

**Ordinance No. 35
of the Rector of Poznan University of Technology
of 11 July 2025
(RO/VII/35/2025)**

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

Acting pursuant to Articles 69, 70, 323, 324 and 326 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), hereinafter referred to as the "LHES", in connection with the Act of 12 December 2013 on foreign nationals (Journal of Laws of 2024, item 769, as amended), hereinafter referred to as the "AOFN", § 15 and § 38 of the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (Journal of Laws of 2023, item 2787) and Article 2 of the Act of 12 March 2022 on assistance to Ukrainian citizens in connection with the armed conflict on the territory of this country (Journal of Laws of 2024, item 167, as amended), hereinafter referred to as the "Special-Purpose Act" and Resolution No. 185/2020-2024 of the Senate of Poznan University of Technology of 24 April 2024, as amended, hereinafter referred to as the "Recruitment Resolution" (consolidated text: Ordinance No. 31 of the Rector of Poznan University of Technology of 10 July 2025), **it is ordered** as follows:

§ 1

General rules

1. The Ordinance defines the rules of undertaking studies at Poznan University of Technology, hereinafter referred to as PUT, by persons who are not Polish citizens, hereinafter referred to as "foreign nationals" or "international students".
2. A foreign national, under the provisions of Polish law, is any person who does not hold Polish citizenship. Persons who simultaneously hold Polish citizenship and of another country may undertake and pursue higher education at PUT only on the terms applicable to Polish citizens.
3. PUT admits international students to first-cycle and second-cycle studies within the limits established for individual forms and fields of study.
4. The decision to start a study programme in a given field of study is made by the Rector.
5. An international student is admitted to university on the basis of the results of the qualification procedure.
6. Persons being transferred from another university or a foreign university are admitted according to the principles set out in the PUT Study Rules and Regulations.
7. International students may undertake and pursue studies on the basis of:
 - 1) international agreements, according to the principles stipulated therein;
 - 2) agreements concluded with foreign entities by universities, on the principles stipulated therein;
 - 3) the Minister's decision;
 - 4) decisions of the Director of the National Agency for Academic Exchange, hereinafter called NAWA, in relation to its scholarship holders;
 - 5) a decision of the Director of the National Science Centre allocating funds for the implementation of basic research in the form of a research project, internship or scholarship, qualified for funding by way of a competition;
 - 6) the Rector's administrative decision.
8. The University conducts entrance examinations to assess artistic aptitude or knowledge necessary for undertaking studies pursuant to Article 70 sections 4, 4a, and 5 of the LHES.

§ 2

Conditions and mode of recruitment

1. Recruitment for the first year of studies in the academic year 2025/2026 will be conducted for the winter and summer semesters.

2. The recruitment of international students takes place on the dates indicated in Attachment 1 and in accordance with the limits set out in Attachment 2 to the Ordinance.
3. A candidate may only be admitted to one field of study, but has the right to indicate several fields of study, setting the preferred sequence in which they are ready to pursue them.
4. A candidate is qualified for studies with the preferences of the fields of study referred to in section 3 on the basis of a ranking list (in the case of first-cycle studies) and, depending on the field of study, the result of an online or onsite exam (in the case of second-cycle studies).
5. A candidate for studies signs a declaration that they have read the list and rules of charging fees and undertakes to comply with them in the event of being entered on the list of students at Poznan University of Technology. The template of the declaration is found in Attachment No. 3 to Ordinance No. 13 of the Rector of Poznan University of Technology of 30 April 2025 on the amount, detailed rules for collection and conditions and mode of exemption from fees in the academic year 2025/2026.
6. In order to secure recruitment organizational and substantive needs, the Rector appoints the International Student Recruitment Committee, hereinafter called ISRC, which is composed of PUT academic teachers and administrative staff.
7. Entrance exams confirming special predispositions to undertake a given field of study and checking artistic aptitude are carried out by the ISRC appointed by the Rector.
8. The ISRC determines the results of the qualifications of candidates participating in the qualification procedure.
9. The qualification procedure is carried out as part of two recruitment stages (recruitment for the winter semester and recruitment for the summer semester). After each recruitment stage, a ranking list is prepared (in the case of first-cycle studies) and an admission report (in the case of second-cycle studies) containing information about the qualification results.
10. If the limit of places in individual fields of study is not met, the ISRC reserves the right to qualify additional candidates who have met the recruitment requirements.
11. Ukrainian citizens who came to the territory of the Republic of Poland from the territory of Ukraine in the period from 24 February 2022 to the date specified in the regulations issued on the basis of Article 2 section 4 of the Special-Purpose Act will be admitted on the basis of the provisions contained therein.

§ 3

Registration and the course of the qualification procedure

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

- of secondary school graduation.
 - 2) in the case of second-cycle studies: a list of subjects that a candidate studied in the previous stage of education. Then, candidates are referred to the entrance exam in the form of an interview or an online or onsite test checking their predispositions to undertake studies;
 - 3) for the fields of *Architecture* and *Interior Design*: the results of checking artistic aptitude. Checking artistic aptitude includes a portfolio assessment – guidelines for the portfolio are contained in Attachment No. 3 to the Ordinance. The condition for admission to further qualification proceedings is to obtain a minimum of 120 points;
 - 4) foreign nationals who do not hold the document referred to in Article 326a section 1 of the LHES shall take an entrance examination conducted to assess knowledge necessary for undertaking studies, as referred to in Article 70 section 5b point 3a of the LHES. A prerequisite for proceeding to the next stage of the admission process is passing the examination, i.e., obtaining a minimum of 30%.
8. In the qualification procedure for first-cycle studies, a ranking list of candidates is used, created using the template referred to in § 3 section 5 of the Recruitment Resolution. A candidate must obtain at least 200 points.
 9. In the case of second-cycle studies, the condition for qualification is a positive result from the entrance exam – a test or an interview.
 10. The candidate may qualify for only one field of study.
 11. The candidate receives the results of the recruitment procedure through the recruitment system.
 12. Within three weeks of receiving the information, the candidate is obliged to pay the tuition fee for the first semester of studies.
 13. Decisions regarding admission to studies are delivered via post or the recruitment system.
 14. The decision is considered effectively delivered on the day of its receipt at the post office or on the day of its collection in the recruitment system. Uncollected decisions are deemed to have been automatically served within 14 days of their date of issue.
 15. The admission decision that has been issued is conditional. The condition for the validity of the decision is to launch the field of study listed in the content of the decision and to provide the original documents listed in the decision.
 16. The candidate is obliged to read the information provided through the individual account on an ongoing basis and bears responsibility for the consequences of failing to do so.
 17. Decisions on admitting or not admitting international students are issued by the Rector.

§ 4

Documents entitling to study

1. The following documents are required from international candidates taking part in the recruitment process at PUT:
 - 1) Documents of education:
 - 1.1) In the case of first-cycle studies:
 - a) a certificate of secondary school or another document referred to in Article 69 section 2 of the LHES;
 - b) a written statement regarding the above document issued by the Director of NAWA confirming the candidate's eligibility to apply for admission to higher education, or, in cases specified in Article 93a of the Act of 7 September 1991 on the Education System, as referenced in Article 70 section 5b point 1 of the LHES, a written statement issued by the Director of NAWA confirming eligibility to apply for admission to higher education, or a decision of the regional education superintendent recognizing secondary education and the right to apply for admission to higher education;
 - c) a transcript of records from the course of education entitling the holder to undertake first-cycle studies in the country where the certificate was issued, along with the official grading scale, if

- it is not included in the certificate referred to in item a), certified by the secondary school attended by the candidate;
- d) if applicable, a certificate confirming the result of an external examination qualifying the candidate for first-cycle studies in the country or education system in which the certificate referred to in item a) was issued.
- 1.2) In the case of second-cycle studies:
- a) a diploma of completion of first-cycle studies or long-cycle Master's studies, or a certificate obtained abroad confirming the right to undertake second-cycle studies in the country in which the issuing institution operates. If a certificate is submitted, the candidate is obliged to provide the actual diploma immediately upon receipt, no later than before the start of the first semester of studies;
 - b) foreign nationals who do not hold the document referred to in Article 326 section 1 or Article 327 section 1 of the LHES may be admitted to second-cycle studies under the conditions set forth in § 4 of the Recruitment Resolution and must submit a diploma of graduation issued abroad by a higher education institution recognized by the state in which or under whose higher education system it operates, along with a written statement issued by the Director of NAWA confirming the candidate's eligibility to apply for admission to studies, as referred to in Article 70 section 5d point 1 of the LHES;
 - c) a transcript of records from the course of studies entitling the holder to undertake second-cycle studies, together with the official grading scale, if not included in the transcript, certified by the higher education institution attended by the candidate;
 - d) a certificate from the appropriate higher education institution confirming the average grade obtained throughout the first-cycle or long-cycle Master's studies, if the diploma supplement does not include this information.
- 2) Confirmation of language proficiency level (min. B2) required to undertake studies:
- a) for first-cycle and second-cycle studies conducted in English, language proficiency must be confirmed in accordance with the documents specified in regulations issued based on Article 70 section 5f of the LHES. If no such regulations have been issued at the time of confirming language proficiency, the rules set out in Ordinance No. 14 of the Rector of PUT of 30 April 2025 on admission to studies at PUT by persons who are not Polish citizens for the academic year 2025/2026 shall apply;
 - b) for first-cycle and second-cycle studies conducted in Polish, language proficiency must be confirmed in accordance with the documents specified in regulations issued based on Article 70 section 5f of the LHES. If no such regulations have been issued at the time of confirming language proficiency, the rules set out in Ordinance No. 14 of the Rector of PUT of 30 April 2025 on admission to studies at PUT by persons who are not Polish citizens for the academic year 2025/2026 shall apply.
- 3) A page with a photo and personal data from an international candidate's passport or other travel document in order to verify the accuracy of the entered data and their possible correction based on the attached document.
- 4) For the fields of study *Architecture* and *Interior Design*: a portfolio and a declaration of its independent preparation in the case of candidates for first-cycle studies; a diploma thesis, a portfolio and a declaration of its independent preparation in the case of candidates for second-cycle studies.
- 5) A document entitling to exemption from tuition fees in the case of international candidates who are not charged any fees pursuant to Article 324 section 2 of the Act - LHES.
- 6) A decision of the NAWA Director in the case of scholarship holders.
2. All the documents referred to in section 1 must meet one of the following conditions:
- 1) be drawn up in Polish;
 - 2) be drawn up in English;
 - 3) be translated into Polish or English by a sworn translator or equivalent in the country of issue.
3. In the case referred to in section 2 point 3, documents must be translated in one of the following ways:
- 1) by a person entered by the Minister of Justice on the list of sworn translators;

- 2) by a person registered as performing a function equivalent to that of a sworn translator in the Republic of Poland, in a member state of the European Union, a member state of the European Free Trade Association, hereinafter referred to as EFTA, a party to the Agreement on the European Economic Area, hereinafter referred to as the EEA, or a member state of the Organisation for Economic Co-operation and Development;
- 3) by a consul of the Republic of Poland, competent for the country in whose territory or in whose education system the document was issued;
- 4) by an accredited diplomatic agency in the Republic of Poland or a consular office of the country in whose territory or in whose education system the document was issued.

In the event of difficulties encountered in the process of translating documents into Polish or English, the International Relations Office, hereinafter referred to as the IRO, may grant permission for the candidate to submit a translation prepared by another institution, provided that the institution's credibility is not in question.

4. During the recruitment process, the candidate shall upload scans of the required documents; however, they are obliged to present the originals of all documents required during registration no later than before the start of the academic year.
5. It is permissible to require documents other than those listed in section 1 due to specific admission requirements.
6. All current information regarding required documents is provided to candidates via the PUT website, the recruitment system, or by email.

§ 5

Polish language exam

1. A candidate applying for studies in Polish who does not have a certificate confirming proficiency in Polish, referred to in § 4 section 1 point 2b, has an opportunity to take the exam organized by the Centre of Languages and Communication, hereinafter referred to as the CLC, which confirms proficiency in Polish at, at least, B2 level according to the Common European Framework of Reference for Languages.
2. Taking the exam in the Polish language is possible after paying the recruitment fee and positive assessment of the required recruitment documents.
3. The exam takes place online on the dates set in the recruitment schedule.
4. The exam consists of a written part and an oral part.
5. The candidate is obliged to have a device equipped with a camera and a microphone, enabling two-way video communication, and to use it throughout the duration of the exam in order to ensure its proper administration. In particular, the candidate is obliged throughout the duration of the exam to:
 - 1) keep the camera and microphone switched on,
 - 2) remain in the camera's field of view and be constantly visible in the frame.
6. The condition for admission to the exam is to have an efficient/stable Internet connection.
7. Taking the exam is tantamount to consenting to the recording of the entire verification process.
8. The candidate is required to present a valid photo ID in order to verify their identity.
9. In the event of an unstable Internet connection, the verification will be cancelled and the candidate will have the right to take the exam on an additional date. This option is available only once. In the event of a recurrence of technical problems on the additional date, the candidate will lose the right to have another attempt.
10. After sending the links to the tests, latecomers will not be allowed to take the exam. A delay results in the loss of one attempt to undergo the verification process.
11. After taking the exam, the candidate will receive a report from the CLC containing information on their level of language proficiency.
12. The candidate is obliged to upload the received report into the recruitment system. The lack of said report in the system will result in the exclusion of the candidate from the recruitment procedure for formal reasons.

13. Reports confirming language proficiency at a level lower than B2 will not be accepted in the recruitment procedure. A candidate who has obtained a score below a B2 level will not be entitled to take the exam again.
14. Exams are free of charge, and the obtained reports can be used only in the recruitment procedure for studies conducted in Polish at Poznan University of Technology.

§ 6

Medical examinations

1. List of fields of study for which the University issues referrals to an occupational medicine specialist:
 - Architecture,
 - Architecture [English track],
 - Interior Design,
 - Civil Engineering,
 - Civil Engineering [English track],
 - Sustainable Building Engineering [English track],
 - Chemical and Process Engineering,
 - Pharmaceutical Engineering,
 - Environmental Engineering,
 - Chemical Technology,
 - Chemical Technology [English track],
 - Circular System Technologies.
2. Candidates admitted to the study programmes listed in section 1 will receive a referral to an occupational medicine physician from the International Relations Office. Based on this referral, they are required to undergo medical examinations and submit a medical certificate from the occupational medicine physician to the Faculty Dean's Office or the Student Affairs Centre, hereinafter referred to as CSS, before the start of classes. Failure to meet this requirement will prevent participation in classes.
3. The list of occupational medicine units that provide medical examinations free of charge on the basis of a referral issued by Poznan University of Technology can be found on the University's website.

§ 7

Fees

1. The amount of the recruitment fee is:
 - a) for first-cycle studies:
 - field of study: Architecture, Architecture [English track] and Interior Design (obligatory checking of artistic aptitude) – 150 PLN
 - other fields of study – 85 PLN
 - b) for second-cycle studies:
 - field of study: Architecture, Architecture [English track] and Interior Design (konieczność sprawdzenia uzdolnień artystycznych) – 150 PLN
 - other fields of study (obligatory entrance exam) – 100 PLN
2. The candidate pays one fee for the procedure related to admission to studies, for a given form of study (full-time, part-time) and cycle (first-cycle and second-cycle studies) regardless of the number of indicated fields of study. In the case of indicating fields of study for which different fees apply, the higher fee must be paid. The fee paid is non-refundable.
3. The recruitment fee should be paid no later than on the last day allocated for registration in the recruitment system in accordance with the recruitment schedule.
4. The candidate bears all costs related to the payment of the recruitment fee, including handling costs, bank charges, commissions, as well as costs related to the reimbursement of overpaid amount in the

qualification procedure for reasons not attributable to PUT. International candidates are obliged to pay fees for educational services in the amount specified in a separate Rector's Ordinance on the amount, detailed rules for collection and conditions and mode of exemption from fees.

5. International students undertaking studies at PUT on the basis of international agreements or contracts concluded by PUT with foreign entities pay fees for educational services indicated in these agreements.
6. If an international student pursuing full-time studies in Polish or English on a fee-paying basis acquires the rights listed in Article 324 section 4, points 1-8 of the LHES, then the Rector, per the international student's written request, may change the financial conditions of the pursued studies. The application in question together with the document confirming the acquisition of rights should be submitted via the relevant Faculty or the Student Affairs Centre.
7. PUT charges fees for the issuance of documents related to the course of studies in accordance with the applicable fee list contained in the Rector's Ordinance on the amount, detailed rules for collection and conditions and mode of exemption from fees in the academic year 2025/2026.
8. The reimbursement of the study fee for the period of not receiving education is carried out in accordance with the guidelines included in the relevant Rector's Ordinance on the amount, detailed rules for collection and conditions and mode of exemption from fees in the academic year 2025/2026.

§ 8

Candidates' rights and obligations

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

§ 9

Final provisions

1. The Rector authorizes the appropriate Vice-Rector for International Relations to make decisions and settlements concerning international students' affairs on his behalf, within the scope specified in the Ordinance.
2. Ordinance No. 14 of the Rector of Poznan University of Technology of 30 April 2025 (RO/IV/14/2025) on undertaking studies at Poznan University of Technology by persons who are not Polish citizens in the academic year 2025/2026 shall become null and void.
3. The Ordinance enters into force on the day of its signing.

The original signed by

Rector
of Poznan University of Technology

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