

Rules of Postgraduate Studies

I. General provisions

§ 1

1. Postgraduate studies at Poznan University of Technology are conducted on the basis of the applicable regulations, in particular:
 - 1) the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended) hereinafter referred to as the "Act".
 - 2) the Statutes of Poznan University of Technology, hereinafter referred to as the "Statutes",
 - 3) the Rules of Postgraduate Studies at Poznan University of Technology, hereinafter referred to as the "Rules".
2. The provisions of the Rules apply to participants in postgraduate studies conducted at Poznan University of Technology, hereinafter referred to as the "University".
3. Postgraduate studies are conducted at the University's faculties.
4. Postgraduate studies may be conducted jointly with a unit from outside the University on the basis of an agreement concluded for the implementation of postgraduate studies specifying the rules for their implementation and issuing certificates of completion, the method of financing and settlement. The agreement is concluded by the Rector or a person authorized by him.
5. Postgraduate studies may be attended by a person who has a full qualification at least at level 6 of the Polish Qualifications Framework (PQF) obtained in the system of higher education and science.
6. Postgraduate studies last no less than 2 semesters and allow a participant to obtain partial qualifications at level 6, 7 or 8 of the PQF.
7. The curriculum of postgraduate studies defines the learning outcomes for partial qualifications, taking into account the characteristics of the second degree of the PQF at levels 6, 7 or 8 specified in the provisions issued on the basis of Article 7 sections 3 and 4 of the Act of 22 December 2015 on the Integrated Qualifications System (Journal of Laws of 2020, item 226, as amended).
8. Postgraduate studies, after which a partial qualification at level 6 or 7 of the PQF is awarded, are intended for persons holding at least a first-cycle diploma or a second-cycle diploma, or a long-cycle Master's diploma.
9. Postgraduate studies, upon completion of which a partial qualification at level 8 of the PQF is awarded, are intended for persons holding a doctoral diploma.
10. The assignment of PQF levels to qualifications awarded after the completion of postgraduate studies and other forms of education, and their inclusion in the Integrated Qualifications System – in accordance with the Act of 22 December 2015 on the Integrated Qualifications System (Journal of Laws of 2020, item 226, as amended) is a task of the Academic Senate of Poznan University of Technology.
11. Postgraduate studies can be conducted in a full-time or part-time form. Classes at postgraduate studies are held in accordance with the information contained in the application for the establishment or next edition of postgraduate studies.
12. Participants in postgraduate studies may be Polish citizens and foreigners.
13. Classes at postgraduate studies can be conducted in Polish and in a foreign language.
14. Postgraduate studies are fee-based.
15. Fees for attending postgraduate studies result from the estimated budget of postgraduate studies.
16. Reducing the attendance fee requires the Rector's consent.

II. Establishment and closure of postgraduate studies

§ 2

1. In order to obtain the Rector's consent for the establishment of new postgraduate studies, a document called *Concept of New Postgraduate Studies* should be submitted for an opinion by the relevant Vice-Rector through the central unit operating postgraduate studies (Attachment No. 8 to Ordinance No. 3 of the Rector of PUT of 19 January 2024).
2. After issuing an opinion on the *Concept of New Postgraduate Studies*, the Dean of a faculty submits an application for the establishment of postgraduate studies (Attachment No. 9 to Ordinance No. 3 of the Rector of PUT of 19 January 2024). The application for the establishment of postgraduate studies should be accompanied by a resolution of the Faculty Council regarding the support of the proposal for the curriculum of postgraduate studies.
3. The curriculum of postgraduate studies is set by the Academic Senate of Poznan University of Technology after receiving

an opinion by the Senate Committee for Education.

4. The decision to establish postgraduate studies is taken by the Rector after the Academic Senate of Poznan University of Technology has adopted a resolution on determining the curriculum of studies.
5. The decision about the next edition of postgraduate studies without changes in the curriculum of studies is taken by the relevant Vice-Rector following the application for the next edition of postgraduate studies submitted by the Dean of a faculty (Attachment No. 12 to Ordinance No. 3 of the Rector of PUT of 19 January 2024).
6. Templates of applications are attached to Ordinance No. 3 of the Rector of Poznan University of Technology of 19 January 2024 on guidelines for creating and changing the curriculum of studies.
7. Applications for the establishment or next edition of postgraduate studies, after issuing an opinion on the estimated budget of postgraduate studies by the Bursar, are submitted by the Dean of a faculty to the central unit operating postgraduate studies:
 - 1) in the case of postgraduate studies starting from the winter semester until 30 April,
 - 2) in the case of postgraduate studies starting from the summer semester until 31 October.
8. Any changes to the curriculum of postgraduate studies require the approval by a resolution of the Academic Senate of Poznan University of Technology. Changing the name of postgraduate studies is treated as the establishment of new studies and requires the approval of the curriculum of studies by a resolution of the Academic Senate of Poznan University of Technology.
9. In the case of postgraduate studies conducted jointly before accepting the curriculum of studies, universities sign a letter of intent specifying the initial principles of cooperation. As a result of arrangements between universities, the curriculum of postgraduate studies is developed and adopted by the Senates of both universities. After accepting the curriculum of studies, universities sign an agreement on conducting joint postgraduate studies. After signing the agreement, the Rector issues an ordinance on the establishment of joint postgraduate studies.
10. After issuing the Rector's ordinance on the establishment of postgraduate studies or taking a decision by the relevant Vice-Rector about the next edition, the central unit operating postgraduate studies publishes information about them on the University's website (www.put.poznan.pl).

§ 3

1. In the case of qualifying participants in postgraduate studies in a number that does not ensure full financing of the studies and achieving the minimum level of profit referred to in the budget estimate of postgraduate studies, the opening of the course requires a consent by the relevant Vice-Rector expressed on the basis of the Dean's application submitted together with the adjusted budget estimate of postgraduate studies.
2. Conducting postgraduate studies should show a profit of at least 3% of net income. The profit achieved by the settling unit may be allocated by it in the year of its achievement to finance scientific or didactic activities, including covering own contributions in projects and, after obtaining the Rector's consent, to purchase fixed assets. Profit from postgraduate studies not used for previously indicated purposes in a given year increases the surplus/reduces the deficit of the unit.

§ 4

1. The closure of postgraduate studies takes place at the time when postgraduate studies have not been commenced within 5 consecutive years.
2. The application for the closure of postgraduate studies is submitted by the Dean to the appropriate Vice-Rector through the central unit operating postgraduate studies in accordance with the procedure contained in the relevant ordinance.

III. Curriculum and organization of postgraduate studies

§ 5

1. The curriculum of studies allows a participant to obtain at least 30 ECTS credits.
2. The faculty conducting postgraduate studies determines the learning outcomes, how they are verified and documented, and the conditions for study completion.
3. Postgraduate studies with a teaching specialization conducted in the field of pedagogical preparation last at least 3 semesters and are conducted for at least 270 hours. An internship of at least 150 hours is required.
4. The curriculum of postgraduate studies should plan for the submission of a final paper and/or a final exam.

§ 6

1. Classes at postgraduate studies are conducted by academic teachers employed at the University.
2. In order to extend the transferred knowledge, especially its practical aspects, conducting classes can be entrusted to:

- 1) academic teachers employed at other universities,
- 2) the University's retired academic teachers,
- 3) persons from outside the University distinguished by high professional qualifications, specialists in the fields covered by the curriculum of studies.

§ 7

1. The Head of postgraduate studies is appointed by the Rector for a definite period of time.
2. The Head of postgraduate studies is appointed from among academic teachers employed at the University.
3. The duties of the Head of postgraduate studies include the organization of studies and supervision over their implementation, in particular:
 - 1) development of documents needed to establish new postgraduate studies and their subsequent editions,
 - 2) supervision of electronic recruitment for postgraduate studies,
 - 3) issuing decisions on the results of the selection procedure,
 - 4) setting the schedule of meetings,
 - 5) supervision of keeping records of postgraduate studies,
 - 6) care for a high substantive level of the curriculum of postgraduate studies,
 - 7) issuing certificates of attending postgraduate studies.

§ 8

1. The faculty conducting postgraduate studies is obliged to keep documentation of postgraduate studies in the University's IT system and personal files of postgraduate students.
2. A postgraduate student's personal file contains:
 - 1) documents regarding a candidate's admission to postgraduate studies, i.e.:
 - a) an application for admission to postgraduate studies,
 - b) a copy of the decision on the results of the qualification procedure,
 - c) a copy of the diploma of study completion confirmed by the person responsible for keeping records of postgraduate studies,
 - d) a copy of the agreement on the terms and conditions of payment for educational services provided to by Poznan University of Technology to participants in postgraduate studies,
 - 2) documents concerning the course and completion of postgraduate studies, i.e.:
 - a) a card of periodic achievements of a participant in postgraduate studies,
 - b) a report on the final exam/defence of the final paper of postgraduate studies,
 - c) a copy of the certificate of completion of postgraduate studies,
 - d) a declaration of writing the final paper independently,
 - e) a confirmation of receipt of the certificate of completion of postgraduate studies,
 - f) other documents related to postgraduate studies.

IV. Admission to postgraduate studies

§ 9

1. An application for admission to postgraduate studies at Poznan University of Technology can be made by persons meeting the condition set out in § 1 section 5 of the Rules of Postgraduate Studies.
2. Recruitment for postgraduate studies is carried out exclusively in an electronic form using the University's recruitment system in accordance with the conditions referred to in the application for the establishment or next edition of studies.
3. Recruitment for postgraduate studies takes place:
 - 1) from June to September in the case of postgraduate studies starting from the winter semester,
 - 2) from December to February in the case of postgraduate studies starting from the summer semester.
4. A candidate for postgraduate studies is obliged to create an individual account in the University's recruitment system.
5. A candidate is obliged to upload into the recruitment system a diploma of completion of first-cycle, second-cycle or long-cycle Master's studies or a doctoral diploma, which is the basis for admission to postgraduate studies. The original diploma and identity document for the purpose of data verification should be submitted for inspection to the unit conducting postgraduate studies during the first postgraduate study meeting at the latest.
6. A diploma obtained abroad gives the right to apply for admission to postgraduate studies at a Polish university if it is considered to be:
 - a) equivalent to the Polish counterpart on the basis of an international agreement or

- b) equivalent to the Polish counterpart by nostrification or
 - c) equivalent to a Polish diploma confirming the possession of a full qualification at least at level 6 of the PQF on the basis of the provision of Article 326 section 1 of the Act (applicable to diplomas from EU, OECD and EFTA member states).
7. The unit conducting postgraduate studies informs candidates about the results of qualification using the University's recruitment system.
 8. A candidate receives a decision on the results of the qualification procedure and an agreement on the terms and conditions of payment for educational services provided by Poznan University of Technology to postgraduate students.
 9. Foreigners may undertake and pursue postgraduate studies on the basis of an administrative decision taken by the Rector.
 10. The Head of postgraduate studies within 14 days of the end of recruitment passes the results to the central unit operating postgraduate studies, which assigns ID numbers to postgraduate students.
 11. The unit conducting postgraduate studies is obliged to place a schedule of classes in the University's IT system.

§ 10

The condition for admission to postgraduate studies is:

- 1) meeting the conditions set out in the Rector's ordinance establishing postgraduate studies,
- 2) obtaining a positive result of the qualification procedure,
- 3) signing an agreement on the terms and conditions of payment for educational services provided by Poznan University of Technology to participants in postgraduate studies,
- 4) payment of a fee for attending postgraduate studies, in the amount corresponding at least to the share in the first semester classes or in individual cases, at the request of a candidate, in the amount specified by the Dean. In the event of not being admitted to postgraduate studies, the fee paid is refundable. The Dean indicates the date of payment of fees (with the possibility of payment in instalments) for educational services at postgraduate studies. The terms and conditions of fees for postgraduate studies are included in the agreement on the terms and conditions of payment for educational services provided by Poznan University of Technology to participants in postgraduate studies.

V. Rights and obligations of postgraduate students

§ 11

1. A postgraduate student has the right to:
 - 1) acquire knowledge, skills and social competencies at postgraduate studies of their choice as part of didactic classes,
 - 2) use rooms, equipment and other material means for the implementation of the curriculum of postgraduate studies,
 - 3) receive a certificate of undertaking and attending postgraduate studies, issued by the Head of studies,
 - 4) submit comments to the Head of postgraduate studies regarding the organization of studies, the curriculum of studies and the work of academic teachers and technical and administrative staff,
 - 5) use the electronic services offered by the University.
2. A postgraduate student is obliged to:
 - 1) obtain all credits and pass the exams provided for in the curriculum of postgraduate studies,
 - 2) comply with the regulations in force at the University,
 - 3) immediately notify a member of the administrative staff responsible for keeping records of postgraduate studies about the change of name, address and other personal data required by the University,
 - 4) timely pay the required fees,
 - 5) attend didactic classes provided for in the plan and schedule of postgraduate studies,
 - 6) submit a written resignation from postgraduate studies to the Head of postgraduate studies in the event of their discontinuation,
 - 7) activate the e-account in the University's IT system.

VI. Credits and exams

§ 12

1. The following grades are applied for credits and exams:
 - 1) very good - 5.0
 - 2) good plus - 4.5
 - 3) good - 4.0
 - 4) satisfactory plus - 3.5
 - 5) satisfactory - 3.0

- 6) unsatisfactory – 2.0
2. The final date for obtaining credits and passing exams falls on the date of completion of postgraduate studies specified in the application for the establishment or next edition of postgraduate studies.

VII. Completion of postgraduate studies

§ 13

1. The condition for completing postgraduate studies is to:
 - 1) obtain all credits and pass exams specified in the curriculum of postgraduate studies,
 - 2) submit the final paper and receive its positive evaluation (if it is provided for in the curriculum of postgraduate studies),
 - 3) pass the final exam and receive at least a satisfactory grade (if it is provided for in the curriculum of postgraduate studies).
2. The condition for taking the final exam and/or defense of the final paper is for a postgraduate student to obtain the number of ECTS credits provided for in the curriculum of studies.

§ 14

1. The submission and defense of the final paper by a postgraduate student, if it is provided for in the curriculum of postgraduate studies, should take place before the end of 2 months from the date of the end of classes.
2. The final paper, assessed by the supervisor, can be prepared individually or as part of a team. If the paper is prepared as a team project, the authorship of its individual parts or the contributions of the authors must be indicated.
3. The final paper should be accompanied by a declaration of writing it independently.

§ 15

1. The final exam, if provided for in the curriculum of postgraduate studies, takes place before a committee appointed by the Dean of a faculty at the request of the Head of studies, consisting of a minimum of three persons.
2. The committee consists of persons substantively related to the subject of postgraduate studies, including those supervising the final paper, if it is provided for in the curriculum of postgraduate studies.
3. The final exam should cover the issues of postgraduate studies, taking into account the subject of the final paper, if it is provided for in the curriculum of postgraduate studies.
4. The final exam should take place within 1 month from the date of:
 - 1) obtaining credits and passing exams necessary to complete studies,
 - 2) submitting the final paper, if it is provided for in the curriculum of postgraduate studies.
 The date of the final exam is set by the Head of postgraduate studies.
5. In the event of obtaining an unsatisfactory grade in the final exam, a postgraduate student has the right to take this exam again within 3 months from the date of the first exam.
6. At the request of a postgraduate student, in justified cases, the Head of postgraduate studies may, only once, extend the deadline for submitting the final paper and/or the final exam to 12 months from the date of completion of postgraduate studies.

§ 16

1. The certificate of completion of postgraduate studies bears the result determined by the committee, on the basis of the sum rounded to two decimal places: the average grade of credits and exams (with a weight of 0.6), the grade of the final paper (with a weight of 0.2) and final exam grades (with a weight of 0.2), as follows:
 - 4.76 - 5.00 (5.0) very good A
 - 4.26 - 4.75 (4.5) good plus B
 - 3.76 - 4.25 (4.0) good C
 - 3.26 - 3.75 (3.5) satisfactory plus D
 - up to 3.25 (3.0) satisfactory E.
2. If the curriculum of postgraduate studies does not provide for the preparation of the final paper or the final exam, the result referred to in section 1 is calculated using the following weights: 0.73 for the average grade of credits and exams and 0.27 for the final exam or the final paper defense assessment, respectively.
3. The condition for obtaining a certificate of completion of postgraduate studies is the settlement of all obligations towards the University.
4. The certificate of completion of postgraduate studies is issued by the central unit conducting postgraduate studies. The condition for issuing the certificate is the submission of complete files of a participant in postgraduate studies by the Heads

of studies in the central unit conducting postgraduate studies.

5. The template of the certificate of completion of postgraduate studies and the template of the certificate of completion of joint postgraduate studies is approved by the relevant Resolution.
6. In the event of loss of the certificate of completion of postgraduate studies, the University may issue a duplicate certificate at a graduate's written request.
7. Certificates of completion of postgraduate studies are collected in the central unit conducting postgraduate studies.

VIII. Removal from the list of postgraduate students

§ 17

1. The Dean removes postgraduate students from the list in the case of:
 - 1) failure to undertake postgraduate studies,
 - 2) resignation from postgraduate studies,
 - 3) finding no progress in learning,
 - 4) absence from classes exceeding 70% of classes provided for in the curriculum of postgraduate studies,
 - 5) failure to obtain credits and pass exams set out in the curriculum of postgraduate studies,
 - 6) failure to submit the final paper within the time limit in accordance with § 14 section 1 and/or the final exam within the time limit in accordance with § 15 section 4, with the exception of § 15 section 6,
 - 7) obtaining an unsatisfactory grade in the final re-take exam.
2. The Dean may remove postgraduate students from the list in the case of:
 - 1) non-payment of fees related to studies,
 - 2) a postgraduate student's failure to sign an agreement on the terms and conditions of payment for educational services provided by the University to participants in postgraduate studies,
 - 3) non-compliance with the regulations in force at the University.
3. The Head of postgraduate studies immediately informs a participant and the central unit operating postgraduate studies about the removal from the list of participants in postgraduate studies. If a participant is sent to postgraduate studies, the Head of postgraduate studies additionally notifies the employer of the reason for removal.

IX. Resumption of postgraduate studies

§ 18

1. A participant who resigned from postgraduate studies during their duration may resume them at the next edition (provided that they are launched) without a qualification procedure. A fee is required for classes that a participant did not pay for before resignation.
2. The Head of postgraduate studies is obliged to inform a participant in writing about the decision on the resumption of postgraduate studies.
3. The Head of postgraduate studies immediately informs the central unit operating postgraduate studies about each resumption of postgraduate studies. Participants referred to in section 1, with the consent of the Dean, are not obliged to retake exams and get credits for the subjects in which they obtained at least satisfactory grades.
4. A participant who resigns from postgraduate studies before their commencement has the right to a refund of the fee paid on the terms set out in the agreement on the terms and conditions of payment for educational services provided by the University to participants in postgraduate studies.

X. Final provisions

§ 19

1. A participant in postgraduate studies may appeal to the Rector, via the Dean of a faculty, against decisions issued by the Dean or the Head of postgraduate studies within 14 days from the date of delivery of a decision. The Rector's decision is final.
2. The Rector is the final appeal authority in all matters covered by the Rules.
3. The Rector takes decisions in matters related to postgraduate studies, not covered by the Rules.
4. The Rules enter into force on 1 October 2024. Students attending postgraduate studies commenced before that date complete their studies in accordance with the rules in force at the time of commencing their studies.