

**Ordinance No. 14
of the Rector of Poznan University of Technology
of 30 April 2025
(RO/IV/14/2025)**

**on undertaking studies at Poznan University of Technology
by persons who are not Polish citizens in the academic year 2025/2026**

Acting pursuant to Articles 69, 70, 323, 324 and 326 of the Act of 20 July 2018 – *Law on Higher Education and Science* (Journal of Laws of 2024, item 1571, as amended), in connection with the Act of 12 December 2013 on foreigners (Journal of Laws of 2024, item 769, as amended), § 15 and § 38 of the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (Journal of Laws of 2023, item 2787) and Article 2 of the Act of 12 March 2022 on assistance to Ukrainian citizens in connection with the armed conflict on the territory of this country (Journal of Laws of 2024, item 167, as amended), hereinafter referred to as the Special-Purpose Act and § 2 section 6 of Resolution No. 185/2020-2024 of the Academic Senate of Poznan University of Technology of 24 April 2024 *on the conditions and procedure for admission to studies in the academic year 2025/2026 (as amended)*, hereinafter referred to as the recruitment resolution, **it is ordered** as follows:

§ 1

General rules

1. The Ordinance defines the rules of undertaking studies at Poznan University of Technology, hereinafter referred to as PUT, by persons who are not Polish citizens, hereinafter referred to as foreigners (international students).
2. A foreigner, under the provisions of Polish law, is any person who does not hold Polish citizenship. Persons who simultaneously hold Polish citizenship and of another country may undertake and pursue higher education at PUT only on the terms applicable to Polish citizens.
3. PUT admits international students to first- and second-cycle studies within the limits established for individual forms and fields of study.
4. The decision to start a study programme in a given field is taken by the Rector.
5. An international student is admitted to university on the basis of the results of the qualification procedure.
6. Persons being transferred from another university or a foreign university are admitted according to the principles set out in the PUT Study Rules and Regulations.
7. International students may undertake and pursue studies on the basis of:
 - 1) international agreements, according to the principles stipulated therein;
 - 2) agreements concluded with foreign entities by universities, on the principles stipulated therein;
 - 3) Minister's decision;
 - 4) decisions of the Director of the National Agency for Academic Exchange NAWA, in relation to its scholarship holders;
 - 5) the decision of the Director of the National Science Centre allocating funds for the implementation of basic research in the form of a research project, internship or scholarship, qualified for funding by way of a competition;
 - 6) Rector's administrative decision.
8. The University may additionally conduct entrance exams if it is necessary to check artistic aptitude or special predispositions to undertake studies, not checked in the form of a secondary school leaving exam, a vocational exam or an exam confirming qualifications in a profession.

§ 2

Conditions and mode of recruitment

1. Recruitment for the first year of studies in the academic year 2025/2026 will be conducted for the winter and summer semesters.
2. The recruitment of international students takes place on the dates indicated in Attachment 1 and in accordance with the limits set out in Attachment 2 to the Ordinance.
3. A candidate may only be admitted to one field of study, but has the right to indicate several fields of study, setting the preferred sequence in which he/she is ready to pursue them.
4. A candidate is qualified for studies with the preferences of the fields of study referred to in section 3 on the basis of a ranking list (in the case of first-cycle studies) and, depending on the field of study, the result of an online or onsite exam (in the case of second-cycle studies).
5. A candidate for studies signs a declaration that he/she has read the list and rules of charging fees and undertakes to comply with them in the event of being entered on the list of students at Poznan University of Technology. The template of the declaration is contained in Attachment No. 3 to Ordinance No. 13 of the Rector of Poznan University of Technology on the amount, detailed rules for collection and conditions and mode of exemption from fees in the academic year 2025/2026.
6. In order to secure recruitment organizational and substantive needs, the Rector appoints the International Student Recruitment Committee, which is composed of PUT academic teachers and administrative staff.
7. Entrance exams confirming special predispositions to study and checking artistic aptitude are carried out by the International Student Recruitment Committee appointed by the Rector.
8. The International Student Recruitment Committee determines the results of the qualifications of candidates participating in the qualification procedure.
9. The qualification procedure is carried out as part of two recruitment stages (recruitment for the winter semester and recruitment for the summer semester). After each recruitment stage, a ranking list is prepared (in the case of first-cycle studies) and an admission report (in the case of second-cycle studies) containing information about the qualification results.
10. If the limit of places in individual fields of study is not met, the Committee reserves the right to qualify additional candidates who have met the recruitment requirements.
11. Ukrainian citizens who came to the territory of the Republic of Poland from the territory of Ukraine in the period from 24 February 2022 to the date specified in the regulations issued on the basis of Article 2 section 4 of the Special-Purpose Act will be admitted on the basis of the provisions contained therein.

§ 3

Registration and the course of the qualification procedure

1. Recruitment for the first year of studies is carried out electronically via the recruitment system - the relevant form is available on the website <https://rekrutacja.put.poznan.pl/>.
2. A candidate should set up an individual account in the recruitment system, fill in all the required data, choose a field of study (maximum 3 fields of study of a given cycle and form of study), attach electronic copies of the required documents and a photo.
3. A candidate is obliged to submit electronic copies and original versions of the required documents within the time limit specified in the detailed recruitment schedule referred to in § 2 section 2.
4. A candidate is fully responsible for not entering data or entering incomplete, incorrect or false data, as well as for the consequences resulting from it.
5. The status of a candidate for studies is acquired by the person who has paid the recruitment fee.
6. After creating an individual account in the recruitment system, the form of contact with candidates is correspondence conducted by its means.
7. After registering the receipt of the recruitment fee and placing the full documentation in the system, the International Student Recruitment Committee evaluates the documentation in formal and substantive terms. The following are taken into account:
 - 1) in the case of first-cycle studies: grades from the secondary school leaving certificate and results of central exams. If the level of the exam is not specified on the document corresponding to the

- Polish secondary school leaving certificate, its result will be considered equivalent to the basic level of the Polish secondary school leaving exam. In countries where a candidate may take an external exam, as an additional qualifying exam for first-cycle studies, the result of such an exam may be considered as equivalent to the extended level of the Polish secondary school leaving exam;
- 2) in the case of second-cycle studies: a list of subjects that a candidate studied in the previous stage of education. Then, candidates are referred to the entrance exam in the form of an interview or an online or onsite test checking their predispositions to study;
 - 3) for the fields of *Architecture* and *Interior Design*: the results of checking artistic aptitude. Checking artistic aptitude includes portfolio assessment – guidelines for the portfolio are contained in Attachment No. 3 to the Ordinance. The condition for admission to further qualification proceedings is to obtain a minimum of 120 points;
 - 4) for other fields of study: the results of exams checking special predispositions to undertake studies.
8. In the qualification procedure for first-cycle studies, a ranking list of candidates is used, created using the template referred to in § 3 section 5 of the recruitment resolution. A candidate must obtain at least 200 points.
 9. In the case of second-cycle studies, the condition for qualification is a positive result from the entrance exam – a test or an interview.
 10. A candidate may be qualified for only one field of study.
 11. A candidate receives the results of the recruitment procedure through the recruitment system.
 12. Within three weeks of receiving the information, a candidate is obliged to pay the tuition fee for the first semester of studies.
 13. Decisions regarding admission to studies are delivered via post or the recruitment system.
 14. The decision is considered effectively delivered on the day of its receipt at the post office or on the day of its collection in the recruitment system. Uncollected decisions are deemed to have been automatically served within 14 days of their date of issue.
 15. The admission decision that has been issued is conditional. The condition for the validity of the decision is to launch the field of study listed in the content of the decision and to provide the original documents listed in the decision.
 16. A candidate is obliged to read the information provided through the individual account on an ongoing basis and bears responsibility for the consequences of failing to do so.
 17. Decisions on admitting or not admitting international students are issued by the Rector.

§ 4

Documents entitling to study

1. The following documents are required from international candidates taking part in the recruitment process at PUT:
 - 1) Documents of education:
 - 1.1) In the case of first-cycle studies:
 - a) a secondary school leaving certificate obtained in Poland or abroad:
 - in case of foreign certificates, the document should bear an apostille when the issuing country is covered by the Convention abolishing the requirement of legalization for foreign public documents drawn up in the Hague on 5 October 1961 (Journal of Laws of 2005, No. 112, item 938) or legalized in other cases. Legalization is carried out by a Polish consular post in the country where the certificate was issued. The exceptions are foreign certificates recognized by virtue of law listed in Article 93 of the Act on the Education System - in this case there is no obligation to legalize and apostille certificates;
 - b) a document confirming the right to apply for admission to first-cycle studies or uniform Master's studies in the Republic of Poland in accordance with Article 69 section 2 of the Act - Law on

Higher Education and Science;

- c) a list of grades obtained in the course of education, entitling to undertake first-cycle studies in the country of issue of the certificate together with the official grading scale, if it is not indicated in the document of education referred to in point 1.1) a), confirmed by the secondary school that a candidate graduated from;
- d) a document, if it is possessed, confirming the result of an external exam qualifying for first-cycle studies in the country or education system in which the certificate referred to in point 1.1)a.) was issued.

1.2) In the case of second-cycle studies:

- a) a university graduation diploma or a certificate obtained abroad entitling to undertake second-cycle studies in the country in whose system the university operates. In the case of submitting a certificate, a candidate is obliged to provide the relevant diploma immediately after receiving it, before the beginning of the first semester of studies at the latest;
- b) written information about a foreign diploma issued by the director of NAWA confirming the right to apply for admission to studies. The information should include the number or other designation of the certificate or other document, if given, as well as the name and surname of the person mentioned in it and the number of the document confirming his/her identity;
- c) a list of grades obtained in the course of education, entitling to undertake second-cycle studies, together with the official grading scale, if not indicated in the list of grades, confirmed by the higher education institution which a candidate graduated from.
- d) a declaration of the relevant university about the grade point average obtained in the entire course of first-cycle studies or uniform Master's studies, if the diploma supplement does not contain this average.

2) Confirmation of language proficiency level (min. B2) required to undertake studies:

- a) in the case of first- and second-cycle studies conducted in English, one of the documents listed in Attachment 4 to the Ordinance must be submitted.
- b) in the case of first-cycle and second-cycle studies conducted in Polish, candidates submit one of the following documents:
 - a certificate of proficiency in Polish referred to in Article 11a section 2 of the Act of 7 October 1999 on the Polish Language (Journal of Laws of 2024, item 1556) – levels B2, C1 and C2;
 - European Consortium for the Certificate of Attainment in Modern Languages (ECL) – levels B2 and C1;
 - telc GmbH, WBT Weiterbildungs-Testsysteme GmbH (TELC) – level B2;
 - a certificate of completion of a one-year preparatory course for undertaking studies;
 - a diploma of completion of first- or second-cycle studies or uniform Master's studies with the Polish language as the language of instruction at an institution of higher education operating in the higher education system of the Republic of Poland;
 - a certificate of entitlement to practise the profession of sworn translator issued by the Minister of Justice according to the template specified in the regulations issued on the basis of Article 6 section 3 of the Act of 25 November 2004 on the profession of sworn translator (Journal of Laws of 2019, item 1326) or a certificate confirming entry on the list of sworn translators;
 - a certificate confirming proficiency in Polish at a level not lower than B2 in accordance with the Common European Framework of Reference for Languages, issued by an HE institution approved by the minister competent for internal affairs for the need of admitting international candidates with the aim of undertaking or continuing studies in accordance with Article 144 section 4 of the Act on the Education System, or not subject to the obligation of approval in accordance with Article 144 section 5 of the Act on the Education System, and in relation to which no decision has been issued prohibiting the admission of international candidates, referred to in Article 144a section 1 of the Act on the Education System. PUT offers the possibility of receiving the certificate in question after passing the exam referred to in § 5.

3) A page with a photo and personal data from an international candidate's passport or other travel document in order to verify the accuracy of the entered data and their possible correction based on

- the attached document.
- 4) For the fields of *Architecture and Interior Design*: a portfolio and a declaration of its independent preparation in the case of candidates for first-cycle studies; a diploma thesis, a portfolio and a declaration of its independent preparation in the case of candidates for second-cycle studies.
 - 5) A document entitling to exemption from tuition fees in the case of international candidates who are not charged any fees pursuant to Article 324 section 2 of the Act - Law on Higher Education and Science.
 - 6) Decision of the NAWA Director in the case of scholarship holders.
2. All the documents referred to in section 1 must meet one of the following conditions:
 - 1) be drawn up in Polish;
 - 2) be drawn up in English;
 - 3) be translated into Polish or English by a sworn translator or equivalent in the country of issue.
 3. In the case referred to in section 2 point 3, documents must be translated in one of the following ways:
 - 1) by a person entered by the Minister of Justice on the list of sworn translators;
 - 2) by a person registered as a person performing the function of a sworn translator in the Republic of Poland, a Member State of the European Union, a Member State of the European Free Trade Agreement, hereinafter referred to as the EFTA, party to the Agreement on the European Economic Area, hereinafter referred to as the EEA or a Member State of the Organization for Economic Cooperation and Development;
 - 3) by a consul of the Republic of Poland, competent for the country in whose territory or in whose education system the document was issued;
 - 4) by an accredited diplomatic agency in the Republic of Poland or a consular office of the country in whose territory or in whose education system the document was issued.

In the event of difficulties in the process of translating documents into Polish, the International Relations Office may grant permission to a candidate to present a translation performed by another credible institution.
 4. During the recruitment process, a candidate attaches scans of the required documents, but is obliged to present the originals of all the documents that were required during registration within two weeks after the beginning of the academic year at the latest.
 5. It is allowed to ask for documents other than those mentioned in section 1 with regard to the detailed conditions of the recruitment.
 6. All current information about the required documents is provided to candidates via the PUT website, the recruitment system or by e-mail.

§ 5

Polish language exam

1. A candidate applying for studies in Polish who does not have a certificate confirming proficiency in Polish, referred to in § 4 section 1 point 2) b), has an opportunity to take the exam organized by the Centre of Languages and Communication, hereinafter referred to as the CLC, which confirms proficiency in Polish at, at least, B2 level according to the Common European Framework of Reference for Languages.
2. Taking the exam in the Polish language is possible after paying the recruitment fee and positive assessment of the required recruitment documents.
3. The exam takes place online on the dates set in the recruitment schedule.
4. The exam consists of a written part and an oral part.
5. A candidate is obliged to have a device equipped with a camera and a microphone, enabling two-way video communication, and to use it throughout the duration of the exam in order to ensure its proper administration. In particular, a candidate is obliged throughout the duration of the exam to:
 - 1) keep the camera and microphone switched on,
 - 2) remain in the camera's field of view and be constantly visible in the frame.
6. The condition for admission to the exam is to have an efficient/stable Internet connection.

7. Taking the exam is tantamount to consenting to the recording of the entire verification process.
8. A candidate is required to present a valid photo ID in order to verify his/her identity.
9. In the event of an unstable Internet connection, the verification will be cancelled and a candidate will have the right to take the exam on an additional date. This option is available only once. In the event of a recurrence of technical problems on the additional date, a candidate will lose the right to have another attempt.
10. After sending the links to the tests, latecomers will not be allowed to take the exam. A delay results in the loss of one attempt to undergo the verification process.
11. After taking the exam, a candidate will receive a report from the CLC containing information on his/her level of language proficiency.
12. A candidate is obliged to upload the received report into the recruitment system. The lack of the said report in the system will result in the exclusion of a candidate from the recruitment procedure for formal reasons.
13. Reports confirming language proficiency at a level lower than B2 will not be accepted in the recruitment procedure. A candidate who has obtained a score below B2 level will not be entitled to take the exam again.
14. Exams are free of charge, and the obtained reports can be used only in the recruitment procedure for studies conducted in Polish at Poznan University of Technology.

§ 6

Medical examinations

1. List of fields of study for which the University issues referrals to an occupational medicine specialist:
 - Architecture
 - Interior Design
 - Civil Engineering
 - Sustainable Building Engineering
 - Chemical and Process Engineering
 - Pharmaceutical Engineering
 - Environmental Engineering
 - Chemical Technology
 - Circular System Technologies.
2. Candidates admitted to studies in the fields listed in section 1 will receive a referral to an occupational medicine specialist in the International Relations Office. On the basis of this referral, they are obliged to perform examinations and provide a certificate from an occupational medicine specialist before the commencement of classes to the Dean's Office of a given Faculty or the Student Affairs Centre. Failure to comply with this obligation prevents participation in classes.
3. The list of occupational medicine units that provide medical examinations free of charge on the basis of a referral issued by Poznan University of Technology can be found on the University's website.

§ 7 Fees

1. The amount of the recruitment fee is:
 - a) for first-cycle studies:
 - field of study: Architecture and Interior Design (obligatory checking of artistic aptitude) – PLN 150
 - other fields of study – PLN 85
 - b) for second-cycle studies:
 - field of study: Architecture and Interior Design (obligatory checking of artistic aptitude) – PLN 150
 - other fields of study (obligatory entrance exam) – PLN 100
2. A candidate pays one fee for the procedure related to admission to studies, for a given form of study (full-time, part-time) and cycle (first- and second- cycle studies) regardless of the number of indicated fields of study. In the case of indicating fields of study for which different fees apply, a higher fee must be paid. The fee paid is non-refundable.
3. The recruitment fee should be paid no later than on the last day allocated for registration in the recruitment system in accordance with the recruitment schedule.
4. A candidate bears all costs related to the payment of the recruitment fee, including handling costs, bank charges, commissions, as well as costs related to the reimbursement of overpaid amount in the qualification procedure for reasons not attributable to PUT. International candidates are obliged to pay fees for educational services in the amount specified in a separate Rector's Ordinance on the amount, detailed rules for collection and conditions and mode of exemption from fees.
5. International candidates undertaking studies at PUT on the basis of international agreements or contracts concluded by PUT with foreign entities pay fees for educational services indicated in these agreements.
6. If an international student pursuing full-time studies in Polish or English on a fee-paying basis acquires the rights listed in Article 324 section 4, points 1-8 of the Act - Law on Higher Education and Science, then the Rector, on an international student's written request, may change the financial conditions of the pursued studies. The application in question together with the document confirming the acquisition of rights should be submitted via a relevant Faculty or the Student Affairs Centre.
7. PUT charges fees for the issuance of documents related to the course of studies in accordance with the applicable fee list contained in the Rector's Ordinance on the amount, detailed rules for collection and conditions and mode of exemption from fees in the academic year 2025/2026.
8. The reimbursement of the study fee for the period of not receiving education is carried out in accordance with the guidelines included in the relevant Rector's Ordinance on the amount, detailed rules for collection and conditions and mode of exemption from fees in the academic year 2025/2026.

§ 8 Candidates' rights and obligations

1. An international candidate is obliged to inform about the change of the correspondence address and e-mail address in writing or in person in the Dean's Office or the Student Affairs Centre, within 7 days from the date of address change. If this requirement is not met, the correspondence sent to the address indicated in the student's files will be deemed delivered.
2. An international candidate is obliged to comply with all the obligations imposed on him/her by the Study Rules and Regulations and the University's other internal legal acts.
3. Minors may participate in recruitment with the consent of the statutory representative. For this purpose, the statutory representative submits an appropriate declaration of consent for a minor to study in writing together with a document confirming being the statutory representative of a minor candidate.
4. A candidate is obliged to submit a complete set of original documents, attached in the form of scans to

the recruitment system, immediately after arriving in Poland, before the beginning of the first semester of studies.

§ 9

Final provisions

1. The Rector authorizes the appropriate Vice-Rector for International Relations to make decisions and settlements concerning international students' affairs on his behalf, within the scope specified in the Ordinance.
2. The Ordinance enters into force on the day of signing.

The original signed by

Rector
of Poznan University of Technology

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