



Attachment to Ordinance No. 31
of the Rector of Poznan University of Technology
of 10 July 2025 (RO/VII/31/2025)

**Resolution No. 185/2020-2024
of the Senate of Poznan University of Technology
of 24 April 2024**

on the conditions and procedure for admission to studies in the 2025/2026 academic year

Pursuant to Article 28 Section 1 Point 1 and Article 70 Section 1 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 Article 33 Section 1 of the Act of 4 April 2025 amending certain acts in order to eliminate irregularities in the visa system of the Republic of Poland (Journal of Laws of 2025, item 622), it is hereby resolved as follows:

§ 1

1. Poznan University of Technology admits candidates to first- and second-cycle studies within the limits set for each form and field of study.
2. Candidate registration for studies takes place online via the recruitment system.
3. Decisions regarding admission to studies are made by the University Admissions Committee (UAC), appointed by the Rector.
- 3a. Decisions regarding the admission of foreign nationals to studies shall be taken by the Rector. The recruitment process shall be conducted by the International Student Recruitment Committee (ISRC), appointed by the Rector.
4. Decisions are delivered electronically via the recruitment system. A decision is deemed effectively delivered on the day it is accessed in the recruitment system. If not accessed, the decision is deemed automatically delivered 14 days after the date of issuance.
5. An appeal against the UAC's decision may be lodged with the Rector.
6. Entrance examinations and assessments of artistic aptitude are conducted by examination committees appointed by the Rector.
7. The decision to launch a degree programme in a given field of study is made by the Rector.

§ 2

1. Admission of a candidate to studies is based on the results of the qualification procedure, except in the cases referred to in Sections 2–4.
2. Winners and finalists of national-level Olympiads and winners of international and nationwide competitions are admitted to the first year of first-cycle studies according to the rules established by the Senate of Poznan University of Technology in Resolution No. 44/2020–2024 of 31 May 2021. The right of admission to the *Aviation* field of study is equivalent to that for the *Aerospace Engineering* field of study; for *Mathematics of Modern Technologies* – as for the *Mathematics in Technology* field of study; and for *Safety and Quality Engineering* – as for the *Safety Engineering* field of study. Laurate winners of the “inPUT” Competition are entitled to the same rights as finalists of the Mathematical Olympiad specified in the above-mentioned Resolution.
3. Athletes with achievements in Olympic disciplines or those included in the programme of the Polish Aca-

demic Championships, applying for admission to the first year of first-cycle studies, are awarded additional points for their sporting achievements during the qualification process for individual fields of study. The basis for awarding additional points is the possession of a valid Sports Class: MM (international master), M (master), or I (first). Sporting achievements must be confirmed by a certificate issued by the relevant Polish Sports Association. In the ranking formula referred to in § 3 Section 5, the variable X is replaced with the number of conversion points awarded for holding a valid Sports Class granted by the relevant Polish Sports Association:

- 1) international master – 100,
 - 2) master – 75,
 - 3) first – 50.
4. Persons whose learning outcomes have been recognised in accordance with the rules established by the Senate of Poznan University of Technology in Resolution No. 176/2016–2020 of 10 July 2019 are admitted on the basis of the assessment of the verification committee, taking into account the candidates' ranking.
 5. Persons transferring from another university or foreign institution are admitted according to the rules set out in the Study Rules and Regulations.
 6. Foreign nationals are admitted through a separate qualification procedure, under the rules set out in § 3a and § 4a and the Rector's ordinance.

§ 3

1. A person may be admitted to first-cycle studies if they hold a certificate of secondary school graduation or another document referred to in Article 69 Section 2 of the Act – *Law on Higher Education and Science*.
2. The basis for admission to first-cycle studies is:
 - 1) the results of the Matura examination or secondary school graduation examination, as well as examinations confirming vocational qualifications at a technician level or professional examinations in professions taught at a technician level, in accordance with the list specified in Annex No. 1,
 - 2) and, for the fields of study *Architecture*, *Architecture* (English track) and *Interior Design*: a positive result in the artistic aptitude assessment.
3. The artistic aptitude assessment referred to in Section 2 Point 2 comprises an entrance examination in drawing, which tests the candidate's ability to transpose spatial forms onto a two-dimensional drawing surface. A positive evaluation of this aptitude test — defined as achieving a minimum of 120 points — is required to proceed to the next stage of the qualification procedure.
4. The qualification procedure for first-cycle studies is based on a ranking list of candidates compiled according to the results referred to in Section 2.
5. Candidates are admitted up to the recruitment limit, reduced by the number of candidates admitted under § 2 Section 2, in the order of their position on the ranking list prepared using the scoring formula. A candidate must obtain a minimum of 200 points. The ranking formula allows for a maximum score of 1000 points:

Field of study	Ranking formula
Automatic Control and Robotics Automatic Control and Robotics (English track) Bioinformatics Civil Engineering Sustainable Building Engineering (English track) Cybersecurity Data Science in Business Education in Technology and Informatics Electromobility Electronics and Telecommunications Electronics and Telecommunications (English track) Electrical Engineering Power Engineering Technical Physics Computing	$W = 0,5 \times J_P + 0,5 \times J_O + 2,5 \times M + 2 \times X$

Safety and Quality Engineering Biomedical Engineering Biomedical Engineering (English track) Chemical and Process Engineering Pharmaceutical Engineering Materials Engineering Environmental Engineering Engineering Management Engineering Management (English track) Logistics Aviation Mathematics of Modern Technologies Materials and Technologies for the Automotive Industry Mechanical Engineering Mechanical and Automotive Engineering Mechatronics Microelectronics and Digital Communication Artificial Intelligence (English track) Chemical Technology Chemical Technology (English track) Circular System Technologies Teleinformatics Transport Management and Production Engineering	
Architecture Architecture (English track)	$W = J_P + J_O + 1,5 \times M + R$
Interior Design	$W = J_P + J_O + 1,5 \times Y + R$

* recruitment of candidates shall take place subject to the completion of the procedure for launching the field of study

where:

R – the number of points (ranging from 0 to 500) awarded for the result of the artistic aptitude assessment.

additionally, in the case of:

▪ **candidates who have taken the so-called “new Matura examination”:**

J_P – number of points corresponding to the percentage result of the written Matura examination in Polish at the basic level,

J_O – number of points corresponding to the percentage result of the written Matura examination in a modern foreign language at the basic level; if the candidate sat examinations in two languages, the result more favourable to the candidate is selected (a score of 100 is awarded for passing the written part of the examination in a foreign language at the bilingual level with at least 30%),

$M = M_{PODST} + M_{ROZ}$

where:

M_{PODST} – number of points corresponding to the percentage result of the Matura examination in mathematics at the basic level (0 if the examination was not taken),

M_{ROZ} – number of points corresponding to the percentage result of the Matura examination in mathematics at the extended level (0 if the examination was not taken),

X = the more favourable result for the candidate from among:

a) $X_{PODST} + X_{ROZ}$

b) $2 \times X_{ZAW}$

where:

X_{PODST} – number of points corresponding to the percentage result of the Matura examination at the basic level in one of the following subjects: biology, chemistry, physics, computer science or geography (geography applies only to the fields of study of *Safety Engineering*, *Management Engineering*, and *Logistics*); the more favourable result for the candidate is used, provided that X_{ROZ} refers to the same subject (0 if the candidate did not sit the examination in any of the above subjects),

X_{ROZ} – number of points corresponding to the percentage result of the Matura examination in biology, chemistry, physics, computer science or geography at the extended level (geography applies only to the fields of study of *Safety Engineering*, *Management Engineering*, and *Logistics*); the more favourable result for the candidate is used, provided that X_{PODST} refers to the same subject;

- (0 if the candidate did not take the examination in any of these subjects),
- X_{ZAW} – number of points corresponding to the percentage result of a vocational examination from a vocational diploma, or the arithmetic average of the examination results from a diploma confirming vocational qualifications, rounded to the nearest whole number, where the result of each vocational examination is calculated as follows:
 $Z_{ZAW} = 0,3 \times Z_{PISEMNA} + 0,7 \times Z_{PRAKTYCZNA}$
 where:
 $Z_{PISEMNA}$ – number of points corresponding to the percentage result of the written part of the vocational examination,
 $Z_{PRAKTYCZNA}$ – number of points corresponding to the percentage result of the practical part of the vocational examination,
 (0 if the vocational examination at a technician-level was not taken),
- $Y = Y_{PODST} + Y_{ROZ}$
 where:
- Y_{PODST} – number of points corresponding to the percentage result of the Matura examination at the basic level in one of the following subjects: history, history of music or history of art; the more favourable result for the candidate is used, provided that Y_{ROZ} refers to the same subject (0 if the examination was not taken in any of the listed subjects),
- Y_{ROZ} – number of points corresponding to the percentage result of the Matura examination at the extended level in one of the above-mentioned subjects; the more favourable result for the candidate is used, provided that Y_{PODST} refers to the same subject (0 if the examination was not taken in any of the listed subjects).

Note:

The result of the Matura examination at the **basic level** in the written part of a subject that was taken at the **extended level** or **bilingual level** shall be determined as follows:

a) for results up to 29%

$$P_{PODST} = 2 \times P_{ROZ}$$

b) for results from 30% upwards

$$P_{PODST} = 0,5 \times P_{ROZ} + 50$$

where:

- P_{PODST} – result of the Matura examination in the written part of the subject at the basic level,
 P_{ROZ} – result of the Matura examination in the written part of the subject taken at the extended or bilingual level.

If the candidate sat the written part of the examination both at the basic level and at the extended or bilingual level P_{PODST} shall be the result that is more favourable to the candidate — either the actual examination result or the result calculated according to the above formulas.

▪ **candidates with the so-called “old Matura”**

(exams taken up to 2004 in general secondary schools and up to 2005 in technical schools):

- J_P – number of converted points for the grade obtained in the Matura exam in Polish,
 J_O – number of converted points for the grade obtained in the Matura exam in a foreign language; for candidates exempt from the Matura exam (i.e. winners and finalists of foreign language Olympiads, candidates holding appropriate language certificates, and graduates of bilingual schools or bilingual classes), $J_O = 100$,
 M – double the number of converted points for the grade from the written Matura exam in mathematics (for candidates who did not take the written exam in mathematics, $M = 0$),
 X – double the number of converted points for the grade from the Matura exam in biology, chemistry, physics, computer science, or geography (geography applies only to the fields of study of *Safety Engineering*, *Management Engineering*, and *Logistics*), or double the result of professional qualification exams in a profession taught at the technician level (calculated analogously to candidates with the “new Matura”). The more favourable result is used; for candidates who did not take any of these exams, $X = 0$,
 Y – double the number of converted points for the grade from the Matura exam in history, music history, or art history. The more favourable result is used; for candidates who did not take any of these exams, $Y = 0$.

Grades on the certificate are converted into points as follows:

- for the six-point grading scale:
- 1) Excellent (celujący) – 100,
 - 2) Very good (bardzo dobry) – 85,
 - 3) Good (dobry) – 70,
 - 4) Satisfactory (dostateczny) – 50,

- 5) Passing (dopuszczający) – 30,
- for the four-point grading scale:
 - 1) Very good (bardzo dobry) – 100,
 - 2) Good (dobry) – 70,
 - 3) Satisfactory (dostateczny) – 30.

▪ **candidates taking the International Baccalaureate** (with an International Baccalaureate – IB diploma):

- J_P – number of converted points based on the score in the IB exam in Polish (maximum 100); if Polish was not taken, the result from a language in Group A is used,
- J_O = 100,
- M – number of converted points based on the score in the IB exam in mathematics,
- X – number of converted points based on the score in the IB exam in biology, chemistry, physics, computer science, or geography (geography applies only to the fields of study: *Safety Engineering*, *Management Engineering*, and *Logistics*), or double the result of vocational qualification exams in a vocation taught at the technician level (calculated analogously to candidates with the “new Matura”). The more favourable result is used; for candidates who did not take any of these exams, X = 0,
- Y – number of converted points based on the score in the IB exam in history. For candidates who did not take the exam in this subject, Y = 0.

IB exam scores are converted into admission points as follows:

IB Points	Level	
	Standard level – SL (basic)	Higher level – HL (extended)
7	100	200
6	85	185
5	70	170
4	55	155
3	40	140
2	30	130

§ 3a

1. A foreign national may be admitted to first-cycle studies if they hold a certificate of secondary school graduation or another document referred to in Article 69 Section 2 of the *Law on Higher Education and Science*.
2. Upon submission of an equivalent school-leaving certificate to the ISRC, it is the Committee's responsibility to convert the grades from the certificate to the scale applicable in the Polish education system.
3. The University shall verify the foreign national's proficiency in the language of instruction of the first-cycle studies at a language competence level of at least B2, based on a document specified in regulations issued pursuant to Article 70 Section 5f of the *Law on Higher Education and Science*.
4. Foreign nationals holding a document referred to in Article 326a Section 1 of the *Law on Higher Education and Science* shall be admitted to first-cycle studies under the rules set out in § 3, excluding the provisions of § 3 Section 3.
5. Foreign nationals not holding a document referred to in Article 326a Section 1 of the *Law on Higher Education and Science* shall be admitted to first-cycle studies under the rules set out in § 3:
 - 1) excluding the provisions of § 3 Section 3,
 - 2) and shall sit an entrance examination conducted to assess knowledge necessary for undertaking studies, as referred to in Article 70 Section 5b Point 3a of the *Law on Higher Education and Science*; a condition for proceeding to the next stage of the qualification procedure is passing the examination, i.e. achieving a minimum score of 30%,
 - 3) in addition, during the recruitment process, they shall submit a document issued abroad by a school or educational institution recognised by the state in whose territory or within whose education system it operates, together with a written statement concerning that document issued by the Director of the National

Agency for Academic Exchange NAWA confirming the entitlement to apply for admission to studies, or — in the cases referred to in Article 93a of the Act of 7 September 1991 on the Education System, as well as in Article 70 Section 5b Point 1 of the *Law on Higher Education and Science* — a written statement issued by the Director of the National Agency for Academic Exchange NAWA confirming such entitlement, or a decision of the education superintendent recognising secondary education and the right to apply for admission to higher education.

6. The aptitude assessment referred to in § 3 Section 2 Point 2, for foreign nationals, shall consist of an evaluation of a portfolio. A condition for proceeding to the next stage of the qualification procedure is a positive result in the aptitude assessment, i.e. achieving a minimum of 120 points.

§ 4

1. A person may be admitted to second-cycle studies if they hold a diploma of completion of first-cycle studies or long-cycle Master's studies.
2. The basis for admission to second-cycle studies is:
 - 1) a positive result of the entrance examination,
 - 2) for the fields of study *Architecture*, *Architecture (English track)*, and *Interior Design*, additionally a positive result of the artistic aptitude assessment,
 - 3) and the final average grade from the entire course of first-cycle or long-cycle Master's studies.
3. Detailed requirements for candidates for second-cycle studies, concerning the learning outcomes obtained during the first-cycle studies and the professional title, are available on the website of Poznan University of Technology under the "Admission" tab.
4. The entrance examination for second-cycle studies referred to in Section 2 Point 1 involves verifying whether the candidate has achieved the learning outcomes required to undertake second-cycle studies in a given field. A candidate may obtain a maximum of 100 points from the entrance exam. Points are awarded by the committees referred to in § 1 Section 6, taking into account the final average grade from the entire course of first-cycle or long-cycle Master's studies.
5. A condition for taking the entrance exam is submission of a certificate from the appropriate university confirming the final average grade from the entire course of first-cycle or long-cycle Master's studies, or a diploma supplement containing the said final average grade, at the qualification interview or test. Graduates of Poznan University of Technology are exempt from this requirement, as the final average grade is retrieved from the University's systems. Other candidates are required to upload the certificate to the recruitment system.
6. The artistic aptitude assessment, referred to in Section 2 point 2, involves an evaluation of a portfolio, focusing on the candidate's ability to transpose space onto a drawing surface. To be evaluated for artistic aptitude, the candidate must submit both their diploma project and portfolio. Graduates of Poznan University of Technology only upload the portfolio; their diploma theses are stored in the university's repository of written diploma theses. Other candidates are required to upload both their diploma project and portfolio to the recruitment system.

§ 4a

1. A foreign national may be admitted to second-cycle studies if they hold a diploma of graduation from first-cycle or long-cycle Master's studies.
2. Foreign nationals holding the document referred to in Article 326 Section 1 or Article 327 Section 1 of the *Law on Higher Education and Science* shall be admitted to second-cycle studies under the rules set out in § 4.
3. Foreign nationals not holding a document referred to in Article 326 Section 1 or Article 327 Section 1 of the *Law on Higher Education and Science* shall be admitted to second-cycle studies under the rules set out in § 4, and shall also submit, during the recruitment process, a diploma of graduation issued abroad by a higher education institution recognised by the state in whose territory or higher education system it operates, together with a written statement concerning the diploma issued by the Director of the National Agency for

Academic Exchange NAWA confirming eligibility to apply for admission to studies, as referred to in Article 70 Section 5d Point 1 of the *Law on Higher Education and Science*.

4. Upon submission to the ISRC of an equivalent diploma of graduation, along with the documents referred to in § 9 Section 1 Point 2c, it is the Committee's responsibility to verify the learning outcomes achieved based on a list of subjects studied by the candidate at the previous stage of education. Candidates who meet the requirements shall be referred to an entrance examination in the form of a qualification interview or test, conducted online or in person, to assess their aptitude for undertaking the studies.
5. The University shall verify the foreign national's proficiency in the language of instruction of the second-cycle studies at a level of language competence not lower than B2, based on a document specified in regulations issued pursuant to Article 70 Section 5f of the *Law on Higher Education and Science*.

§ 5

1. An additional 2% of places (but not fewer than 2 places) on each study program are allocated for persons with disabilities as defined by the Act of 27 August 1997 on vocational and social rehabilitation and employment of persons with disabilities (Journal of Laws 2024, item 44, as amended).
2. Poznan University of Technology ensures appropriate conditions for disabled persons to take entrance exams, including the artistic aptitude assessments.

§ 6

1. The ranking of candidates admitted through the recognition of prior learning outcomes is prepared based on the records of the verification committees.
2. The number of places for persons admitted through the recognition of prior learning outcomes is determined by the Rector.

§ 7

1. Polish citizens who have completed secondary school (or a university) abroad may apply for admission:
 - 1) to first-cycle studies, provided that their certificate of secondary school graduation is equivalent to the Polish certificate of secondary school graduation,
 - 2) to second-cycle studies, provided that their university diploma is equivalent to a Polish university degree.
2. After submitting to the UAC a certificate equivalent to the Polish secondary school graduation certificate, the Committee is responsible for converting the grades from the foreign certificate to the grading scale used in the Polish system.
3. After submitting to the UAC a diploma equivalent to a Polish higher education diploma, along with the documents referred to in § 9 Section 1 Point 2c, the Committee is responsible for converting the overall final average grade from the full course of first-cycle or long-cycle Master's studies into the Polish grading scale.

§ 8

1. Registration of candidates for studies takes place within the deadlines specified in the recruitment schedule.
2. A candidate may be admitted to only one field of study, but has the right to indicate several fields of study, ranking them in order of preference for undertaking studies.
3. In the case of second-cycle admissions, the candidate may indicate a maximum of three fields of study.
4. A candidate may be admitted to only one form of studies in a given program – either full-time or part-time.
5. Admission to a second field of study within the same recruitment cycle is considered as part of the appeals process.
6. The candidate is qualified based on a ranking list, respecting the order of preferences referred to in Section 2.
7. The candidate is required to pay the application fee to the bank account of Poznan University of Technolo-

- gy. The fee is non-refundable.
8. Places vacated by candidates who failed to submit the required documents or who resigned from taking up studies will be offered to waitlisted candidates.

§ 9

1. The following documents are required from candidates for admission:
 - 1) for first-cycle studies:
 - a) an application for admission to studies generated from the online recruitment system, including a personal questionnaire with: a photo of the candidate (in accordance with the requirements for issuing national ID cards) and a statement confirming that the candidate has read and agrees to the rules and fees applicable if admitted as a student at Poznan University of Technology,
 - b) a certificate of secondary school graduation referred to in § 3 Section 1, and, if applicable, a diploma confirming qualifications in a profession taught at a technician level or a vocational diploma in a profession taught at a technician level, in accordance with the list included in Annex No. 1,
 - c) a certificate confirming the status of laureate or finalist of an olympiad or competition in the case of persons referred to in § 2 Section 2,
 - d) a disability certificate in the case of persons referred to in § 5,
 - e) a certificate issued by the relevant Polish Sports Association in the case of persons referred to in § 2 Section 3;
 - 2) for second-cycle studies:
 - a) an application for admission to studies generated from the online recruitment system, including a personal questionnaire with: a photo of the candidate (as per ID issuance standards) and a statement confirming that the candidate has read and agrees to the rules and fees applicable if admitted as a student at Poznan University of Technology,
 - b) a diploma of completion of first-cycle or long-cycle Master's studies, or a certificate from the relevant university confirming the passing of the diploma exam,
 - c) a certificate from the relevant university confirming the final average grade from the entire course of first-cycle or long-cycle Master's studies, or a diploma supplement containing this final average grade,
 - d) for the fields of study of *Architecture*, *Architecture (English track)*, and *Interior Design* – additionally, the diploma project, portfolio, and a statement of authorship must be submitted,
 - e) a disability certificate in the case of persons referred to in § 5.
2. With regard to the documents listed in § 9 Section 1 Points b-e and Section 2 Points b, c, e, the candidate must present originals for certification by Poznan University of Technology as true copies.
3. Applicants for fields of study taught in English are additionally required to provide a document confirming English language proficiency at B2 level.

§ 10

1. Recruitment at Poznan University of Technology takes place during the following periods:
 - 1) from May 2025 to October 2025 for studies beginning in the winter semester,
 - 2) from September 2025 to March 2026 for studies beginning in the summer semester.
2. The Rector's ordinance regarding the detailed organisation of recruitment for the 2025/2026 academic year — specifying the recruitment schedule, admission limits, the amount of the recruitment fee, the list of fields of study offered in English, and the list of fields of study for which the University issues referrals to an occupational medicine physician — will be issued no later than April 30, 2025.
3. A supplementary recruitment process may be conducted, taking into account candidates whose Matura exam results in a given subject or subjects have been increased due to a recalculation of the total points or as a result of an appeal submitted to the Regional Examination Committee, by conducting a repeated qualification procedure for these individuals.

§ 11

The list of fields of study for which recruitment is conducted for the 2025/2026 academic year is included in Annex No. 2 to the Resolution.

§ 12

List of fields of study with a practical profile:

1) first-cycle studies:

- Automatic Control and Robotics – from the 3rd semester
(recruitment is carried out for the general academic profile, with the possibility of transferring to the practical profile)
- Electrical Engineering – from the 5th semester
(recruitment is carried out for the general academic profile, with the possibility of transferring to the practical profile)

2) second-cycle studies:

- Aerospace Engineering – from the 1st semester.

Chair of the Senate
Rector of Poznan University of Technology

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