

REGULATIONS OF STUDIES
first-cycle and second-cycle studies

adopted by the Senate of Poznan University of Technology

Resolution No. 55/2024-2028 of 30 April 2025



Table of contents

I.	GENERAL PROVISIONS	2
A.	Definitions.....	2
B.	Recruitment	3
C.	Professional titles	4
D.	Student representatives.....	4
II.	ORGANISATION OF STUDIES	4
A.	Schedule of studies	4
B.	Curriculum of studies and curriculum implementation schedule	5
C.	Fees	5
III.	STUDENT RIGHTS AND RESPONSIBILITIES.....	6
A.	Student rights	6
B.	Student responsibilities.....	6
C.	Ensuring accessibility for persons with special needs, including disabilities	7
D.	Individual organisation of studies.....	7
E.	Individual curriculum implementation	8
F.	Academic leave	8
G.	Secondary school students.....	9
H.	Transfers and recognition of ECTS credits	9
I.	Student status and student ID card.....	10
IV.	CREDIT SYSTEM.....	10
A.	General provisions.....	10
B.	Semester credit	11
C.	Course credit	11
D.	Examinations	12
E.	Internships.....	13
F.	Penalties and sanctions.....	13
G.	Repeating courses.....	14
H.	Resuming studies	14
V.	DIPLOMA THESIS.....	15
A.	Form of diploma thesis	15
B.	Uniform Anti-plagiarism System.....	15
C.	Deadline for submitting the diploma thesis.....	16
D.	Supervisor and reviewer	16
VI.	DIPLOMA EXAMINATION	16
A.	Eligibility for the diploma examination	17
B.	Diploma examination commission.....	17
C.	Organisation of the diploma examination	17
D.	Completion of studies	18
VII.	AWARDS AND DISTINCTIONS	19
VIII.	DISCIPLINARY PENALTIES	19
IX.	FINAL PROVISIONS	19

I. GENERAL PROVISIONS

§ 1

1. The Regulations of Studies for first-cycle and second-cycle studies, hereinafter called the "Regulations", apply to:
 - all students,
 - academic instructors, and
 - other individuals conducting classes with students or involved in the educational process at Poznan University of Technology.
2. The Regulations use terms as defined in the Act of 20 July 2018 – *Law on Higher Education and Science* (Journal of Laws of 2024, item 1571, as amended) and in the Statute of Poznan University of Technology.

A. Definitions

§ 2

The terms used in the Regulations shall mean as follows:

- 1) Dean's Office – the administrative support center for students;
- 2) learning outcomes – the knowledge, skills, and social competences acquired in the learning process;
- 3) form of studies – full-time or part-time studies;
- 4) form of classes – the method of conducting classes and acquiring learning outcomes, including: lecture, tutorial, laboratory, project work, and professional internships subject to completion requirements;
- 5) curriculum implementation schedule – part of the curriculum of studies that specifies the courses or groups of courses, their hourly workload, forms, and ECTS credit points, divided by semester;
- 6) IOS (Individual Organisation of Studies) – a personalized class schedule granted to a student in justified cases, allowing for modifications in teaching methods and formats, while ensuring the achievement of learning outcomes defined for the given field of study;
- 7) IRPS (Individual Curriculum Implementation) – a personalized selection of subjects and academic activities ensuring achievement of the learning outcomes compliant with the student's curriculum of studies;
- 8) course description card (ECTS card) – a document describing classes conducted as part of the curriculum of studies, in accordance with the relevant ordinance;
- 9) field of studies – an area of education assigned to one or more scientific disciplines, delivered by the University in accordance with the curriculum of studies;
- 10) validation of learning outcomes – a formal process of verifying learning outcomes acquired outside the formal higher education system;
- 11) level of studies – first-cycle or second-cycle studies;
- 12) profile of studies – general academic profile (more than half of the ECTS credits are assigned to courses related to the university's research activity) or practical profile (more than half of the ECTS credits are assigned to courses developing practical skills);
- 13) curriculum of studies – a description of coherent learning outcomes defined by the University and the learning process leading to the achievement of those outcomes, along with ECTS credits assigned to individual courses;
- 14) course – a unit of education delivered in various forms of classes within a semester under a common title, with assigned ECTS credits and defined learning outcomes;
- 15) ECTS credits (European Credit Transfer and Accumulation System) – credits defined in the European credit system as a measure of the average student workload required to achieve the expected learning outcomes;
- 16) first-cycle studies – a form of education culminating in the awarding of full qualifications

at Level 6 of the Polish Qualifications Framework;

- 17) second-cycle studies – a form of education culminating in the awarding of full qualifications at Level 7 of the Polish Qualifications Framework;
- 18) full-time studies – a form of higher education in which at least half of the ECTS credits in the curriculum of studies are earned through classes involving direct interaction between academic teachers or instructors and students;
- 19) part-time studies – a form of higher education in which fewer than half of the ECTS credits in the curriculum of studies may be earned through classes involving direct interaction between academic teachers or instructors and students;
- 20) mode of classes – on-site or remote (synchronous or asynchronous distance learning);
- 21) University – Poznan University of Technology;
- 22) Act – the Act of 20 July 2018 – *Law on Higher Education and Science*;
- 23) faculty – the basic organisational unit of the University responsible for conducting research and teaching activities and for training academic staff in at least one discipline;
- 24) asynchronous remote classes – classes conducted using distance learning methods and technologies, with materials accessible at any time and from any location (there is no real-time interaction between students and the academic teacher);
- 25) synchronous remote classes – classes conducted using distance learning methods and technologies in real time (students and the academic teacher participate simultaneously).

B. Recruitment

§ 3

1. The conditions, procedure, and deadlines for the commencement and completion of the admissions process, as well as the method of conducting it at the University, are determined by the University Senate.
2. The University Senate defines the rules for admitting laureates and finalists of central-level olympiads and may also define the rules for admitting laureates of international and national competitions.
3. A person holding a secondary school leaving certificate or another document specified in Article 69(2) of the Act may be admitted to first-cycle studies.
4. A person holding a diploma of graduation from higher education may be admitted to second-cycle studies.
5. The organisation of the validation of learning outcomes acquired outside the formal higher education system for persons applying for admission is determined by the University Senate.

§ 4

1. A person admitted to studies officially begins their studies and acquires student rights upon taking the oath via the University's ICT system.
2. The University issues a student ID card to the student.
3. The student's academic achievements are recorded in the University's ICT system.
4. The student is obliged to act in accordance with the provisions of the Regulations and the oath, the text of which is attached to the Regulations.
5. The University and the student recognize documents signed electronically using a certificate issued by the University as valid. The student's signature may be replaced by a confirmation made after the student is authenticated in the University's ICT system.

C. Professional titles

§ 5

1. A student, upon passing the diploma examination with a positive result, receives a diploma of completion of first- or second-cycle studies.
2. When issuing diplomas, the University awards the following professional titles:
 - 1) licencjat [Bachelor of Science];
 - 2) inżynier [Bachelor of Science Engineer];
 - 3) inżynier architekt [Bachelor of Science Engineer in Architecture];
 - 4) magister [Master of Science];
 - 5) magister inżynier [Master of Science Engineer];
 - 6) magister inżynier architekt [Master of Science Engineer in Architecture].

D. Student representatives

§ 6

1. The exclusive representative of all students of the University is the Students' Union.
2. Student organizations at the University, as well as associations operating at the University that consist solely of students or both students and academic teachers, are authorized—within the scope of their statutory activities—to communicate with University authorities or Students' Union bodies on matters concerning students..

II. ORGANISATION OF STUDIES

§ 7

1. Studies are conducted in a specified field of study, at a specific level and profile.
2. Studies are conducted in full-time or part-time form.
3. Classes, according to the curriculum of studies, are conducted on-site (at the University's premises) or remotely (using distance learning methods and techniques).
4. The eKursy platform is a mandatory tool in which the academic teacher conducting the classes defines the structure and format of the classes, the grading rules, and provides supplementary materials, regardless of the form of the classes.
5. Classes conducted remotely are delivered using infrastructure and software that support both synchronous and asynchronous interaction between students and instructors.
6. Before starting remote learning classes, students must complete training that prepares them for participation.

A. Schedule of studies

§ 8

1. The academic year runs from 1 October to 30 September and is divided into two semesters.
2. The Rector determines and announces the detailed organization of the academic year at least 2 months before it begins.
3. The class schedule for a semester is published in the University's ICT system no later than 5 days before the start of classes.
4. Classes held in the final (diploma) semester of studies may, with the Dean's approval, be completed in a shorter time than specified in the detailed organisation of the academic year.
5. Full-time classes are held from Monday to Friday, and part-time classes on Saturdays and

Sundays, excluding public holidays or, upon agreement with students, also on Fridays.

6. Asynchronous remote classes are not tied to the schedule mentioned in section 5.
7. The Rector may establish days free of classes during the academic year and may cancel certain classes. The Dean, in consultation with the Rector, may establish class-free hours for faculty students during the academic year.

B. Curriculum of studies and curriculum implementation schedule

§ 9

1. Studies are carried out in accordance with a curriculum of studies that defines the educational process aimed at achieving learning outcomes and, in particular, includes:
 - 1) subjects with the assigned number of ECTS points and intended learning outcomes;
 - 2) a curriculum of studies schedule specifying class formats and their semester distribution;
 - 3) methods of verifying the intended learning outcomes achieved by the student.
2. Classes and verification of achieved learning outcomes, as well as diploma exams, may be conducted in a foreign language. Diploma theses and outcome verifications during admission may also be conducted in a foreign language.
3. The curriculum of studies, including the implementation schedule, course descriptions, and qualifications obtained, are made available to students via the University website or ICT system.
4. At a student's request, the Dean may allow the student to study and complete parts of the curriculum at other faculties or universities.
5. The Dean appoints a course coordinator responsible for the subject. This person updates the course description based on the latest scientific developments and market trends (in accordance with separate regulations), and the updated description is made available in the University's ICT system at least one week before the semester starts.
6. The instructor must present the following to students during the first class:
 - 1) course topics and required literature;
 - 2) required participation, method of ongoing outcome assessment, format of assessments and exams, consultation times and places, and other requirements;
 - 3) method of informing students about exam and assessment results.
7. The instructor is obligated to enter grades in the University's ICT system within the deadlines set by the Rector's regulation.
8. Participation in classes included in the study plan is mandatory.
9. Attendance in exercises, laboratory, project classes, language courses, and physical education is monitored by the instructor.
10. The instructor may also monitor attendance at lectures.
11. The instructor determines the method and deadline for making up missed work due to justified absences.
12. A student's absence—justified or not—for more than 30% of a given class type may result in the student not being classified (status in the University's ICT system: not classified – "NK").
13. Failure to complete tasks specified in the laboratory regulations prevents the student from passing the class.

C. Fees

§ 10

The list of fees for educational services and the rules for their collection are determined by the Rector through an ordinance.

III. STUDENT RIGHTS AND RESPONSIBILITIES

A. Student rights

§ 11

1. A student has the right to:

- 1) develop academic interests using the University's infrastructure, as well as with the support of academic staff and university authorities;
- 2) join academic circles and participate in research, development, and implementation work, under the University's rules;
- 3) associate in organisations according to the rules specified in the Act;
- 4) develop cultural, tourism, and sports interests, using the University's facilities and resources, and the support of academic staff and authorities, in accordance with the regulations of the respective organisations;
- 5) transfer and obtain recognition of previously completed classes with ECTS credits;
- 6) justify absences from classes;
- 7) take academic leaves, including leaves with the right to participate in verification of learning outcomes defined in the curriculum of studies;
- 8) change their field of study;
- 9) transfer between full-time and part-time study forms;
- 10) access their graded written work within 14 days of the results being made available;
- 11) request an examination in front of the board with an observer of their choice;
- 12) repeat certain courses due to unsatisfactory academic performance;
- 13) receive awards and distinctions;
- 14) receive benefits under separate regulations;
- 15) pursue studies under an Individual Organization of Studies (IOS) as determined by the Dean;
- 16) be granted Individual Curriculum Implementation (IRPS) as determined by the Dean;
- 17) attend lectures held at the University, and – with the instructor's and Dean's approval – other forms of classes;
- 18) actively participate in evaluating the learning process;
- 19) access psychological support;
- 20) use services offered by the Equality Office, which supports students with special needs, including those with disabilities;
- 21) participate in training on student rights and responsibilities, organized by the Students' Union in cooperation with the Student Parliament of the Republic of Poland.

B. Student responsibilities

2. A student is obligated to:

- 1) act in accordance with the oath they have taken;
- 2) sign a declaration acknowledging the fee policies and agreeing to abide by them;
- 3) attend all compulsory classes as specified in the study schedule, and meet other curriculum and Regulation requirements in a timely manner;
- 4) learn and comply with health and safety rules applicable in laboratories used in the curriculum of studies;
- 5) provide the necessary resources for full participation in classes, in accordance with the course descriptions;
- 6) justify absences with the instructor promptly after the cause of absence ceases;

- 7) promptly notify the Dean's Office of any changes to personal information;
- 8) submit a resignation letter to the Dean if withdrawing from studies;
- 9) check the completeness of grade entries in the University's ICT system and report discrepancies to the instructor;
- 10) use university ICT systems for communication with University staff;
- 11) verify correct enrollment in classes in accordance with the curriculum of studies.

C. Ensuring accessibility for persons with special needs, including disabilities

§ 12

1. The University community undertakes actions in line with accessibility policies and a separate regulation to ensure equal educational opportunities for individuals with special needs, including disabilities, and to provide conditions for full participation in admissions, education, research, and other aspects of academic life.
2. Students with special needs, including disabilities, may request adjustments to the learning process to accommodate individual needs. Such requests are submitted to the Equality Office in accordance with separate regulations.
3. A designated staff member of the Equality Office coordinates support measures with relevant Deans or heads of interdepartmental units. Based on these arrangements, the staff member issues recommendations for support measures to be implemented by academic units and staff.
4. In the case of study difficulties resulting from a disability, and in order to ensure equal educational opportunities, a student may also apply to pursue studies under an Individual Organization of Studies (IOS), in accordance with § 13.

D. Individual organisation of studies

§ 13

1. A student has the right to apply for pursuing studies in a given field, level, and profile under an Individual Organization of Studies (IOS).
2. The following students may apply for IOS:
 - 1) particularly talented students with outstanding academic performance who undertake additional activities for scientific development;
 - 2) students in difficult life situations, including persons with disabilities, pregnant students, student-parents, and students whose health condition requires it;
 - 3) students participating in national or international sports competitions;
 - 4) students entrusted with significant responsibilities related to University activities;
 - 5) students admitted under § 3(5), whose learning outcomes have been recognized.
3. IOS may apply to classes in a single semester, with the possibility of extension based on a new application.
4. In full-time studies, a pregnant student or a student-parent cannot be denied permission to pursue IOS in a given field, level, and profile until graduation.
5. IOS may include in particular:
 - 1) individual selection of teaching methods and formats;
 - 2) modification of the format and schedule of assessments and exams, in agreement with the instructor;
 - 3) selection of class groups allowing the realization of the curriculum of studies, tailored to the student's needs and the University's capabilities.
6. For students referred to in section 2(1), the curriculum may be extended or replaced with

alternative activities, such as participation in research projects within a mentor-student model. However, such arrangements must not alter the learning outcomes for the field, level, or profile of the curriculum of studies, nor delay graduation.

7. The student submits an IOS application to the Dean of the faculty with justification and appropriate documentation, immediately after the circumstances arise.
8. Detailed rules for conducting IOS are determined by the Dean.
9. A student granted IOS must agree with each course instructor on how the classes will be carried out.

E. Individual curriculum implementation

§ 14

1. A scientifically outstanding second-cycle student may apply for IRPS.
2. The student submits the application to their faculty Dean, indicating the additional competencies they wish to obtain through the modified study path.
3. The Dean appoints an academic advisor based on an analysis of the curriculum of studies of a given field of study.
4. The advisor collaborates with the student to determine the scope of IRPS, selecting courses from the University or other institutions (subject to inter-institutional agreements). These courses should expand or modify topics and provide the expected additional competencies.
5. IRPS may also include research or implementation projects conducted by the University. The advisor defines the scope of the student's work and assigns ECTS points that contribute to required learning outcomes.
6. IRPS must not alter the learning outcomes, reduce content, or lower the number of ECTS credits per semester.
7. The IRPS plan must be approved by the Faculty Board.
8. In justified cases, IRPS may also apply to first-cycle students after completing their first year.
9. If the standards of education for a field of study do not allow individual subject selection, this may be grounds for rejecting an IRPS application.

F. Academic leave

§ 15

1. Upon request, the Dean grants a student leave from classes, hereinafter called “academic leave”:
 - 1) to a pregnant student – until the child’s birth;
 - 2) to a student-parent – for up to 1 year;
 if the leave ends mid-semester, it may be extended to the end of that semester..
2. A student-parent must apply for leave within one year of the child’s birth.
3. The Dean may also grant leave in other justified cases – for up to two semesters. The application should be submitted before the leave period begins.
4. In extraordinary situations, a student may apply for leave immediately after the cause arises; however, leave is not granted retroactively.
5. The leave period should ensure continuity of education, meaning it must end with the start of the semester for which the student is registered.
6. During academic leave, the student retains student rights, with entitlement to student benefits regulated by separate regulations.
7. With the Dean’s consent, a student on leave may take exams and other forms of verification of learning outcomes specified in the curriculum of studies.

8. To resume studies after leave, the student must inform the Dean at least two weeks before the new semester starts. If necessary, the Dean sets out curricular differences and deadlines to make them up.

G. Secondary school students

§ 16

1. Exceptionally gifted secondary school students may participate in university courses aligned with their talents, based on a written request, with the Dean's approval and the school principal's recommendation; for minors, parental or guardian consent is also required.
2. The students described in section 1, allowed to participate in courses:
 - 1) may take part in the activities of student research groups;
 - 2) must follow University rules;
 - 3) complete courses in accordance with the provisions of this Regulation.
3. If the students described in section 1 are later admitted to the University, instructors may exempt them from repeating and/or passing previously completed courses as mentioned in section 2(3), provided that the learning outcomes have not changed.
4. Verification rules related to legislation on preventing sexual crime and protecting minors are governed by separate regulations.

H. Transfers and recognition of ECTS credits

§ 17

1. A student may transfer to the University from another university, including a foreign one, or change their field of study, profile, or mode of study within the University.
2. A transfer to the University is possible after completing the first semester.
3. Changing the field or profile of studies within the University is allowed after completing the first semester. The Dean of the receiving faculty decides on the transfer, assigns the semester to which the student will be admitted, and determines any curricular differences.
4. Admission through transfer from another university is based on entry onto the list of students, which is made following the Rector's consent and after consultation with the Dean of the receiving faculty. In case of a negative opinion from the Dean, the Rector formally denies admission.
5. A student may transfer from full-time to part-time studies. The Dean makes this decision, determining the semester of transfer and any curricular differences.
6. A part-time student may apply for a transfer to full-time studies after completing at least two semesters (in first-cycle studies) or at least the first semester (in second-cycle studies). The Dean decides on the transfer, assigns the semester, and determines curricular differences.
7. After a transfer, courses completed under a different curriculum of studies are recognized. The student is granted the number of ECTS points corresponding to the learning outcomes and internships in the receiving unit's curriculum of studies. Recognition is based on the equivalence of achieved learning outcomes.
8. The decision to recognize courses is made by the Dean of the receiving faculty upon the student's request and after reviewing the student's academic records.
9. When transferring and recognizing ECTS credits earned at another faculty, field of study, or institution, the following rules apply:
 - 1) ECTS credits obtained at another institution are accepted without re-verification of learning outcomes if the education was provided under an inter-university agreement;

- 2) ECTS credits may be recognized in place of those required by the curriculum of studies, if the learning outcomes are equivalent;
 - 3) upon the student's request, the Dean decides on the transfer and recognition of credits referred to in sections 1 and 2;
 - 4) if no ECTS credits were assigned to completed courses at the other faculty or institution, the Dean of the receiving faculty will assign credits in accordance with this Regulation and the applicable curriculum of studies.
10. If a student has earned more ECTS credits outside the University than required for the semester:
- 1) this does not require an adjustment to the number of credits needed in future semesters;
 - 2) courses that increase the total number of credits are listed in the diploma supplement as additional student achievements.

I. Student status and student ID card

§ 18

1. Student rights are lost before the formal completion of studies if the student is removed from the list of students.
2. A student who loses their student rights must promptly settle all obligations with the University.
3. In the event of losing the student ID card, the student must immediately notify the Dean's Office in writing, explaining the circumstances.
4. If the ID card is lost due to theft or other unforeseen events, the student may obtain a duplicate.
5. A student has the right to possess a student ID card until the completion of studies, except for graduates of first-cycle studies, who retain this right until 31 October of the year in which they graduate.

IV. CREDIT SYSTEM

A. General provisions

§ 19

1. The ECTS (European Credit Transfer and Accumulation System) is used to assess learning outcomes and recognize periods of study.
2. The principles of the credit system are as follows:
 - 1) credits are assigned to all courses in the curriculum of studies, except for physical education classes and training/informational sessions such as library training, occupational health and safety (OHS), etc.;
 - 2) credits are assigned to courses, not to individual types of classes (e.g., lectures, labs);
 - 3) the number of credits assigned to each course in a given semester must be an integer;
 - 4) the total number of credits assigned to the courses in each semester is defined in the curriculum of studies and must be at least 30 ECTS. For part-time studies, this number may be proportionally lower if the duration of studies is longer than that of the corresponding full-time studies;
 - 5) in order to obtain a diploma, a student must complete all semesters, earn the total number of ECTS credits required by the curriculum of studies, and pass the final diploma examination with a positive result.

B. Semester credit

§ 20

1. The accounting period for all fields of study is the semester.
2. To complete a semester, a student must receive at least a passing grade in all courses and obtain pass/fail credit (without a grade) in: internships, physical education classes and mandatory training/informational sessions specified in the curriculum of studies for that semester.
3. A student who has not passed all courses in the semester may be conditionally registered for the next semester, provided that the total number of ECTS credits for the uncompleted courses does not exceed 14 ECTS, and the delay in completion of those courses does not exceed two semesters.
4. In particularly justified cases, conditional registration for the next semester may be granted by:
 - 1) the Dean, if the total number of unearned credits does not exceed 14 ECTS but the delay exceeds two semesters, provided the uncompleted courses do not include key subjects essential for further learning;
 - 2) the Rector, regardless of the conditions specified in section 3.

C. Course credit

§ 21

1. The university uses the following grading scale:

Grade, in words	Letter symbol	Numeric grade
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

2. When verifying learning outcomes via exams, tests, quizzes, etc., the following percentage thresholds apply:

Percentage range	Grade, in words	Letter symbol	Numeric grade
<90–100>	very good	A	5.0
<80–90)	good plus	B	4.5
<70–80)	good	C	4.0
<60–70)	satisfactory plus	D	3.5
<50–60)	satisfactory	E	3.0
<0–50)	unsatisfactory	F	2.0

When assigning scores to specific tasks or questions, the maximum number of points should be clearly defined for a complete answer. Depending on the quality of the student's response, the instructor may award the full score, part of it, or zero. Negative scoring is not permitted, as it is not justified to deduct points for correct elements.

3. The basis for passing all forms of classes not ending in an exam is positive results of ongoing learning outcome verification. This verification is conducted by the instructor

according to rules set by the person responsible for the course.

4. The instructor is responsible for granting course credit. In exceptional cases, credit may be granted by another academic instructor appointed by the Dean.
5. A student who receives a failing grade in ongoing evaluation or fails to pass training/informational classes has the right to one retake opportunity before the end of the examination.
6. Instructors must complete assessments by the end of the semester and enter results into the university's ICT system no later than 7 days after conducting the assessment. The retake date must be set at least 3 days after results are released..
7. Instructors must retain written assessments for 12 months.

§ 22

1. A student participating in research, implementation work, or student scientific circles may be excused from attending related classes upon request from the project supervisor. The student may also be granted credit for those classes if thematically related to the project.
2. The instructor may require the student to pass a test (colloquium) on the course material as determined by the curriculum of studies, especially if it exceeds the scope of the student's project.

§ 23

1. At the student's request submitted to the Dean's Office within 3 working days of the retake result, the head of the organisational unit responsible for the course may—in justified cases—order an examination in front of the board at a date of their choosing.
2. A board of three academic teachers conducts the assessment, appointed by the head of the course's organisational unit. The chairman should be the head of the organisational unit or their appointee. The board must include, in addition to the chairman and course instructor, a specialist in the discipline to which the field of study is assigned. In the request referred to in section 1, the student may indicate an observer—selected from among the University's academic staff or students—to be present during the examination in front of the board.
3. If the course was taught by the head of the organisational unit, the Dean makes decisions regarding the examination in front of the board.
4. The person who originally graded the student cannot chair the examination in front of the board.
5. The board's grade is final.

D. Examinations

§ 24

1. An examination is a verification of the extent to which a student has achieved the learning outcomes specified in the course description.
2. The examination schedule is established by the Dean in consultation with course instructors and student representatives.
3. Examinations are conducted by the lecturer. In justified cases, and with the Dean's consent, examinations may be conducted by other individuals.
4. A student has the right to take an exam twice per course per semester, including one retake attempt.
5. An unexcused absence from an examination results in forfeiture of that exam attempt.
6. A student's absence from an examination does not result in a failing grade but is recorded as "absent".

7. An unexcused absence from a retake exam or receiving a failing grade on the retake results in failure to pass the course.
8. If a student provides justification for their absence within 7 days of the exam date, they are entitled to an additional exam date. This additional date must be scheduled no later than two weeks after the start of the following semester. It extends the period in which conditional registration may be granted.
9. The exam grade must be made available to students no later than 7 days after the exam is conducted. The retake must take place no sooner than 3 days after the grades are released.
10. The lecturer is obligated to retain written exam papers or sets of questions and oral exam protocols for 12 months.
11. Taking an examination is not conditional upon passing other forms of coursework.

§ 25

1. Upon a student's request submitted to the Dean's Office within 3 working days of the publication of retake exam results, the Dean may order an examination in front of the board, in justified cases, to be held at a time set by the Dean.
2. The examination in front of the board is chaired by the Dean or a person appointed by the Dean. The chairman cannot be the person who previously examined the student.
3. The board shall include, in addition to the chairman and the examiner, at least one specialist in the discipline to which the field of study is assigned.
4. In the request referred to in section 1, the student may designate an observer, selected from among the academic staff or students of the University, to be present during the examination in front of the board.
5. The examination in front of the board may be oral, written, or both. The form is decided by the chairman of the board.
6. The board's grade is final.

§ 26

1. If, during the verification of learning outcomes, a student is found to have acted dishonestly or used unauthorized materials or devices, they shall receive an unsatisfactory grade. Dishonesty does not apply to work prepared with the support of an educational assistant, if the student is entitled to such support.
2. The rules for the use of generative artificial intelligence tools at the University are defined in a separate document.

E. Internships

§ 27

1. Internships are part of the curriculum of studies and are subject to formal accreditation.
2. The organisation and assessment of internships are governed by a separate regulation.

F. Penalties and sanctions

§ 28

1. The Rector shall remove a student from the student register in the event of:
 - 1) failure to commence studies;
 - 2) withdrawal from studies;
 - 3) failure to submit the diploma thesis or take the diploma examination within the deadline;
 - 4) disciplinary expulsion from the University.

2. The Rector may remove a student from the student register in the event of:
 - 1) failure to attend mandatory classes;
 - 2) lack of academic progress;
 - 3) failure to complete the semester within the set deadline;
 - 4) failure to pay tuition or other fees related to studies.
3. The Rector shall determine:
 - 1) failure to commence studies – if the student has not taken the oath within 1/3 of the semester or has not notified the Dean two weeks prior to the semester start of readiness to resume studies after a leave;
 - 2) lack of academic progress – based on § 20(2–4) and § 21(3);
 - 3) failure to attend mandatory classes – if absences exceed 30% of the scheduled classes for the semester according to the curriculum of studies;
 and shall make the appropriate decisions accordingly.

G. Repeating courses

§ 29

1. A student may repeat uncompleted components of individual courses assigned to a given semester.
2. Repeating an entire semester of studies is not permitted.
3. In justified cases, and with the consent of the course instructor and the Dean, it is permissible to make up academic deficiencies without attending classes.

H. Resuming studies

§ 30

1. A person who resigned from studies or was removed from the student register without having completed the first semester must reapply for admission according to the general recruitment procedures.
2. A student who was removed from the student register after completing at least the first semester may apply to resume studies.
3. The decision to allow resumption of studies is made by the Dean, taking into account the current curriculum of studies, the courses currently offered, curricular differences, the time elapsed since removal from the register, and the student's previous academic record, ensuring the feasibility of completing the studies—also considering any outstanding tuition or other educational fees owed to the University.
4. If any of the negative criteria mentioned in section 3 are present, the Dean may require the student to pass a qualifying examination. The examination result will serve as the basis for deciding whether to allow the resumption of studies.
5. Studies may be resumed in a semester no higher than the one immediately following the last successfully completed semester. The Dean may require the student to make up for any curricular differences resulting from changes in the curriculum of studies.
6. With the Dean's consent, a student may resume studies in a different form than the one previously pursued before removal.
7. A student may apply to the Dean, in writing, for the recognition of previously completed courses (or specific components of courses) if the learning outcomes have not changed. The application must be submitted before the start of the semester to which the recognition applies.

V. DIPLOMA THESIS

§ 31

1. Completion of a diploma thesis is mandatory at all levels, forms, and fields of study.
2. The diploma thesis is an independent elaboration of a scientific, artistic, or practical issue—or a technical or artistic achievement—demonstrating the student's general knowledge and skills acquired during the studies, as well as the ability to independently analyze and draw conclusions.
3. The thesis topic is agreed upon with the supervisor. The application for approval of the diploma thesis topic must be submitted in the University's ICT system for studies concluding in the:
 - winter semester – by 30 September;
 - summer semester – by 28 February.

The application requires approval by a faculty committee, chaired by the Dean. Due to the nature of certain projects, the Dean may shorten the above deadlines. A student resuming studies in the final semester must submit the application for thesis topic approval without delay.

A. Form of diploma thesis

4. The diploma thesis may take the form of a written work or a project. Theses containing legally protected confidential information are to be submitted as project theses.
5. Upon the student's request, endorsed by the supervisor, the Dean may allow the diploma thesis to be submitted in the form of:
 - 1) a published or accepted-for-publication article in a peer-reviewed journal or conference proceedings (in accordance with the current ministerial list, worth at least 100 points), related to the learning outcomes of the specific field, level, and profile of study, with the student's contribution being no less than 30%
 - 2) a successfully filed patent application involving the University, aligned with the field of study, with the student as a co-author and a contribution of no less than 30%

In such cases, a self-report describing the achievement and detailing the student's contribution must be uploaded to the University's ICT system.

If the educational standards for the curriculum of studies do not allow for this form of thesis, the provision does not apply.

6. The diploma thesis may be completed individually or in a group. In the case of group work, the individual contributions or authorship of specific sections must be clearly indicated.
7. The completed diploma thesis is subject to copyright. The University has the right of first publication. If the University does not publish the thesis within 6 months of its defense, the student may publish it independently, unless it is part of a collective work.
8. A diploma thesis and accompanying computer software may be made available under an open license, subject to the consent of the authors and the supervisor.
9. The diploma thesis must be submitted electronically via the University's ICT system.

B. Uniform Anti-plagiarism System

10. Before the diploma examination, written diploma theses are checked by the University using the Uniform Anti-plagiarism System.
11. A diploma thesis is considered successfully submitted when the following conditions are

met:

- 1) the thesis is uploaded to the University's repository of written diploma theses;
- 2) a declaration of independent authorship is submitted;
- 3) the thesis is approved by the supervisor.

C. Deadline for submitting the diploma thesis

12. A student is required to fulfill the conditions specified in section 11 by the following deadlines:

studies ending in	full-time		part-time
	first-cycle	second-cycle	first- and second-cycle
winter semester	31 January	31 January	31 March
summer semester	15 July	15 July	30 September

13. The Dean may, upon request from the supervisor or the student, extend the submission deadline by no more than 2 months in the event of:

- 1) the student's prolonged illness, confirmed by medical documentation;
- 2) an inability to complete the thesis within the original deadline for justified reasons.

14. A student who fails to submit the diploma thesis by the deadlines set in sections 12 and 13 will be removed from the list of students. Completion of studies will then be possible under the rules defined in § 30(5).

15. After the thesis defense, the written diploma thesis is entered electronically by the University into the National Repository of Written Diploma Theses (ORPPD).

D. Supervisor and reviewer

§ 32

1. The diploma thesis is completed under the supervision of an academic teacher holding the title of professor, or the degree of doctor of science or doctor, hereinafter referred to as the "supervisor".
2. In the case of first-cycle studies, the Dean may authorize a specialist who is not an academic teacher, but holds a master's degree (or equivalent) or a doctoral degree, to supervise the thesis.
3. The reviewer of a diploma thesis submitted under § 31(5) may not be a co-author of the documented achievement.
4. In the event of a supervisor's prolonged absence that may delay the student's ability to submit the thesis, the Dean must appoint another person to take over the supervision.
5. The thesis must be evaluated in the University's ICT system by the supervisor and at least one reviewer. Reviewers must meet the requirements outlined in sections 1 and 2. For master's theses, if the supervisor holds a doctoral degree, the reviewer must hold the title of professor or doctor of science.
6. In case of a negative review, the Dean decides whether the student may take the diploma examination after consulting an additional reviewer. The second review is treated as final.
7. In the case of study resumption referred to in § 36(2), and with the supervisor's consent, a previously started diploma thesis may be continued.

VI. DIPLOMA EXAMINATION

§ 33

A. Eligibility for the diploma examination

1. The following conditions must be met for a student to be admitted to the diploma examination:
 - 1) obtaining the required number of ECTS credits confirming achievement of the learning outcomes specified in the curriculum of studies, and completing all semesters;
 - 2) submission of the diploma thesis referred to in § 31(2) and (7);
 - 3) a positive opinion on the thesis from the supervisor, including the obligation under § 31(10);
 - 4) a positive opinion from at least one reviewer;
 - 5) submission of all required documents to the Dean's Office prior to the scheduled defense date.
2. The diploma examination takes place at a date set by the Dean, no later than 3 months from the date specified in § 31(12). If the submission deadline was extended under § 31(13), the examination must occur within 1 month of submission..

B. Diploma examination commission

3. The diploma examination is conducted by a commission appointed by the Dean, consisting of at least three members: the chairman, the supervisor, and the reviewer. At least one commission member must be an academic teacher holding the title of professor or the degree of doctor of science.
4. The examination commission is chaired by the Dean, Vice-Dean, professor, university professor, or doctor of science employed by the University.
5. In the case of first-cycle studies, the Dean may authorize an academic teacher with a doctoral degree to chair the examination commission.

C. Organisation of the diploma examination

6. The diploma examination is oral, but with the Dean's consent may also include a written component.
7. Before the start of the final semester, the Dean shall publish a list of topics covered in the diploma examination.
8. At the request of the student or supervisor, the diploma examination may be held as a public event. The decision on the public nature of the examination is made by the chairman of the examination commission, who also determines the scope and conditions of public attendance.

§ 34

1. The diploma examination commission determines the grade for the diploma thesis, taking into account the opinions of the supervisor and the reviewer.
2. The grading scale specified in § 21(1) is used for the thesis evaluation.

§ 35

1. The diploma examination consists of the defense of the thesis and answering at least 3 questions from the list of topics referred to in § 33(7).
2. The grading scale defined in § 21(1) is applied to both the thesis defense and the answers to the questions.
3. The final grade for the diploma examination is the arithmetic mean (rounded to two decimal places) of the grade for the thesis defense and the partial grades for each question. The examination is considered passed if the thesis defense grade and the majority of the other partial grades are positive.

4. The written grade of the diploma examination passed with a positive result is determined as follows:

Grade range	Grade, in words	Letter symbol	Numeric grade
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. A student who justifies their failure to appear for the diploma examination or who receives a negative grade in this examination shall be assigned a second date by the Dean. This examination must take place no later than within three months from the date of the first examination.
2. A person who does not justify their failure to appear for the diploma examination may resume their studies.

D. Completion of studies

§ 37

1. Studies are completed upon passing the diploma examination with a positive result.
2. The graduate receives a diploma of graduation in the specified field of study and profile, along with a diploma supplement and their copies.
3. The average grade from the course of studies is a weighted average. A course grade is assigned a weight equal to the number of ECTS credits assigned to that course:

$$\text{grade average} = \frac{\sum(\text{course grade} \times \text{credits})}{\sum \text{credits}}$$

4. The grade for a course (or its part, in accordance with § 19 sec. 2 pt. 2) is the arithmetic mean of all grades from each form of conducted classes..
5. The final result of the studies is determined by the diploma examination commission, calculated to two decimal places, based on the sum of:
 - 1) 0.6 weighted average of grades obtained in the course of studies;
 - 2) 0.2 diploma thesis grade;
 - 3) 0.2 diploma examination grade.
6. The written grade of the final result of studies is determined as follows:

Grade range	Grade, in words	Letter symbol
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

Grade range	Grade, in words	Letter symbol
up to 3.40	satisfactory	E

7. The numerical and written grades of the diploma thesis, diploma examination, and the final result of studies are entered into the diploma examination protocol in the University's ICT system.
8. The written grade of the final result of studies is recorded in the diploma.

§ 38

The rules and procedures for organizing studies conducted jointly with other universities, including foreign ones, as well as the rules for issuing the graduation diploma, are defined by agreements with those universities.

VII. AWARDS AND DISTINCTIONS

§ 39

Students who distinguish themselves with outstanding academic results, sports achievements, cultural or organisational activities for the benefit of the University may be granted awards and distinctions.

§ 40

Outstanding graduates may be awarded the medal "Outstanding Graduate of Poznan University of Technology." The rules for awarding the medal are defined in a separate regulation.

VIII. DISCIPLINARY PENALTIES

§ 41

1. A student is subject to disciplinary responsibility for violating the regulations in force at the University and for acts that violate student dignity, under the rules defined by the Act.
2. Disciplinary penalties include: warning, reprimand, reprimand with warning, suspension in specified student rights for up to 1 year, expulsion from the University.

IX. FINAL PROVISIONS

§ 42

1. The appeal body from the Dean's decisions in all matters covered by the Regulations is the Rector, except for matters reserved by the Act.
2. An appeal must be submitted in writing, through the Dean, within 14 days from receiving information about the decision.
3. The Rector's decision in the appeal procedure is final.
4. In matters concerning the rules and procedures of studies not specified in the Regulations, the decision lies with the Rector. Decisions issued by the Rector are final.

§ 43

The Regulations shall enter into force beginning with the academic year 2025/2026.

OATH

Aware of the duties of a student of Poznan University of Technology, as of the beginning of my studies, I solemnly swear to:

- diligently acquire knowledge, skills, and competences,
- uphold the dignity of a student and the good name of my University,
- observe the principles of academic community life and the regulations in force at the University.