

**Ordinance No. 60
of the Rector of Poznan University of Technology
of 22 December 2025
(RO/XII/60 /2025)**

on maintaining electronic documentation of the course of studies

Acting pursuant to Article 23(2) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended) and § 14 of the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (Journal of Laws of 2023, item 2787, as amended), **it is ordered** as follows:

GENERAL PROVISIONS

§ 1

Documentation of the course of studies shall be maintained in electronic form in the University's ICT system, hereinafter referred to as the system.

OBLIGATIONS OF ACADEMIC TEACHING STAFF

§ 2

Electronic documentation of the course of studies imposes the following obligations on academic teaching staff at the University:

- 1) holding an active eAccount on the Poznan University of Technology server, enabling access to the system after prior authentication;
- 2) conducting examinations and course assessments in accordance with the conditions specified in the Regulations of First- and Second-Cycle Studies of Poznan University of Technology;
- 3) entering examination and course assessment grades into the system within the deadlines specified in § 5 of this Ordinance;
- 4) complying with regulations on the security and protection of data entered into the system.

§ 3

Failure by academic teaching staff to fulfil the obligations referred to in § 2 may constitute grounds for initiating disciplinary proceedings.

STUDENT PERIODIC ACHIEVEMENT RECORDS

§ 4

1. The course of studies is documented in student periodic achievement records.
2. Student periodic achievement records are approved by the head of the teaching unit acting under authorisation from the Rector and are stored in the student's personal file.
3. At the request of a student, the Dean's Office issues a certified extract from the documentation of the course of studies.
4. At the request of a graduate or a person removed from the register of students, the Education Office issues a certified extract from the documentation of the course of studies.

DEADLINES

§ 5

1. Assessment of the level of achievement of learning outcomes for forms of classes not ending with an examination shall be carried out by the end of classes in the semester, with the entry made in the system no later than within 7 days from the date of assessment. A student is entitled to one resit assessment by the end of the examination session.
2. Grades from examinations conducted on the main and resit dates shall be entered into the system within 7 days from the date of the examination, but no later than by the end of the session.
3. The date entered next to the grade must correspond to the date on which the assessment of learning outcomes or the examination was conducted.
4. Records will be automatically closed in the system on the last day of the deadline specified in sections 1 and 2.
5. Entering grades on dates other than those specified in sections 1 and 2, including examinations conducted on an additional date due to a justified absence, requires notification to the Dean's Office.

FINAL PROVISIONS

§ 6

1. Ordinance No. 26 of the Rector of Poznan University of Technology of 27 May 2022 (RO/V/26/2022) on maintaining electronic documentation of the course of studies is hereby repealed.
2. This Ordinance shall enter into force on the date of its signing.

Rector
of Poznan University of Technology

Professor Teofil Jesionowski, Ph.D., D.Sc.