulsion from the University.
2. The dean may strike off a student from the list of students in the case of:
  - 1) lack of participation in compulsory classes;
  - 2) finding no progress in learning;
  - 3) failure to obtain credit for a semester within a specified period;
  - 4) non-payment of fees related to studies.
3. The dean states:
  - 1) not taking up studies - if a student has not taken the oath within 1/3 of the semester from its beginning,
  - 2) no progress in learning - pursuant to § 19 item 2 and § 21 item 1,
  - 3) no participation in compulsory classes - in the absence of more than 30% of classes in the study plan,and makes the right decisions.

### **§ 28**

1. The student may repeat the failed forms from individual classes.
2. The possibility of repeating a semester of study is excluded.
3. In justified cases, after obtaining the consent of the teacher conducting the classes, it is possible to supplement the arrears without participating in the classes.

### **§ 29**

1. Re-admission to studies of a person who has dropped out or has been removed from the list of students without having previously obtained credit for the first semester, takes place according to general principles applicable to recruitment.
2. A student who has been struck off from the student list after completing at least the first semester may apply for resumption of studies.

3. The decision to resume studies is made by the dean. A person applying for resumption of studies after three years from being struck off the list of students is required to take the readmission examination on the terms set out by the dean.
4. Studies may be resumed at a semester not higher than that following the semester passed before being struck off the list of students. The dean may oblige a student to compensate for differences in curricula caused by a change in the study program.
5. A student, with the dean's consent, may resume studies in a different form than the one in which he studied before being struck off.
6. A student who resumed studies is not required to re-obtain credits in subjects from which he obtained a positive grade, if the learning outcomes defined for those subjects have not changed. The Dean, considering the application for resumption of studies, decides whether to recognize credits obtained from subjects before the interruption of studies.
7. In the case of resuming studies, the value of parameter K referred to in § 19 item 2 item 1) is equal to the number of semesters passed by the student.

## **V. LEAVE FROM CLASSES**

### **§ 30**

1. In justified cases, the dean may, at the student's request, grant him / her leave of classes, hereinafter referred to as leave.
2. Leave is granted:
  - 1) to a pregnant female student for the period up to the day the child is born,
  - 2) to a student who is a parent, for up to 1 year,
  - 3) in other justified cases - up to two semesters,  
- except that if the end of the leave falls during the semester, the leave may be extended until the end of this semester.
3. A student who is a parent submits an application for leave within 1 year of the child's birth.
4. The student cannot get leave for the past period.
5. During the leave, the student retains the student's rights with the proviso that the right to benefits for University students in this period is governed by separate provisions.
6. A student on leave, with the dean's consent, may proceed to verify the learning outcomes specified in the study program.
7. The duration of the leave does not change the value of the parameter K - the number of study semesters to date.

## **DIPLOMA THESIS**

### **§ 31**

1. Diploma thesis is required at all levels, forms and fields of study.
2. The diploma thesis is an independent development of a scientific, artistic or practical issue or a technical or artistic achievement, presenting the general knowledge and skills of the student related to studies in a given field, level  
i profile and the ability to independently analyze and reason.
3. The diploma thesis can be a written or project work. Diploma theses covered by legally protected secret are implemented as project works.
4. The diploma thesis can be completed individually or in a team. If the thesis is

prepared as a team work, the authorship of its individual parts or the contribution of individual co-authors must be indicated.

5. The thesis is submitted in paper and electronic form. The content of both forms of work must be identical.
6. The student makes a written statement about the independent completion of the diploma thesis and about the compliance of the paper version of the work with the electronic one.
7. The student is required to enter a copy of the diploma thesis in electronic form into the university repository of written diploma theses.
8. Before the diploma exam, the diploma thesis is checked by the University using the Uniform Anti-plagiarism System.
9. The completed diploma thesis is subject to copyright. The university has priority in publishing the student's thesis. If the University did not publish the diploma thesis within 6 months of its defense, the student who prepared it may publish it, unless it is part of a collective work.
10. The student is required to submit the diploma thesis, in the form specified in item 5 meeting the following deadlines:

Studies ending with	full-time		part-time
	first-cycle	second-cycle	first and second-cycle
winter semester	January 31	31 March	31 March
summer semester	June 30	15 September	30th September

11. At the request of a supervisor or student, the dean may postpone the date of submitting the diploma thesis, by no more than 2 months, in the case of:
  - 1) student's long-term illness, confirmed by a certificate,
  - 2) inability to complete the diploma thesis within the applicable deadline for justified reasons.
12. A student who has not submitted his / her diploma thesis by the deadlines specified in items 10 and 11 or did not obtain the number of ECTS points provided for in the study program, shall be struck off from the list of students. Graduation is then possible on the terms set out in § 29 item 4 and § 36 item 2.
13. After the defense, the diploma thesis in electronic form is introduced by the University to National Repository of Written Diploma Theses (ORPPD).

### § 32

1. A student performs a diploma thesis under the supervision of an academic teacher holding the title of professor, degree of habilitated doctor or doctor, hereinafter referred to as supervisor.
2. In the case of first-cycle studies, the dean may authorize a specialist who is not an academic teacher and holds a professional title not lower than the title awarded after defending the thesis to supervise the thesis.
3. In the event of a prolonged absence of the supervisor, which could affect the delay in submitting the thesis by the student, the dean is obliged to appoint a person who will take over the duty to supervise the work.
4. The title of the diploma thesis is determined not later than before the student's registration for the last semester of studies. The diploma thesis card is issued until the end of the first month of the last semester. The student confirms its receipt in writing.
5. The diploma thesis is accepted by the supervisor. The work is subject to the opinion of the supervisor and at least one reviewer. The provisions of item 1 and 2. shall apply accordingly to reviewers. In the case of master's theses, when the supervisor is a doctor, the reviewer must

be a person holding the title of professor or habilitated doctor.

6. In the event of a negative review by the thesis reviewer the dean, having consulted the additional reviewer, shall determine whether the student will be permitted to take a diploma examination.
7. In the case of resumption of studies, referred to in § 36 item 2, with the consent of the supervisor, the diploma thesis undertaken before being struck off from the list of students may be continued.

## **DIPLOMA EXAMINATION**

### **§ 33**

1. Admission to the diploma examination is conditioned by:
  - 1) obtaining the number of ECTS points confirming the achievement of learning outcomes provided for in the study program as well as passing all required informative classes,
  - 2) submission of the diploma thesis referred to in § 31 items 2 and 5,
  - 3) a positive opinion on the diploma thesis supervisor, after taking into account the obligation referred to in § 31 item 8,
  - 4) positive opinion on the thesis of at least one reviewer,
  - 5) submitting a set of required documents to the dean's office or ISC before the planned date of defense.
2. The diploma examination takes place within the time limit set by the dean, no later than 3 months from the day specified in § 31 item 10; if the date of submitting the work referred to in § 31 item 11 is postponed, the exam should take place within a month of submitting the thesis.
3. The diploma examination takes place in front of a board appointed by the dean, which consists of at least three persons: the chairperson, the supervisor and the reviewer.
4. The examination board is chaired by the dean, vice dean, professor, university professor, habilitated doctor or associate professor employed at the University.
5. In the case of first-cycle studies, the dean may authorize the academic teacher with a doctoral degree to act as chairman of the examination board.
6. The examination board must include at least one academic teacher with the title of professor or habilitated doctor.
7. The diploma examination is an oral examination, however, with the dean's consent it may contain a written part.
8. Before the beginning of the final semester, the dean announces the list of issues which are obligatory at the diploma examination.
9. At the request of the student or the thesis supervisor, the diploma examination may be an open examination. The decision on the open nature of the exam is taken by the chairman of the diploma examination board, at the same time specifying the scope and conditions for audience participation in this exam.

### **§ 34**

1. The diploma examination board determines the grade for the diploma thesis, taking into account the opinions of the supervisor and reviewer.
2. When determining the grade for the diploma thesis, the grading scheme specified in § 20 shall be used.

### **§ 35**

1. The diploma examination consists of defending the diploma thesis and answering at least 3 questions from the list of issues referred to in § 33 item 8.
2. When assessing the defense of the diploma thesis and answers to the questions, the grading scheme specified in § 20 shall be used.
3. The grade for the diploma examination is the arithmetic average (rounded to two decimal places) of the grade for the defense of the diploma thesis and the partial grades obtained for answering all the questions asked. The diploma examination is considered passed if the grade for the diploma thesis defense and most of the other partial grades are positive.
4. Descriptive grade for the diploma examination passed with a positive result is determined as follows:

4.76 - 5.00	very good	A	5
4.26 - 4.75	good plus	B	4.5
3.76 - 4.25	good	C	4
3.26 - 3.75	satisfactory plus	D	3.5
up to 3.25	satisfactory	E	3

5. In the case of a diploma examination passed with a negative result, the student receives an unsatisfactory grade (F) 2.0.

### § 36

1. To the student who will justify not taking the diploma exam or obtain a negative grade from this exam, the dean shall set a second date. This examination may take place no later than three months after the date of the first examination.
2. A person who does not submit the diploma thesis by the deadline or does not justify not taking the diploma examination, may resume studies in the last semester and complete them on the terms set out by the dean.

### § 37

1. The studies are completed after passing the diploma exam with a positive result.
2. The graduate receives a diploma of completion of studies in a given field and profile together with a diploma supplement and their 2 copies.
3. The average of grades from the course of studies is a weighted average. The grade from the classes is assigned a weight equal to the number of ECTS points assigned to the given class:

$$\text{grades average} = \frac{\sum (\text{grade for classes} \times \text{points})}{\sum \text{points}}$$

4. Grade for classes (or parts thereof, in accordance with § 18 item 2 .2 is the arithmetic average of all grades from each form of classes.
5. The final result of studies is determined by the diploma examination board, calculating it with two decimal places based on the sum of:
  - 1) 0.6 weighted average grades from studies,
  - 2) 0.2 grade from thesis,
  - 3) 0.2 grade from the diploma exam.
6. The descriptive grade of the final result of the studies is determined as follows :

4.76 - 5.00	very good with distinction	A+
4.51 - 4.75	very good	A

4.21 - 4.50	good plus	B
3.81 - 4.20	good	C
3.41 - 3.80	satisfactory plus	D
up to 3.40	satisfactory	E

7. The numerical and verbal grade of the diploma thesis, diploma examination and the final result of studies shall be entered in the protocol of the diploma examination.
8. Verbal assessment of the final result of studies is entered in the diploma.

#### § 38

The principles and mode of organizing studies conducted jointly with other universities, including foreign ones, as well as the rules for issuing a diploma are set out in the agreements with these universities.

### **PRIZES, DISTINCTIONS AND PENALTIES**

#### § 39

Students with outstanding academic performance, sports achievements, cultural or organizational activities for the University may be awarded prizes and distinctions.

#### § 40

Graduates who stand out during their studies may be awarded the medal "Outstanding Graduate of Poznan University of Technology". The rules for awarding the medal are set out in separate regulations.

#### § 41

1. A student is subject to disciplinary liability for a violation of the provisions in force at the University and for an act that violates the dignity of a student, on the principles set out in the Act.
2. Disciplinary penalties are: admonition, reprimand, reprimand with warning, suspension in certain rights of a student for up to 1 year, expulsion from the University.

### **FINAL PROVISIONS**

#### § 42

1. The rector is an appeal instance against the dean's decision in all matters covered by the Regulations.
2. The appeal should be submitted in writing, through the dean, within 14 days of obtaining information on the decision issued.
3. The rector's decision in the appeal proceedings is final.
4. In matters related to the rules and procedure of studies not regulated in the Regulations, the rector decides. Rector's decisions are final.

#### § 43

The regulations come into force from the academic year 2019/2020.

Annex**OATH**

Aware of the duties of a student of Poznan University of Technology, I solemnly vow:

- to persistently acquire knowledge, skills and competences,
- to take care of student's dignity and the good name of my University,
- to comply with the rules of coexistence of the academic community and the regulations in force at the University.

