

Rules and Regulations of Postgraduate Studies

I. General Provisions

§ 1

1. Postgraduate studies at Poznan University of Technology are conducted on the basis of applicable regulations, in particular:
 - 1) the Act of 20 July 2018 – Law on Higher Education and Science, hereinafter referred to as the “Act”,
 - 2) the Statute of Poznan University of Technology, hereinafter referred to as the “Statute”,
 - 3) Ordinance No. 3 of the Rector of Poznan University of Technology of 19 January 2024 on guidelines for the development and modification of study programmes.
2. The provisions of the Regulations apply to participants of postgraduate studies conducted at Poznan University of Technology, hereinafter referred to as the “University”.
3. Postgraduate studies are conducted within the University’s faculties.
4. Postgraduate studies may be conducted jointly with an external entity on the basis of an agreement on the implementation of postgraduate studies, specifying the principles of their delivery, the issuance of completion certificates, the method of financing, and settlement arrangements. The agreement shall be concluded by the Rector or a person authorised by the Rector.
5. A participant in postgraduate studies may be a person who holds a full qualification at least at level 6 of the Polish Qualifications Framework (PQF), obtained within the higher education and science system.
6. Postgraduate studies last no less than two semesters and enable the acquisition of partial qualifications at level 6, 7, or 8 of the PQF.
7. The programme of postgraduate studies defines learning outcomes for partial qualifications, taking into account second-cycle PQF characteristics at level 6, 7, or 8, as specified in the regulations issued pursuant to Article 7(3) and (4) of the Act of 22 December 2015 on the Integrated Qualifications System.
8. Postgraduate studies leading to a partial qualification at PQF level 6 or 7 are intended for persons holding at least a first-cycle degree diploma, a second-cycle degree diploma, or a long-cycle Master’s degree diploma.
9. Postgraduate studies leading to a partial qualification at PQF level 8 are intended for persons holding a doctoral degree diploma.
10. The assignment of PQF levels to qualifications awarded upon completion of postgraduate studies and other forms of education, and their inclusion in the Integrated Qualifications System, is the

responsibility of the Academic Senate of Poznan University of Technology, in accordance with the Act on the Integrated Qualifications System.

11. Postgraduate studies may be conducted in full-time or part-time mode. Classes in postgraduate studies are conducted in accordance with the information included in the proposal for establishment or continuation of a given edition.
12. Participants in postgraduate studies may be Polish citizens or foreign nationals.
13. Classes in postgraduate studies may be conducted in Polish or in a foreign language.
14. Postgraduate studies are fee-based.
15. The fee for participation in postgraduate studies is determined on the basis of the budget estimate for the postgraduate programme.
16. A reduction in the participation fee requires the approval of the Rector.

II. Establishment and Discontinuation of Postgraduate Studies

§ 2

1. In order to obtain the Rector's approval for the establishment of a new postgraduate programme, the document "Concept for a New Postgraduate Programme" shall be submitted, through the central administrative unit responsible for postgraduate studies, to the relevant Vice-Rector for review.
2. Following the review of the "Concept for a New Postgraduate Programme", the Dean of the faculty shall submit an "Application for the Establishment of a Postgraduate Programme" together with the required appendices. The application shall be accompanied by a resolution of the faculty board supporting the proposed postgraduate programme.
3. The postgraduate programme shall be established by the Academic Senate of Poznan University of Technology following a review by the Senate Education Committee.
4. The decision to establish a postgraduate programme shall be made by the Rector after the Academic Senate of Poznan University of Technology has adopted a resolution approving the postgraduate programme.
5. The decision to launch a subsequent edition of a postgraduate programme without changes to the programme shall be made by the relevant Vice-Rector on the basis of the "Application for a Subsequent Edition of a Postgraduate Programme", submitted by the Dean together with the required attachment.
6. Templates of the applications are provided in the attachments to the Ordinance of the Rector of Poznan University of Technology on guidelines for the development and modification of study programmes.
7. Following the Bursar's approval of the postgraduate programme budget estimate, the Dean shall submit applications for the establishment of a postgraduate programme or for a subsequent edition to the central administrative unit responsible for postgraduate studies:
 - 1) by 30 April for programmes commencing in the winter semester;
 - 2) by 31 October for programmes commencing in the summer semester.
8. Any amendments to a postgraduate programme require approval by a resolution of the Academic Senate of Poznan University of Technology. A change to the name of a postgraduate programme shall

be treated as the establishment of a new programme and shall require approval of the programme by a resolution of the Academic Senate of Poznan University of Technology.

9. In the case of jointly delivered postgraduate programmes, the participating higher education institutions shall, prior to adopting the postgraduate programme, sign a letter of intent setting out the preliminary principles of cooperation. Following agreements between the institutions, the postgraduate programme shall be developed and adopted by the senates of both institutions. After adoption of the programme, the institutions shall conclude an agreement on the joint delivery of the postgraduate programme. Upon execution of the agreement, the Rector shall issue an ordinance establishing the joint postgraduate programme.
10. Following the Rector's ordinance establishing a postgraduate programme or the relevant Vice-Rector's decision to launch a subsequent edition, the central administrative unit responsible for postgraduate studies shall publish information about the programme on the University's website.

§ 3

1. Where the number of participants admitted to a postgraduate programme is insufficient to ensure full funding of the programme and the achievement of the minimum profit level specified in the postgraduate programme budget estimate, the programme may be launched only with the approval of the relevant Vice-Rector, granted on the basis of an application submitted by the Dean together with an appropriately revised postgraduate programme budget estimate.
2. The delivery of postgraduate programmes shall generate a profit of at least 3% of net revenue. The profit generated by the accounting unit may, in the year in which it is earned, be allocated by that unit to the financing of research or teaching activities, including the provision of own contributions to projects and, subject to the Rector's approval, the acquisition of fixed assets. Any profit from postgraduate programmes remaining unallocated for the above purposes in a given year shall increase the unit's surplus or reduce its deficit.

§ 4

1. A postgraduate programme shall be discontinued if it is not launched within a period of five consecutive years.
2. The Dean shall submit an "Application for the Discontinuation of a Postgraduate Programme" to the relevant Vice-Rector through the central administrative unit responsible for postgraduate studies, in accordance with the procedure specified in the relevant ordinance of the Rector.

III. Program i organizacja studiów podyplomowych

§ 5

1. The curriculum of studies shall enable a participant in postgraduate studies to obtain at least 30 ECTS credits.
2. The faculty offering the postgraduate programme shall define the learning outcomes, the methods of their assessment and documentation, and the requirements for successful completion of the programme.

3. Postgraduate programmes with a teacher specialisation providing pedagogical preparation shall last at least three semesters and comprise no fewer than 270 contact hours. In addition, participants shall complete a teaching placement of at least 150 hours.
4. The postgraduate programme shall provide for the submission of a final project or the completion of a final examination.

§ 6

1. Postgraduate studies shall be delivered in accordance with the principles of equal opportunities and accessibility for persons with specific needs, including persons with disabilities.
2. A participant with specific needs, including a disability, may submit an application for support during the admissions process or the course of study to the Equality Office, either directly or through the relevant Head of Postgraduate Studies.
3. The decision on the individual mode and scope of support shall be made by the relevant Head of Postgraduate Studies on the basis of a written recommendation from the Equality Office and taking into account the specific nature of the postgraduate programme.
4. Detailed rules governing the procedures, forms and scope of support available to postgraduate participants with specific needs shall be set out in separate regulations.

§ 7

1. Classes in postgraduate studies shall be taught by academic staff employed by the University.
2. In order to broaden the knowledge provided, particularly its practical aspects, teaching may also be entrusted to:
 - 1) academic staff employed by other higher education institutions;
 - 2) retired academic staff of the University;
 - 3) persons not employed by the University who possess outstanding professional qualifications and are recognised specialists in the fields covered by the curriculum of studies.

§ 8

1. The Head of Postgraduate Studies shall be appointed by the Rector for a specified term.
2. The Head of Postgraduate Studies shall be appointed from among the academic staff employed by the University.
3. The responsibilities of the Head of Postgraduate Studies include the organisation and supervision of the postgraduate programme, and in particular:
 - 1) preparing the documentation required for the establishment of new postgraduate programmes and their subsequent editions;
 - 2) supervising the electronic admissions process for postgraduate studies;
 - 3) issuing decisions on the outcome of the admissions procedure;
 - 4) determining the timetable of teaching sessions;
 - 5) supervising the maintenance of postgraduate student records;
 - 6) ensuring the high academic quality of the postgraduate programme;

- 7) issuing certificates confirming participation in postgraduate studies.

§ 9

1. The faculty offering the postgraduate programme shall maintain records of the course of postgraduate studies in the University's information and communication system and shall keep individual student files for participants in postgraduate studies.
2. Each postgraduate participant's file shall contain:
 - 1) documents relating to admission to the postgraduate programme, namely:
 - a) the application for admission to postgraduate studies;
 - b) a copy of the decision on the outcome of the admissions procedure;
 - c) a copy of the higher education diploma certified by the person responsible for maintaining postgraduate study records;
 - d) one copy of the agreement on the fees for educational services provided by Poznan University of Technology to participants in postgraduate studies;
 - 2) documents relating to the course and completion of postgraduate studies, namely:
 - a) the participant's record of academic achievement;
 - b) the record of the final examination or the defense of the final project;
 - c) a copy of the postgraduate studies completion certificate,
 - d) a declaration confirming that the final project was prepared independently,
 - e) confirmation of receipt of the postgraduate studies completion certificate,
 - f) other documents relating to the course of postgraduate studies.
3. The faculty offering the postgraduate programme shall transfer the individual student files to the central administrative unit responsible for postgraduate studies within 7 days of the final examination or the defence of the final project.

IV. Admission to Postgraduate Studies

§ 10

1. Persons who satisfy the requirement specified in § 1(5) of the Postgraduate Studies Regulations may apply for admission to postgraduate studies at Poznan University of Technology. In justified cases, additional admission requirements may be specified.
2. Admission to postgraduate studies shall be conducted exclusively through the University's online admissions system, in accordance with the conditions specified in the application for the establishment of a postgraduate programme or for a subsequent edition.
3. Admission to postgraduate studies shall take place:
 - 1) from June to September for programmes commencing in the winter semester,
 - 2) from December to February for programmes commencing in the summer semester.
4. Applicants for postgraduate studies shall create an individual account in the University's online admissions system.

5. Applicants shall upload to the admissions system a first-cycle, second-cycle or long-cycle Master's degree diploma, or a doctoral diploma, constituting the basis for admission to postgraduate studies. The original diploma and an identity document for verification purposes shall be presented to the unit offering the postgraduate programme no later than the first teaching session.
6. A diploma obtained abroad shall entitle its holder to apply for admission to postgraduate studies at a Polish higher education institution if it has been recognised as:
 - a) equivalent to the corresponding Polish diploma under an international agreement; or
 - b) equivalent to the corresponding Polish diploma through the nostrification procedure; or
 - c) equivalent to a Polish diploma confirming a full qualification at least at PQF level 6, pursuant to Article 326(1) of the Act (applicable to diplomas awarded in EU, OECD and EFTA member states).
7. The unit offering the postgraduate programme shall inform applicants of the results of the admissions procedure through the University's online admissions system.
8. Applicants shall receive a decision on the outcome of the admissions procedure together with the agreement on the fees for educational services provided by Poznan University of Technology to participants in postgraduate studies.
9. Foreign nationals may undertake and pursue postgraduate studies on the basis of an administrative decision of the Rector.
10. Within 14 days of the completion of the admissions process, the Head of Postgraduate Studies shall inform the central administrative unit responsible for postgraduate studies of the admission results. The unit shall assign student ID numbers to the participants in postgraduate studies.

§ 11

1. Admission to postgraduate studies shall be subject to the following conditions:
 - 1) fulfilment of the requirements specified in the ordinance of the Rector establishing the postgraduate programme;
 - 2) obtaining a positive result in the admissions procedure;
 - 3) signing the agreement on the fees for educational services provided by Poznan University of Technology to participants in postgraduate studies;
 - 4) payment of the fee for participation in the postgraduate programme in an amount corresponding to at least the fee for the first semester of study or, in individual cases, upon the applicant's request, in an amount determined by the Dean. Where an applicant is not admitted to the postgraduate programme, any fee paid shall be refunded. The Dean shall specify the deadline for payment of the fees for educational services provided within the postgraduate programme, including the possibility of payment by instalments. The terms and conditions governing the payment of fees for postgraduate studies shall be set out in the agreement on the fees for educational services provided by Poznan University of Technology to participants in postgraduate studies.

V. Rights and Obligations of Participants in Postgraduate Studies

§ 12

1. Participants in postgraduate studies shall have the right to:
 - 1) acquire knowledge, skills and social competences through the postgraduate programme of their choice as part of the educational activities provided;
 - 2) use the facilities, equipment and other material resources necessary for the delivery of the postgraduate programme;
 - 3) receive a certificate confirming enrolment in and attendance at postgraduate studies, issued by the Head of Postgraduate Studies;
 - 4) submit comments to the Head of Postgraduate Studies concerning the organisation of the programme, the programme itself, the work of academic staff, and technical and administrative support;
 - 5) use the electronic services provided by the University.
2. Participants in postgraduate studies shall be obliged to:
 - 1) obtain all required course credits and pass all examinations specified in the postgraduate programme;
 - 2) comply with the regulations in force at the University;
 - 3) promptly notify the administrative staff member responsible for maintaining postgraduate study records of any changes to the personal data required by the University;
 - 4) pay all required fees by the specified deadlines;
 - 5) attend the classes provided for in the postgraduate programme curriculum and timetable;
 - 6) submit a written notice of withdrawal from the postgraduate programme to the Head of Postgraduate Studies if they decide to discontinue their studies,
 - 7) activate their eKonto account in the University's information and communication system.

VI. Course Assessment and Examinations

§ 13

1. The following grading scale shall apply to course assessments and examinations:
 - 1) very good (5.0)
 - 2) good plus (4.5)
 - 3) good (4.0)
 - 4) satisfactory plus (3.5)
 - 5) satisfactory (3.0)
 - 6) unsatisfactory (2.0).
2. The final deadline for obtaining all course credits and passing all examinations shall be the completion date of the postgraduate programme specified in the application for the establishment of the programme or for its subsequent edition.

VII. Completion of Postgraduate Studies

§ 14

1. The requirements for successful completion of postgraduate studies are:
 - 1) obtaining all required course credits and passing all examinations specified in the postgraduate programme;
 - 2) submission of the final project and obtaining a positive assessment of the final project (where provided for in the postgraduate programme);
 - 3) passing the final examination with a grade of at least Satisfactory (3.0) (where provided for in the postgraduate programme).
2. A participant may be admitted to the final examination and/or the defence of the final project only after obtaining the number of ECTS credits required by the postgraduate programme.

§ 15

1. The submission and defense of the final project by a participant in postgraduate studies, where provided for in the postgraduate programme, shall take place within 2 months of the completion of classes.
2. The final project, assessed by the supervisor, may be prepared individually or jointly. Where the final project is completed as a group project, the authorship of its individual parts or the contribution made by each author shall be specified.
3. A declaration confirming the independent preparation of the final project shall be attached to the final project.

§ 16

1. The final examination, where provided for in the postgraduate programme, shall be conducted before an examination committee appointed by the Dean at the request of the Head of Postgraduate Studies. The committee shall consist of at least three members.
2. The examination committee shall include persons with academic expertise relevant to the subject area of the postgraduate programme, including the supervisor of the final project, where such a project is provided for in the postgraduate programme.
3. The final examination shall cover the subject matter of the postgraduate programme, taking into account the topic of the final project where such a project is provided for in the postgraduate programme.
4. The final examination shall take place within 1 month of:
 - 1) obtaining all required course credits and passing all examinations necessary for the completion of the postgraduate programme;
 - 2) submission of the final project, where such a project is provided for in the postgraduate programme.
5. The date of the final examination shall be determined by the Head of Postgraduate Studies.
6. A participant who receives a Fail (2.0) in the final examination shall be entitled to retake the examination once, within 3 months of the date of the first examination.
7. At the participant's request, and in justified cases, the Head of Postgraduate Studies may grant a one-time extension of the deadline for the submission of the final project and/or the final examination, for

a period of up to 12 months from the completion date of the relevant edition of the postgraduate programme.

§ 17

1. The result entered on the postgraduate studies completion certificate shall be determined by the examination board on the basis of the weighted average, rounded to two decimal places, comprising: the average of all course assessment and examination grades (weighting: 0.6), the grade awarded for the final project (weighting: 0.2), and the grade obtained in the final examination (weighting: 0.2), according to the following scale:
 - 4.76 - 5.00 (5.0) very good A
 - 4.26 - 4.75 (4.5) good plus B
 - 3.76 - 4.25 (4.0) good C
 - 3.26 - 3.75 (3.5) satisfactory plus D
 - do 3.25 (3.0) satisfactory E.
2. Where the postgraduate programme does not provide for either a final project or a final examination, the result referred to in paragraph 1 shall be calculated using the following weightings: 0.73 for the average of course assessment and examination grades, and 0.27 for either the final examination grade or the grade awarded for the defence of the final project, as applicable.
3. A condition for the award of the postgraduate studies completion certificate is the settlement of all outstanding obligations towards the University no later than the completion date of the relevant edition of the postgraduate programme.
4. The postgraduate studies completion certificate shall be issued by the central administrative unit responsible for postgraduate studies. The certificate may be issued only after the Head of Postgraduate Studies has submitted the participant's complete file to the central administrative unit within 7 days of the final examination or the defence of the final project.
5. The template of the postgraduate studies completion certificate and the template of the joint postgraduate studies completion certificate shall be approved by an appropriate Resolution of the Academic Senate of Poznan University of Technology.
6. In the event of the loss of a postgraduate studies completion certificate, the University may issue a duplicate at the graduate's written request.
7. Postgraduate studies completion certificates shall be collected from the central administrative unit responsible for postgraduate studies.

VIII. Removal from the List of Participants in Postgraduate Studies

§ 18

1. The Dean shall remove a participant from the list of participants in postgraduate studies in the following cases:
 - 1) failure to commence the postgraduate programme;
 - 2) withdrawal from the postgraduate programme;

- 3) lack of satisfactory academic progress;
 - 4) absence from more than 70% of the classes provided for in the postgraduate programme;
 - 5) failure to obtain the required course credits or to pass the examinations specified in the postgraduate programme;
 - 6) failure to submit the final project within the deadline specified in § 15(1) or to take the final examination within the deadline specified in § 16(4), except as provided for in § 16(6);
 - 7) receiving a Fail (2.0) in the retaken final examination.
2. The Dean may remove a participant from the list of participants in postgraduate studies in the following cases:
- 1) failure to pay the fees associated with the postgraduate programme;
 - 2) failure to sign the agreement on the fees for educational services provided by the University to participants in postgraduate studies;
 - 3) failure to comply with the regulations in force at the University.
3. The Head of Postgraduate Studies shall immediately inform the participant and the central administrative unit responsible for postgraduate studies of the removal from the list of participants. Where the participant was referred to the postgraduate programme by an employer, the Head of Postgraduate Studies shall also notify the employer of the reason for the participant's removal.

IX. Reinstatement to Postgraduate Studies

§ 19

1. A participant who has withdrawn from postgraduate studies during their course may resume studies in a subsequent edition of the postgraduate programme without undergoing the admissions procedure (provided that the programme is launched and no changes have been made to the postgraduate curriculum). Payment is required for classes which the participant had not paid for prior to withdrawal.
2. The Head of Postgraduate Studies shall be obliged to inform the participant in writing of the decision regarding the reinstatement to postgraduate studies.
3. The Head of Postgraduate Studies shall immediately inform the central administrative unit responsible for postgraduate studies of each reinstatement. Participants referred to in paragraph 1 shall, with the Dean's approval, not be required to retake examinations or reassess modules in which they obtained at least satisfactory grades.
4. A participant who withdraws from postgraduate studies prior to their commencement shall be entitled to a refund of the fee paid, in accordance with the terms specified in the agreement on the fees for educational services provided by the University to participants in postgraduate studies.

X. Final Provisions

§ 20

1. Decisions issued by the Dean or the Head of Postgraduate Studies may be appealed by a participant in postgraduate studies to the Rector via the Dean of the faculty offering the postgraduate programme within 14 days of the date of delivery of the decision. The Rector's decision shall be final.
2. The Rector shall be the final appellate authority in all matters covered by these Regulations.
3. In matters relating to postgraduate studies not covered by these Regulations, the Rector shall decide.
4. These Regulations shall enter into force on 1 October 2026. Participants in postgraduate studies commencing before that date shall complete their studies under the rules in force at the time of commencement.